



The European Law Students' Association

Proudly Presents

THE LI.  
INTERNATIONAL COUNCIL MEETING



PRAGUE, CZECH REPUBLIC  
25<sup>TH</sup> MARCH - 1<sup>ST</sup> APRIL 2007

CORPORATE PARTNERS:



AUDITING PARTNER:



IT PARTNER:



**GENERAL INFORMATION****FOREWORD**

Dear all,

Time has passed past very fast after our first ICM in Alanya as the International Board. We are still full of joy and motivation from the Anniversary celebrations and the enthusiasm of the discussions taken place so far during our year in office. Now we are all about to come together once again for another unforgettable ICM, this time in a beautiful European city, Prague.

The International Board 2006/2007 is proud to present you the LI. International Council Meeting Working Materials. We are sure that you will be fully prepared by the help of these materials which keeps the same format as the previous one. We also would like to remind you to read through the Minutes from the 50<sup>th</sup> ICM in Alanya and make sure you have the updated version of the Statutes and Standing Orders and Decision Book, whilst preparing the ICM.

We also would like to address our gratitude to the Organising Committee of the 51<sup>st</sup> ICM in Prague, lead by the Head of the Organising Committee and the President of ELSA Czech Republic, Filip Vrubel. Thank you for all your great efforts to make this ICM a real success.

We are very much looking forward to meet you all in Prague!



Esra Ersoy  
Secretary General  
ELSA International

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**REMINDERS****General**

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

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

**To be prepared for Workshops...**

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

**To be prepared for the stay...**

- ✓ Make travel arrangements to be in Prague in time for the opening of the ICM at 14:30 on Sunday 25<sup>th</sup> of March;
- ✓ Bring smart clothes for the Plenary and Sponsors' Fair;
- ✓ Rehearse your performance for the ELSA VISION CONTEST!

**To be prepared for being celebrated as a true hero...**

- ✓ Decide to be a Workshop secretary;
- ✓ Consider being a Plenary hero;
- ✓ Consider hosting the ICM in Autumn 2008;
- ✓ Consider hosting the IPM in Winter 2008;
- ✓ Consider running for the International Board 2007/2008.

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

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

**DEADLINE FOR NOMINATIONS FOR  
THE INTERNATIONAL BOARD 2007/2008,  
AUDITORS AND VICE AUDITOR OF ELSA INTERNATIONAL 2007/2008,  
COUNCIL GUESTS AUTUMN ICM 2007,  
COUNCIL MEETING HOST AUTUMN 2008,  
PRESIDENTS MEETING HOST WINTER 2008  
IS MONDAY, 26<sup>TH</sup> MARCH AT MIDNIGHT**

## **Important information!**

In accordance with article 9.5 in the Statutes of ELSA International, a National Group's voting rights are suspended during an ICM, if the National Group has not fully 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](mailto:treasurer@elsa.org).

All SOTN Inquiries must be fully filled out and submitted in one document (all seven area connected parts of the inquiry) to the Secretary General of ELSA International at [secgen@elsa.org](mailto:secgen@elsa.org). Please e-mail the SOTN Inquiries before the ICM to make the procedure during the ICM easier.

International Board 2007/2008



The European Law Students' Association

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

**Ever dreamt of living in the ELSA House?**

**This is your big opportunity:**

**THE TIME IS NOW!**

**MAKE A DIFFERENCE FOR ELSA:**

**RUN FOR THE INTERNATIONAL  
BOARD 2007/2008!!**

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

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

**Vice President Academic Activities**

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

**Vice President Seminars and Conferences**

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

**Vice President Student Trainee Exchange Programme**

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

**President**

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

**Secretary General**

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



**Treasurer**

The Treasurer is in charge of the financial management of ELSA and is responsible for the accounting, property, and payments and for the arrangement of internal financial control. These tasks include budget control, budget making and bookkeeping for ELSA International.

**Vice President Marketing**

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

**Procedure of elections to the International Board**

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

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

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

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

**Transition**

The elected International Board 07/08 has to be present in the ELSA House in Brussels from the 2<sup>nd</sup> of July 2007 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 07/08 will be taught the work on the International Level, such as ICM preparations, day-to-day work for ELSA, responsibilities of the International Board, and of course how it is to live in Brussels for 13 months. The transition will however also be filled with social events, team-building sessions and sightseeing-trips in Belgium. Next to this, both International Boards will take an active part in the ELSA House Training Week organised by ELSA Belgium and ELSA International.

Auditors 2007/2008



The European Law Students' Association

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

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

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

**If all your answers are "YES" do not wait any longer - apply for the position as Auditor or Vice Auditor of ELSA International 2007/2008!**

**THE TIME IS NOW!**

**What is the role of the Auditors of ELSA International?**

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

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

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

**What are the general responsibilities of the Auditors?**

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

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

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

ICM Autumn 2008 and IPM Winter 2008



The European Law Students' Association

**AUTUMN ICM 2008**  
**WINTER IPM 2008**

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

Spent hours on interesting discussions in the Workshops?

Enjoyed participating in Trainings?

Or just experienced another city, another country and another  
scenery?

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

**This is it:**

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

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## The Council Meeting Guide for Newcomers and Experienced Users

### What is an International Council Meeting?

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

### What is a Workshop?

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

You may think it is odd that each Workshop has strange names but that is because they should not reflect individual board positions, but rather the area that is being dealt with in it. Therefore, you have the following Workshops:

*Academic Activities (AA)* - supervised by the Vice President Academic Activities of ELSA International and attended by National AA officers.

*Seminars & Conferences (S&C)* - supervised by the Vice President Seminars & Conferences of ELSA International and attended by National S&C officers.

*Student Trainee Exchange Programme (STEP)* - supervised by the Vice President STEP of ELSA International and attended by National STEP officers.

*Board Management, External Relations and Expansion (BEE)* - supervised by the President of ELSA International and attended by National Board Management, External Relations and Expansion officers.

*Internal Management (IM)* - supervised by the Secretary General of ELSA International and attended by National Internal Management officers.

*Financial Management (FM)* - supervised by the Treasurer of ELSA International and attended by National Financial Management officers.

*Marketing (MAR)* - supervised by the Vice President Marketing of ELSA International and attended by National Marketing officers.

### What is a Workshop officer?

There are four Workshop officers; one Chair, one Vice Chair and two secretaries.

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

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

The secretaries are expected to take the minutes of the Workshop and to prepare all the documents that have to be submitted to the Council.

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

**What is a Council Meeting officer?**

There are from 7 to 9 Council Meeting officers; One Chair, one Vice Chair, two to four secretaries, two tellers, and three members of the nominations committee. The Council Meeting officers ensure that some of the most important tasks at a Council Meeting are carried out.

**What is the role of the Chair and Vice Chair?**

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

**What is the role of the secretaries?**

The role of the secretaries of the Council Meeting is to take the minutes of the meeting. The secretaries are responsible to the Secretary General of ELSA International, and should always refer to her 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.

**MEMENTO**

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

- (i) You have fully filled in the State of the Network Inquiries and handed them to the Secretary General of ELSA International and all debts due to ELSA International have been paid. Please make sure the Secretary General of ELSA International has received the SOTN Inquiries of your National Group and confirm the debt situation with the Treasurer of ELSA International prior to the ICM.
- (ii) You have delivered the letter of authorization to the Secretary General of ELSA International. Please complete the letter of authorization that was sent to all National Boards together with the ICM invitation.

This letter must include:

- The contact details of your National Group;
- The names of the delegates of your National Group who are allowed to raise the voting cards during voting;
- The names of all other delegates;
- The list of Local Groups that are currently members or observers of your National Group (please indicate which groups enjoy what status);
- Two signatures from the National Board members authenticating the letter.

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

**Reporting Time**

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

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

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



**ELSA Vision Contest**

During the latest years a new tradition during ICMs has been introduced - the ELSA Vision Contest. Please be ready to prepare an act or/and a singing and dancing performance - represent your National Group in a glamorous and funny way. The ELSA Vision Contest will take place during one of the parties during the week. The International Board will be the jury for the event.

**Joint Workshops**

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

**Election of hosts for the International Council Meeting Autumn 2008**

The hosts for the two upcoming ICMs have been appointed. The autumn ICM will take place in Italy from the 21<sup>st</sup> to the 28<sup>th</sup> of October, organised by ELSA Reggio Di Calabria with the support of ELSA Italy and the next spring ICM will take place in Portugal, organised by ELSA Lisbon.

If you are thinking about organizing an ICM in your National Group in Autumn 2008, this is the right moment to apply! Prepare a proposal containing a draft program and a draft budget, present it to the International Board before the ICM, and you will have the opportunity to have a nice presentation in plenary. The Council will then decide.

So, do not hesitate - APPLY!

**NOTE:**

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

**Nominations and Election of Council Guests**

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

**DRAFT AGENDAS AND TIMETABLES**

**ICM TIMETABLE**

	25.3. 2007	26.3. 2007	27.3. 2007	28.3. 2007	29.3. 2007	30.3. 2007	31.3. 2007	1.4. 2007				
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday				
07:00	Arrival & Registration of the Participants	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast				
07:30												
08:00												
08:30												
09:00		Workshops	Workshops	Conference (including lunch)	Workshops	Workshops	Report Time		Final Plenary (including lunch)			
09:30												
10:00												
10:30												
11:00		Lunch at the hotel	Lunch at the hotel		Sponsors' Fair	Lunch at the hotel	Lunch at the hotel			Sightseeing (including dinner)	Departure of the Participants	
11:30												
12:00												
12:30												
13:00	Report Time	Mid Plenary	Workshops		Workshops	Workshops	Sightseeing (including dinner)	Departure of the Participants				
13:30												
14:00												
14:30												
15:00	Opening Plenary	Workshops	Sponsors' Fair	Workshops	Sightseeing (including dinner)	Sightseeing (including dinner)	Departure of the Participants					
15:30												
16:00												
16:30												
17:00	Introductory WS	Report Time	Free Time	Dinner at the hotel	Dinner at the hotel	Dinner at the hotel			Departure of the Participants			
17:30												
18:00	Training	Dinner at the hotel	Dinner at the hotel	Transport	Dinner at the hotel	Dinner at the hotel		Departure of the Participants				
18:30												
19:00	Dinner at the hotel	Free Time	Free Time	Free Time	Free Time	Free Time				Departure of the Participants		
19:30												
20:00	Free Time	Free Time	Free Time	Free Time	Free Time	Free Time	Departure of the Participants					
20:30												
21:00	Welcome Party	Party	Theme Party	Gala Ball (Including dinner)	Pubwalk	Party					Farewell Party	Departure of the Participants
21:30												
22:00												
22:30												
23:00												
23:30												
00:00												
04:00												

**PLENARY****Draft Agenda****Sunday, 25<sup>th</sup> March 2007 (14:30 – 17:00)**

- Morning      Arrival and registration of the participants
- Morning      Payments due to ELSA International, delivery of Letters of Authorisation and the SOTN Inquiry
- 14:30          **Introduction of the members of the International Board 2006/2007**  
Filip Vrubel  
President of ELSA Czech Republic/Head of the Organising Committee
- 14:35          **Opening of the Council Meeting by the President of ELSA International**  
Christopher Carlson
- 14:40          **Presentation of the Directors of ELSA International**  
Christopher Carlson
- 14:45          **Welcoming of Council Guests and Externals**  
Christopher Carlson
- 14:55          **Presentation of the Organising Committee of the Council Meeting**  
Christopher Carlson
- 15:05          **Presentation of ELSA International by the Vice President of Academic Activities ELSA International**  
Halvor Lekven
- 15:10          **Announcement of the list of votes by the Secretary General of ELSA International**  
Esra Ersoy
- 15:15          **Presentation of the Council Meeting Procedure**  
**Reading out of the agreement between ELSA Greece and ELSA Republic of Macedonia (Council Decision PLE 01/99 II)**  
Esra Ersoy
- 15:20          **Election of the Chair of the Plenary**  
Esra Ersoy

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- 15:25      **Election of the other plenary officers: Vice Chair, two secretaries, two tellers, three members of the nominations committee**  
Chair
- 15:35      **Approval of the Council Meeting Agenda and presentation of the Council Meeting structure**  
Chair
- 15:45      **Proposal to approve the Statutes of ELSA International**  
Chair and Esra Ersoy
- 16:05      **Approval of the Minutes of the Alanya International Council Meeting**  
Chair
- 16:10      **Report from the International Presidents' Meeting in Toulon, France**  
Yuriy Mukhin  
President ELSA Ukraine  
Chair at the International Presidents' Meeting in Toulon
- 16:25      **Presentation of the Workshops during the ICM by the members of ELSA International**  
Chair and the International Board
- 16:40      **Information on the Fresher's Training**  
Esra Ersoy
- 16:45      **End of the Plenary session**
- 17:00      **Introductory Workshops (see separate Agendas)**
- **Academic Activities**  
Halvor Lekven
  - **Seminars & Conferences**  
Loreta Pivoriūnaitė
  - **Student Trainee Exchange Programme**  
Andrea Claudia Raffl
  - **Board Management, External Relations and Expansion**  
Christopher Carlson
  - **Internal Management**  
Esra Ersoy
  - **Financial Management**  
Tina Eszlari

- **Marketing**  
Nils Fjelkegård

18:00      **Workshop Officers Training**  
Chair and Vice Chair of the Plenary

18:00      **ELSA Freshers Training**  
Esra Ersoy and Halvor Lekven

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**Tuesday, 27<sup>th</sup> of March (14:00-19:00)**

- 14:30      **Revision of the List of Votes**  
Esra Ersoy
- 14:40      **Presentation of the Training Agenda during the ICM**  
Esra Ersoy
- 14:45      **Information from the Organising Committee**  
Organising Committee
- 14:55      **Presentation by the Erasmus Student Network (ESN)**  
ESN International
- 15:05      **Presentation by TransLegal/Cambridge ILEC**  
Robert Houser
- 15:25      **Presentation by ICM Sponsors/Partners**  
Filip Vrabel
- 15:40      **Presentation of the International Trainers Pool**  
Vytautas Zabulis  
Director for Training ELSA International
- 16:00      **Announcement of Nominations**  
Nominations Committee
- 16:05      **Presentation and approval of the Interim Accounts 2006/2007  
Auditors' Report**  
**Opinion of the Financial Management Workshop**  
Chair, Auditors and the Financial Management Workshop Chair
- 16:35      **ELSA Development Fund Report**  
Tina Eszlari
- 16:45      **Presentation and approval of other proposals related to Financial  
Management**  
Chair and Workshop Chair
- 17:10      **Presentation and approval of proposals related to Academic Activities**  
Chair and Workshop Chair
- 17:35      **Question and Answer Time**  
Chair
- 18:00      **Presentation by ELS**

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- Teja Picton Howell  
President of ELS
- 18:10      **Presentation of the ELSA House Training Week Summer 2007**  
Organising Committee
- 18:15      **Presentation on the ELSA Moot Court Competition on WTO Law**  
Halvor Lekven
- 18:20      **Presentation of the Final International Focus Programme Conference in  
Oslo, Norway, December 2006**  
Organising Committee
- 18:30      **Presentation of the International Presidents Meeting in Toulon, France,  
January/February 2007**  
Organising Committee
- 18:40      **Presentation of the International STEP Meeting in Novi Sad, Serbia,  
February 2007**  
Organising Committee
- 18:50      **Teaser: 25<sup>th</sup> Anniversary Movie of ELSA**  
Maria Moguilnaia and Claudius Krucker
- 19:00      **End of the Plenary Session**

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**Saturday, 31<sup>st</sup> March 2007 (10:00 - ...)**

- 10:00      **Revision of the List of Votes**  
Esra Ersoy
- 10:05      **Announcement of Nominations**  
Nominations Committee
- 10:15      **Presentation of ELS**  
ELS Executive Committee and ELS members
- Presentation by ICM Host Candidate(s), Autumn 2008**  
Chair and Candidates
- Questions and Answers to the ICM Host Candidate(s), Autumn 2008**  
Chair and the Council
- Presentation by IPM Host Candidate(s), Winter 2008**  
Chair and Candidates
- Questions and Answers to the IPM Host Candidate(s), Winter 2008**  
Chair and the Council
- Presentation and Approval of the AA Workshop Report and related proposals and recommendations**  
Chair and Workshop Chair
- Presentation and Approval of the S&C Workshop Report and related proposals and recommendations**  
Chair and Workshop Chair
- Presentation and Approval of the STEP Workshop Report and related proposals and recommendations**  
Chair and Workshop Chair
- Presentation of the upcoming ICM in Reggio di Calabria, Italy, October 2007**  
Organising Committee
- Presentation of the upcoming ICM in Lisbon, Portugal, spring 2008**  
Organising Committee
- Presentation of the upcoming IPM in Warsaw, Poland, August 2007**  
Organising Committee



**Presentation and Approval of the BEE Workshop Report and related proposals and recommendations**

Chair and Workshop Chair

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

Chair and Workshop Chair

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

Chair and Workshop Chair

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

Chair and Workshop Chair

**Presentations and Questions and Answers time for the candidates as Auditor and Vice Auditor of ELSA International 2007/2008**

**Presentation and Question and Answers time for the candidates of the International Board of ELSA International 2007/2008**

**Elections of the Host for the Autumn ICM 2008**

Chair

**Elections of the Host for the Winter IPM 2008**

Chair

**Election of the Council Guests for the Autumn ICM 2007**

Chair

**Election for the International Board 2007/2008 and Auditor and Vice Auditor of ELSA International 2007/2008**

Chair

**Miscellaneous**

**Closing of the LI International Council Meeting**

Christopher Carlson

**TRAINING AGENDA**

- When?** Thursday the 29th of March between 10 AM and 1 PM
- Who?** For all participants at the ICM
- How?** More information on the trainings, registration and exact location of the trainings will be announced during Plenary and Workshops.

The following trainings will be offered:

- 1. I would like to organise an ELSA event in a new way - does anyone have any interesting tips for me?**

Area: Event planning

The aim for this training is to gain concrete tips and ideas from an external (non ELSA related) point of view when it comes to planning events in the ELSA Network. Focus will be on how to make the event interesting, not only for ELSA members and law students in general, but also for externals, such as Sponsors and Partners. Other points that will be discussed are tips on how to manage a successful event and tips on how to involve and follow up on the cooperation with externals involved in the event.

- 2. Is my written presentation/proposal interesting and attracting enough for the potential Sponsor/Partner? Does anyone have any tips for me?**

Area: Fundraising

The aim for this training is to discuss and conclude on how to make written presentations/proposals for potential Sponsors and Partners for ELSA Groups. The participants will have the chance to practice their skills in an interactive training and receive direct feedback from a representative working at a law firm or a company as well as representatives from ELSA International. The focus will be on how ELSA is profiling itself and what we can offer our Sponsors and Partners.

- 3. I have troubles understanding our Statutes and how to work with them - are there any basic tools that could help me in my work?**

Area: Internal Management

The aim for this session is to give the participants basic knowledge on the importance of an association's internal regulations. It is of high importance

that the internal regulations are followed and respected since they are governing the association. During this session the participants will receive basic tools on how to work with internal regulations in an easy and efficient way.

**4. I am responsible for finances in my National Group and I have no clue about accounting and fiscal matters - can someone help me?**

Area: Financial Management

The aim for this session is to get an overview of accounting and fiscal matters to convey the participants the basic knowledge about accounting and fiscal matters in a non-profit association like ELSA. The participants will have the possibility to get professional input and knowledge by Deloitte, one of the leading companies in accounting and tax law, as well as a Corporate Partner of ELSA International.

**5. We are having such a major conflict in our National Board - I do not know how to act - can someone help me to find a good solution? Are there any good methods I could use?**

Area: Conflict management/communication

The aim for this session is to discuss and conclude on ways to communicate during and after a conflict. Working for an association as ELSA requires good skills in teamwork. It is not always easy to work; conflicts usually arise sometime during the year in office. The reasons for this could be many. They could be both work and/or social related. During this session the participants will gain concrete tips on how to handle and act upon conflicts. Different communication methods will be discussed.

**6. I would like to improve my oral presentations - is there anyone that has any good and interesting tips or tools?**

Area: Presentation skills

The aim of this session is to give the participants an opportunity to develop their personal skills when it comes to presenting different things orally. Within an association as ELSA, and of course also outside of ELSA, it is of great importance that one is good in presenting different things in a professional and clear way. During this session we will have an interactive training on how to improve our presentation skills.

**7. We have a lousy atmosphere in our National Group, there is no team spirit or devotion - does anyone have any tips on how to improve the situation?**

Area: Teambuilding/teamwork

The aim of this training session is to make the participants aware of the importance of a Board or a Project group to work as a team. A team is consisting of individual members who is in many ways working separately. But all parts and areas are somehow connected and the persons carrying them out are depending on each other. For the success of the team and the maximum outcome of the work carried out, it is important that the team has a good team spirit and that everyone is comfortable and motivated to work with each other.

8. **Our National Group made a One Year Operational Plan in the beginning of the term in office. Now, six months later, no one in the team is really following it - how can we follow up on the plan set in a better way?**

Area: Planning

The main aim for this session is to give the participants concrete tools on how to follow up on planning (One Year Operational Plan and strategic plans) in an efficient and good way. It is vital for a team to be able to follow up on the implementation and performance of the goals set to reach maximum success in the team and to reach the very best results possible.

**ACADEMIC ACTIVITIES WORKSHOP**

**Timetable**

Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
08:00							
08:30							
09:00							
09:30						Transition	Report Time
10:00		Core Values	EMC <sup>2</sup>		Training Sessions	Motivation Session	Final Plenary (including lunch)
10:30							
11:00							
11:30		SOTN Report				Q & A	
12:00						Miscellaneous	
12:30						Closing WS	
13:00							
13:30							
14:00		Analysis	Report Time				
14:30		SOTN Report	Mid Plenary		Joint WS S&C, STEP Mark Res		
15:00	Opening Plenary	ELSA SPEL					
15:30		Legal Debates					
16:00							
16:30		Model United Nations			Joint WS S&C, STEP Int Eval		
17:00	Intro WS						
17:30							
18:00	Trainings	Report Time			Resp. LGs + NGs		
18:30							
19:00							

## Draft Agenda

### Reminders and preparations

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

- Statutes and Standing Orders;
- Decision Book;
- Two Year Tactical Plan (TYTP) 2005-2007;
- One Year Operational Plan (OYOP) 2006/2007 of ELSA International;
- The State of the Network Report (SOTN Report) from the Alanya ICM.

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

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

Read this Agenda carefully; should you need any clarifications, please do not hesitate to contact the Vice President Academic Activities of ELSA International at [vpaa@elsa.org](mailto:vpaa@elsa.org).

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

Welcome to the AA Workshop!

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### Sunday March 25<sup>th</sup> (17.00 - 19.00)

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17.00 - 18.00

#### Introductory Workshop

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

#### Means:

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

18.00 – 19.00

**Officers Training**

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

**Means:**

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

18:00 – 19:00

**Introductory Workshop for Freshers**

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

**Means:**

- Presentation by ELSA International;
- Questions and Answers.

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**Monday March 26<sup>th</sup> (09.30 – 18.00)**

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09.30 – 11.30

**Core values of ELSA**

**Aim:** To raise the awareness and knowledge of ELSA's core values and to identify concrete tools for working with the core values on national and especially local level.

**Means:**

- Presentation by ELSA International;
- Discussion.

**Comments:** The core values, meaning the vision, means and purpose of ELSA, constitute the fundamental activities within the ELSA Network. In the past years, the Network has lost the focus on these values due to lack of knowledge related to the basis as well as the history of ELSA.

During the ICM in Alanya we discussed the core values based on an Input Paper from ELSA International. During this session we will continue where we left off and take the discussions a bit further with special emphasis on the general need that we identified among the National Groups, namely to have some more concrete tools for working with the core values on national and local level.

**Preparations:** Please read the Input Paper by ELSA International.

11.30 – 12.30

**Presentation of State of the Network Report (SOTN Report) ICM Alanya**

**Aim:** To present the SOTN Report from ICM Alanya.

**Means:**

- Presentation by ELSA International;
- Discussion.

**Comments:** The International Board 2006/2007 is very proud to present the very first SOTN Report. The SOTN Report is an essential and efficient tool to obtain an overview of the status quo of the Association. During this session we will focus on the area of AA.

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

12.30 – 14.00

**Lunch**

14.00 – 15.00

**Analysis of the SOTN Report**

**Aim:** To analyse and conclude on actions to be taken.

**Means:**

- Discussion;
- Conclusions.

**Comments:** It is of high importance to analyse the results of the SOTN Report and to find concrete solutions to the main problems and difficulties within the area of AA.

15.00 – 15.30

**ELSA Selected Papers on European Law (ELSA SPEL)**

**Aim:** To give an update on the status of SPEL and to discuss the future of ELSA SPEL.

**Means:**

- Proposal regarding the Editor/ Editorial Board of ELSA SPEL;
- Presentation by the Vice President Academic Activities of ELSA International;
- Open discussion;
- Voting.



**Comments:** During the L ICM in Alanya 2006, the Academic Activities Workshop was informed and supported the idea from ELSA International to introduce an Editorial Board for ELSA SPEL and to abolish the Editorial Advisory Board of ELSA SPEL. The Editorial Board shall consist of no more than five academics that specialise in different fields of European Law. The aim with an Editorial Board is to relieve the Editor of some workload, and by doing so assuring that ELSA Selected Papers on European Law (SPEL) will be published periodically as according to the Decision Book.

**Preparations:** Please read the Proposal on ELSA SPEL by ELSA International.

15.30 – 16.30

### **Legal Debates**

**Aim:** To discuss the future of Legal Debates in Academic Activities.

**Means:**

- Presentation by the Vice President Academic Activities of ELSA International;
- Open discussion.

**Comments:** The International Board is conducting a Market Research and an Internal Evaluation of all Key Area activities in the Network this year. The outcome of the Market Research and the Internal Evaluation will determine the future structure of our Association what regards events we will offer our members. Legal Debates is the one Academic Activities event that seem to be the least prioritised by the Network and the International Board would therefore start a discussion on the future of this Academic Activities event.

**Preparations:** Please read the Input Paper on Legal Debates by ELSA International.

16.30 – 18.00

### **Model United Nations**

**Aim:** To discuss and vote upon the Proposal regarding Model United Nations by ELSA Spain, ELSA Malta and ELSA Poland.

**Means:**

- Presentation by ELSA Spain, ELSA Malta and ELSA Poland;
- Open discussion;
- Voting.

**Comments:** During the 50<sup>th</sup> ICM in Alanya the Working Group created after the ICM in London presented its Input Paper on Model United Nations in ELSA. During this

session we will discuss and vote upon the possible implementation of Model United Nations in ELSA as presented in the Proposal from ELSA Spain, ELSA Malta and ELSA Poland.

**Preparations:** Please read the Proposal on Model United Nations.

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**Tuesday March 27<sup>th</sup> (09.30 - 12.30)**

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09.30 - 12.30

**EMC<sup>2</sup>; How to involve National Groups in the EMC<sup>2</sup>**

**Aim:** To discuss how more National Groups can be involved in the EMC<sup>2</sup> in different ways.

**Means:**

- Presentation by the Vice President Academic Activities of ELSA International;
- Questions and answers;
- Proposals on the Structure of the EMC<sup>2</sup>;
- Proposal on the Principles of the EMC<sup>2</sup>;
- Proposal on the Event Fees(EMC<sup>2</sup> Maximum Participation Fee-part) ;
- Open discussion;
- Voting.

**Comments:** During the L ICM in Alanya in 2006 it was clear that more National Groups than those who have traditionally organised National Rounds want to be more involved in the EMC<sup>2</sup>. This session is meant to give the participants a clear picture on how they can involve their National and Local Groups in the EMC<sup>2</sup>. During the session, ELSA International will also present the draft of the National Round Organisers' Manual. The Proposals from ELSA International is meant to update the Decision Book according to practice with the organising and regulations of the EMC<sup>2</sup> as it is at the current moment.

**Preparations:** Read the draft National Round Organisers' Manual (which can be found in the ELSA ONLINE Archive), the Proposal on the Structure of the EMC<sup>2</sup> by ELSA International, the Proposal on the Principles of the EMC<sup>2</sup> by ELSA International, and the Proposal on the Event Fees, especially the EMC<sup>2</sup> Maximum Participation Fee-part.

12.30 - 14.00

**Lunch**

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**Thursday March 28<sup>th</sup> (10.00 – 18.30)**

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10.00 – 13.00

**Trainings**

**Aim:** To broaden the general and specific ELSA knowledge among ELSA officers as well as train them in soft skills.

**Means:**

- Trainings delivered by International Trainers Pool as well as externals.

**Comments:** In order to increase the number and the quality of the events as well as the skills of the active ELSA National and Local officers, training is vital. By training in general and specific ELSA knowledge and soft skills, the Network will be composed of more developed National and Local Groups and ELSA officers.

Separate Agenda for the specific trainings is to be found in the Working Materials.

13.00 – 14.30

**Lunch**

14.30 – 16.00

**Joint WS with S&C and STEP on the Market Research**

**Aim:** To follow up on the proceedings with the market research and to discuss the concrete possibilities and benefits that the National Groups and the Network will and can gain from the result of the market research.

**Means:**

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

**Comments:** During spring 2007 ELSA International is conducting a market research in close cooperation with the global market research company Ipsos. The market research is divided into two parts where one targets European law students in general and the other ELSA members specifically. During this session ELSA International will present ideas on how we can, in the very best way, use the results of the Market research, both for the Network as a whole and for the specific National Groups individually. Depending on workshop, this session will more specifically address means of working with the market research as a fundraising tool, a marketing tool, a consolidation tool and

as an important strategic tool for development, closely linked to for example the internal evaluation that is currently being conducted in the Key Areas. Even though the final report from the market research will most likely not be ready in time for the ICM, it is of great importance that we know how to work with it once we get it so that we can maximize the outcome of our efforts put into this huge Network project.

16.00 – 17.30

### **Joint WS with S&C and STEP on the Internal Evaluation**

**Aim:** To follow up on the proceedings with the Internal Evaluation and to focus on how one can improve the Key Area activities.

#### **Means:**

- Presentation by ELSA International;
- Working Groups;
- Presentation by the Working Groups.

**Comments:** One of the steps taken to improve the quality of the Key Area activities is the Internal Evaluation started in January 2007. During this session ELSA International will inform about the future steps of the Internal Evaluation. We will then focus on what can go wrong during preparations of and during events, and how we can solve these problems/ avoid them all together.

**Preparations:** Read the Input Paper on Importance of quality in Key Area activities by ELSA International.

17.30 – 18.30

### **Responsibilities of Local and National Groups**

**Aim:** To clarify the responsibilities of Local and National Groups when organising events in Academic Activities.

#### **Means:**

- Presentation by the Vice President Academic Activities of ELSA International;
- Proposal on Responsibilities of Local and National Groups in the Decision Book by ELSA International;
- Round table;
- Voting.

**Comments:** Two of the means in the OYOP of ELSA International 2006/2007 is the Market Research and the Internal Evaluation of all Key Area activities. The Key Area Evaluation Form for the Internal Evaluation is based upon the Event Evaluation Forms

in AA and S&C and the Traineeship Evaluation Form for STEP. The reason behind the Key Area Evaluation Form and the Internal Evaluation in the Key Areas is based upon the fact that very few of Local and National Groups submit the Event Evaluation Forms and the Traineeship Evaluation Forms to ELSA International as stated in the Decision Book. The Proposal is meant as a mean to stress the importance of submitting these Forms to ELSA International, thereby keeping ELSA International informed about the activities in the Network, and the level of the activities.

**Preparations:** Read the Proposal on Responsibilities of Local and National Groups by ELSA International.

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**Friday March 29<sup>th</sup> (09.30 - 13.30)**

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09.30 - 10.30

**Importance of transition**

**Aim:** To ensure properly facilitated transition.

**Means:**

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

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

10.30 - 12.00

**Motivation session**

**Aim:** To understand why we should invest time in working for AA and acquire knowledge on organising successful events and how to keep our AA team motivated with their work for ELSA and specifically AA.

**Means:**

- Training given by a Trainer from the International Trainers Pool.

**Comments:** The session is meant to motivate the AA Officers to organise events and to work for AA in general. The session is also meant as a tool for the participants in motivating their fellow Board members and Local Groups to organise AA events.

12.00 – 12.30

**Question and Answer Time**

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

12.30 – 13.00

**Miscellaneous**

**Aim:** To settle issues unresolved during other sessions.

13.00 – 13.30

**Closing of the Workshop**

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

13.30 – 15.00

**Lunch**

**SEMINARS AND CONFERENCES WORKSHOP**

**Timetable**

Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
08:00								
08:30								
09:00								
09:30		Core Values	International events		Training Sessions	Comm. levels	Report Time	
10:00			S&C Policies in the DB				Transition	Final Plenary (including lunch)
10:30								
11:00		SOTN Report						
11:30								
12:00						Q & A		
12:30						Miscellaneous		
13:00						Closing WS		
13:30								
14:00		Analysis of the SOTN	Report Time					
14:30				Mid Plenary				
15:00	Opening Plenary	S&C Tools				Joint WS AA, STEP Mark Res		
15:30								
16:00								
16:30		Joint WS BEE on IFP				Joint WS AA, STEP Int Eval		
17:00	Intro WS							
17:30		Report Time			Human Rights in S&C			
18:00	Trainings							
18:30								
19:00								

## Draft Agenda

### Reminders and preparations

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

- Statutes and Standing Orders;
- Decision Book;
- Two Year Tactical Plan (TYTP) 2005-2007;
- One Year Operational Plan (OYOP) 2006/2007 of ELSA International;
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Do also read the Minutes from at least the last two International Council Meetings. All documents/materials can be found in the ELSA ONLINE Archive.

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

Read this Agenda carefully; should you need any clarifications, please do not hesitate to contact the Vice President Seminars & Conferences of ELSA International at [vpssc@elsa.org](mailto:vpssc@elsa.org).

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

Welcome to the S&C Workshop!

**Bring your marketing materials!**

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**Sunday March 25<sup>th</sup> (17.00 - 19.00)**

17.00 - 18.00

### Introductory Workshop

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

### Means:

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



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

18.00 – 19.00

### **Officers Training**

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

**Means:**

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

18:00 – 19:00

### **Introductory Workshop for Freshers**

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

**Means:**

- Presentation by ELSA International;
- Questions and Answers.

---

## **Monday March 26<sup>th</sup> (09.30 – 18.00)**

09.30 – 11.30

### **Core values of ELSA**

**Aim:** To raise the awareness and knowledge of ELSA's core values and to identify concrete tools for working with the core values on national and especially local level.

**Means:**

- Presentation by ELSA International;
- Discussion.

**Comments:** The core values, meaning the vision, means and purpose of ELSA, constitute the fundamental activities within the ELSA Network. In the past years, the Network has lost the focus on these values due to lack of knowledge related to the basis as well as the history of ELSA.

During the ICM in Alanya we discussed the core values based on an Input Paper from ELSA International. During this session we will continue where we left off and take the

discussions a bit further with special emphasis on the general need that we identified among the National Groups, namely to have some more concrete tools for working with the core values on national and local level.

11.30 – 12.30

**Presentation of State of the Network Report (SOTN Report) ICM Alanya**

**Aim:** To present the SOTN Report from ICM Alanya.

**Means:**

- Presentation by ELSA International;
- Discussion.

**Comments:** The International Board 2006/2007 is very proud to present the very first SOTN Report. The SOTN Report is an essential and efficient tool to obtain an overview of the status quo of the Association. During this session we will focus on the area of S&C.

**Preparations:** Please read through the S&C part of the SOTN Report before this session.

12.30 – 14.00

**Lunch**

14.00 – 15.00

**Analysis of the SOTN Report**

**Aim:** To analyse and conclude on actions to be taken.

**Means:**

- Discussion;
- Conclusions.

**Comments:** It is of high importance to analyse the results of the SOTN Report and to find concrete solutions to the main problems and difficulties within the area of S&C.

15.00 – 16.30

**S&C Tools**

**Aim:** To consider the importance of the tools provided to the S&C officers.

**Means:**

- S&C Tools chart: why, when, how;
- Discussion.

**Comments:** Raise awareness of S&C tools available to the officers and provide tips how use them.

16.30 - 18.00

**Joint Workshop with BEE on the International Focus Programme (IFP)**

**Aim:** To summarize the evaluation of the IFP 2006 and to decide upon a new topic(s), duration and final result of the upcoming IFP.

**Means:**

- Presentation by ELSA International;
- Discussion;
- Conclusions;
- Voting.

**Comments:** The IFP is bringing the ELSA Groups/the Network together. For the success of the IFP the Network is very much depending on the efforts and interest of specific ELSA Groups and the International Board. The IFP needs to be established and promoted in an efficient and professional way.

**Preparations:** Read the Input Paper on the IFP and the regulations on the IFP in the Decision Book.

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**Tuesday March 27<sup>th</sup> (09.30 - 12.30)**

09.30 - 11.00

**International events**

**Aim:** To discuss the problems when organizing an International event(s).

**Means:**

- Presentation by ELSA International;
- Presentation by the Workshop participants;
- Discussion.

**Comments:** This session will focus on the problems faced before, during and after the event. Participants will share their experiences organizing an event and solutions will be collected.

11.00 - 12.30

**Revision of the S&C Policies in the Decision Book articles 2-6, 8**

**Aim:** To discuss and vote upon the proposal by the International Board regarding to amendment on the definitions of a conference and a panel discussion. The proposal to amend the Procedure on a request for an Institutional Study visit;

**Means**

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

**Comments:** It is important that the Decision Book is in accordance with the needs of the Network, and corresponds with the actual situation. Please find the proposals by the International Board in these Working Materials.

12.30 - 14.00

**Lunch**

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**Thursday March 28<sup>th</sup> (10.00 - 18.30)**

10.00 - 13.00

**Trainings**

**Aim:** To broaden the general and specific ELSA knowledge among ELSA officers as well as train them in soft skills.

**Means:**

- Trainings delivered by International Trainers Pool as well as externals.

**Comments:** In order to increase the number and the quality of the events as well as the skills of the active ELSA National and Local officers, training is vital. By training in general and specific ELSA knowledge and soft skills, the Network will be composed of more developed National and Local Groups and ELSA officers.

Separate Agenda for the specific trainings is to be found in the Working Materials.

13.00 – 14.30

**Lunch**

14.30 – 16.00

**Joint WS with AA and STEP on the Market Research**

**Aim:** To follow up on the proceedings with the market research and to discuss the concrete possibilities and benefits that the National Groups and the Network will and can gain from the result of the market research.

**Means:**

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

**Comments:** During spring 2007 ELSA International is conducting a market research in close cooperation with the global market research company Ipsos. The market research is divided into two parts where one targets European law students in general and the other ELSA members specifically. During this session ELSA International will present ideas on how we can, in the very best way, use the results of the Market research, both for the Network as a whole and for the specific National Groups individually. Depending on workshop, this session will more specifically address means of working with the market research as a fundraising tool, a marketing tool, a consolidation tool and as an important strategic tool for development, closely linked to for example the internal evaluation that is currently being conducted in the Key Areas. Even though the final report from the market research will most likely not be ready in time for the ICM, it is of great importance that we know how to work with it once we get it so that we can maximize the outcome of our efforts put into this huge Network project.

16.00 – 17.30

**Joint WS with AA and STEP on the Internal Evaluation**

**Aim:** To follow up on the proceedings with the Internal Evaluation and to focus on how one can improve the Key Area activities.

**Means:**

- Presentation by ELSA International;
- Working Groups;
- Presentation by the Working Groups.

**Comments:** One of the steps taken to improve the quality of the Key Area activities is the Internal Evaluation started in January 2007. During this session ELSA International will inform about the future steps of the Internal Evaluation. We will then focus on what

can go wrong during preparations of and during events, and how we can solve these problems/ avoid them all together.

**Preparations:** Read the Input Paper on Importance of quality in Key Area activities by ELSA International.

17.30 - 18.30

### **Human Rights in S&C**

**Aim:** To raise awareness on the possibilities of implementing the Human Rights Focus in S&C Events.

**Means:**

- Presentation by ELSA International;
- Open table discussion.

**Comments:** Human Rights, being one of ELSA's main commitments, should always be a focus when organising events. During this session we will discuss the opportunities and share practices of implementing the Human Rights focus in S&C.

**Preparations:** In advance prepare your practice (project, event) you have done in connection with human rights. Is it hard to organize events on the Human Rights focus? Did you cooperate with other organizations? That would be initial questions starting our discussions.

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**Friday March 29<sup>th</sup> (09.30 - 13.30)**

09.30 - 11.00

### **Communication between different levels of ELSA**

**Aim:** To discuss the different levels of communication within the Network.

**Means:**

- Studying the Council Decision Book on the Responsibilities of the S&C officers at all levels;
- Presenting experiences from the S&C life being a VP S&C on local /national/international level;
- Defining the most important responsibilities of the officers in different levels.

**Comments:** Communication is a key in our organization. It ensures a proper way of working: understanding each other, sharing each others work, cooperating with each other. That means having responsibilities and fulfilling them towards the Network.

11.00 – 12.00

### **Importance of transition**

**Aim:** To ensure properly facilitated transition.

**Means:**

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

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

12.00 – 12.30

### **Question and Answer Time**

**Aim:** To give the opportunity to the Workshop participants to clarify issues not included in the Workshop Agenda regarding Seminars and Conferences.

12.30 – 13.00

### **Miscellaneous**

**Aim:** To settle issues unresolved during other sessions.

**Means:**

- Round table of the upcoming events;
- Distribution of marketing materials;
- Reminders from ELSA International.

13.00 – 13.30

### **Closing of the Workshop**

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

13.30 – 15.00

### **Lunch**

**STUDENT TRAINEE EXCHANGE PROGRAM WORKSHOP**

**Timetable**

Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
08:00							
08:30							
09:00							
09:30		Core Values	Job Hunting		Training Sessions	Reception	Report Time
10:00							
10:30						Transition	
11:00		SOTN Report	Team-building			Q & A	
11:30							Miscellaneous
12:00						Closing WS	
12:30							
13:00							
13:30							
14:00		SOTN Analysis	Report Time				
14:30	Opening Plenary	ELSA Online / BuS 2	Mid Plenary		Joint WS AA, S&C Mark Res		
15:00							
15:30							
16:00							
16:30		The future of STEP			Joint WS AA, S&C Int Eval		
17:00	Intro WS						
17:30					The Image of STEP		
18:00	Trainings	Report Time					
18:30							
19:00							



## Draft Agenda

### Reminders and preparations

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

- Statutes and Standing Orders;
- Decision Book;
- Two Year Tactical Plan (TYTP) 2005-2007;
- One Year Operational Plan (OYOP) 2006/2007 of ELSA International;
- The State of the Network Report (SOTN Report) from the Alanya ICM.

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

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

Read this Agenda carefully; should you need any clarifications, please do not hesitate to contact the Vice President Student Trainee Exchange Programme of ELSA International at [vpstep@elsa.org](mailto:vpstep@elsa.org).

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

Welcome to the STEP Workshop!

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**Sunday March 25<sup>th</sup> (17.00 - 19.00)**

17.00 - 18.00

### **Introductory Workshop**

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

**Means:**

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

- Approval of the Agenda;
- Roundtable: expectations of the participants

18.00 – 19.00

### **Officers Training**

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

**Means:**

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

18:00 – 19:00

### **Introductory Workshop for Freshers**

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

**Means:**

- Presentation by ELSA International;
- Questions and Answers.

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**Monday March 26<sup>th</sup> (09.30 – 18.00)**

09.30 – 11.30

### **Core values of ELSA**

**Aim:** To raise the awareness and knowledge of ELSA's core values and to identify concrete tools for working with the core values on national and especially local level.

**Means:**

- Presentation by ELSA International;
- Discussion.

**Comments:** The core values, meaning the vision, means and purpose of ELSA, constitute the fundamental activities within the ELSA Network. In the past years, the Network has lost the focus on these values due to lack of knowledge related to the basis as well as the history of ELSA.

During the ICM in Alanya we discussed the core values based on an Input Paper from ELSA International. During this session we will continue where we left off and take the discussions a bit further with special emphasis on the general need that we identified

among the National Groups, namely to have some more concrete tools for working with the core values on national and local level.

**Preparations:** Please read the Input Paper by ELSA International.

11.30 – 12.30

**Presentation of State of the Network Report (SOTN Report) ICM Alanya**

**Aim:** To present the SOTN Report from ICM Alanya.

**Means:**

- Presentation by ELSA International;
- Discussion.

**Comments:** The International Board 2006/2007 is very proud to present the very first SOTN Report. The SOTN Report is an essential and efficient tool to obtain an overview of the status quo of the Association. During this session we will focus on the area of STEP.

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

12.30 – 14.00

**Lunch**

14.00 – 15.00

**Analysis of the SOTN Report**

**Aim:** To analyse and conclude on actions to be taken.

**Means:**

- Discussion;
- Conclusions.

**Comments:** It is of high importance to analyse the results of the SOTN Report and to find concrete solutions to the main problems and difficulties within the area of STEP.

15.00 – 16.30

**ELSA Online and the Back-up Solution 2**

**Aim:** To gain an overview of the procedures in STEP, especially concerning the Back-up Solution 2.

**Means:**

- Presentation by the VP STEP of ELSA International;
- Open discussion;
- Question and Answer time.

**Comments:** During the L ICM in Alanya the STEP Workshop decided to use the Back-up Solution 2. This session is meant to increase the knowledge on how to use the Back-up Solution 2 and the responsibilities of the STEP Officers on Local, National and International level. This session is important for the participants because they will learn how to use all documents currently used in STEP.

16.30 – 18.00

**The future in STEP**

**Aim:** To gain an overview about the status quo and the possible future for STEP.

**Means:**

- Presentation by ELSA International;
- Open discussion.

**Comments:** One of the main priorities in the OYOP of ELSA International 2006/2007 is to improve the quality in all Key Area activities. During this session we will have an open discussion about the whole STEP procedure. We will analyse the status quo of STEP itself. This session is of high importance for the future of our association and STEP. The Internal Evaluation is a step towards evaluating the present status of the Key Areas. Before you will participate in this discussion please discuss the following questions within your National Board: at which stage is STEP now? Do we still offer law students in Europe the correct programme? What can STEP look like in three years time?

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**Tuesday March 27<sup>th</sup> (09.30 – 12.30)**

09.30 – 11.00

**Job Hunting**

**Aim:** To create awareness of the concept of Job Hunting in STEP.

**Means:**

- Presentation by ELSA International;
- Working Groups;
- Presentation by the Working Groups;
- Open discussion.

**Comments:** During this session we will analyse the possible ways to increase the number of employers interested in STEP. We will discuss what we can offer the employers and point out the benefits for employers being involved with STEP. This session will also be used to discuss if we need fundamental changes in STEP and how we can proceed in Job Hunting in the future.

11.00 - 12.30

### **Training on Teambuilding**

**Aim:** To raise the awareness participants aware of the necessity of working as a team.

**Means:**

- Training given by a Trainer from the International Trainers Pool.

**Comments:** STEP is probably the most international programme of ELSA. The results for one National or Local Group is connected with the work of another National or Local Group throughout the Network. Therefore working for STEP does not mean working alone. The STEP Officers need to create a team at both National and Local Level in order to develop the area in the best way. Working for STEP also means to create a large international team composed by all STEP Officers throughout the Network. During this session we will analyse what creating a team means, how to create it, and how to keep members of the team actively involved in the work.

12.30 - 14.00

### **Lunch**

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## **Thursday March 28<sup>th</sup> (10.00 - 18.30)**

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10.00 - 13.00

### **Trainings**

**Aim:** To broaden the general and specific ELSA knowledge among ELSA officers as well as train them in soft skills.

**Means:**

- Trainings delivered by International Trainers Pool as well as externals.

**Comments:** In order to increase the number and the quality of the events as well as the skills of the active ELSA National and Local officers, training is vital. By training in general and specific ELSA knowledge and soft skills, the Network will be composed of more developed National and Local Groups and ELSA officers.

Separate Agenda for the specific trainings is to be found in the Working Materials.

13.00 – 14.30

**Lunch**

14.30 – 16.00

**Joint WS with AA and S&C on the Market Research**

**Aim:** To follow up on the proceedings with the market research and to discuss the concrete possibilities and benefits that the National Groups and the Network will and can gain from the result of the market research.

**Means:**

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

**Comments:** During spring 2007 ELSA International is conducting a market research in close cooperation with the global market research company Ipsos. The market research is divided into two parts where one targets European law students in general and the other ELSA members specifically. During this session ELSA International will present ideas on how we can, in the very best way, use the results of the Market research, both for the Network as a whole and for the specific National Groups individually. Depending on workshop, this session will more specifically address means of working with the market research as a fundraising tool, a marketing tool, a consolidation tool and as an important strategic tool for development, closely linked to for example the internal evaluation that is currently being conducted in the Key Areas. Even though the final report from the market research will most likely not be ready in time for the ICM, it is of great importance that we know how to work with it once we get it so that we can maximize the outcome of our efforts put into this huge Network project.

16.00 – 17.30

**Joint WS with AA and S&C on the Internal Evaluation**

**Aim:** To follow up on the proceedings with the Internal Evaluation and to focus on how one can improve the Key Area activities.

**Means:**

- Presentation by ELSA International;
- Working Groups;

- Presentation by the Working Groups.

**Comments:** One of the steps taken to improve the quality of the Key Area activities is the Internal Evaluation started in January 2007. During this session ELSA International will inform about the future steps of the Internal Evaluation. We will then focus on what can go wrong during preparations of and during events, and how we can solve these problems/ avoid them all together.

**Preparations:** Read the Input Paper on Importance of quality in Key Area activities by ELSA International.

17.30 - 18.30

### **The Image of STEP**

**Aim:** To evaluate the image of STEP nowadays and to analyze advantages and disadvantages thus evaluate the image of STEP from the participants and external points of view.

**Means:**

- Presentation by ELSA International;
- Presentation by the STEP Marketing Materials Working Group;
- Open discussion.

**Comments:** The STEP Workshop will evaluate the image of the “product” STEP. We will brainstorm on different ways of promoting STEP in the future. This open discussion should give the participants a tool for being more creative and innovative when working for STEP and when promoting STEP amongst law students. What did you associate when you heard about STEP the first time? What is STEP for you now?

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### **Friday March 29<sup>th</sup> (09.30 - 13.30)**

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09.30 - 10.30

### **Reception**

**Aim:** To focus on the importance of a well-planned Reception programme.

**Means:**

- Presentation by ELSA International;
- Working Groups;
- Presentation by the Working Groups;
- Open discussion.

**Comments:** The Reception part of STEP is a fundamental part of the STEP programme and is one of the main differences between our product and a lot of other similar trainee programmes. In order to improve the quality of STEP, the Local and National Boards have to be aware of their obligations towards the trainees they will host.

10.30 – 12.00

### **Importance of transition**

**Aim:** To ensure properly facilitated transition.

#### **Means:**

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

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

12.00 – 12.30

### **Question and Answer Time**

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

12.30 – 13.00

### **Miscellaneous**

**Aim:** To settle issues unresolved during other sessions.

13.00 – 13.30

### **Closing of the Workshop**

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

13.30 – 15.00

### **Lunch**



**BOARD MANAGEMENT, EXTERNAL RELATIONS AND EXPANSION**

**Timetable**

Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
08:00								
08:30								
09:00								
09:30		Core Values	Presentation TransLegal		Training Sessions	Transition	Report Time	
10:00								Final Plenary (including lunch)
10:30								
11:00							ELS	
11:30		SOTN Report	Joint WS FM				Fundraising	
12:00							Q & A	
12:30							Miscellaneous	
13:00						Closing WS		
13:30								
14:00			Report Time					
14:30		Joint WS IM	Mid Plenary		Market Research			
15:00	Opening Plenary							
15:30								
16:00					Annual Report			
16:30								
17:00	Intro WS	Joint WS S&C			Strategic planning			
17:30								
18:00	Trainings	Report Time						
18:30								
19:00								

## Draft Agenda

### Reminders and preparations

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

- Statutes and Standing Orders;
- Decision Book;
- Two Year Tactical Plan (TYTP) 2005-2007;
- One Year Operational Plan (OYOP) 2006/2007 of ELSA International;
- The State of the Network Report (SOTN Report) from the Alanya ICM.

Do also read the Minutes from at least the last two International Council Meetings and International Presidents Meetings.

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

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

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

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

Welcome to the BEE Workshop!

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**Sunday March 25<sup>th</sup> (17.00 – 19.00)**

17.00 – 18.00

### **Introductory Workshop**

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

### **Means:**

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

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

18.00 – 19.00

### **Officers Training**

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

**Means:**

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

18:00 – 19:00

### **Introductory Workshop for Freshers**

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

**Means:**

- Presentation by ELSA International;
- Questions and Answers.

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## **Monday March 26<sup>th</sup> (09.30 – 18.00)**

09.30 – 11.30

### **Core values of ELSA**

**Aim:** To raise the awareness and knowledge of ELSA's core values and to identify concrete tools for working with the core values on national and especially local level.

**Means:**

- Presentation by ELSA International;
- Discussion.

**Comments:** The core values, meaning the vision, means and purpose of ELSA, constitute the fundamental activities within the ELSA Network. In the past years, the Network has lost the focus on these values due to lack of knowledge related to the basis as well as the history of ELSA.

During the ICM in Alanya we discussed the core values based on an Input Paper from ELSA International. During this session we will continue where we left off and take the discussions a bit further with special emphasis on the general need that we identified among the National Groups, namely to have some more concrete tools for working with the core values on national and local level.

**Preparations:** Please read the Input Paper by ELSA International.

11.30 - 12.30

**State of the Network Report (SOTN Report) ICM Alanya**

**Aim:** To present and briefly analyse the SOTN Report from ICM Alanya.

**Means:**

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

**Comments:** The International Board 2006/2007 is very proud to present the very first SOTN Report. The SOTN Report is an essential and efficient tool to obtain an overview of the status quo of the Association. During this session we will focus on the area of BEE.

Since this SOTN Report was analysed at the IPM in Toulon we will not put too much time on the analysing part during this ICM.

**Preparations:** Read the BEE part of the SOTN Report.

12.30 - 14.00

**Lunch**

14.00 - 14.30

**Joint Workshop with IM on the proposal by the International Board on amending article 9.5 in the Statutes of ELSA International.**

**Aim:** To discuss and vote upon the proposal by the International Board.

**Means:**

- Presentation by ELSA International;
- Discussion;
- Conclusions;
- Voting.

**Comments:** At the ICM in Alanya, the International Board proposed that a National Group that has not submitted their SOTN Inquiry during an ICM shall not be given voting rights during the ICM. The International Board wishes, with this proposal, to amend the article once again. The background is that the International Board sees a lack of democracy with the article as it is today.

14.30 – 15.00

**Joint Workshop with IM on the proposal by ELSA Germany and ELSA the Netherlands on amending article 9.4 in the Statutes of ELSA International.**

**Aim:** To discuss and vote upon the proposal by ELSA Germany and ELSA the Netherlands.

**Means:**

- Presentation by ELSA Germany and ELSA the Netherlands;
- Discussion;
- Conclusions;
- Voting.

15.00 – 16.30

**Joint Workshop with IM on the proposal by ELSA Hungary, ELSA Lithuania, ELSA Poland, ELSA Sweden and ELSA Ukraine on the Network Support System (NSS).**

**Aim:** To discuss and vote upon the proposal by ELSA Hungary, ELSA Lithuania, ELSA Poland, ELSA Sweden and ELSA Ukraine.

**Means:**

- Presentation by the proposing National Groups;
- Discussion;
- Conclusions;
- Voting.

16.30 – 18.00

**Joint Workshop with S&C on the International Focus Programme (IFP)**

**Aim:** To summarize the evaluation of the IFP 2006 and to decide upon a new topic(s), duration and final result of the upcoming IFP.

**Means:**

- Presentation by ELSA International;
- Discussion;

- Conclusions;
- Voting.

**Comments:** The IFP is bringing the ELSA Groups/the Network together. For the success of the IFP the Network is very much depending on the efforts and interest of specific ELSA Groups and the International Board. The IFP needs to be established and promoted in an efficient and professional way.

**Preparations:** Read the Input Paper on the IFP and the regulations on the IFP in the Decision Book.

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**Tuesday March 27<sup>th</sup> (09.30 – 12.30)**

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09.30 – 10.30

**Presentation by TransLegal/Cambridge International Legal English Certificate (ILEC)**

**Aim:** To discuss the ongoing work of the establishment and promotion of the ILEC in the ELSA Network.

**Means:**

- Presentation by TransLegal;
- Question and Answers;
- Conclusions.

**Comments:** TransLegal/Cambridge ILEC has been a Corporate Partner of ELSA International since June 2005. During this session representatives from TransLegal have the opportunity to address National Presidents on specific matters on the ongoing establishment and promotion of the ILEC. National Presidents will also have the opportunity to ask questions to the representatives from TransLegal.

10.30 – 12.00

**Joint Workshop with FM on the Input Paper by the International Board on creating an ELSA Foundation.**

**Aim:** To discuss and conclude on the Input Paper by ELSA International.

**Means:**

- Presentation by ELSA International;
- Question & Answer time;

**Comment:** During the ICM in Alanya, the FM Workshop discussed the structure and the regulations of the ELSA Development Fund (EDF). The main problem and point was the conflict of the International Board being eligible applicant and decision making body at

the same time. In order to solve this problem the International Board has the idea of creating a Foundation for ELSA as a replacement of the EDF.

**Preparations:** Read the Input Paper by the International Board.

12.00 – 12.30

**Joint Workshop with FM on the proposal by ELSA Hungary, ELSA Lithuania, ELSA Poland, ELSA Sweden and ELSA Ukraine on amending article 2.3 in the FM part of the Decision Book of ELSA International.**

**Aim:** To discuss and vote upon the proposal.

**Means:**

- Presentation by the proposing National Groups;
- Discussion;
- Conclusions;
- Voting.

12.30 – 14.00

**Lunch**

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**Thursday March 28<sup>th</sup> (10.00 – 18.30)**

10.00 – 13.00

**Trainings**

**Aim:** To broaden the general and specific ELSA knowledge among ELSA officers as well as train them in soft skills.

**Means:**

- Trainings delivered by International Trainers Pool as well as externals.

**Comments:** In order to increase the number and the quality of the events as well as the skills of the active ELSA National and Local officers, training is vital. By training in general and specific ELSA knowledge and soft skills, the Network will be composed of more developed National and Local Groups and ELSA officers.

Separate Agenda for the specific trainings is to be found in the Working Materials.

13.00 – 14.30

**Lunch**

14.30 – 15.30

### **Market research**

**Aim:** To follow up on the proceedings with the Market research and to discuss the concrete possibilities and benefits that the National Groups and the Network will and can gain from the result of the Market research.

#### **Means:**

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

**Comments:** During spring 2007 ELSA International is conducting a Market research in close cooperation with the global market research company Ipsos. The Market research is divided into two parts where one targets European law students in general and the other ELSA members specifically. During this session ELSA International will present ideas on how we can, in the very best way, use the results of the Market research, both for the Network as a whole and for the specific National Groups individually. Depending on workshop, this session will more specifically address means of working with the Market research as a fundraising tool, a marketing tool, a consolidation tool and as an important strategic tool for development, closely linked to for example the internal evaluation that is currently being conducted in the Key Areas. Even though the final report from the Market research will most likely not be ready in time for the ICM, it is of great importance that we know how to work with it once we get it so that we can maximize the outcome of our efforts put into this huge Network project.

15.30 – 16.30

### **Annual Report of ELSA International**

**Aim:** To discuss, conclude and vote upon the proposal by the International Board.

#### **Means:**

- Presentation by ELSA International;
- Discussion;
- Conclusions;
- Voting.

**Comments:** The International Board would like to implement an Annual Report on the international level. An Annual Report would increase the perception of ELSA as a professional association.

**Preparations:** Read the proposal by the International Board.



16.30 - 18.30

### **Strategic planning of the ELSA Network**

**Aim:** To follow up on the discussions on strategic planning of the ELSA Network taken place at the IPM, to decide upon future steps to be taken and to discuss the proposal from the International Board to create an International Working Group on the topic.

**Means:**

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

**Comments:** Strategic and structured planning of the work and direction of ELSA is essential for us to develop and to be perceived as a professional association, both internally and externally.

**Preparations:** Read the Input Paper on Strategic planning of the ELSA Network by the International Board.

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**Friday March 29<sup>th</sup> (09.30 - 13.30)**

09.30 - 10.30

### **Importance of transition**

**Aim:** To ensure properly facilitated transition.

**Means:**

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

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

10.30 – 11.30

**ELSA Lawyers Society (ELS)**

**Aim:** To raise the awareness of ELS among National officers of ELSA and to discuss the cooperation between ELS and ELSA.

**Means:**

- Presentation by the President of ELS;
- Question and Answers.

**Comments:** Alumni are an important and valuable part of any larger students' association such as ELSA. Cooperation with Alumni is furthermore one of the focus points in the BEE part of the TYTP. ELS is the organised Alumni for ELSA.

11.30 – 12.00

**Fundraising on the international level of ELSA**

**Aim:** To present guidelines for the implementation of the Fundraising Questionnaires and to update on current and potential Partners/Sponsors/Supporters/Grants of ELSA International.

**Means:**

- Presentation by ELSA International;
- Question and Answers.

**Comments** The procedure of the Fundraising Questionnaires has been discussed since they were introduced at the IPM in Budapest, August 2006. During the IPM in Toulon the procedure and final questionnaire was decided upon.

ELSA International is cooperating with several law firms and companies. During this session we will have an update on the ongoing cooperations and an update on current and future approaches of ELSA International.

12.00 – 12.30

**Question and Answer Time**

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

12.30 – 13.00

**Miscellaneous**

**Aim:** To settle issues unresolved during other Workshop sessions.

13.00 - 13.30

**Closing of the Workshop**

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

13.30 - 15.00

**Lunch**

**INTERNAL MANAGEMENT**

**Timetable**

Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
08:00							
08:30							
09:00							
09:30		Core Values	Market Research		Training Sessions	Training on Transition	Report Time
10:00			ELSA				
10:30		SOTN Report	Montenegro			Q & A	Final Plenary (including lunch)
11:00			ICM attendance				
11:30						Miscellaneous	Final Plenary (including lunch)
12:00							
12:30						Closing WS	Final Plenary (including lunch)
13:00							
13:30							Final Plenary (including lunch)
14:00		Joint WS BEE	Report Time				
14:30							
15:00	Opening Plenary	Joint WS BEE	Mid Plenary		Training Strategy		Final Plenary (including lunch)
15:30							
16:00		SOTN Inquiries	Mid Plenary		JWS MAR Website and IM System		Final Plenary (including lunch)
16:30							
17:00	Intro WS	SOTN Inquiries	Mid Plenary		JWS MAR Website and IM System		Final Plenary (including lunch)
17:30		Report Time	Mid Plenary		JWS MAR Website and IM System		Final Plenary (including lunch)
18:00							
18:30	Trainings	Report Time	Mid Plenary		JWS MAR Website and IM System		Final Plenary (including lunch)
19:00							

## Draft Agenda

### Reminders and preparations

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

- Statutes and Standing Orders;
- Decision Book;
- Two Year Tactical Plan (TYTP) 2005-2007;
- One Year Operational Plan (OYOP) 2006/2007 of ELSA International;
- The State of the Network Report (SOTN Report) from the Alanya ICM.

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

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

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

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

Welcome to the IM Workshop!

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**Sunday March 25<sup>th</sup> (17.00 - 19.00)**

17.00 - 18.00

### **Introductory Workshop**

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

### **Means:**

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

18.00 - 19.00

**Officers Training**

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

**Means:**

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

18:00 - 19:00

**Introductory Workshop for Freshers**

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

**Means:**

- Presentation by ELSA International;
- Questions and Answers.

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**Monday March 26<sup>th</sup> (09.30 - 18.00)**

09.30 - 10.30

**Core values of ELSA**

**Aim:** To raise the awareness and knowledge of ELSA's core values and to identify concrete tools for working with the core values on national and especially local level.

**Means:**

- Presentation by ELSA International;
- Discussion.

**Comments:** The core values, meaning the vision, means and purpose of ELSA, constitute the fundamental activities within the ELSA Network. In the past years, the Network has lost the focus on these values due to lack of knowledge related to the basis as well as the history of ELSA.

During the ICM in Alanya we discussed the core values based on an Input Paper from ELSA International. During this session we will continue where we left off and take the discussions a bit further with special emphasis on the general need that we identified among the National Groups, namely to have some more concrete tools for working with the core values on national and local level.

**Preparations:** Please read the Input Paper by ELSA International.

10.30 – 12.30

**Presentation of State of the Network Report (SOTN Report) ICM Alanya /Analysis of the SOTN Report**

**Aim:** To present the SOTN Report from ICM Alanya.

**Means:**

- Presentation of the Report by ELSA International;
- Discussions on the Results of the Report
- Roundtable discussions on the possible regulations/ recommendations on the improvement of the inquiries and the report

**Comments:** The International Board 2006/2007 is very proud to present the very first SOTN Report. The SOTN Report is an essential and efficient tool to obtain an overview of the status quo of the Association. During this session we will focus on the area of IM.

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

**Analysis of the SOTN Report**

**Aim:** To analyse and conclude on actions to be taken.

**Means:**

- Discussion;
- Conclusions.

**Comments:** It is of high importance to analyse the results of the SOTN Report and to find concrete solutions to the main problems and difficulties within the area of IM.

12.30 – 14.00

**Lunch**

14.00 – 14.30

**Joint Workshop with BEE on the proposal by the International Board on amending article 9.5 in the Statutes of ELSA International.**

**Aim:** To discuss and vote upon the proposal by the International Board.

**Means:**

- Presentation by ELSA International;

- Discussion;
- Conclusions;
- Voting.

**Comments:** At the ICM in Alanya, the International Board proposed that a National Group that has not submitted their SOTN Inquiry during an ICM shall not be given voting rights during the ICM. The International Board wishes, with this proposal, to amend the article once again. The background is that the International Board sees a lack of democracy with the article as it is today.

14.30 – 15.00

**Joint Workshop with BEE on the proposal by ELSA Germany and ELSA the Netherlands on amending article 9.4 in the Statutes of ELSA International.**

**Aim:** To discuss and vote upon the proposal by ELSA Germany and ELSA the Netherlands.

**Means:**

- Presentation by ELSA Germany and ELSA the Netherlands;
- Discussion;
- Conclusions;
- Voting.

15.00 – 16.30

**Joint Workshop with BEE on the proposal by ELSA Hungary, ELSA Lithuania, ELSA Poland, ELSA Sweden and ELSA Ukraine on the Network Support System (NSS).**

**Aim:** To discuss and vote upon the proposal by ELSA Hungary, ELSA Lithuania, ELSA Poland, ELSA Sweden and ELSA Ukraine.

**Means:**

- Presentation by the proposing National Groups;
- Discussion;
- Conclusions;
- Voting.

16.30 – 18.00

**Analysis of the SOTN Inquiries**



**Aim:** To make possible recommendations for the improvement of the SOTN Inquiries and the content of the SOTN Report.

**Means:**

- Discussion;
- Conclusions.

**Comments:** It is the overall responsibility of the Secretary General of ELSA International to send out a finalized SOTN report. The aim of this session is to give recommendations and inputs for the next SOTN report in order to improve it.

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**Tuesday March 27<sup>th</sup> (09.30 - 12.30)**

09.30 - 10.30

**Market Research**

**Aim:** To follow up on the proceedings with the market research and to discuss the concrete possibilities and benefits that the National Groups and the Network will and can gain from the result of the market research.

**Means:**

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

**Comments:** During spring 2007 ELSA International is conducting a market research in close cooperation with the global market research company Ipsos. The market research is divided into two parts where one targets European law students in general and the other ELSA members specifically. During this session ELSA International will present ideas on how we can, in the very best way, use the results of the Market research, both for the Network as a whole and for the specific National Groups individually. Depending on workshop, this session will more specifically address means of working with the market research as a fundraising tool, a marketing tool, a consolidation tool and as an important strategic tool for development, closely linked to for example the internal evaluation that is currently being conducted in the Key Areas. Even though the final report from the market research will most likely not be ready in time for the ICM, it is of great importance that we know how to work with it once we get it so that we can maximize the outcome of our efforts put into this huge Network project.

10.30 - 11.30

**Importance of the Attendance to Internal Meetings**

**Aim:** To raise the awareness of the responsibility of attendance to Internal meetings towards ELSA as a whole.

**Means:**

- Presentation of the input paper given by ELSA The Netherlands and ELSA Germany;
- Discussions.

**Preparations:** Please see the Input Paper from ELSA Germany and ELSA The Netherlands.

11.30 - 12.30

**Proposal on the Membership of ELSA Montenegro**

**Aim:** To discuss and vote on the application to direct membership of ELSA Montenegro after the separation of ELSA Serbia and Montenegro.

**Means:**

- Presentation by ELSA Montenegro;
- Presentation by ELSA International;
- Voting.

**Preparations:** Please read through the proposal on the membership of ELSA Montenegro and see the Annexes (Statutes and Standing Orders of ELSA Montenegro and Application for Membership) before this session.

12.30 - 14.00

**Lunch**

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**Thursday March 28<sup>th</sup> (10.00 - 18.30)**

10.00 - 13.00

**Trainings**

**Aim:** To broaden the general and specific ELSA knowledge among ELSA officers as well as train them in soft skills.

**Means:**

- Trainings delivered by International Trainers Pool as well as externals.

**Comments:** In order to increase the number and the quality of the events as well as the skills of the active ELSA National and Local officers, training is vital. By training in

general and specific ELSA knowledge and soft skills, the Network will be composed of more developed National and Local Groups and ELSA officers.

Separate Agenda for the specific trainings is to be found in the Working Materials.

13.00 – 14.30

**Lunch**

14.30 – 16.30

**Training Strategy**

**Aim:** To create a model training strategy for the National Groups and ELSA International.

**Means:**

- Introduction by ELSA International;
- Presentation by Director for Training on the Working Groups conclusions;
- Discussion;
- Conclusions.

**Comments:** During the session on Training Strategy and Tools in ICM Alanya, the workshop agreed on the necessity of a training strategy both for the National Groups internally and ELSA International in order to find concrete solutions and to achieve long term results. The training strategy was seen as a tool for solving the Human Resources problems of ELSA in general. The model training strategy aims to be an example for the National Groups as well as start for a common strategy in trainings and Human Resources for the Network.

16:30-18:30

**Joint Workshop with MAR on the new Website and Internal Management System**

**Aim:** To give an update on the current status quo of the new website and internal management system and to discuss related problems.

**Means:**

- Presentation by ELSA International;
- Discussions;
- Working Groups;
- Conclusions.

**Comments:** The purpose of this session is to give an update on the proceedings with the new website and internal management system and to discuss issues related to human

resources, time and finances for this project. The International Board has not fully been able to follow the rather optimistic timeline set up as the ambition for the project, leading to the fact that something more concrete in terms of a partly developed system will not be able to be presented in the workshop. Instead the joint workshop will focus on coming up with solutions to the key problematic issues identified in the Input Paper by ELSA International attached to the Working Materials.

**Preparations:** Please read the Input Paper on the New Website and Internal Management System by ELSA International.

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**Friday March 29<sup>th</sup> (09.30 - 13.30)**

09.30 - 12.00

**Importance of transition**

**Aim:** To ensure properly facilitated transition.

**Means:**

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

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

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

12.00 - 12.30

**Question and Answer Time**

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

12.30 – 13.00

**Miscellaneous**

**Aim:** To settle issues unresolved during other sessions.

13.00 – 13.30

**Closing of the Workshop**

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

13.30 – 15.00

**Lunch**

FINANCIAL MANAGEMENT

**Timetable**

Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
08:00							
08:30							
09:00							
09:30		Session on Core Values	Gala Ball Fee			Grants session	Report Time
10:00			Joint WS BEE		Training Sessions		
10:30		SOTN Report I	Joint WS BEE			Transition	
11:00			Joint WS BEE			Q & A	
11:30						Miscellaneous	
12:00					Closing WS		
12:30							
13:00							
13:30							
14:00			Report Time				
14:30		SOTN Report II			Market Research		
15:00	Opening Plenary	Allowance	Mid Plenary		Budget 06-07		
15:30						Budget 07-08	
16:00						Event Fees	
16:30	Intro WS	Auditing			Treasurers' Forum		
17:00							
17:30	Trainings	Report Time					
18:00							
18:30							
19:00							

## Draft Agenda

### Reminders and preparations

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

- Statutes and Standing Orders;
- Decision Book;
- Two Year Tactical Plan (TYTP) 2005-2007;
- One Year Operational Plan (OYOP) 2006/2007 of ELSA International;
- The State of the Network Report (SOTN Report) from the Alanya ICM.

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

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

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

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

Welcome to the FM Workshop!

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**Sunday March 25<sup>th</sup> (17.00 - 19.00)**

17.00 - 18.00

### **Introductory Workshop**

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

### **Means:**

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

18.00 - 19.00

**Officers Training**

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

**Means:**

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

18:00 - 19:00

**Introductory Workshop for Freshers**

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

**Means:**

- Presentation by ELSA International;
- Questions and Answers.

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**Monday March 26<sup>th</sup> (09.30 - 18.00)**

09.30 - 11.30

**Core values of ELSA**

**Aim:** To raise the awareness and knowledge of ELSA's core values and to identify concrete tools for working with the core values on national and especially local level.

**Means:**

- Presentation by ELSA International;
- Discussion.

**Comments:** The core values, meaning the vision, means and purpose of ELSA, constitute the fundamental activities within the ELSA Network. In the past years, the Network has lost the focus on these values due to lack of knowledge related to the basis as well as the history of ELSA.

During the ICM in Alanya we discussed the core values based on an Input Paper from ELSA International. During this session we will continue where we left off and take the discussions a bit further with special emphasis on the general need that we identified among the National Groups, namely to have some more concrete tools for working with the core values on national and local level.



**Preparations:** Please read the Input Paper by ELSA International

11.30 – 12.30

**Presentation of State of the Network Report (SOTN Report) ICM Alanya**

**Aim:** To present the SOTN Report from ICM Alanya.

**Means:**

- Presentation by ELSA International;
- Discussion.

**Comments:** The International Board 2006/2007 is very proud to present the very first SOTN Report. The SOTN Report is an essential and efficient tool to obtain an overview of the status quo of the Association. During this session we will focus on the area of FM.

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

12.30 – 14.00

**Lunch**

14.00 – 15.45

**Analysis of the SOTN Report**

**Aim:** To analyse and conclude on actions to be taken.

**Means:**

- Discussion;
- Conclusions.

**Comments:** It is of high importance to analyse the results of the SOTN Report and to find concrete solutions to the main problems and difficulties within the area of FM.

15.45 – 16.30

**Raising the allowance of the International Board**

**Aim:** To vote upon the proposal to raise the allowance for the members of the International Board with coming into force immediately after the ICM in Prague.

**Means:**

- Presentation of the proposal by ELSA International;

- Question & Answer time;
- Voting.

**Comments:** Some years ago, the allowance for the International Board was set to 100 € per board member and month. Taking into consideration that times have changed, increased living expenses can be ascertained. The living environment, meaning day to day costs and general living costs are quite expensive, in particular in comparison with the living costs in Eastern Europe. Further on, the International Board is full-time working and living in Brussels and has thus no possibility to fund the stay in Brussels by accepting a job; most board members financing their term in office by using private savings. Unfortunately, a lot of persons in the Network do not have this opportunity of private funding. Therefore, the International Board would like to raise the allowance from 100 € to 200 € per month.

16.30 – 17.00

### **Presentation of the Interim Accounts 2006/2007 and the Auditors Report**

**Aim:** To present and vote on the Interim Accounts 2006/2007 and to get informed about remarks and suggestions by the Auditors through the Auditors' Report.

#### **Means:**

- Presentation of the Interim Accounts 2006/2007 by ELSA International;
- Presentation of the Auditors' Report by the Auditors;
- Presentation of the Auditing Report of Deloitte;
- Question & Answer time;
- Voting.

**Comments:** According to the regulations of ELSA International, the Treasurer of ELSA International needs to present the complete and audited Interim Account from 1<sup>st</sup> of August 2006 to 31<sup>st</sup> of January 2007. The Interim Accounts shall show the financial situation of the association and give an overview about the income and the expenditures for the first 6 month in the term. The auditors of ELSA International 2006/2007, Sergey Golubok and Fredrik Ohlsson, visited the ELSA House in Brussels and audited the accounts on the 19<sup>th</sup> and 20<sup>th</sup> of February 2007.

17.00 – 18:00

### **Session on the "Importance of Auditing on all levels"**

**Aim:** To raise the awareness of auditing in the National Groups by showing them the procedural aspects, reasons for and possible results of auditing.

#### **Means:**

- Presentation by the Auditors of ELSA International;

- Presentation by ELSA International;
- Discussions;
- Questions & Answer time;
- Conclusions.

**Comments:** Auditing is one of the main tools to ensure the adequate and orderly accounting and to deny misuse of financial means within the respective groups by having an independent controlling body. Unfortunately, the State of the Network Report has showed that there is a big lack of auditing interim or even final accounts in most of the National Groups. For this reason the Auditors of ELSA International will give a presentation about the basic knowledge in auditing and they will further share their experience in auditing of ELSA International. Further on, ELSA International will provide the WS participants with some practical advise and hints for improvement of the internal controlling system. The main questions which will be focused on are: Why is it important to have an auditor? What are the responsibilities of an auditor? And what shall be audited?

**Tuesday March 27<sup>th</sup> (09.30 – 12.30)**

09.30 – 10.30

**Proposal by ELSA Germany and ELSA Poland on amending the Decision Book FM part (Gala Ball Fee)**

**Aim:** To present, discuss and vote upon the proposal by ELSA Germany.

**Means:**

- Presentation by ELSA Germany;
- Discussions;
- Questions & Answer time;
- Conclusions;
- Voting.

**Comments by ELSA Germany:** Currently there is no regulation in the decision book of ELSA International concerning the Gala Ball. Nonetheless, the Gala Ball has become and furthermore will remain an institution on every ICM. For many ELSA members, it is even the heart of the social events during a Council Meeting. On the other hand, it becomes more and more difficult for the participants to take part in this event due to constantly raised fees. This counts for non-favoured countries in general and for favoured countries of course in particular. Yet it should be made possible by the Organizing Committee to plan the Gala Ball in a way that all the members can afford to participate it. To make the participation in Gala Balls feasible and thus possible for as many members as possible the fee has to be fixed for the future. Like other fees the Gala Ball fee shall be indexed with the inflation rate of the Euro to keep it flexible for the

future. Therefore 35 € seem to be an amount which everybody can afford and as an approximate value it is not too much.

10.30 – 12.00

**Joint Workshop with BEE on the Input Paper by ELSA International on creating an ELSA Foundation.**

**Aim:** To discuss and conclude on the Input Paper by ELSA International.

**Means:**

- Presentation by ELSA International;
- Question & Answer time;

**Comment:** During the ICM in Alanya, the FM Workshop discussed the structure and the regulations of the ELSA Development Fund (EDF). The main problem and point was the conflict of the International Board being eligible applicant and decision making body at the same time. In order to solve this problem the International Board has the idea of creating a Foundation for ELSA as a replacement of the EDF.

**Preparations:** Read the Input Paper by ELSA International.

12.00 – 12.30

**Joint Workshop with BEE on the proposal by ELSA Hungary, ELSA Lithuania, ELSA Poland, ELSA Sweden and ELSA Ukraine on amending article 2.3 in the FM part of the Decision Book of ELSA International.**

**Aim:** To discuss and vote upon the proposal.

**Means:**

- Presentation by the proposing National Groups;
- Discussion;
- Conclusions;
- Voting.

12.30 – 14.00

**Lunch**

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**Thursday March 28<sup>th</sup> (10.00 – 18.30)**

10.00 – 13.00

**Trainings**

**Aim:** To broaden the general and specific ELSA knowledge among ELSA officers as well as train them in soft skills.

**Means:**

- Trainings delivered by International Trainers Pool as well as externals.

**Comments:** In order to increase the number and the quality of the events as well as the skills of the active ELSA National and Local officers, training is vital. By training in general and specific ELSA knowledge and soft skills, the Network will be composed of more developed National and Local Groups and ELSA officers.

A separate Agenda for the specific trainings is to be found in the Working Materials.

13.00 – 14.30

**Lunch**

14.30 – 15.30

**Market Research**

**Aim:** To follow up on the proceedings with the market research and to discuss the concrete possibilities and benefits that the National Groups and the Network will and can gain from the result of the market research.

**Means:**

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

**Comments:** During spring 2007 ELSA International is conducting a market research in close cooperation with the global market research company Ipsos. The market research is divided into two parts where one targets European law students in general and the other ELSA members specifically. During this session ELSA International will present ideas on how we can, in the very best way, use the results of the Market research, both for the Network as a whole and for the specific National Groups individually. Depending on workshop, this session will more specifically address means of working with the market research as a fundraising tool, a marketing tool, a consolidation tool and as an important strategic tool for development, closely linked to for example the internal evaluation that is currently being conducted in the Key Areas. Even though the final report from the market research will most likely not be ready in time for the ICM, it is of great importance that we know how to work with it once we get it so that we can maximize the outcome of our efforts put into this huge Network project.

15.30 - 16.15

**Revision of the Budget 2006/2007**

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

**Means:**

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

**Comment:** The financial situation is changing day by day. Therefore the International Board proposes a revised budget for the year 2006/2007.

16.15 - 17.00

**Budget 2007/2008**

**Aim:** To approve the Budget for the financial year of 2007/2008.

**Means:**

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

**Comments:** The Budget states the financial strategy for the relevant period. As sound financial planning is essential for a successful result financially wise, the importance of analysing and developing the Budget can not be stressed enough.

17.00 - 17.45

**Event Fees in AA and S&C**

**Aim:** To present and vote upon the budget of ELSA International for the term 2007/2008.

**Means:**

- Presentation of the proposal with regards to event fees by ELSA International;
- Question & Answer time;
- Conclusions;
- Voting.

**Comments:** The International Board finds a need to extend the event fees regulations. The event fees currently only cover International Council Meetings and International Presidents' Meetings; the International STEP Meeting is not covered by these rules. The International Board would like to have all specific key area, supporting area and statutory meetings covered by these rules. An International Internal Meeting is defined as a meeting within areas of ELSA and will be referring to the existing practise in the Network, for example, the Academic Activities meeting BAAM, ISM and other future meetings in other areas of ELSA.

17.45 - 18.30

### **Treasurers' Forum**

**Aim:** To discuss current and future possibilities within the area of Financial Management and to put focus on what the National Treasurers and not only ELSA International feel a need to discuss.

#### **Means:**

- Presentation by the Treasurer of ELSA International;
- Working Groups;
- Presentations by Working Groups;
- Discussion.

**Comments:** For the very first time this session is introduced in the FM Agenda at an ICM. The purpose of this session is to give the Treasurers the opportunity to actually have time in the Agenda to discuss, openly and without restrictions, current and future possibilities within the area of Financial Management and therefore the topics could and should, be chosen by the National Treasurers themselves.

With this session it is the intention and hope of the Treasurer of ELSA International that the National Treasurers will take the opportunity to discuss topics that are important and of current interest to them.

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**Friday March 29<sup>th</sup> (09.30 - 13.30)**

09.30 - 11.00

### **Training/ session on fundraising with particular focus on grants**

**Aim:** To train the FM participants in specific approaches for grants and the respective follow ups if a group is granted.

#### **Means:**

- Presentation by the Director for Corporate Relations ELSA International;

- Presentation on funding by National Groups;
- Discussions;
- Conclusion.

**Comments:** The training session will, in particular, focus on grants by foundations, international institutions etc. The participants will get the possibility to learn more about how to apply for a grant and the follow up after being granted. The main aim of the session is to give an overview about steps which need to be taken in order to have a successful funding. Further on, National Groups will give presentations on their successful funding to show up examples.

11.00 - 12.00

### **Importance of transition**

**Aim:** To ensure properly facilitated transition.

#### **Means:**

- Introduction by ELSA International;
- Presentation by National Groups;
- Discussion;
- Conclusions.

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

12.00 - 12.30

### **Question and Answer Time**

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

12.30 - 13.00

### **Miscellaneous**

**Aim:** To settle issues unresolved during other sessions.



13.00 – 13.30

**Closing of the Workshop**

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

13.30 – 15.00

**Lunch**

**MARKETING**

**Timetable**

Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
08:00							
08:30							
09:00							
09:30		Core Values	Corporate Identity			Marketing Manual	Report Time
10:00							
10:30					Training Sessions	Transition	
11:00		SOTN Report	Joint Members' Magazine			Q & A	
11:30						Miscellaneous	
12:00					Closing WS		
12:30							
13:00							
13:30							
14:00		Analysis - SOTN report	Report Time				
14:30			Mid Plenary		Market Research		
15:00	Opening Plenary	Defining marketing					
15:30							
16:00					JWS IM Website and IM System		
16:30							
17:00	Intro WS	Strategic marketing					
17:30		Report Time					
18:00	Trainings						
18:30							
19:00							

## Draft Agenda

### Reminders and preparations

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

- Statutes and Standing Orders;
- Decision Book;
- Two Year Tactical Plan (TYTP) 2005-2007;
- One Year Operational Plan (OYOP) 2006/2007 of ELSA International;
- The State of the Network Report (SOTN Report) from the Alanya ICM;
- National Marketing Materials.

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

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

Read this Agenda carefully; should you need any clarifications, please do not hesitate to contact the Vice President Marketing of ELSA International at [vpmarketing@elsa.org](mailto:vpmarketing@elsa.org).

If you would like to start a discussion on any matter connected to the Agenda, please use the Marketing mailing list ([ELSA-MARKETING@LISTSERV.ELSA.ORG](mailto:ELSA-MARKETING@LISTSERV.ELSA.ORG)).

Welcome to the Marketing Workshop!

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**Sunday March 25<sup>th</sup> (17.00 – 19.00)**

17.00 – 18.00

### **Introductory Workshop**

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

### **Means:**

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

- Roundtable: expectations of the participants.

18.00 – 19.00

### **Officers Training**

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

**Means:**

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

18:00 – 19:00

### **Introductory Workshop for Freshers**

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

**Means:**

- Presentation by ELSA International;
- Questions and Answers.

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## **Monday March 26<sup>th</sup> (09.30 – 18.00)**

09.30 – 11.30

### **Core values of ELSA**

**Aim:** To raise the awareness and knowledge of ELSA's core values and to identify concrete tools for working with the core values on national and especially local level.

**Means:**

- Presentation by ELSA International;
- Discussion.

**Comments:** The core values, meaning the vision, means and purpose of ELSA, constitute the fundamental activities within the ELSA Network. In the past years, the Network has lost the focus on these values due to lack of knowledge related to the basis as well as the history of ELSA.

During the ICM in Alanya we discussed the core values based on an Input Paper from ELSA International. During this session we will continue where we left off and take the discussions a bit further with special emphasis on the general need that we identified

among the National Groups, namely to have some more concrete tools for working with the core values on national and local level.

**Preparations:** Please read the Input Paper by ELSA International.

11.30 – 12.30

**Presentation of State of the Network Report (SOTN Report) ICM Alanya**

**Aim:** To present the SOTN Report from ICM Alanya.

**Means:**

- Presentation by ELSA International;
- Discussion.

**Comments:** The International Board 2006/2007 is very proud to present the very first SOTN Report. The SOTN Report is an essential and efficient tool to obtain an overview of the status quo of the Association. During this session we will focus on the area of Marketing.

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

12.30 – 14.00

**Lunch**

14.00 – 15.00

**Analysis of the SOTN Report**

**Aim:** To analyse and conclude on actions to be taken.

**Means:**

- Discussion;
- Conclusions.

**Comments:** It is of high importance to analyse the results of the SOTN Report and to find concrete solutions to the main problems and difficulties within the area of Marketing.

15.00 – 17.00

**Defining marketing and the role of the marketer**

**Aim:** To discuss the role of a marketer in a non-profit organisation, bringing up the multi-facetted aspects and some common misconceptions, especially within ELSA.

**Means:**

- Presentation by ELSA International;
- SWOT analysis;
- Roundtable discussions;
- Conclusions.

**Comments:** Understanding your area of expertise, your role in an organisation and your strengths and weaknesses is essential for maximizing your performance. The area of marketing is maybe the area in ELSA that comes the least natural to a law student in general, and that requires the most specific knowledge in order to perform ones task in a good way. Not entirely surprisingly, it is also the area that contains the most confusion with regards to task definitions and roles of local, national and even international officers in our Network. From north to south you will find everything from business card printers, poster designers, fundraisers, magazine editors, webmasters, PR people, market researchers, analysts, strategists and project managers – all joined together under the common name of Vice President Marketing. During this session we will try to define the role of a marketer in a non-profit organisation in order to get a better picture of this multi-facetted and rather complicated position. We will also analyse our strengths and weaknesses as marketers in order to determine how to best adapt our roles and focus our resources so that we best can contribute to the work of ELSA and its future development.

**Preparations:** Try to define your own role as a marketer in you National Board and also the roles of your local marketers. Look at the individual and collective strengths and weaknesses and try to identify opportunities and threats within the area of marketing and especially when looking at the current human resources available in the area of marketing.

17.00 – 18.00

**Strategic marketing**

**Aim:** To stress the important role of marketing in strategic planning and the importance of viewing marketing in a long term strategic perspective.

**Means:**

- Presentation by ELSA International;
- Open discussions;
- Conclusions.

**Comments:** This session will be closely linked to the one before about defining the role of marketing. Successful marketing requires long-term thinking, and this is something that our Network is exceptionally bad at. But if there is someone in an ELSA board that should bring the strategic long-term perspective to the decision making table, it is the marketer. Analysing market behaviour and needs and demands of target groups, adapting and monitoring Key Area activities to suit these needs and demands, promoting the Association and its activities in a way that communicates the correct message to the market and various target groups – all of these activities require the capacity to think beyond simply the next event coming up around the corner. This session will aim to stress the importance of this strategic thinking process in the area of marketing, and also to raise the awareness of the marketer’s responsibilities for and contributions to overall strategic planning in the Network.

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**Tuesday March 27<sup>th</sup> (09.30 - 12.30)**

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09.30 - 11.00

### **Corporate Identity**

**Aim:** To discuss the possibilities of having a uniform corporate identity for our Network which would stretch beyond the current regulations in the Identity Handbook and take more focus on various design aspects.

**Means:**

- Presentation by ELSA International;
- Presentations by National Groups;
- Working Groups;
- Conclusions.

**Comments:** During the ICM in Alanya, some voices were raised on the possibilities of introducing a corporate identity for the Network with design guidelines that would stretch beyond the regulations already existing in the ELSA Identity Handbook. The purpose of this session would be to get a better sense of the support for such an idea in the Network, to look at some presentations on National Group solutions and other successful corporate identity strategies and to through workshops aim for as concrete outcome as possible with regards to the further proceedings of this issue.

11.00 - 12.30

### **Joint members’ magazine**

**Aim:** To have a first discussion on the possibilities of creating some sort of joint members’ magazine for the Network that would more or less replace National Members’ Magazines.

**Means:**

- Presentation by ELSA International;
- Presentations by National Groups;
- Working Groups;
- Conclusions.

**Comments:** Members' Magazines are a constant struggle for many National Groups, consuming huge amounts of human and financial resources. Due to this fact, there are very few existing high quality Members' Magazines in our Network at the moment, and the general impression is that the National Groups having such high quality Members' Magazines are most likely allocating more resources into this marketing material than the return promotional value is actually worth.

It has previously been loosely discussed whether one possibility could be to introduce a joint members' magazine, printed in different national variations, where National Groups that so wish could, apart from the general international part, also choose to have a specific amount of "national pages" with its own editorial content and possibility of ad sales and partner promotion. The immediate benefits of such a joint Members' Magazine would be that National Groups would not have to deal with issues such as design and printing and would be under less stress with hunting for advertisements, instead allowing them to focus on gathering a good editorial content for their national pages. This would also mean that less developed National Groups could also have the possibility of getting a country specific Members' Magazine published, simply by submitting its national editorial material to the international editorial team. Removing this burden from National Groups would of course mean a great deal of more work for an international editorial team coordinating such an effort, but the increase in copies printed and distributed and a more solid editorial profile as THE magazine for law students and ELSA members in Europe would also increase the possibilities of finding motivated and talented people to take up such a task. Coordinating article and interview hunts will also lead to an improvement in the academic and overall quality of the magazine.

There are several issues that could be discussed here and it is of course way too early to propose anything concrete to the council at this stage with regards to such a joint Members' Magazine for the Network. The purpose of this session is therefore instead to get a sense of the interest in the Network for such a proposal in the future and in case of interest, to discuss concrete steps on how to move on with it and to identify some solutions to the main problems that could be associated with such a proposal.

12.30 - 14.00

**Lunch**

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**Thursday March 28<sup>th</sup> (10.00 - 18.30)**



10.00 – 13.00

### **Trainings**

**Aim:** To broaden the general and specific ELSA knowledge among ELSA officers as well as train them in soft skills.

**Means:**

- Trainings delivered by International Trainers Pool as well as externals.

**Comments:** In order to increase the number and the quality of the events as well as the skills of the active ELSA National and Local officers, training is vital. By training in general and specific ELSA knowledge and soft skills, the Network will be composed of more developed National and Local Groups and ELSA officers.

Separate Agenda for the specific trainings is to be found in the Working Materials.

13.00 – 14.30

### **Lunch**

14.30 – 16.30

### **Market Research**

**Aim:** To follow up on the proceedings with the market research and to discuss the concrete possibilities and benefits that the National Groups and the Network will and can gain from the result of the market research.

**Means:**

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

**Comments:** During spring 2007 ELSA International is conducting a market research in close cooperation with the global market research company Ipsos. The market research is divided into two parts where one targets European law students in general and the other ELSA members specifically. During this session ELSA International will present ideas on how we can, in the very best way, use the results of the Market research, both for the Network as a whole and for the specific National Groups individually. Depending on workshop, this session will more specifically address means of working with the market research as a fundraising tool, a marketing tool, a consolidation tool and as an important strategic tool for development, closely linked to for example the internal evaluation that is currently being conducted in the Key Areas. Even though the final report from the

market research will most likely not be ready in time for the ICM, it is of great importance that we know how to work with it once we get it so that we can maximize the outcome of our efforts put into this huge Network project.

16.30 – 18.30

**Joint Workshop with IM on the new Website and Internal Management System**

**Aim:** To give an update on the current status quo of the new website and internal management system and to discuss related problems.

**Means:**

- Presentation by ELSA International;
- Discussions;
- Working Groups;
- Conclusions.

**Comments:** The purpose of this session is to give an update on the proceedings with the new website and internal management system and to discuss issues related to human resources, time and finances for this project. The International Board has not fully been able to follow the rather optimistic timeline set up as the ambition for the project, leading to the fact that something more concrete in terms of a partly developed system will not be able to be presented in the workshop. Instead the joint workshop will focus on coming up with solutions to the key problematic issues identified in the Input Paper by ELSA International attached to the Working Materials.

**Preparations:** Please read the Input Paper on the New Website and Internal Management System by ELSA International.

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**Friday March 29<sup>th</sup> (09.30 – 13.30)**

09.30 – 11.00

**Marketing Manual**

**Aim:** To allow the working group to present its results, to give input and work with the material compiled so far and to decide on the further proceedings of the marketing manual.

**Means:**

- Presentation by the working group;
- Open discussions;
- Conclusions.

**Comments:** This session will be lead by the working group on the marketing manual. The draft of the marketing manual so far will be presented and discussed and input on the finalising of parts not yet compiled will be gathered by the workshop participants. The workshop will also address the further proceedings of the marketing manual working group after the ICM and try to set up some concrete guidelines for when the manual should be finalised.

11.00 - 12.00

### **Importance of transition**

**Aim:** To ensure properly facilitated transition.

#### **Means:**

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

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

12.00 - 12.30

### **Question and Answer Time**

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

12.30 - 13.00

### **Miscellaneous**

**Aim:** To settle issues unresolved during other sessions.

13.00 - 13.30

### **Closing of the Workshop**

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

13.30 – 15.00

**Lunch**

## ACTIVITY REPORTS

### INTERNATIONAL BOARD 2006/2007

#### **Halvor Lekven, Vice President for Academic Activities**

##### **Post ICM Work**

Directly after the ICM in Alanya I started correcting the Minutes from the AA Workshop. The AA Inquiries handed in during and shortly after the ICM in Alanya were also compiled in this period. The results from the Inquiries can be found in the extensive SOTN Report.

##### **Selected Papers on European Law (SPEL)**

Since October I have been working together with the new Editor of SPEL, Mr. Malte Beyer. We have stayed in close contact discussing the corrections for the submitted articles for SPEL 2005 no. 1. As you might know there has been in a delay in the publishing of SPEL since 2004, but in mid-January 2007 SPEL was again published online on ELSA International's website. The next two issues will be related to last year's 25<sup>th</sup> Anniversary of ELSA and contain the best articles from SPEL through the years. The call for articles for SPEL 2006 no. 2 has therefore already been made without any call for articles for the two issues in between SPEL 2005 no. 1 and SPEL 2006 no. 2.

##### **Guide to Legal Studies in Europe (GLSE)**

In mid-December all universities where ELSA is not represented, but which have been presented in former editions of GLSE were contacted. So far this has paid off quite well and the response has been good. ELSA Groups still continue to send in GLSE Update Forms and by mid-February more than 70% of all ELSA Groups have submitted their GLSE Update Forms. The deadline for ELSA Groups and Universities to submit their information has been set to end of March 2007. I have also been in meetings with a potential publisher of GLSE 2006/2007, The European Lawyer Ltd.

##### **Legal Research Groups**

The Legal Research Group on "**Developments in European Law over the Past 25 Years and Its Future**" are in these days commencing the research work they have done for the last year. A preliminary report on the work was distributed during the Final IFP Conference in Oslo in December 2006, and they are now researching the possibilities of publishing the Final Report in hard-copy.

Together with the Director for Public Relations, Maria Moguilnaia, I have been working on the possibility to establish permanent Legal Research Groups which can conduct research on topics related to ELSA International's Delegations. There are still some issues to deal with before these LRGs can be established.

##### **Project on ICC National Implementation Legislation (PINIL)**

In 2002 ELSA International established the largest Legal Research Group researching the Implementation Legislation of the International Criminal Court. The LRG had researchers from 16 different National Groups, with several researchers in the respective

National Groups. The research resulted in 16 reports on the National Implementation Legislation from the countries of the National Groups involved. Nine of the reports were accepted by the Finnish Yearbook on international law. It was a wish from the LRG to publish all reports and representatives from the group therefore contacted ELSA International in December 2006. The remaining reports were edited and submitted to ELSA International by February 2007, while ELSA International has the task to find a publishing partner for those reports. So far ELSA International has contacted Human Rights Watch and Amnesty International for this purpose.

### **ELSA Moot Court Competition on WTO Law (EMC<sup>2</sup>)**

As stated by the AA Workshop in Alanya there was a wish to involve more National Groups in the EMC<sup>2</sup>, and a lot of work has been spent on preparing an EMC<sup>2</sup> National Round Manual. The International Board also decided that after the fifth edition of the EMC<sup>2</sup> a complete evaluation of all aspects of the EMC<sup>2</sup> is needed, and I have therefore put a lot of work into the planning of the EMC<sup>2</sup> Strategic Meeting taking place in May. It is also worth mentioning that since the ICM in Alanya the EMC<sup>2</sup> have got three more sponsors, namely White & Case LLP, Baker McKenzie and Cameron May, thanks to the tedious work Christopher Carlson and Christina Paul, Director for Corporate Relations have put in to the fundraising.

### **Internal Evaluation of all Key Area activities**

Together with Andrea Claudia Raffl and Loreta Pivoriunaite I have been conducting the Internal Evaluation by creating evaluation forms, sending them out to all Local Groups in the Network and compiling the submitted information. The Internal Evaluation will also be followed up during the ICM with a Joint Workshop between AA, S&C and STEP where we will focus on the importance of quality in Key Area activities.

### **National Council Meeting ELSA Finland**

Together with Christopher Carlson and Nils Fjelkegard I was invited to give training in negotiation skills during the NCM of ELSA Finland in late November. It was a wonderful experience to meet so many enthusiastic members from ELSA Finland and other National Groups.

### **Final IFP Conference in Oslo**

A week after the NCM of ELSA Finland I headed for Oslo, Norway to attend the Final IFP Conference together with Christopher and Loreta. ELSA Oslo and ELSA Norway had put together a well-prepared programme for the participants coming from all over the Network. The entire Conference was a huge success and it was great to meet old and new friends again both from Norway and abroad.

### **National Council Meeting ELSA Germany**

My first ELSA-related travel in 2007 was to the NCM of ELSA Germany in Göttingen to represent ELSA International. To take part in one of the famous NCMs of ELSA Germany for the first time was a great experience for me. As representative from the International Board I presented ELSA International and the work we do for the AA and BEE Workshops. But most of the time I spent in the Freshers' Workshop which was held

by Sylvie Kleinke and Michael Vetter. Being present there to inspire the fresh members of ELSA Germany to pursue an ELSA career was very giving.

**ELSA Regional Round of the EMC<sup>2</sup> in Hamburg, Germany**

From the 15<sup>th</sup> to the 19<sup>th</sup> of March I will, together with Maria Moguilnaia, be observing and helping the Organising Committee of the ELSA Regional Round of the EMC<sup>2</sup> in Hamburg.

**Administrative work**

Besides all the above mentioned there has been usual day-to-day work such as answering emails from the Network and externals, board-meetings, meetings with the IOC of the EMC<sup>2</sup> and specific meetings for Market Research, New Internal Management System etc.

I would like to thank all AA Officers in the Network who have made this year a great year for me, with all inputs and ideas you have given me. I hope to see you all in the AA Workshop.

**Loreta Pivoriūnaitė, Vice President for Seminars and Conferences****Events and News on the ELSA International Website**

Normally I was making a call for the S&C Specification Forms (SSFs) and then updating the ELSA International Website with News Items regarding events and delegations, as well as adding new events in the events part.

**S&C Brochure and Poster**

The S&C Events Calendar was created and was found in the "SYNERGY" with a new and fresh design. Later on, the 1<sup>st</sup> issue (with a new design) of 2007 of the S&C Brochure was created and published too. The Brochure included over 10 upcoming events like International ELSA S&C Events, Training Events, International internal meetings (IPM, ISM) and ELSA International Delegations.

**S&C Newsletter**

As it was agreed during the ICM Alanya a trial version of the S&C Newsletter would be sent to the mailing list. In January 2007 the 1<sup>st</sup> trial version reached the officers and the second one was sent out a couple of weeks later with some changes, mainly to the design.

**Events newsletter**

Together with the director for Public Relations, Maria Moguilnaia, this promotional material will be done for externals, institutional partners, international organizations, in regards to present ELSA activities among the members and promote the name of ELSA.

**Communication**

The communication is the key core within the Network. I have written e-mails on very important issues to the S&C mailing list with requests for input and for opinions to be expressed. The e-mail [vpsc@elsa.org](mailto:vpsc@elsa.org) has been used to reach members and externals. Apart from that, officers were contacting me via online meetings as well. Moreover we had two msn meetings - one at the beginning of the term and a second one for preparations for the ICM Agenda.

**ELSA Speaker's Database**

This database was created to help the event organizers to search for respective speakers when organizing an international or a national event. Recently this database has been forgotten due to various unidentified problems. However I have made an excel sheet with the 33 names of speakers and field of law specialisations to ensure a better use of it. The excel sheet can be found in the ELSA ONLINE Archive/S&C folder/ESBD.

**Study Visits Guide**

Study visits are popular within the Network and for this we have a SVG - an informational material consisting of information from 21 National Groups with data about their city, travelling and visiting opportunities etc. I have put efforts to receive at least 10 more, but at the moment only half of them have been collected.



**International Focus Programme**

The IFP finished in Oslo with the final conference bang. So, the new IFP should be created even now but still the IFP became a hot panel issue after the evaluation made in Alanya 2006. Even considering all the problems with this programme the International Board stands for the Network's notion to keep it. So, all proposals have been collected and included in these working materials as a separate Input paper.

**Institutional Relations**

This year ELSA's Institutional Relations have been divided between the director for Institutional Relations - Aylin Farid and me. Aylin has been more concentrated on the communication with the members of the International delegations, preparation of the ELSA International Delegations Handbook and other issues. Whereas, at the same time, I was receiving requests and organizing visits to European institutions, NATO, Council of Europe and at the same time scheduling visits to the ELSA House for the ELSA members who were passing by intensively.

**SOTN, Key Area internal evaluation**

The S&C area inquiries (in total 22) were collected, analyzed, evaluated and included in the SOTN Report. The second task was to make a Key Area internal evaluation focused on the local level event organizers. With the collaboration of the Vice President Academic Activities - Halvor Lekven and Vice President STEP - Andrea C. Raffl magnificent efforts have been put to this process. The importance of quality in all Key Area activities input paper has been included in the working materials and relevant topics will be discussed during the Key Area Joint Workshop session at ICM Prague based on the Key Area evaluation forms. Moreover I would like to thank the big supporters in this evaluation process from ELSA Romania, ELSA Turkey, ELSA the Netherlands and ELSA Croatia to name a few.

**Anniversary publication**

Continuing the International Board's 05/06 work for the Anniversary Celebrations I have been working on the quotes and contacting the respective organizations ELSA has a participatory status with for the Anniversary publication.

**Visits**

I was visiting NGO meetings situated in Brussels and participating for example at the Erasmus Student Network (ESN) 20 Years Celebration, as well as attending and representing ELSA in other institutions.

**Some other comments**

S&C is a very dynamic and unexpected area of activities. Lots of things can be improved and that's why I have been dedicated to evaluation and stepping back to the basics, the Core values of ELSA, this year. Those of you one day being elected to international level will be given an opportunity to look and compare practises in the Network, search for new ways of thinking, face problems and look from another angle to ELSA combining the past and future... I encourage you - **to stop, think and act on** a wish to contribute to something good for society!

**Andrea Claudia Raffl, Vice President for the Student's Trainee Exchange Programme****Job Hunting**

After the four months which have passed since the Alanya ICM, the Network has offered 22 jobs. The ICM in Alanya brought several changes with it to the area of STEP. One of the most important ones was that the STEP Workshop decided to make the Back-up Solution more transparent for all parties involved in STEP. The STEP Officers saw a great need to keep the quality of the applications for traineeships on the same level as before, also when using the Back-up Solution. The VP STEP of ELSA International is now responsible for matching applications to traineeships. It is a big responsibility, but in my opinion it is worth it to invest a lot of time in the manual matching, and thereby ensuring that the applications sent to the employers are of high quality.

At the time of the report, ELSA is offering 16 traineeships in; Germany, Greece, Finland, Italy, Lithuania Norway, Poland and UK. One of my responsibilities is to support National Group Officers in their work. I am in constant contact with a lot of VPs STEP on both National and Local Level to support all Officers when it comes to Job Hunting.

Personally I have continued the Job Hunting on International Level. I am now in contact with some companies abroad which are very interested in taking part in the STEP programme. The only reason why some contracts have not yet been signed is that I am still negotiating with the companies regarding the salary of the trainees.

**Student Hunting**

The "picture" of the Network I made before this ICM in Prague shows that the situation in Student Hunting is quite good. At the moment the amount of Student Application Forms present in ELSA ONLINE is 564, where amongst these 91 applied for a STEP traineeship through ELSA ONLINE. Due to the fact that the first deadlines this year just passed, I was not able to have a clear picture of the amount of applications through the Back-up Solution until now. But I am sure that the Back-up Solution is a perfect marketing tool for Student Hunting. Next to this we also have to take into consideration that the "real" Student Hunting period is going to start at the 3<sup>rd</sup> of March.

The situation regarding the blocked STEP Applications has improved and the percentage of blocked Curriculum Vitae's is quite low. Another point to mention is also the number of STEP Applications waiting for approval by the Local VPs STEP. Currently only 58 ELSA Members are awaiting approval, and this number shows us that we have to concentrate on Student Hunting!

**Communication**

The communication with the National and Local STEP Officers has been good during these months. I am in daily contact with many of them either by email, messenger or Skype. During the last month I was more and more in contact with the Local VPs STEP since I am now responsible for the manual matching. So far I have had three MSN

Meetings with STEP Officers in the Network. This is a perfect tool to communicate with other National VPs STEP and to discuss several issues regarding STEP.

#### **The New Internal Management System**

During the last couple of months one of my main priorities has been the New Internal Management System, especially the STEP Part. During the Alanya ICM the STEP Workshop spent three days evaluating the current situation and I got a lot of good inputs. I am still in contact with the former VP STEP of ELSA International and VPs STEP on National Level regarding this matter. I have collected the information and inputs from different parties and tried to combine it in a specification.

#### **ISM**

At the time of the report I am looking forward to go to Novi Sad, Serbia, where the ISM is going to take place. Both ELSA Novi Sad with support of the National Board of ELSA Serbia, and ELSA International are working hard to make this a successful event and the numbers of participants show that it will be one; 50 participants from 18 National Groups. So far we reached a number of participating ELSA National Groups and STEP Officers that has never been reached before. The Workshops will take place between the 22<sup>nd</sup> and the 25<sup>th</sup> of February. The main focus in the Workshops will be on the status quo in the Network, the procedure in STEP from starting the hunt for traineeships all until the trainee will leave the hosting country after finishing the traineeship. Besides of that we will also be given a training by Maria-Veronica Anton, President of ELSA International 2004/2005, in Planning and Time Management. At this point I want to thank Veronica for supporting us by giving an important training at the ISM.

#### **Miscellaneous**

In the beginning of December I had the pleasure to be invited by the National Board of ELSA Italy to be a guest at their National Council Meeting in Treviso, Italy. I was asked to give a training in the procedure of the Back-up Solution 2 and was also invited to the Joint Workshop of IM and STEP to answer several questions regarding ELSA ONLINE. I want to thank ELSA Italy for inviting me and being so hospitably.

In the end of January I made a call for a STEP Marketing Materials Working Group. The STEP Workshop during the Alanya ICM saw a need for proper Marketing Materials in STEP and showed a great interest in creating a Working Group. This Working Group will create templates for promoting STEP which they will present during the STEP Workshop at the ICM in Prague.

After the Alanya ICM my first task was to compile and evaluate the STEP Inquiries which the results from were included in the SOTN Report. After finalizing the Report, I worked in close co-operation with Loreta and Halvor on the Internal Evaluation of all Key Area activities. From the beginning of our term it has been one of our main aims goals to focus on how to raise the quality in Key Area events. We tried to hunt for contact details of all Key Area Officers on Local and National Level. Thereafter we created an Evaluation Form and sent it to all Key Area Officers in the Network.

Last but not least I want to thank my fellow Board Members for supporting me every day and I want to thank again my predecessor Katia Giroto for being always at my side with her great support and understanding. At last I want to thank all of you, because you are my reason for being motivated to work for ELSA every single day!

**Christopher Carlson, President****Post ICM work**

After the ICM in Alanya I worked, together with the rest of International Board, on implementing the decisions taken at the ICM. There were also a lot of follow up work to handle, including specifications for the new website and the new internal management system, guidelines for the Fundraising Questionnaires, Minutes BEE Workshop, Market research etc. After the ICM I also head hunted the National Presidents that had not submitted their SOTN Inquiry. The work with this was very time demanding but in the end I was very satisfied with the results. I succeeded to gather 28 out of 35 inquiries, which is a very good result if you compare it with previous years. After this we compiled the inquiries into the SOTN Report which we are very proud of.

**Fundraising**

Together with Christina Paul, Director for Corporate Relations ELSA International and Nils Fjelkegård, VP Marketing ELSA International, I have been working hard with fundraising, both with the general part of ELSA International and the ELSA Moot Court Competition. The results have been on one hand very positive and on another less successful. First of all I am pleased with our ongoing work with the current Corporate Partners. All Partners have decided to stay on for another year and they are all very satisfied with the cooperation. We have been working hard with our current Corporate Partners to develop the cooperation and ensure that they want to stay as Partners. I have met all of our contact persons of our Partners since the ICM. I have met CMS in Brussels twice, TransLegal in Stockholm once, Deloitte twice and Microsoft once. Further on we have approached several law firms and companies for general sponsor and partnership of ELSA. We have made individualised, tailored proposals and agreements, and tried to find special and individual ways of cooperating with each approach. To our disappointment we have no new Sponsor or Partner of ELSA International so far, but we are working hard and we are very hopeful that we will be able to set at least one new Corporate Partner before the 31st of July.

The fundraising with the ELSA Moot Court Competition on the other hand has been very successful. We have succeeded to make an agreement with both White & Case and Baker & McKenzie for Sponsorship for this year's edition. Together with Sidley Austin we now have the three top law firms within International Trade and WTO law in our Sponsors pool, which is something we all should be very proud of. We have also set an agreement recently with Cameron May as a Publishing Partner of the ELSA Moot Court Competition. We do believe that support of a publisher of the Moot Court Competition will add a great value of professionalism to the Competition. Aside to this we have also been granted with a grant from the DG Trade Department at the European Commission. With three new Sponsors and the grant from the Commission we are glad to announce that the Moot will fund itself during this year. We do not need to take any funds from the general budget of ELSA International to cover all expenses with the Competition. This is the first time this has happened in the history of the Competition. After the ICM I have been in close contact with all Supporters, Sponsors and Partners of the

Competition. The contact is increasing at the moment due to the fact that the Final Oral Round in Geneva is getting closer.

Except for the Sponsors meetings above I have attended meetings in Paris and London. During December we have applied for the general EAC Grant from the European Commission. I have been helping out and been responsible for the External relations part of the application. During January Christina came to Brussels for an evaluation, planning and strategic meeting.

### **Supporting Marketing**

I have been responsible for ensuring that we have all the right and best logos from our Sponsors and Partners. This has taken up a lot of time since many of the Sponsors and Partners do not have logos that comply with the requirements we set for large scale printing for example. Further I have been responsible for making sure that all Sponsors and Partners have submitted their advertisements and articles/editorials for Synergy, edition 40 and 41. For the 41st edition I have been helping Nils finding two articles for the magazine. I will for example interview the Vice President of the European Commission, Mrs. Margot Wallström, in the end of February for an article in Synergy.

### **Board management**

As the President I am responsible for making sure that the work of the International Board is carried out in a good and efficient way. I have put a lot of time and efforts on planning of the work of the International Board. I have initiated a half time planning event with an external trainer to follow up on the plans set (OYOP) and an evaluation of the teamwork. I have also initiated two planning days that took place in the beginning of January. During this days we evaluated internally and set out our aims and means for the last six months in office. We also evaluated the work so far and our procedures and made changes for the future work according to this.

I have been working on individual follow ups with my Board and I have for example had individual talk sessions with my Board members. The purpose was to follow up on their personal opinions and development in the Board. After these talks we have had group sessions where we discussed the more important issues that have been raised during the individual talks.

I have been responsible for making the Agendas for our Board meetings, which are taking place approximately every two weeks, as well as summoning the meetings.

### **International Presidents Meeting in Toulon**

I have been in close contact with the OC of the IPM in Toulon. I have been preparing the Agenda and all materials needed. The IPM was a success, much because of the amount of National Presidents attending (16). The discussions were very concrete and several decisions were taken during the IPM. The National Presidents also created an Input Paper for the ICM in Prague.

**Contact with National Presidents and other National officers**

It has been my goal to keep in a regular and consequent contact with as many National Presidents as possible. I have, in general, a weekly contact with approximately 15 National Presidents. The reasons for being in contact is of various reasons, everything from inquires on national matters to cooperation on the international level. It is though quite hard to keep in contact with all National Presidents since some are very hard to reach and seldom take initiative themselves to contact me. I have though been in contact with all current National Presidents at some points. Further I have been in contact with other National officers, mostly by answering enquires on external relations matters.

**Preparations ICM Prague**

The preparations for the ICM already started in December when we brainstormed on the directions of the ICM and the specific topics that should be raised during the ICM. I also helped out with the coordination during the ICM, preparing task divisions and schedules for the work and the process of creating the Working Materials. I have also done the BEE Workshop Agenda with input from the International Board and the National Presidents. Further I have prepared proposals and input papers as well as helped out with the general parts of the Working Materials.

**Writing articles**

Since the ICM I have written articles for three National Magazines (ELSA Sweden, ELSA the Netherlands and ELSA Ukraine).

**Market research**

Together with Nils I have been working on the Market research that ELSA International is conducting during spring. My tasks have been to help out contacting the National Groups and get the information on the amount of ELSA members and amount of law students as well as finding Local Groups conductors. I have also been in close contact with our Partners, on their involvement in the Market research.

**Expansion**

During the latest months I have been in contact with the Law Student Association of Albania on a possible application of Observership in ELSA International. I have been helping out with the application and tried to support them as much as I have been able to.

**ELSA Moot Court Competition on WTO Law**

Except from fundraising I have been helping out as much as I have could with the Moot Court. I have for example helped out finding pleading rooms, developing the new website etc.

**Sister Associations**

I have been in some contact with the Presidents of the Asian Law Students' Association and Australian Law Students' Association on an improved cooperation between our Associations.

**ELS**

I have been in contact with the ELS Executive Committee, especially the new President Teja Picton Howell. Together with Tina Eszlari, we have discussed the cooperation between ELS and ELSA at several occasions. Upon request from ELS we have given feedback and tips on how we think that ELS can be improved and work better in the sense of supporting ELSA.

**Advisory Board of ELSA International**

I have been in regular contact with the Advisory Board of ELSA International, asking for help in specific issues.

**IFP Conference**

In December I, Halvor and Loreta from the International Board, attended the Final IFP Conference in Oslo, Norway. We represented the International Board, attended Workshops and presentations as well as the social programme. The IFP Conference was a success and I really appreciated all the hard work from of the OC.

**National Council Meeting Finland**

In late November I attended the NCM of ELSA Finland together with Halvor and Nils from the International Board. We held training on Negotiations skills and attended the 25th Anniversary Gala Dinner. The NCM was very well organised and we really enjoyed attending the NCM as a whole.



**Esra Ersoy, Secretary General****Post ICM Work**

Directly after the 50<sup>th</sup> ICM in Alanya I went back to Brussels and together with my board the ICM minutes are prepared. Hereby I would like to thank to all officers of the ICM on behalf of our plenary chair Jochen Hörlin and vice chair Kristina Juth and the secretaries Patrick Zupansic and Antti Huusa once again for their marvelous work. The updates of the Decision Book and the Statutes and Standing Orders were sent out. For the changes in the statutes I owe a few more thanks to Brigitte Vanatova and Mark Littooij for being our eyes and hands in the Netherlands for the authentication, you have been a great support; and my dear Andrea and my Buddy Nils for their proof reading in Dutch! Thank you!!

**Working Group on the New Internal Management System**

After the termination of the contract between ELSA International and Chord9 the focus was set on developing a new internal management system. The workshop in ICM Alanya agreed on compiling a report based on the discussion of the needs of Secretaries General on an internal management system. As we agreed on the working group showed a great effort in compiling a report in a very short notice. I would like to thank all of the working group and the secretaries general who contributed to the work of the Working Group.

**Working Group on Training**

Another working group that was agreed to form was on training. During the discussion on human resources and consolidation in general, the lack of a common strategy was recognized. The working group agreed to create a draft of a possible training strategy for the whole Network as a start for a human resources strategy in the Network. The working group has been lead by the director for Training, Vytautas Zabulis "Zabas". The results of the working group's meeting will be discussed and compiled by the IM workshop in Prague.

**National Council Meeting ELSA Portugal**

I was invited to the National Council Meeting of ELSA Portugal which was held on 8<sup>th</sup>-10<sup>th</sup> December where I had the opportunity to meet the Portuguese network in the marvelous city of Porto. I hereby would like to thank the crazy Portuguese Elsa'nians who could withstand discussions till 4 am in the morning for their great hospitality in the names of Joao, Tiago, Joao, Tiago, Tiago, Joao... THANK YOU GUYS!!

**Pre-ICM Visit Prague**

I had my first meeting with the OC of the ICM Prague during the ICM in Alanya with Chris. This was a great opportunity to discuss several points regarding ICM, such as external contacts, logistics, communication, etc. Following that, another meeting was held in Prague in December in which I had the opportunity to discuss all pending matters and acknowledge all the significant developments achieved by the OC since our first meeting. I would like to thank ELSA Czech Republic for their kind hospitality and cooperation. Thank you Filip, thank you ELSA Czech Republic.

**SOTN Report**

After ICM Alanya, we all worked on gathering more State of the Network inquiries from the National Groups. In early January, the IM inquiries were compiled and included in the general report together with the other areas.

**ELSA House Training Week**

We followed up our meetings with the OC of EHTW after the ICM Alanya. The OC and I met in the ELSA House on 18<sup>th</sup> November and set the timelines and defined the tasks and responsibilities. It was agreed that ELSA International would take the role of supervisor for the academic part of the training week and we met again in Leuven on 19<sup>th</sup> February to discuss the content of the trainings and more general organizational details. The academic program of EHTW is already set and you will be informed about the EHTW further at the ICM in Alanya.

**52<sup>nd</sup> ICM, ELSA Reggio Calabria**

Following the proxy to ELSA International given by the Council with the possibility to decide upon the 51<sup>st</sup> ICM host, we made a call for applications. The final decision was taken to appoint ELSA Reggio Calabria to host the 52<sup>nd</sup> ICM and the cooperation between ELSA International and the OC started already with their application. I would like to mention the motivation of ELSA Reggio Calabria and their big effort on organizing the ICM. I believe the positive Italian attitude will make this ICM one of the best ever!

**53<sup>rd</sup> ICM Lisbon**

We had our first meeting in the NCM of ELSA Portugal with the OC where the discussions on the budget and general organization details took place. I was also invited by ELSA Lisbon and ELSA Portugal for an early pre ICM visit but unfortunately considering the tight schedule with the ICM preparations it could not happen. If the date can be arranged, an ITP trainer will however be sent to give trainings to the OC. Besides we have been in close cooperation with ELSA Lisbon and I believe they are already well on track.

**Train the Trainers Weekend and Trainer Refreshment Weekend**

After years of not being organized, the TTTW has been one of our top priorities for this year. The needs for trainings in the network and also the access to potential trainers have been a big motivation for us to organize the event. Due to the importance of welcoming the new comers soon and the difficulties of organizing the event, we appointed ELSA Lithuania to host the event. The event took place in Lithuania with the attendance of 16 participants between the 1<sup>st</sup> and the 5<sup>th</sup> February with a perfect organization by the OC; Thank you Zabas and thank you ELSA Lithuania for the great job! Within the event there has also been given a separate training to the old ITP members present at the weekend. I would like to thank Espen and Karina for their interest in the event and the ITP. On the 15<sup>th</sup> of February 2007 we appointed 12 participants as new ITP trainers.

**UNCITRAL Working Group on International Trade Arbitration**

As a young lawyer I had the opportunity to attend the 2<sup>nd</sup> Working Group on International Trade Arbitration in New York between 5<sup>th</sup>-9<sup>th</sup> of January. This has been a very interesting trip for me to experience the discussions in UNCITRAL and the future of international trade arbitration.

**Administrative Work**

As a significant part of my working time is spent on answering the several e-mails, correspondence, ELSA ONLINE and the mailing lists, the general administrative tasks deserve a few words. With the New Year as announced ELSA International stopped receiving e-mails from the old address, [elsa@brutele.be](mailto:elsa@brutele.be).

**Tina Eszlari, Treasurer****Accounting**

I have been focusing on ensuring the cash flow of ELSA International by sending out invoices to the Corporate Partners of ELSA International, the advertisers for the issues of Synergy 40 and 41 and further invoiced the ELSA ONLINE Fee for the new ELSA ONLINE System. Contributions to the ELSA Development Fund (EDF) were made by the National Groups according to the internal regulations of ELSA. Next to the day-by-day work, I have prepared the documents and compiled all required information for the Interim Accounts 2006/2007 which are showing up the financial flow and results for the first six month, taking into consideration the opening amounts from the Final Accounts 2005/2006. Following the international regulations, the Auditing Weekend took place on 19<sup>th</sup> and 20<sup>th</sup> of February 2007. Please find the Interim Accounts 2006/2007, the Auditors' report and my Financial Report included in these working materials.

**Funding**

In September 2006, the International Board has applied for the DG Trade grant by the European Commission. After the ICM in Alanya, the International Board was informed that ELSA International has been granted with an amount of 18.220 € for the EMC<sup>2</sup> 2006/2007.

I have been taking care of the correspondence with the DG Trade about the payments, the reporting and the general follow up. Further on, the International Board needs to submit the Report for the DG EAC grant which ELSA International has received for the year 2006. I am thus coordinating the report as well as preparing the financial part.

Further on, I have been responsible for all handlings with regards to the EDF, meaning communication with the National Groups, checking the applications and the reports.

**Get informed about FM!**

In the end of December, I have started working on the 1<sup>st</sup> FM Newsletter which was published in January 2007. The newsletter shall be seen as an information tool within the FM area in which both the International Board and the National Groups are able to publish important topics, news and experiences. Moreover, the FM Helpdesk ([fm-helpdesk@listserv.elsa.org](mailto:fm-helpdesk@listserv.elsa.org)) consisting of 8 persons was created in January with the purpose to support all persons who have a special interest in financial management.

**SOTN and ICM Prague**

After the ICM in Alanya, I have been working on the evaluation of the State of the Network Report (SOTN). The results will be presented and analysed together with the National Groups in the ICM in Prague. The report has further been published in the ELSA ONLINE archive. In the last month, I have been preparing the ICM in Prague with a particular focus on the needs which have been expressed during the ICM in Alanya by the FM WS participants and the obvious needs following from the SOTN Report.

**Projects**

I have met with the organisers of the EHTW 2007 in order to help them with the application for a grant and to provide them with general input on the EHTW 2007. Further on, I have been taking care of the financial matters of the EMC<sup>2</sup>, meaning arrangement of payments for the accommodation and meals and the team payments.

**Meetings with externals**

After the ICM in Alanya in November 2006, ELSA International has had two sponsors meetings with our Corporate Partner Deloitte. In particular, I thus met the accountant of Deloitte who is responsible for the auditing of the accounts of ELSA International. We followed up on the co-operation with Deloitte by setting new appointments for auditing the Interim Accounts 2006/2007. An auditing report will probably be presented during the ICM in Prague. Further on, I and Christopher met CMS and the Executive Board of ELS in December 2006 to follow up on the respective co-operation.

Moreover, I have met several times with Emmanuel Reynaerts, Belgian lawyer and Treasurer of ELS, in order to work on the creation of a Foundation for ELSA. Please find the input paper in these working materials.

**Nils Fjelkegård, Vice President for Marketing****Synergy no. 40**

Synergy no. 40 was finalised after the ICM in Alanya with final corrections in co-operation with the new designer and printer in Lithuania, a company specialising in both printing and mailing solutions. The number of copies printed was increased to 8.000 as a result of successful advertisement hunting and relocation of printing from Brussels to Lithuania, and as a bonus to the readers an ELSA sticker was produced and attached to the magazine. Synergy was this time not sent only to the groups fulfilling their financial obligations towards ELSA International, but to all National Groups in the Network. In addition to this, the magazine was also sent out to advertisers, partners and externals from Brussels.

**Synergy no. 41**

To improve the editorial quality of Synergy, a slightly new approach was introduced for the upcoming edition of the magazine. A specific theme was introduced for the magazine together with the Synergy Article Specification Forms. The purpose of letting the article authors first submit a specification form for the articles they wish to write, was that the editors of Synergy could get a better overview of what articles to expect from the Network, give feedback on the proposed content of the article, come with help and guidelines for conducting interviews and writing articles and maybe guide the articles in a certain direction or bring another perspective to its possible content. Forms were received and a dialogue was started with the article writers. Several other ideas for interviews were also followed up on and delegated for the theme section. During February the articles started coming in and initial editing began in co-operation with co-editor for Synergy, Nancy Son. I have also been working closely with Director for Advertisement Kamila Magdalena Chareza with the advertisements in Synergy, discussing approaches, constructing media cards, following up on approaches and receiving and checking ads.

**Market research**

The market research project started to take a more concrete form in December 2006 when contact to the Polish branch office of the market research company Ipsos where given by ELSA Poland. After meetings in Warsaw, work started on gathering necessary information from National and Local Groups concerning number of members and from European Universities on amount of law students at their faculties. After that I started to construct the questionnaires for the two researches in co-operation with Ipsos and with input from the board, externals and test subjects within the Network. The research project was presented to our Corporate Partners with an extremely positive response and Microsoft agreed to provide 200 new Windows Vistas as gifts to the Local Research Conductors that would be appointed in the Network. During February time was mainly devoted to solving logistical issues, translation of the questionnaires and appointment of Local Research Conductors.

**SOTN Report**

After ICM Alanya, I worked together with the rest of the board on gathering more State of the Network inquiries from the National Groups. In early January the marketing inquiries were compiled and included in the general report together with the other areas.

**Sponsor meetings**

I have attended several sponsor meetings with law firms and other companies together with President Christopher Carlson. Since ICM Alanya, meetings have been attended in Brussels, Paris, London and Eindhoven.

**Coalition for the International Criminal Court (CICC)**

I have handled all relations with the CICC not related to the delegations and attended several meetings, both in The Hague and via teleconference, concerning ELSA's future involvement in the CICC Steering Committee. I have also been responsible for the internal evaluation of this involvement within the board, gathering external input and compiling internal input papers.

**Anniversary**

I have been assisting the Director for the 25<sup>th</sup> Anniversary, Maria Moguilnaia, with various Anniversary issues such as the proceedings on the Anniversary Publication and the Anniversary Competition (in co-operation with TM Lewin).

**Planning meetings with directors**

In January, planning meetings took place with both of the Directors under my responsibility, Kamila Magdalena Chareza (Director for Advertisements) and Maria Moguilnaia (Director for the 25<sup>th</sup> Anniversary and Public Relations).

**EMC<sup>2</sup>**

After the quite active involvement in the production of the first round of marketing materials, my role became more of the supervising character. Since ICM Alanya I have been mainly involved in the fundraising and the promotional aspects concerning the partners and sponsors of the moot court.

**Marketing Manual**

The working group was continued from ICM Alanya and after that I have been co-operating with representatives from the group and trying to assist with information, input and contacts.

**Current website**

I have kept up the maintenance of the current website and ELSA ONLINE and managed updates and technical issues related to it.

**New website**

Work started on compiling the specifications for the website and internal management system with the gathered input from the Network and externals and I have been responsible more for coordinating the efforts of the International Board as well as

compiling the final specifications. There has also been some progress and contacts with various developers to receive a better overview of what is required in terms of specifications, as well as what is feasible in terms of financial and technical limitations.

**Travels to the Network**

I have had the pleasure of attending both the Polish NCM in Poznan as International Board representative during the Anniversary celebrations and the NCM in Finland to give trainings on negotiation skills and to attend the Anniversary Gala Ball in Helsinki.



**DIRECTORS OF ELSA INTERNATIONAL 2006/2007****Giedrė Tijušaitė, Director for ELSA Moot Court Competition on WTO Law****National Rounds of the EMC<sup>2</sup>**

For the 5<sup>th</sup> edition of EMC<sup>2</sup> four ELSA National Groups decided to have a national selection of teams to the ELSA Regional Rounds thus we had had National Rounds taking place in Hungary, Norway, Ukraine and UK. Hungary, UK and Norway are the experienced crew and Ukraine is a newcomer joining the group. The IOC is very happy for the ones continuing the successful tradition as well as for the beginners taking on a new challenge.

**ELSA Regional Rounds**

The 1<sup>st</sup> ELSA Regional Round took place in Hamburg, Germany and the 2<sup>nd</sup> ELSA Regional Round was held in Cluj Napoca, Romania. Vice President Academic Activities of ELSA International Halvor Lekven was attending the 1<sup>st</sup> ELSA RR and I as Director for EMC<sup>2</sup> will participate and take care of academic part in 2<sup>nd</sup> RR in Romania.

**Non-ELSA Regional Rounds**

I have to admit that we didn't manage to set up non-ELSA Regional Round in Africa for the 5<sup>th</sup> edition of EMC<sup>2</sup> as it was planned at the beginning of my term. Nevertheless the goal stays as an open task for us to finish before leaving the office to the upcoming Director and International Board. This year the IOC and Academic Supervisors had a focus in securing the quality of the existing 3 non-ELSA RR - Latin America, Asia and South East Asia Pacific. For the first time ELSA International decide to have representatives from IOC present at all non-ELSA RR for evaluation purposes and inputs for the Strategic Meeting on EMC<sup>2</sup> in Geneva after FOR. Due to some technical issues we couldn't send a representative to LARR, nevertheless Christina Paul was appointed to attend the Asia RR and I myself was delegated to the SEAP RR.

When talking about non-ELSA RR it is essential to mention the role of the Academic Supervisors. Special thank you for all the hard work and devotion to the competition goes to three amazing ladies - Mrs. Letizia Raschella-Sergi (SEAP and Asia RR), Ms. Ieva Zebryte (LARR) and Dr. Laura Nielsen (ELSA RR).

**Registration and Written Submissions**

Team registration process was completed successfully within the deadlines set in the timeline of EMC<sup>2</sup>. 64 teams completed their registration procedures and transferred registration fee to ELSA.

**EMC<sup>2</sup> Website**

Launch of the independent EMC<sup>2</sup> website was one of the main features of the year 2006/2007. It played an important role in fundraising as well as spreading the information and ensuring the visibility of the competition worldwide.

**Final Oral Round in Geneva**

This year FOR will take place 1<sup>st</sup> - 6<sup>th</sup> of May in Geneva. A few days before and few days after a Strategic Meeting of EMC<sup>2</sup> will take place, Members of IOC, IB, Academic supervisors and externals related to the matter will participate while evaluating the past 5 years of the competition and setting new goals for the future. The agenda for the meeting will be presented in April.

**Vytautas Zabulis, Director for Training****Train the Trainers Weekend (TTTW) and International Trainers' Pool (ITP) Refreshment weekend (RW)**

The ITP TTTW and RW took most of my time after the ICM in Alanya and because of this the other goals that I had set up for the year were not fully reached. My personal opinion as the Director for Training, is that a person in my position should live in the ELSA house as there are a lot of things to do within this area. But we have what we have. I and the Secretary General of ELSA International decided upon a model that these two events should be organized in Lithuania because of two reasons. The first reason was that it was cheaper to organize the event in Lithuania and the second reason was to make the event more professional, as I am personally from Lithuania and thus on location. The events took place from the 1<sup>st</sup> until the 4<sup>th</sup> of February 2007. There were 16 participants in the TTTW and 2 in the RW. There were two trainers. The first one was Sara Burks, owner of a training company called Adaptis LTD in London and the second one was Marius Ulozas, a member of the International Board of YEU International and also trainer associated with the European Commission.

From the evaluation forms we can make a conclusion that the event was organized in a successful way. Of course it is sad that just 2 ITP members participated in the RW and the main problem here was that the event took place not in Central Europe but in one of the Baltic States. There are still problems with getting there. The flights are not that cheap and it takes quite long to get there. But somehow the TTTW participants did not take this as a big problem. After the event the International Board has appointed 12 new ITP trainers.

**Poll for ITP members**

The purpose of creating a questionnaire was to make a poll within the ITP. The reason was to materialize what are the needs of the ITP members, what the status quo of the ITP is at the moment and who of the current ITP members would like to continue as ITP trainers. 30 trainers were contacted and we received 22 answers in total.

**Training strategy**

A Working Group was created to develop the Training Strategy. However, due to lack of time this aim was not reached. We will try to create the Strategy before the ICM in Prague and present it to the Workshop in Prague.

**Increase the level of trainings in the Network**

The level of trainings in the Network has increased in comparison with the level before the ICM in Alanya. There are a lot more requests for trainers for NCMs in different member groups as well as for other events.

**Aylin Farid, Director for Institutional Relations****After the International Council Meeting in Alanya**

Since the beginning of my term in office, one of my main tasks has been to help ELSA International Delegations with the academical preparations. Since the International Council Meeting in Alanya I have continued my work with assisting and supporting the ELSA International Delegations. I have tried to provide the delegates with all necessary information needed, especially academic information, so that the delegations can fulfil their tasks and represent ELSA International in the best possible way. ELSA International has during the last sixth mounths sent delegations to CSW, WIPO, ASP-ICC and UNCITRAL.

**ELSA International Delegations' Handbook**

I and Loreta have the aim to update the ELSA International Delegations' Handbook. A new Handbook will hopefully be available after the International Council Meeting in Prague. We hope that the new version will help the future delegates with their academical preparations as well as their representation of ELSA International.

**ELSA International Grant Handbook**

At the moment ELSA International does not have the possibility to offer financial support to any member, especially not the Delegations. Therefore, I intend to update the ELSA International Grant Handbook before the end of my term of office. I hope that the Handbook will increase the ELSA members' interest to apply for the Delegations. In that way it would be possible for ELSA International to send more delegates.

**Representing ELSA in Australia**

Unfortunately, I will not be able to attend the International Council Meeting in Prague this spring due to the fact that I have moved to Australia. However, I hope that I will have the chance to establish connections with the Australian Law Students' Associations and thus improve and strengthen our cooperation with them.

**Christina Paul, Director for Corporate Relations**

After more than half of the term 2006/2007 has passed, it is again time to give an account of the area of corporate relations. As previously, my report will give a short overview on the most important issues as regards the areas of general fundraising, grants and EMC<sup>2</sup> fundraising.

**General fundraising**

Since October when I was asked to submit my first activity report, Christopher and I have been working on the implementation of the individual strategies set for the Corporate Partners of ELSA International as well as potential sponsors, then pending approaches. Concerning the latter, this essentially meant the establishing of initial contact, drafting of proposals and the necessary follow-up once the materials were sent. Mid January I was then present in Brussels for another four-day strategic meeting during which we evaluated our methods applied as well as the status of all approaches made and pending at this stage, while identifying the ones that increased focus needs to be laid on. Also, we decided on the approaches to be left and taken up respectively for 2007/2008 and worked on the modification of the questionnaires concerning the involvement of National and Local Groups in international fundraising. Finally, also the planning for another training on fundraising, building up on the one organized for the ICM in Alanya, was started.

In the following time, we have consequently started on the second round of approaches for this year and are likewise engaged in the finalisation of the remaining pending approaches, which we hope to resolve in terms of gaining a new Corporate Partner.

**Grants**

As for grants, the strategy and task division laid down in September was further elaborated on during our half-time evaluation. Currently, I am therefore dealing with the research for grants regarding training and will be in charge of the compilation of the report concerning the DG Trade Grant, which was successfully obtained for the EMC<sup>2</sup> edition 2006/2007.

**EMC<sup>2</sup> fundraising**

The first round of approaches for the EMC<sup>2</sup> has now been almost finished: the very positive outcome being three new sponsors, White & Case, Baker & McKenzie and Cameron May.

Further fundraising planning was also done during the strategic meeting in January where we targeted those potential sponsors to be contacted in a fresh row of approaches immediately after the Final oral Round in May. Besides the few approaches that need to be finalised now, I will be further responsible for the external newsletter for partners, sponsors and supporters, which was introduced in December and will be continued.

I am finally looking forward to even more effective and successful months in this second half of the term 2006/2007!

**Maria Moguilnaia Director for the 25<sup>th</sup> Anniversary and Public Relations**

Since the ICM in Alanya I have followed up on the work in relation to the 25<sup>th</sup> Anniversary of ELSA and mainly concentrated on the following issues:

**ILRG**

With the help of the members of the Anniversary International Legal Research Group "Developments in European Law over the Past 25 Years and Its Future", I have prepared a report on the work of the ILRG to be handed out at the Final IFP Conference "25 Years of Legal Development" which took place in Oslo, Norway on 4<sup>th</sup>-9<sup>th</sup> December 2006. This report was also sent out to several institutions in order to secure the possibility of publication of the ILRG results. These approaches are still pending and more update will be given at the ICM in Prague.

**SPEL**

The material for the Anniversary issue of SPEL was collected already before Alanya. However, it was not possible to publish it earlier as another issue of SPEL (ELSA SPEL 2005/I) should have been issued first. This has been done in January 2007 so now we can work on the Anniversary issue of SPEL which is planned to be out after the ICM in Prague.

**Anniversary Gala Ball and Sponsors' Fair in Alanya**

Anniversary Gala Ball was a part of the Anniversary ICM in Alanya and was held on 9<sup>th</sup> November 2006. I helped the OC with preparations of the tables and also arranged prizes for the Anniversary Quiz and the Raffle. I have also arranged participation of one of the Anniversary Supporters - *Egorov, Puginsky, Afanasiev and Partners Law Offices* - in the Sponsors' Fair.

**Anniversary competition**

ELSA together with its Anniversary Supporter, *T.M.Lewin*, launched the Anniversary competition with a brand new outfit, valued in the region of €700 as a prize. At the time of writing this report, the competition has been already closed and I am proud to say that ELSA International received 18 entries.

**Anniversary Publication and Anniversary Movie**

The work on both the Anniversary Publication and the Anniversary Movie is still in progress and both of them will be presented at the ICM in Prague. I have worked on the Anniversary Publication while in the ELSA House in Brussels in early February 2007 and will visit Claudius Krucker in St. Gallen to finalise the Anniversary Movie in the second week of March 2007.

I have also started my work as a Director for Public Relations ELSA International on the 1<sup>st</sup> January 2007 and had a fruitful planning session on **Public Relations Strategy** with Nils Fjelkegård, Vice President Marketing ELSA International when I visited ELSA House in early February 2007. We have discussed media coverage of the Market

Research and also decided on creating the ELSA Newsletter for Externals to be sent out to all external contacts of ELSA International on a quarterly basis.

**Kamila Magdalena Chareza, Director for Advertisements**

Since my last report, I and my wonderful Vice President for Marketing Nils Fjelkegård, have been most proud to bring to you 8000 copies of the 40<sup>th</sup> issue of our great members magazine Synergy. The success is only due to our very intensive work and cooperation. I would like to also thank Ida Lindholm, the previous Director for Advertisement ELSA International, for her efforts, which enabled us to reach such incredible results.

During the 50<sup>th</sup> International Council Meetings held in the beautiful city of Alanya, Turkey, I took a leading part in the workshop on Advertisements. I was very happy with the results and feedback I got from the Marketing Workshop, which have been proven to be most helpful during my work later on.

Since the ICM in Alanya, I have been working intensively to guarantee the very best quality for our advertisers in Synergy. It has been proven to be more difficult than I have primarily assumed, as often the reality brings us to. However, I am not giving up. I am more determined than ever to reach my goals.

In November, I have taken part in the National Council Meeting of ELSA Poland, and together with Nils, we represented ELSA International. In December I spent a whole week working in the ELSA House, to ensure that the IB is on top of my every move. It was a great week of work, which ended in the wonderful, but not that easy at all to prepare, ELSA Christmas Cocktail. It was great to meet up with all ELSA members who joined us in Brussels to celebrate.

In January I have once again set foot in ELSA House to embrace our second planning week. I have been in constant contact with all of our previous advertisers, and was trying real hard to make them want to advertise with us again. After meetings with Nils and our President Christopher Carlson, we have decided to seek other possible advertisers outside of the previously decided pool of advertiser. I honestly do hope that we will be able to bring some more interesting advertisers to this edition of Synergy, to make our magazine even better.

I am very proud to work with each and every one of the people in this year's International Team. It has been a great experience to work with all of you guys, thank you so much for your guidelines, help and support through every step this year. I wish that our final results will meet our goals.



**PROPOSALS****ELSA INTERNATIONAL****Decision Book Amendment on the Structure of the ELSA Moot Court Competition:**

**The International Board proposes the following to the Council:**

Prague ,25 <sup>th</sup> March -1 <sup>st</sup> April 2007 AA 01/07 I	In force EMC <sup>2</sup>
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**2. ELSA Regional Rounds**

- 2.1 There shall be four ELSA Regional Rounds organised for each year's EMC<sup>2</sup>. The geographical scope of the ELSA Regional Rounds shall be limited to the European continent and the territory of the ELSA member countries. No less than eight and no more than twelve teams shall participate in each ELSA Regional Round. The IOC may choose to reduce the number of ELSA Regional Rounds ~~in the first two years on~~ during the implementation of this Structure of the EMC<sup>2</sup>.
- 2.2 The Applicants for the Regional Organising Committees may be national or local ELSA groups. ELSA Regional Rounds shall be organised subject to the signing of an agreement with the IOC at least ~~12~~ 8 months prior to the date of the ELSA Regional Round. The IOC together with Applicants for the Regional Organising Committees shall determine, inter alia, the deadline for organisation and the terms of financing of such ELSA Regional Rounds.
- 2.3 Team selection for the ELSA Regional Rounds shall take the form of either selection through assessment and ranking of the written memorials or organisation of National Rounds. The planned organisation of the National Round of the EMC<sup>2</sup> shall be communicated to the IOC within one month after the Rules and the Case of the IOC are issued. The IOC shall register such National Round of the EMC<sup>2</sup> and allocate the winning team of that National Round to a particular ELSA Regional Round. In National Rounds where more than eight (8) teams participate, the winner and the team coming in second shall progress to the same ELSA Regional Round. The national/local ELSA group which shall undertake to organise the National Round of the EMC<sup>2</sup> shall be bound by its decision to select a team for the ELSA Regional Rounds of the EMC<sup>2</sup> as agreed with the IOC.

**Comments:** The experience with the amount of registered teams allocated in Europe for the ELSA Moot Court Competition on WTO Law (EMC<sup>2</sup>) shows that it was not feasible

to implement more than two (2) ELSA Regional Rounds after the first two years after the implementation of the Structure of the EMC<sup>2</sup>. It is not possible to state how many years this situation will last, and it is therefore the International Board's opinion that this amendment will make it clearer that the IOC should be able to be more flexible in reducing the amount of Regional Rounds until it is feasible to have four ELSA Regional Rounds.

As for the amendment in point 2.2 experience shows that it is difficult to find Applicants for the Regional Organising Committees 12 months before the Regional Rounds take place. It is common that the Applications for the Regional Organising Committees are negotiated between the Applicants on one side and the current and newly elected International Board on the other side. Even though a time-stretch of eight months will reduce the time for when the organisational aspect and the fundraising can be handled, the amendment is meant to show that eight months before the Regional Round will take place the Applicant for hosting an ELSA Regional Round must be set.

The amendment in 2.3 is meant to justify National Rounds in countries where traditionally a large amount of teams registered in the EMC<sup>2</sup> origin from. If National Rounds are not organised, all teams from the respective country qualify directly to the ELSA Regional Rounds. But teams participating in National Rounds prior to the Regional Rounds usually stand a better chance as they already have the experience in pleading orally. This amendment is also meant to raise the academic quality of the EMC<sup>2</sup> as a whole, as teams qualifying through National Rounds with a high amount of competing teams in general holds a high academic quality of their pleadings. Allowing the runner-up (team coming in second place) in National Rounds with more than eight teams competing, to qualify for a Regional Round can also encourage more teams to register in the EMC<sup>2</sup>.

**Decision Book Amendment on Principles of the ELSA Moot Court Competition****The International Board proposes the following to the Council:**Prague ,25<sup>th</sup> March -1<sup>st</sup> April 2007  
AA 01/07 IIIn force  
EMC<sup>2</sup>**1 Organisation**

- 1.1 The ELSA Moot Court Competition on the Law of the World Trade Organization (EMC<sup>2</sup>) is the annually organised international moot court competition of The European Law Students' Association (ELSA). The EMC<sup>2</sup> consists of the Written Rounds, ELSA Regional Rounds, non-ELSA Regional Rounds and Final Oral Round, with the exception of the ELSA National Rounds where, according to these Principles, the winners ~~directly qualify for the Final Oral Round~~ qualify for the ELSA Regional Rounds.

**Comment:** The amendment is meant to clarify the progress for teams competing in ELSA National Rounds of the ELSA Moot Court Competition on WTO Law (the EMC<sup>2</sup>). Since the ELSA Regional Rounds of the EMC<sup>2</sup> were introduced in the fourth edition of the competition this Principle of the EMC<sup>2</sup> was not amended. The amendment is meant to clarify for teams and for organisers of the ELSA National Rounds that the winners of these rounds no longer directly qualify for the Final Oral Round.

**Decision Book Amendment on ELSA Selected Papers on European Law (ELSA SPEL)****The International Board proposes the following to the Council:**Prague, 25<sup>th</sup> March -1<sup>st</sup> April 2007  
AA 01/07 IIIIn force  
SPEL**1. ELSA Selected Papers on European Law (ELSA SPEL)**

1.4 ~~An editor~~ 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 Advisory Board made up by prominent European academics~~ 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

**Responsibilities of ELSA International**

- Promote ELSA SPEL in the legal society as a high quality legal web journal
- Provide the national and local groups with the Guidelines for Authors and promotional material and make them accessible through the ELSA ONLINE Archive
- Appoint a managing editor for the Editorial Board
- In cooperation with the managing editor appoint an Editorial Board with no more than six (6) members in total
- Collect the contributions and hand them over to the managing editor for revision

- Publish ELSA SPEL on the website of ELSA International

**Comments:** During the 50<sup>th</sup> ICM in Alanya it was recommended by the Academic Activities Workshop that the International Board should appoint an Editorial Board for ELSA SPEL. Most members of the current Editorial Advisory Board do not promote ELSA SPEL anymore. Many of the members do not even know that they still are counted as members of the Editorial Advisory Board. It was therefore of the Academic Activities Workshop's opinion that the Editorial Advisory Board was no longer needed. For this reason the International Board wants to abolish the Editorial Advisory Board.

During the last couple of years there has been a delay in publishing ELSA SPEL. One of the reasons has been the lack of an editor for ELSA SPEL. By appointing an Editorial Board headed by a managing editor it is of the International Board's opinion that this can be a way of avoiding delays in the publishing of ELSA SPEL, should some of the members of the Editorial Board decide to leave their position in the Editorial Board.

**Decision Book Amendment on AA Responsibilities****The International Board proposes the following to the Council:**Prague ,25<sup>th</sup> March -1<sup>st</sup> April 2007  
AA 01/07 IVIn force  
**Responsibilities****Responsibilities in Studies Abroad Events****Responsibilities of the Local Groups**

- ~~Shall~~ ~~Should~~ complete the AA Events Specification Form for studies abroad events and send it to the national group and ELSA International in due time prior to the event
- ~~Shall complete~~ ~~Complete~~ the AA Events Evaluation Form for studies abroad events and send it to the national group and ELSA International not later than two weeks after the event

**Responsibilities of the National Groups**

- Provide necessary training material and information on how to organise studies abroad events to the local groups
- ~~Shall ensure that~~ ~~Encourage~~ the local groups to submit the AA Events Specification Form for studies abroad events to ELSA International in due time prior to the event
- ~~Shall ensure~~ ~~Ensure~~ that the local groups are submitting the AA Events Evaluation Form for studies abroad events not later than two weeks after the event
- ~~Shall ensure~~ ~~Ensure~~ that the local groups are updating the Organisations Menu in ELSA ONLINE with information about participating organisations and contact persons

**Responsibilities in Moot Court Competitions****Responsibilities of the Local Groups**

- Promote the participation of law students and young lawyers and engage in the organisation of moot court competitions
- ~~Shall submit~~ ~~Submit~~ information about topic, rules, timeline, structure, awards and supporters, a short evaluation and promotional material to the national group
- ~~Shall~~ ~~Should~~ complete the AA Events Specification Form for the oral pleadings of moot court competitions and send it to ELSA International in due time prior to the event

- ~~Shall complete~~ ~~Complete~~ the AA Events Evaluation Form for the oral pleadings of moot court competitions and send it to the national group and ELSA International not later than two weeks after the event
- Update the Organisations Menu in ELSA ONLINE with participating organisations and contact persons

### **Responsibilities of the National Groups**

- ~~Shall provide~~ ~~provide~~ necessary training material and information on how to organise moot court competitions to the local groups
- ~~Shall collect~~ ~~Collect~~ information about moot court competitions organised by the local groups and pass it on to ELSA International
- ~~Shall ensure that~~ ~~Encourage~~ the local groups ~~to~~ submit the AA Events Specification Form for the oral pleadings of moot court competitions to ELSA International in due time prior to the event
- ~~Shall ensure~~ ~~Ensure~~ that the local groups are submitting the AA Events Evaluation Form for the oral pleadings of moot court competitions not later than two weeks after the event
- ~~Shall ensure~~ ~~Ensure~~ that the local groups are updating the Organisations Menu in ELSA ONLINE with information about participating organisations and contact persons
- When organising moot court competitions themselves national groups shall act according to the responsibilities of the local groups

### **Responsibilities in L@W Events**

#### **Responsibilities of the Local Groups**

- ~~Shall~~ ~~Should~~ complete the AA Events Specification Form for L@W events and send it to ELSA International in due time prior to the event
- ~~Shall complete~~ ~~Complete~~ the AA Events Evaluation Form for L@W events and send it to the national group and ELSA International not later than two weeks after the event
- Update the Organisations Menu in ELSA ONLINE with information about participating organisations and contact persons

#### **Responsibilities of the National Groups**

- Provide necessary training material and information on how to organise L@W events to the local groups
- ~~Shall ensure that~~ ~~Encourage~~ the local groups ~~to~~ submit the AA Events Specification Form for L@W events to ELSA International in due time prior to the event
- ~~Shall ensure~~ ~~Ensure~~ that the local groups are submitting the AA Events Evaluation Form for L@W events not later than two weeks after the event

- ~~Shall ensure~~ Ensure that the local groups are updating the Organisations Menu in ELSA ONLINE with information about participating organisations and contact persons

**Comments:** During the last couple of years there has been a clear decrease in the amount of AA Event Specification Forms and AA Event Evaluation Forms submitted to ELSA International. The amendments in the above mentioned points are meant to stress out the responsibilities for Local and National Groups. By submitting the Specification and Evaluation Forms to ELSA International, the Vice President Academic Activities of ELSA International will have a better overview of the Academic Activities Events taking place in the Network. The submitted Evaluation Forms will also give some more insight into the quality of the events and to which areas in Academic Activities which are in need of consolidation the most.



**Decision Book Amendments on Institutional Study Visits****The International Board proposes the following to the Council:**

Prague 25 <sup>th</sup> March - 1 <sup>st</sup> April 2007 S&C 01/07 I	In force <b>Amendment for a request for an Institutional Study visit</b>
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**8. Institutional Study Visits**

8.1 Institutional study visits are visits to international governmental or non-governmental organisations, public administrations or private institutions.

8.2 Before the institutional study visit the organising group shall inform and make a request for an Institutional Study Visit to ELSA International and follow the procedure of the Institutional Relations Regulations in art. 4.5 under Decisions relating to BEE.

**Comments**

A clarification on the request procedure for an Institutional study visit (ISV) is needed. In recent years, ELSA International has been organising Institutional study visits to the European Union and other institutions situated in Brussels for groups of ELSA members. Groups requesting an ISV should however know some basic information before submitting their request to the International Board. Art. 8.2 clarifies the procedure and refers directly to art. 4.5 in the BEE part.

Prague 25 <sup>th</sup> March - 1 <sup>st</sup> April 2007 BEE 01/07 I	In force <b>Request for an Institutional Study visit</b>
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**4. Approaching International Institutions**

4.4 The ELSA group can proceed with the approach if there was no response from ELSA International within two weeks.

4.5 A request to ELSA International for an Institutional study visit to European Union institutions, Council of Europe or NATO should be made 10 weeks prior to the planed event. The following information should be specified:

- Name of the respective institution(s)

- The date of the visit
- The optimal time for the visit (morning or afternoon)
- The number of persons attending the visit (not less than 20 per group)

Additional information should be presented upon request by the International Board.

**Comments:**

The procedure on how to apply for an Institutional study visit for European institutions, Council of Europe and NATO is not clear at all. The Institutional study visits are defined in the Decision Book under art 8.1 in the Seminars & Conferences part. However Institutional Relations regulations are covered by BEE, especially in art 4 in Decision Book - Approaching International institutions. This amendment will make the procedure clearer on how the request to apply to the International Board for a visit should be presented.

**Decision Book amendment on S&C Policies**

The International Board proposes the following to the Council:

Prague, 25 <sup>th</sup> March – 1 <sup>st</sup> April	In force
<b>S&amp;C 01/07 II</b>	<b>Amend changes to a conference, a panel discussion; change wording to singular in lectures art. 4 and panel discussions art. 5</b>

# S&C Policies

## 1. General

- 1.1 An S&C event is a seminar, a conference, a lecture, a panel discussion, a law school or a study visit.
- 1.2 S&C events are international when aimed at participants from more than one country or held in English in countries where English is not an official Language.
- 1.3 All participants of an S&C event should receive a certificate or a diploma. This policy does not apply for study visits.

## 2. Seminar

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

## 3. Conference

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

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

### Comment

The recommendation to make a short outline is proposed for the event quality estimation.

**4. Lectures**

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

**5. Panel Discussions**

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

Comment

This specification shows the circle of expert person(s) involved in the event.

**6. Law School**

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- 6.1 A law school is an event lasting for at least a week with a minimum of a 20 hours scientific programme.
- 6.2 A law school aims to be annual.
- 6.3 A law school is organised in close co-operation with an academic or institutional partner.
- 6.4 The scientific programme includes lectures followed by workshops, which deepen and emphasis different areas of the lecture.
- 6.5 The scientific programme includes time for homework to revise the lectures and prepare the next lessons.

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**Decision Book Amendment on The Annual Report**

**The International Board proposes the following to the Council:**

Prague ,25 <sup>th</sup> March -1 <sup>st</sup> April 2007 <b>BEE 01/07 I</b>	In force <b>Annual Report</b>
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# The Annual Report

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**1. Definition**

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

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

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

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

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**2. Term**

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

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**3. Responsibilities**

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**3.1 Responsibilities of ELSA International**

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

The Annual Report shall be distributed in hard copy to all National Groups and presented at the Autumn International Council Meeting.

**3.2 Responsibility of the National Groups**

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

**Comments:** The International Board would like to implement an Annual Report on the international level. The Report should consist of adequate summarized information on the most successful events in the ELSA Network as well as reports from the members of the International Board. The Annual Report would be used as a tool for internal and external contacts. The Annual Report would be for example, an excellent tool for fundraising and other external contacts on all levels of ELSA. An Annual Report would also increase the perception of ELSA as a professional association.

**Proposal on Statutes and Standing Orders**

**The International Board proposes the following to the Council:**

Prague ,25<sup>th</sup> March -1<sup>st</sup> April 2007  
IM 01/07 I

In force  
SSO

***elsa***

The European Law Students' Association

STATUTES  
and  
STANDING ORDERS



Esra Ersoy  
Secretary General  
ELSA International  
Brussels, 15<sup>th</sup> November 2006

# Preamble

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

*WHEREAS the Members of the European Law Students' Association are now through representatives assembled in Council, in Budva, October 2003;*

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

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

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

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

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

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

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



# Scope of Association

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## Article 1 - Name

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

ELSA has its domicile in Amsterdam, the Netherlands and also has office in Brussels, on 239 Boulevard General Jacques, 1050 Brussels, Belgium.

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## Article 2 - Aims and Activities

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ELSA is a non-political, independent, non-profit-making association the aims of which are to promote, establish and develop mutual understanding, co-operation and personal contacts between law students and young lawyers from different states and legal systems, thereby equipping them for professional life in an international environment.

With respect to the realisation of the above aims, ELSA will be guided by the following philosophy statement:

### **Vision**

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

### **Purpose**

To contribute to legal education, to foster mutual understanding and to promote social responsibility of law students and young lawyers.

### **Means**

To provide opportunities for law students and young lawyers to learn about other cultures and legal systems in a spirit of critical dialogue and scientific co-operation.

To assist law students and young lawyers to be internationally minded and professionally skilled.

To encourage law students and young lawyers to act for the good of society.

In order to reach its aims as set out in the Preamble and above ELSA's main fields of activity are:

- The Student Trainee Exchange Programme (STEP), providing opportunities for law students and young lawyers to gain work experience in a foreign legal system while learning about other cultures.
- Seminars and Conferences (S&C) involving the acquisition of knowledge through exposure to professionals and foreign cultures.
- Academic Activities (AA) involving the development of legal knowledge through guided practical activities.

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**Article 3 - Organisation**

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To achieve the said aims and activities ELSA and its related organisations (ELSA Network) is organised on three levels; local, national and international.

On a local level the ELSA Network is organised in local groups, in conformity with the legal order permitted by national laws and subscribing themselves to the aims and activities of ELSA. Local groups are bound to respect any decisions taken in accordance with these Statutes.

On a national level the ELSA Network is organised in national groups being the organisations, which confederate local groups present in each respective country. They represent ELSA nationally and represent their local groups in the international network. National groups are members of ELSA in the context of these statutes.

Internationally ELSA is represented by the International Board.

## Members and Observers

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**Article 4 - Observers**

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

- (i) in the country of the organisation that is applying for Observership there is no existing Member or Observer; and
- (ii) a written application for Observership is submitted to the International Board in which the national organisation states that it supports the aims and activities of ELSA; and

- (iii) the national organisation submits its statutes and standing orders to the International Board and these statutes and standing orders are compatible with those of ELSA; and
- (vi) the application for Observership is approved by Council with a two thirds majority.

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**Article 5 - Members**

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

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

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**Article 6 - Termination**

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Membership or Observership immediately ends if:

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

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**Article 7 - Expulsion**

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

- (i) violated these Statutes, the Standing Orders, decisions taken by Council or the interests of ELSA; or

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

## Organs

### Article 8 - Organs

The principal organs of ELSA are:

- The Council
- The International Board.

### Article 9 - Council

#### 9.1 Role of the Council

The Council represents the members of ELSA and is the supreme decision-making body of ELSA the decisions of which are binding on the entire organisation as defined in Article 3.

The Council shall decide on any questions or matters within the scope of the present Statutes and Standing Orders except for those assigned to other organs by these same Statutes and Standing Orders.

#### 9.2 Summoning of Council

The Council shall meet twice a year, in spring and in autumn, at a time fixed by the International Board. Extraordinary meetings can be requested by the International Board or by at least one-third of all the Members.

The Council shall be summoned by means of written invitations sent by the International Board to all Members, Observers, Auditors, and any person appointed by the International Board or Council to carry out a specific task at least 42 days before the opening of the Council Meeting in question.

- 9.3 Right to make proposals  
The following have the right to make proposals to the Council:
- a. The International Board
  - b. Members
  - c. The Presidents' Meeting

- 9.4 Quorum and validity of decisions  
The Council in plenary session is only fully competent when it has been summoned in accordance with Article 9.2 of these Statutes and when at least one-half of the Members are represented and able to vote.

Unless these Statutes specify the contrary, decisions by the Council shall be determined by an absolute majority of the votes cast by a competent Council. Abstentions shall not be included in the number of votes cast with the exception of elections, as provided for in Article 12.5 paragraph 3 of the Standing Orders.

- 9.5 Voting rights  
Each Member has three (3) votes in Council, irrespective of the number of delegates or representatives attending the Council Meeting.

The voting rights of a member are suspended if a member either has not fully fulfilled its financial obligations towards ELSA or has not submitted the State of the Network Inquiry to ELSA International.

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## **Article 10 - The International Board**

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

The International Board consists of the President, the Secretary General, Treasurer, the Vice President in charge of Marketing, the Vice President in charge of Academic Activities, the Vice President in charge of Seminars and Conferences, and the Vice President in charge of the Student Trainee Exchange Programme.

- 10.2 Elections  
The Council shall elect the International Board members during the Spring Council Meeting for a period of one year, starting the 1st of August in the year of election and terminating 31st of July of the following year.

### 10.3 Composition

There may not be more than two persons with a substantial connection to the same member on the International Board.

### 10.4 Dismissal

An International Board member may be dismissed by the Council by a majority of two-thirds of the votes cast if the International Board member violates these Statutes, the Standing Orders or the interests of ELSA.

## Presidents' Meeting

### Article 11 - Presidents' Meeting

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#### 11.1 Role of the Presidents' Meeting

The Presidents' Meeting is a horizontal meeting of the Presidents of the Members and Observers which meets on a bi-annual basis, once in winter, once in summer.

The aims of the Presidents' Meeting are to exchange experience, information and ideas existing in the National Groups, to learn from other National Groups, to contribute to the implementation of the Council Meeting decisions and to prepare for the Council Meeting.

#### 11.2 Right to attend

The President or his substitute of each Member or Observer has the right to attend the Presidents' Meeting.

The President of the International Board or his substitute must attend the Presidents' Meeting.

The members of the International Board, their Directors and Secretaries are permitted to attend the Presidents' Meeting and shall enjoy the right to address the Meeting.

#### 11.3 Right to submit proposals

The Presidents' Meeting has the right to submit proposals to the Council.

A qualified majority of two-thirds of the Members present at a Presidents' Meeting must approve such a proposal.

Any proposal by the Presidents' Meeting to be submitted to the Council, must be sent to the Secretary General of ELSA International in accordance with Article 5.2 of the Standing Orders of ELSA.

Any proposal submitted by the Presidents' Meeting to the Council shall detail the number of the votes in favour, against or abstentions.

#### 11.4 Voting Rights

Each President or his or her substitute, of each Member, has one vote irrespective of the number of the representatives attending the Presidents' Meeting.

## Finance

### Article 12 - Source of Funding

12.1 The costs of running the activities of ELSA are to be funded by annual membership fees, observer administration fee and special activity fees, sales and advertisement revenues, fundraising from private and public bodies and organisations, public subsidies and donations whether in cash or in kind, provided however that such funds must not be accepted if they are tied to conditions contrary to the aims and principles of ELSA or if they are otherwise not in the interests of ELSA.

12.2 Each Member of ELSA is obliged to pay an annual membership fee for each financial year of membership to ELSA, the amount of which is decided by the Council from time to time.

### Article 13 Accounts

The financial year of ELSA is from the 1<sup>st</sup> of August until the 31<sup>st</sup> of July.

The audited final accounts shall be submitted to the Council Meeting in the financial year immediately following the year to which they refer.

The audited interim accounts covering the first six (6) months of each of ELSA's financial years shall be submitted to the Council Meeting following the 6 months period in the financial year to which they refer.

### Article 14 Audit

Two Auditors and one Vice Auditor shall be elected by Council for a period of one year starting the 1st day of August and terminating with the final decision of the Council on

the financial accounts. They shall not be granted discharge until the financial accounts are approved. The Auditor shall be a person independent from the International Board and with necessary experience in accounting and finance or a society of chartered auditors. In the case of selecting a society of chartered auditors, the society of chartered auditors shall announce the person responsible for carrying out the audit.

The Auditors shall examine the accounts of all revenue and expenditure of ELSA and the financial management of ELSA, 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 auditing report and certification concerning the final accounts to the Council.

## Statutes and Standing Orders

### Article 15 - Standing Orders

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The Council will further regulate internal 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.

### Article 16 - Amendments

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Any amendment to these Statutes may be made if supported by two-thirds of the votes cast by the Council and provided the proposed amendment was sent out to everybody referred to in Article 9.2 at least 28 days before the opening of the Council Meeting.

Any amendments to the Statutes take effect only when a notarial deed containing the amendments has been executed. Every member of the International Board is entitled to have such a notarial deed signed and executed.

Any amendment to the Standing Orders may be made by the Council Meeting if supported by two-thirds of the votes cast.

### Article 17 - Arbitration

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Any dispute or difference arising out of or in connection with these Statutes shall be settled by arbitration in accordance with the UNCITRAL Arbitration Rules as may be currently in force.



# Dissolution

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## **Article 18 - Dissolution**

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ELSA may be dissolved by unanimous decision of the Council.

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.

In order to be valid, a decision by the Council to dissolve ELSA must be preceded by a proposal to that effect on the Council Meeting agenda.

*In order to further clarify and explain the Statutes of ELSA, the Members agree to adopt the following Standing Orders.*

## Scope of Association

### **Article 1 - ELSA as a faculty-based association**

Local groups of ELSA can only be established in the presence of a law faculty. The term "Law faculty" shall be interpreted as meaning an educational institution offering courses that enable the students enrolled thereto to enter a kind of legal profession. The education shall contain a substantial amount of law thus enabling students to carry out the aims of ELSA

## Members and Observers

### **Article 2 - Application for Membership or Observership**

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

An application for Observership must include:

- i) the documents referred to in Article 4 of the Statutes;

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

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

An application for Membership must include:

- i) The documents referred to in Article 5 of the Statutes;

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

- a) a declaration in which the applicant group expresses its commitment to the aims and activities of ELSA and its will to become a Member;

- b) a report stating the applicant group's activities during its period as an Observer;
  - c) a report on the organisational structure of the Observer that is applying for Membership, including guarantees for continuity;
  - d) a report stating by whom the state of the organisation that is applying for Membership is recognised.
- 2.2 Observership or Membership is open to organisations established in a state that is recognised as such by a formal act of a United Nations Body and under the same name
- 2.3 The International Board shall recommend to the Council whether to accept or decline an application for Observership or Membership. The International Board shall consider the organisation's statutes compliance with the statutes and standing orders of ELSA and shall present a report regarding this to the Council.

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**Article 3 - Termination & Expulsion**

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

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

# The Council

## Article 4 - Council Meeting Host

- 4.1 The International Board is responsible for choosing the date and for the organisation of each Council Meeting. The Council shall however elect a council meeting host responsible for the practical organisation of the Council Meeting.
- 4.2 Eligible applicants  
Any national or local ELSA group is eligible for applying to host a Council Meeting.
- 4.3 Application to host a Council Meeting  
A written application to host a Council Meeting shall be handed in to the International Board. The application shall contain name of venue, a draft budget, a draft programme and can be supplemented with other relevant material. The application shall be handed in to the International Board not later than the third day of the council meeting where a vote on the application in question is scheduled to take place.  
No decision can be taken upon the application earlier than eighteen months before the Council Meeting the group has applied to host.
- 4.4 An election of a council meeting host shall be taken by means of an absolute majority of votes, including abstentions in accordance with Article 9.4 of the Statutes.
- 4.5 Each Council Meeting host shall sign a contract with the International Board that is agreeable to both parties under the following headings:  
Dates of the Council Meeting  
Venue and logistics  
Financial implications  
Responsibilities of both parties  
Discharge of Council Meeting host.  
This contract shall be signed upon acceptance of application to host a Council Meeting.
- 4.6 *Force Majeure*  
In case of *force majeure* the International Board has the right to delegate the practical organisation of a Council Meeting to a national group, local group or an organising committee. This decision by the International Board can in such cases overturn a Council decision to delegate the organisation.

The venue stated in the application to host a council meeting can only be changed upon agreement with the International Board in case of *force majeure*.

- 4.7 Presentation of Council Meeting accounts  
Every Council Meeting host shall submit a financial report to the Treasurer of the International Board upon request.  
Within six weeks after the Council Meeting, the Council Meeting host shall present a report listing all the income and expenses of the Council Meeting to the International Board and the Members and Observers.

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**Article 5 - Requested Information**

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- 5.1 Invitations  
The written invitation to the Council Meeting referred to in Article 9.2 of the Statutes shall specify the date, venue, participation fee and any other relevant information concerning the Council Meeting.
- 5.2 Submitting proposals and other information to the Council  
All proposals, activity reports, financial documents and other materials that are to be submitted to Council must be sent to the Secretary General of the International at least 35 days before the opening of the Council Meeting.
- 5.3 Working materials  
The Secretary General of the International Board shall send to all those referred to in Article 9.2 of the Statutes the agenda of the Council Meeting, information about organisations applying for Observership or Membership, all proposals and the activity reports of all International Board members and the State of the Network Inquiry template latest at least 28 days before the opening of the Council Meeting.
- 5.4 Letters of authorisation  
To be allowed to participate in the Council, the delegates representing the Members must be duly authorised to vote in Council on behalf of the Members and must therefore present to the Secretary General of the International Board letters of authorisation duly issued and signed by two (2) board members of their respective national group.  
  
The letters of authorisation shall be accompanied, with a list of local groups that are currently members or observers of the respective national group.
- 5.5 Number of delegates  
Members and Observers have the right to send nine delegates to each Council Meeting. The host of the Council Meeting in agreement with the International Board may increase this number.

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**Article 6 - Council Meeting General Procedure**

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- 6.1 Opening of the Council Meeting

The President of the International Board shall open the Council Meeting.

The Secretary General shall announce the Members and Observers represented, and shall announce those Members entitled to vote following due authorisation.

The President shall announce any guests and Council Guests present.

- 6.3 Election of Council Meeting officers  
After the opening of the Council Meeting the following officers of the Council Meeting must be elected:
- a) Chair
  - b) Vice-chair
  - c) Two (2) to four (4) secretaries
  - d) Two (2) tellers
  - e) A nomination committee consisting of three (3) persons.
- 6.4 Approval of the Council Meeting agenda  
The agenda of the Council Meeting shall be approved by the Council after the opening of the Council Meeting and the election of the Council Meeting officers. It may be amended by the Council upon a seconded proposal.
- 6.5 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.
- 6.6 Amendments to proposals sent to the Secretary General of ELSA International in accordance with Article 5.2 of these Standing Orders will be allowed to be submitted to Council by the Members and the International Board.
- 6.7 All proposals to Council by those referred to in article 9.3 of the Statutes, submitted in accordance with Article 5.2 of these Standing Orders, shall be presented and voted upon by Council.
- 6.8 A revision of the list of votes shall be taken at the commencement of all sessions and adjournments of the Council Meeting. Should national groups subsequently leave/join the session, they shall inform the Chair of their absence/presence and this shall be recorded in the minutes.
- 6.9 At the commencement of all sessions of the Council Meeting, the Chair shall inform delegates of these procedures and about the possibility for a Member to be represented by proxy according to article 8 of these Standing Orders.

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#### **Article 7 - Council Meeting Voting Procedure**

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- 7.1 The voting procedure shall be as following:

- (i) The Chair asks the Council for arguments in favour and against a proposal and any proposed amendments thereto.
- (ii) If any amendments are proposed, the Chair asks the Council to vote on the amendments.  
The Chair asks for votes in favour, votes against and abstentions. The Chair announces the result of the voting process.
- (iii) The Chair asks the Council to vote on either the original proposal or the amended proposal, depending on whether any amendment was accepted. The Chair asks for votes in favour, the votes against and abstentions. The Chair announces the result of the voting process.
- (iv) If there are two or more proposals on the same issue and neither of them obtains an absolute majority in the first vote, the Chair may ask for a new vote on the two proposals that obtained the most votes.
- (v) The Chair may reverse the voting procedure on non-disputed or procedural votes. The Chair asks for votes against and for abstentions. The Chair announces the result of the voting process.

## 7.2 Secret Voting

Voting in Council shall be carried out by written and secret vote (ballots) whenever there is an election or any one voting delegate requests a secret vote. In all other cases voting in Council shall be carried out by a show of hands.

Whenever secret voting takes place, counting of votes shall be conducted by the Chair and the tellers.

- 7.3 When voting, the Members shall be allowed to split their three (3) votes as referred to in Article 9.5 of the Statutes.

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## Article 8 Rules for Proxies

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### 8.1 General rules

- 8.1.1 In order for a Member to be able to authorise another Member to be represented by proxy it has to have fulfilled its financial obligations towards ELSA International, either through agreement or by settling its debts.
- 8.1.2 A proxy vote has to be correctly signed by two (2) board members of the Member giving such a proxy vote, clearly stating the date of signature and the accepting Member, which is appointed as well as the ICM for which the proxy is valid.
- 8.1.3 Only a Member can act as proxy; it will be its delegates who have the right to speak and vote on behalf of the proxy-giver. Delegates are to be understood as the delegates stated in the Letter of Authorisation of the Member acting as proxy.

8.1.4 A delegation can only hold the votes of one (1) other Member in addition to its own.

8.1.5 A Letter of Authorisation cannot be used as proxy.

## 8.2 Submission

8.2.1 A proxy vote has to be addressed directly to the Secretary General of ELSA International.

8.2.2 A proxy vote can only be used in Council after it has been received and the Secretary General of ELSA International has confirmed its receipt.

8.2.3 When submitting a proxy vote by fax or letter the proxy vote shall state the phone number to be used to confirm its receipt. The Secretary General has to confirm receipt of the proxy vote as soon as it reaches him or her.

8.2.4 A proxy vote can be submitted by fax, letter, e-mail with a scanned document attached or handed in directly.

8.2.5 A proxy vote can be withdrawn at any time following the same procedure as for submission.

## 8.3 Proof in Case of Doubt

In case of doubt of the authority of the signatories of the proxy vote, the International Board shall request proof from signatories of the proxy vote that they have been duly elected to the National Board of the relevant Member.

## 8.4 Relations between the Proxy and the Represented Group

8.4.1 The Member acting as proxy must follow any instructions, oral or written, given by the Member represented by proxy. For this reason the proxy vote should explicitly state the content and instructions given to the proxy.

8.4.2 The voting of the Member acting as proxy is valid, independently whether the instructions were followed or not.

8.4.3 Any misuse of a proxy vote shall remain a matter between the Member acting as proxy and the Member represented by proxy.

8.4.4 If a delegate is temporarily unable to vote, his vote may be used by a fellow delegate.



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**Article 9 - The Council Meeting Officers**

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## 9.1 The Role of the Council Meeting Officers

- (i) The role of the Chair of the Council Meeting is to ensure that the Council Meeting agenda is respected and adhered to, to supervise and assist the other Council Meeting officers, to invite persons to address the Council, to decide when to put proposals to a vote, to supervise the voting process, to announce the result of the voting process, to supervise the election process, to bring the meeting to order and to resolve any question concerning the procedure of the Council Meeting.
- (ii) The role of the Vice-chair is to assist the Chair and stand in for the Chair in the event of his absence.
- (iii) The role of the Secretaries of the Council Meeting is to take the minutes of the meeting. The secretaries are responsible to the Secretary General of the International Board.
- (iv) The role of each Teller is to count the votes, compare the results of the counting process and inform the Chair of the result. Tellers may not be voting delegates.
- (v) The role of the nomination committee is to receive nominations for the elections and to announce the nominations to the Council.

## 9.2 Dismissal of Council Meeting Officers

A Council Meeting officer may be dismissed by the Council upon a seconded proposal by a majority of two-thirds of the votes cast if the officer does not satisfactorily perform his/her tasks. Abstentions shall be included in the number of votes cast.

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**Article 10 - Decision Book and Minutes**

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## 10.1 The coming into force of Council decisions

Council decisions come into force when the updated decision book has been made available to the network, unless the Council decides otherwise.

## 10.2 Decision Book

The decision book is an official record of all decisions currently in force taken by the Council. When taking new decisions Council must state which decisions are put out of force or amended. The updated decision book shall be made available to the network no later than 60 days after the council meeting.

## 10.3 The minutes

The minutes of the Council Meeting shall be drawn up by the Secretary General of the International Board from the draft minutes prepared by the Secretaries of the Council. The minutes shall be sent out to all those mentioned in Article 9.2 of the Statutes no later than 6 weeks from the end of the Council Meeting.

The minutes shall be approved, with amendments if necessary, by the next Council Meeting and then be signed by the Secretary General of the International Board.

The minutes are not to be regarded as an incontrovertible record of Council Meeting decisions until they are signed by the Secretary General.

The following shall be included in the minutes:

- a) All proposals submitted to Council and amendments thereto, together with the results of the voting process;
- b) The Auditors' report;
- c) Budget,
- d) A list of the nominations received, together with the results of the voting process;
- e) Any other relevant documents the Secretary General of the International Board judges necessary to include in the minutes.

#### 10.4 The State of the Network Report

The State of the Network Inquiries handed in to the International Board by the National Groups shall be compiled by the International Board into a report.

The State of the Network Report shall be sent out to all those mentioned in Article 9.2 of the Statutes no later than 6 weeks after the final plenary of the ICM. The State of the Network Report shall contain compiled information and statistics. It shall be used as a tool for ELSA International and the National Groups for consolidation and support on all levels in the network

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### Article 11 - Council Guests

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11.1 The Council at each Council Meeting shall elect a maximum of three individuals as Council Guests for the next Council Meeting.

11.2 The International Board may invite guests to attend Council Meetings.

## The International Board

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### Article 12 - Elections

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12.1 To be eligible for a post on the International Board, a person must be nominated by a Member and seconded by another Member. The nomination must specify who is nominated for which post and contain the names and signatures of the nominator, the seconder and the nominee.

- 12.2 To be taken into account at the elections, nominations must be received by the nominations committee before midnight on the second day of the Council Meeting. The time when the nomination was received shall be recorded on the nomination sheet. If there is no candidate for one or more posts on the International Board, the Council can with a two-thirds majority reopen the nomination for these posts.
- 12.3 The nominee must prepare a personal presentation in writing and distribute this to the Members before midnight on the day before the final Plenary session. This presentation must include a personal curriculum vitæ, an ELSA curriculum vitæ and a programme of action.
- 12.4 The elections start with the reading out of all nominations received in accordance with this Article of these Standing Orders by the nomination committee.

Each candidate for a post on the International Board shall be given five (5) minutes for a short presentation to the Council. After each presentation, the Council shall be given ten (10) minutes to question the candidate. Candidates standing for the same board position must leave the meeting room during the presentation and hearing of their fellow candidates. During the presentation and hearing, no person shall leave the meeting room.

After the presentation and hearing of all candidates, the delegates shall be given considerable time to discuss how to vote.

- 12.5 A person will be elected to the International Board if he/she obtains an absolute majority of the votes cast.

If after the first election for a post on the International Board no person obtains an absolute majority of the votes cast, another election shall be held for which only the two candidates who obtained the most votes in the first election shall be eligible.

If, in the second election, no person obtains an absolute majority of the votes cast, a third election shall be held in which abstentions shall not be included in the number of the votes cast.

If, at the first election there was only one candidate for the post, new candidates can be nominated for election.

- 12.6 If a post on the International Board remains vacant after regular elections, the other newly elected International Board members will be jointly responsible for the activities of the vacant International Board post until the next Council Meeting when an election to fill in the vacant post must take place. Such election will last until the end of the term.

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**Article 13 - Role of the Board Members**

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## 13.1 The President

The President is in charge of the overall co-ordination of ELSA work, execution of expansion, planning and direction of the work of the Council and the International Board.

## 13.2 The Secretary General

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

## 13.3 Treasurer

The Treasurer is in charge of the financial management of ELSA being responsible among other things for the accounting, property, and payments pursuant to Article 13 of the Statutes and Article 19 of the Standing Orders and for the arrangement of internal financial control.

The Treasurer is responsible for billing and collecting the annual membership fees together with any special fees, levies or other amounts due to ELSA from the Members, Observers or any third parties.

The Treasurer shall present interim accounts and the final accounts to the Council according to Article 19 of the Standing Orders.

## 13.4 The Vice Presidents

The Vice Presidents are responsible for the overall planning, co-ordination and supervision of their respective field of activity; they are responsible for the stimulation and execution of the specific programmes and projects that the Council initiates within their respective field of activity.

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**Article 14 -Representation**

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ELSA is represented by the members of the International Board jointly and severally. Furthermore the President of the International Board can appear on behalf of ELSA on any deed.

The International Board or the President of the International Board can authorise one or more persons to represent ELSA by means of a limited or unlimited power of attorney.

The International Board may appoint any person to carry out a specific task under its responsibility. The International Board shall be accountable to the Council for the activities of this person.

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**Article 15 –Quorum and Decisions**

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Each member of the International Board is to have one vote within the International Board.

The International Board is only fully competent when at least four members are present after the entire Board has been duly summoned.

Decisions will be implemented by means of a simple majority. If a simple majority is not reached, a second vote will take place. If the draw persists, the President's vote will prevail.

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**Article 16 - Resignation or termination of office**

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If an International Board member resigns before or during his or her period of office, the International Board will be collectively responsible for the activities of the vacant International Board post and may immediately collectively appoint an interim replacement to hold office until the next Council Meeting when an election must take place. The afore-mentioned interim replacement will not become a member of the International Board.

If an international Board member resigns during a Council Meeting, an election to fill the vacant post must take place at that same Council Meeting.

# The International Presidents' Meeting

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**Article 17 –Procedure of the International Presidents' Meeting**

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## 17.1 Application to host a Presidents' Meeting

Any National or Local ELSA Group is eligible for applying to host a Presidents' Meeting.

A written application to host a Presidents' Meeting shall be handed in to the International Board. The application shall contain name of venue, a draft budget, a draft programme and can be supplemented with other relevant material. The application shall be handed in not later than the third day of the Council Meeting where a vote on the application in question is scheduled to take place.

No decision can be taken upon the application earlier than eighteen months before the Presidents` Meeting the group has applied to host.

#### 17.2 Election

The Council shall elect a Presidents` Meeting host responsible for the practical organisation of the Presidents Meeting.

The election of the winter Presidents Meeting shall take place at the spring Council Meeting and the election of the summer Presidents` Meeting shall take place at the autumn Council Meeting.

An election of a Presidents Meeting host shall be taken by means of an absolute majority of votes, including abstentions in accordance with Article 9.4 of the Statutes.

#### 17.3 Responsibilities

The International Board is responsible for choosing the date of each Presidents Meeting with the input from the ELSA Group organising the Presidents` Meeting.

The Presidents` Meeting host will be responsible for providing all participants with accommodation and a social programme. Wherever possible, the host group in co-ordination with the International Board shall provide training for the participants.

Each Presidents` Meeting host shall sign a contract with the International Board that is agreeable to both parties under the following headings:

- Dates of the Presidents Meeting;
- Venue and logistics;
- Financial implications;
- Responsibilities of both parties;
- Discharge of Presidents Meeting host.

This contract shall be signed upon acceptance of application to host a Presidents` Meeting.

Every Presidents` Meeting host shall submit a financial report to the Treasurer of the International Board upon request. Within six weeks after the Presidents` Meeting, the Presidents` Meeting host shall present a report listing all the income and expenses of the Presidents` Meeting to the International Board and the Members and Observers.

#### 17.4 Force Majeure

In case of *force majeure* the International Board has the right to delegate the practical organisation of a Presidents Meeting to a National Group, Local Group or an Organising Committee. This decision by the International Board can in such cases overturn a Council decision to delegate the organisation.

The venue stated in the application to host a Presidents Meeting can only be changed upon agreement with the International Board in case of *force majeure*

## Finance

### **Article 18 - Responsibility of the Members and Observers**

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18.1 The Members and Observers may organise their finance independently and are not in any respect responsible to, or under the supervision of, the Treasurer of the International Board other than as provided for in the Statutes and these Standing Orders and the Decision Book.

18.2 Special fees  
Members and Observers that participate, or whose individual members participate, in any of the activities of ELSA and for which a special fee is payable (as determined by the Council) or for which other moneys are due, are obliged to pay such fees to ELSA.

18.3 Payment of the membership fee  
The annual membership fee must be paid before the 31st of July of the year preceding the year for which the membership fee is due.

18.4 Delaying and waiving amounts due  
The International Board may agree to delay receiving payment of any fees or other amounts due under Article 13 of the Statutes or agree to receive payment other than in cash, in which case the value of the non-cash payment must be at least equal to the amount of cash that would have been received.

The Council may agree to waive or reduce any amounts due by member or observer groups under Articles 13 of the Statutes.

### **Article 19 - Budget and Audit**

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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 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.

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**Article 20 - Liquidation**

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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.



**Statutes Amendment on Voting Rights****The International Board proposes the following to the Council:**Prague ,25<sup>th</sup> March -1<sup>st</sup> April 2007  
**IM 01/07 II**In force  
**Voting Rights**

## 9.5 Voting rights

Each Member has three (3) votes in Council, irrespective of the number of delegates or representatives attending the Council Meeting.

The voting rights of a member are suspended if a member either has not fully fulfilled its financial obligations towards ELSA or has not submitted the State of the Network Inquiry to ELSA International.

In case of any disagreement on the fulfilments of the obligations specified above, between a member and ELSA International, the member has the right to address the Chair of the Council Meeting. If the Chair has not yet been elected, the member instead has the right to address the President of ELSA International. ELSA International is then obliged to state the reasons why the obligations are not considered fulfilled. If the member does not accept the statement given by ELSA International, the member has the right to address the Council with its own statement on the reasons why the obligations should instead be considered fulfilled.

The respective statements shall be followed by a call for votes from the Council. The call for votes is made by the Chair or the President of ELSA International. The call for votes is to determine whether the obligations of the member are to be considered fulfilled or not. All members having fulfilled the requirements according to article 5.4 of the Standing Orders shall have the right to vote upon this matter.

If a simple majority of the members decides that the obligations are to be considered fulfilled, ELSA International shall not, according to this article, suspend the voting rights of the member.

This right of appeal can only be claimed once for each member during the Council Meeting.

**Comments:** At the ICM in Alanya, autumn 2006, a proposal by the International Board on amending article 9.5 in the Statutes was approved. The outcome of this approval was that the International Board can suspend a member's voting rights at the Council

Meeting if the respective member has not fulfilled its obligation to fill in and hand in the SOTN Inquiry to ELSA International. This regulation corresponds to the regulation on the suspension of voting rights of a member that has not fully fulfilled its financial obligations towards ELSA International.

The International Board has, as it is regulated today, the right to determine on its own, the definition if an obligation is to be considered fulfilled or not. The International Board does think that the Council should put that much trust in the International Board to decide upon this on its own. However, the International Board is determined that the Council Meeting should have the ultimate power/saying of the interpretation and definition of a fulfilled obligation.

The proposed right of appeal for a member that is disagreeing with the International Board on the fulfilment on an obligation referred to in this article, has always the right to address the Council for a final decision. This ensures democracy and does not grant the International Board the ultimate power/saying, which it shouldn't have.

**Proposal on Direct Membership of ELSA Montenegro****The International Board proposes the following to the Council:**Prague ,25<sup>th</sup> March -1<sup>st</sup> April 2007  
**IM 04/07 III**In force  
**Membership****Proposal on application for Membership of ELSA Montenegro**

ELSA International would like to propose to the Council the acceptance of direct membership for ELSA Montenegro.

**Comments:** In 2002, Serbia and Montenegro came to a new agreement regarding continued co-operation, which, among other changes, promised the end of the name Yugoslavia, since they were part of the Federal Republic of Yugoslavia. On February 4, 2003, the federal parliament of Yugoslavia created a loose confederation - State Union of Serbia and Montenegro. A new Constitutional Charter was agreed to provide a framework for the governance of the country.

On Sunday, 21 May 2006, Montenegrins voted on an independence referendum, with 55.5% supporting independence. The Montenegrins followed up soon afterwards with a declaration of independence and Serbia accepted the inevitable, declaring itself a sovereign state and the successor to the Union of Serbia and Montenegro. The subsequent Montenegrin proclamation of independence on June 3, 2006 and the Serbian proclamation of independence on June 5 ended the State Union of Serbia and Montenegro. On 28<sup>th</sup> of June , Montenegro became the 192<sup>nd</sup> member state of the United Nations.

After the separation of Serbia and Montenegro, ELSA Serbia & Montenegro approved unanimously the separation of ELSA Serbia & Montenegro during the National Council Meeting held in the city of Nis in December 2006 following the dissolution of Serbia and Montenegro and agreed to accept ELSA Serbia as the successor of ELSA Serbia and Montenegro.

The requirements for observership and membership are regulated in the Statutes of ELSA International under section Members and Observers Article 4 and Article 5.

ELSA Montenegro already at this stage fulfils the criteria set for both observers and members and it is of this reason that ELSA International, for this rather unusual situation where one member country splits into two members countries, would recommend to the council to directly accept ELSA Montenegro as a member, thus skipping the in this case rather irrelevant observer level.

ELSA International hereby has no doubts recommending the applicant on the requirements needed for observership and membership and confirm that the written application and Statutes and Standing Orders of the newly formed ELSA Montenegro were received on time and in correspondence with the Standing Orders.

As qualified majority is required both for observership and membership of ELSA, ELSA International would like to recommend the Council to have a qualified majority voting on the membership application by ELSA Montenegro.

**Decision Book Amendments on Event Fees**

**The International Board to the Council proposes the following:**

Prague 25<sup>th</sup> March – 1<sup>st</sup> April 2007  
FM 01/07 I

In force  
**Amendment to change a wording in Event Fees**

## Event Fees

### **1. Maximum Participation Fee for ~~International Council Meetings and Statutory International Presidents' Meetings~~ and International Internal STEP Meetings**

The maximum participation fee for International ~~Council Meetings and for International Presidents' Meetings~~ Statutory and International Internal STEP Meetings shall be based on the following:

- The maximum ~~Council Meeting and the Presidents' Statutory~~ Meetings participation fee shall be calculated and charged per night.
- The maximum ~~Council Meeting and the Presidents' Statutory~~ Meetings participation fee for non-favoured countries is 26 Euro.
- The maximum ~~Council Meeting and the Presidents' Statutory~~ Meetings participation fee for countries in the list of favoured countries is 22 Euro.

The maximum participation fee for the International Internal STEP Meeting shall be equal to the maximum participation fee for ~~Council Meeting and the Presidents' Statutory~~ Meetings, as fixed both for Favoured and Non Favoured Countries.

~~The participation fee includes academic programme, accommodation, meals, and administration costs.~~

The participation fee includes:

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

If any additional charge must be imposed, it must be disclosed to the Network together with the application forms.

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**2. S&C Maximum Participation Fee**

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The maximum participation fee for participants from non-favoured countries ELSA members at S&C events shall equal the maximum participation fee for non-favoured countries for Council Meetings and Presidents' Meetings.

The maximum participation fee for participants from favoured countries at S&C events shall equal the maximum participation fee for favoured countries for Council Meetings and Presidents' Meetings.

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

This fee includes:

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

It is recommended but remains at the discretion of the organising group to charge different prices for the following groups:

- a. Non-members
- b. Non-students

This fee does not apply to study visits.

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

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

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

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The indexation between participants for favoured and non-favoured countries does not apply to the participation in the ELSA Moot Court Competition on WTO Law.

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

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

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

### **3.4. Indexation**

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

## **Annex II: Participation Fees**

The maximum participation fee for ~~ICMs, IPMs, Statutory Meetings, International Internal Meetings~~ ISM and S&C events in the year 2006 is:

Non-favoured countries:	€ 29
Favoured countries:	€ 25

**Comment 1:** The International Board finds a need to stress the importance of clarifying the definitions of International Statutory Meetings and International Internal Meetings. According to art 9 of Statutes standing for International Council Meeting and art 11 of the Statutes - International Presidents Meeting, they are defined as International Statutory Meetings. However the definition for International STEP Meeting (ISM) is defined only in Decision Book parts corresponding to Events fees and The ELSA Development Fund. Therefore, taking this example into consideration, the International Internal Meetings are defined as meetings within the areas of ELSA with reference to the existing practise in the Network, such as for example the Academic Activities meeting BAAM, the STEP meeting ISM and other future meetings in other areas of ELSA. It is therefore of importance that the term an International Internal Meeting is defined as stated above and will be amended to the Decision Book as such.

**Comment 2:** The amendment referring to EMC<sup>2</sup> fees is meant as a clarification. The ELSA Moot Court Competition on WTO Law is not an S&C Event, and it is the International Board's belief that it therefore should be listed as its own point under Event Fees. The indexation between favoured and non-favoured countries shall not apply to the Maximum Participation Fee for the ELSA Moot Court Competition on WTO Law since most of the participants in the competition are not ELSA Members, and such a distinction will severely complicate the invoicing of registration fees from the teams.

**Revision of the Budget – ELSA International Financial Year 2006/2007**

**The International Board proposes to the Council the following:**

*The Budget for the Financial Year 2006/2007 shall be revised as follows:*

<i>General Income</i>	<i>Budget ICM Alanya</i>	<i>Revised Budget</i>		<i>Difference:</i>
Externals	63,000	63,000		0
Membership and Adm. Fee	18,050	18,050		0
ELSA ONLINE Fee	10,000	10,000		0
Links Project	8,000	8,000		0
Synergy	3,000	3,000		0
Repayments previous debts	2,500	2,500		0
<b>General Income total</b>	<b>104,550</b>	<b>104,550</b>		<b>0</b>
<i>Expenditures</i>				
<b>The ELSA House:</b>	<b>33,300</b>	<b>32,100</b>		<b>-1,200</b>
Rent	25,500		25,400	-100
Heating	3,000		2,000	-1,000
Electricity	3,600		2,500	-1,100
Water	700		1,900	1,200
Repairs	500		300	-200
<b>Office:</b>	<b>3,990</b>	<b>4,390</b>		<b>400</b>
Day to day office supplies	3,000		3,300	300
Upgrade Office facilities	800		900	100
Cleaning costs	190		190	0
<b>Communication:</b>	<b>8,350</b>	<b>7,500</b>		<b>-850</b>
Phone and Fax	5,000		3,700	-1,300
Internet and E-mail	600		700	100
Post	1,750		2,100	350
<b>ELSA ONLINE Adm.</b>	<b>18,700</b>	<b>13,700</b>		<b>-5,000</b>
Altnet Server	3,700		3,700	0
New ELSA ONLINE System	15,000		10,000	-5,000
<b>Market Research</b>	<b>0</b>	<b>5,000</b>		<b>5,000</b>
<b>Bank Charges:</b>	<b>500</b>	<b>700</b>		<b>200</b>



<b>Printing/ Copying</b>	<b>2,000</b>	<b>1,000</b>		<b>-1,000</b>
<b>The ELSA Development Fund:</b>	<b>3,300</b>	<b>3,300</b>		<b>0</b>
<b>ICMs:</b>	<b>6,000</b>	<b>5,750</b>		<b>-250</b>
Travel Alanya	2,500		3,000	500
Accomodation Alanya	750		750	0
Travel Prague	2,000		2,000	0
Accomodation Prague	750		0	-750
<b>IPMs and ISM:</b>	<b>1,200</b>	<b>1,100</b>		<b>-100</b>
IPM Toulon	200		400	200
IPM Summer	700		300	-400
ISM Novi Sad	300		300	0
Pre-visit IPM Warsaw	0		100	100
<b>Travels:</b>	<b>6,500</b>	<b>8,000</b>		<b>1,500</b>
Meetings with externals	2,500		4,000	1,500
Meetings within the Network	4,000		4,000	0
IB home travels	0		0	0
<b>Allowance:</b>	<b>8,400</b>	<b>11,200</b>		<b>2,800</b>
<b>Representation:</b>	<b>750</b>	<b>960</b>		<b>210</b>
<b>Directors:</b>	<b>2,150</b>	<b>2,150</b>		<b>0</b>
Travels	2,000		2,000	0
Miscellaneous	150		150	0
<b>International Trainers Pool:</b>	<b>2,200</b>	<b>1,200</b>		<b>-1,000</b>
Train the Trainers Weekend	2,000		1,000	-1,000
ITP Refreshment Meeting	0		0	0
Miscellaneous	200		200	0
<b>Auditing:</b>	<b>1,900</b>	<b>1,700</b>		<b>-200</b>
ICM Travels	1,000		1,000	0
Auditing weekends	800		600	-200
Miscellaneous	100		100	0
<b>Del Credere:</b>	<b>2,200</b>	<b>1,500</b>		<b>-700</b>
<b>Savings:</b>	<b>1,000</b>	<b>1,000</b>		<b>0</b>
<b>25<sup>th</sup> Anniversary:</b>	<b>1,610</b>	<b>1,800</b>		<b>190</b>

Anniversary Publication	1,610	2,000		190
<b>Miscellaneous:</b>	<b>500</b>	<b>500</b>		<b>0</b>
<b><i>General Expenditures total</i></b>	<b>104,550</b>	<b>104,550</b>		<b>0</b>
<b>Realised exchange loss:</b>	<b>0</b>	<b>0</b>		

**Comments:**GENERAL

**In-kind support and donations are not included** in the Budget. The Board Members (working full time) the Directors (working part time) and the persons involved in the projects and activities of ELSA **do not get any payments, but still contribute with a lot of effort and work for the Association.** Only the International Board gets allowance. We are of the opinion that an estimation of the value of this would be several times higher than this budget.

**EMC<sup>2</sup>:**

The EMC<sup>2</sup> will be involved and explained in this general budget since the EMC<sup>2</sup> will fund itself in the edition 2006/2007 and thus the EMC<sup>2</sup> is not influencing the general budget of ELSA International. If there should be any questions related to this matter, the Treasurer of ELSA International could be asked during the FM Workshop in Alanya.

**INCOME****Externals:****Sponsors**

CMS	20.000 €
TransLegal	20.000 €
Deloitte	5.000 €
Microsoft	4.000 €

**Grants**

European Commission	14.000 €
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Total: 63,000 €

**Membership and Administration Fee**

The Membership Fee 2006/2007 is calculated on the basis of an averagely small increase in GDP among our Member Countries, and in accordance with the Membership Fee formula in the

Decision Book. The Administrative Fee is based on the number of Observers, at the moment one.

**ELSA ONLINE Fee:**

The ELSA ONLINE Fee has to be calculated according to its formula in the Decision Book. The amount is based on the estimation that the ELSA ONLINE Fee to be invoiced for this year is 10,000 Euros.

**Link Project and Synergy.**

The "links project" means advertisements on the web site of ELSA International (elsa.org); "Synergy" means having advertisements in ELSA's members magazine. Since there are already advertising orders for both, ELSA International calculates with a total amount of 14.000 €.

**EXPENDITURES****The ELSA House:**

This figure includes the rent payable for the ELSA House, where the International Board works and lives. The rent will be 25.400 € for a period of twelve months. Furthermore costs for electricity, water, heating and repairs are included in this heading. Since the cost for heating will be less than calculated in the ICM Alanya, there is a decrease of 1.000 € With these costs the total amount for the ELSA House is calculated to 32.100 €.

**Office:**

This heading contains equipment for the day to day running of the Office, upgrade of the Office facilities, cleaning costs of the Office. The amount calculated is 4.390 €.

**Communication:**

This heading includes two phone lines, a fax line and a cable connection for the internet. Furthermore, the mail-related expenses of the International Board are covered under this heading as well as normal mail costs, like stamps. The amount calculated is 7.500 €.

**ELSA ONLINE Administration:**

ELSA International terminated the agreement with Chord9 on the 22<sup>nd</sup> of July and the since the 26<sup>th</sup> of August 2006, Chord9 is no longer supporting ELSA in maintaining the system. Nevertheless, ELSA ONLINE is still running and the VP Marketing of ELSA International takes care of the current ELSA ONLINE System. Since this is only a interim solution, the International Board will further investigate the new possibilities, meaning the elaboration of general and specific specifications for the new internal system as well as going further with searching for a new provider and developer of the new system. ELSA International calculates with expenses of 10.000 € for set up the first steps like meetings with a new provider etc. Furthermore ELSA International has to pay the company Altnet a monthly fee to host their server which is an amount of 3.700 € per year. The total amount for the ELSA ONLINE Administration is set to 13.700 €.

**Market Research**

ELSA International is by now conducting a market research amongst ELSA and non-ELSA members. In order to realise the project, ELSA International needs to print the questionnaires

for the research and distribute them to the local conductors in the universities. These costs will be around 5.000 €.

**Bank Charges:**

These are the costs for our bank accounts and the transfer costs we have. ELSA International has a lot of international bank transfers and constant costs by bank charges for the accounts and the cards. The amount is set to 700 €.

**Printing/ Copying:**

ELSA International printed business cards for all board members and directors after the new e-mail addresses ([elsa@elsa.org](mailto:elsa@elsa.org)) were introduced.

**The ELSA Development Fund:**

Every ELSA Member Group and ELSA International has to pay the equivalent of 6% of the fundraised amount of an external contact defined as International to the ELSA Development Fund. This fund aims at training and developing the Network. The total amount for the EDF is calculated to 2.700 €. This amount includes 6% of 45,000 €, which is the external income for the year 2007.

**ICMs:**

The travel expenses of the members of the International Board and the cost of their stay at the venue before the ICM are included in this heading. It is very important that the International Board has the possibility to stay at the venue a few days earlier, in order to prepare and to foster the co-operation with the Organising Committee. The costs of the participation are covered in the project budget of the Organising Committee.

The total amount is calculated to 5.750 €.

**IPMs and ISM:**

The President of ELSA International takes part in three International Presidents' Meetings, whereas one of them is during the transition with the new President. The participation costs are covered in the budget of the Organising Committee of the respective IPM. The amount is set to 800 €.

The Vice President STEP of ELSA International takes part in the International STEP Meeting, which will be held once a year. The participation costs are covered in the budget of the Organising Committee of the respective ISM. The amount is set to 300 €.

**Travels:**

This heading includes travel expenses for the International Board. The board members have to travel back and forth to their respective home countries during the year.

The heading also includes their travels to sponsors meetings and other types of meetings they have in order to develop our external and institutional relations for our Association.

Furthermore travels within the Network, to meet with Local and National Groups are as well included. The amount is calculated to 8.000 €.

**Representation:**

During the year, lot of efforts are devoted to represent our Association in front of externals, such as sister organisations, partners and others we continuously are in contact with on a professional level. To have the possibility for presents when the International Board is visiting externals, and to be able to invite externals to the ELSA House, especially for the rest of the upcoming year when ELSA will celebrate her 25<sup>th</sup> Anniversary, an amount of 960 € is calculated.

**Allowance of the International Board:**

In accordance with the Decision Book, every International Board member or Director filling a vacant position on the International Board is usually supported with an allowance of 100 Euros per month. The International Board would like to raise the allowance to 200 € for May, June and July 2007. Having 12 months and 7 Board members the total amount is 11,200 Euros.

**Directors:**

Directors are appointed by the International Board and act from their respective home countries. Their travel costs and administration costs are dealt with under this heading. It is essential that the Directors can come to the International Council Meetings and to the ELSA House. Communication and regular updates are very important in order to have a constructive co-operation with the Directors. The total amount is set to 2.150 €.

**The International Trainers' Pool:**

The International Trainers' Pool is an important tool for the Association and for the development of our Network. As can be seen, this heading is reduced to 1.000 € for the term 2006/2007. The International Board 2006/2007 organised together with ELSA Lithuania a combined Train the Trainers Weekend and a Refreshment Weekend in Vilnius from 01<sup>st</sup> - 04<sup>th</sup> of February 2007. ELSA International's contribution to this event will be maximum 1.000 €. Further expenses by the trainers could arise (200 €).

**Auditing:**

The expenses for the auditors and the costs for their participation at the International Council Meetings are budgeted in this figure. The amount is set to 1.700 €.

**Miscellaneous:**

This heading includes small expenses not included in the main figures of the Budget, and is set to 500 €.

**Del Credere:**

This is a tool for risk management in order to have a certain amount as there might be unexpected expenditures as well as payments on delay by the Sponsors or National Groups. The amount is 1.500 € and thus 1,4 % of the whole budget.

**Savings:**

As the running costs of ELSA International are depending on income from externals besides internal income such as Membership Fee and ELSA Online Fee from our Member Groups, money should be set aside to facilitate going through tough financial periods in the future for the benefit of our Association. The total amount is set to 1,000 Euros.

**Audited Interim Accounts – Financial Year 2006/2007****The International Board proposes to the Council the following:**

*“The audited Interim Accounts for the period from 1<sup>st</sup> of August 2006 to the 31<sup>st</sup> of January 2007 shall be approved”.*

**Comments:**

Please refer to the Financial Report of the International Board and the Auditors’ Report regarding the Interim Accounts for the Financial Year 2006/2007.

**Interim Accounts – Financial Year 2006/2007****Profit and Loss accounts – ELSA International 31.01.2007\***

	31.01.2007
<b>General Income</b>	
Externals	35,000.00
Membership Fee / Administrative Fee	17,812.00
ELSA ONLINE Fee	9,035.21
Synergy	3,750.00
Links Project	2,000.00
Marketing	27,290.00
Miscellaneous	3,095.23
<b>General Income total</b>	<b>97,982.44</b>
<b>Overheads</b>	
ELSA House Rent	12,512.64
Heating	1,113.66
Electricity	1,060.23
Water	946.68
Repairs	0.00
Day to day office supplies	2,435.36
Upgrade office facilities	608.34
Cleaning costs	137.61
Phone & fax	1,845.10
Internet & email	462.39
Post	1,174.65
New ELSA ONLINE System	0
Alternet server	1,815.00
Miscellaneous Marketing	944.00
Bank charges	562.35

Travel IB Autumn ICM	3,447.71
Accommodation Autumn ICM	1,060.00
Travel IB Spring ICM	0.00
Accommodation Spring ICM	0.00
IPM Summer	206.04
IPM Winter	97.81
ISM	0,00
Meetings with externals	1.889,18
Meetings within the Network	2,058.52
IB home travels	0,00
Allowance	3,500.00
Representation	968.98
Travel Directors	891.15
Miscellaneous Directors	0.00
TTTW	0.00
Refreshment meeting	0.00
Miscellaneous ITP	0.00
ICM travels Auditors	417.70
Auditing weekends	31.90
Miscellaneous Auditing	0.00
EDF 2005	0.00
Del Credere	0.00
General savings	0.00
25 <sup>th</sup> Anniversary	0.00
Miscellaneous General	4,589.57
Realised exchange loss	10.62
Synergy printing & distribution	12,556.00
<b>Expenditures total</b>	<b>58,263.39</b>
<b>Net profit/Net Loss</b>	<b>39,719.05</b>

\*All figures are expressed in € (Euros) and without the EMC<sup>2</sup>

Balance – ELSA International 31.01.2007\*

<b>ASSETS</b>	Debit	Credit
<b>Fixed Assets:</b>		
- Software	0.00	
- Office Equipment	754.77	
<b>Total fixed Assets</b>	<b>754.77</b>	
<b>Currents Assets:</b>		
Debtors;		
- Debtors Control Account	97,894.80	
- Prepayment	-5,000.00	
Deposits and cash;		
- Bank Current Account - EUR	4,112.14	
- Bank Current Account – EMCC - EUR	11,698.86	
- Bank Account Rent Deposit	13,150.32	
- Saving Account	5,006.81	
- Petty Cash	725.60	
<b>Total Current Assets</b>	<b>127,588.53</b>	
<b>Total Assets</b>	<b>128,343.30</b>	
<b>Liabilities:</b>		
Creditors;		
- Creditors Control Account		14,221.73
<b>Total Liabilities</b>		<b>14,221.73</b>
<b>Capital &amp; Reserves:</b>		
Share Capital		
- Ordinary Shares		40,630.58
<b>Reserves:</b>		
Reserves		
- Profit and Loss Account		2,515.50
- Other Capital		-5,256.24
<b>Total Capital &amp; Reserves</b>		<b>37,889.84</b>
<b>Unallocated result (Profit and Loss)</b>		<b>76,231.73</b>
<b>Totals</b>	<b>128,343.30</b>	<b>128,343.30</b>



\*All figures are expressed in € (Euros)

**Budget - ELSA International Financial Year 2007/2008**

**The International Board proposes to the Council the following:**

*The Budget for the Financial Year 2007/2008 shall be revised as follows:*

<i>Income</i>	<i>Budget ICM Prague</i>
Externals	63,000
Membership and Adm. Fee	18,050
ELSA ONLINE Fee	10,000
Links Project	11,000
Synergy	3,000
<b>Income total</b>	<b>105,050</b>
<i>Expenditures</i>	
<b>The ELSA House:</b>	<b>32,700</b>
Rent	25,950
Heating	2,000
Electricity	2,500
Water	1,900
Repairs	500
<b>Office:</b>	<b>3,700</b>
Day to day office supplies	3,000
Upgrade Office facilities	500
Cleaning costs	200
<b>Communication:</b>	<b>6,400</b>
Phone and Fax	4,000
Internet and E-mail	600
Post	1,800
<b>ELSA ONLINE Adm.</b>	<b>18,700</b>
Alternet Server	3,700
New ELSA ONLINE System	15,000
<b>Bank Charges:</b>	<b>700</b>
<b>The ELSA Development Fund:</b>	<b>2,700</b>
<b>ICMs:</b>	<b>5,200</b>
Travel Reggio de Calabria	2,000
Accommodation Calabria	700

Travel Lisbon	1,800
Accommodation Lisbon	700
<b>IPMs and ISM:</b>	<b>900</b>
IPM Warsaw in Summer	350
IPM in Winter	300
ISM	250
<b>Travels:</b>	<b>8,000</b>
Meetings with externals	3,000
Meetings within the Network	5,000
<b>Allowance of the International Board:</b>	<b>16,800</b>
<b>Representation:</b>	<b>800</b>
<b>Directors:</b>	<b>2,000</b>
<b>International Trainers Pool:</b>	<b>0</b>
Train the Trainers Weekend	0
ITP Refreshment Meeting	0
Miscellaneous	0
<b>Auditing:</b>	<b>1,900</b>
ICM Travels	1,000
Auditing weekends	800
Miscellaneous	100
<b>Annual Report 2006/2007</b>	<b>500</b>
<b>Del Credere:</b>	<b>2,000</b>
<b>Savings:</b>	<b>1,000</b>
<b>Miscellaneous:</b>	<b>900</b>
<b><i>Expenditures total</i></b>	<b>105,050</b>
<b>Realised exchange loss:</b>	<b>0</b>

**Comments:**GENERAL

**In-kind support and donations are not included** in the Budget. The Board Members (working full time), the Directors (working part time) and the persons involved in the projects and activities of ELSA **do not get any payments, but still contribute with a lot of effort and work for the Association.** Only the International Board gets allowance. We are of the opinion that an estimation of the value of this would be several times higher than this budget.

**EMC<sup>2</sup>:**

The EMC<sup>2</sup> will be involved and explained in this general budget since the EMC<sup>2</sup> will fund itself in the edition 2006/2007 and thus the EMC<sup>2</sup> is not influencing the general budget of ELSA International. If there should be any questions related to this matter, the Treasurer of ELSA International could be asked during the FM Workshop in Alanya.

**INCOME****Externals:****Sponsors**

CMS	20.000 €
TransLegal	20.000 €
Deloitte	5.000 €
Microsoft	4.000 €

**Grants**

European Commission	14.000 €
Total:	63,000 €

**Membership and Administration Fee:**

The Membership Fee 2006/2007 is calculated on the basis of an averagely small increase in GDP among our Member Countries, and in accordance with the Membership Fee formula in the Decision Book. The Administrative Fee is based on the number of Observers, at the moment one.

**ELSA ONLINE Fee:**

The ELSA ONLINE Fee has to be calculated according to its formula in the Decision Book. The amount is based on the estimation that the ELSA ONLINE Fee to be invoiced for this year is 10,000 Euros.

**Link Project and Synergy:**

The “links project” means advertisements on the web site of ELSA International (elsa.org); “Synergy” means having advertisements in ELSA’s members magazine. Since there are already advertising orders for both, ELSA International calculates with a total amount of 14.000 €.

## **EXPENDITURES**

### **The ELSA House:**

This figure includes the rent payable for the ELSA House, where the International Board works and lives. The monthly fee is 2,150 € and therefore the amount calculated is 25.800 € for a period of twelve months. Since the rent might be increasing during our term, the calculation for rent is 25.950 €. Furthermore costs for electricity, water, heating and repairs are included in this heading. With these costs the total amount for the ELSA House is calculated to 32.700 €.

### **Office:**

This heading contains equipment for the day to day running of the Office, upgrade of the Office facilities, cleaning costs of the Office plus depreciation of the value of the Office equipment. The amount calculated is 3.700 €.

### **Communication:**

This heading includes two phone lines, a fax line and a cable connection for the internet. Furthermore, the mail-related expenses of the International Board are covered under this heading as well as normal mail costs, like stamps. The amount calculated is 6.400 €.

### **ELSA ONLINE Administration:**

ELSA International terminated the agreement with Chord9 on the 22<sup>nd</sup> of July and the since the 26<sup>th</sup> of August 2006, Chord9 is no longer supporting ELSA in maintaining the system. Nevertheless, ELSA ONLINE is still running and the VP Marketing of ELSA International takes care of the current ELSA ONLINE System. Since this is only an interim solution, the International Board will further investigate the new possibilities, meaning the elaboration of general and specific specifications for the new internal system as well as going further with the new provider and developer of the new system. ELSA International calculates with expenses of 15.000 €. Furthermore ELSA International has to pay the company Alternet a monthly fee to host their server which is an amount of 3.700 € per year. The total amount for the ELSA ONLINE Administration is set to 18.700 €.

### **Bank Charges:**

These are the costs for our bank accounts and the transfer costs we have. ELSA International has a lot of international bank transfers and constant costs by bank charges for the accounts and the cards. The amount is set to 700 €.

### **The ELSA Development Fund:**

Every ELSA Member Group and ELSA International has to pay the equivalent of 6% of the fundraised amount of an external contact defined as International to the ELSA Development Fund. This fund aims at training and developing the Network. The total amount for the EDF is calculated to 2.700 €. This amount includes 6% of 45,000 €, which is the external income for the year 2007.

**ICMs:**

The travel expenses of the members of the International Board and the cost of their stay at the venue before the ICM are included in this heading. It is very important that the International Board has the possibility to stay at the venue a few days earlier, in order to prepare and to foster the co-operation with the Organising Committee. The costs of the participation are covered in the project budget of the Organising Committee.

The total amount is calculated to 5.200 €.

**IPMs and ISM:**

The President of ELSA International takes part in three International Presidents' Meetings, whereas one of them is during the transition with the new President. The participation costs are covered in the budget of the Organising Committee of the respective IPM. The amount is set to 650 €.

The Vice President STEP of ELSA International takes part in the International STEP Meeting, which will be held once a year. The participation costs are covered in the budget of the Organising Committee of the respective ISM. The amount is set to 250 €.

**Travels:**

This heading includes travel expenses for the International Board. The board members have to travel back and forth to their respective home countries during the year.

The heading also includes their travels to sponsors meetings and other types of meetings they have in order to develop our external and institutional relations for our Association.

Furthermore travels within the Network, to meet with Local and National Groups are as well included. The amount is calculated to 8.000 €.

**Representation:**

During the year, a lot of efforts are devoted to represent our Association in front of externals, such as sister organisations, partners and others we continuously are in contact with on a professional level. To have the possibility for presents when the International Board is visiting externals, and to be able to invite externals to the ELSA House an amount of 800 € is calculated.

**Allowance of the International Board:**

In accordance with the Decision Book, every International Board member or Director filling a vacant position on the International Board shall be supported with an allowance of 200 Euros per month. Having 12 months and 7 Board members the total amount is 16,800 Euros.

**Directors:**

Directors are appointed by the International Board and act from their respective home countries. Their travel costs and administration costs are dealt with under this heading. It is essential that the Directors can come to the International Council Meetings and to the ELSA House. Communication and regular updates are very important in order to have a constructive co-operation with the Directors. The total amount is set to 2.000 €.

**The International Trainers' Pool:**

The International Trainers' Pool is an important tool for the Association and for the development of our Network. As can be seen, this heading is set to 0 € for the term 2007/2008. The International Board 2006/2007 organised together with ELSA Lithuania a combined Train the Trainers Weekend and a Refreshment Weekend in Vilnius from 01<sup>st</sup> - 04<sup>th</sup> of February 2007. Still, the International Board 2007/2008 has the opportunity to apply for such training events to the ELSA Development Fund and thus still being able to organise those training events.

**Auditing:**

The expenses for the auditors and the costs for their participation at the International Council Meetings are budgeted in this figure. The amount is set to 1.900 €.

**Miscellaneous:**

This heading includes small expenses not included in the main figures of the Budget, and is set to 1,050 €.

**Del Credere:**

This is a tool for risk management in order to have a certain amount as there might be unexpected expenditures as well as payments on delay by the Sponsors or National Groups.

The amount is 2.000 € and thus 1,9 % of the whole budget.

**Savings:**

As the running costs of ELSA International are depending on income from externals besides internal income such as Membership Fee and ELSA Online Fee from our Member Groups, money should be set aside to facilitate going through tough financial periods in the future for the benefit of our Association. The total amount is set to 1,000 Euros.

**Decision Book Amendments on Allowance****The International Board proposes the following to the Council:**Prague, 25<sup>th</sup> March -1<sup>st</sup> April 2007  
FM 01/07 IIn force  
Allowance

## Allowance

ELSA is a student run association. The lack of personal finances prevents students from spending time on ELSA. To overcome this practical border of being part of the International Board, ELSA International shall support all members of the International Board with a minimum monthly allowance of 200 EURO.

In case a position in the IB is vacant, a director fulfilling the tasks of the vacant position working full time with the IB in Brussels should get an allowance in the amount of ~~100~~ 200 EURO per month.

The allowance is meant as a support for the board members to give them the possibility to focus on their ELSA work and not on improving their economical situation.

Prague, 25<sup>th</sup> March -1<sup>st</sup> April 2007  
FM 01/07 IIn force  
Responsibilities

## Responsibilities

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**Responsibilities of ELSA International**

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- Pay the monthly allowance of ~~100 Euro~~ to every member of the International Board



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**Comments:** During the ICM in Corunna in 2002, the allowance has been set to 100 € for each board member per month. Taking into consideration that times have changed; increased living expenses can be ascertained. The living environment, meaning day to day costs and general living costs are quite expensive, in particular in comparison with the living costs in other European countries. Further on, the International Board working full time and living in Brussels and has thus no possibility to fund the stay in Brussels by accepting a job. Most board members are financing their term in office by using private savings. Moreover, the allowance is meant as a support for the board members to give them the possibility to focus on their ELSA work and not on improving their economical situation as stated in the Decision Book. Unfortunately, a lot of persons in the Network do not have this opportunity of private funding. Therefore, a further spread of regional and cultural diversity amongst the board members is inhibited and the current situation only allows persons with a certain financial background to enter the International Board.

Further on, the current International Board experienced the high living costs in Brussels for 6 months and sees a need to raise the financial support in order to avoid persons of the International Board working extra next to the work for ELSA. Therefore, the International Board would like to already by now raise the allowance from 100 € to 200 € per month.

## NATIONAL GROUPS

Prague ,25 <sup>th</sup> March -1 <sup>st</sup> April 2007 AA 01/07 VI	In force MUN
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## PROPOSAL ON MUNS IN COOPERATION WITH OTHER EXISTING MUNS

ELSA Spain, ELSA Malta and ELSA Poland propose to the Council the following:

*To introduce the Model United Nations in co-operation with other existing Model United Nations:*

**Decision Book amendments:**

Prague 25<sup>th</sup> March-1<sup>st</sup> April

# AA Policies

## 1. General

These AA Policies ensure quality and uniformity in the organization of this key area of ELSA and apply to the local, national and international level of ELSA.

Academic Activities are structured into Legal Writing, Studies Abroad, Legal Research, Bridging Theory and Practice and Legal Explorations.

Academic Activities are ELSA Selected Papers on European Law (ELSA SPEL), Essay Competitions, Studies Abroad Events, the ELSA Guide to Legal Studies in Europe (ELSA GLSE), Legal Research Groups, Moot Court Competitions, Lawyers at Work Events (L@W Events) and Model United Nations in co-operation with existing MUNS.

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# Bridging Theory and Practice

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**4. Model United Nations**

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- 4.1 Model United Nations is an Academic Activities event where students are representing current member delegates/representatives of "United Nations" Member States in which they gather and discuss the topics on the Agenda set by the Organizing Committee (which has to be a theme approved by the official United Nations Agenda), simulating meetings at the "United Nations".
- 4.2 The object is to seek, through discussion, negotiation and debate, solutions to the various problems of the world: e.g. questions of Human Rights, protection of the environment, economic development, disarmament, the problems of youth and of refugees, International Public Law. The delegates, in seeking solutions to these problems (as representatives of member states), can learn to break away from narrow, national self-interest and develop true international cooperation. The research and preparation required (such as the organisation itself, the delegate's representing country and the issues on the agenda), the adoption of views and attitudes other than their own, the involvement and interaction with so many other students from ELSA, all combined, give participants a deep insight into the world's problems, to make them aware of the causes of conflict between nations and to lead them to a better understanding of the interests and motivation of others. Delegates learn the parliamentary procedures to formal debate and develop public speech, mainly persuasive speech and leadership, etc.

**Responsibilities in Model United Nations**

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**Responsibilities of the Local Groups**

- To inform, advertise and advise members as well as other interested persons about available opportunities on participating on Model United Nations;
- To help members to participate on Model United Nations with the application process.
- Should complete the AA Events Specification Form for MUNs and send it to ELSA International in due time prior to the event.
- Complete the AA Events Evaluation Form for MUNs and send it to the National Group and ELSA international not later than two weeks after the event.
- Update the Organisations Menu in ELSA ONLINE with participating organisations and contact persons

**Responsibilities of the National Groups**

- To inform, advertise and advise Local Groups as well as other interested persons about available opportunities on participating on Model United Nations;
- Forward all information sent about MUNs from the International Board to the Local Groups;

- Collect information about existing MUNs in their own country and pass it on to ELSA International;
- Encourage the Local Groups to submit the AA Events Specification Form for MUNs to ELSA International in due time prior to the event. If needed, the National Group will submit the AA Events Specification Form itself;
- Ensure that the Local Groups are submitting the AA Events Evaluation Forms for MUNs not later than two weeks after the event.
- Ensure that the Local Groups are updating the Organisations Menu in ELSA ONLINE with information about participating organisations and contact persons.

### **Responsibilities of ELSA International**

- To inform, advertise and advise members about available opportunities on participating on Model United Nations;
- To broadcast and publish Model United Nations throughout the Network and to inform the Network about existing MUNs;
- To find appropriated entities internationally, in order to send at least 2 delegations per semester to participate at MUNs in Europe and/or around the world.

### **COMMENTS**

After the settlement of a Model United Nations Working Group and the discussions at the ICM Alanya 2006, it was clear to the AA Workshop that ELSA is not presently ready to organize Model United Nations by itself, rejecting previous proposal for full implementation as an ELSA Activity and rejecting MUN Working group advice of full implementation.

However, it was clear for majority number of opinions that Model United Nations would be an excellent activity to ELSA, affirming this through a recommendation to the International Board to send at least 2 delegations of ELSA per Semester to an existing MUN.

The idea of this Proposal is mostly to materialize the recommendation made during the ICM Alanya by binding the International Board to find the best Model United Nations around Europe and/or in the world and send ELSA delegations, as it is its practice on sending delegations e.g. to the Council of Europe or United Nations.

This Proposal also includes responsibilities to Local Groups and National Boards, involving them in the activity and bringing consequence to the International Board's work.

It is the International Board's function to find the most prestigious MUNs where ELSA should be involved in, guaranteeing its quality and maintaining high the level of ELSA's activities.

Prague ,25<sup>th</sup> March -1<sup>st</sup> April 2007  
IM 01/07 IV

In force  
Quorum

ELSA Germany, seconded by ELSA The Netherlands, proposes to the Council the following:

The Statutes shall be revised as follows:

### Article 9 - Council

#### 9.4 Quorum and validity of decisions

The Council in plenary session is only fully competent when it has been summoned in accordance with Article 9.2 of these Statutes and when at least one-~~half~~ third of the Members are represented and able to vote.

...

#### **Comments:**

During the last Council Meetings, it has always been very difficult to reach the Quorum demanded by the Statutes. Thus the decision-making process has been slowed down, as all the decisions that have been made in the Opening Plenary or at the beginning of morning plenary sessions had to be ratified later on.

At the last Council Meeting in Alanya, the quorum was only reached so closely that the complete role of the Council as the supreme decision-making body had been endangered.

Another reason why it could become even more difficult in the future to reach the required quorum is that now the voting rights also depend on the submittal of the State of the Network Inquiries to ELSA International according to Art. 9.5 of the Statutes.

To avoid such complications in the future, our proposal is to lower the necessary number of members to one third. So it is possible for all those countries that are interested in an active participation in the international level of ELSA to actually make decisions and work constructively on the further development of our Association.

This shall by no means signify that the Council should be able to make decisions based on the opinion of a minority of its Members. All the Members that want to contribute to the decision-making process and to participate in the vote but are – for whatever reasons – prevented from personal appearance still have the possibility to be represented by proxy according to Art. 8 of the Standing Orders.

**ELSA Hungary, ELSA Lithuania, ELSA Poland, ELSA Sweden and ELSA Ukraine, with the advisory opinion of the Observer ELSA UK, proposes to the Council the following:**

## **Decision Book Amendment on the Network Support System**

### **Introduction**

Over the recent years, the issue that the Network needs a tool, whereby 'stronger' National Groups would help 'weaker' National Groups to consolidate, develop and overcome their weaknesses, has been discussed on a number of occasions. In the past, the proposed tool has been referred to as the Buddy System. Unfortunately, these discussions, as yet, have not led to any concrete results.

The proposing National Groups believe that the Network is, and has been for quite some time now, in an urgent need of consolidation and development and that the proposed Network Support System (NSS) could be the tool to address those very issues. It is the opinion of the proposing National Groups that the only natural progression for the Network now is to ensure that all National Groups are strong, as opposed to preserving the status quo division between strong and weak National Groups, which would essentially be taking a step backwards in the development of the Network.

The proposing National Groups, having made a statement at the ICM in Alanya 2006, feel that this proposal should be the last step in the search and struggle for a flexible system that can suit all National Groups of ELSA- weak and strong, more and less developed.

### How the Network Support System works

ELSA International will analyse which National Groups are less developed or more developed based on certain criteria defined in the Decision Book.



ELSA International will then identify a possible partnership between a less developed and a more developed National Group, whereby the latter would be considered by ELSA International to be in the position to help the former to consolidate and become a stronger member country.

National Groups wishing to take part in the NSS will be able to approach another National Group themselves directly or go through ELSA International.



Subsequently, if needed, ELSA International will propose the potential partnership to both National Groups in question. Should they both be happy with the proposal, they can then start communicating with each other directly in order to discuss the precise details of how their partnership should work. The National Groups shall produce an Action Plan with the aims and means for the project which shall be communicated to ELSA International.

At this stage, The National Groups can also apply for fundings from the EDF according to Financial Management, The ELSA Development Fund, Point 5.

*ELSA International will be responsible for producing and updating a handbook together with National Groups that could be used by the latter for guidance as to ways in which their partnership could work. It is hereby advised that the first edition of this Handbook should be compiled by an international working group consisting of National Group members in cooperation with ELSA International. The Handbook shall also include guidance as to how to an Action Plan and a Final Report (see below) should be written.*



The co-operating National Groups shall write a Final Report and send it to ELSA International within four weeks after the end of the project. In turn, ELSA International will distribute the Final Reports from particularly successful NSS projects to the Network. ELSA International will also encourage National Groups of particularly successful projects to make an oral presentation to the rest of the Network. ELSA International will have the authority to decide on which projects should be deemed to be particularly successful projects.

If the National Groups have received assistance from the EDF, the National Groups must submit a report of the assistance within two weeks as stated in Financial Management, The ELSA Development Fund, Point 7. In addition, the Final Report shall be submitted as stated in Financial Management, The ELSA Development Fund, Point 7. **Please note that these rules in Financial Management, The ELSA Development Fund are already standing rules and do not form a part of the proposal.**

**Please note that National Groups will not be obliged to take part in the proposed partnership.** It is their own choice and they will only be expected to agree to the proposed co-operation voluntarily. No sanctions would ensue from a National Group refusing to take part in the proposed partnership.

As already mentioned, the Network has recognised the need for a consolidation tool for years. The most recent statistics from the L. ICM in Alanya in November 2006 show that only seven (7) out of thirty five (35) National Groups completed all parts of the State Of The Network (SOTN) Inquiry. The average number of National Groups submitting the SOTN Inquiry was twenty one (21); sixteen (16) National Groups was the minimum (AA and MAR); twenty eight (28) was the maximum (BEE). Thus, at this point in time, the ELSA Network has twenty one (21) National Group that is inactive in several areas on



international level and seven (7) National Groups that appear to be non-existent since they did not submit a report as to their status.

**Are you now convinced that the Network needs help? Or are you still doubtful?  
Let us try to remove any doubts that you may have with the following statistics:**

- According to the SOTN Report there were three (3) international AA events organised since the last report. Practically none of the National Groups used help or assistance from ELSA International or ELS.
- The recently planned BAAM was cancelled due to the fact that less than ten (10) National Groups expressed interest in participating.
- 44% of the STEP traineeships received no applications, while 22% of the applicants chose not to proceed with the traineeship after being selected; 72% of all VP STEPs contacted only up to ten (10) potential employers.
- 16 out of 28 National Groups (BEE part) update ELSA Online. On a scale from 1 to 5 the National Presidents evaluate their transition as 3,3 on average.
- The main comments regarding the lack of Human Resources primarily point to loss of focus on ELSA activities not believing in the personal benefits of being an active ELSA Member.
- 5 out of 21 National Groups use ITP during their transition, only 6 out of 21 organise their work according to TYTP, and only 7 out of 21 organise their work according to OYOP.
- Only two (2) regional training events were organised.
- 10% of all National Treasurers have sent e-mails through the FM list.
- 87,5% of National Marketers do not submit Marketing Materials to EO, 75% did not have a good transition and 44% did not submit articles for Synergy.
- Average number of ELSA Groups attending ICMs in Malta, London and Alanya – 20.

To our partners, sponsors and freshers we all say that “ELSA is a unique and growing Network of almost 30 000 law students...from 200 universities in 35 countries...” (Synergy, 40<sup>th</sup> edition, p. 3).

**Do YOU believe that...? Do YOU think THEY believe it...?**

The proposing National Groups would wish to take this opportunity to remind everyone that the core of our Network’s existence lies in the international aspect of

ELSA; A member country that exists on a National level only surely cannot be said to follow and further the aims of ELSA.

Why, and how, the NSS should be regulated in the Decision Book

The proposing National Groups believe there to be an alarmingly dangerous lack of consolidation within the Network which must be dealt with as a top priority. Since the NSS is of such great importance, the only natural way to acknowledge it, is by placing it in the Decision Book. If it is not placed in the Decision Book, the proposing National Groups fear that the System will never be implemented in practice. Furthermore, the discussions on how to consolidate the Network will continue for years to come. Acknowledging the NSS in the Decision Book would also help to ensure that National Groups are aware of it since they use the Decision Book as their primary point of reference.

However, to help the success of the proposed system, it is paramount to ensure that the National Groups receive the necessary funding for their mutual co-operation on this. And therefore, the EDF regulations must be amended so as to encourage the proposed co-operations to mature.

It is hereby proposed to amend the Decision Book regulations as follows:

Prague ,25 <sup>th</sup> March -1 <sup>st</sup> April 2007 IM 01/07 V	In force NSS
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## Decision Book Amendments

### INTERNAL MANAGEMENT

#### Quality in Management

## 2. The Network Support System

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

2.1.1 Taking part in the NSS shall be voluntary.

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

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

## 2.2 Responsibilities of ELSA International

2.2.1 Secretary General of ELSA International shall be responsible for co-ordinating the NSS on international level.

2.2.2 To define more developed National Groups and less developed National Groups, ELSA International shall define the National Groups based on the 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

2.2.3 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.

2.2.4 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 successfull
- The Action Plan refered to in 2.3.2
- The Final Report refered to in 2.3.3

2.2.5 To distribute the Final Report, refered to in 2.3.3, of particularly successfull NSS projects to the Network.

2.2.6 To encourage National Groups having taken part in a particularly successfull project to make an oral presentation about it for the Network during an international internal meeting .

2.2.7 ELSA International shall have the authority to decide which NSS projects are to be defined as particularly successful with a reference to 2.2.5 and 2.2.6.

### 2.3 Responsibilities of the National Groups

2.3.1 Secretary General of National Group shall be responsible for coordinating the NSS on National level.

2.3.2 To inform ELSA International of the aims and the means for the NSS project in a written Action Plan.

2.3.3 To send to ELSA International a written Final Report within 4 weeks after the end of the NSS project.

2.3.4 To assist ELSA International in creating and updating the NSS Handbook, referred to in 2.2.4, upon request.

**The Decision Book Amendment on the EDF**

**ELSA Hungary, ELSA Lithuania, ELSA Poland, ELSA Sweden and ELSA Ukraine, with the advisory opinion of the Observer ELSA UK, proposes to the Council the following:**

**Introduction**

The following proposal is connected to the proposal of the Network Support System (NSS) and amendments in **Internal Management, Quality in Management.**

Prague ,25 <sup>th</sup> March -1 <sup>st</sup> April 2007 FM 01/07 II	In force EDF
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**FINANCIAL MANAGEMENT****The ELSA Development Fund****2. Method and Definition**

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**2.2 Network Development:**

By providing financial support to develop the Network;

- in conjunction with an established cooperation between two ELSA groups, to arrange a study visit, which shall entail an academic programme as well as a training programme;
- travel or participation of members of the National Board to international or regional training meetings;
- travel or participation of members of the National Board to ELSA ICMs or IPMs;
- In conjunction with an established cooperation between National Groups within the Network Support System (NSS) (Internal Management, Quality in Management, Point 2.).

**The Decision Book Amendment on Gala Ball Fee**

**ELSA Germany, seconded by ELSA Poland, proposes to the Council the following:**

The Council Meeting Decision Book shall be amended as follows:

Prague, 25 <sup>th</sup> March -1 <sup>st</sup> April 2007 FM 01/07 III	In force Event Fees
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## Event Fees

### 1. Maximum Participation Fee for International Council Meetings and International President's Meetings and International STEP Meetings

The maximum participation fee for International Council Meetings and for International Presidents' Meetings and International STEP Meetings shall be based on the following:

- The maximum Council Meetings and the Presidents' Meetings participation fee shall be calculated and charged per night.
- The maximum Council Meetings and the Presidents' Meetings participation fee for non-favoured countries is 29 Euro.
- The maximum Council Meetings and the Presidents' Meetings participation fee for countries in the list of favoured countries is 25 Euro.

The maximum participation fee for the International STEP Meetings shall be equal to the maximum participation fee for Council Meetings and Presidents' Meetings, as fixed both for Favoured and Non Favoured Countries.

The participation fee includes academic programme, accommodation, meals, and administration costs.

If any additional charge must be imposed, it must be disclosed to the Network together with the application forms. If a Gala Ball fee is raised, this should not exceed 35 €.

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### 3. Indexation

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

**Comments:**

Currently there is no regulation in the decision book of ELSA International concerning the Gala Ball. Nonetheless, the Gala Ball has become and furthermore will remain an institution on every ICM. For many ELSA members, it is even the heart of the social events during a Council Meeting.

On the other hand, it becomes more and more difficult for the participants to take part in this event due to constantly raised fees. This counts for non-favoured countries in general and for favoured countries of course in particular. Yet it should be made possible by the Organizing Committee to plan the Gala Ball in a way that all the members can afford to participate it. To make the participation in Gala Balls feasible and thus possible for as many members as possible the fee has to be fixed for the future.

Like other fees the Gala Ball fee shall be indexed with the inflation rate of the Euro to keep it flexible for the future. Therefore 35 € seem to be an amount which everybody can afford and as an approximate value it is not too much.

## INPUT PAPERS

### ELSA INTERNATIONAL

#### **Input paper on the Importance of quality in Key Area activities**

One of the aims in the One Year Operational Plan (OYOP) 2006/2007 of ELSA International is to improve all Key Area activities. To achieve this, the International Board has started the process of a Market Research of our association and a large scale Internal Evaluation of all Key Area activities organised in our Network.

As the largest international, independent, non-political and non-profit-making organisation for law-students it is important to **maintain a professional and well-respected image** both externally and internally.

One mean to maintaining such an image is to ensure that the activities organised in the name of ELSA are of high quality. High quality events will reflect positively on ELSA towards external parties, and also make our members feel that they gain experience and value from their membership in ELSA.

However, a problem when stating this is that people do not always agree on what makes an event of high quality. People have different levels of perceiving what high quality is or simply emphasise different things as to what makes an event a high quality event.

The question that follows is **how one then can evaluate an event to be of high quality** in ELSA. No matter what one puts into the term "high quality event" the important point to keep in mind is that such events are meant to maintain a professional and well-respected image of ELSA towards different parties.

When evaluating if an event has been successful, if it has been a high quality event, one has to see it from different point of views. Different parties involved in the event somehow will consider an event being of high quality according to different measurements. This Input Paper will point out some of the measurements the different parties often use when evaluating if an event has been of high quality or not.

Towards **externals** a high quality event is typically measured by the way their contact with the organisers appears and how their interests in the event are dealt with. Are the organisers acting professionally? Are they delivering what they promised towards us as an external (sponsor, speaker, employer of a trainee etc)? Sponsors will of course expect to be promoted in the best way possible. Speakers will most likely expect every logistical aspect of the event to be prepared for them so that they do not have to think about it themselves. And employers expect ELSA to send them the best qualified trainee for the traineeship. What all of these will have in common as externals evaluating if the event was of high quality is if the organisers delivered what they promised.



But **externals are not only sponsors, speakers or employers**. Externals can also be students or others participating in a Moot Court, in a Seminar etc. These will again have different measures for what they consider being a high quality event. A participant will consider an event as successful based on the following criteria; “Did I learn something new by participating in the event?” “Was the academic programme well-prepared?” “Did I find the topics interesting?” “Was my expectations towards the academic programme, the other participants and the organisers fulfilled?”

There can of course be other measurements set by the participants as to what they consider a high quality event, such as a good social programme, the quality of the food served etc. But this is not what we as ELSA members should focus too much on when asking if the participants found the event successful. We should never lose focus on the **purpose of ELSA**; “To contribute to legal education, to foster mutual understanding and to promote social responsibility of law students and young lawyers.” The focus when evaluating if the event was of high quality should therefore be on the purpose of ELSA; how we as organisers have contributed to the education of our participants.

If the participants are satisfied with the social programme or not, is of course also something that should be taken into consideration when evaluating the event, but nothing to keep our main focus on.

Internal parties can be both members participating in the event or members organising the event. For the members participating, the measurements should be more the same as for non-ELSA members participating in the event.

But for the **organising ELSA-members**, there are a lot of different points to how one can measure if it was a high quality event or not.

Evaluating if one has organised a successful event will of course depend on the feedback from externals and participants. But one can also have an internal evaluation among the organisers.

During the **internal evaluation** of the event one should focus on how the team work was. Was everyone doing their tasks satisfactory? How was the communication within the Organising Committee? Did any conflicts arise within the Organising Committee, and how did one solve these? If the team did not cooperate properly when it comes to one of these aspects of the team work, one can be certain that not everyone involved felt that organising the event was worth the effort. Even though the event seemed to be of high quality to externals, it was not a high quality event if some of the organisers were not satisfied. This is often forgotten when evaluating an event as being of high quality or not.

An internal evaluation of the team work should not only focus on the general work and team relations in the Organising Committee. To **analyse and evaluate the specific work** done by each OC member can be of much value as well when one is to consider if the event has been of high quality. How did the fundraising of the event go? Was a well-planned fundraising strategy used? How was the follow-up with the sponsors conducted? Could the fundraising-approaches have been done differently?

The same kind of evaluation can be done for the marketing of the event. Was a certain marketing strategy followed? Was this strategy well-planned and successful? Could the marketing have been dealt with in another way?

As shown, there are many aspects to take into consideration when evaluating if an event has been of high quality or not. High quality events **maintain a professional and well-respected image of ELSA** towards externals. And for the organisers it is more satisfying when they know they have done a good job and organised a high quality event. A high quality event can also be very **inspiring for the organisers**, as it motivates them to organise ELSA events again.

It is therefore important to always do as good as job one can when organising events in ELSA, and always aim to have **as high quality in the events as possible**.

**Input Paper on the EMC<sup>2</sup> Strategic Meeting – Evaluation**

The ELSA Moot Court Competition on WTO Law 2006/2007 is the fifth edition. It is the opinion of the International Board of ELSA that to further develop the EMC<sup>2</sup> a complete evaluation of the competition is needed. The EMC<sup>2</sup> is the only Moot Court Competition on WTO Law in the world, and the potential to develop it even further is clearly there. During prior editions, most of the evaluation related to the EMC<sup>2</sup> has been focusing on the Final Oral Round in Geneva and the work conducted by the International Organising Committee.

**The EMC<sup>2</sup> Strategic Meeting**

During the Final Oral Round in Geneva, the International Organising Committee, the International Boards of ELSA 2006/2007 and 2007/2008, the Academic Supervisors and representatives from the Regional Round Organisers will evaluate the entire EMC<sup>2</sup> and set down a strategy for the EMC<sup>2</sup> for the years to come in an EMC<sup>2</sup> Strategic Meeting.

To ensure that the Strategic Meeting will be as fruitful as possible, and also reflect the views of the entire ELSA Network, the International Board more than welcomes any inputs and suggestions from anyone in the Network.

**The Strategic Meeting Agenda**

The EMC<sup>2</sup> Strategic Meeting is meant as an evaluation of all aspects of the competition, meaning the work done by the International Organising Committee before and during the Final Oral Round, the work conducted by the Regional Round Organisers before and during the respective Regional Rounds, the role and support of the Academic Supervisors and the work done by the International Board in relation to the EMC<sup>2</sup>. During the ICM in Alanya it was a clear wish from the AA Workshop to involve more National Groups in the EMC<sup>2</sup>. Another point to the agenda will therefore be how to involve the entire ELSA Network in the best possible way. And for this we would highly appreciate inputs from National Groups, either on how they have organised National Rounds in the past or with new ideas on how to involve National Groups in the EMC<sup>2</sup> in a better way in the future.

**Regional Round Observers**

To be able to conduct such a large scale evaluation of the EMC<sup>2</sup>, the International Board and the International Organising Committee have pointed out different sides of the EMC<sup>2</sup> that needs to be thoroughly discussed and can be improved. As part of the evaluation, ELSA is also sending representatives to the non-ELSA Regional Rounds who will observe the Regional Rounds and attend meetings with the Regional Round Organisers.

**Cooperation within IOC**

Another point to the agenda with this Strategic Meeting is to find out how various aspects with the EMC<sup>2</sup> can be combined and how different areas of responsibilities in the International Organising Committee can cooperate more to maximise the potential of the EMC<sup>2</sup>. As stated above, the EMC<sup>2</sup> is the only Moot Court Competition on WTO Law in the World, and it therefore has great potential for the entire ELSA Network as a promotional tool, not only for ELSA International.

Let us all work together on further developing the EMC<sup>2</sup> for the best of the entire ELSA Network!

## **Input Paper on Legal Debates**

### **Background for the Input Paper**

As stated in the AA Policies in the Decision Book, one of the activities for “Bridging Theory and Practice” is Legal Debates. However, to the International Board there does not seem to be many Legal Debates organised in the ELSA Network.

During the term 2006/2007 the International Board is conducting a Market Research and large scale Internal Evaluation of ALL Key Area activities, to determine among other things what kind of activities will attract current and new members to be active in ELSA.

One possible outcome of these two researches can be to propose to abolish some activities from the Key Areas. It should be pointed out that this is only one of many possible outcomes, based on a thorough evaluation of the results from both the Market Research and the Key Area Evaluation.

But since it seems already apparent to the International Board that some activities are rarely organised it would be good to start a discussion on the future of these activities even before the results from the evaluation are ready.

### **Legal Debates**

Legal Debates are organised as events where teams with law students debate legal topics with each other in front of an audience. The similarities to Panel Discussions organised by S&C are many, but the main difference is that Legal Debates are meant as forums for law students, and not academics, to debate. Legal Debates are meant as a tool for students to learn critical thinking, to improve their communication skills and to hone their analytical abilities.

### **Panel Discussions**

As stated in the S&C Policies in the Decision Book a Panel Discussion is “an event when experts discuss issues of a specific legal topic in front of an audience”. According to this description one can see that the similarities between Legal Debates and Panel Discussions are many. The main difference is which participants are discussing the issues, law students in Legal Debates and experts in Panel Discussions.

### **The aim of the Input Paper**

Panel Discussions are frequently organised by S&C in many Local Groups, since Panel Discussions are fairly easy to organise. The similarities with Legal Debates are many. The aim of this Input Paper is to both raise the awareness of Legal Debates as an Academic Activities event and to start the discussion on the future of Legal Debates. Is it necessary to have both Legal Debates and Panel Discussions listed as events in AA and S&C? Are Local Groups and National Groups interested in organising Legal Debates? Should Legal Debates and Panel Discussions be combined into one event, where it will be up to the organising group to decide whether the speakers should be law students or academics?

**Input Paper on the International Focus Programme (IFP)****I. Introduction**

At the ICM in Malta, autumn 2005, the IFP was reintroduced and approved by the Council. The new IFP was approved with new provisions and the most important one was that the IFP should be a recommendation to the Network, not an obligation. During the ICM in Malta the new topic with subtopics was chosen. The topic was set as following:

*'25 Years of Legal Development'* with the following subtopics:

*'The UN in the 21<sup>st</sup> Century, Harmonization of the EU Law in the Transition of Legal Systems, and Environmental Law'*. Duration was chosen between 1<sup>st</sup> January 2006 until 31<sup>st</sup> December 2006.

The aim of the IFP is to have a specific theme for the whole ELSA Network over a fixed term. The theme reflects a 'hot legal topic' in Europe and the world, thereby enabling ELSA as the largest independent law students' organisation in the world to create awareness amongst today's law students, young lawyers, society and the international community.

**II. History of IFP topics**

Topic	Duration	Number of events	Final result
<b>"A just world: A new role for Lawyers, Law in Development and Legal Education"</b>	1995-1997	60	<u>Publication:</u> "A just World: Legal education, Law in Development and the new role for Lawyers".
The theme facilitated ELSAs involvement with UNESCO in promoting legal education. ELSA organised two important conferences on legal education, one in Oxford, UK and one in Bologna, Italy.			
<b>"The Law of Peace in the Year 2000: the effective enforcement and current violations of International law, reform of International Organisations"</b>	1997-1999	50	<u>Publication:</u> "International Law in the New Millennium". ELSA Organised the <u>Final IFP Conference</u> "The Power of Peace", in the Hague, under the patronage of UNESCO and within the Hague Appeal for peace. The Conference coincided with the 100 <sup>th</sup> Anniversary of the first International Hague Peace

			Conference that brought together more than 8000 participants from around the world, of whom more than 100 were law students from 20 countries.
It facilitated ELSAs involvement in the Hague Appeal for Peace in 1999, a civil society movement that organised several events to celebrate the centennial of the first International Hague Peace Conference.			
<b>“Information Society: the Legal Challenge: the application of new technologies, protection and the legislative response”</b>	2000-2002	50	No <u>publication</u> was finalised but there was a final IFP Conference organised in April 2002 in Munich, Germany which gathered around 100 law students from whole Europe.
<b>“Trade Law - a way for sustainable development”</b>	2003-2005	20	There was <u>no publication</u> and <u>no Final IFP Conference</u> .
The interest of the IFP during this period was very low. At the ICM in Vilnius, Lithuania, in spring 2005, it was decided by the Council to remove the IFP from the Decision Book. A Working Group was created in order to examine the possibility for implementing a similar programme in a different form.			
<b>“25 Years of Legal Developments:”</b> 1. UN in the 21 <sup>st</sup> Century; 2. Environmental Law; 3. Harmonization of EU Law in the transition of Legal Systems.	2006	5*	The <u>Final IFP Conference</u> in Oslo, Norway.
It was quite hard to get lecturers for the given topics; no law firms had any interest in the topics whatsoever. Due to the nature of the topics, it was also quite hard to fundraise. This event would have been a lot better if the OC had had more “freedom” and not to be locked in the situation.			

\* IFP events reported to the International Board

### III. Evaluation of IFP 2006

#### Evaluation ICM Alanya

During the joint Workshop between S&C and BEE at the ICM in Alanya November 2006, the first evaluation of the IFP 2006 was conducted. During this session it was clear that the IFP 2006 had not been a success. After a roundtable among the participants in the Workshop the results showed that only 6 out of 16 National Groups had organized at least one IFP event (locally or nationally). During the sessions we tried to evaluate and target reasons for this quite disappointing result. Here are some points/comments/conclusions that were expressed during the Workshop:

1. Problems with conveying the idea of IFP since it was not very well known.
2. The IFP gave more of a reason to organize an event.
3. Local Groups have very low knowledge of the IFP.
4. Very few IFP events are organised in the Network and therefore the motivation is decreased for other Groups to organise such events.
5. The Local Groups are not very interested in the IFP and if they are not interested the whole idea of the IFP is lost.
6. The Local Groups need to be involved when the IFP is chosen.
7. The main problem with the IFP is promotion.
8. The International Board needs to promote the IFP more.
9. A National Group cannot force a Local Group to organise an IFP event.
10. There is not a good option to have an IFP set in the same year as it is actually being implemented.
11. Having a general topic can more easily be transformed into a topic which is accessible.
12. AA needs to be more involved in the IFP.
13. The topic should be easy to fundraise for.

During the Workshop it was decided that every National Group would send not more than three proposals on a topic for the new IFP to the International Board before the 15<sup>th</sup> of January 2007. The following National Groups have submitted proposals: ELSA Germany, ELSA Italy, ELSA Lithuania, ELSA Norway, ELSA Serbia, ELSA Sweden, ELSA the Netherlands and ELSA Turkey. The list of topics can be found in the fifth part of this Input paper.

### **IFP events 2006**

The following six IFP events have been reported to the International Board during 2006/2007:

**25 years of Environmental Law in the European Union - legal challenges in the 21<sup>st</sup> Century**, 3-7 May, 2006 (Athens, Greece)

**The development of Environmental Law in the European legislation within the past 25 years**, 15-25 September 2006 (Iasi, Romania)

**25 years of Environmental Law and nuclear power**, 28-30 June, 2006 (Wurzburg, Germany)

**25 years of Legal development. Final IFP Conference**, 5-9 December 2005 (Oslo, Norway)

**International and European Law in the Courts (2<sup>nd</sup> edition) - the Environmental aspects**, 9-22 July, 2006 (Pecs, Hungary)

**UN in the 21<sup>st</sup> century**, 13-16 July, 2006 (Düsseldorf, Germany)

**Evaluation of IFP events organised**

Within the period of IFP 2006 the International board was informed about only 6 IFP events and only received 5 evaluation forms. Below you can find a table with some specific information on the 5 events reported (including the Final IFP Conference on “type of event” and “topics”).

Type of event:	Topics *	Average number of participants	Event satisfaction (Average in scale 1- 5)	Sponsors (Average per event)
Seminar - 1 Conference - 2 Law School - 2	Environmental law - 4 UN in the 21 <sup>st</sup> century - 2 Harmonization of the EU - 1	30	Academic programme 4.8  Social programme 4.25  Event expectation were met 3.5  Participants 2.75  Lectures** 3  Workshops** 4	5 Sponsors  All events were supported by the University.

\* The Final IFP Conference includes all three subtopics

\*\* Evaluation on the final IFP Conference

Based on an analysis of the IFP evaluation forms, the International Board would like to present some of the conclusions from the evaluation forms. The presented points can be seen as a common outcome organizing general S&C events in the Network. However, these three points should attract attention on a basis of the future perspective of IFP and should be seen as a recommendation to take into consideration regarding all events organized in ELSA.

**Problems from the OC point of view:**

- Split the tasks of the head of OC and the task of the Treasurer;
- Plan fundraising in advance to receive better sponsorships;
- Better cooperation between the Local Group and the National Group;
- Registered participants cancelled their participation;
- Maintain a better communication with the Partners regarding logistics.



**Tips on improvement of the academic part:**

- Lecturers have to be more interactive;
- Participants should be involved more (giving out tasks in advance: before or during event);
- Better coordination between the lecturers and the OC;
- Always have a plan B for finding speakers.

**Event promotion tools:**

- Flyers; Posters;
- Webpage; creating a special home page;
- E-mails; mailing list;
- Power points presentations on LCMs, NCMs and ICMs;
- Local newspapers ( ex.: article in the University newspaper), radio, television;
- Sending invitation letters and posters to the partners of the Faculty of Law and University.

**V. Proposals for a new IFP**

During the joint Workshop between S&C and BEE the new IFP will be discussed and chosen. The topic(s), the duration and a final result (conference or/and publication, other) will be voted upon.

Below you can find compiled information on the proposals on topics sent to the International Board from National Groups.

National Group	Proposed topic(s)
ELSA Germany	<b>1. Human Rights</b> <ul style="list-style-type: none"> <li>• Historic development of human rights</li> <li>• Death penalty (USA, Saddam Hussein)</li> <li>• Secret services</li> <li>• Prisoners of war "pow" in Guantanamo</li> <li>• Prostitution</li> </ul> Minorities in the "third world"
ELSA Italy	<b>1. 1947 -2007" Rome's Treaty - How does the criminal law change under EU influence</b>
ELSA Lithuania	<b>1. The defense of Intellectual Property</b> <b>2. WTO Law</b> <b>3. Protection of refugee rights</b>
ELSA Norway	<b>1. Internet law</b>

	<ul style="list-style-type: none"> <li>• Intellectual property</li> <li>• Privacy protection</li> <li>• Gaming/gambling</li> </ul> <b>2. International courts</b>
ELSA Serbia	<b>1. Children's rights</b> <b>2. Violence in family</b> <b>3. Unsolved problem of Kosovo</b>
ELSA The Netherlands	<b>1. Forum shopping</b> <b>2. Legal aid on the International level</b> <b>3. Law of the Sea</b>
ELSA Sweden	<b>1. Business law environment</b> <b>2. Maritime law</b>
ELSA Turkey	<b>1. Intellectual and Industrial Property Law</b> <b>2. Informatics Law-Copyright Law</b>

The International Board would like to thank these National Groups for their contribution. The International Board can conclude that it will be very difficult to choose a new topic based on this information. There are various topics proposed. Taking into consideration all above mentioned topics and based on previous experience choosing a theme, the International Board wants to recommend to the Workshop/ Council one specific topic.

**The International Board would like to propose that the new IFP topic should be:**

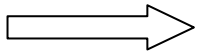
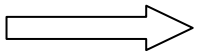
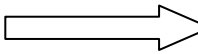
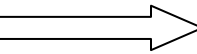
*Intellectual Property Law.*

The International Board does not base this proposal on any certain research. The reasons for proposing this is that this topic seems to be the one that the most National Groups have proposed. The International Board also has the general opinion that this topic is to be recognised as one of the more current topics within the legal community at the moment. The interest of studies in this topic is also increasing and many Universities across Europe are now offering courses in Intellectual Property Law. The International Board will do as much research on the topic until the ICM as possible and then present the results to the Workshop.

The International Board would like to urge all National Groups to do their own research among National officers but especially among the Local Groups. **Would an IFP on Intellectual Property Law be interesting? Would the Local Groups be interested in organising events within this topic?**

This is just a proposal from the International Board. Any other topic proposed by the National Groups above can be brought up as an alternative to the proposal by the International Board. However, the International Board would like to point out that the topics we are choosing from are the topics presented by the National Groups above. If the Workshop cannot agree upon a topic among these ones, new and revised suggestions of topics are welcome to be brought up in the Workshop.

The International Board would like to further on propose an implementation of an **Action Plan** for the new IFP. The Action Plan can be as follows.

<b>New IFP</b> (1) 	<b>Preparations</b> (2) 	<b>Implementation</b> (3) 	<b>1<sup>st</sup> evaluation</b> (4) 	<b>New IFP expires</b> (5)
At the ICM in Prague spring 2007 the topic(s), duration and final result (conference or/and publication, other) of the new IFP is approved by the Council.	After the ICM in Prague the International Board is responsible for preparing the implementation of the new IFP, by creating an IFP Manual and IFP Policies, investigating the possibilities to create marketing materials and possible funding, increasing the awareness of the new IFP in different and relevant ways in the ELSA Network. The National Groups shall promote the IFP meanwhile and help the International Board upon request with the implementation.	On 1 <sup>st</sup> of November, after the ICM in Reggio di Calabria in October, the new IFP comes into force. During the ICM in Reggio di Calabria, there will be a joint Workshop between S&C, AA and Marketing on the further steps to be taken. A report from this session should be presented to the BEE Workshop.	During the ICM in Lisbon there shall be a joint Workshop between S&C, AA and Marketing. The aim is to do the first evaluation of the new IFP. A report from this session should be presented to the BEE Workshop.	At the ICM in Autumn 2008 the new IFP is to be evaluated. Preparations start for the final evaluation of the IFP and the preparations to choose a new IFP.
Proposed Duration for the new IFP:		1 <sup>st</sup> November 2007	-	31 <sup>st</sup> December 2008

The International Board does not, at the moment, have any certain proposals on the IFP result.

## VI. Conclusions

Following the information above, the International Board would like to point out that the discussions between S&C and BEE during the ICM in Prague should be based on a constructive dialogue with regards to the future development of IFP and the success of an implementation of a new IFP. The International Board would like to urge all to come very well prepared to this session. Please read this Input Paper carefully and address your fellow National officers/other National Groups and ask for their opinion. The International Board hopes that we will be able to have a constructive and productive session and that we will be able to chose the new IFP within the timeframe of the Workshop.

## **Input Paper on strategic planning of the ELSA Network**

### **Introduction**

In order to ensure the high quality ELSA represents, there is a need for structured planning. When we plan, we set strategic targets for the future of our Association, thus ensuring continuity and consistency in all areas. The many benefits from long term planning are all results of an efficient and well co-ordinated tactical plan. Furthermore, a tactical plan should be used as a tool of raising awareness of important issues and projects of our Association.

### **Two Year Tactical Plan (TYTP)**

During the latest International Internal Meetings doubts have been raised if the TYTP is the right and most efficient tool of strategic planning in ELSA as a Network. The half time evaluation of the TYTP 2005-2007 during the ICM in Alanya showed that it is difficult to measure and to find suitable tools for evaluating the TYTP.

**The regulations on the TYTP are to be found in BEE part of the Decision Book.**

**The regulations are as follows:**

*The term of duration of the Tactical Plan shall be a two-and-a-half year cycle running as follows:*

*The Council shall approve the plan, and that plan shall become effective immediately after that International Council Meeting.*

*The plan shall expire at the fifth International Council Meeting falling two and a half years after it enters into force.*

*The evaluation of the outgoing plan and the drafting of the new one will be during the 6 month starting after the fourth council meeting leading up to the fifth council meeting.  
A new tactical plan shall thereupon be approved by Council.*

### **Timeline**

ICM Malta Autumn 2005	TYTP 2005-2007 approved by Council
ICM London Spring 2006	
ICM Alanya Autumn 2006	Half time evaluation
ICM Prague Spring 2007	
ICM Reggio di Calabria 2007	Final evaluation and drafting of a new TYTP starts
ICM Lisbon Spring 2008	TYTP 2005-2007 expires/ TYTP 2007-2009 shall be approved by Council

### **Discussions on the TYTP and strategic planning at the International Presidents Meeting in Toulon**

During the IPM in Toulon, January/February 2007, the National Presidents discussed strategic planning in the ELSA Network. The aim was to evaluate the current TYTP as a tool for strategic planning of the ELSA Network and to discuss alternatives. The International Board stated that the current TYTP can not even be seen as implemented in the Network. The reasons for this are many according to the International Board. One of the reasons is the TYTP itself and the goals set. The TYTP is more or less covering every area of activity within ELSA, internal development (management, planning, trainings, human resources, marketing etc) as well as all specific projects and events within the Key Areas. In other words, the current TYTP is covering everything and the outcome of that is nothing. The International Board has had real problems working with the TYTP since the International Board is of the opinion that it has not been initiated and drafted in a good and fruitful way. Most of the goals set have no, or little, connection to the current status quo of the Network and most importantly, no relevance when it comes to the needs of the Network at the moment. The current TYTP is too much of an operational plan with specific goals. When the International Board was supposed to draft the OYOP for ELSA International, based on the TYTP, the task was impossible to carry out. To make an operational plan based on another operational plan is simply not working in the end. For these reasons the International Board decided to draft the OYOP a bit differently, as discussed at the IPM in Budapest. The OYOP of ELSA International is more or less to be seen as a strategic plan, rather than an operational plan. However, within this operational plan concrete goals have been set. The International Board made an Action Plan/list of priorities which was presented at the IPM in Toulon.

With this background it was an aim for the International Board to further evaluate the TYTP and at the same time discuss if there are alternatives. During the IPM in Toulon there were points raised on the current TYTP and on long term planning in general. Here are some examples:

1. The TYTP was drafted by the International Board 2005/2006 only with very few amendments at the ICM in Malta.
2. The TYTP is very similar to the OYOP of ELSA International.
3. The TYTP should only be a strategic plan with wide and soft goals. An operational plan should describe how to reach those goals.
4. There are risks having long term plans. Things can change dramatically. But that can happen to all plans.
5. The TYTP is not effective.
6. ELSA is a professional organisation. We need both short and long term planning.
7. ELSA needs to be very careful when setting long term goals. The goals set must be very well thought through and based on facts and not opinions.
8. A long term plan must be more than two years, at least three years. If not it will be too similar to an operational plan, which should be approximately one year maximum.

### **Proposal by the International Board on creating an International Working Group**

During the IPM in Toulon the International Board presented an idea of creating an International Working Group with certain tasks and responsibilities what concerns strategic planning in the Network.

Based on the input from the IPM in Toulon the following tasks and responsibilities can be targeted for such a Group (some are complying with others and some are not).

1. Evaluate the implementation of the current TYTP (based on for example the half time evaluation at the ICM in Alanya, the evaluation of the TYTP and the discussion on strategic planning at the IPM in Toulon as well as research and other materials).
2. Evaluating previous TYTPs and the evaluation of them with the purpose to see what we can learn from the past when planning for the future.
3. Evaluating the last couple of years' OYOPs of ELSA International and the evaluation of them.
4. Investigate in the possibilities to replace or change the TYTP as it is regulated and carried out today. Are there any alternative on term planning tools/plans (different structure, timeline etc).
5. Create guidelines and/or regulations on how strategic and operational planning of the Network and ELSA International shall be conducted in the future.
6. Create a new TYTP based on research and updated statistics and materials of the Network.
7. Go back 10 years in the History of ELSA – what has happened and what can be learned from it?

The ideas are many but the question is what the Network wants and what the Network needs at the moment. The International Board is convinced that the Network needs to make a professional long term plan based on already existing evaluations and information. With the background that the International Board this year is conducting a thorough internal evaluation of the Key Areas (see Input Paper on the Quality in the Key Areas included in this package) as well as an Market Research towards law students in Europe as well as ELSA members, we think the timing is perfect for the Network to stop think and act (all in accordance with the OYOP of ELSA International this year). With this information it would be feasible and also recommendable to thoroughly analyse and evaluate the status quo of the Network. After concluding on this it is preferable to set concrete goals in a long term plan. Leading questions that should be focused upon are; where do we want to be as an association in 5 years and in 10 years? How do we ensure that the Network is working towards the same vision? How do we ensure that the Core values of ELSA are kept alive? How do we ensure that the Core values are implemented in the daily running of the association on all levels?

During the IPM in Toulon several National Groups were very keen on the idea of creating a Working Group. The majority of the National Presidents expressed that strategic planning should be prioritised and the implementation of such a Working Group could fulfil these purposes in a satisfying and efficient way. It was the recommendation from the IPM that the International Board should continue with the work on implementing such a Working Group and that the topic should be discussed and perhaps even decided upon at the ICM in Prague.

## Conclusions

**The International Board would like to propose the following to the BEE Workshop at the ICM in Prague:**

- The Workshop shall with the support of the International Board set up an International Working Group called **the ELSA Strategic Planning Team (ESPT)**.
- The Workshop shall decide upon the concrete aim(s) of the ESPT.
- The Workshop shall create and decide upon clear and concrete tasks and responsibilities of the ESPT.
- The Workshop shall decide upon a recommendable Action Plan for the ESPT, for example a timeline for the ESPT to set up, research, conclude and present the results.
- The Workshop shall decide upon the structure of the ESPT, the criteria of selecting members of the ESPT and the numbers of members in the ESPT.
- The Workshop shall decide upon the involvement of the International Board, National Groups and Local Groups in the ESPT.
- The Workshop shall decide upon other relevant matters concerning the ESPT.



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**Input Paper on the importance of transition in the National Groups****What are the goals of transition?**

- Passing on knowledge;
- Continuity in the development of ELSA;
- Positive results for the entire Network;
- Ensuring a professional image of ELSA;
- Providing new Board Members with confidence;
- Preparing a well functioning new Board from day one;
- Ensuring continuity in the external relations;
- Preparing the planning for the term in office of the new Board;
- Motivating new Board members.

**What are the effects of failure in transition?**

- The new Board is disappointed and therefore not motivated to give their best during their term in office;
- The new Board does not have the necessary knowledge so they may encounter problems which might have been prevented by proper transition;
- The Board did not write their own plan and they are not motivated to reach the goals set by others.

**What knowledge should be passed on during transition?**

- General knowledge regarding the Association;
- Statutes and Standing Orders and Decision Book (International, National and, if necessary, Local);
- ELSA ONLINE training - necessary for all Board members;
- Specific knowledge on each area;
- Specifics on ELSA at International level – the procedure of an ICM, mailing lists etc;
- Evaluation of the old Board's work – including mistakes made during their term.

**How should the knowledge be passed on?**

- Discuss in a Board meeting what knowledge to pass on;
- Prepare transition handbooks with specific information for each area;
- Prepare materials on general knowledge and practicalities;
- Plan a certain period during which transition shall take place;
- Trainings on soft skills such as communication and crisis management should be incorporated into transition;
- Trainings can be provided by the old Board members, or external trainers such as the International Trainers' Pool;
- Remember that the new Board should leave transition with a lot of new knowledge, feeling motivated for their upcoming term in office!

The transition will be planned by the Secretary General together with the President. However, it is the responsibility of ALL BOARD MEMBERS to carefully prepare and hand over the

necessary knowledge and information in order for their successor to keep doing a great job in their area!

**Input Paper on State of the Network**Per 20<sup>th</sup> February:

NG	ICM (London & Alanya)	EO (per 15 <sup>th</sup> February 2007)	Active LGs (in EO per 15 <sup>th</sup> February)	Communication (during the term 06/07)	Debt
Austria	1	Yes	4/5	Yes	Yes
Belgium	2	Yes	4/5	Yes	Yes
Bulgaria	1	Yes	-	Yes	Yes
Croatia	1	Yes	4/4	Yes	Yes
Czech Republic	2	Yes	4/4	Yes	No
Denmark	2	Yes	2/2	Yes	No
Estonia	2	Yes	1/1	Yes	Yes
Finland	2	Yes	4/4	Yes	No
France	2	Yes	7/10	Yes	Yes
Germany	2	Yes	42/42	Yes	No
Greece	1	Yes	3/3	Yes	Yes
Hungary	1	Yes	3/4	Yes	Yes
Iceland	1	No	-	Yes	Yes
Ireland	0	No	1	Yes	Yes
Italy	1	Yes	20/22	Yes	Yes
Kazakhstan	1	Yes	3/3	Yes	Yes
Latvia	0	No	-	Yes	Yes
Lithuania	2	Yes	2/3	Yes	Yes
Malta	2	Yes	-	Yes	No
The Netherlands	2	Yes	6/8	Yes	No
Norway	2	Yes	3/3	Yes	No
Poland	2	Yes	15/15	Yes	Yes
Portugal	2	Yes	6/13	Yes	Yes
Republic of Macedonia	1	Yes	-	Yes	Yes
Romania	1	Yes	8/8	Yes	Yes
Russia	2	Yes	8/8	Yes	Yes
Serbia&Montenegro	2	Yes	5/5	Yes	Yes
Slovakia	1	Yes	4/4	Yes	Yes
Slovenia	0	Yes	2/2	Yes	Yes
Spain	2	Yes	5/8	Yes	No
Sweden	2	Yes	5/5	Yes	No
Switzerland	2	Yes	9/9	Yes	No
Turkey	2	Yes	3/3	Yes	Yes
Ukraine	2	Yes	3/4	Yes	Yes
UK	1	Yes	4/26	Yes	Yes

## Per ICM London

NG	ICM (out of four last ICMs)	EO	Active LGs	Communication	Debt
Austria	3	Yes	3/4	Yes	Yes
Belgium	1	Yes	3/3	Yes	Yes
Bosnia Herzegovina	0	No	0/3	No	Yes
Bulgaria	0	Yes	-	No	Yes
Croatia	4	Yes	4/4	Yes	Yes
Czech Republic	4	Yes	4/4	Yes	No
Denmark	4	Yes	2/2	Yes	No
Estonia	1	Yes	1/1	Yes	Yes
Finland	4	Yes	4/4	Yes	No
France	4	Yes	7/10	Yes	Yes
Georgia	0	No	-	No	Yes
Germany	4	Yes	42/42	Yes	No
Greece	4	Yes	2/3	Yes	No
Hungary	4	Yes	3/4	Yes	Yes
Iceland	4	No	-	Yes	No
Ireland	0	No	1/3	Yes	Yes
Italy	3	Yes	20/25	Yes	No
Kazakhstan	4	Yes	3/3	Yes	Yes
Latvia	0	No	-	Yes	Yes
Lithuania	3	Yes	3/3	Yes	No
Malta	4	Yes	-	Yes	No
The Netherlands	3	Yes	4/7	Yes	No
Norway	4	Yes	3/3	Yes	No
Poland	3	Yes	14/14	Yes	Yes
Portugal	1	No	9/13	Yes	No
Republic of Macedonia	1	No	-	Yes	Yes
Romania	4	Yes	8/8	Yes	Yes
Russia	3	No	6/10	Yes	Yes
Serbia&Montenegro	3	No	4/5	Yes	Yes
Slovakia	3	Yes	4/4	Yes	No
Slovenia	1	No	2/2	Yes	Yes
Spain	3	Yes	5/6	Yes	No
Sweden	4	Yes	5/5	Yes	No
Switzerland	3	Yes	8/9	Yes	Yes
Turkey	3	Yes	3/3	Yes	No
Ukraine	0	Yes	4/4	Yes	Yes
UK	4	Yes	4/13	Yes	Yes

## **Input Paper on the creation of an ELSA Foundation**

### **Background**

During the ICM in Alanya, the FM Workshop discussed the structure and the regulations of the ELSA Development Fund (EDF). The main problem and conclusion point was the conflict of the International Board being an eligible applicant and decision making body at the same time. In order to solve this problem, among others, the International Board has the idea of creating a Foundation for ELSA as a replacement of the EDF.

The purpose of this input paper is to present the initial ideas of the International Board. This matter is quite difficult and the International Board does not seek to cover all aspects with this input paper due to this fact. This input paper is just a start for the discussion on the possibility to replace the EDF with a foundation sometime in the future. During the Workshop between FM and BEE we will discuss the main points of the idea and the creation of a foundation. The International Board would like to have the input and the initial thoughts from the Network on the matter. It is also a wish from the International Board that the Workshop can conclude on a recommendation to the Network and the International Board on how to proceed with this matter.

### **Negative aspects of the ELSA Development Fund (EDF)**

The main problem, as stated before in this input paper, is the point that the International Board is an eligible applicant and the decision-making body at the same time within the EDF regulations. The International Board thus has the overall power of the EDF with regards to granting National Groups or even itself. This conflict is problematic and imposes the International Board with too high or extensive responsibility. The EDF is a trust fund and should therefore be lead by neutral persons without any wish or task to grant themselves.

The lack of sufficient control of the activities, administration and control over the EDF is a second point which has caused problems in the past. There are certain regulations on timelines and control by the auditors of ELSA International. Still, there are no regulations about how to administrate the documents of the EDF in a proper way and the deadlines for submitting EDF applications are quite blurry; for example if the National Group needs to apply as a whole or individually for a certain event.

Further on, as it is today, the EDF is a part of the Decision Book of ELSA International. This means that the regulations are easily amended by a simple majority decision of the Council. The EDF has been amended and moved back and forth in the Decision Book the latest couples of years. This has and is, causing a lack in continuity and transparency for both the applicants and the administrators of the EDF.

The International Board sees several problems with the EDF as it is regulated today. First of all, there are no consequences or sanctions whenever and if the EDF is misused.

There is neither any elements of external control of the EDF. The Auditors of ELSA International are obliged to check the EDF but no interim accounts or final accounts need to be presented to the Council. The Treasurer is though obliged to present an EDF Report during the FM Workshop and during the Plenary at the ICMs. In that case, replacing the EDF with for example a Foundation and have most regulations fixed in the Statutes of it, would create a more secure situation. The statutes are registered at a public authority and the responsible person is obliged to follow the Statutes. The consequences when misusing the fund would be more sufficient. Lastly, there is no financial development of the EDF due to missing regulation on savings. Most of the time, the contributions by the National Groups and ELSA International are immediately spent after arrival without building up savings for the future.

### **Research**

The International Board has conducted some research on the possibilities to create a Foundation. The International Board has with help from Emmanuel Reynaerts, current Treasurer of ELS, looked into the possibilities to create a Foundation in Belgium, Germany or the Netherlands. The conclusion is that, out of these three countries, Belgium would be the best option to create a Foundation in. The reasons for this is that Belgian law is not restricted when it comes to having foreign members in the foundation and the minimum amount of funding put in the foundation from the start is not too high. The German and Dutch law is not as flexible on these points as Belgian law. It is important that the requested amount of funding put in the foundation from the start is not too high, since the amount in EDF usually does not exceed 10.000 EURO as it is today. It is also important that the foundation provides the possibility to have foreign members since ELSA is an international association.

### **Opportunities**

The International Board sees several advantages and opportunities with replacing the EDF with a foundation. A possible foundation would create more clear responsibilities for the persons in charge of the fund but at the same time binding them towards law since they would need to follow statutes and not only internal guidelines and regulations.

Further on, outsourcing of the EDF would support the idea and advantage of having the EDF separate from ELSA International and the International Board and thus be seen as an independent fund.

By using a foundation it would further be more attracting and secure for externals to donate and contribute financially in the fund, without any doubts that the money would be used for anything else than what they are supposed to be used for.

The main purpose of the EDF, as well as for the foundation, is to overcome structural weaknesses in the National Groups. The EDF is however not in accordance with the needs of the Network. It is not used to its full potential. A foundation could be seen as platform to make the fund clearer and efficient for the Network.

Moreover, the financial structure of the EDF could be reached by building up a fixed capital as it is common amongst foundations. It is meant to start with a stock capital of 5000 €. Contributions by ELSA International, National Groups and externals would only be used to support projects and events which are in accordance with the purposes of the foundation; the stock capital will remain unaffected. 10 % of the contributions could be put into the stock capital every year, meaning a constant increasing stock capital of the foundation from year to year. In the future, grants for events could only be financed by the interests received from the bank; the stock capital would not be touched. In a long time perspective this would create a strong financial stability. By creating a secure funding opportunity for these kinds of projects and initiatives we would establish an incitement that would consolidate and develop ELSA itself.

### **How could the ELSA Development Foundation look like in the future?**

The International Board has been thinking a lot about how a possible foundation might look like. Below follows some initial ideas.

- Name of the foundation is “ELSA Development Foundation” for an indefinite time with seat in Brussels, Belgium.
- The foundation is aiming to overcome structural weaknesses and consolidate the National Groups by supporting those activities.
- Foundation shall be ruled by a Board consisting of 4 persons who are appointed by the Council in the ICM for a 3 years period. After the period ends or in case of resignation, the board members are either able to appoint themselves again or (in case of resignation) appoint a new board. Two representatives are from the International Board and two from the civil society or/and National Groups.
- Meetings of the Board shall be at least twice a year and can be summoned by each of the board members and minutes shall be kept. Board members who do not attend two consecutive meetings which are held with a time difference of 30 days will be considered as having resigned.
- Decisions can only be done when all board members are present and shall require a unanimous approval. Abstentions are not allowed. Proxies by Board members to others are allowed; each Board member can only have two votes maximum. In case of statutes changes, the Board of the foundation firstly needs to ask for advice of the Council. There shall further be a special procedure in case if no decision can be taken unanimously. Applications for funding are excluded and will only be decided upon by the Board.

- The foundation shall be administrated by one of the Board members. The official language shall be English and the Board decides about the task division by themselves.
- The financial year would be from 01.08 – 31.07.
- Income shall be ensured by contributions of members of ELSA International (current EDF regulation), the International Board, voluntary contributions, sponsors, ELS and supporters of ELSA. 10 % of all contributions shall be put in the stock capital.
- The Foundation shall have a stock capital of 5000 € which will remain unaffected.
- The Foundation needs to publish Interim Accounts and Final Accounts which are audited by Auditors.

### **Open remarks and questions of the International Board**

- Of which persons is the Board consisting, except for the IB members?
- Is it good to have members of the International Board in the Board?
- How to choose the two externals?
- Shall the aims of the Foundation be the same as for the EDF or be extended? How clear shall the aims be stated in the new Statutes of the Foundation?
- Should there be separate guidelines for granting applications (excluded from the Statutes)?
- Is the Board able to appoint themselves after the elected period? How long should the term of the Board be?
- Is there still enough control for ELSA if creating a Foundation? How much influence should the Council have?
- Should the accounts of the Foundation be audited?

### **Conclusions**

The EDF is to be seen as a trust fund. By having the EDF in the Decision Book of ELSA International the fund will never be a secure development fund for ELSA from the International Board' perspective. A foundation could be a good tool for solving the above mentioned problems with the EDF. Still, there are a lot of questions open which need to be discussed at the ICM in Prague. The final conclusion is that the current EDF regulations are not uniform, not clear or not even, in many cases, complying with the purpose of the EDF. The regulations should consequently be fundamentally reformed. Creating a foundation could be the solution.



**Input Paper on the New Website and Internal Management System**

It has been a clear goal for the International Board to introduce a new website and internal management system for ELSA during its term in office. Several workshop hours were dedicated during the last ICM in Alanya to defining what needs our members and officers would have from such a website and internal management system and a lot of time has also been dedicated by the International Board to compiling the area specific parts of the system specifications.

In the Input Paper presented with the working materials for ICM Alanya, a timeline for the new website and internal management system project was set up, stating that it was the ambition of the International Board to have a contracted developer already set and to present something concrete for the ICM in Prague. Since it is already clear that we are over a month behind our original timeline for the project, and something concrete in terms of a developed system or parts of such a system most definitely will not be presented at the ICM, the purpose of this Input Paper is just to give a short explanation to the current status quo of the project and the further proceedings from where we stand today.

According to the initial timeline, the system specifications should have been compiled by the time that ICM Prague Working Materials are sent out and developers should have been contacted in order to receive as many good offers as possible on the development of the system.

The process of compiling the specifications did however prove to be a more time consuming matter than first anticipated. Like mentioned before, good specifications are the foundation upon which a new system will rest and nothing that should be dealt with in a hastily manner. At the moment, the International Board feels quite confident that the area specific input gathered is more than sufficient for the specifications. However, due to mainly problems with human resources for this project, the process of compiling more area specific input into one uniform specification is now lagging behind. This task is quite complicated since there is a lot of information and input to process and both a certain level of ELSA knowledge and technical knowledge is required to understand how to communicate that compiled information in a good way to an external developer. The International Board knew from the beginning of the term that this would be a hard task to handle within the board, and therefore a call for a director was issued. This call was however not fruitful which lead to the situation where the coordination of the project was left more or less solely to the International Board. Due to other projects and obligations during early spring, it has simply not been possible for the International Board to allocate the human resources needed in order to keep up with the established initial timeline.

Discussions have however already taken place with several external developers on various locations in Europe (Ukraine, Germany, Sweden, Spain etc.) to a certain degree, in order to get a necessary view of estimated costs for similar systems and requirements

on specifications for the development of new systems. Progress is thus made on this front, although final offers are dependant on the existence of final system specifications.

A key issue in the new website an internal management system is of course also the possibility to allocate the adequate financial resources to the project. Unfortunately, due to generally poor financial resources of ELSA International, not more than 15.000 Euro could be allocated to this project in the revised budget for ICM Alanya. To allocate these funds in the budget was, and still is, a sign of the International Board's commitment to this project. However, it is not a secret that in order to build the system that our Association needs and wishes, more funding would have to be allocated than what has been budgeted.

The fact that no new general partners or sponsors have chosen to team up with ELSA International so far this term has lead to the fact that a discussion needs to be taken whether it will be feasible or even desirable for that matter to build a new system on the very limited budgeted resources. Chances are quite high that such a new website and internal management system would not at all meet the needs and demands we have identified among members and officers and therefore fill little or no function as a replacement of the current system and as an investment of capital.

If there are no further improvements in the general funding of ELSA International during the remainder of the term in office 2006/2007, it is doubtful whether a full development contract can be signed for this year. As a last resort, the budgeted money for the system might have to be funded for the next International Board in order to facilitate a larger capital investment in the system at one time. The International Board would here like to state that the money paid by National Groups for ELSA ONLINE administration fees will under no circumstances be allocated to the general budget of ELSA International, even though a contract might not be signed during this term in office. This money is as far as the International Board is concerned flagged for the development of a new website and internal management system, nothing else.

In conclusion, the International Board is still aiming to have finalised specifications ready, a developer contracted and some type of development progress in terms of a trial system by the end of the term in office. There is however a quite urgent lack of human resources at the moment leading to the delays in the original planning and the general lack of financial resources will of course be one of the major issues determining the outcome of this project for ELSA International.

During the joint workshop between Marketing and Internal Management in ICM Prague, these and several other issues will be addressed in order to come up with possible solutions to already existing problems and potential problems that might be encountered in the future. The compiled specifications will be presented at their current stage and possible approaches for external developers will be discussed in order to make sure that as many offers as possible for the development will be submitted for the International Board to choose from.

Please do not take this input paper on the current status quo as a sign that the International Board is not giving this project the priority it needs. It is just a report that due to various circumstances, the outcome of the project is maybe at this stage the most uncertain point in the One Year Operational Plan of ELSA International. It is however still the ambition of the International Board to allocate as much human and financial resources as is possible and motivated in order to reach the goals set in the OYOP.

**Input Paper on Core Values**

With this input paper, the International Board would like to follow up on the important discussions that were raised during ICM Alanya concerning the Core Values of ELSA.

This is a problem that maybe more than anything threatens the existence of our Association in the long run and coming up with concrete solutions of how to address it will be critical for the well-being of ELSA for the coming years.

Since this ICM will host a lot of participants that are slightly more unfamiliar with the discussions in Alanya (although the International Board strongly urges you to read the minutes from these sessions as preparation), this input paper will first once more address the key elements in the Core Value discussions, before moving on to the more specifics of the ICM Prague session.

25 years ago, five law students with different nationalities formed an Association because they believed that they could learn something from each other and that the cultural and academic exchange crosses borders in Europe would be something highly valuable for future lawyers. They believed that a European law students' association could actually contribute to mutual understanding and respect for cultural diversity.

But somewhere in the process of expanding our Network that original thought in many cases seems to have gone lost.

Ask yourself what is more valuable to us; 10 members who truly share our vision and take pride in being part of a European Network or 100 members who just wish to attend a local seminar on national tax law legislation? One officer who wants to contribute to the Network and sees his or her obligations towards for example weaker member groups, or 10 officers that don't really see the purpose of reaching out cross borders and feel comfortable with just organising that local seminar on tax law legislation?

What is it that distinguishes our Association from other law students associations? Wouldn't you all agree that it is the word "European"? And why would you want to join a "European" law students' association instead of a national or local? Isn't it because you believe that being part of a European Network actually means that focus is also put on the European or international aspects and possibilities for law students? That the activities ELSA offers should somehow have another dimension to them, that national and local law students' associations can't offer?

Our European Network offers so many benefits and possibilities when it comes to exchange of people, experiences and academic knowledge. Any law students' association can provide students with a local seminar on national tax law legislation, but only a European law students association with a wide-spread European Network can offer the foundation that is required for a true cultural and academic exchange between law students in Europe. This is where we can offer something that no other local or

national law students' association can. This is what our vision, purpose and means correspond to in the end.

And with benefits and possibilities comes obligations. That is the way society works, and ELSA is certainly no exception. There are certain things that our members and local, national and international officers simply have to do **for the Network** in order to keep our Association running. Simple things, like ensuring efficient communication on all levels, writing reports or answering inquiries, actively participating in workshops during international meetings, helping weaker national or local groups, just to mention a few.

But only if the benefits and possibilities are valuable enough for our members and officers to actually fear losing them, we can ensure a well-functioning and healthy association that can focus all its energy on what should be its core – namely providing top quality activities that contribute to legal education, foster mutual understanding and promote social responsibility in order to achieve a just world in which there is respect for human dignity and cultural diversity.

The Core Values problem in our Network has unfortunately become rather deeply rooted, and in many ways, ELSA as a European network is at the moment stuck in somewhat of a downward spiral that needs to be approached in many different ways in order to get to the bottom with it. For example, a clear structure and communication towards our member recruitment basis is essential. If law students join ELSA under the assumption that its Core lies in locally oriented activities, such as a local tax law seminar, then that member will never be able to fully enjoy the benefits and possibilities offered by advancing to a local or national officer position. If he or she decides to join the local board, the attitude and events organised will most definitely be more influenced by the perception of ELSA as a local organisation with a local focus, rather than the international focus that should be ever so present, especially at local level where all our activities and contacts with members take place.

The International Board is of the firm belief that this cycle can be broken, and more or less everything in the OYOP of ELSA International for 2006/2007 corresponds in some way to tackling the Core Values problem. Through evaluation and market research we gain better knowledge of the needs and demands of law students, members and officer as well as of our strengths and weaknesses as an Association. Through strategic planning we ensure that the Network moves as a whole and can focus our activities, communication and promotion efforts into the areas we most need to work on, leading to a more uniform and correct perception of ELSA within all target groups. Through improvements in administrative resources we improve our sources of communication with members and law students, allowing us a much more efficient outreach on all levels. Through improvements in human resources we set up platforms for trainings and transition to ensure that for example a once broken cycle will not return again in the future.

One of the most important tools at this stage is however the rather simple and efficient tool of discussion and raising awareness. Because if we do not realise and admit that our Network or parts of it are caught in a negative pattern, we will never be able to break that pattern and come up with solutions for positive development and a strong European Network and ELSA in the future. At this ICM in Prague we will discuss many of the issues raised above, but most of all we will try to provide some tools for these discussions, so that they can successfully spread to the people that really need to have them in our Network.

As preparations for this session, try to put yourself in the position of a Local Group caught up such a negative cycle (negative cycle in a “not being part of the Network” perspective that is) and try to analyse what could possibly be the most efficient way to break it. How would you want to be introduced to this problem and how would you feel the most comfortable in taking that first step towards a change? What would it take to make you feel a desire to take active part in our Network instead of focusing only on local activities? Having this perspective when identifying the correct tools of raising awareness of the Core Value problem will be essential for a good result at the end of the day.

The Network desperately needs YOUR help on this, and it is far from an impossible task to turn this around, as long as the ambition and will of a few still exists. Core Values discussions must continue to be a major focal point for our Association in the future and words such as support, co-operation and communication are essential for their successful outcome or not.

“ELSA is not a kid anymore, it is a beautiful and meaningful citizen of every member country. Please, be sure that the founders’ hearts are always with you – but the future is on you.”

- Founders of ELSA

The future is indeed on you...

**NATIONAL GROUPS****Input Paper by ELSA The Netherlands and ELSA Germany****Attending International Internal meetings**

As only five National Groups were present at the Opening Plenary of the ICM Alanya fall 2006 and only a number of 22 National Groups were attending the ICM at all, ELSA The Netherlands, ELSA Germany, ELSA Belgium, ELSA Finland, ELSA Norway, ELSA Sweden and ELSA Turkey felt the urgent need to draw up a statement which was presented at the Final Plenary. In that statement we underlined the importance of attending the ICMs.

In the meantime we have had other international internal meetings like the IPM and ISM. The IPM in Toulon was a successful meeting but there were only 16 out of 35 National Groups present. The Brussels AA Meeting (BAAM) was planned too, but cancelled because there were not enough applications.

Considering these facts ELSA The Netherlands and ELSA Germany wanted to do some further research about the presence of countries at international meetings:

<b>ICM</b>	<b>NGs present</b>	<b>NGs present at opening plenary</b>
Vilnius, spring 2005	26 out of 37	9
Malta, fall 2005	26 out of 37	8
London, spring 2006	31 out of 35	14
Alanya, fall 2006	22 out of 35	5
Prague, spring 2007	28 out of 35	?

<b>IPM</b>	<b>NGs present</b>
Rovaniemi, January 2005	7
St. Petersburg, August 2005	11
Munich, January 2006	7
Budapest, August 2006	16
Toulon, January 2007	16

<b>ISM</b>	<b>NGs present</b>
Innsbruck, February 2004	7
Porto, May 2006	7
Novi Sad, February 2007	18

If you look at these numbers then you can easily see that there are not many National Groups attending International Internal Meetings like the IPMs and ISMs. This means that during these official meetings the Network is unfortunately not as good presented as it should be. The IPM for example is a statutory Internal Meeting that can make

decisions and prepare proposals for the ICM, so a good representation of the Network is of great importance to make this meeting as effective as possible.

Fortunately more National Groups are attending ICMs, but as you can see only a few of them are actually on time for the Opening Plenary and this is causing several delays. First of all the statutory quorum (the number of National Groups needed to be able to make valid decisions) has never been reached in the Opening Plenary during the previous four ICMs. Because of that, all decisions taken in the Opening Plenary have to be ratified in the Mid Plenary and this is causing unnecessary delays. The second delay affects the workshops. The introductory workshops, which are planned after the Opening Plenary are meant to give a lot of important information for the whole week and to elect workshop officers. When only three or four people are attending these introductory workshop, the topics shall be postponed until the following day so that there is less time for the topics planned for Monday. So being on time for the opening of the ICM is of great importance to everyone and especially to your yourself.

We want to stress that nobody is to be blamed by this statement. Everyone is aware that there are huge differences between firstly the number of flights and secondly the flight costs. Most of the National Group members have to pay for the flights and the other costs themselves and therefore could not afford to attend every international internal meeting.

But we strongly want to raise awareness of the importance of the international internal meetings. The only way we can keep this Network active and to make sure we improve it, is with an effective decision-making system. That is why these international internal meetings should be attended by as many National Groups as possible. Besides National Board members are chosen by their own Local Groups to represent their National ELSA Group on the international level, they expect you to attend at least the statutory international internal meetings. So we like to advise all National Groups to try sending delegates to all the international internal meetings.

Another reason why its important to attend the meetings and to be on time, is that many people are dedicated to make the meetings a success. Organising Committees are working very hard for a long time preparing and to make sure you will have a great time. The International Board is investing their time to prepare interesting topics for plenaries, workshops etc. And National Groups prepare the topics with their boards, Local Groups and maybe even come up with proposals and input papers. So before a meeting takes place, there is a lot of time invested and we all can reward this dedication by being there.

Looking at the numbers again, we can see that for the ICM Prague already 28 National Groups have filled in their applications and this is a very good thing. Since so many National Groups will attend the ICM, this might be the best time and place to discuss this subject, talk about the problems and find solutions. Because remember (again):

It is your Network, it is your ELSA. Make the most of it!



**INTERNATIONAL PRESIDENTS' MEETING****Input Paper by the IPM Toulon, January/February 2007****Introduction**

The very first State of the Network ('SOTN') report was presented by the International Board ('IB') at the International Presidents' Meeting ('IPM') in Toulon, January 2007. The National Groups ('NG') were then given a chance to assess and evaluate the report and propose any changes they felt necessary.

The NGs chose three topics that are of high importance for the well-being of the entire Network and are hereby making two recommendations to the IB and one Statement for the Council.

The three topics are as follows:

- introducing a "Welcome Package"
- individualising the SOTN Report
- possible improvements to training within the Network

**Recommendation to the International Board: Welcome package**

The SOTN report was presented by the IB at the IPM and then evaluated by the countries attending. It was concluded that in certain areas of ELSA, some National Boards ('NB') had severely low levels of knowledge. The countries represented at the IPM in Toulon feel that there is a necessity to introduce a "Welcome Package" that would be sent out to NBs as they start their term in office. The "Welcome Package" is to contain references in particular to the following:

- introduction of the mailing lists and ELSA netiquette
- ELSA Online
- fundraising regulations
- One Year Operational Plan / Two Year Tactical Plan
- International Trainers' Pool
- Statutes and Standing Orders
- Decision Book
- and the presentation of the IB

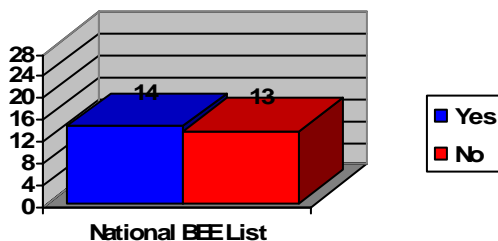
The purpose of the "Welcome Package" would be to give guidelines for newly elected NBs so as to help them in their ELSA work by addressing any weaknesses that could have arisen as a result of their transition. The countries represented at the IPM do wish to emphasise that the "Welcome Package" is not there to replace transition; it is merely to be used as a point of reference for new NBs.

The "Welcome Package" shall be only two to four pages. It shall be sent to the President of the respective NG as a hard copy and by e-mail to all the NB members. The "Welcome Package" shall be accompanied by a personal letter, signed by the IB.

## Recommendation to the International Board: Publishing the State of the Network Report (SOTN)

The main issue that was raised with regard to the current reporting system was that the resulting report was far too generalised and not individualised enough, that is to say, that the way information was presented in the report did not allow one to see which countries were doing well and which ones were struggling and thus needed help and in which areas.

In order to deal with this issue effectively, the proposal to the floor was to introduce a colour-coding system, where information in the report would be presented graphically. The way that this would work is that the list of countries submitting a specific enquiry would be placed next to every table, and then countries' names would be coloured according to their answers. For instance:



ELSA Austria	ELSA Bulgaria
ELSA Belgium	ELSA Croatia
ELSA Czech Republic	ELSA Estonia
ELSA Denmark	ELSA Finland
ELSA France	ELSA Lithuania
ELSA Germany	ELSA Malta
ELSA Hungary	ELSA Portugal
ELSA Italy	ELSA Republic of Macedonia
ELSA Norway	ELSA Romania
ELSA Poland	ELSA Russian Federation
ELSA Sweden	ELSA Spain
ELSA The Netherlands	ELSA Switzerland
ELSA United Kingdom	ELSA Turkey
ELSA Ukraine	

The proposed colour-coding system was questioned as to whether NGs may end up tailoring the truth in their enquiry forms as a result of it. (Some NGs might not wish their country name to appear in a specific colour due to a number of possible different reasons.) It was agreed that it is in the countries' best interests to be as honest as possible when filling in their enquiries and that if the report is used effectively, then NGs that need help will receive it and in turn will have no need to tailor the truth in subsequent enquiries. If some NGs have already tailored the truth in their latest enquiries, then there is nothing that can be done about that anyway.

In conclusion, it was agreed that introducing colour-coding system is worth a try and therefore it is hereby recommended by the IPM to the IB to use colour-coding whenever information in the report is presented graphically.

**Statement by the IPM Toulon, January/February 2007****Trainings in the Network**Allowing ITP Trainers to train in another language than English.

The SOTN Report showed clearly that several National and Local Boards lack the necessary ELSA knowledge. Despite this, training is not used during transition or during the year the boards are in office. The ITP and National Trainers' Pools that are established in a number of countries can all be used for the purpose of helping NGs address the issues relating to their training. The travel costs of an ITP trainer can be financed from the ELSA Development Fund. Unfortunately, some of the countries that need the financial support from the EDF do not apply for it, thus not using this tool effectively.

The countries represented at the IPM – after discussing the issue at considerable length – discovered that one of the reasons for not using ITP as a network development tool might be that training has to be done in the English language according to the Decision Book.

The countries represented at the IPM are aware that ELSA is an international organisation and the official language of ELSA is English. However there may be instances when the above mentioned regulation in the Decision Book is counter-productive i.e. where the ITP trainer speaks the language of the hosting country. In such a case the given training could be much more effective if delivered in the language of the hosting country as not all local and national ELSA officers have good command of English. However it is to be emphasised that ITP trainers are not to be chosen according to the languages that they speak.

Therefore the countries represented at the IPM recommend that the National Groups should consider amending the Decision Book in the following way:

DB, FM part, The ELSA Development Fund (In force: FM 01/06 II) Point 4.1. Paragraph 4. Sub point 3:

3. The training sessions delivered by the relevant trainers from the ITP should be held in English.

**Where the ITP trainer speaks the language of the applicant country, the International Board may, at its discretion, allow for training to be in the applicant country's language instead of English, where the applicant so requests.**

**OR**

**Upon the request of the applicant, where the ITP trainer speaks the language of the applicant's country the International Board has the right to depart from this rule.**

The countries represented at the IPM are certain that this new rule would not affect the international character of ELSA and the required professionalism of training. It would only give a possibility to have training by ITP trainers, financed by EDF, in other languages than English in exceptional cases.

**ANNEXES****ELSA INTERNATIONAL****Auditors' Report for the Interim Accounts 2006 – 2007**Brussels, 20<sup>th</sup> of February 2007

We, Sergey Golubok and Fredrik Ohlsson, Auditors of ELSA International 2006 – 2007, have audited the financial papers presented to us by Tina Eszlari, Treasurer of ELSA International, in particular bank statements, claim forms, invoices sent and received, petty cash statements and VISA forms, including the account of ELSA Development Fund. We submit the following conclusions to the Council's attention.

**1. General assessment of the quality of the financial management**

We are impressed by the high level of financial management. We have found all documents in perfect order and, despite a few problems experienced in locating some of them, the structure of folders maintained by current Treasurer of ELSA International gave us every possibility to exercise our functions as effectively as possible.

We should also note that all documents should be ready for auditors' revision at every time since no special preparation for auditing is required if all the transactions are booked properly and continually. This is of great importance, especially for an international association such as ELSA. The internal auditors of ELSA International perform the audit at the House during an announced visit. The period of two days allocated for the audit is sufficient only if the bookkeeping is up to date, the bank statements present and the verifications in order.

**2. Debt situation**

We have noted with satisfaction that several new payment agreements have been concluded with certain national groups which still have debts towards ELSA International. There are, however, certain debtors, including two national groups whose debts have been reduced at last ICM in Alanya, without payment agreements concluded, as required by this association's Council Meeting Decision Book (at 33).

**3. Expenditures allocated for specific purposes**

We note with concern that payments of EDF awards during audited period have been made from ELSA general account, with consequent payments back from savings account allocated for EDF. In fact, EDF as it stands now does not have its own current account from/to which money can be directly paid by persons other than ELSA International. We do not think that this practice is in conformity with financial regulations adopted by the Council as contained in Council Meeting Decision Book, to the effect that "ELSA Development Fund... is to be kept on a separate bank account from the other means of ELSA International" (Financial Management part, ELSA Development Fund, Article 3, first sentence).

We should also note that every effort shall be taken to keep usage of funds allocated for specific purposes (such as accumulated at EMC<sup>2</sup> account) for general running of the

association on the minimal possible level. In other words, ELSA should not be creditor or debtor to itself (see *mutatis mutandis* point 10 of Auditors' report for the Interim Accounts 2005 - 2006 of 12 February 2006, at 2).

#### **4. Closure of accounts in different currencies**

The decision has been taken by current International Board of ELSA to close all accounts opened on behalf of ELSA in currencies other than EUR (CHF, GBP, USD). Although we understand the rationale of this decision, in particular, attempt to make day-to-day book-keeping less complicated, we have reservations in this regard and feel obliged to inform the Council that it was the reason of some additional costs incurred, in particular excessive bank commissions, when payments were made to ELSA or by ELSA in currencies other than EUR (for example, connected with EMC<sup>2</sup>).

#### **5. EDF**

We have also audited, according to the generally accepted auditing standards, the incomes and expenditures of the ELSA Development Fund and find them reliable, with reservation expressed at point 3 above.

#### **Conclusion**

We note with appreciation that current Treasurer of ELSA International has followed certain recommendations expressed in the auditors' reports for the interim and final accounts 2005 - 2006 (although not all of them, for example, TV license at ELSA House has been paid for from general budget of ELSA International despite the fact that Council had not clarified its position in this regard). We are satisfied that International Board has made every effort to make the expenditures which are only strictly necessary, using, for example, alternative and less costly means of communication. We are also inspired by efforts taken by different individuals within our network to keep the financial situation of ELSA on a sufficient level. For example, we note with gratitude that certain individual creditors have decided not to ask for payments to be made towards them by ELSA.

Unfortunately, we were not provided with the Interim Accounts themselves in due time to audit them properly. We did have the possibility to get acquainted with initial documents and they were basis for the conclusions stated above. However, there were no accounts as a single document properly presented for our auditing. Consequently, we feel it necessary not to make any recommendation in this regard. This clause shall not be interpreted as recommendation for the Council not to approve the Interim Accounts of ELSA International 2006 - 2007. Rather, it means that we have **no recommendation** for the Council in this respect.

Sincerely yours,



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Sergey Golubok

Auditors ELSA International 2006 – 2007



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Fredrik Ohlsson



**Financial Report – Interim Accounts 2006/2007****1. General status quo of ELSA International**

ELSA International has currently two general accounts for running transactions with regards to general matters and EMC<sup>2</sup> issues. Further on, ELSA International now has two saving accounts in order to raise reserves and thus ensuring a certain financial stability in the future.

One of those saving accounts is functioning and allocated as the ELSA Development Fund (EDF) account according to the Decision Book regulations (Financial Management part, ELSA Development Fund, Article 3, first sentence). ELSA International recently changed the EDF account from a current account to a saving account to avoid bank charges and in contrary get interests and thus increase the capital of the fund. Still, after consultation with the auditors during the auditing days, the International Board sees and understands the concerns of the Auditors and thus decided to follow the advice of the auditors. ELSA International already changed the account allocated for ELSA Development Fund (EDF) from the saving account back to a current running account.

ELSA International is further still facing financial difficulties with regards to cash flow and liquidity. The main reasons for this are late or not even received payments from sponsors and National Groups in due time.

**2. ELSA Moot Court Competition 2006/2007 (EMC<sup>2</sup>)**

The EMC<sup>2</sup> 2006/2007 has reached a certain level and stepped out of a “risky” project with regards to the financial perspective. The International Board could with great success manage to get four (4) new sponsors for the EMC<sup>2</sup> and ELSA International has also been granted by the DG Trade of the European Commission.

Partners and Sponsors of the EMC<sup>2</sup> 2006/2007:

- White & Case	5.000,00 EUR
- Sidley Austin	5.000,00 EUR
- Baker & McKenzie	5.000,00 EUR
- O’ Connor & Company	5.000,00 EUR
- World Trade Institute	5.000,00 CHF
- Cameron May	1.500,00 EUR
- European Commission	18.220,00 EUR

Total income by partners and sponsors:      around 42.820,00 EUR

Moreover, there will be a further income of 35.000,00 EUR by teams participating in the Moot Court as well as Regional Round organisers. This means a **total income** of around **77.820 EUR**.

There are already respective agreements with the hotel, the restaurant and the University of Geneva set for accommodation, lunch and dinner.

### 3. ELSA Development Fund (EDF)

The following National Groups have been granted so far (status quo 20.02.2007):

National Group	Granted event	Amount in EUR
ELSA Portugal*	ICM Alanya	345,74
ELSA Spain	ICM Alanya	1.153,00
ELSA Serbia Montenegro	ICM Alanya	455,00
ELSA Denmark	ICM Alanya	406,00
ELSA Hungary*	IPM Toulon	431,00
ELSA Portugal*	IPM Toulon	292,00
ELSA Portugal*	ISM Novi Sad	311,05
ELSA Serbia Montenegro*	ICM Prague	710,40
ELSA Spain*	ICM Prague	754,00
ELSA Republic of Macedonia*	ICM Prague	630,00
ELSA Hungary*	NCM Hungary - ITP Trainer	450,00

\*granted but not reimbursed yet; documents and reports are missing

An oral report will be given during the Mid Plenary at the ICM in Prague as well as a written report in the Financial Management Workshop.

### 4. Comments to the Auditors' report

As stated in the Auditors' report, the auditors were at the headquarters of ELSA International on 19<sup>th</sup> and 20<sup>th</sup> of February 2007.

**Comment to point 3:** The auditors expressed their concern about having the EDF allocated on a saving account instead of a running current account due to the fact that there cannot be any transaction directly done from the saving account but only first from the general account of ELSA International and then from the EDF saving account to the general account in order to balance. ELSA International understands the concerns that this cannot be seen as "separate" account, since there is a connection due to these necessary transactions, according to our regulations as stated in point 1 of this financial report.

**Comment to point 4:** The auditors further expressed their concerns about the closing of the foreign currency accounts by ELSA International. ELSA International notes this

comment but would also like to mention that this concern of the auditors is in particular arisen by one transaction made in the beginning of the term 2006/2007 with regards to the EMC<sup>2</sup> 2005/2006. Due to wrong bank details, several transfers and retransfers have taken place to and from Switzerland. However, ELSA International usually transfers money only within the European countries using EUR where no charges are incurred. Transactions to countries - like Switzerland - are very limited and only with regards to the EMC<sup>2</sup>. When comparing the limited use of currencies other than EUR with the bank charges for the previous 4 currency accounts, ELSA International came to the conclusion to close those accounts.

**Comment to point "conclusion":** Unfortunately, the auditors could not make any recommendation to approve the Interim Accounts due to the fact that ELSA International could not provide them with the complete accounting, meaning booked figure, in due time. Reason for this is a crash of the computer where the bookkeeping program "Mamut" is saved. All documentations were lost and could not be restored. The bookings could not be done again in the short period between the crash of the computer and the auditing days. Therefore, the provision of the final accounting was not possible in the auditing days. The International Board is very concerned about this. Still, the Interim Accounts have been closed before these Working Materials needed to be sent, meaning two days after the auditing days.

The International Board would further like to state that there has been an auditing of all documents like bank statements, invoices, receipts etc. during the auditing days. Therefore, the auditors were able to check if the International Board used the money in accordance to the regulation of ELSA International; only the formal revision of all bookings was not possible during the auditing days. Please read point 1 and the conclusions of the Auditors' report.

Deloitte, the Auditing Partner of ELSA International, will audit the Interim Accounts of ELSA International on 10<sup>th</sup> of March 2007 as well, all according to the Partnership agreement between Deloitte and ELSA International. The International Board hopes that the Council will accept the report of Deloitte and in case of a positive statement approve the Interim Accounts of ELSA International 2006/2007.

The International Board 2006/2007

ELSA International

**Information on the submission of the State of the Network Inquiry**

The SOTN Inquiry template shall, according to article 5.3 in the Standing Orders of ELSA International, be sent out to with the Working Materials for an International Council Meeting.

The SOTN Inquiry template is sent out together with the Working Materials for the International Council Meeting in Prague with a separate link to the ELSA ONLINE Archive on Sunday the 25<sup>th</sup> of February 2007.



The European Law Students' Association

## Specification Form

### Seminars & Conferences

<b>GENERAL INFORMATION</b>	
Title:	Subtitle:
Start Date (dd/mm/yyyy):	End Date (dd/mm/yyyy):
Registration Deadline (dd/mm/yyyy):	
Working Language:	Maximum Number of participants:
<p>Type of the event:</p> <p><b>Seminar</b> A seminar is an event, which consists of several lectures, about a legal topic or field of law. The topic is discussed in a plenary</p> <p><b>Conference</b> A conference is an event that entails more individual participation and scientific contribution than a seminar. The topic(s) are/is discussed in workshops to finally be reported to a plenary.</p> <p><b>Law School</b> A law school is an event lasting for at least a week with a minimum of a 20 hours scientific programme.</p>	

<b>EVENT DESCRIPTION</b>
<i>Please give the short description of the event as you want it to appear on the web-site under the events part and the Events Brochure</i>

<b>FEE INFORMATION</b>	
Please note that the maximum S&C participation fee for ELSA members from non-favoured countries is 29 Euro and from favoured countries is 25 Euro	
ELSA members from favoured countries:	ELSA members from non favoured countries:

ELSA Alumni:	
Non ELSA Member:	Non Student:

<b>LOCATION</b>	
Country:	
City:	Venue:

<b>CONTACT PERSON</b>	
Name:	Position:
Email:	
Phone:	Fax:

<b>CONTACT INFORMATION OF THE ORGANISING ELSA GROUP</b>	
ELSA Group:	Address:
Email:	
Phone:	Fax:
Website:	

<b>OPTIONS</b>
Please state if there is anything ELSA International could do to assist you

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**INFORMATION**

ELSA International will post this event on the website of ELSA International at [www.elsa.org](http://www.elsa.org) and include it in the Events Brochure and Events Flyer as well as Synergy and Poster if we will receive the specifications before the Synergy and Poster are printed.

ELSA International will not promote the event if it violates the council decisions of ELSA, or is against the aims of ELSA. The respective ELSA group will be notified about this fact.

In order to keep the information updated, any change in the specification of the event should be communicated to ELSA International as soon as possible. ELSA International keeps the right to remove the event from the website and all promotional materials in case there will be no information flow and ELSA International will not receive any response from the organising group.

Please return the form to ELSA International,  
239, Boulevard Général Jacques, B-1050 Brussels, Belgium  
Tel: + 32 2 646 26 26; Fax: + 32 2 646 29 23;  
Email: [elsa@elsa.org](mailto:elsa@elsa.org)  
Website: [www.elsa.org](http://www.elsa.org)

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*For office use only*

Remarks \_\_\_\_\_



<b>Academic Activities Events</b>  <b>Specification Form</b>	<b>AA Event Code: AA- - - -</b>  <i>To be filled in by ELSA International</i>
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### Type of AA Event

*Please select the type of Academic Activities event that your ELSA Group organises:*

**L@W Event**

L@W Events are a platform for law students and young lawyers to receive career information from persons working in various law-related professions or professions which are open to law graduates.

**Studies Abroad Event**

Studies abroad events are informative events about different possibilities of studying abroad as well as reception activities for incoming foreign students.

**Moot Court Competition**

**Legal Debates**

**Essay Competition**

Essay Competitions may be organised to raise articles for ELSA SPEL or National/Local academic journals, just to determine the best writer or could serve as recruitment tool for your ELSA Groups sponsors.

### Event Details

*Title of the Event:*

*Start Date (dd-mm-yyyy):*

*End Date (dd-mm-yyyy):*

*Participation Fee (if any):* Euro

*Maximum number of participants accepted:*



*Application Deadline (dd-mm-yyyy):*

**Venue**

*Name and Address of Venue:*

*City:*

*Country:*

**Communication Section**

*Organising ELSA group:*

*Website with more information about the event:*

*Contact Person:*

*Tel #:*

*Fax #:*

*E-mail:*

**Event Description**

*Please give a short description of the event including the academic and social programme:*

**Working Language(s)**

Please specify the working language(s) of the event:

*Do not forget to update the Organisations Menu in ELSA ONLINE with any information about institutions, law firms or other companies that you are cooperating with in your Academic Activities events.*

*ELSA International will post the information about your Academic Activities event in the event section of ELSA's website.*

Please send this form to your National Group and to ELSA International at:

239, Boulevard Général Jacques

B-1050 Brussels, Belgium

Fax: + 32 2 646 29 23

E-mail: [elsa@elsa.org](mailto:elsa@elsa.org)

<http://www.elsa.org>



<input type="checkbox"/> Austria	<input type="checkbox"/> Germany	<input type="checkbox"/> Malta	<input type="checkbox"/> Slovakia
<input type="checkbox"/> Belgium	<input type="checkbox"/> Greece	<input type="checkbox"/> Montenegro	<input type="checkbox"/> Slovenia
<input type="checkbox"/> Bulgaria	<input type="checkbox"/> Hungary	<input type="checkbox"/> Norway	<input type="checkbox"/> Spain
<input type="checkbox"/> Croatia	<input type="checkbox"/> Iceland	<input type="checkbox"/> Poland	<input type="checkbox"/> Sweden
<input type="checkbox"/> Czech Republic	<input type="checkbox"/> Ireland	<input type="checkbox"/> Portugal	<input type="checkbox"/> Switzerland
<input type="checkbox"/> Denmark	<input type="checkbox"/> Italy	<input type="checkbox"/> Republic of	<input type="checkbox"/> The Netherlands
<input type="checkbox"/> Estonia	<input type="checkbox"/> Kazakhstan	Macedonia	<input type="checkbox"/> Turkey
<input type="checkbox"/> Finland	<input type="checkbox"/> Latvia	<input type="checkbox"/> Romania	<input type="checkbox"/> Ukraine
<input type="checkbox"/> France	<input type="checkbox"/> Lithuania	<input type="checkbox"/> Russia	<input type="checkbox"/> United Kingdom
		<input type="checkbox"/> Serbia	

POSTAL ADDRESS P.O. Box 71170  
1008 BD AMSTERDAM  
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Fred. Roeskestraat 100  
1076 ED AMSTERDAM  
The Netherlands  
TELEPHONE 020 578 5116  
FAX 020 578 5807  
INTERNET [www.loyensloeff.com](http://www.loyensloeff.com)

Elsa International

FROM Marinke Bonnier  
DATE 22 February 2007  
RE Amendment Articles European Law Students' Association

Dear Sir, dear Madam,

We kindly received the request to implement some changes in the articles of association of the association (*verenging*) European Law Students' Association ("**Elsa**").

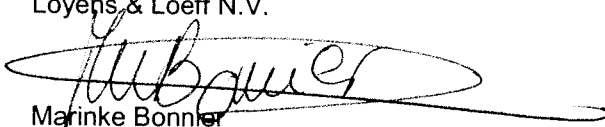
In this respect we reviewed several documents among which, the minutes of the 50<sup>th</sup> International Council Meeting of Elsa in Alanya, Turkey, established on 5<sup>th</sup> and 12<sup>th</sup> of November 2006, the current articles of association of Elsa (dated 6 January 2000) as well as a draft of the articles of association of Elsa dated in 2003.

Unfortunately we noticed that the minutes refer to the articles of association of Elsa of 2003 but these articles of association were never officially established.

We therefore like to make the following suggestion. We can amend the current articles of association of Elsa completely by which we amend these in conformity with the draft of 2003 and furthermore implement the changes you resolved upon in your last meeting held on the 5<sup>th</sup> and 12<sup>th</sup> of November 2006. The resolution to effect the above can be taken on the meeting on 24 March 2007.

With Kind regards,

Loyens & Loeff N.V.

  
Marinke Bonnier

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**ELSA present in:**

Austria  
Belgium  
Bosnia and Herzegovina  
Bulgaria  
Croatia  
Czech Republic  
Denmark  
Estonia  
Finland  
France  
Georgia  
Germany  
Greece  
Hungary  
Iceland  
Ireland  
Italy  
Kazakhstan  
Latvia  
Lithuania  
Malta  
Montenegro  
The Netherlands  
Norway  
Poland  
Portugal  
Republic of Macedonia  
Romania  
Russian Federation  
Republic of Serbia  
Slovak Republic  
Slovenia  
Spain  
Sweden  
Switzerland  
Turkey  
Ukraine  
United Kingdom



The European Law Students' Association  
**M O N T E N E G R O**

*Based on the decision of ceasing ELSA Serbia and Montenegro which is proclaimed by the last National Council Meeting of ELSA Serbia and Montenegro , in december 2006. ;*

*Based on Declaration of the future forthcoming relations between The ELSA Serbia and The ELSA Montenegro which is ratified by the Council;*

*ELSA Montenegro submit request to International Council Meeting in Prague to formally ratify*

***ELSA Montenegro MEMBERSHIP in ELSA INTERNATIONAL as one of the legal sucesors of ELSA Serbia and Montenegro***

*ELSA Montenegro fulfilled all conditions according to Statutes and Standing orders of ELSA International and it is completely capable and ready to accept all obligations and responsibilities implicated by membership in ELSA International.*

*Podgorica,  
15<sup>th</sup> of February 2007.*

***Vlado Dedovic  
President  
ELSA Montenegro***

***elsa***

The European Law Students' Association  
**MONTENEGRO**

**Statutes**  
and  
**Standing Orders**

**Authenticated by:**

*Nikola Terzic*

**Nikola Terzic**  
**Secretary General – ELSA Montenegro**  
**1<sup>st</sup> December 2006**

## PREAMBLE

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

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

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

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

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

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

**REAFFIRMING**, moreover, that ELSA hopes to encourage initial understanding and peaceful co-operation between member states in the spirit of the final act of the CSCE Conference concluded in Helsinki;

**THEREFORE** the following statutes and standing orders are adopted by ELSA Montenegro in order to further these above-mentioned principles and aims, in the spirit of the Statutes and Standing Orders of ELSA.



# STATUTES

## Section I – Name

### Article 1

This association shall be known as the European Law Students' Association - Montenegro, and shall be abbreviated to ELSA Montenegro.

## Section II - Aims and Fields of Activity

### Article 2

ELSA Montenegro, in accordance with ELSA International, is a non-political independent, non-profit making association whose aims are to promote establish and develop mutual understanding, co-operation and persona contacts between law students and young lawyers from different states and legal systems, thereby equipping them for professional life in an international environment.

### Article 3

ELSA Montenegro shall endeavour to achieve the aims laid down in the Preambl and Statutes of ELSA International, by participating in any field that shal promote those aims. Moreover, the main fields of activity shall be th following, without any priority in order: -

- the Student Trainee Exchange Programme (STEP), involving the exchange of trainees and providing work experience in foreign legal systems;
- Seminars and Conferences (S&C), including among other things the promotion and organisation of law schools, study visits, seminars and conferences on legal issues, systems and skills;
- Academic Activities (AA), including among other things the publication of a Law Review, promoting essays and moot court competitions, a Legal Research Programme (LRP) and an information bank on studies abroad.

## Section III - Membership

### Article 4

The following persons are eligible to qualify for membership in ELSA Montenegro:

- (i) all students enrolled in any year of the courses offered by the Faculty of Law at the University of Montenegro;
- (ii) those graduates who have acquired a qualification from the Faculty of Law that is referred to in (i) above, at the University of Montenegro; till up to three (3) years following graduation;
- (iii) any students who are regularly enrolled in a law faculty outside of Montenegro, but who are at a given time resident in Montenegro;
- (v) any graduates who are in possession of a law qualification from a faculty outside of Montenegro , but who are, at any given time, resident in Montenegro.

Provided that no memberships shall be issued or renewed at any moment following the commencement of a National Council Meeting, and until it is brought to a close.

#### **Article 5**

A member shall automatically and immediately cease to be a member of ELSA Montenegro, thereby renouncing to the consequences of membership, if that member either:

- (i) tenders his resignation in writing to the National Board;
- (ii) is expelled in accordance with these Statutes, following a decision taken by the National Board of ELSA Montenegro ;
- (iii) fails to renew membership following the expiry of such membership as described in Article 34 of these Statutes;
- (iv) in any other way, ceases to fulfill the requirements of Article 4.

#### **Article 6**

A member who is not at the time on the National Board shall be expelled from ELSA Montenegro following a decision taken by the National Board of Montenegro, when that member has either:

- (i) Violated these Statutes, Standing Orders or the interests of ELSA or ELSA Montenegro;
- (ii) Caused considerable harm to the organization or name of ELSA or ELSA Montenegro;
- (iii) Ceased to support the aims and activities of ELSA or ELSA Montenegro.

### **Section IV – Organs**

#### **Article 7**

There are established as the principle organs of ELSA Montenegro , the National Council Meeting and the National Board.

### **Section V - The National Council Meeting**

#### **Article 8**

The National Council Meeting is the supreme decision making organ of ELSA Montenegro whose decisions are binding on the National Board. A Council decision can only be overturned by a subsequent Council decision.

#### **Article 9**

The National Council Meeting in ordinary session shall convene twice a year on the dates established by the National Board.

The Spring Council Meeting shall be held between the 15th April and the 15th May, inclusive of these two dates.

The Autumn Council Meeting shall be held between the 15th October and the 14<sup>th</sup> November, inclusive of these two dates.

### **Article 10**

- i) The Spring National Council Meeting's main tasks are to: -
- a. discuss and decide about any questions or matters within the scope of the present Statutes and Standing Orders;
  - b. review and approve the interim activity reports of the National Board members presented at that Council Meeting;
  - c. elect the National Board members for the following term of office;
  - d. appoint auditors for the purposes of Article 37 of these Statutes.
- ii) The Autumn National Council Meeting's main tasks are to: -
- a. discuss and decide about any questions or matters within the scope of the present Statutes and Standing Orders;
  - b. review and approve the annual activity reports of the National Board members presented at that National Council Meeting;
  - c. approve the accounts and the auditor's report and relieve the outgoing National Board from their responsibilities;
  - d. officially hand-over all the responsibilities to the National Board elect;
  - e. discuss and approve the One-Year Operational Plan (OYOP) presented by the board-elect.

### **Article 11**

The National Board shall inform all members of ELSA Montenegro that a National Council Meeting is to be held, by mailing out an agenda of such meeting by not later than eight (8) running days prior to the established date; a copy of the agenda will, within the same above-mentioned period, be affixed to the ELSA Montenegro Notice Board.

Provided that together with the agenda of the Autumn National Council Meeting there shall also be included a call for nominations for the elections to be held during that National Council Meeting.

### **Article 12**

A National Council Meeting is only fully competent when it has been summoned in accordance with these Statutes and at least one-third of all members of ELSA Montenegro are present:

Provided that where the number of members specified above is not reached, the Council shall be fully competent within half an hour (30 minutes) of the appointed time.

### **Article 13**

All those who are members of ELSA Montenegro, in accordance with these Statutes, have the right to attend National Council Meetings, as well as to vote at such Meetings.

**Article 14**

All those possessing the right to attend National Council Meetings shall have the right of audience.

**Article 15**

The National Board whose activity reports are being reviewed for approval shall not be permitted to participate in any vote that is to be taken regarding such reports during the National Council Meetings. They shall, however, be permitted to vote on any other issue except that provided for in Article 10 (ii) (c) of these Statutes.

**Article 16**

Except in the cases where the contrary is indicated by these Statutes, decisions by the Council shall be determined by an absolute majority of the votes cast.

**Article 17**

The National Board shall have the right to invite certain guests to attend the National Council Meetings.

**Article 18**

There may also be Extraordinary National Council Meetings if requested by the National Board or by at least one-third of all members communicating such a need to the National Board, which will then be bound to convene an Extraordinary National Council Meeting within sixteen (16) days of such decision or request, in accordance with the procedures laid down for a Council Meeting, in Article 11.

**Section VI - The National Board of ELSA Montenegro**

**Article 19**

The National Board is to be the supreme executive body of ELSA Montenegro, whose tasks are to carry out the decisions of the Council Meeting, to promote the aims and efficiency of ELSA Montenegro, to represent ELSA Montenegro, and to ensure that all is run in accordance with these Statutes, Standing Orders, guidelines and policies of ELSA International.

**Article 20**

The President of the National Board or any other person nominated to that effect by the National Board, has the right to sign agreements on behalf of ELSA Montenegro, where it has been agreed by the National Board that such agreement should be entered into.

### **Article 21**

The National Board shall consist of the following posts: -

- The President
- The Secretary General
- The Treasurer
- The Vice-President for Academic Activities
- The Vice-President for Marketing
- The Vice-President for Seminars and Conferences
- The Vice-President for the Student Trainee Exchange Programme

### **Article 22**

The National Board shall be accountable to the National Council Meeting for its actions and decisions.

### **Article 23**

The National Board may appoint any person to carry out a specific task and will be accountable to the National Council Meeting for the activities of this person.

### **Article 24**

The National Board may empower one of the Board Members to form an Organizing Committee for the carrying out of a particular task; that Board Member shall possess discretion in the composition of that Organizing Committee and the National Board will be accountable to the National Council Meeting for the activities of this Organizing Committee.

## **Section VII - The Electoral Process**

### **Article 25**

i. To be eligible for a post on the National Board a person must be nominated and seconded in accordance with Article 14 of the Standing orders of ELSA Montenegro on a Nomination Sheet as provided for in Schedule 1 of these Statutes.

ii. Each candidate has the right to contest up to two posts on the ELSA Montenegro National Board.

### **Article 26**

Nominations of candidates contesting elections for the posts on the National Board, as stipulated in Article 21 of these Statutes, shall be submitted to the Secretary General of ELSA Montenegro.

Provided that if the Secretary General intends to contest elections, the National Board shall appoint any other person to receive such nominations, so long as such person is not contesting the elections.

Nominations will be received at any time between notification of the Winter National Council Meeting according to Article 11 of the Statutes and 24 hours prior to the appointed time for this National Council Meeting.

### **Article 27**

The elections will be held during the Spring National Council Meeting and will start with the reading out of all nominations, received in accordance with Articles 25 and 26 of these Statutes, by the Chairman of the National Council Meeting.

### **Article 28**

Each candidate shall be given time for a short presentation to the Council regarding the post/s that such candidate is contesting. After each presentation the Council shall be given opportunity to question the candidate.

Candidates standing for the same post on the National Board must leave the room during the presentation and hearing of their competitors.

### **Article 29**

i. Once all the presentations are made the Council shall proceed to vote on the various posts. The votes must be done by secret ballot on ballot sheets purposely prepared by the Secretary-General.

ii. One ballot sheet including all the posts on the board and the names of each candidate contesting these posts shall be handed over to each member present and voting at the Spring National Council Meeting, who shall then vote by indicating the candidate of their preference for each respective post on the ballot sheet. Provided that if a candidate is contesting more than one post, such person may only be indicated once on the ballot sheet. In default, the vote will be considered invalid.

iii. A person will be elected to the National Board if he/she obtains an absolute majority of the votes cast.

### **Article 30**

i. If, after the election no person obtains an absolute majority of the votes cast for a particular post on the National Board, another election shall be held for which only the two candidates who obtained the most votes in the first election shall be eligible.

ii. If, in the second election, no person obtains an absolute majority of the votes cast, that post will remain vacant.

iii. Notwithstanding Article 29 (iii) of these Statutes, if, at the first election there was only one candidate for the post and no absolute majority of the votes cast is obtained that post shall remain vacant.

iv. If a post on the National Board remains vacant after regular elections, the other newly elected National Board members will be jointly responsible for the activities of the vacant National Board post until the next National Council Meeting, whereupon an election for the post in question shall be held. Such election will last until the end of the current term of the National Board. This does not affect the right of the National Board to appoint a person to perform the said duties, as provided for under Article 23 of these Statutes.

### **Article 31**

If a National Board Member resigns from his or her place on the National Board, the vacated post shall remain vacant until the next elections and it will be the responsibility of the other National Board Members to perform the duties pertaining to the vacant post. This does not affect the right of the National Board to appoint a person to perform the said duties, as provided for under Article 23 of these Statutes.

### **Article 32**

A National Board member may be dismissed by a National Council Meeting by a majority of two-thirds of the votes cast, if either:

- (i) that Board Member does not satisfactorily perform his/her tasks; or
- (ii) that Board member violates these Statutes, the Standing Orders or the interests of ELSA Montenegro ;
- (iii) that Board member acts in any way that is detrimental to the name and image of ELSA as an international organization.

## **Section VIII - Finance**

### **Article 33**

The costs of running the activities of ELSA Montenegro are to be funded by annual membership fees, sales and advertisements, any levies approved by the National and International Council Meetings, fund-raising from private and public bodies and organizations, 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 and ELSA Montenegro or if they are not in the interests of ELSA and ELSA Montenegro .

### **Article 34**

Each member of ELSA Montenegro is obliged to pay an annual membership fee, established by the National Board from time to time.

### **Article 35**

All funds raised for the benefit of, or payable to, ELSA Montenegro, shall be managed by the Treasurer.

Without prejudice to the foregoing section, the Secretary General of ELSA Montenegro shall be responsible for the administration of memberships, and together with the Treasurer, shall be jointly responsible for the collection of membership fees.

### **Article 36**

The financial year of ELSA Montenegro shall be from the 1st August to the 31<sup>st</sup> July.

**Article 37**

The accounts are to be presented by the Treasurer at the Spring National Council Meeting and are to have been approved by the auditor who is to have been appointed by the Spring National Council Meeting.

**Section IX - Standing Orders**

**Article 38**

The National Council Meeting will further regulate the internal affairs of ELSA Montenegro in its Standing Orders. In the event of any conflict, the Statutes are to take precedence over the Standing Orders.

**Section X - Amendment of Statutes and Standing Orders**

**Article 39**

Any proposed amendment or addition to these Statutes or Standing Orders is to be sent to the National Board at least three (3) running days before the National Council Meeting.

**Article 40**

Any amendments or additions to these Statutes and Standing Orders may be made if supported by two-thirds of the members present and voting; with the exception of this Article 39 and Article 40 which require a four-fifths majority of members present and voting in order to be amended.

**Article 41**

Any amendments to these Statutes and Standing Orders come into force at the end of the National Council Meeting during which they were accepted, unless the National Council Meeting decides otherwise.

**Section XI - Dissolution and Liquidation**

**Article 42**

ELSA Montenegro may be dissolved by a decision approved by not less than two-thirds of all the paid-up members of ELSA Montenegro. Provided that such dissolution and liquidation is communicated to the International Board of ELSA in due course; in this manner ELSA Montenegro will withdraw its membership from ELSA.



**Article 43**

The National Council Meeting, upon a decision to dissolve ELSA Montenegro, shall elect two liquidators and shall decide about the destination of the net assets and property of ELSA Montenegro , if any.

**Article 44**

The liquidators appointed by the National Council Meeting as specified in the Statutes, shall make an inventory of all assets, property, debtors and creditors of ELSA Montenegro, claim outstanding debts and pay debts due, they shall thereafter divide the net assets and property according to the directions given by the National Council Meeting.

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# STANDING ORDERS

In order to clarify and explain the statutes of ELSA Montenegro, the members there of 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 5, 6 and 32 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 Montenegro, or any other person authorized by him/her to do so.

### **Article 3**

After the opening of the National Council Meeting, the following officers are appointed:

- Chairperson
- Secretary
- Two tellers

### **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 fulfill 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 favor 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 favor, 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 Montenegro 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 minutes, 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 Montenegro, 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 paid-up members of ELSA Montenegro;
- ii) Such person contesting must have been a paid-up member of ELSA Montenegro for a period of two months prior to the date of the nominations.

**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 Montenegro.

**Article 17**

The President is in charge of the overall co-ordination of ELSA Montenegro 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 Montenegro . In default of this, the remaining board members will themselves appoint an acting President. Where the President is to be temporarily unable to fulfill the functions of his office, he shall appoint another Board Member to fulfill 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 Montenegro , 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 Montenegro.

**Article 23**

The other officers serving 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 programmes and projects that the Council Meeting initiated within their field of activity.

#### **Article 24**

When appointing a person in terms of Article 23 of the Statutes of ELSA Montenegro, 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 24 of the Statutes of ELSA Montenegro, 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 Montenegro shall pay the annual membership fee as established from time to time by the International Council of ELSA at International Council Meetings.

#### **Article 27**

ELSA Montenegro shall ensure that where fees of levies are due to ELSA International as a result of any of the members of ELSA Montenegro participating in any international event, these fees of levies will be paid to ELSA International.