



The European Law Students' Association

Proudly Presents

# THE L INTERNATIONAL COUNCIL MEETING



ALANYA, TURKEY

5<sup>TH</sup>-12<sup>TH</sup> NOVEMBER 2006

CORPORATE PARTNERS:



AUDITING PARTNER:



IT PARTNER:



**GENERAL INFORMATION****FOREWORD**

Dear all,

It is with a great pleasure to present you the first working material of ELSA International 2006-2007. Finally the package is here and the ICM in Alanya is on the way...

With the joy of celebrating the 25 years of ELSA and the 50<sup>th</sup> ICM, you will also find in this preparation material, our enthusiasm in ELSA. Not only coming up with completely fresh creations, the International Board has made it a point to focus on our present status in order to make safe, strong, new steps for the future 25 years of ELSA. In short to *STOP, THINK and ACT!!*

In this spirit we would like to invite you to read through these Working Materials, in order to feed yourselves for the fruitful discussions that will be held during the L ICM in Alanya. In these Working Materials you will find the Agendas, Proposals and Input Papers which will fully prepare you for a week of Workshops and Plenary Sessions. Furthermore, filling in the Inquiries you will find at the very end of this Package, will permit you to present your National Group in the Workshop.

In addition, I would like to remind you that you will be able to find the Statutes and Standing Orders of ELSA International, the Council Meeting Decision Book, as well as the Minutes from the London ICM in the ELSA ONLINE Archive.

I also would like to emphasize importance of National Groups being present in all Workshops to facilitate the discussions and represent the views and opinions of their National Group.

Lastly, a big "THANK YOU" goes to the entire Organising Committee of the 50<sup>th</sup> ICM Alanya under the direction of Suleyman. Undoubtedly, it has not been an easy task dealing with all preparations and making this dream come true.

When writing these words, I also have to mention one very last thing. The ELSA International Team is counting down the last 30 days and we are very much looking forward to meet you all in Alanya where the sun smiles, both to celebrate the 25 years of our beloved young lady and 50<sup>th</sup> meeting of a great network standing together for the good and the hard times.



Esra Ersoy  
Secretary General  
ELSA International

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**REMINDERS**

If you really want to enjoy this ICM,  
DON'T FORGET THE FOLLOWING:

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

- Read these Working Materials from cover to cover.
- Read the minutes of at least two last ICMs (you may find them in the ELSA Online)
- Read the Statutes and Standing Orders of ELSA carefully.
- Read and bring a copy of the Decision Book.
- Read the last four points once again, and promise yourself not to ignore them...
- Make travel arrangements to be in Alanya in time for the opening of the ICM at 14.00 of Saturday 5<sup>th</sup> of November.
- Check out the ICM Website at <http://www.icm-online.org> and make sure you have taken note of *all* the Organising Committee's instructions.
- Before you leave for the ICM, interrogate your predecessor for advice.
- Bring smart clothes for the Plenary and Sponsors' Fair
- Enjoy the alternative spirit of the theme party with appropriate attire!
- Rehearse your performance for the ELSA VISION CONTEST!
- Bring your Marketing Materials so that you can show off in the Marketing Workshop.
- No need to mention your NATIONAL DRINKS!
- Good mood and sunny smiles!
- Decide to be a Workshop secretary.
- Consider being a Plenary hero.

**Do you still have questions about the organisation of the ICM?**

Then please visit the ICM Website at:

[www.icm-online.org](http://www.icm-online.org)

Or write an e-mail to the Organising Committee:

[icm@elsa-turkey.org](mailto:icm@elsa-turkey.org), [board@elsa-ankara.net](mailto:board@elsa-ankara.net)

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**THE COUNCIL MEETING GUIDE FOR NEWCOMERS AND EXPERIENCED PARTICIPANTS****What is a Council Meeting?**

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

**What is a workshop?**

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

The following workshops will be held in the ICM:

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

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

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

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

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

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

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

**What is a Workshop officer?**

There are four WS 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 absence.

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

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

**What is a Council Meeting officer?**

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

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

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

**What is the role of the Secretaries?**

The role of the secretaries in the Council Meeting is to take the minutes of the meeting. The Secretaries are responsible to the Secretary General of the International Board, and should always refer to him or her 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) All debts due to ELSA International have been paid. Please make sure to check the situation with the Treasurer of ELSA International in advance.
- (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. 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, the National Groups will be granted reporting time (check ICM's and the Workshops' 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**

Don't you think that everyone can read your (no doubt very interesting) activity report in writing? So, why don't you come up with something thrilling and enthusiastic? We expect you to prepare a presentation of your country or if you decide a sketch about anything funny that happened during the year. The imagination is yours and the spotlight as well. This time we will have a repeat performance of The ELSA Vision Contest for the activity reports. So strike a pose and grab the limelight!

**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 Meetings Autumn 2007 and Spring 2008**

The host for the upcoming ICM has been elected and will be ELSA Czech Republic in Spring 2007.

If you are thinking about organizing an ICM in your country in Autumn 2007 or Spring 2008 this is the right moment to apply. Prepare a proposal containing a draft programme and a draft budget, present it to the International Board before the ICM, and you'll have the opportunity to have a nice presentation in plenary. The Council will then decide the venue. 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.*

**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*



The European Law Students' Association  
1981-2006

Series of events "**25** Years of..."

Leiden, the Nether**l**ands

Athe**n**s, Greece

Rotterdam, the Nether**l**ands

V**i**nius, Lithuania

Ma**V**rovo, Republic of Macedonia

Buchar**e**st, Romania

Wü**l**zburg, Germany

O**S**lo, Norway

Iași, Rom**a**nia

T**r**eviso, Italy

Where have **y**ou celebrated ELSA Birthday?

**Come to Alanya to celebrate the 25<sup>th</sup> Anniversary of ELSA!**

Proudly brought to you by the 25<sup>th</sup> Anniversary Supporters:



**T.M.LEWIN**  
Shirtmakers since 1898

## AGENDAS AND TIMETABLES

## ICM TIMETABLE

| Time  | Sunday                   | Monday      | Tuesday     | Wednesday           | Thursday                               | Friday                          | Saturday                      | Sunday        |
|-------|--------------------------|-------------|-------------|---------------------|--|---------------------------------|-------------------------------|---------------|
| 08:00 | Arrival and registration | Breakfast   | Breakfast   | Breakfast           | Breakfast                              | Breakfast                       | Breakfast                     | Breakfast     |
| 08:30 |                          |             |             |                     |  |                                 |                               |               |
| 09:00 |                          |             |             |                     |  |                                 |                               |               |
| 09:30 |                          |             |             |                     |  |                                 |                               |               |
| 10:00 |                          |             |             |                     |  |                                 |                               |               |
| 10:30 |                          |             |             |                     |  |                                 |                               |               |
| 11:00 | Workshops                | Workshops   | Workshops   | Workshops           | Workshops                              | Final Plenary                   | Departure of the participants |               |
| 11:30 | Lunch                    | Lunch       | Lunch       | Lunch               | Report Time                            |                                 |                               |               |
| 12:00 |                          |             |             |                     |  |                                 |                               |               |
| 12:30 | Lunch                    | Lunch       | Lunch       | Lunch               | Report Time                            |                                 |                               |               |
| 13:00 |                          |             |             |                     |  |                                 |                               |               |
| 13:30 | Opening Plenary          | Workshops   | Mid Plenary | Workshops           | Seminar                                | Sightseeing and cultural visits |                               | Final Plenary |
| 14:00 |                          |             |             |                     |  |                                 |                               |               |
| 14:30 |                          |             |             |                     |  |                                 |                               |               |
| 15:00 |                          |             |             |                     |  |                                 |                               |               |
| 15:30 |                          |             |             |                     |  |                                 |                               |               |
| 16:00 |                          |             |             |                     |  |                                 |                               |               |
| 16:30 | Intro WS                 | Report Time | Report Time | Report Time         | Sponsors Fair                          | Dinner                          |                               |               |
| 17:00 |                          |             |             |                     |  |                                 |                               |               |
| 17:30 | Training                 | Dinner      | Dinner      | Dinner              | 25 <sup>th</sup> Anniversary Gala Ball | Dinner                          |                               |               |
| 18:00 |                          |             |             |                     |  |                                 |                               |               |
| 18:30 | Free time                | Dinner      | ELSA Cup    | ELSA Vision Contest | 25 <sup>th</sup> Anniversary Gala Ball | Dinner                          |                               |               |
| 19:00 |                          |             |             |                     |  |                                 |                               |               |
| 19:30 | Dinner                   | Party       | ELSA Cup    | ELSA Vision Contest | 25 <sup>th</sup> Anniversary Gala Ball | Dinner                          |                               |               |
| 20:00 |                          |             |             |                     |  |                                 |                               |               |
| 20:30 | Welcome Party            | Party       | ELSA Cup    | ELSA Vision Contest | 25 <sup>th</sup> Anniversary Gala Ball | Party                           |                               |               |
| 21:00 |                          |             |             |                     |  |                                 |                               |               |
| 21:30 | Welcome Party            | Party       | ELSA Cup    | ELSA Vision Contest | 25 <sup>th</sup> Anniversary Gala Ball | Party                           |                               |               |
| 22:00 |                          |             |             |                     |  |                                 |                               |               |
| 03:00 | Welcome Party            | Party       | ELSA Cup    | ELSA Vision Contest | 25 <sup>th</sup> Anniversary Gala Ball | Party                           | Farewell Party                |               |
|       |                          |             |             |                     |  |                                 |                               |               |

**PLENARY****Agenda****Sunday 5<sup>th</sup> of November (Morning; 14:30-18:30)**

|         |   |
|---------|---|
| Morning | Arrival of participants   |
| Morning | Payments due to ELSA International and delivery of letters of authorization.  |
| 14:30   | Introduction of the members of the International Board by the President of ELSA Turkey<br><b>Nurcan Zehra Carikci</b>   |
| 14:35   | Opening of the Council Meeting by the President of ELSA International<br><b>Christopher Carlson</b>   |
| 14:40   | Presentation of Directors of ELSA International<br><b>Christopher Carlson</b>   |
| 14:45   | Welcoming of Council Guests and External Representatives<br><b>Christopher Carlson</b>  |
| 14:50   | Presentation of the Organising Committee of the Council Meeting<br>President of ELSA Turkey<br><b>Nurcan Zehra Carikci</b>  |
| 15:00   | Announcement of the list of votes by the Secretary General of ELSA International<br><b>Esra Ersoy</b>   |
| 15:10   | Presentation of the Council Meeting procedure<br>Reading out of the agreement between ELSA Greece and ELSA Republic of Macedonia (Council Decision PLE 01/99 II)<br><b>Esra Ersoy</b> |
| 15:15   | Election of the Chair of the Plenary<br><b>Esra Ersoy</b>   |
| 15:20   | Election of the other officers: Vice Chair, two secretaries, two tellers, three members of the nominations committee<br><b>Chair</b>  |
| 15:30   | Approval of the Council Meeting Agenda and presentation of the Council Meeting structure<br><b>Chair</b>  |
| 15:35   | Presentations by externals  |

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- 15:50 Approval of the minutes of the London Council Meeting  
**Chair**
- 15:55 Presentation of each area of activity by the members of ELSA International  
**Chair and International Board**
- 16:00 Report from the Budapest International Presidents' Meeting  
**Matthias Stauffacher**
- 16:10 Presentation of the director for 25<sup>th</sup> Anniversary and Public Relations  
**Maria Moguilnaia**
- 16:20 Presentation of the International Focus Programme Conference  
**ELSA Oslo**
- 16:25 Break
- 17:00 Introductory Workshops
- Academic Activities  
**Halvor Lekven**
  - Seminars and Conferences  
**Loreta Pivoriūnaitė**
  - Student Trainee Exchange Programme  
**Andrea Raffl**
  - Board Management, Expansion and External Relations  
**Christopher Carlson**
  - Internal Management  
**Esra Ersoy**
  - Financial Management  
**Tina Eslari**
  - Marketing  
**Nils Fjelkegård**
- 17:30 Workshop Officers and Delegates' Training  
**IIP Trainers/International Board Members**
- 18:00 End of the Plenary Session

**DEADLINE FOR NOMINATIONS FOR VICE PRESIDENT FOR SEMINARS  
AND CONFERENCES OF THE INTERNATIONAL BOARD 2006/07,  
VICE AUDITOR OF ELSA INTERNATIONAL 2006/07,  
COUNCIL GUESTS ICM SPRING 2007  
COUNCIL MEETING HOST AUTUMN 2007 AND  
COUNCIL MEETING HOST SPRING 2008  
IS MONDAY, 6<sup>th</sup> NOVEMBER AT MIDNIGHT**

**Tuesday, 7<sup>th</sup> of November(14:30-18:30)**

- |       |  |
|-------|--|
| 14:30 | Revision of the List of Votes<br><b>Esra Ersoy</b>   |
| 14:35 | Announcement of Nominations<br><b>Nominations Committee</b>  |
| 14:40 | Question and Answer Time   |
| 15:10 | Presentation of the Final Accounts 2005/06<br>Auditors' Report<br>Opinion of the Financial Management Workshop<br><b>Chair, Auditors and the Financial Management Workshop Chair</b> |
| 15:45 | Relief of Responsibility of the International Board 2006/07<br><b>Chair</b>  |
| 15:55 | Presentation by ICM Host Candidates, Autumn 2007 and spring<br>2008<br><b>Chair and Candidates</b>   |
| 16:15 | Presentation by ICM Host, Autumn 2007<br><b>ELSA Czech Republic</b>  |
| 16:30 | Presentation by IPM Host<br><b>ELSA Toulon</b>   |
| 16:45 | Presentation by ISM Host   |
| 17:00 | Presentation of ITP<br><b>Director for Training</b>  |
| 17:05 | Presentation of the Externals  |

17:20 End of the Plenary Session

**Saturday 11<sup>th</sup> November (10:00-...)**

10:00 Revision of the List of Votes  
**Esra Ersoy**

10:05 Announcement of Nominations  
**Nominations Committee**

Presentation and Approval of the AA Workshop Report and related proposals and recommendations  
**Chair and Workshop Chair**

Presentation and Approval of the S&C Workshop Report and related proposals and recommendations  
**Chair and Workshop Chair**

Presentation and Approval of the STEP Workshop Report and related proposals and recommendations  
**Chair and Workshop Chair**

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

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

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**

Presentation by the President ELS  
**President of ELS**

Election of Vice President Seminars & Conferences of the International Board 2006/2007 and Vice Auditor of ELSA International 2006/2007  
**Chair**



Election of the host for the Autumn ICM 2007 and Spring ICM 2008

**Chair**

Election of the Council Guests for the Spring ICM 2007

**Chair**

Miscellaneous

Closing of the L International Council Meeting

**The International Board**

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**Thursday 9<sup>th</sup> of November 2006 (10:00-13:00)**

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## **TRAINING DAY**

10:00-13:00

**Aim:** To support ELSA members for their personal development.

**Means:** Trainings given by Trainers, ITP members and Externals;

1. Conflict Management / Moderation Skills
2. Presentation Skills
3. Project Management
4. Fundraising

**Comments:** In order to promote the attendance of training and efficiency of the trainings we have the idea of a separate training session, dedicated for trainings that allows the participants to attend the training upon their need.

**ACADEMIC ACTIVITIES****Timetable**

| Time  | Sunday   | Monday                     | Tuesday                             | Wednesday                          | Thursday     | Friday      | Saturday      |  |
|-------|----------|----------------------------|-------------------------------------|------------------------------------|--------------|-------------|---------------|--|
| 08:00 |          |                            |                                     |                                    |              |             |               |  |
| 08:30 |          |                            |                                     |                                    |              |             |               |  |
| 09:00 |          |                            |                                     |                                    |              |             |               |  |
| 09:30 |          |                            |                                     |                                    |              |             |               |  |
| 10:00 |          | Core Values                | AA Training Manuel                  | EMC <sup>2</sup> Update and Future | Training Day | BAAM Update | Final Plenary |  |
| 10:30 |          | SotN                       | JWS AA, S&C and FM Budgeting events | Analysis SotN                      |              | Q&A         |               |  |
| 11:00 |          | OYOP                       |                                     |                                    |              | Closing WS  |               |  |
| 11:30 |          | GLSE Update                |                                     |                                    |              | Report Time |               |  |
| 12:00 |          |                            |                                     |                                    |              |             |               |  |
| 12:30 |          |                            |                                     |                                    |              |             |               |  |
| 13:00 |          |                            |                                     |                                    | Report Time  |             |               |  |
| 13:30 |          |                            |                                     |                                    |              |             |               |  |
| 14:00 |          |                            |                                     |                                    |              |             |               |  |
| 14:30 |          | TYTP                       |                                     | Training on SAP Implementation     |              |             | Final Plenary |  |
| 15:00 |          | Website + Int. Man. System |                                     |                                    |              |             |               |  |
| 15:30 |          |                            |                                     |                                    |              |             |               |  |
| 16:00 |          | SPEL Update                |                                     |                                    |              |             |               |  |
| 16:30 |          |                            |                                     |                                    |              |             |               |  |
| 17:00 | Intro WS |                            |                                     |                                    |              |             |               |  |
| 17:30 |          | LRGs                       |                                     | MUN                                |              |             |               |  |
| 18:00 | Training |                            |                                     |                                    |              |             |               |  |
| 18:30 |          | Report Time                | Report Time                         | Report Time                        |              |             |               |  |

**Preparations and reminders for the AA Workshop**

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

- Statutes and Standing Orders;
- Decision Book;
- Two Year Tactical Plan (TYTP) 2005-2007;
- One Year Operational Plan (OYOP) 2006/2007 of ELSA International;
- Working Materials.

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

Please also prepare an Activity Report for distribution to the National Groups and ELSA International. Do also prepare, fill in and bring the respective area connected inquiry included in this package. The AA inquiry should be handed to the Vice President Academic Academics of ELSA International on the first day of the International Council Meeting.

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

Another possibility is to use the AA mailing list ([ELSA-AA@LISTSERV.ELSA.ORG](mailto:ELSA-AA@LISTSERV.ELSA.ORG)) and start a discussion before the L International Council Meeting in Alanya.

**Agenda**

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**Sunday 5<sup>th</sup> of November 2006 (17:00-18:30)**

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;
- Roundtable: expectations of the participants;

- Presentation of the Agenda by the Vice President Academic Activities of ELSA International;
- Approval of the Agenda;
- Ice-breaker.

**Preparations:** Hand in the AA Inquiry during this session. Read and prepare questions that you would like to be answered and discussed during the Workshops throughout the week.

18:00 - 19:00

### **Officers Training**

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

**Means:**

- Training delivered by ITP members.

### **Introductory Workshop for Freshers**

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

**Means:**

- Presentation by ELSA International;
- Questions and Answers.

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## **Monday 6<sup>th</sup> of November 2006 (10:00-13:00; 14:30-18:30)**

10:00 - 11:00

### **Core values of ELSA**

**Aim:** To raise the awareness and knowledge of ELSA's core values.

**Means:**

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

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

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

11:00 - 11:30

### **One Year Operational Plan ELSA International 2006/2007**

**Aim:** To present the One Year Operational Plan 2006/2007 and the specific means taken to reach the set aims.

**Means:**

- Presentation by the Vice President Academic Activities of ELSA International;
- Question and Answer time.

**Preparations:** Read the One Year Operational Plan before this session and prepare questions if any.

11:30 – 12:00

**State of the Network**

**Aim:** To collect information on the “Status Quo” of all the Groups present at the ICM, to be analysed and discussed further on during this week.

**Means:**

- Handing in the AA Inquiries to be found in these Working Materials.

**Comments:** ELSA International would like to point out the importance of each National Board filling in all the Inquiries to be found in this package and handing them in to ELSA International in Alanya. In case your Group will not be present, please submit your Group’s Inquiries beforehand by e-mail to the International Board, so your Group’s data can be taken into consideration. Do not forget to submit your Activity Reports as well.

12:00 – 13:00

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

**Aim:** To evaluate the updating process and the co-operation between the Local, National and International AA officers regarding GLSE.

**Means:**

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

**Comments:** The Guide to Legal Studies in Europe is a unique publication. The updating process is a task for the entire Network. This process is a complex task, which the Network is facing this year. We will during this session evaluate the updating process as well as discuss the possibilities of developing the concept behind the GLSE.

**Preparations:** Read the Input Paper on the GLSE found in these Working Materials.

13:00 – 14:30

**Lunch**

14:30 – 15:00

**Half time evaluation of the Two Year Tactical Plan 2005-2007**

**Aim:** To evaluate and follow up on the Two Year Tactical Plan 2005-2007 approved at the International Council Meeting in Malta in autumn 2005.

**Means:**

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

**Comments:** In order to ensure the high academic quality ELSA represents, there is a need of a structured planning of our activities. When we plan, we set strategic targets for the future of our Association thus ensuring continuity and consistency in all Areas of activities. 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.

During this session we will conduct the first evaluation of the Two Year Tactical Plan what concerns the AA part.

**Preparations:** Read the Two Year Tactical Plan, especially the AA part.

15:00 – 16:30

**The new Website and the new Internal Management System**

**Aim:** To discuss and find solutions for the new website and the new internal management system what regards the general parts and the area of AA.

**Means:**

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

**Comments:** ELSA International is preparing specifications for developing a new website and a new internal management system of ELSA. To be able to do this the Network needs to evaluate the current website of ELSA ([www.elsa.org](http://www.elsa.org)) and the current internal management system (ELSA ONLINE). During this session we will discuss and try to find new possibilities, improvements and solutions for the new website and the new internal management system what regards the general part and the area of AA.

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

Please prepare answers to the following questions:

**The new Website**

1. What is the main purpose of a website for ELSA what regards the area of AA?
2. What are the main problems and/or difficulties with the website as it is today what regards the area of AA?  
Do you have any concrete solutions to these problems/difficulties?
3. Do you have any proposals for new possibilities on how and when to use the website as an officer on Local and/or National level what regards the area of AA?

**The new Internal Management System**

1. What is the main purpose of an internal management system for ELSA what regards the area of AA?
2. What are the main problems and/or difficulties with ELSA ONLINE as it is today what regards the area of AA? Do you have any concrete solutions to these problems/difficulties?
3. Do you have any concrete proposals for new possibilities on how and when to use an internal management system of ELSA what regards the area of AA?

16:30 - 17:30

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

**Aim:** To give an update on the status of SPEL.

**Means:**

- Presentation by the Vice President Academic Activities and the Director for 25<sup>th</sup> Anniversary of ELSA International;
- Open discussion.

**Comments:** ELSA Selected Papers on European Law (SPEL) periodically provides a compilation of legal papers in the field of Private and Public European Law. ELSA SPEL is published twice a year on the website of ELSA International to provide an international readership with a source of literature that rarely finds its way to the regular legal periodicals. Please read the Input Paper on SPEL found in these Working Materials.

17:30 - 18:30

**Legal Research Groups (LRGs)**

**Aim:** This session will be aimed at updating the Network on current LRGs and to motivate the organisation of future LRGs.

**Means:**

- Presentation by the Vice President Academic Activities and the Director for 25<sup>th</sup> Anniversary of ELSA International;
- Discussion on what the current situation with Legal Research in ELSA;

- Discussion on International LRGs as the way to improve ELSA's image in legal research and help law students to become more efficient in legal research;
- Working Groups on the various quality aspects of LRGs;
- Presentation of the results of the Working Groups on LRGs.

**Comments:** Legal Research Groups are easy to organise on Local, National and International level. The purpose of this Workshop is to show the participants the possibilities with organising and to encourage them to organise Legal Research Groups.

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**Tuesday 7<sup>th</sup> of November 2006 (10:00-13:00)**

10:00 - 11:00

**Academic Activities Training Manual**

**Aim:** To update the AA Training Manual

**Means:**

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

**Comment:** The AA Training Manual was created by the VP AAs of ELSA International in 1999 and 2000, and has not been updated since. To have a functioning AA Training Manual it is imperative that the Manual is updated. This process will also be a good test for us to see how well we know our area. This session is meant as a preliminary discussion where we brainstorm on the updates in the Manual. The AA Training Manual shall be fully updated by next ICM.

**Preparations:** Read the AA Manual found in ELSA Online Archive under [Academic Activities]/[AA Materials].

11:00 - 13:00

**Joint Workshop with Seminars & Conferences and Financial Management on Project Planning and Management**

**Aim:** To create awareness on the importance of a proper financial planning for events as well as giving hints and advices of a solid planning for a project in the part of AA and S&C.

**Means:**

- Presentation by ELSA International;
- Interactive working;
- Simulation on project planning.



**Comments:** Events organised in the fields of AA or S&C shall basically fund itself as far as possible. To ensure such a result it is absolutely necessary to ensure a realistic planning, meaning a solid budgeting by noticing all upcoming incomes and expenditures as well as a well-structured timetable for the organisation of the event. Further on, we will focus on the cooperation between FM and S&C as well as FM and AA and thus showing the importance of the necessity having a good communication between both parts.

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**Wednesday 8<sup>th</sup> of November 2006 (10:00-13:00; 14:30-18:30)**

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10:00 - 11:30

**EMC<sup>2</sup> - Update and Future**

**Aim:** To give an update on the fifth edition of the EMC<sup>2</sup> and to motivate National Groups to organise ELSA Regional Rounds of the EMC<sup>2</sup> in 2007/2008.

**Means:**

- Presentation by the Vice President Academic Activities and the Director for EMC<sup>2</sup> of ELSA International;
- Open discussion.

**Comments:** The ELSA Moot Court Competition on WTO Law (EMC<sup>2</sup>) is developing every year and an update as well as a discussion about its future is needed for managing one of the biggest projects the ELSA Network ever had. The session is also meant to point out the responsibility of ELSA National Groups have regarding the EMC<sup>2</sup>.

11:30 - 13:00

**Review and Analysis: State of the AA Network**

**Aim:** To give a clear picture of the state of the Network what regards the area of AA.

**Means:**

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

**Comments:** One of the main goals in the One Year Operational Plan of ELSA International 2006/2007 is to focus on the review and analysis of the Network in order to figure out the main difficulties in our Association. The area of AA is of course not excluded thereof.

During this session we will have an overview of the current state of the AA Network based on the inquiries handed in during this International Council Meeting. The analysis will also cover the recent four International Council Meetings to be able to see the development in the area of AA.

14:30 – 17:30

Training on Studies Abroad Programme Implementation

**Aim:** To improve the implementation of the Studies Abroad Programme in the Network.

**Means:**

- Training session.

**Comments:** The Studies Abroad Programme has as objective to encourage students to study in foreign countries. As the GLSE is an important part of the SAP, the implementation of the SAP in the Network follows necessarily on the updating process of the GLSE.

17:30 – 18:30

**Model United Nations**

**Aim:** To discuss the *Input Paper* from the Working Group on possible implementation of Model United Nations in ELSA.

**Means:**

- Presentation by the Working Group;
- Open discussion.

**Comments:** During the 49<sup>th</sup> ICM in London the Academic Activities Workshop decided to create a WG that could look into the possibilities of implementing Model United Nations as an ELSA-event.

**Preparations:** Read the Input Paper from the WG found in these Working Materials.

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**Thursday 9<sup>th</sup> of November 2006 (10:00-13:00)**

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10:00 - 13:00

**Training Day**

See page 17

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**Friday the 10<sup>th</sup> of November 2006 (10:00-12:00)**

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10:00 – 11:00

**Update Brussels' Academic Activities Meeting**

**Aim:** To discuss the future of the Brussels' Academic Activities Meeting.

**Means:**

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

- Open discussion;
- Conclusions.

**Comments:** BAAM – Brussels’ Academic Activities Meeting is an idea to give the AA Officers in the Network a possibility to meet and discuss important topics between the two ICMs. In February 2006 the first BAAM was organised. It is now time to decide if the BAAM shall become an annual event.

11:00 – 11:30

**Question & Answer time**

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

11:30 – 12:00

**Closing of the Workshop**

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

## SEMINARS AND CONFERENCES

## Timetable

| Time  | Sunday   | Monday                   | Tuesday                 | Wednesday                      | Thursday     | Friday      | Saturday      |
|-------|----------|--------------------------|-------------------------|--------------------------------|--------------|-------------|---------------|
| 08:00 |          |                          |                         |                                |              |             |               |
| 08:30 |          |                          |                         |                                |              |             |               |
| 09:00 |          |                          |                         |                                |              |             |               |
| 09:30 |          |                          |                         |                                |              |             |               |
| 10:00 |          | Agenda                   | Analysis SotN           | Evaluation of the TYTP         | Training Day | ESDB        | Final Plenary |
| 10:30 |          | SotN                     | Joint WS with AA and FM | The new ELSA website IM system |              | Archive     |               |
| 11:00 |          | Q & A                    |                         |                                |              | Future      |               |
| 11:30 |          | S&C tools                |                         |                                |              | Report Time |               |
| 12:00 |          |                          |                         |                                | Report Time  |             |               |
| 12:30 |          |                          |                         |                                |              |             |               |
| 13:00 |          |                          |                         |                                |              |             |               |
| 13:30 |          |                          |                         |                                |              |             |               |
| 14:00 |          |                          |                         |                                |              |             |               |
| 14:30 |          | Core values              |                         | Joint WS BEE on IFP            |              |             | Final Plenary |
| 15:00 |          | OYOP                     |                         |                                |              |             |               |
| 15:30 |          | Officer's Role           |                         | Delegations                    |              |             |               |
| 16:00 |          |                          |                         |                                |              |             |               |
| 16:30 |          |                          |                         |                                |              |             |               |
| 17:00 | Intro WS | Training on teambuilding |                         | Study visits                   |              |             |               |
| 17:30 |          |                          |                         |                                |              |             |               |
| 18:00 | Training |                          |                         |                                |              |             |               |
| 18:30 |          | Report Time              | Report Time             | Report Time                    |              |             |               |

**Preparations and reminders for the S&C Workshop**

Please do not forget to read and bring

- The Statutes and the Standing Orders,
- The Decision Book,
- The Two Year Tactical Plan (TYTP) 2005-2007
- The One-Year Operational Plan (OYOP) of ELSA International 2006 /2007

Also, make sure to read the minutes from at least the last two Council Meetings.

The above mentioned documents are highly important for the discussions of the topics on the Agenda, the analysis of the State of the Network, especially on the International Focus Programme, the Speakers Database and the implementation of the S&C part of the TYTP.

Please prepare an **Activity Report** to present to the workshop, as well as prepare and hand in the **S&C Inquiry** with correct data. In addition, you will be asked to present your upcoming events, so please bring any marketing materials you might have.

Please prepare and hand in **Questionnaire on Council of Europe Activities** with the specified activities of our Association which are related to the Council of Europe during the period 2002/2006. Even submitted reports should be updated once more and it would be highly appreciated.

**PLEASE bring a postcard, we will build a map of all presented countries to the S&C workshop!**

Read this agenda carefully; should you need any clarifications, please do not hesitate to contact the responsible officer at the International Board at [ypsc@elsa.org](mailto:ypsc@elsa.org)

A possibility is to use the S&C mailing list ([elsa-sc@listserv.elsa.org](mailto:elsa-sc@listserv.elsa.org)) and start a discussion before the L International Council Meeting in Alanya.

**Agenda**

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**Sunday 5<sup>th</sup> of November 2006 (17:00-18:30)**

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17:00 - 18:00

**Introductory WS**

**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:**

- Brief presentation by the IB;

- Election of the Chair, Vice Chair, Secretaries;
- Handing in the S&C Inquiry;
- Round table;
- Voting.

**Comments:** In order to have an efficient workshop we will start by introducing ourselves and electing the ones who will keep the order in the workshop and the ones who will make sure that “words don’t fly”, but stay on paper.

18:00 - 19:00

### **Officers Training**

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

**Means:**

- Training delivered by ITP members.

### **Introductory Workshop for Freshers**

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

**Means:**

- Presentation by ELSA International;
- Questions and Answers.

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## **Monday 6<sup>th</sup> of November 2006 (10:00-13:00; 14:30-18:30)**

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10:00 - 10:30

### **Approval of the Agenda**

**Aim:** To make sure that all the participants understand the general aim and each of the points included in the agenda. By the end we should have the agenda approved.

**Means:**

- Introduction to the structure of the workshop;
- Explanation of the agenda;
- Approval of the agenda

**Comments:** This point is essential to ensure that all participants have a clear picture of the Agenda, allowing a more common starting point among all delegates for all the discussions.

10:30 - 11:30

### **State of the network**

**Aim:** To collect information on the "Status Quo" of all the Groups present at the ICM, to be analysed and discussed further on during this week.

**Means:**

- Handing in the S&C Inquiries to be found in these Working Materials;
- Registration for the Friday's events presentation.

**Comments:** ELSA International would like to point out the importance of each National Board filling in all the Inquiries to be found in this package and handing them in to ELSA International in Alanya. In case your Group will not be present, please submit your Group's Inquiries beforehand by e-mail to the International Board, so your Group's data can be taken into consideration. Do not forget to submit your Activity Reports as well

11:00 - 11:30

**Question and Answer time**

**Aim:** To give the WS participants the opportunity to clarify issues not included in the WS Agenda regarding S&C.

**Comments:** One of the questions which will be raised is if there is need to arrange an S&C meeting such as BAAM. During msn meetings officers can not agree on the venue, but they found the need to have it. This workshop will evaluate the outcome of the msn meeting make decisions of having a idea to have S&C meeting in 2007.

11:30 - 13:00

**Tools in S&C**

**Aim:** To create awareness of the S&C Tools those are available in the ELSA ONLINE Archive, in order to improve and update them during the year.

**Means:**

- Presentation of the S&C tools;
- Fill a form together;
- Open discussion.

**Comments:** This session will provide information on how the Local and National S&Cers learn all the basic facts and knowledge needed to be known for a S&C officer. We are interested in what kind of standards, such as handbooks, training manuals etc, are being used generally, as well as the materials available concerning organising events.

13:00 - 14:30

**Lunch**

14:30-15:00

**Core values of ELSA**

**Aim:** To raise the awareness and knowledge of ELSA's core values.

**Means:**

- Presentation by ELSA International
- Open discussion

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

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

15:00 - 16:00

**One Year Operational Plan ELSA International (OYOP) 2006/2007**

**Aim:** To present the general parts and the S&C part of the OYOP.

**Means:**

- Presentation by the President of ELSA International;
- Question and Answering time.

**Comments:** On the notion of OYOP the S&C Key Area part will be present.

**Preparations:** Read the OYOP of ELSA International before this session.

16:00 - 16:30

**The role of officers**

**Aim:** To point out the responsibilities of the officers between all levels within our Association.

**Means:**

- Test on your role;
- Planning on how to pass on information from the ICM;
- Round table;
- Commitments.

**Comments:** Due to the fact that our Network operates on three levels, it is important to stress out the officers duties, to ensure that the knowledge and information gained



during the term in the office, ICM and other events is passed on in a proper way to the Local Officers.

16.30 - 18.00

**Training on teambuilding**

**Aim:** To train the participants in organising international event.

**Means:**

- Presentation by ELSA International;
- Diving tasks;
- Conclusions.

**Comments:** On the previous session the roles in the team were defined in a theory, therefore this session will be concentrated in to practical side of the team work of organizing an International event and developing for the future.

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**Tuesday 7<sup>th</sup> of November 2006 (10:00-13:00)**

10:00 - 11:00

**Review and Analysis of the SoN**

**Aim:** To have a clear general picture of S&C Key Area activities in our Association.

**Means:**

- Compare the results from the present State of the Network with the results from the ICM in London.

**Comments:** The State of the Network is a necessary step for an Association starting a new year. In order to get a clear overview of the situation in the Network, we will analyse the results and compare them with the ones from the ICM in London. This will enable us to see in what direction we are heading, and where we need to put long term efforts.

11:00 - 13:00

**Joint Workshop with Academic Activities and Financial Management on Project Planning and Project Management**

**Aim:** To create awareness on the importance of a proper financial planning for events as well as giving hints and advices of a solid planning for a project in the part of AA and S & C.

**Means:**

- Presentation by ELSA International;

- Interactive working;
- Simulation on project planning.

**Comments:** Events organised in the fields of AA or S & C shall basically fund itself as far as possible. To ensure such a result it is absolutely necessary to ensure a realistic planning, meaning a solid budgeting by noticing all upcoming incomes and expenditures as well as a well-structured timetable for the organisation of the event. Further on, we will focus on the cooperation between FM and S&C as well as FM and AA and thus showing the importance of the necessity having a good communication between both parts.

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**Wednesday 8<sup>th</sup> of November 2006 (10:00-13:00; 14:30-18:30)**

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10:00 - 11:30

**Half time evaluation of the Two Years Tactical Plan 2005-2007(TYTP)**

**Aim:** To evaluate the S&C part of the Two Year Tactical Plan.

**Means:**

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

**Comment:** In order to ensure the high academic quality ELSA represents, there is a need for a structured planning of our activities. When we plan, we set strategic targets for the future of our Association thus ensuring continuity and consistency in all Areas of activities. The many benefits from long term planning are all results of an efficient 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.

During this session we will conduct the first evaluation of the Two Year Tactical Plan what concerns the S&C Key Area part.

**Preparations:** Read the Two Year Tactical Plan, especially the S&C part.

11:30 - 13.00

**The new website's structure and the new internal management system**

**Aim:** To discuss and find solutions for the new website and online system what regards the general parts and the S&C Key Area.

**Means:**

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

**Comments:** ELSA International is preparing specifications for developing a new website and a new online system of ELSA. To be able to do this the Network needs to evaluate the current website of ELSA ([www.elsa.org](http://www.elsa.org)) and the current internal management system (ELSA ONLINE). During this session we will discuss and try to find new possibilities, improvements and solutions for the website and the online system what regards the general part and the S&C.

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

Please prepare answers to the following questions:

#### **The new Website**

1. What is the main purpose of the website of ELSA?
2. What are the main problems and/or difficulties with the website as it is today?  
Do you have any concrete solutions to these problems?
3. Do you have any proposals for new possibilities on how and when to use the website as an officer on Local and/or National level?

#### **The new Internal management (Online) System**

1. What is the main purpose of an internal management system?
2. What are the main problems and/or difficulties with ELSA ONLINE as it is today? Do you have any concrete solutions to these difficulties?
3. Do you have any concrete proposals for new possibilities on how and when to use an internal management system of ELSA at the S&C?

13:00 - 14:30

#### **Lunch**

14:30 - 16:00

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

**Aim:** To discuss the implementation of the IFP 2006 and prepare for the final evaluation at the ICM in Prague spring 2007.

#### **Means:**

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

**Comments:** At the ICM in Malta autumn 2005 the IFP was reintroduced and implemented. A new topic with subtopics was chosen, as well as the duration and the final result of the IFP. During this session we will discuss the implementation of the IFP 2006 based on the received evaluation forms from the different IFP event

organisers so far. We will also discuss the procedure of the final evaluation of the IFP which will be done at the ICM in Prague spring 2007. Finally, we will discuss the procedure of how to choose a new topic(s), duration and final result of the IFP at the ICM in Prague.

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

16:00 - 17:00

### **ELSA Delegations**

**Aim:** To explain the ELSA Delegation's purpose at the various International organizations and the special status of ELSA with them.

**Means:**

- Presentation by Director for Institutional relations Ms. Aylin Farid;
- Discussion.

**Comments:** During previous years ELSA Delegations has become visiting groups at the Organizations where ELSA has a special status. Thus, is very important to raise a delegate's quality on academic and ELSA knowledge background. The overview of the changes and improvement would be presented.

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

17.00 - 18.00

### **Study Visits**

**Aim:** To gather information on the Study Visits organised within the Network and present current situation on the Study Visits' Guide (SVG) completion.

**Means:**

- Presentation by ELSA International on SVG and Institutional Study Visits;
- The map of postcards will be build;
- Evaluation.

**Comment:** The Study Visits are very popular, commonly organised S&C events within the Network, but also mostly in the shadow, mainly because of lack of reporting. To be aware of the Study Visits happening in the Network, this session aims at discussing the Study Visits organised in the near past, currently and for the future. ELSA International will also give a brief presentation on the status quo of the Study Visits' Guide.

**Preparations:** Find at ELSA ONLINE archive (Contents of /archive/Seminars&Conferences/Study Visits' Guide (SVG) ) the Study Visits' Guide (SVG)

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**Thursday 9<sup>th</sup> of November 2006 (10:00-13:00)**

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10:00 - 13:00

**Trainings Day**

See Page 17.

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**Friday the 10<sup>th</sup> of November 2006 (10:00-12:00)**

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10.00 - 10.30

**ELSA Speakers' database (ESDB)**

**Aim:** To discuss the current status of the ELSA Speakers' Database and possible improvements.

**Means:**

- Presentation by the Working Group;
- Evaluation.

**Comments:** The Speakers' Database was established to help the ELSA Officers organising S&C events, by providing them with contact details of Speakers of previous ELSA events. This year's idea to promote the current Database and improve user - friendly format.

**Preparations:** Read the input paper prepared by ELSA International.

10.30 - 11.00

**S&C archive**

**Aim:** To explain the S&C archive meaning and the aim to have it.

**Means:**

- The purpose of the S&C archive;
- Management of the archive;
- What to archive?

**Comments:** Nowadays when information flows very quickly and the Network organises a huge amount of the events, the problem arises with the archiving. When the event is finished there is only joy and tiredness. To find the respective information later on previous events is impossible. During this Workshop an archive will be presented as another S&C tool.

11.00 - 12.00

**Future events and closing of the workshop**

**Aim:** To promote the upcoming International S&C Events, evaluate the Workshop, the trainings and the International Council Meeting in general as well as approve the Workshop Minutes.

**Means:**

- Presentations by the Participants;
- Distribution of Marketing Materials;
- Approve the workshop minutes.

**Comments:** During this session, National and Local Groups will get a chance to present their future International projects and convince the participants to apply for and to promote these events in their National and Local Groups. Also at this stage the workshop will be concluded and closed.

**STUDENT TRAINEE EXCHANGE PROGRAMME****Timetable**

| Time  | Sunday               | Monday                       | Tuesday                      | Wednesday             | Thursday        | Friday        | Saturday         |                           |
|-------|----------------------|------------------------------|------------------------------|-----------------------|-----------------|---------------|------------------|---------------------------|
| 08:00 |                      |                              |                              |                       |                 |               |                  |                           |
| 08:30 |                      |                              |                              |                       |                 |               |                  |                           |
| 09:00 |                      |                              |                              |                       |                 |               |                  |                           |
| 09:30 |                      |                              |                              |                       |                 |               |                  |                           |
| 10:00 |                      | Role of<br>LG/NG<br>officers | New Online<br>System/website | Needs of<br>Employers | Training<br>Day | Miscellaneous | Final<br>Plenary |                           |
| 10:30 |                      |                              | Needs of<br>Students         |                       |                 |               |                  | Training on<br>Motivation |
| 11:00 |                      |                              |                              |                       |                 |               |                  | Closing WS                |
| 11:30 |                      |                              |                              |                       |                 |               |                  | Report Time               |
| 12:00 |                      | EO current<br>system         |                              |                       |                 |               |                  |                           |
| 12:30 |                      |                              |                              |                       |                 |               |                  |                           |
| 13:00 |                      |                              |                              |                       | Report Time     |               |                  |                           |
| 13:30 |                      |                              |                              |                       |                 |               |                  |                           |
| 14:00 |                      |                              |                              |                       |                 |               |                  |                           |
| 14:30 |                      | Workshops                    |                              | Needs of<br>Officers  |                 |               | Final<br>Plenary |                           |
| 15:00 |                      | SotN                         |                              |                       |                 |               |                  |                           |
| 15:30 |                      |                              |                              |                       |                 |               |                  |                           |
| 16:00 |                      |                              |                              |                       |                 |               |                  |                           |
| 16:30 |                      |                              |                              |                       |                 |               |                  |                           |
| 17:00 | Intro WS<br>Officers |                              |                              |                       |                 |               |                  |                           |
| 17:30 |                      | Q&ATime                      |                              | Evaluation            |                 |               |                  |                           |
| 18:00 | Training             |                              |                              |                       |                 |               |                  |                           |
| 18:30 |                      | Report Time                  | Report Time                  | Report Time           |                 |               |                  |                           |

**Preparations and reminders for the STEP Workshop**

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

- Statutes and Standing Orders;
- Decision Book;
- Two Year Tactical Plan (TYTP) 2005-2007;
- One Year Operational Plan (OYOP) 2006/2007 of ELSA International;
- Working Materials.

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

Please also prepare an Activity Report for distribution to the National Groups and ELSA International. Do also prepare, fill in and bring the respective area connected inquiry included in this package. The STEP inquiry should be handed to the VP STEP of ELSA International on the first day of the International Council Meeting.

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

Another possibility is to use the STEP mailing list ([ELSA-STEP@LISTSERV.ELSA.ORG](mailto:ELSA-STEP@LISTSERV.ELSA.ORG)) and start a discussion before the L International Council Meeting in Alanya.

**Agenda**

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**Sunday 5<sup>th</sup> of November 2006 (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;
- Roundtable: expectations of the participants;
- Presentation of the Agenda by the VP STEP of ELSA International;
- Approval of the Agenda.

**Preparations:** Hand in the STEP Inquiry during this session. Read and prepare questions that you would like to be answered and discussed during the Workshops throughout the week.



18:00 - 19:00

**Officers and Introductory Training**

**Aim:** To train officers on their fundamental tasks and responsibilities during an ICM. To give an introduction of ELSA and STEP to the ICM Freshers.

**Means:**

- Basic ELSA Training;
- Basic STEP Training;
- Package and Working Materials.

**Comments:** In order to reach our expectations and goals during the week of the ICM, it is more than important that all WS participants are well prepared and informed. Therefore this training aims at the ICM Freshers and new Vice Presidents Student Trainee Exchange Programme who feel they need some basic information before the week of Workshops.

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**Monday 6<sup>th</sup> of November 2006 (10:00-13:00; 14:30-18:30)**

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10:00 - 12:00

**Role of the STEP Officers**

**Aim:** To give an overview of the role of a STEP Officer on the Local and National Level

**Means:**

- Presentation by ELSA International;
- Presentation by National Groups;
- Round table discussion.

**Comments:** The basis for the work as a STEP Officer is to have a clear picture of the responsibilities and the work on Local, National and International Level. This gives us the possibility to share our work and to facilitate the co-operation between the countries.

**Preparations:** Please read the STEP Part of the Decision Book and the STEP Manual.

12:00 - 13:00

**ELSA ONLINE current system**

**Aim:** To increase the knowledge regarding ELSA ONLINE, to clarify the misunderstandings when using the system and to clarify the misunderstandings when using the Back-up Solution

**Means:**

- Presentation by ELSA International;
- Round table discussion.

**Comments:** The current ELSA ONLINE System presents some technical problems that affect the correct running of STEP. Most of the time, the problems are not technical problems but are created by the lack of knowledge on how to use the System correctly. This session is meant to increase the knowledge of the participants, pinpoint the problems and the possible solutions.

**Preparations:** Due to the fact that we have only one hour for this WS please prepare the questions that you have.

13:00 - 14:30

**Lunch**

14:30-15:30

**Core Values of ELSA**

**Aim:** To raise the awareness and knowledge of ELSA's core values.

**Means:**

- Presentation by the VP STEP of ELSA International;
- Open discussion.

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

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

15:30 – 18:00

**State of the Network**

**Aim:** To collect and analyze information on the "Status Quo" of all the Groups present at the ICM. ELSA International will present the One Year Operational Plan 2006/2007 and the specific means taken to reach the set aims. We will evaluate and follow up on the Two Year Tactical Plan 2005-2007 approved at the International Council Meeting in Malta in autumn 2005.

**Means:**

- Presentation of the Activity Reports of the countries;
- Compare the result from the present State of the Network with the result from the previous ICMS;
- Presentation of the One Year Operational Plan (OYOP) of the International Board 06/07;
- Comparative analyses between the current "status quo" and the goals set in the Two Year Tactical Plan (TYTP);
- Round table discussions.

**Comments:** The State of the Network is a necessary step for an Association starting a new year. One of the main goals in the One Year Operational Plan of ELSA International 2006/2007 is to focus on the review and analysis of the Network in order to figure out the main difficulties in our Association. During this session we will have an overview of the current state of the STEP Network based on the inquiries handed in during this International Council Meeting.

In order to ensure the high academic quality ELSA represents, there is a need for a structured planning of our activities. When we plan, we set strategic targets for the future of our Association thus ensuring continuity and consistency in all Areas of activities. The many benefits from long term planning are all results of an efficient and well coordinated Tactical Plan. Furthermore, a Tactical Plan should be used as a tool of raising awareness of important issues and projects of our Association. During this session we will conduct the first evaluation of the Two Year Tactical Plan what concerns the STEP Part.

**Preparations:** Read the One Year Operational Plan before this session and prepare questions if any and read the Two Year Tactical Plan, especially the STEP Part.

18:00 - 18:30

**Question & Answer Time**

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

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**Tuesday 7<sup>th</sup> of November 2006 (10:00-13:00)**

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10:00 - 10:30

**Introductory Workshop - the new Website and the new Internal Management System**

**Aim:** To discuss and find solutions for the new website and the new internal management system what regards the general parts and the area of STEP.

**Means:**

- Presentation by ELSA International;
- Round table discussion;
- Question and Answer Time.

**Comments:** ELSA International is preparing specifications for developing a new website and a new internal management system of ELSA. To be able to do this the Network needs to evaluate the current website of ELSA ([www.elsa.org](http://www.elsa.org)) and the current internal management system (ELSA ONLINE). During this session we will discuss and try to find new possibilities, improvements and solutions for the new website and the new internal management system what regards the area of STEP.

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

Please prepare answers to the following questions:

**The new Website**

1. What is the main purpose of a website for ELSA what regards the area of STEP?
2. What are the main problems and/or difficulties with the website as it is today what regards the area of STEP?  
Do you have any concrete solutions to these problems/difficulties?
3. Do you have any proposals for new possibilities on how and when to use the website as an officer on Local and/or National level what regards the area of STEP ?

**The new Internal Management System**

1. What is the main purpose of an internal management system for ELSA what regards the area of STEP?
2. What are the main problems and/or difficulties with ELSA ONLINE as it is today what regards the area of STEP? Do you have any concrete solutions to these problems/difficulties?
3. Do you have any concrete proposals for new possibilities on how and when to use an internal management system of ELSA what regards the area of STEP?

10:30 - 13:00

**Needs for Students**

**Aim:** To get a clear picture about the needs of students nowadays and to settle down the actions that need to be taken.

**Means:**

- Presentation by ELSA International;
- Working groups;
- Round table discussion.

**Comments:** STOP - THINK - ACT! According to the OYOP of the International Board 2006/2007 the International Board is creating and implementing together with the whole network a new functioning online system. In this session we will evaluate the needs of students nowadays to increase the number of students and newly graduates interested in STEP and discuss the steps that need to be taken.

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**Wednesday 8<sup>th</sup> of November 2006 (10:00-13:00; 14:30-18:30)**

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10:00 - 13:00

**Needs for Employers**

**Aim:** To get a clear picture what employers expect nowadays from trainees and from ELSA.

**Means:**

- Presentation by ELSA International;
- Working groups;

- Round table discussion.

**Comments:** We have to start to re-think and to ask ourselves: Why do we have STEP? What does an employer want from the trainees and how we can implement the results in our New Online System?

13:00 - 14:30

**Lunch**

14:30 - 17:30

**Needs for Officers**

**Aim:** To discuss the officers' side on the use of the new online system.

**Means:**

- Presentation by ELSA International;
- Working Groups;
- Round table discussion.

**Comments:** In this session we analyse the possible ways for a better use of a new online system and how we can create a better awareness of a necessity of actually using one. We will evaluate why the current system is not so much used by ELSA Officers and how we can implement the results of this discussion in our New Online System.

17:30 - 18:30

**Evaluation**

**Aim:** To evaluate the results of the workshop sessions during this week.

**Means:**

- Working Groups;
- Round table discussion.

**Comments:** To reach the aims set in the OYOP of the International Board 2006/2007 we have to evaluate and to point out the results from the Workshops earlier this week and to set down the action that need to be taken.

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**Thursday 9<sup>th</sup> of November 2006 (10:00-13:00)**

10:00 - 13:00

**Training Day**

See page 17

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**Friday the 10<sup>th</sup> of October 2003 (10:00-12:00)**

10:00 - 10:30

**Miscellaneous**

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

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

10:30 - 11:30

**Training on Motivation**

**Aim:** To understand why we should invest time in working for STEP and acquire knowledge on making successful presentations, speeches and running workshops and more specifically how to present STEP to students and potential employers.

**Means:**

- Training Session by Pierangelo Graziani

**Comments:** This training session is meant to focus on motivate the STEP Officers in working for the STEP Programme and improving their oral presentation skills, useful when selling STEP traineeships to an employer and students and making a presentation oneself.

11:30 - 12:00

**Closing Workshop**

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

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

| Time  | Sunday   | Monday            | Tuesday                       | Wednesday                           | Thursday     | Friday                  | Saturday      |
|-------|----------|-------------------|-------------------------------|-------------------------------------|--------------|-------------------------|---------------|
| 08:00 |          |                   |                               |                                     |              |                         |               |
| 08:30 |          |                   |                               |                                     |              |                         |               |
| 09:00 |          |                   |                               |                                     |              |                         |               |
| 09:30 |          |                   |                               |                                     |              |                         |               |
| 10:00 |          | Core Values       | New website and New IM system | Joint WS IM on new Reporting System | Training Day | Fundraising regulations | Final Plenary |
| 10:30 |          |                   |                               |                                     |              |                         |               |
| 11:00 |          | OYOP              |                               | WS Proposal on IPM                  |              | MUN Report              |               |
| 11:30 |          | Update CPs        | Fundraising                   | ISIC                                |              | Closing of WS           |               |
| 12:00 |          |                   |                               |                                     |              |                         |               |
| 12:30 |          |                   |                               |                                     |              |                         |               |
| 13:00 |          |                   |                               |                                     | Report Time  |                         |               |
| 13:30 |          |                   |                               |                                     |              |                         |               |
| 14:00 |          |                   |                               |                                     |              |                         |               |
| 14:30 |          | SoNt BEE          |                               | Joint WS S&C on IFP                 |              |                         | Final Plenary |
| 15:00 |          |                   |                               |                                     |              |                         |               |
| 15:30 |          |                   |                               |                                     |              |                         |               |
| 16:00 |          | Presidents' Forum |                               | JW Marketing on Market Research     |              |                         |               |
| 16:30 |          |                   |                               |                                     |              |                         |               |
| 17:00 | Intro WS |                   |                               |                                     |              |                         |               |
| 17:30 |          |                   |                               |                                     |              |                         |               |
| 18:00 | Training |                   |                               |                                     |              |                         |               |
| 18:30 |          | Report Time       | Report Time                   | Report Time                         |              |                         |               |

**Preparations and reminders for the BEE Workshop**

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

- Statutes and Standing Orders;
- Decision Book;
- Two Year Tactical Plan (TYTP) 2005-2007;
- One Year Operational Plan (OYOP) 2006/2007 of ELSA International;
- Working Materials;
- The Fundraising Questionnaire of your National Group.

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

Please also prepare an Activity Report for distribution to the National Groups and ELSA International. Do also prepare, fill in and bring the respective area connected inquiry included in this package. The BEE Inquiry should be handed to the President of ELSA International on the first day of the International Council Meeting.

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

Another possibility is to use the BEE mailing list ([ELSA-BEE@LISTSERV.ELSA.ORG](mailto:ELSA-BEE@LISTSERV.ELSA.ORG)) and start a discussion before the L International Council Meeting in Alanya.

**Agenda**

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**Sunday 5<sup>th</sup> of November 2006 (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;
- Roundtable: expectations of the participants;
- Presentation of the Agenda by the President of ELSA International;
- Approval of the Agenda;
- Choice of topics for the Presidents Forum.



**Preparations:** Hand in the BEE inquiry during this session. Read and prepare questions that you would like to be answered and discussed during the Workshops throughout the week.

18:00 - 19:00

**Officers Training**

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

**Means:**

- Training delivered by ITP members.

**Introductory Workshop for Freshers**

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

**Means:**

- Presentation by ELSA International;
- Questions and Answers.

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**Monday 6<sup>th</sup> of November 2006 (10:00-13:00; 14:30-18:30)**

10:00 – 11:00

**Core values of ELSA**

**Aim:** To raise the awareness and knowledge of ELSA's core values.

**Means:**

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

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

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

11:00 – 11:30

**One Year Operational Plan ELSA International 2006/2007**

**Aim:** To present the One Year Operational Plan 2006/2007 and the specific means taken to reach the set aims.

**Means:**

- Presentation by the President of ELSA International;
- Question and Answer time.

**Preparations:** Read the One Year Operational Plan before this session and prepare questions if any.

11:30-12:00

**Update on the Corporate Partners of ELSA International**

**Aim:** To give an update on the status of the Corporate Partners and the pending approaches of ELSA International.

**Means:**

- Presentation by the President of ELSA International;
- Question and Answer time.

12:00 – 13:00

**Half time evaluation of the Two Year Tactical Plan 2005-2007**

**Aim:** To evaluate and follow up on the Two Year Tactical Plan 2005-2007 approved at the International Council Meeting in Malta in autumn 2005.

**Means:**

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

**Comments:** In order to ensure the high academic quality ELSA represents, there is a need of a structured planning of our activities. When we plan, we set strategic targets for the future of our Association thus ensuring continuity and consistency in all Areas of activities. The many benefits from long term planning are all results of an efficient 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.

During this session we will conduct the first evaluation of the Two Year Tactical Plan what concerns the general part and the BEE part.

**Preparations:** Read the Two Year Tactical Plan, especially the general part and the BEE part.

13:00 - 14:30

**Lunch**

14:30 – 16:00

**Review and Analysis: State of the BEE Network**

**Aim:** To give a clear picture of the state of the Network what regards the area of BEE.

**Means:**

- Presentation by the President of ELSA International;
- Roundtable;
- Open discussion.

**Comments:** One of the main goals in the One Year Operational Plan of ELSA International 2006/2007 is to focus on the review and analysis of the Network in order to figure out the main difficulties in our Association. The area of BEE is of course not excluded thereof.

During this session we will have an overview of the current state of the BEE Network based on the inquiries handed in during this International Council Meeting. The analysis will also cover the recent four International Council Meetings to be able to see the development in the area of BEE.

16:00 – 18:30

**Presidents Forum**

**Aim:** To discuss future possibilities within the area of BEE.

**Means:**

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

**Comments:** For the very first time this session is introduced in the BEE Agenda at an ICM. The purpose of this session is to give the National Presidents the opportunity to actually have time in the Agenda to discuss, openly and as non restricted as possible, current and future possibilities within the area of BEE. The topics could and should, be chosen by the National Presidents themselves.

With these sessions it is the intention and hopes of the President of ELSA International that the National Presidents will take the opportunity to discuss topics that are important and of current interest.

**Preparations:** Please do think of issues that you would like to discuss with other National Presidents during this session. Do try to think of issues that you would appreciate and need help and input on from the other National Presidents. The President of ELSA International especially encourages you to think of topics that

could somehow help us to develop parts of our work within the area of BEE. Maybe you have been thinking of something that you would like to present to the other Presidents? Perhaps you have an idea that could help us what regards Board Management, External Relations or/and Expansion? Do try to “think out of the box”; do not be afraid of think of new and different ways of approaching problems.

The topics for this session will be chosen during the introductory session on Monday.

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**Tuesday 7<sup>th</sup> of November 2006 (10:00-13:00)**

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10:00 – 12:00

**The new Website and the new Internal Management System**

**Aim:** To discuss and find solutions for the new website and the new internal management system what regards the general parts and the area of BEE.

**Means:**

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

**Comments:** ELSA International is preparing specifications for developing a new website and a new internal management system of ELSA. To be able to do this the Network needs to evaluate the current website of ELSA ([www.elsa.org](http://www.elsa.org)) and the current internal management system (ELSA ONLINE). During this session we will discuss and try to find new possibilities, improvements and solutions for the new website and the new internal management system what regards the general part and the area of BEE.

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

Please prepare answers to the following questions:

**The new Website**

1. What is the main purpose of a website for ELSA what regards the area of BEE ?
2. What are the main problems and/or difficulties with the website as it is today what regards the area of BEE?  
Do you have any concrete solutions to these problems/difficulties?
3. Do you have any proposals for new possibilities on how and when to use the website as an officer on Local and/or National level what regards the area of BEE ?

**The new Internal Management System**

1. What is the main purpose of an internal management system for ELSA what regards the area of BEE?
2. What are the main problems and/or difficulties with ELSA ONLINE as it is today what regards the area of BEE ? Do you have any concrete solutions to these problems/difficulties?
3. Do you have any concrete proposals for new possibilities on how and when to use an internal management system of ELSA what regards the area of BEE?

12:00 – 13:00

**Fundraising on the International level of ELSA**

**Aim:** To discuss and evaluate the Fundraising Questionnaire as a part of the Fundraising of ELSA International

**Means:**

- Presentation by the President of ELSA International;
- Discussion.

**Comments:** At the ICM in London it was decided that the President of ELSA International would create a Fundraising Questionnaire on which the National Presidents could inform what they could offer to the Corporate Partners of ELSA International. During this session we will do the first evaluation of the outcome of the Questionnaires so far. We will discuss the practical use of the Questionnaire as well as the implementation of it.

**Preparations:** Bring a copy of your National Groups Fundraising Questionnaire. For those who have not handed it over your Questionnaire to the President of ELSA International, please do so during this session.

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**Wednesday 8<sup>th</sup> of November 2006 (10:00-13:00; 14:30-18:30)**

10:00 – 11:30

**Joint Workshop with IM on the proposal by the International Board on the SOTN Inquiry and the SOTN Report**

**Aim:** To discuss and vote upon the proposal by ELSA International on a new Reporting system between the National Groups and ELSA International.

**Means:**

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

**Comments:** The International Board proposes to compile the current area connected inquires that are to be submitted to the International Board before or at the first day of the ICM. If this compiled version of inquiries is not submitted to the International Board, the voting rights of a National Group are suspended during that ICM. Further, the International Board proposes that it would be the task of the International Board to compile the inquiries into a report that should be sent out to all National Groups no later than 6 weeks after the end of the ICM. The International Board also proposes to remove the obligation of the National Groups to submit an Activity Report before or during the ICM.

**Preparations:** Read and discuss the proposal by the International Board with your National Board before this session.

11:30 – 12:30

**Proposal by ELSA Norway and ELSA Germany on revision and amendments of the Statues and Standing Orders regarding the International Presidents Meeting**

**Aim:** To present the proposal by ELSA Norway and ELSA Germany as well as discuss the proposal and vote upon it.

**Means:**

- Presentation by ELSA Norway and ELSA Germany;
- Open discussion;
- Roundtable;
- Voting.

**Preparations:** Read the proposal by ELSA Norway and ELSA Germany in this package. Do also read the relevant articles in the Statues and Standing Orders.

12:30 – 13:00

**Presentation on possible cooperation between ELSA and the International Student Identity Card Association (ISIC Association)**

**Aim:** To discuss and decide on possibilities of a partnership between ELSA and ISIC Association.

**Means:**

- Presentation by the President of ELSA International;
- Power Point Presentation by ISIC Association;
- Discussion.

**Comments:** At the International Presidents Meeting in Budapest the National Presidents discussed an approach from the ISIC Association on cooperation with ELSA. The National Presidents decided that this proposed cooperation is of interest of ELSA. The proposed cooperation is in brief about ELSA members having the

opportunity to receive a card from the ISIC Association. The co-branded card would give ELSA members a lot of advantages and benefits.

**Preparations:** Check out the official website of the ISIC Association at [www.isic.org](http://www.isic.org) to gain more information on the ISIC Association.

13:00 - 14:30

**Lunch**

14:30 - 16:00

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

**Aim:** To discuss the implementation of the IFP 2006 and prepare for the final evaluation at the ICM in Prague spring 2007.

**Means:**

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

**Comments:** At the ICM in Malta autumn 2005 the IFP was reintroduced and implemented. A new topic with subtopics was chosen, as well as the duration and the final result of the IFP. During this session we will discuss the implementation of the IFP 2006 based on the received evaluation forms from the different IFP event organisers so far. We will also discuss the procedure of the final evaluation of the IFP which will be done at the ICM in Prague spring 2007. Finally, we will discuss the procedure of how to choose a new topic(s), duration and final result of the IFP at the ICM in Prague.

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

16:00 - 18:30

**Joint Workshop with Marketing on Market Research**

**Aim:** To raise awareness of the importance of having reliable information about who are members are, what law students want and how our Association is perceived by externals.

**Means:**

- Presentation by ELSA International;
- Working Groups;
- Presentations by Working Groups;
- Discussion.

**Comments:** ELSA International aims to conduct a thorough Market Research among our members and European law students in general during the second half of our year in term. We need to have a clear picture of what actually attracts our members and officers in order to better shape our activities and image. A good knowledge of who our members are is also something that is of great importance to our increasingly demanding pool of potential cooperation partners.

The purpose of this session is to try to analyse and discuss possible ways of conducting the Market Research. The session will of course deal with the more general aim and purpose of Market Research but will also take focus on more practical issues, such as for example the carrying out of the research, the content, the analysis of the outcome and possible ways to implement Market Research as an integrated part of our work on all levels in the Network.

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

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**Thursday 9<sup>th</sup> of November 2006 (10:00-13:00)**

**Training Day**

See page 17.

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**Friday the 10<sup>th</sup> of November 2006 (10:00-12:30)**

10:00 - 11:00

**Fundraising regulations**

**Aim:** To raise the awareness and the knowledge of the Fundraising regulations in the Decision Book.

**Means:**

- Presentation by the President of ELSA International;
- Question and Answering time;
- Open discussion.

**Comments:** In the Decision Book there are certain fundraising regulations stated. It is of great importance that these regulations are followed. Breaches of the regulations could cause severe problems and misunderstandings what regards current and future sponsor approaches on all levels of the ELSA Network.

**Preparations:** Read the Fundraising regulations which can be found in the BEE part of the Decision Book (External Relations). Prepare questions and comments if any.

11:00 - 11:30

**Report on the discussions on the Input Paper by the Working Group on the Model United Nations (MUN)**



**Aim:** To have a Report from the AA Workshop on the discussions on the Input Paper by the Working Group on the MUN.

**Means:**

- Presentation by a representative from the Working Group on MUN;
- Presentation by the Chair or Vice Chair from the AA Workshop;
- Question and Answer time.

**Preparations:** Read the Input Paper in this package. Advice and discuss the topic with the representative from your National Groups that has taken part in the AA Workshop during this ICM.

11:30 - 12:00

**Question & Answer time**

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

12:00 - 12:30

**Closing of the Workshop**

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

**INTERNAL MANAGEMENT****Timetable**

| Time  | Sunday         | Monday                             | Tuesday                          | Wednesday                      | Thursday     | Friday        | Saturday      |
|-------|----------------|------------------------------------|----------------------------------|--------------------------------|--------------|---------------|---------------|
| 08:00 |                |                                    |                                  |                                |              |               |               |
| 08:30 |                |                                    |                                  |                                |              |               |               |
| 09:00 |                |                                    |                                  |                                |              |               |               |
| 09:30 |                |                                    |                                  |                                |              |               |               |
| 10:00 |                | Intro expectations                 | JW Marketing HR /Market Research | JW BEE on New Reporting System | Training Day | Miscellaneous | Final Plenary |
| 10:30 | WS Agenda      |                                    |                                  |                                |              |               |               |
| 11:00 | OYOP 2006/2007 | Half time Evaluation of TYTP 05-07 | New Internal Management Project  | Closing workshop               |              |               |               |
| 11:30 | Core Values    | ELSAOnline                         |                                  |                                |              | Report Time   |               |
| 12:00 |                |                                    |                                  |                                |              |               |               |
| 12:30 |                |                                    |                                  |                                |              |               |               |
| 13:00 |                |                                    |                                  |                                | Report Time  |               |               |
| 13:30 |                |                                    |                                  |                                |              |               |               |
| 14:00 |                |                                    |                                  |                                |              |               |               |
| 14:30 |                | SotN                               |                                  | Training strategy & tools      |              |               | Final Plenary |
| 15:00 |                | Analysis SotN                      |                                  | Regional Training Events       |              |               |               |
| 15:30 |                |                                    |                                  | JW FM On EDF                   |              |               |               |
| 16:00 |                |                                    |                                  |                                |              |               |               |
| 16:30 |                |                                    |                                  |                                |              |               |               |
| 17:00 | Intro WS       | Role of NG officers                |                                  |                                |              |               |               |
| 17:30 |                |                                    |                                  |                                |              |               |               |
| 18:00 | Training       |                                    |                                  |                                |              |               |               |
| 18:30 |                | Report Time                        | Report Time                      | Report Time                    |              |               |               |

**Preparations and reminders for the IM Workshop**

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

- Statutes and Standing Orders;
- Decision Book;
- Two Year Tactical Plan (TYTP) 2005-2007;
- One Year Operational Plan (OYOP) 2006/2007 of ELSA International;
- Working Materials.

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

Please also prepare an Activity Report for distribution to the National Groups and ELSA International. Do also prepare, fill in and bring the respective area connected inquiry included in this package. The IM inquiry should be handed to the Secretary General of ELSA International on the first day of the International Council Meeting.

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

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

**Agenda**

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**Sunday 5<sup>th</sup> of November 2006 (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;
- Roundtable: expectations of the participants;
- Presentation of the Agenda by the Secretary General of ELSA International;
- Approval of the Agenda;

18:00 - 19:00

**Officers Training**

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

**Means:**

- Training delivered by ITP members.

**Introductory Workshop for Freshers**

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

**Means:**

- Presentation by ELSA International;
- Questions and Answers.

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**Monday 6<sup>th</sup> of November 2006 (10:00-13:00; 14:30-18:30)**

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10:00 - 10:30

**Introduction and expectations of the delegates**

**Aim:** To allow all participants to know each other and acknowledge their expectations.

**Means:**

- Round table Presentation
- Ice-breaker.

**Comments:** Knowing that many delegations are only able to arrive to the ICM by late afternoon/evening of the first day, this point will be postponed to the second WS session, to allow the presence of the large majority of the participants.

10:30 - 11:00

**WS Agenda**

**Aim:** To give a clear picture of the Agenda and its aims, as well as to approve it.

**Means:**

- Brief presentation and discussion;
- Voting.

**Comments:** This point is essential to ensure all participants have a clear picture on the Agenda and all the topics to be on the table, allowing a more common starting point among all delegates for all the discussions.

11:00 - 11:50

**Presentation of OYOP 2006/2007**

**Aim:**

To give a clear picture of the OYOP 2006-2007 and the goals for the term focusing on the top priorities concerning Internal Management.

**Means:**

Brief presentation and discussions

11:50 - 12:00

**Break**

12:00 - 13:00

**Core values of ELSA**

**Aim:** To raise the awareness and knowledge of ELSA's core values.

**Means:**

- Presentation by the Secretary General of ELSA International;
- Open discussion.

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

13:00 - 14:30

**Lunch**

14:30 - 15:00

**State of the Network**

**Aim:**

To collect information on the "status quo" of all the Groups present at the ICM, to be analysed and discussed further in the week.

**Means:**

- Filling out forms to be delivered by the IB.

15:00 – 16:15

**Analysis of the State of the Network**

**Aim:**

Have a clear general picture of our Association.

**Means:**

- To face our responsibilities;
- Questions and answers
- Round table discussions

**Comments:**

The state of the network is a necessary step for an Association starting a new year. Remarks were brought up concerning the previous states of the network because results were not clearly identified in supporting areas. We will try a new “formula”: we will do the state of the network and then dedicate two hours to the analysis of the results and conclusions we can bring up. Please, read the Two Year Tactical Plan for preparation of this session.

16:15 -16:30

**Break**

16:30- 18:30

**National Officers as a functional link between the International Board and the Local Officers.**

**Aim:**

To ensure an effective communication on all levels within our Association.

**Means:**

- Planning on how to pass on information from the ICM;
- Round table;
- Commitments.

**Comments:**

Due to the fact that our Network operates on three levels, it is important to ensure that the knowledge and information gained during the ICM is passed on in a proper way to the Local Officers.

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**Tuesday 7<sup>th</sup> of November 2006 (10:00-13:00)**

10:00 - 11.30

**Joint workshop with Marketing on Human Resources in the Network and the Role of Marketing**

**Aim:**

To discuss and share experiences on Human Resources strategies in the Network to improve and develop new strategies.

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**Means:**

- Presentation by ELSA International
- Presentation by National Groups.
- Round table.

**Comments:**

As many of our Groups, at all levels, are facing problems with Human Resources therefore the IM workshop and Marketing workshop will discuss the different ways of approaching the Human resources problem. In order for everyone to gain as much as possible from this session, it is essential that all participants come prepared. During this part of the WS, we will discuss Human Resources strategies in different ELSA Groups, and get the opportunity to share experiences and ideas with each other.

During these sessions, we will discuss Human Resources as a problem in recruiting members in our Local Groups, as well as Human Resources as a problem in finding qualified and motivated persons for Organising Committees, Board positions etc at all levels of our Association.

Before coming to the ICM and the Human Resources sessions, please take some time to consider how we deal with these issues in our Network and in your respective Groups. In short, think about

- What are the problems with Human Resources?
- What is the Human Resources Strategy in your National Group?
- What are the reasons in your group to become an ELSA member?
- In what ways marketing should be a tool for motivating members?
- In what ways marketing should be a tool for marketing events?
- Can market research be tool for defining the member profile and dynamics of ELSA?

11:30 – 11:45

**Break**

11:45 - 12:15

**Half Time Evaluation of TYTP 2005-2007****Aim:**

To examine how the IM and General part of the new Two Year Tactical Plan best can be implemented in the Network.

**Means:**

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

**Comment:**

In order to ensure the high academic quality ELSA represents, there is a need of a structured planning of our activities. When we plan, we set strategic targets for the

future of our Association thus ensuring continuity and consistency in all Areas of activities. 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.

12:15 – 13:00

### **ELSA ONLINE**

**Aim:**

To clarify possible existent doubts regarding the running of the system.

**Means:**

- Question and Answer time;
- Errors' reporting time.

**Comments:**

The continued implementation of ELSA ONLINE is still essential, as its enhanced use facilitates our Network administration. A well implemented and functional ELSA ONLINE will also contribute to the later implementation of a new system.

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**Wednesday 8<sup>th</sup> of November 2006 (10:00-13:00)**

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10:00 – 11:30

### **Joint Workshop with BEE on the proposal by the International Board on the SOTN Inquiry and the SOTN Report**

**Aim:** To discuss and vote upon the proposal by ELSA International on a new Reporting system between the National Groups and ELSA International.

**Means:**

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

**Comments:** The International Board proposes to compile the current area connected inquiries that are to be submitted to the International Board before or at the first day of the ICM. If this compiled version of inquiries is not submitted to the International Board, the voting rights of a National Group are suspended during that ICM. Further, the International Board proposes that it would be the task of the International Board to compile the inquiries into a report that should be sent out to all National Groups no later than 6 weeks after the end of the ICM. The International Board also proposes to remove the obligation of the National Groups to submit an Activity Report before or during the ICM.

**Preparations:** Read and discuss the proposal by the International Board with your National Board before this session.



11:30 – 13:00

### **The new Website and the new Internal Management System**

#### **Means:**

- Presentation by the Secretary General of ELSA International;
- Working Groups;
- Presentations by ELSA International ;
- Open discussion.

**Comments:** ELSA International is preparing specifications for developing a new website and a new internal management system of ELSA. To be able to do this the Network needs to evaluate the current website of ELSA ([www.elsa.org](http://www.elsa.org)) and the current internal management system (ELSA ONLINE). During this session we will discuss and try to find new possibilities, improvements and solutions for the new website and the new internal management system what regards the general part and the area of IM.

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

Please prepare answers to the following questions:

#### **The new Website**

1. What is the main purpose of a website for ELSA what regards the area of IM?
2. What are the main problems and/or difficulties with the website as it is today what regards the area of IM?  
Do you have any concrete solutions to these problems/difficulties?
3. Do you have any proposals for new possibilities on how and when to use the website as an officer on Local and/or National level what regards the area of IM?

#### **The new Internal Management System**

1. What is the main purpose of an internal management system for ELSA what regards the area of IM?
2. What are the main problems and/or difficulties with ELSA ONLINE as it is today what regards the area of IM ? Do you have any concrete solutions to these problems/difficulties?
3. Do you have any concrete proposals for new possibilities on how and when to use an internal management system of ELSA what regards the area of IM?

13:00 - 14:30

#### **Lunch**

14:30 – 15:30

**Training Strategy and Tools**

**Aim:** To implement training in the Network.

**Means:**

- Input Paper by ELSA International;
- Presentation by Director for Training ELSA International, Mr Vytautas Zabulis;
- Presentation on ITP
- Working Groups;
- Discussion.

**Comments:** During the previous year, IM WS was devoted to discussing the topic of training. This year, we need to focus on implementing in practice the tools we already have to use and promote trainings in our Network. During the session, we will discuss the tools available, how to use them and what our responsibilities as Secretary Generals are in regard to training.

15:30 – 15:45

**Break**

15:45 - 16:30

**Regional Training Events**

**Aim:** To promote the organisation of Regional Training Events.

**Means:**

- Presentation by ELSA Lithuania and ELSA Belgium on the Baltic Trainings and EHTW respectively;
- Brief discussion on the topic.

**Comments:** In the past couple of years, regional cooperation has lead to a more efficient and effective use of all available training tools, as well as to higher participation levels at training events. Through the analysis of the pros and cons of organising regional training events, the benefits of a higher coordination and co-operation across the entire network in this matter will be stressed and the organisation of such events promoted.

17:00-18:30

**Joint Workshop with Financial Management on ELSA Development Fund - the application procedure**

**Aim:** To raise the awareness of the ELSA Development Fund, to give some general information and advices about the application as well as to discuss about and vote upon the EDF proposal.

**Means:**

- Presentation by ELSA International
- Questions & Answers
- Simulation and a presentation of the results by the National Groups afterwards
- Discussion and Voting upon the proposal by ELSA International

**Comments:** The EDF offers the Groups in the network a possibility getting financial support by ELSA International. There are the opportunities funding travel costs to ICMs and IPMs as well as for projects and other actions if the applicant is eligible.

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**Thursday 9<sup>th</sup> of November 2006 (10:00-13:00)**

**Training Day**

See Page 17.

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**Friday the 10<sup>th</sup> of October 2003 (10:00-12:00)**

10:00 - 11:00

**Miscellaneous**

**Comments:** This part of the workshop is dedicated to the issues unresolved during other sessions.

11:00 - 12:00

**Closing Workshop**

**Aim:** To make the evaluation of the WS and to approve the minutes.

**FINANCIAL MANAGEMENT****Timetable**

| Time  | Sunday                          | Monday  | Tuesday  | Wednesday                                  | Thursday     | Friday      | Saturday      |
|-------|---------------------------------|---|--|--|--------------|-------------|---------------|
| 08:00 |                                 |   |  |  |              |             |               |
| 08:30 |                                 |   |  |  |              |             |               |
| 09:00 |                                 |   |  |  |              |             |               |
| 09:30 |                                 |   |  |  |              |             |               |
| 10:00 |                                 | Core Values and the Plans of EI   | Final Accounts 2005/2006                               | Financial Resources I                      | Training Day | FM Helpdesk | Final Plenary |
| 10:30 |                                 |   | Joint WS with AA & SC on Project Management & Planning | Financial Stability                        |              | FM Handbook |               |
| 11:00 |                                 | Q & A   |  | WS Evaluation                              |              |             |               |
| 11:30 |                                 | ELSA ONLINE   |  | Report Time                                |              |             |               |
| 12:00 | FM - content & responsibilities |   |  |  |              |             |               |
| 12:30 |                                 |   |  |  |              |             |               |
| 13:00 |                                 |   |  |  | Report       |             |               |
| 13:30 |                                 |   |  |  |              |             |               |
| 14:00 |                                 |   |  |  |              |             |               |
| 14:30 |                                 | Activity Report & StoN  |  | Financial Resources II                     |              |             | Final Plenary |
| 15:00 |                                 | Proposals by ELSA International (except Final Accounts 05/06 and the EDF) |  | EDF I                                      |              |             |               |
| 15:30 |                                 |   |  | JW IM on EDF II (incl. The proposal by EI) |              |             |               |
| 16:00 |                                 |   |  |  |              |             |               |
| 16:30 |                                 |   |  |  |              |             |               |
| 17:00 | Intro WS                        |   |  |  |              |             |               |
| 17:30 |                                 |   |  |  |              |             |               |
| 18:00 | Training                        |   |  |  |              |             |               |
| 18:30 |                                 | Report Time   | Report Time  | Report Time                                |              |             |               |

**Preparations and reminders for the FM Workshop****Attention please!**

The payment of the Membership Fee 2006/2007 and other outstanding debts of National Groups can only be paid in cash, in EURO and with former consultation of the Treasurer of ELSA International ([treasurer@elsa.org](mailto:treasurer@elsa.org)). Other currencies and payment methods will not be accepted as well as payments without former consultation of the treasurer. Further on, according to the statuts, the National Groups with outstanding debts will not get any voting rights in the plenary besides Groups having a signed agreement with ELSA International. Payment agreement will not be made during the ICM and therefore a consultation with the Treasurer of ELSA International is mandatory. Partly payments without any agreements are not leading to get voting rights in the plenary.

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

- Statutes and Standing Orders;
- Decision Book;
- Two Year Tactical Plan (TYTP) 2005-2007;
- One Year Operational Plan (OYOP) 2006/2007 of ELSA International;
- Working Materials.

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

Please also prepare an Activity Report for distribution to the National Groups and ELSA International. Do also prepare, fill in and bring the respective area connected inquiry included in this package. The FM inquiry should be handed to the Treasurer of ELSA International on the first day of the International Council Meeting.

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

Another possibility is to use the FM mailing list ([ELSA-FM@LISTSERV.ELSA.ORG](mailto:ELSA-FM@LISTSERV.ELSA.ORG)) and start a discussion before the L International Council Meeting in Alanya.

**Agenda**

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**Sunday 5<sup>th</sup> of November 2006 (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;
- Roundtable: expectations of the participants;
- Presentation of the Agenda by the Treasurer of ELSA International;
- Approval of the Agenda.

**Preparations:** Hand in the FM inquiry before the ICM or at the first workshop day. Read and prepare questions that you would like to be answered and discussed during the workshops throughout the week.

18:00 – 18:30

**Officers Training**

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

**Introductory Workshop for Freshers**

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

**Means:**

- Presentation by ELSA International
- Questions and Answers

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**Monday 6<sup>th</sup> of November 2006 (10:00-13:00; 14:30-18:30)**

10:00 – 11:30

**Core Values and Plans of ELSA International**

**Aim:** To raise the awareness and knowledge of ELSA's core values, to present the One Year Operational Plan 2006/2007 and the specific means taken to reach the set aims and to evaluate and follow up on the Two Year Tactical Plan 2005-2007 approved at the International Council Meeting in Malta in autumn 2005..

**Means:**

- Presentation by ELSA International
- Open discussion

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

**TYTP:** In order to ensure the high academic quality ELSA represents, there is a need of a structured planning of our activities. When we plan, we set strategic targets for the future of our Association thus ensuring continuity and consistency in all Areas of activities. 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. During this session we will conduct the first evaluation of the Two Year Tactical Plan what concerns the general part and the FM part.

**Preparations:** Read the Input Paper by ELSA International in this package, the One Year Operational Plan before this session and prepare questions if any and read the Two Year Tactical Plan, especially the general part and the FM part.

11:30 – 13:00

### **Financial Management – content and responsibilities**

**Aim:** To create awareness of the tasks and the responsibilities of the treasurer of ELSA International and the national officers as well as of the most important points relating to accounting and budgeting.

#### **Means:**

- Presentation by ELSA International
- Interactive working

**Comments:** The Financial Management is both a very ambitious task and a lot of times it seems to be very complicated. It is often not easy **to find an access to this field** as well as working well-organised and knowing the difficulties regarding the field of finance, especially in a non profit-making association as ELSA is. If you pay attention to some main points no real problems are going to pop up in the future. In this workshop I would like to give an **overview about the most important things** in order to avoid big mistakes in the field of financial management. As you all know, there are a lot of differences according to the law in each country but the most **fundament matters are almost equal** in all member and observer countries of ELSA. The topics will most probably be **bookkeeping and budgeting**. We will have a closer look to both the theoretical and the practical site. Further on, the **tasks of a treasurer on all levels** in ELSA and financial administration will be analysed by the participants of the workshop. As mentioned above, there will not only be a presentation by ELSA International but an interactive working as well to convey an in-depth insight and thus ensuring the exposure to the financial management.

13:00 - 14:30

### **Lunch**

14:30 – 15:30

**Activity reports / Review and Analysis: Status of the Network of the last 2 years**

**Aim:** To exchange experiences and ideas as well as giving the workshop a clear picture of the needs of the network and to give a clear picture of the state of the Network what regards the area of FM.

**Means:**

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

**Comments:** One of the main goals in the One Year Operational Plan of ELSA International 2006/2007 is to focus on the review and analysis of the Network in order to figure out the main difficulties in our Association. The area of FM is of course not excluded thereof. During this session we will have an overview of the current state of the FM Network based on the inquiries handed in during this International Council Meeting. The analysis will also cover the recent four International Council Meetings to be able to see the development in the area of FM.

15:30 – 18:30

**Proposals by the International Board**

**Aim:** To react to the changed situation both regarding internal matters and external relations.

**Means:**

- Proposal to the revision of the Budget 2006/2007;
- Joint Proposal to recalculate the debts by ELSA Ireland and ELSA Belgium;
- Proposal to Payment Procedure;
- Proposal to the Membership Fee.

**Comments:** To decide upon the above mentioned proposals. All proposals you can find in those working materials.

**Preparations:** Please read through the proposals.

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**Tuesday 7<sup>th</sup> of November 2006 (10:00-13:00)**

10:00 – 11:00

**Final Accounts 2005/2006 – Auditors report**

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Alanya, 5<sup>th</sup>-12<sup>th</sup> November 2006  
Working Materials



**Aim:** To approve the Final Accounts for the financial year of 2005/2006.

**Means:**

- Presentation of the Financial Report of ELSA International 2005/2006;
- Presentation by the audited Final Accounts of 2005/2006;
- Presentation of the Auditors Report;
- Voting.

**Comments:** All mentioned documents above can be found in these Working Materials.

**Preparations:** Please read through the Final Accounts 2005/2006 and the Auditors Report.

11:00 - 13:00

**Joint Workshop with Academic Activities and Seminars & Conferences on Project Management and Project Planning**

**Aims:** To create awareness on the importance of a proper financial planning for events as well as giving hints and advices of a solid planning for a project in the part of AA and S & C.

**Means:**

- Presentation by ELSA International;
- Interactive working;
- Simulation on project planning.

**Comments:** Events organised in the fields of AA or S & C shall basically fund itself as far as possible. To ensure such a result it is absolutely necessary to ensure a realistic planning, meaning a solid budgeting by noticing all upcoming incomes and expenditures as well as a well-structured timetable for the organisation of the event. Further on, we will focus on the cooperation between FM and S&C as well as FM and AA and thus showing the importance of the necessity having a good communication between both parts.

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**Wednesday 8<sup>th</sup> of November 2006 (10:00-13:00; 14:30-18:30)**

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10:00 - 11:00

**Financial Resources I**

**Aims:** To show possible financial resources in order to create a solid financial basis for each member country as well as organising events.

**Means:**

- Presentation by ELSA International;
- Interactive working.

**Comments:** Before starting with the session on the financial resources as itself we have to speak about the **basic principles** to localise potential financial recourses. This session shall provide a basis and concentrate on the most fundamental resource tools which can be used by each country for instance the tool **membership fee** as well as both the **general and project sponsoring** and having **advertisements** either on the websites or in member magazines. The sponsoring does basically not belong to the Financial Management part as more to the Board Management, External Relations and Expansion but since it is still a kind of income, it shall be spoken – at least the basic matters - in this workshop.

11:00 – 11:45

### **Financial Stability in ELSA**

**Aim:** To show and discuss what the purpose is of having a financial stability and the different possibilities to improve the financial situation in the network and in ELSA International.

#### **Means:**

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

**Comments:** In times of a permanently changing economic situation within the business world, financial stability will more and more become an essential issue – a conclusion that is true for ELSA as well. Projects like the EMC2, international meetings, seminars, conferences and AA events can only be realised if the fundamental financial stability is guaranteed. Further on, financial stability means not only **decreasing debts** but having a **well-functioning financial administration** and a **well-balanced profit-loss accounting**, too. Nevertheless, many National Groups have debts towards ELSA International and there are still existing Groups without having a National Board or even activity. These debts are thus arising higher and higher due to almost no communication between the International Board and the inactive National Groups.

During this workshop the International Board wants to discuss the possibilities to find solutions for changing the current situation and will give some advices and proposals towards the National Groups.

11:45 – 12:15

### **Question & Answer Time**

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

12:15 – 13:00

### **FM Specifications for the New ELSA ONLINE System**

**Aim:** To discuss and find solutions for the new website and the new internal management system what regards the general parts and the area of FM.

**Means:**

- Presentation by ELSA International;
- Round table;
- Discussion;
- Conclusion.

**Comments:** ELSA International is preparing specifications for developing a new website and a new internal management system of ELSA. To be able to do this the Network needs to evaluate the current website of ELSA ([www.elsa.org](http://www.elsa.org)) and the current internal management system (ELSA ONLINE). During this session we will discuss and try to find new possibilities, improvements and solutions for the new website and the new internal management system what regards the general part and the area of FM.

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

Please prepare answers to the following questions:

#### **The new Website**

1. What is the main purpose of a website for ELSA what regards the area of FM?
2. What are the main problems and/or difficulties with the website as it is today what regards the area of FM?  
Do you have any concrete solutions to these problems/difficulties?
3. Do you have any proposals for new possibilities on how and when to use the website as an officer on Local and/or National level what regards the area of FM?

#### **The new Internal Management System**

1. What is the main purpose of an internal management system for ELSA what regards the area of FM?
2. What are the main problems and/or difficulties with ELSA ONLINE as it is today what regards the area of FM? Do you have any concrete solutions to these problems/difficulties?
3. Do you have any concrete proposals for new possibilities on how and when to use an internal management system of ELSA what regards the area of FM?

13:00 - 14:30

### **Lunch**

14:30 - 16:30

### **Financial Resources II**

**Aim:** To show more specific possible financial resources in order to create a solid financial basis for each member country as well as organising events.

**Means:**

- Presentation by ELSA International;
- Interactive working;
- Simulation;
- Presentation by the participants acted in the simulation.

**Comments:** After getting the basic information to the field of financial resources, I would like to give you an **in-depth insight** regarding **more specific possibilities of funding**. In the workshop our main topics will be grants by commissions, foundations, ministries, countries and cities as well as the possibilities getting granted by the EDF.

16:30 - 17:00

### **ELSA Development Fund I**

**- Report for the period from March 2006 till November 2006 -**

**Aim:** To present the ELSA Development Fund Report and to give some general information about the reporting procedure of the EDF.

**Means:**

- Presentation by ELSA International;
- Questions & Answers.

**Comments:** According to the Decision Book of ELSA International, the treasurer of ELSA International has to give a written detailed report to the FM workshop.

17:00 - 18:30

### **ELSA Development Fund II**

**- Joint Workshop with Internal Management on the application procedure -**

**Aim:** To raise the awareness of the ELSA Development Fund, to give some general information and advices about the application as well as to discuss about and vote upon the EDF proposal.

**Means:**

- Presentation by ELSA International;
- Questions & Answers;

- Simulation and a presentation of the results by the National Groups afterwards;
- Discussion and Voting upon the proposal by ELSA International.

**Comments:** The EDF offers the Groups in the network a possibility getting financial support by ELSA International. There are the opportunities funding travel costs to ICMs and IPMs as well as for projects and other actions if the applicant is eligible.

**Preparations:** Please read the proposal related to the ELSA Development Fund.

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**Thursday 9<sup>th</sup> of November 2006 (10:00-13:00)**

**Training Day**

See page 17.

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**Friday the 10<sup>th</sup> of October 2003 (10:00-12:00)**

10:00 - 10:45

**Financial Management Helpdesk**

**Aim:** To create a financial management helpdesk for all National Group Officers.

**Means:**

- Presentation by ELSA International;
- Questions & Answers;
- Discussion / Inputs by the Groups.

**Comments:** Having a helpdesk to financial related issues might be a helpful platform supporting National Group Officers in financial matters.

**Preparations:** Please read the Input paper "Future supporting tools" in preparation of the FM Workshop.

10:45 - 11:30

**Financial Management Handbook**

**Aim:** To create and work on a handbook related to financial management.

**Means:**

- Presentation by ELSA International;
- Discussion / Inputs by the Groups;

**Comments:** Having a handbook regarding financial management might be a helpful information tool and resources for both persons with basic or advanced knowledge. Please read the Input paper “Future supporting tools” in preparation of the FM workshop.

**Preparations:** Please read the Input paper “Future supporting tools” in preparation of the FM Workshop.

11:30 – 12:00

**Closing of the Workshop**

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

**MARKETING****Timetable**

| Time  | Sunday   | Monday                | Tuesday                      | Wednesday                       | Thursday        | Friday      | Saturday         |
|-------|----------|-----------------------|------------------------------|---------------------------------|-----------------|-------------|------------------|
| 08:00 |          |                       |                              |                                 |                 |             |                  |
| 08:30 |          |                       |                              |                                 |                 |             |                  |
| 09:00 |          |                       |                              |                                 |                 |             |                  |
| 09:30 |          |                       |                              |                                 |                 |             |                  |
| 10:00 |          | Core values           | JWS<br>IM Human<br>Resources | New<br>Website and<br>IM System | Training<br>Day | MAR Manual  | Final<br>Plenary |
| 10:30 |          | OYOP                  |                              |                                 |                 | Q&A         |                  |
| 11:00 |          | SotN                  | Public<br>Relations          |                                 |                 | Misc.       |                  |
| 11:30 |          | TYTP                  |                              |                                 |                 | Closing     |                  |
| 12:00 |          | Marketing             |                              | Anniversary                     |                 | Report Time |                  |
| 12:30 |          |                       |                              |                                 |                 |             |                  |
| 13:00 |          |                       |                              |                                 | Report Time     |             |                  |
| 13:30 |          |                       |                              |                                 |                 |             |                  |
| 14:00 |          |                       |                              |                                 |                 |             |                  |
| 14:30 |          | Members'<br>Magazines |                              | Marketers'<br>forum             |                 |             | Final<br>Plenary |
| 15:00 |          |                       |                              |                                 |                 |             |                  |
| 15:30 |          |                       |                              |                                 |                 |             |                  |
| 16:00 |          | Advertisements        |                              | JWS BEE<br>Market<br>research   |                 |             |                  |
| 16:30 |          |                       |                              |                                 |                 |             |                  |
| 17:00 | Intro WS |                       |                              |                                 |                 |             |                  |
| 17:30 |          | Uniformity            |                              |                                 |                 |             |                  |
| 18:00 | Officers |                       |                              |                                 |                 |             |                  |
| 18:30 | Training | Report Time           | Report Time                  | Report Time                     |                 |             |                  |

**Reminders and preparations**

Please do not forget to read and bring the Statutes and Standing Orders, the Decision Book, the Two Year Tactical Plan (TYTP) 2005-2007, the One-Year Operational Plan (OYOP) and the Identity Handbook of ELSA International. Also, make sure to read the Minutes from at least the last two International Council Meetings.

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.

Prepare an Activity Report for distribution to the Vice President Marketing of ELSA International and to the other National Marketers. Do also prepare and fill in the Marketing inquiries and do not forget to bring your national and local marketing materials for distribution during the Marketers' forum.

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).

Another possibility is to use the Marketing mailing list ([ELSA-MARKETING@LISTSERV.ELSA.ORG](mailto:ELSA-MARKETING@LISTSERV.ELSA.ORG)) and start a discussion before the L International Council Meeting in Alanya.

The Vice President Marketing of ELSA International is looking forward meeting you all in Alanya for good and efficient Workshops.

**Agenda**

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**Sunday 5<sup>th</sup> of November 2006 (17:00-18:30)**

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



**Comments:** ELSA International would like to point out the importance of each National President **filling in the BEE inquiry** included in this package. The inquiry should be given to the President of ELSA International during this first Workshop session.

During the session we will have a roundtable on the participant's expectations for the Workshops, trainings and the ICM in general. **Please prepare and think of questions** that you would like to be answered and discussed in the Workshops throughout the week.

18:00 - 19:00

### **Officers Training**

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

**Means:**

- Training delivered by ITP members.

### **Introductory Workshop for Freshers**

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

**Means:**

- Presentation by ELSA International;
- Questions and Answers.

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## **Monday 6<sup>th</sup> of November 2006 (10:00-13:00; 14:30-18:30)**

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10:00 - 11:00

### **Core values of ELSA**

**Aim:** To raise the awareness and knowledge of ELSA's core values.

**Means:**

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

**Comments:** The **core values**, meaning the vision, means and purpose of ELSA, were established in 1992 and constitute the fundament upon which all activities within the ELSA Network are based. In the past years, the Network has lost focus on these values due to a lack of knowledge related to the basic meaning as well as to the history of ELSA.

**Preparations:** Read the input paper by ELSA International.

11:00 – 11:30

**One Year Operational Plan ELSA International (OYOP) 2006/2007**

**Aim:** To present the general and Marketing related parts of the OYOP as well as to allow the workshop participants to ask questions concerning it.

**Means:**

- Presentation by the Vice President Marketing of ELSA International;
- Question and Answering time.

**Comments:** The OYOP of ELSA International is an important tool not only for the International Board, but also for officers on all levels of the network. It is of great importance that national officers in the Network have a good understanding of the meaning of the OYOP and the main areas of focus for the International Board for the period of 2006/2007.

**Preparations:** Read the OYOP before this session and prepare questions if any.

11:30-12:00

**Review and Analysis: State of the Network in the area of Marketing**

**Aim:** To give a clear picture of the state of the Network what regards the area of Marketing.

**Means:**

- Presentation by ELSA International;
- Open discussion.

**Comments:** One of the main goals in the OYOP of ELSA International is to **focus on the analysis and evaluation of the Network** in order to correctly identify weak spots in our Association and the correct tools to for solving the problems related to them.

During this session we will have an overview of the current status quo of the area of Marketing in the Network based on the inquiries handed in during this ICM. The analysis will also cover the recent four ICMs to be able to see the development within the area.

12:00 – 12:30

**Half time evaluation of the Two Year Tactical Plan (TYTP)**

**Aim:** To evaluate and follow up on the TYTP approved at the ICM in Malta in autumn 2006.

**Means:**

- Presentation by the Vice President Marketing of ELSA International;

- Open discussion.

**Comments:** In order to ensure the high academic quality ELSA represents, there is a need of a structured planning of our activities. When we plan, we set strategic targets for the future of our Association thus ensuring continuity and consistency in all Areas of activities. The many benefits from long term planning are all results of an efficient a 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.

During this ICM we will conduct the first evaluation of the TYTP approved by the Council at the ICM in Malta 2005. During this session the Marketing part will be discussed and evaluated.

**Preparations:** Read the TYTP included in this Package, especially the general parts and the Marketing part.

12:30 - 13:00

#### **What is marketing in ELSA?**

**Aim:** To together try to briefly identify what marketing actually means in ELSA and what our role as marketers is in the bigger picture.

#### **Means:**

- Open brainstorming and discussion.

**Comments:** Putting words to what we actually do and what our role is in the big picture of our Association is very useful to both freshers and more experienced marketers in the Network. Through brainstorming and discussions we will try to identify this together under informal conditions and without guidance of the Decision Book.

13:00 - 14:30

#### **Lunch**

14:30 - 16:00

#### **Members' Magazines**

**Aim:** To analyse the purpose and benefits of having Members' Magazines, how we can improve the quality of them and how to more specifically involve the network in the international Members' Magazine Synergy.

#### **Means:**

- Presentation by ELSA International;
- Presentations by National Groups;

- Working Groups;
- Presentations by Working Groups;
- Discussion.

**Comments:** Members' Magazines have for the past year constituted a rather large part of the daily work of ELSA Marketers. Many publications are however not necessarily targeted towards our members but instead fill the function of a marketing material for externals or as a magazine only for the most active members in ELSA. It is of importance that we discuss the actual purpose and benefits of a Members' Magazine and how and if it should be separated from for example an annual report for externals. To ensure the high quality of the publications we will also have to raise the quality of the editorial content and come up with ideas on how to make the Magazines more appealing to the target group we want to reach. This is maybe most important for our international Members' Magazine Synergy which is in need of revitalisation, new ideas and more active involvement and contribution from people in the Network.

**Preparations:** Read some previous issues of Synergy and bring your own national or local Members' Magazine or Newsletter.

16:00 - 17:30

### **Advertisements**

**Aim:** To highlight the full potentials of advertisements in ELSA and discuss its possible integration and activities, publications and websites.

### **Means:**

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

**Comments:** Advertisements are a very lucrative source of income for ELSA, but unfortunately still an area that has not yet been exploited to its full potential. Advertisements could be an integrated part in all marketing materials, websites and events in our Network and during this session we will try to analyse possible approaches to this integration and come up with new ideas on how to maximize the potential of ELSA as an attractive advertising portal to European law students.

**Preparations:** Think about the following questions and try to come up with some answers.

- What target groups does ELSA reach out to or has the potential to reach out to?
- Who would be interested in reaching out to the target groups that ELSA can offer?
- What specific type of interaction with and marketing towards those target groups do we already offer in ELSA?

- What specific type of interaction with and marketing towards those target groups could we offer more specifically only for an advertiser?

17:30 - 18:30

### **Uniformity Issues**

**Aim:** To try to come up with concrete ideas to deal with one of the most challenging but also important fields within the area of Marketing.

#### **Means:**

- Short presentation by the Vice President Marketing of ELSA International;
- Working Groups;
- Discussion.

**Comments:** Uniformity is an always relevant topic for marketers and a problem that you unfortunately do not see the full extent of until you work on higher levels in the Network. It is clear that our Identity Handbook does not efficiently deal with the problems and instead of preaching its words this session will be devoted to trying to come up with some concrete solutions and new ideas on how to ensure at least a certain level of uniformity on all levels in the Network. During the discussion we will try to single out one or two concrete ideas and come up with a strategy for having this idea implemented among Marketers until the next ICM.

**Preparations:** Read and bring the Identity Handbook.

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**Tuesday 7<sup>th</sup> of November 2006 (10:00-13:00)**

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10:00 - 11.30

### **Joint workshop with IM on Human Resources in the Network**

**Aim:** To discuss and share experiences on Human Resources strategies in the Network to improve and develop new strategies, with special focus on identifying the needs of our target groups and the correct tools of marketing towards them.

#### **Means:**

- Presentation by ELSA International;
- Presentations by National Groups;
- Working Groups;
- Presentations by Working Groups;
- Round table.

**Comments:** As many of our Groups, at all levels, are facing problems with Human Resources, the IM and Marketing workshop will during this session discuss different ways of approaching this important area. We will try to identify what benefits a membership in ELSA actually offers today, what benefits law students in general are looking for today from a law students association and how we can better

market ELSA from a strict recruitment perspective, both when it comes to single members as well as officers for Board position or Organising Committees. During the WS, we will also discuss Human Resources strategies in different ELSA Groups, and get the opportunity to share experiences and ideas on good practices with each other.

**Preparations:** Before coming to the ICM and the Human Resources sessions, please take some time to consider how we deal with these issues in our Network and in your respective Groups. In short, think about the following questions:

- Why are there such big problems with Human Resources in ELSA?
- Do you have a Human Resources Strategy in your National Group? If yes, could you describe that strategy?
- What are the main reasons for law students becoming ELSA members in your Local Groups?
- In what ways are these benefits communicated to law students in your country through events and promotional materials?
- What should be the key elements in a successful Human Resources marketing campaign?
- How can we work with market research as a tool for defining the needs and wishes of law students and ELSA members in various countries?

11:30 – 13:00

### **Public Relations**

**Aim:** To gain greater understanding of what Public Relations means in general as well as more specifically in ELSA and how marketers should can with PR to maximize the outcome of branding, fundraising and exposure.

### **Means:**

- Presentation by ELSA International;
- Presentations by National Groups;
- Presentation/Training by external PR experts;
- Concluding discussions.

**Comments:** Although Public Relations is an area that is somewhat incorporated in most of a marketers daily work, it is at the same time quite unfamiliar to many marketers and without having a clear picture of what is actually integrated in this area it is also very hard to work correctly and efficiently with it. Through presentations and trainings by both internal and external PR people we hope to achieve a greater understanding for this important area for Marketing and for ELSA as an association more specifically.

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**Wednesday 8<sup>th</sup> of November 2006 (10:00-13:00; 14:30-18:30)**

10:00 – 12:30

### **The new Website and Online System**

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Alanya, 5<sup>th</sup>-12<sup>th</sup> November 2006  
Working Materials

**Aim:** To discuss and find solutions for the new website and online system what regards the general parts, technical solutions, design and marketing.

**Means:**

- Presentation by the Vice President Marketing of ELSA International;
- Working Groups;
- Presentations by Working Groups;
- Open discussion.

**Comments:** ELSA International is preparing specifications for developing a new website and a new online system of ELSA. To be able to do this the Network needs to evaluate the current website of ELSA ([www.elsa.org](http://www.elsa.org)) and the current internal management system (ELSA ONLINE). During this session we will discuss and try to find new possibilities, improvements and solutions for the website and the online system what regards the general parts, technical solutions, design and marketing.

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

Please prepare answers to the following questions:

**Website**

- What is the main purpose of the website of ELSA?
- What are the main problems and/or difficulties with the website as it is today? Do you have any concrete solutions to these issues?
- How can we make the website more appealing to externals (sponsors, academics, law students)?
- How can we make the website more appealing to our members and make information easily reachable?
- How can we incorporate online advertisement in the website?

**Online System**

- What is the main purpose of an internal management system?
- What are the main problems and/or difficulties with ELSA ONLINE as it is today? Do you have any concrete solutions to these issues?
- Do you have any concrete proposals for new possibilities on how to make our members want to use the internal management system??
- What possible portals, forums and other online resources could be valuable to European law students in their everyday life?
- In what way could a new internal management system make the life of a national or local marketer easier?

12:30 - 13:00

**25<sup>th</sup> Anniversary**

**Aim:** To evaluate the celebrations of the 25<sup>th</sup> Anniversary in the Network and to discuss the Anniversary Publication.

**Means:**

- Presentation by ELSA International;
- Open discussion.

**Comments:** Our Network has celebrated its 25<sup>th</sup> Anniversary during 2006 and it is time to evaluate how this was marketed through specific events and publications. We will also briefly discuss the upcoming Anniversary Publication and the possible interest in our National Groups for purchasing such a publication.

13:00 - 14:30

**Lunch**

14:30 - 16:00

**Marketers' forum**

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

**Means:**

- Presentation by the Vice President Marketing of ELSA International;
- Presentation of national marketing materials by National Groups;
- Working Groups;
- Presentations by Working Groups;
- Discussion.

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

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

**Preparations:** Please do think of issues that you would like to discuss with other National Marketers during this session. Do try to think of issues that you would appreciate and need help and input on from the other National Marketers. The Vice



President Marketing of ELSA International especially encourages you to think of topics that could somehow help us to develop parts of our work within the area of Marketing. Maybe you have been thinking of something that you would like to introduce to the other Marketers? Perhaps you have an idea or proposal that you would like to ventilate that could help us what regards the area of Marketing? Do try to "think out of the box"; do not be afraid of think of new and different ways of approaching problems or new ideas.

Also bring your local and national marketing materials for presentation and distribution during this session.

The topics for this session will be chosen during the Monday and Tuesday workshops.

16:00 - 18:30

### **Joint Workshop with BEE on Market Research**

**Aim:** To raise awareness of the importance of having reliable information about who are members are, what law students want and how our Association is perceived by externals.

**Means:**

- Presentation by ELSA International;
- Working groups;
- Presentations by working groups;
- Discussion.

**Comments:** ELSA International aims to conduct a thorough Market Research among our members and European law students in general during the second half of our year in term. We need to have a clear picture of what actually attracts our members and officers in order to better shape our activities and image. A good knowledge of who our members are is also something that is of great importance to our increasingly demanding pool of potential cooperation partners.

The purpose of this session is to try to analyse and discuss possible ways of conducting the Market Research. The session will of course deal with the more general aim and purpose of Market Research but will also take focus on more practical issues, such as for example the carrying out of the research, the content, the analysis of the outcome and possible ways to implement Market Research as an integrated part of our work on all levels in the Network.

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

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**Thursday 9<sup>th</sup> of November 2006 (10:00-13:00)**

### **Training Day**

See page 17.

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**Friday the 10<sup>th</sup> of November 2006 (10:00-12:30)**

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10:00 - 10:30

**Marketing Manual**

**Aim:** To discuss and analyse the results of the Working Group on the Marketing Manual and to come up with solutions for how to proceed with the project.

**Means:**

- Presentation by the Working Group for the Marketing Manual;
- Open discussion.

**Comments:** The Working Group on the Marketing Manual has been working in its current constitution since ICM London and will briefly present their results and the conclusions they have reached so far. Based on the working Group's input, an open discussion will then take place on how to proceed with the Marketing Manual until the next ICM.

10:30 - 11:00

**Question & Answering time**

**Aim:** To offer the participants the opportunity to clarify issues not included in the ICM Agenda.

11:00 - 11:30

**Miscellaneous**

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

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

11:30 - 12:30

**Closing of the Workshop**

**Aim:** To evaluate the Workshop, the trainings and the ICM in general as well as approve the Workshop Minutes.

**ACTIVITY REPORTS****INTERNATIONAL BOARD 2005/2006****Julianna Kopanny, Vice President Seminars and Conferences**

**Communication - S&C MSN meeting:** After the S&Cers have agreed upon a monthly MSN meeting at the ICM in London, three meetings have taken place, with the average attendance of 5 people. Important and current issues have been discussed and we tried to find solutions to different problems.

**ELSA Speakers' Database (ESDB):**

The creation of the new ESDB has continued, and with the wonderful help of our Director for the 25<sup>th</sup> Anniversary, Maria Moguilnaia, we could increase the number of Speakers and the coverage of legal fields in the Database.

**Study Visits' Guide (SVG):**

With the great assistance of S&C officers and the help of my successor, we were able to publish the first edition of the Study Visits' Guide. The Guide is aimed at being a useful manual for officers by assisting them in choosing their Study Visit partner(s). It is not yet complete, but hopefully it will be of great importance for the ELSA Network.

**ELSA International Delegations:** ELSA Delegations have been appointed and sent to various sessions of UNCITRAL. Meanwhile, the reports of previous Delegations have been submitted and are now available in the ELSA ONLINE Archive.

**Academic Activities:** From the end of April 2006, Josefin Brjörklund and myself took care of the Key Area of AA. I have been working on issues concerning GLSE, SPEL and the MUN Working Group.

**Attendances / Visits:** With fellow Board members I have attended the Dutch NCM in Leiden and the ISM in Porto. ELSA Kiel and ELSA Berlin visited the ELSA House and Brussels.

**ELSA House Training Week:** In July the EHTW 2006 took place, involving more than 45 enthusiastic newcomers and ELSA officers. The International Team and one member of the ITP gave trainings to the participants and they also visited the European Institutions. Hopefully we will see lot of these people really active in ELSA in the upcoming years.

**Transition:** The month of July was devoted to Transition and the International Board 05/06, including me tried to do our best in giving the new Board the best possible start by providing them with information and motivation. I would like to take this opportunity to wish them a great and fruitful year, and for my successor, Loreta motivated and hardworking S&Cers!

Dear S&Cers, keep up the good work and hope to see you in the future :)

**Katia Giroto, Vice President Student Trainee Exchange Programme**

**Final Oral Round of the EMC<sup>2</sup>:** After the ICM in London, the first big event for the International Board was the one with the Final Oral Round of the EMC<sup>2</sup>. The International Board, together with the IOC and the helpers, put all their efforts in making this edition another success and the great result has been appreciated by all the judges, the sponsors, and the participant teams.

**International STEP Meeting:** From the 4<sup>th</sup> to the 7<sup>th</sup> of May, the main event relating to the STEP area took place in the great city of Porto, Portugal. Although the number of participants was not very high, the event was a great success. The participants were both freshers and "old" steppers. We started approaching the STEP area from the basics developing the discussions in the following days, going through all the aspects related to the Programme: Job Hunting, Student Hunting and Reception. Mock sessions on negotiation skills and an ELSA Online session also took place. ELSA Portugal took care of us in an amazing way, organising a great event in a fabulous hotel and preparing a unique social programme, consisting of Queima das Fitas, river cruises, Porto wine, a 25<sup>th</sup> Anniversary Gala Ball, all treated with the traditional Portuguese hospitality!

**New STEP Co-operations:** Although ELSA International is already cooperating with several law firms and non profit organisations in the field of STEP, the last months of my term in office have been quite fruitful with regards to the field of STEP co-operations. A new cooperation with the International Bar Association has been started, offering a first traineeship in London and a great collaboration has also began with The European Lawyer, offering two Step jobs in Brussels.

**Transition:** After one year in the house, the time to finally welcome the new International Board has come. We started the transition with Chris, Esra, Tina, Nils, Loreta, Halvor and Andrea. During the month of July, I took care of transferring all the information concerning the role of an International Officer to my successor Andrea Raffl. The month went smoothly and I am absolutely proud of my successor and fully confident that she is going to accomplish her goals. I am glad to leave the Programme in her hands and I am happy to have left the house with a new great friend! The final results of the STEP Programme for this year are the following: 89 jobs, 16 offered by ELSA International, and 862 CVs online. This cannot be the final aim, but it is for sure a good start and for these results I want to thank you all, MY STEPPERS, that worked hard throughout the year and put all your energy in running the Programme, despite the discussions, even through the difficult moments. I am proud of the ones that are working for STEP and believe that this programme is worth all the efforts. Thank you for this great year and for not having left me alone in this area.

Finally a big thank you to my guys; Josefin, Heidi, Wouter, Julie, and Mircea. Guys, it has been great to work and live with you! You are in my heart, you know that!

**Josefin Björklund, President**

**Final Oral Round of the EMC<sup>2</sup>:** After, and during, the Post ICM vacation we immediately started the preparations for the upcoming Final Oral Round of the ELSA Moot Court Competition on WTO Law, the EMC<sup>2</sup>, which was held in Geneva from the 25<sup>th</sup> until the 30<sup>th</sup> of April 2006. The IOC together with the International Board and the helpers were organising during the FOR and it turned out to be yet another successful edition of the Moot with e.g. DDG Alejandro Jara in the Grand Final Panel and a participating African team for the first time in the Moot's history.

**Fundraising:** The months of May and June were mostly dedicated to the fundraising, both the EMC<sup>2</sup> and the general fundraising, which turned out to be a successful effort. Torgeir from the IOC and I succeeded in securing already 3 sponsorships for the EMC<sup>2</sup> 2006/2007 edition, the WTI, O'Connor and Company and Sidley Austin, which is one of the most significant law firms within the practise WTO Law. For the general fundraising we managed to start and maintain a good amount of pending approaches and contacts for the new board including Clifford Chance, Nokia, Herbert Smith, Linklaters De Bandt, ING Bank, WilmerHale, Thomson and LexisNexis.

**ELSA ONLINE and the New Online System:** With regards to ELSA ONLINE and the termination of the contract with Chord9, I contacted Teja Picton Howell to review the contract in light of a potential termination after which the International Board 2005/2006 decided to terminate the Website and software support and maintenance agreement between ELSA and Chord9. The termination took effect on the 28<sup>th</sup> of August 2006. In addition to this, we also started the search for new contacts for the New Online System.

**Grants:** After the successful application for the European Commission DG Culture and Education grant, we applied for another two grants, The European Voluntary Service (EVS) and the European Commission DG Trade Grant for the EMC<sup>2</sup>. We successfully received the EVS grant to be able to participate in the EVS programme and also managed to get to the second phase of the DG Trade Grant application process, which is to be completed by September 2006.

**Transition:** After one year of blood, sweat and tears and many laughters it was time to finally give transition to the new International Board. Chris, Esra, Tina, Nils, Loreta, Halvor and Andrea; I am proud of you and I am fully confident that you are able to accomplish your goals for the Association. Finally a big thank you to my own "family"; Heidi, Wouter, Julie, Katia and Mircea for a fantastic year which would have never been the same without you.

**Heidi Katrine Saebo Platou, Secretary General**

**Post-ICM work:** After returning to the ELSA House, it was due time to start working on the ICM Minutes and updating of the Council Meeting Decision Book. I also updated the ICM Host Guidelines from 2000 to fit 2006 requirements. I would like to take this opportunity to thank the ICM OC and the Network for all your support and help with the ICM! I believe we can be proud of what we manage to pull off!

**IM web meetings and the SecGen Manual:** We continued the success from before the London ICM, by having IM web meetings every first Tuesday of the month. Such meetings took place in April, May and June. Moreover, as agreed on during the IM Workshop in London, the work on the SecGen Manual started for real after the ICM. The finished Manual has now been made available to the Network, and this would not have been possible without the help of one true inspiration - Michelle Verger, SecGen of ELSA The Netherlands 2005/2006! Lots of kisses from me to you!

**ELSA Moot Court Competition on WTO Law:** In end April, I joined the Board to Geneva to help out during the Final Oral Round of the EMC<sup>2</sup>. Other than being an occasional time keeper, I had the pleasure of being the girl behind the film camera we had rented for the occasion. The outcome should be promotional movies to be used for future editions of the Competition.

**National Groups:** Just five minutes after sending out the ICM Minutes, I was on my way to beautiful Uppsala, Sweden and the National Council Meeting of ELSA Sweden. I enjoyed a day and night with eager, energetic and lovely people, who I can reveal truly knows what the ELSA Spirit is all about. Good work, guys! I would like to thank ELSA Uppsala and ELSA Sweden for welcoming me to this event. I have also followed up on several of the National Groups, with a special focus on the ones needing some extra care.

**Training:** The weekend of 9-11<sup>th</sup> June, the ITP Refreshment Meeting took place in Brussels. 6 ITP trainers joined the Director for Training and me in the workshops and we managed to update and create training material for the ITP. Thank you to my dear Giovanni, and also to my Board for helping out with all the arrangements! Together with Julianna, I was also in charge of the co-organising of the ELSA House Training Week 2006. We took care of the entire academic programme during this week of July.

**Transition:** After the elections that took place in London, I have had the responsibility of communicating with the newly elected IB up until its members sat foot in the ELSA House in the break of July. I was also in charge of planning the month of transition and making sure that the sessions went along as planned. After spending a month with the, new IB, I am more than convinced that they will do a great job this upcoming year. I wish them all and especially my successor, Esra, all the best in the upcoming year!

Finally, my last words will go out to my Board Members and Giovanni. I miss you like crazy and I will forever treasure the moments we had! I remain forever yours!

**Mircea Moraru, Vice President Marketing**

**Synergy:** After the ICM in London, I proof-read the Spring issue of Synergy, which was later printed and delivered to National Groups that fulfilled their financial obligations prior to the International Council Meeting. A special trip was taken in order to deliver Synergy to ELSA France, ELSA Spain and ELSA Portugal while going to the International STEP Meeting and to take part in the ELSA Birthday Party in Porto.

**EMC<sup>2</sup>:** I formatted the welcome package and other marketing material, like award certificates, banner and badges, while during the event in Geneva I was helping the IOC members in their overall tasks, proudly being one of the timekeepers of the Competition.

**Market Research:** I developed a questionnaire and called for input from previous International Board members. A final version was created, while the most important problems were identified, but I am positive it will provide a useful basis for future work in this direction.

**Website:** I was responsible for researching the possibilities we have after canceling the agreement with Chord9, and I have to thank everyone that replied to my call for assistance. We identified several options for working with a professional or with one of our sister association and also the pro's and con's of each category.

**Advertisements:** Hunting for advertisers for the Autumn issue of Synergy and the Links Project went on, proving again one of the most lucrative areas of activity (income of more than €40.000 for the entire term in office). I will conclude this point by thanking Ida Lindholm, Director for Advertisements 2005-2006, who did a tremendous job in this area, and this helped a lot not only me, but the entire International Board.

**Anniversary:** The Brussels Cocktail was organized in July and we were happy to welcome more than 100 guests, ELSA and ELS members, Corporate Partners, Anniversary Supporters, representatives of Sister Associations and other externals. Further, new ways of collaboration were discussed with one of our Anniversary Supporters, and I hope it can be taken even further. Masha was very active as Director for 25<sup>th</sup> Anniversary, and I was delighted to see her decided to go on with this position until the end of the year.

**ELSA House Training Week 2006:** I was helping the Organising Committee in what regards the Social Programme (especially the parties in the ELSA House) and held two trainings during the week for the participants.

**Transition:** My main responsibility during the last month in the House was to take care of the Marketing transition for Nils. I am even more sure now, after this month, that he is very fit for this position and that he will accomplish many things I did not even think about during my term in office.

The final words go to my fellow Board Members, which I now want to thank for the moments we spent for almost 13 months together. They did a great job and I am proud to have been a part of that team.



**DIRECTORS OF ELSA INTERNATIONAL 2005/2006****Ida Lindholm, Director for Advertisements**

I attended the ICM in London, in March, which turned out to be yet another marvellous week filled with loads of work and ELSA spirit. I divided my work during that week between assisting Mircea Moraru in the Marketing Workshop, helping the Organising Committee and also finishing the work with the advertisements for Synergy no 39.

After the ICM in London I pursued my work with improving and expanding the database of advertisers. One of the aims during this year has been to really increase the existing database of advertisers and create a solid foundation for the future of Synergy and the Link's Project as important fundraising tools.

I continued with the approaches regarding the Link's Project, which has turned out to be very successful this year. I also approached a big part of our contacts offering them a "book early" discount if they pre booked an advert in Synergy no 40 before the end of June.

From the end of July I worked on updating the advertiser database one last time, filling in the necessary information for my successor and added a few new Universities worth contacting later on. I have also sent a first approach by e-mail regarding advertising in Synergy no 40 to all contacts in our database, both existing, previous and potential new advertisers.

In the middle of August I summed up my work during the past year and had transition with my successor, Kamila Chareza, who I am more than sure will do a great job!

Last but not least I would like take this opportunity to thank the International Board 2005/06 for their hard work, professionalism and ELSA spirit! It has been a true pleasure working with you all during this year and I wish you all the best for the future. And of course a huge good luck to the International Board 2006/07!

**Maria Moguilnaia, Director for the 25<sup>th</sup> Anniversary**

The last 6 months (February-July 2006) were filled with variety of activities and tasks. Sometimes the tasks were not in the area of my expertise – for example the Key Area of Academic Activities ☺ – but I tried to manage all my duties in the best possible way (and by the way, AA is gradually growing on me).

**ILRG**

The Anniversary International Legal Research Group “Developments in European Law over the Past 25 Years and Its Future” was set up in the middle of February when 16 law students and recent graduates from 10 countries were appointed as members of the IIRG. Unfortunately the work of the IIRG did not start before the middle of April due to the communication problems with the Editor of the SPEL who was meant to be the Academic Advisor of the IIRG. At the end the decision to proceed with the research without the Academic Advisor was reached and the IIRG started its work. More information on the work of the IIRG is presented as a part of the Input Paper on the IFP.

**SPEL**

The contacts with the former Editors of the ELSA Law Review and then ELSA SPEL were established, though it was not possible to track down two of the former Editors. The Editors agreed to select the best articles from the issues of ELSA Law Review and ELSA SPEL they were responsible for. By the end of July all the articles were collected and also one of the former Editors volunteered to write an introduction to the Anniversary edition of SPEL. The issue of the Anniversary SPEL will be made available as soon as possible but not before the ELSA SPEL 2005/I is issued.

**Series of events “25 Years of...”**

There were 5 Anniversary S&C events organised between February and July 2006: *Anniversary Seminar “25 years of Millennium Development Goals”* (13 March 2006, Leiden, the Netherlands), *Anniversary Conference “25 Years of Human Rights Violation in the Baltic Region”* (20 April 2006, Vilnius, Lithuania), *Anniversary Conference “25 Years of Environmental Law in the European Union – Legal Challenges in the 21st Century”* (3-7 May 2006, Athens, Greece), *Anniversary Conference “25 Years of Legal Diversity: Law beyond Borders”* (8-12 May 2006, Rotterdam, the Netherlands) and *Anniversary Conference “25 Years of Environmental Law and Nuclear Power”* (28-30 June 2006, Würzburg, Germany). I would like to thank all the OCs for their dedication and motivation in organising these events. You made it possible for greater number of ELSA members to be a part of the ELSA’s Anniversary!

**Media Relations**

I have established a contact with the Legal Editor of The Times, who agreed to publish the news item on the 25<sup>th</sup> Anniversary of ELSA in the Law Student Supplement on the 23<sup>rd</sup> May 2006. I have tried to approach other newspapers as well, but unfortunately I did not succeed in publishing news on ELSA’s Anniversary there. I would like to thank National Groups for helping me with the promotion of the ELSA’s Anniversary through the national media. Especially I would like to thank ELSA Bucharest for making live radio interview with ELSA alumni as well as the members of the new International Board on the 4<sup>th</sup> May 2006. Is it the first time ELSA was on radio? Moreover I would like to thank ELSA Ukraine for publishing the

article on ELSA's Anniversary in the leading Ukrainian legal magazine and ELSA Spain for making it possible to publish the press release on ELSA Birthday in the Newsletter of the Spanish Youth Council and at the website of the Rond Point Schuman Foundation.

### **Anniversary Gala Ball in London**

Anniversary Gala Ball was a part of the Anniversary ICM in London and was held on 25<sup>th</sup> March 2006. It gathered more than 350 ELSA and ELS members and gave a start to the Anniversary celebrations across the ELSA Network.

### **ELSA Birthday - 4<sup>th</sup> May 2006**

Several Local and National ELSA Groups agreed to organise an "ELSA Birthday Party" on 4<sup>th</sup> May 2006. Among them were: ELSA Portugal, ELSA Athens (Greece), ELSA Bonn (Germany), ELSA Kaliningrad (Russia), ELSA Lecce (Italy) and ELSA Stockholm (Sweden). Thank you very much for starting maybe a new tradition of celebrating an ELSA Birthday! On my side, I had telephone conversations with all the Founders of ELSA on 4<sup>th</sup> May 2006 to remind them that we remember them and are thankful for establishment of ELSA. I would also like to thank all those ELSA Officers and alumni who congratulated me with the ELSA Birthday on this day. They know who they are.

### **Anniversary Cocktail in Brussels**

The Anniversary Cocktail in Brussels was held at the Warwick Barsey Hotel in Brussels on the 19<sup>th</sup> July 2006. The Cocktail was supported by the CMS Legal Services and ELSA Belgium to whom we are greatly thankful. Over 100 guests, including the members of the International Board 2005/2006 and the International Board 2006/2007, the participants of the ELSA House Training Week 2006, Corporate Partners, alumni, sister associations and other externals of ELSA, attended the Cocktail. This event was a great success!

### **Fundraising**

Right before the ICM in London I secured two deals with the Anniversary Supporters - *Egorov, Puginsky, Afanasiev and Partners Law Offices* (Russian law firm with offices in St. Petersburg, Moscow, London and Philadelphia) and *T.M.Lewin* (UK company specialising in producing the high quality shirts, ties and other items of business wear since 1986). Representatives of both Anniversary Supporters attended the ICM in London. In July I had a meeting with T.M.Lewin in London to evaluate the half-year period of our cooperation. The representative of T.M.Lewin attended the Anniversary Cocktail in Brussels in July and had a meeting with the new International Board to share some ideas on the development of the cooperation.

### **Travels**

Since February I have visited ELSA House 5 times to co-ordinate my work with the International Board of ELSA, the last visit being during the Transition period where I had an opportunity to transfer my knowledge on the Anniversary activities in the ELSA Network to the members of the new International Board.

**Thank you**

I would like to thank Josefin, Heidi, Wouter, Mircea, Leo, Julianna and Katia for being my second family for 9 months, for your support all the way and for those joyful moments we had together. Thanks to you and your trust in my abilities, I did all sorts of things I could never imagine doing: I have met with the Founders of ELSA and together with you organised the Anniversary Cocktail in the 34°C heat in Brussels, I have mastered the way of writing the press releases and travelled the Europe. I had a great time working with you and for you!

I would like to say a special thank you to Mircea, my very good friend. Thank you for your belief in me and my crazy ideas, for sharing good and bad with me and for being always there for me when I needed your help and advice. Thank you!

**Jana A. Haertling, Director for Human Rights**

Writing my last activity report as Director for Human Rights 2005/2006 I would first of all like to thank everybody I worked with for their motivation, dedication and support which made my ELSA-work a pleasure. Not everything I had planned 12 months ago could be achieved but overall I think it was a successful year.

**Internet videoconference**

As announced in the last activity report a Video-Conference with Mr. Luis Moreno Ocampo, the Chief Prosecutor of the International Criminal Court, has taken place this March. ELSAnians from Barcelona (Spain); Cambridge (UK); Jena (Germany); Leuven (Belgium); Pecs (Hungary); and St. Petersburg (Russia) took part. The Prosecutor spoke about the cases the ICC investigators are currently dealing with, and the special role of the Court. Afterwards all participants had the possibility to raise questions, which dealt with issues from the role of victims to the definition of the crime of aggression. The conference was a success enjoyed by all participants and hopefully not the last project of its kind in ELSA.

**International legal research group:**

The International Legal Research Group has diminished itself to a core group of 5 (Chiara Catti, Barbaca Concolino and Amedeo Arena from Italy and Patrik and Andreas Fischer from Switzerland) which finished its research on "Forced deportation" this July. The results have been presented to the Subcommission on the Promotion and Protection of Human Rights, a Sub-Body of the former Commission on Human Rights and now the Human Rights Council, as a written statement, UN Doc. A/HRC/Sub.1/58/NGO/6. Congratulations to the whole group for your research work and especially to its coordinator Patrik who made the submission to the Subcommission possible due to his constant dedication.

**HR Newsletter:**

Another newsletter was published which contained a focal point, information on seminars on Human Rights and delegations to Human Rights bodies (for possible participation and further marketing) as well as further current local/ national events.

**Information, Contact:**

I have been in contact with HR directors and other HR-interested ELSAnians, giving them information in general, support for projects ...

**Your cooperation is needed !**

Please keep in mind that the work on the international level is not possible without your help. It is first and foremost YOU who organize ELSA's events on a local and/or national level and thus implement Human Rights. Each of your events counts - so when you organize an event please inform ELSA International so that the whole network can be informed and thus be motivated and inspired by your work.

**INTERNATIONAL BOARD 2006/2007****Halvor Lekven, Vice President Academic Activities**

It is with a great honour I address you as Vice President Academic Activities of ELSA International.

My transition period started a bit earlier than the other board members'. In the end of April I went to Geneva, to help out with the Final Oral Round of the ELSA Moot Court Competition on WTO Law (EMC<sup>2</sup>) 2005/2006. Together with Giedre Tijusaite, current Director for EMC<sup>2</sup>, I was responsible for the academic procedure of the Final Oral Round. This gave me a lot of information and input on how to organise the EMC<sup>2</sup> 2006/2007.

After an intense month of transition, both work-wise and weather-wise, the International Board 2006/2007 started the term in office 1<sup>st</sup> August 2006.

**Updating Guide to Legal Studies in Europe (GLSE):** The last edition of the GLSE was published in 2001/2002. The updating process the last couple of years have been slow, and ELSA International does not have a set agreement with a new publisher yet. A lot of focus has been put on the future of the updating process, brainstorming on how to present the concept to a future publisher and to proof-read the already submitted updates.

**Selected Papers on European Law (SPEL):** The second publication from Academic Activities is ELSA SPEL. This online magazine has not been published since the end of 2004. Thanks to Ms. Maria Moguilnaia, ELSA International's Director for 25<sup>th</sup> Anniversary/ Public Relations, the updating process has been going quite well. She has been in contact with former Editors of SPEL, and we are currently looking in to creating an Editorial Board for SPEL. This will relieve some of the work for a single Editor, and hopefully help ELSA International in the future publishing of ELSA SPEL.

**ELSA Moot Court Competition on WTO Law (EMC<sup>2</sup>):** As for prior years a lot of work has been focused on the EMC<sup>2</sup>. However this year, I have time to put more focus in to the other activities related to AA, as we have our Director for EMC<sup>2</sup> Giedre Tijusaite living and working full-time in the ELSA House together with the International Board.

In the middle of August Christopher Carlson (President), Tina Eszlari (Treasurer), Giedre Tijusaite (Director for EMC<sup>2</sup>) and I went to Geneva for meetings with potential sponsors, persons from the WTO, hotels etc. These meetings were very fruitful and we hope that this will show when the Final Oral Round of the fifth Edition of the EMC<sup>2</sup> takes place in Geneva from 1<sup>st</sup> to 6<sup>th</sup> May 2007.

In the end of August the International Organising Committee for the EMC<sup>2</sup> 2006/2007 had a kick-off/ transition in the ELSA House. This was lead by Giedre, and it seems like this is something to be followed up by the future IBs and IOCs as it

gave the IOC members a chance to meet and set up lines of communication very early in their term.

In the beginning of September, ELSA International launched the new website for the EMC<sup>2</sup> ([www.elsamootcourt.org](http://www.elsamootcourt.org)). A lot of time went into updating the information on the website and deciding upon the design of the pages.

**One Year Operational Plan (OYOP):** During transition the current IB set up the OYOP for ELSA International 2006/2007. One of the aims in the OYOP is to evaluate the activities in our Network, by conducting a thorough Market Research. Creating questionnaires for the Market Research has been and still is an ongoing process. This will also show in these working materials as ELSA International presents more extensive inquiries for the National Groups to hand in. Hopefully this will give a clearer picture of the activities taking place in our Network.

**New Online System:** By the end of July ELSA International ended the contract with Chord9, the company that provided us with the current ELSA Online System. The International Board is now looking for a developer of a New Online System. The New Online System is meant to be a tool for all ELSA Officers in their daily work. I have therefore also spent time trying to figure out what kind of functions the New Online System should have to become a tool for VP AAs.

Other than that there has been a lot of day to day work to do, such as responding to e-mails, board-meetings, meetings with externals, updating market material for AA, welcoming Local and National Groups on Study Visits to Brussels, and of course preparing for the ICM in Alanya.

I would like to thank the International Board of 2005/2006 for the transition and the great month we spent together in the ELSA House.

**Andrea Raffl, Vice President Student Trainee Exchange Programme**

**Transition:** I arrived in the ELSA House after a long road trip in a hot and not air-conditioned car. After one relative quiet night we started with the transition. This was the exclusive topic for the rest of the month, including STEP trainings in the EHTW where I had the possibility to give some trainings in general and of course STEP trainings.

**Job Hunting:** When I started my term in office on the 1<sup>st</sup> of August I firstly focused on pending traineeships. This number should make us think! The Network and the STEP Officers are working hard and the total number of traineeships increased during the last year. This is good, but not enough. We have to work hard, we have to work together, WE have to move on! But the point is, what we really need is a well working system. The jobs are only a result of a good functioning system!

Not many jobs offered in the Network at the moment, but we have to keep in mind that the biggest amount of traineeships are offered during the summer period and this is the time of transition of a lot of National and Local Boards. Last year, STEP Officers around Europe worked hard in Job Hunting and I am sure that the current officers do even better. Job Hunting is hard, a lot of potential employers do not care but the first success gives us our motivation back. It's worth it!

Personally, I went on with Job Hunting on International Level. I approached already more than 100 Law Firms in the United States, South America and Asia. Most of them are not really interested in STEP. I am sure that we all know this and this should make us think about one basic thing: Why do we have STEP? How can we make it work better?

**Student Hunting:** 1<sup>st</sup> of August. My predecessor left the office. My first day as the VP STEP of ELSA International and with a lot of work on my desk! I started with the statistics on the STEP Area. The picture of the Network I made shows that we are on the right track, not nearly there were we should be but at least on the way. But one thing really made me thinking: we have now 30 000 students and in the beginning of August we had around 800 CVs online. I think this number speak for themselves.

**Communication:** During my first days in office I started contacting National STEP Officers per e-mail reminding them for handing in the STEP Reports for the year 2006/2007 in order to be able to have a clear picture about the situation in each country and to see where the problems are in the STEP Area and to work with the STEP Officers to solve those problems. I was really satisfied to see that the STEP mailing list is so actively used. We also had already one MSN meeting and a lot of countries participated which never did it before that in a MSN meeting. We can be proud of that, it shows that people are really care about ELSA and STEP! Keep on going with that!

**The New Online System:** The International Board terminated the contract with chord9. This was the first STEP into a lot of work. I started working on ideas for the new homepage and I was in contact with former STEP Officers on International Level, with other Students Associations for the developments of the new Online



System with ELSA Alumni and ELS members. After creating a good functioning system, which is the most important goal for this year is to implement the new system in Prague. It is the most important goal, because there is no sense in using a system which is not functioning. We have to re-think the needs of students, the needs of employers nowadays and of course the needs of on ELSA Officers. I am sure that if we all see the necessity in having a good functioning system in all levels and areas than we are on the right way.

**Others:** During the last two months, the International Board invested time in preparing the One Year Operational Plan for the year 2006/2007 to present to the Network in these working materials and discussed during the ICM in Alanya. Together with the Secretary General of ELSA International I had the chance to give a general ELSA Training at the NCM of ELSA The Netherlands. Apart from this I want to send a big THANK YOU to the International Board 2005/2006 and especially to my predecessor Katia Giroto! Katia, you are an amazing person!

I am really exited to be a part of this International Board. I am really looking forward starting each day during this year with my fellow board members next to my side! Even when they sing the "Muppet" - song or "Pippi Långströmp"!!

**Christopher Carlson, President****Transition**

During the four first weeks in July the new International Board had transition with the previous International Board. This month was very hectic for all of us. The previous Board was finalizing their work and at the same time trying their very best to give the new International Board the very best start in our term in office. For the new International Board everything was new and a bit scary in the beginning. The transition was divided into one general part and one individual part. For the general part we all, meaning the new International Board, sat down to receive information and knowledge on all basics of the work of ELSA International. For the individual part my predecessor, Josefin Björklund, had prepared a detailed, efficient and motivating schedule for handing over the responsibilities as the new President of ELSA International. During the specific transition with Josefin we thoroughly went through all parts of BEE as well as the general parts of the daily work of the International Board.

In general the transition period was a very good start for me as the new President of ELSA International. I started my work already in July since I had to plan and prepare myself and the Agenda for the International Presidents Meeting in Budapest in August. There was a lot of work with the Agenda and the preparations but I got a lot of help from Josefin as well as my fellow Board members. I and Josefin also went to London in Mid July for meetings with Sponsors. We meet several Sponsors and I felt that I got a really good start what regards fundraising, which is one of my main areas of responsibility.

During transition ELSA House Training Week was organised by ELSA Belgium and ELSA International. During this week I helped out as much as possible. For example I and Josefin held two trainings for the participants, one on Fundraising and one of Negotiations skills. During July I also attended the Anniversary Cocktail in Brussels supported by CMS, Corporate Partner of ELSA International.

**First month in office**

When entering our term in office there was a lot of work in front of us. All of a sudden we were all alone with the great responsibility of the whole Association, not able to rely on the previous Boards help and support. Our first time in the House mostly came to be about trying to figure out, to plan and organise the work to come. We also had a lot of brainstorming sessions on how we would work during the upcoming year and how we would organise our lives in the House, both during working hours and during our free time.

**One Year Operational Plan (OYOP)**

Already in July we started our work with the new OYOP and in August we finalized it. To help us during these quite hard but extremely fruitful sessions in July we had a moderator/trainer, Jochen Hörlin from the National Trainers Pool in ELSA Germany and also a former President of ELSA Germany. Jochen helped us a lot with our OYOP when trying to focus and creating our aims and means for the upcoming year. I am very proud of my Boards work during our OYOP sessions. We all worked really hard with a lot of love to ELSA and the very best intentions for the Association.

**International Presidents Meeting**

From the 7<sup>th</sup> until the 11<sup>th</sup> of August I attended the International Presidents Meeting (IPM) in Budapest. The IPM was a success. There were 13 countries present, which is more than it has been the latest couple of years, there was good and fruitful discussions with concrete outcomes on difficult and serious issues. The organisation was also a success; the Organising Committee did an excellent job. After the IPM I have had a lot of work with the Minutes as well as all the follow up work that needed to be done after the Workshops in Budapest.

**Meetings and AIJA Congress in Geneva**

From the 23<sup>rd</sup> until the 27<sup>th</sup> of August I went to Geneva together with Tina and Halvor from the International Board and with Giedre, the Director for the ELSA Moot Court Competition, to have meetings with Sponsors, Hotels, Restaurants etc. for the Final Oral Round of the Moot Court Competition from the 1<sup>st</sup> until the 6<sup>th</sup> of May 2007. During these days I also attended parts of the Annual Congress of the International Association of Young Lawyers (AIJA) as the official representative of ELSA.

**Fundraising**

One of my main areas of responsibility is to fundraise for the general budget of ELSA International as well as for the budget of the ELSA Moot Court Competition. I have the overall responsibility but for this year I have created a Fundraising Team which includes Nils, the Vice President Marketing of ELSA International and Christina Paul, the appointed Director for Corporate Relations of ELSA International. Together with Nils and Christina I have planned the work of fundraising for the nearest future in ELSA International. I and Christina have done a Fundraising strategy for both the general part of ELSA as well for the ELSA Moot Court Competition. We have also thoroughly analysed the current Fundraising Package that has been used by ELSA International. For this we decided to review a lot of the materials needed. For example, we have done a completely new Fundraising Folder that are to be sent to potential and future Sponsors, Partners and Supporters of ELSA International. We have also reviewed the Sponsors proposals and tried to make them a bit more individualised and specific. Further we have started the work on how to keep the current Partners of ELSA International by making individual strategies on how to cooperate with them in the very best way. I have also worked on compiling the Fundraising Questionnaires from the National Groups which has taken much more time than I actually thought it would.

**International Organising Committee (IOC)**

In the very end of August the IOC for the ELSA Moot Court Competition visited the House in Brussels for a kick off and planning weekend. During this weekend I got the opportunity to work a lot with Christina on the Fundraising of ELSA International, including the fundraising of the ELSA Moot Court Competition.

**Board Management**

As President I am responsible for making sure that the Board is working properly and that the Team is motivated. During the first couples of months I have been trying to create a good and efficient atmosphere in the House, both work wise and social wise. We have had lot of discussions and meetings on how to work and how

we best could work and function together. We have had a lot of planning sessions together. I have also had so called individual talks and follow ups with my Board members to be able to make sure that all Board members are comfortable with their working conditions. I have also been the one responsible for summoning our Board meetings which we usually have every week. I have also been responsible for making the Agenda for these meetings. Every Monday morning we have meetings to update each other on what is happening in every specific area and what needs to be prioritized at the moment.

**Expansion**

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

**DG Trade Grant**

Together with Tina, Halvor and Giedre I have been working a lot on the DG Trade Grant application from the European Commission. We have applied for partly funding from the Commission for the ELSA Moot Court Competition.

**Communication and cooperation with National Groups**

Daily I am in contact with National Presidents as well as other National Officers on daily matters. It is my intention to be able to assist as much as possible with help and support. There has been a various workload regarding this but I have always tried to prioritize this since it is very important for the Network.

**ICM preparations**

There has been a lot of work preparing for the ICM in Alanya. We have had a lot of meetings and brainstorming sessions on how to organise our work for the ICM and also on the specific Agendas and materials for the Package. I have worked on my Agenda and prepared proposals as well as Input Papers.

**Day to day work**

There is always a wide range of day to day work in the House. A lot of time is devoted to answering e-mails from National Officers, Sponsors and other Externals. I am also working a lot on helping my fellow Board members as much as possible, for example with proofreading and feedback.

**Plans for October**

During October most of my work will be about preparing for the ICM in Alanya as well as focusing on fundraising. In October I will go to both London and Amsterdam for meetings with Sponsors.

**Esra Ersoy, Secretary General**

**Transition:** As we arrive to the ELSA House on early July the transition meetings started. This was the exclusive topic for the rest of the month with lots of information flow from the international Board 2005-2006 to us. By this means I would like to give my warm thanks to Julianna, Katia, Josefin, Wouter and especially my predecessor Heidi for that fruitful month also full of fun!

**ELSA House Training Week:** As referred, ELSA House Training Week was our only diversion from transition during July. In the week prior to the event we all tried to "give a hand" to ELSA Belgium and the OC. Together with the old IB and some of my fellow board members, we had the pleasure to deliver some very fruitful sessions of Trainings. After many hours of brainstorming, working groups, presentations and, of course, partying, a bunch of highly motivated ELSAnians left Brussels.

**"Start of the Term in Office":** 00:00, 1<sup>ST</sup> of August 2006. We celebrated the new term in ELSA House with the International Board 2006/07!!

**OYOP:** Back to Brussels, we immediately started our OYOP session, chaired by Jochen Horlin, to whom I as well really owe a very sincere thank. We are already on track to make it alive with our ongoing enthusiasm.

**ICM Follow Up pre-ICM visit to Alanya :** On the third week August I took my flight from rainy stormy Brussels to Turkey, Alanya where the sun smiles. The first four days were dedicated to the ICM follow up, during which I had the pleasure to meet some of the OC, deeply analyse all the information regarding the ICM's organisation and 25<sup>th</sup> Anniversary Celebrations: visit the facilities where the events will take place. Huge thanks to Nurcan, Suleyman, Mustafa, Huseyin and Umut for the perfect hospitality and the rest of the OC for the remarkable achievements on the ICM!! I am looking forward to meeting you all in Alanya!!

**Trainings:** Referring to our OYOP and the aim of consolidation in TYTP the training events already have taken a big part of my work. After the appointment of director for training we started to work with Zabas. From 29<sup>th</sup> September till 1<sup>st</sup> October we have the planning weekend together in the ELSA House.

**EHTW 2007:** With the aim of evaluating and encouraging training events we started from Brussels' and had a meeting with ELSA Belgium on the 7<sup>th</sup> September to discuss about the future and possible cooperation between ELSA Belgium and ELSA International. Following that meeting we had a brainstorming and organising weekend for the EHTW 2007 with the Organising Committee of EHTW in ELSA House.

**Extra Ordinary Council Meeting UK:** I have attended the Extraordinary Council Meeting of ELSA UK which is held on 9<sup>th</sup> September in London and discussed about the future of ELSA UK and the next steps have to be taken with the newly elected board of ELSA UK.

**National Council Meeting of the Netherlands/ Presentation:** On 16<sup>th</sup> of September I had a nice trip to the Netherlands to Maastricht with Andrea in order to give a brief presentation on ELSA International doing the national Council Meeting of ELSA the Netherlands. Thank you guys for the great hospitality!!

**ELSA Poland Freshers' Camp:** After a very short break in Brussels I have had my third visit to Poland by the Baltic Sea to Jastarnia to attend the Freshers' Camp of ELSA Poland and give a presentation between 18<sup>th</sup> till 20<sup>th</sup> September. Thank you to all my Polish friends for that marvellous three days which will definitely have a very special part in my memory...

**Planning weekend with the Director for Trainings:** Concerning the importance of trainings as a great tool for consolidation we spend a weekend full of work and brain storming with my dear director Zabas. The OYOP for trainings is set. You will get to know the results soon!

**Meeting with President ELSA Dublin:** As a tool for consolidating we believe the necessity and efficiency of meetings held with the national officers. Therefore to discuss the status of the Irish ELSA network we had a meeting with Conor in Brussels, in the ELSA House, the heart of ELSA on 7<sup>th</sup> October. Our cooperation will continue!

**ECM/ NCM ELSA Spain:** To sort out the situation in ELSA Spain we have been closely in touch with the members from ELSA Spain since the beginning of the Term. I will also be attending the ECM and NCM of ELSA Spain on October 20<sup>th</sup> and 21<sup>st</sup>.

**50<sup>th</sup> ICM Working Materials:** It has to be mentioned that as I am writing these sentences I am still working on the working materials for the 50<sup>th</sup> ICM Alanya as well as keeping the discussions going within the international team. As always, package is demanding from the IB an almost full dedication, rising substantially our work loads.

**General Administrative Work:** On the very first day of my work I started to spend most of my time in office just performing the daily administrative work like answering e-mails, mail log in/log out, statutory formalities, ELSA Online and working on the New Online Internal Management system as well as setting new rules in order to refresh the e-mail lists of ELSA, Via LISTSERV.

ELSAfully yours,  
Esrá

**Tina Eszlari, Treasurer****Transition in July**

The transition in July 2006 was the starting point and first step of becoming the treasurer as well a member of the International Board 2006/2007. Through the International Board 2005/2006, our team got lots of general information about the ELSA work and furthermore specific information to each respective area. In my individual transition with my predecessor, Wouter-Jan Brookman, I got all for my term necessary information related to Financial Management and other responsibilities.

**General Financial Administration**

According to our Statutes, Standing order and the Decision Book, I have to fulfil several tasks as treasurer of ELSA International. I am thus in charge for the accounting, property and all kind of payments as well as the arrangement of internal financial control.

*Accounting / Budgeting:*

I am working with the bookkeeping software "Mamut" which is a double bookkeeping system. In order to keep track of the financial situation, creating a profit/loss overview and a balance sheet, it is absolutely necessary stay up to date with those things. After analysing the approved budget, I have been optimizing it when you situations popped up. Please look for the proposal of revising the budget 2006/2007 the proposal by the International Board.

*Payments / Invoices:*

As mentioned in my speech during the ICM in London and the OYOP, I firstly started analysing the internal administration system and as a result I improved some important matters related to the reimbursement of costs, the documentation and procedure of invoicing, the ELSA Development Fund and the debt situation of the Groups. Further on, I sent out the invoices for the Membership Fee in mid August 2006. Since I had a lot of problems having up dated contact details, I researched for those details beforehand. Moreover, I try to contact all Groups which have a debt towards ELSA International. An up date will be presented during the FM Workshop.

*House bank of ELSA International*

The Fortis Banque is the house bank of ELSA International. During the previous years, ELSA International has been an account holder of several currency accounts. Since most of them have not been used for a long period, we closed most of the accounts. At the moment we thus have 2 general accounts (General, EMC2) and 3 saving accounts (General, EDF, Rental deposit for the house).

**EMC2**

The ELSA Moot Court Competition is the only project organised by ELSA International. The aim for the 2006/2007 is to find enough financial resources that the EMC2 is funding itself. ELSA International already fund EURO 13.400,00 by project sponsors and is still approaching other externals both in-kind and money wise. Further on, I created together with the other responsible a realistic project budget after looking through all expected expenditures and incomes.

### *Grants*

ELSA International is by now applying for 2 different funds in order to grant the EMC2. The institutions are the European Commission (DG Trade) and the Council of Europe (European Youth Foundation). Christopher, Halvor, Giedre and I worked 6 weeks on the both applications. They are already submitted to the respective institutions and ELSA is now waiting for an answer. An up date will be given in the FM Workshop.

### *Pre- visit to Geneva/Switzerland*

Chris, Halvor, Giedre and I have been in Geneva from the 23<sup>rd</sup> till the 27<sup>th</sup> of August 2006 where the Final Oral Round of the EMC2 will take place. The purpose of the travel has been having meetings with potential (Baker & McKenzie) and current sponsors (Sidley Austin LLP), the officials of the World Trade Institute as well as meetings with the hotels and restaurants.

### **Grant for the New ELSA ONLINE System / Web site**

Further on, I made a research for possible grants for the New ELSA ONLINE System and found a suitable grant. Nils and I worked on the application and I already submitted the application to the Council of Europe (European Youth Foundation).

### **Meetings within the network**

Chris, Esra and I met up with ELSA Belgium in order to discuss the next edition of the ELSA House Training Days 2007 as well as the debt situation in Brussels on the 7<sup>th</sup> of September 2006. A further meeting with me and the Treasurer of ELSA Belgium followed on the 28<sup>th</sup> of September 2006. In addition, Loreta, Halvor and I attended the NCM of ELSA Belgium and held a workshop in general ELSA knowledge and project management.

Meeting with President ELSA Dublin on the 7<sup>th</sup> of October: As a tool for consolidating we believe the necessity and efficiency of meetings held with the national officers. Therefore to discuss the status of the Irish ELSA network we had a meeting with Conor in Brussels, in the ELSA House. Further on, we discussed the debts of ELSA Ireland too.

ECM/ NCM ELSA Spain:. I also attended the ECM and NCM of ELSA Spain on October 20<sup>th</sup> and 21<sup>st</sup>.

### **Representation**

The International Board met up with several NGO`s in Brussels in order to strengthen the cooperation between both associations. Further on, Loreta and I attended the UNESCO Award Ceremony on Education and Peace to represent ELSA in Paris on the 21<sup>st</sup> of September 2006 and finally we both participated as well in the Agenda-setting Event (observer programme) of the European Citizens' Consultations (ECC) on the 7<sup>th</sup> of October 2006.

I am looking forward to having a good communication and cooperation with all of you.

All the best.....Tina



**Nils Fjelkegård, Vice President Marketing**

After arriving at the ELSA House in early July, the first month was more or less spent on general transition with the old board and of course more specific transition with my predecessor Mircea Serban Moraru. Apart from transition I also attended planning meetings with the printer and designer of Synergy and meetings with Translegal concerning their Corporate Partnership and means of further development. July was also the month where the important decision of terminating the maintenance agreement with Chord9 for our website and ELSA ONLINE was taken and I took quite an active role in the then upcoming board in analysing the technical implications of such a decision. In July I also prepared the S&C Brochure for the upcoming IPM together with our Director for Seminars and Conferences Loreta Pivoriunaite and updated Media Cards for Synergy.

In August I took quite an active part in the finalising of our One-year Operational Plan in terms of drafting and formatting. I was also in contact with our partners in the World Grad School Tour in fulfilling our parts of the agreement and also in trying to arrange with contact persons in the Local Groups for the respective fairs throughout Europe. I also wrote task descriptions for several Director Positions and after the appointments were made I arranged with business cards for them.

As for Synergy I have been in close cooperation with both the previous Director for Advertisements, Ida Lindholm, and the current Director for Advertisements, Kamila Chareza, concerning advertisement approaches for the upcoming Synergy no. 40. Together we divided the approaches and I have been handling approximately 10 more regular advertisers while Kamila has been dealing with the majority of new and pending approaches. I have also been in close contact with my proposed co-editor for Synergy, Nancy Son, concerning what we can improve in terms of the editorial content of Synergy and followed up on a lot of ideas there.

I also followed up on the termination of the maintenance agreement with Chord9. I made a risk and benefits analysis of taking over maintenance ourselves and then proposed a new agreement for Chord9 with a division of the maintenance work. After the proposal was rejected by Chord9 I took over all maintenance of the website and ELSA ONLINE myself. I analysed our current server situation and started the process of moving our server to a less costly alternative in the U.S. In addition to this I have made quite extensive updates of our website and I was also able to finally extract statistics for usage of the website for the past few years. I also started the process of changing the current mail system of ELSA International into a better and less expensive one with possibilities of assigning individual e-mails under the domain elsa.org.

In September I had transition and planning meetings with both the Director for the 25<sup>th</sup> Anniversary, Maria Moguilnaia and the Director for Advertisements, Kamila Chareza. I also joined our President, Christopher Carlson, and the Director for Corporate Relations, Christina Paul, in further developing ELSA Internationals Fundraising Strategy and putting together a completely new Fundraising Package for future approaches. I have been responsible for the designing and formatting of the package as well as supporting with general input to the content.

Regarding the development of a new website and online internal management system I have taken on the role of a coordinator for this project. I have been in contact with the already established ELSA IT-Team as well as skilled externals to assist me in identifying the necessary steps in this process. After establishing the temporary low-cost solution to the old system I started to focus on compiling new solid specifications for the system that we actually want; a process that will involve all of the Network and more or less be going on until ICM Alanya.

I have also been involved quite a lot with the EMC<sup>2</sup> marketing materials. I designed a Media Card for advertisements with the Moot Court website and the Moot Court brochure and handled all advertising approaches for the EMC<sup>2</sup>. I also designed both the poster and the brochure myself and assisted in drafting proposals for certain printers and distributors.

In September a lot of time was also devoted to ICM preparations in terms of gathering input from the Network and planning the agenda and workshops.

I have also taken on the role of coordinator for the extensive Market Research that we are planning to conduct this year. I have held brainstorming sessions with the International Board and started to draft concrete proposals with potential external partners for this.

In October I attended a European strategy meeting for the Coalition for the International Criminal Court (CICC) in Istanbul, in which ELSA holds a special place in the Steering Committee.

**DIRECTORS ELSA INTERNATIONAL 2006/2007****Loreta Pivoriūnaitė, Director for Seminars and Conferences**

Coming together is a beginning; keeping together is progress; working together is success (H. Ford)

With this intention I started my career in ELSA, followed with the different projects and tasks, and now I have a big opportunity to work for and with the whole network. Share, explore, collect your ideas and do my best in continuation of the S&C activities.

**Transition:** I came into the House one week later than other my fellows. It was hard to jump into the information ocean and to take all information through. But the schedule of transition was prepared in a proper way. Definitely, hot Brussels air affected me and the rest of my colleagues. On the other hand it was a huge extreme living in one room with 7 people at once like in an army barrack for a whole month.

All July was extremely interesting and intensive, more intensive than an ICM, but I received a lot and I will give a lot back too. Also I participated in the EHTW and met very nice people who are eager to work and communicate with me during this year.

**Start of the Term in Office in the** August was interesting, if I may express my self in this way. The mailbox of ELSA International is another issue...just write and you will get a reply. Setting deadlines in august for the upcoming months was quite fun, but September and October were totally hectic months and no fun anymore.

However, I already had a possibility to participate and be involved in the other NGO's work on a Project Development Meeting concerning Bologna process in Brussels. ELSA has very good relationships with the largest organisations in Europe: AEGEE, JAGE, ESN, BEST, AIESIEC and others. That brings new ideas and new challenges not to be stuck in the "box".

Nevertheless the Sexennial report on ELSA contributions for the UNESCO was submitted. I admit, it was hard job to summarize six years of ELSA experience on an International field, but I managed ...and that's why I want to point out the importance of archiving in S&C. Concerning UNESCO issues, I attended a UNESCO session related to cooperation with NGO's in September.

**ELSA Knowledge.** Being a part of the International Team, having knowledge about ELSA is essential. To see the purpose of our vision and follow the aims, this year is dedicated to the core values of ELSA, so it will let us see where we are and what we seek after.

**ELSA Delegations.** I will put my and Director's for Institutional Relations efforts to finish the ELSA Delegations handbook based on research from the Questionnaire on quality improvement of the ELSA Delegations. Hence, it is important to raise the quality of the delegate's academic and ELSA knowledge background, so far ELSA has been more of a tourist agency, rather than an organisation putting efforts into critical dialogue and scientific co-operation.

**OYOP: Stop- think- act**

25 years passed, ELSA, we got something, probably now is the time to give back for ELSA. Time to evaluate S&C key area, definitely I will need the Network's help, otherwise we can not look for new directions. For that sake evaluation will touch all the S&C key area activities. Changes are required to see where we are in order to move out from the "box". I know it will take time, efforts, patience, but...

I am always going for the quality, rather than quantity, in other words - quality is all about constant learning. I am still learning.

**Giedrė Tijušaitė, Director for ELSA Moot Court Competition on WTO Law**

It is with a great honour I address you as Director for EMC<sup>2</sup> of ELSA International.

My transition was a bit different from other members of International Team. After heading Northern European Regional Round of EMC<sup>2</sup> 2005/2006 in Vilnius, Lithuania, in the end of April I went to Geneva, to help out with the Final Oral Round of the ELSA Moot Court Competition on WTO Law (FOR of EMC<sup>2</sup>) 2005/2006. Together with Halvor Lekven, current Vice President of Academic Activities, I was responsible for the academic procedure of the Final Oral Round. Afterwards the main transition on EMC<sup>2</sup> for me was given by Ieva Zebryte Vice President Academic Activities 2003/2004, Director for EMC<sup>2</sup> 2004/2005, and current EMC<sup>2</sup> Academic Supervisor for the Americas.

August and September are quite busy months regarding the EMC<sup>2</sup> thus to keep the picture clear what was done and what is coming in the future let me continue with bullet point structure.

- End of July and beginning of August main work was focused on The Rules of EMC<sup>2</sup> , The Case and Case Review Board. Working together with Academic Supervisors The Rules were updated and changed taking into consideration of last year issues and perspectives (it can be downloaded from [www.elsamootcourt.org](http://www.elsamootcourt.org)). Case Review board was appointed in order to assist Ms Tania Voon, the case drafter for 2006/2007 EMC<sup>2</sup>. Dr Arthur E. Appleton, Jorge Castro, Ms Victoria Donaldson, Prof David Gantz, Dr Laura Nielsen and Letizia Raschella-Sergi were appointed to a Case Review board.
- International Organising Committee (IOC) was appointed on 21<sup>st</sup> of August.  
Fundraising: Christina Paul (Germany)  
Participants: Lina Vilcinskaite (Lithuania)  
Logistics: Merle Eckhard (Germany)  
Marketing: Nurcan Z. Carikci (Turkey)  
Public Relations: Maria Moguilnaia (Russia)  
Conference: Andrei Moroianu (Romania)  
IOC kick off meeting took place in Brussels 1<sup>st</sup>- 3<sup>rd</sup> of September, with everybody, except Andrei Moroianu, present. It was fruitful team building wise as well as setting up working rules for upcoming year.
- Regional Rounds Agreements were signed with South East Asia Pacific (SEAP) Non-ELSA Regional Round (RR) organisers, with Asia Non-ELSA RR organisers and with Latin America Non-ELSA RR organisers. Same what concerns ELSA RR, which will be organised by ELSA Germany and ELSA Romania.
- In the middle of August Christopher Carlson (President), Tina Eszlari (Treasurer), Halvor Lekven (VP AA) and I went to Geneva for meetings with potential sponsors, persons from the WTO, ELSA Geneva, hotels, restaurants etc. Logistics wise it was as an outcome we have a contract signed with Warwick Hotel for the accommodation and conference venue during the FOR 1<sup>st</sup>-6<sup>th</sup> of May 2007 in Geneva as and with restaurant "Vieux-Bois" for the dinners during the FOR week. Further on contacts with Geneva tourism office, Bernard Kuiten Counsellor External Relations Division WTO will serve in finding the venues for pleadings. ELSA Geneva will work as LOC (Local Organising Committee) ensuring the quality and smooth running of

social program and logistics issues during the week. Meetings in WTO with current members of EMC<sup>2</sup> Advisory Board will help me to enlarge the Judges pool with new names and thus ensure high quality of academic part of the event. Sponsorship wise proposals were made to new potential sponsors.

- First week of September, ELSA International launched the new website for the EMC<sup>2</sup> ([www.elsamootcourt.org](http://www.elsamootcourt.org)). Since then all information needed for the potential teams, participants, judges, sponsors can be easily found and updated.
- Marketing materials (posters and brochures) were designed from scratch with a perspective that it will be used for the upcoming years as well in order to create a well selling trade mark of EMC<sup>2</sup>. With my supervision printing and distribution of all materials with take place in Lithuania.
- First edition of EMC<sup>2</sup> News Letter was sent out in order to promote the competition and encourage the teams to register. Introductory e-mail was send to the current Judges pool inviting them to join FOR in Geneva May 1<sup>st</sup> - 6<sup>th</sup>, ELSA Regional Rounds, as well as offering to correct Written Submissions (WS). Promotional letter to national and local VP AA'ers was sent to encourage to promote EMC<sup>2</sup> in ELSA network.

It's not easy to show all the work done on day-to-day basis which include supervision of IOC work, communication with Academic Supervisors and thus having an eye on Non-ELSA RR's, helping ELSA RR's organisers, keeping track of team registration and ensuing smooth process there as well as working on issues which will have effect in a long term, like pr strategy, electronic marketing, Non-ELSA RR in Africa and North America, grounds for expansion from 18 to 20 teams in FOR for the 6<sup>th</sup> edition of EMC<sup>2</sup>.

Busy and not easy year is waiting ahead but together with my team am looking forward to securing EMC<sup>2</sup> position as ELSA's flag ship and bringing in a step forward.

**Vytautas Zabulis, Director for Training**

As a period from the start of the term of Director for Training and the deadline of this package is really short, the activity report is hard thing to be very informative and concrete on the things that have already been done. Nevertheless – what is already done it is just one side; what we plan to do – it is another, yet more important at the present time.

Master transition is hard thing to achieve when all the persons are in the different countries, but because of the possible means of communication the transition from previous Director for Training succeeded really well.

My term started 21<sup>ST</sup> of August 2006, so as already been mentioned – the period is really short to succeed in huge goals, yet to succeed in the future, everything has to be planned. Director for Training is supporting the Secretary General of ELSA International, so the action plan of director has to help to achieve the goals of the Secretary General as well the goals of the International Board.

The beginning is always interesting and gingerly. After transition I started from creating a new e-mail account – director.training@gmail.com as well contacting the International Trainers' Pool regarding several issues. One of them – the need of a trainer in the National Council Meeting in Finland.

As well me and Secretary General of the International Board started to work upon the Train the Trainers' Week (TTTW) and the Refreshment Weekend (RW). These events should take place in late winter. The venue, the partners, the program and other organizational things matter a lot at the moment, so we are dealing with it. As well we are working with the aim that such events like the Baltic Trainings should be organized this year also.

Me and Esra shared the responsibilities and made the planning of the whole term of Director for Training in the planning weekend in the ELSA house from the 29<sup>th</sup> of September to the 1<sup>st</sup> of October.

I hope that this beginning is a great base for the upcoming work

**Aylin Farid, Director for Institutional Relations**

**Applying for the post as the Director for Institutional Relations:** In the beginning of the summer I got the opportunity to represent ELSA at the 39th session of United Nations Commission on International Trade Law (UNCITRAL). I had the possibility to spend two weeks in New York, at the United Nations headquarters. It was truly an unforgettable experience for me. However, the best part was to discover how well known ELSA actually is among delegates from the member states and other NGOs. I realized how much ELSA has to gain sending members to different conferences and sessions around the world.

I would resign as VPSC for ELSA Sweden on 1st of September and when the IB sent out the calling for the post as the Director for Institutional Relations, it felt natural to apply, mainly because I wanted continue working with and for ELSA. What better than work with the issues you believe that are important to the whole network and especially to the members?

**First month as the Director for Institutional Relations:** During the first month as the Director for Institutional Relations I was confused about what I am suppose to do, what my tasks really were. But that was natural. I had not had any transition yet.

Everything felt much clearer after I visited the famous ELSA house in Brussels. During the three days of transition, I had the chance to see from a closer view, how the International board actually works.

**The division of tasks:** The aim with the transition in Brussels was mainly to divide the tasks between Loreta and me. I think that we managed it well.

During the upcoming year is my duty to help the International Board primarily, with ELSA Delegations. I shall give the Delegations the necessary support and academic information they need fulfilling their tasks in the best possible way. In order to improve the support to the Delegations, Loreta and I will introduce a questionnaire that every delegate shall answer. We hope that the questionnaire will provide us with answers of what improvements may be needed. We also hope that the delegates' answers can help us to elaborate Delegates' Handbook further.

Furthermore, I will search for grants that the delegates can gain benefit from. I hope be able to update the Grants' book during my term of office.



**Christina Paul, Director for Corporate Relations**

Having been appointed both Director for Corporate Relations 2006/2007 and responsible for fundraising on the International Organizing Committee for this year's edition of the EMC<sup>2</sup>, my activity report will mainly cover these two areas.

**General fundraising**

Shortly after the beginning of my term Christopher Carlson, President ELSA International, and I had a planning meeting in Brussels at the end of August during which we set up the fundraising strategy of ELSA International for the term 2006/2007. Within its drafting we most importantly identified the target groups for potential future approaches and developed individual strategies for the current sponsors as well as current pending approaches.

Together with Nils Fjelkegård, Vice President Marketing ELSA International, we furthermore worked on the materials being sent out to eventual sponsors. This meant essentially the drawing up of concepts for the inclusion of the recently introduced fundraising questionnaires, for a benefits' brochure adaptable to each approach as well as a fundraising folder containing first information on ELSA and the different cooperation possibilities offered to general and EMC<sup>2</sup> sponsors.

Following up on these sessions, I have since then worked on parts of the contents of both the benefits' brochure and the general fundraising folder. For the latter contacts were established in order to receive its printing as an in-kind sponsorship. With regard to the planned future approaches for general sponsorship I was further engaged in obtaining the data of contact persons for the respective targeted law firms.

**Grants**

As for grants, a specific strategy was established during the planning meeting in Brussels as well where main target groups, a first timeline and task division were laid down. So far, the application for the DG Trade grant has been reviewed and finalised, though I was mainly concerned with the research on potential resources to apply for in the future.

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

The fundraising strategy for the 2006/2007 edition of the EMC<sup>2</sup> was likewise drafted the end of August and also the concept of a fundraising package for the EMC<sup>2</sup> was further developed on. As for this, Christopher, Nils and I have set up a new draft for the proposal for potential sponsors.

Both the proposals for the current pending approaches and the proposals for a renewed cooperation with last years' sponsors have accordingly been worked on and been sent out.

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

Since the start of the term in office as a Director for the 25<sup>th</sup> Anniversary ELSA International 2006/2007, I have visited ELSA House on the first weekend of September where I had a chance to discuss with the current International Board the developments in the Anniversary activities.

As regards the **series of events "25 Years of..."**, there are several events currently organised and more will be organised later this year. I am in contact with ELSA Republic of Macedonia and ELSA Norway regarding their events (*Anniversary Conference "25 Years of Discrimination Law: Guarantees and Legal Methods of Suppression"* and the *Final IFP Conference "25 Years of Legal Development"* respectively). I am sure these events will be organised on a very high level and wish the OCs the best of luck. Moreover, I have met with the Local ELSA Group in Treviso, Italy as they plan to organise the Anniversary Conference "25 Years of the International Criminal Law" as a part of the National Council Meeting of ELSA Italy in December this year. I will help them with finding the Speakers for the Conference as well as with the promotion of the event. Another two Anniversary S&C events will be the Anniversary Law School on Environmental Law in Iași, Romania and the one-day Anniversary Conference on Human Rights organised during the Law School on International Humanitarian Law in Bucharest, Romania.

I am still working on the **Anniversary Movie** (to be presented at the ICM in Alanya) and on the **Anniversary Publication**. Due to the current financial situation of ELSA International, it has been decided to postpone the finalising of the Anniversary Publication until the ICM in Prague where it will be presented together with the evaluation of the Anniversary year.

In the area of **fundraising**, I have managed to secure the deal with the third Anniversary Supporter – *The European Young Bar Association (EYBA)* – who joined the pool of the Anniversary Supporters in the middle of September. The representative of EYBA is planning to attend the ICM in Alanya and celebrate the 25<sup>th</sup> Anniversary of ELSA with us.

As a final note of my report, I would like to invite you all to the **Anniversary ICM in Alanya**. The International Team of ELSA and the OC of the ICM in Alanya are working hard on making this ICM the unforgettable Anniversary experience for all of us. I am currently communicating with the ELSA's sister organisations and other NGOs and trying to bring them to the ICM to celebrate the Anniversary with us.

See you in Alanya! The only place where the sun always smiles ☺

**Kamila Magdalena Chareza, Director for Advertisements**

In the last week of August I have had my first pre transition planning meeting via MSN with both Nils Fjelkegrd the Vice President of Marketing and Ida Lindholm the former Director for Advertisements. It has proven to be most helpful, by working out the guidelines I will be following this year as the Director for Advertisements. We have established, that Ida has already sent out the first round for ad hunting for Synergy 40, and I will be continuing with those contacts, as well as looking to update and widen the advertisers database. In cooperation with Nils, we have decided that at the moment I will be taking over only the contacts Ida had the previous year. After another most successful meeting Ida has passed on to me all of the necessary information, including the most updated contact database. I took over the e-mail address, and started working on the potential advertisers. I have also been currently in contact with all of the advertisers for Synergy 40 hunted by Ida.

It has been a pleasure taking over Ida's work, which has proven to be very well organized, and left for me to work with. She has dedicated a lot of her time and energy in the past year to advertisement hunting, and that is why we have such great results this year with the Links' Project and with the ads for Synergy 40.

During our second MSN meeting I have setup with Nils for my transition week in Brussels to take place from the 18<sup>th</sup> to the 25<sup>th</sup> September. During this week we have decided I will be taking over the advertisement hunting for the EMC<sup>2</sup> web page, and following up on all of the sent out advertisement offers. I have also plans to extend our offer during the Sponsors' Fair to potential advertisers and ELSA supporters. I have also taken over the list of potential advertisers made up by Maria Moguilnaia, our Director for the 25<sup>th</sup> Anniversary.

I am very proud and happy to be able to be a part of this International Team, and help them build a stronger, better and more successful ELSA. The people from this International Board, are extremely hard working and fully dedicated to their ideals, I hope that my work will be of much help to them.

## **PROPOSALS**

### **INTERNATIONAL BOARD**

#### **New Reporting System**

#### **State of the Network Inquiry and State of the Network Report**

##### **Background**

During the evaluation of the Two Year Tactical Plan 2003-2005 at the ICM in Vilnius, Lithuania, spring 2005, it was clear to the Network that ELSA Groups, on all levels, has become weaker and weaker the latest couples of years. The activity in the Network is decreasing, there is not as many events organised as before, there are severe problems with Human and Financial Resources within the whole Network, on all levels. Due to this it was decided in Vilnius that the Network should focus on consolidation rather than expansion. The focus should be to ensure that the current Members of ELSA is working in a satisfying way and that the Groups are working with the same aim, purpose and vision.

When consolidating the Network there is a great need of help from the whole Network. Without the cooperation and the understanding within the Network the consolidation part can never be successful in any way. It could not be pointed out to many times that we need to work together to consolidate as well as develop the Association.

One of the main tools for consolidating the Network is the International Board itself, the executive body of the Association, working full time from Brussels. When consolidating, the International Board itself is a link that holds the Network together, working with all means to strengthening and increase the awareness of the structure, lines of communication, knowledge, information flow/continuity and image of ELSA.

For the International Board to be able to work on consolidation there is great need for good and efficient tools to get the input and the knowledge on what actions need to be taken. The International Board needs more specific input and knowledge on the status quo of the different National Groups to be able to take actions. There is a need of a well functioning reporting system between the National Groups and the International Board of ELSA International.

##### **Current situation**

The International Board can gather information by contact with National Groups from day to day. In one way this information flow could be enough for input and knowledge for the International Board to act upon weaker National Groups. Unfortunately, as it is today, this information flow is not sufficient enough. The reasons for this are many, as for example lack of communication from the National Groups to the International Board.

As discussed at the International Presidents Meeting in Budapest in August 2006 there are great problems with the current reporting system as it is today. The Activity Reports that are to be submitted to the International Board, as well as to the other National Groups, before or at the first day of the ICM, is not working. During the last ICMs far from every National Groups has actually handed in their Activity Report. At the ICM in London only three National Groups submitted their Activity Reports to the International Board. Everyone understands that this figure is not acceptable neither high enough to actually compile this reports into one compiled version as the International Board should according to the Two Year Tactical Plan 2005-2007.

Neither the system of submitting the area connected inquiries before or at the first day of the ICM is working properly. For the latest couples of years the International Board has only and that is far from, even received the number of inquiries corresponding to the amount of National Groups actually attending the ICM. Further, the quality of inquiries is often not very good since there is often a lot of information missing. This means that the sessions on the State of the Network within every area at the ICMs will not be very efficient and will definitely not give the overview of the Network, which is the main purpose with the inquiries and the sessions on the State of the Network.

### **Possible solutions**

At the International Presidents Meeting in Budapest the National Presidents gave their input on the reasons for the current problems with the reporting system as it is today. The Workshop agreed upon the fact that the current situation is not working and something has to be done. A possible solution that was discussed was the possibility to increase the awareness and the importance of the Activity Reports and the area connected inquiries. For example, there have not been any guidelines on how to actually to write an Activity Report and this is something that the Workshop wished for.

### **Proposal by the International Board**

The International Board is convinced that there is a need for a change what regards the reporting system. As it is today the International Board is not able to fulfil their tasks when it comes to consolidating the Network, when actually helping National Groups. The reason for this is simple, the International Board is not always aware of the current problems in the different National Groups. Of course the International Board are able to analyze and come to conclusions based on our own observations but this is not always, and it should not be, the only base for this kind of analyse before taking actions. The National Groups needs to be more active in reporting on what is happening in the specific Group.

The International Board would also like to point out the responsibilities that we have to each other within the Network. ELSA is an International Association, working on three levels. Without any of these levels there would be no ELSA. We need to work together and we need to have clear divisions when it comes to obligations and responsibilities to each other.

The International Board does not think it would be enough to point out the responsibility of the National Groups actually filling out the Activity Reports and the area connected inquires. To make guidelines would of course be an advantage but not an enough action to actually make sure that the reporting system is working.

### **The State of the Network Inquiry (SOTN Inquiry)**

The International Board proposes that the current area connected inquires are compiled into one version called the SOTN Inquiry. The reason for compiling the inquiries is to make it easier for all parties. With one inquiry, instead of seven, it will be easier for the National Officers making sure that all parts of the Inquiry are covered and reported. With one compiled version it will also be easier for the International Board analysing the inquiries. All National Officers will be, as it is today, responsible for their respective part in the SOTN Inquiry (AA, S&C, STEP, BEE, IM, FM and MAR) but the Secretary General of the National Group will be the one responsible for making sure that the National Officers are filling in their parts as well as responsible for submitting the SOTN Inquiry to the International Board before or on the first day of the ICM.

If the SOTN Inquiry is not submitted to the Secretary General of ELSA International before the Opening Plenary of the ICM the voting rights of a National Group will be suspended during the current ICM. This regulation is corresponding with the current regulations on suspended voting rights of a National Group that has not fully fulfilled its financial obligations towards ELSA. It will be the decision of the Secretary General of ELSA International to approve the submission of the Inquiry. The Inquiry could only be approved for submission when all areas are covered and answered.

It is the strong belief of the International Board that the Network needs a sanction to ensure that the National Groups actually fulfil their responsibility to report the status of the National Group. With this sanction the Network will have a guarantee that the International Board receives the input and the knowledge of utmost importance. The International Board do realize that this could affect the possibilities of reaching quorum during Plenary at the Council Meetings. However, the International Board is convinced that the National Groups will see the importance of this new reporting system and make sure to fulfil their responsibilities by filling in the SOTN Inquiry.

It is also the intention of the International Board to review the area connected inquiries as they are today. This work has already started and the inquires for the ICM in Alanya are more extended and detailed then before.

The International Board also proposes at the same time to remove the responsibility of the National Groups submitting an Activity Report since the SOTN Inquiry and the SOTN Report (see below) would replace the purpose of an Activity Report.

Finally, the International Board realizes that we will never have a complete overview since far from all National Groups sends representatives to the ICMs. The International Board will though try to receive as many SOTN Inquiries as possible from the National Groups not attending the ICM. According to the International Board there should be no sanction towards these National Groups not attending the

SOTN Inquiry. National Groups that are not participating at the ICMs are probably in need of special attention from the International Boards side and that is the reason for not enforcing a sanction upon them.

### **The State of the Network Report (SOTN Report)**

The International Board proposes that the SOTN Inquiries from the National Groups should be compiled in to a SOTN Report done by the International Board and sent out to all National Groups no later than 6 weeks from the end of the ICM. This means that the SOTN Report will be sent out together with the Minutes according to the Standing Orders of ELSA article 10.3.

The SOTN Report shall be a report giving an overview of the State of the Network. The Report shall be compiled as statistics and with general comments from the International Board.

The SOTN Report will be the starting point for the International Board when consolidating internally. The Report will give an, as complete overview as possible, view on the State of the Network. The International Board can more easily identify problems and difficulties that the different National Groups are facing and dealing with. With all means possible the International Board would now be able to help and support this National Groups with their specific issues.

During the ICM in Malta, as well as during the ICM in London, the so called "Buddy System", has been discussed. During these discussions it has been decided that the Buddy System should not be implemented as an official part of the consolidation of the Network, rather as a way or as a recommendation of how to work with consolidation on all levels.

When discussing in what ways the Buddy System could be used it is the intention of the International Board that parts of the Buddy System could be easier fulfilled with a SOTN Report. As explained before, the SOTN Report would help the International Board of consolidating the Network (the vertical parts of the Buddy system). The SOTN Report would also help the International Board to allocate and ask for help of certain National Groups to help weaker National Groups (the horizontal parts of the Buddy System).

The International Board proposes to the Council the following:  
Statues Amendments

**Alanya, 5<sup>th</sup>-12<sup>th</sup> November 2006**

# Organs

## **Article 9 - Council**

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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.



Standing Orders AmendmentsAlanya, 5<sup>th</sup>-12<sup>th</sup> November 2006

# The Council

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**Article 5 - Requested Information**

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## 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.

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**Article 10 - Decision Book, Minutes and the State of the Network Report**

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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.

Decision Book Amendments:

Alanya, 5<sup>th</sup>-12<sup>th</sup> November 2006

# Board Management, External Relations and Expansion

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## External Relations

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## Responsibilities

### **Responsibilities of National Groups**

- ~~Ensure that the BEE part of the activity report of their National Group is submitted to ELSA International on the first day of each Council Meeting at the latest.~~

### **Responsibilities of ELSA International**

~~Prepare and distribute the BEE inquiry 28 days before each Council Meeting.~~

## Internal Management

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## Council Meetings

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### **4. Preparation**

Each national group shall prepare the following package of documents to bring to the International Council Meetings:

- ~~Activity report~~ The State of the Network Inquiry of the national group
- The in force Statutes and Standing Orders of ELSA International
- The updated International Council Meeting Decision Book
- The International Council Meeting Working Materials
- List of up-coming events of the national group

- Address list updates for the national and local boards

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

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- Ensure that the ~~IM inquiry~~ State of the Network Inquiry for their National Group is submitted to ELSA International on the first day of each Council Meeting at the latest.
- ~~Complete the IM Questionnaire and submit it to ELSA International sixty (60) days prior to the International Council Meeting.~~

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

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- Prepare and distribute the ~~IM inquiry~~ State of the Network Report 28 days before each Council Meeting.

# Financial Management

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# Responsibilities

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## **Responsibilities of National Groups**

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- ~~Ensure that the FM inquiry for their National Group is submitted to ELSA International on the first day of each Council Meeting at the latest.~~

## **Responsibilities of ELSA International**

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- ~~Prepare and distribute the FM inquiry 28 days before each Council Meeting.~~

# Academic Activities

# Quality in Academic Activities

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## **3. Responsibilities for Quality in Academic Activities**

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### **Responsibilities of the National Board**

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- ~~Ensure that the AA inquiry for their National Group is submitted to ELSA International on the first day of each Council Meeting at the latest.~~

#### ~~Responsibilities of ELSA International~~

- ~~Prepare and distribute the AA inquiry 28 days before each Council Meeting.~~

## Seminars And Conferences

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#### 6. Responsibilities of the National Group

- ~~International on the first day of each International Council Meeting at the latest.~~

#### 7. Responsibilities of ELSA International

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- ~~Prepare and distribute the S&C inquiry 28 days before each International Council Meeting.~~

## Responsibilities for Quality in STEP

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#### 5. Responsibilities of the National Group

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- ~~Ensure that the STEP inquiry for their National Group is submitted to ELSA International on the first day of each Council Meeting at the latest.~~

#### 6. Responsibilities of ELSA International

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- ~~Prepare and distribute the STEP inquiry 28 days before each Council Meeting.~~

**Final Accounts 2005/2006****Balance – ELSA International 31.07.2006**

| <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           | 53,188.69        |                  |
| - Prepayments                       | - 5,000.00       |                  |
| Deposits and cash;                  |                  |                  |
| - Bank Current Account - EUR        | 6,113.38         |                  |
| - Bank Current Account - GBP        | 343.64           |                  |
| - Bank Current Account - CHF        | 96.88            |                  |
| - Bank Current Account – EMCC - EUR | 641.59           |                  |
| - Bank Current Account - EMCC - CHF | 0                |                  |
| - Bank Current Account ICM - EUR    | 138.42           |                  |
| - Bank Current Account ICM - EEK    | 236.88           |                  |
| - Bank Account Rent Deposit         | 12,943.95        |                  |
| - Petty Cash                        | 451.86           |                  |
| <b>Total Current Assets</b>         | <b>69,155.29</b> |                  |
| <b>Total Assets</b>                 | <b>69,910.06</b> |                  |
| <b>Liabilities:</b>                 |                  |                  |
| Creditors;                          |                  |                  |
| - Creditors Control Account         |                  | 32,020.22        |
| <b>Total Liabilities</b>            |                  | <b>32,020.22</b> |
| <b>Capital &amp; Reserves:</b>      |                  |                  |
| Share Capital                       |                  |                  |
| - Ordinary Shares                   |                  | 40,630.58        |
| <b>Reserves:</b>                    |                  |                  |
| - Profit and Loss Account           |                  | <b>2,515.50</b>  |
| <b>Total Reserves</b>               |                  | <b>2,515.50</b>  |

|   |                  |                   |
|---|------------------|-------------------|
| <b>Total Capital &amp; Reserves</b>         |                  | <b>43,146.08</b>  |
| <b>Unallocated result (Profit and Loss)</b> |                  | <b>- 5,256.24</b> |
| <b>Totals</b>                               | <b>69,910.06</b> | <b>69,910.06</b>  |

**Profit and Loss – ELSA International 31.07.2006**

|                                       | 31.07.2006       | Budget            | Difference         |
|---------------------------------------|------------------|-------------------|--------------------|
| <b>General Income</b>                 |                  |                   |                    |
| Externals                             | 71,467.00        | 86,000.00         | - 14,533.00        |
| Membership Fee and Administrative Fee | 18,149.98        | 18,150.00         | - 0.02             |
| ELSA ONLINE Fee                       | 10,000.02        | 10,000.00         | 0.02               |
| Income from Area (Saldo Area)         | - 9,010.83       | - 2,000.00        | - 7,010.83         |
| Miscellaneous                         | 748.72           | 750.00            | - 1.28             |
| <b>General Income total</b>           | <b>91,354.89</b> | <b>112,900.00</b> | <b>- 21,545.11</b> |
| <b>Overheads</b>                      |                  |                   |                    |
| ELSA House Rent                       | 25,572.17        | 25,750.00         | -177.83            |
| Heating                               | 2,143.11         | 2,400.00          | -256.89            |
| Electricity                           | 3,773.72         | 3,500.00          | 273.72             |
| Water                                 | 1,915.93         | 800.00            | 1,115.93           |
| Repairs                               | 63.77            | 300.00            | -236.23            |
| Day to day office supplies            | 2,760.62         | 2,920.00          | -159.38            |
| Upgrade office facilities             | 1,054.39         | 750.00            | 304.39             |
| Cleaning costs                        | 630.19           | 450.00            | 180.19             |
| Depreciation                          | 600.00           | 600.00            | 0.00               |
| Phone & fax                           | 7,359.90         | 7,400.00          | -40.10             |
| Internet & email                      | 576.00           | 600.00            | -24.00             |
| Post                                  | 1,102.16         | 1,400.00          | -297.84            |
| Chord9 Maintenance agreement          | 6,931.94         | 14,000.00         | -7,068.06          |
| Chord9 extra service costs            | 939.63           | 2,700.00          | -1,760.37          |
| Alternet server                       | 3,630.00         | 3,630.00          | 0.00               |
| Bank charges                          | 571.05           | 400.00            | 171.05             |
| Folders                               | 0.00             | 750.00            | -750.00            |
| Banner                                | 417.45           | 1,000.00          | -582.55            |
| S&C Poster                            | 1,119.20         | 1,200.00          | -80.80             |
| STEP Folder                           | 0.00             | 400.00            | -400.00            |
| Miscellaneous Marketing               | 121.00           | 500.00            | -379.00            |
| Travel IB Autumn ICM                  | 3,559.46         | 3,550.00          | 9.46               |
| Accommodation Autumn ICM              | 1,244.19         | 1,250.00          | -5.81              |
| Travel IB Spring ICM                  | 856.37           | 825.00            | 31.37              |
| Accommodation Spring ICM              | 0,00             | 800.00            | -800.00            |
| IPM Summer                            | 105.43           | 475.00            | -369.57            |
| IPM Winter                            | 156.23           | 175.00            | -18.77             |
| ISM                                   | 319.57           | 300.00            | 19.57              |

|  |                   |                   |                   |
|--|-------------------|-------------------|-------------------|
| Meetings with externals                          | 2,031.50          | 2,000.00          | 31.50             |
| Meetings within the Network                      | 1,521.87          | 2,500.00          | -978.13           |
| IB home travels                                  | 1,003.83          | 1,500.00          | -496.17           |
| Allowance  | 8,140.00          | 8,400.00          | -260.00           |
| Representation                                   | 3,080.02          | 3,000.00          | 80.02             |
| Travel Directors                                 | 680.50            | 1,750.00          | -1,069.50         |
| Miscellaneous Directors                          | 0.00              | 250.00            | -250.00           |
| TTTW   | 0.00              | 0.00              | 0.00              |
| Refreshment meeting                              | 0.00              | 0.00              | 0.00              |
| Miscellaneous ITP                                | 0.00              | 0.00              | 0.00              |
| ICM travels Auditors                             | 470.60            | 875.00            | -404.40           |
| Auditing weekends                                | 669.24            | 800.00            | -130.76           |
| Miscellaneous Auditing                           | 179.33            | 100.00            | 79.33             |
| EDF 2005   | 5,400.00          | 5,400.00          | 0.00              |
| Del Credere                                      | 935.90            | 1,250.00          | -314.10           |
| Reservation for Marketing Materials              | 0.00              | 0.00              | 0.00              |
| Reservation for the new EO system                | 0.00              | 0.00              | 0.00              |
| Reservation for the 25 <sup>th</sup> Anniversary | 0.00              | 0.00              | 0.00              |
| General savings                                  | 0.00              | 0.00              | 0.00              |
| Anniversary publication                          | 0.00              | 2,500.00          | -2,500.00         |
| Anniversary Cocktail                             | 0.00              | 0.00              | 0.00              |
| Miscellaneous 25 <sup>th</sup> Anniversary       | 0.00              | 700.00            | -700.00           |
| Miscellaneous General                            | 2,347.50          | 2,000.00          | 347.50            |
| Realised exchange loss                           | 41.52             | 50.00             | -8.48             |
| Distribution Synergy 2004/2005                   | 2,585.84          |                   | 2,585.84          |
| <b>Expenditures total</b>                        | <b>96,611.13</b>  | <b>112,900.00</b> | <b>-16,288.87</b> |
| <b>Net profit/Net Loss</b>                       | <b>- 5,256.24</b> | <b>0</b>          | <b>-5,256.24</b>  |

**Area Income**

|                          |                   |                  |                  |
|--------------------------|-------------------|------------------|------------------|
| Synergy                  | 25,196.17         | 25,000.00        | 196.17           |
| Link project             | 5,838.82          | 5,000.00         | 838.82           |
| EMC <sup>2</sup>         | 49,982.74         | 53,000.00        | - 3,017.26       |
| ICM London               | 85,092.59         | 0.00             | 85,092.59        |
| <b>Area Income total</b> | <b>166,110.32</b> | <b>83,000.00</b> | <b>83,110.32</b> |

**Area Expenditure**

|                               |                   |                  |                  |
|-------------------------------|-------------------|------------------|------------------|
| Synergy                       | 25,759.46         | 26,000.00        | - 240.54         |
| EMC <sup>2</sup>              | 58,754.18         | 59,000.00        | - 245.82         |
| ICM London                    | 90,607.51         | 0.00             | 90,607.51        |
| <b>Area Expenditure total</b> | <b>175,121.15</b> | <b>85,000.00</b> | <b>90,121.15</b> |

|                   |                   |                   |                   |
|-------------------|-------------------|-------------------|-------------------|
| <b>Area SALDO</b> | <b>- 9,010.83</b> | <b>- 2,000.00</b> | <b>- 7,010.83</b> |
|-------------------|-------------------|-------------------|-------------------|

**EDF Balance sheet**

31-07-2006

**Assets**

*Debtors:* € 10,838.47

|                    |             |
|--------------------|-------------|
| ELSA International | € 10,391.69 |
| ELSA Croatia       | € 40.53     |
| ELSA Iceland       | € 100.00    |
| ELSA Italy         | € 67.50     |
| ELSA Malta         | € 104.82    |
| ELSA Lithuania     | € 115.93    |
| ELSA Romania       | € 18.00     |

*Bank account* € 5,998.86

**TOTAL** € 16,837.33

**Liabilities**

Capital € 9,837.90

Profit € 6,999.43

**TOTAL** € 16,837.33

**EDF Profit/Loss Accounting 2005/2006**

**Financial period 31-01-2006 - 31-07-2006**

**Expenses**

|                                      |              |
|--------------------------------------|--------------|
| Administration costs                 | 15.00 EUR    |
| ELSA Rep. Of Macedonia to ICM London | 456.00 EUR   |
| ELSA Switzerland NCM                 | 1,520.00 EUR |
| Refreshment meeting                  | 1,165.02 EUR |
| ELSA Bulgaria to ICM London          | 220.00 EUR   |
| IPM Budapest                         | 347.01 EUR   |
| ICM London - chair                   | 160.74 EUR   |

3,883.77 EUR

Profit 6,999.43 EUR



|                      |                      |
|----------------------|----------------------|
| <b>Total</b>         | <b>10,883.20 EUR</b> |
| <b>Income</b>        |                      |
| ELSA Croatia         | 40.53 EUR            |
| ELSA Denmark         | 33.50 EUR            |
| ELSA International   | 5,400.00 EUR         |
| ELSA Finland         | 25.00 EUR            |
| ELSA Germany         | 4,419.72 EUR         |
| ELSA Iceland         | 100.00 EUR           |
| ELSA Italy           | 67.50 EUR            |
| ELSA Malta           | 104.82 EUR           |
| ELSA Lithuania       | 115.93 EUR           |
| ELSA Romania         | 18.00 EUR            |
| ELSA Norway          | 292.22 EUR           |
| ELSA Sweden          | 100.98 EUR           |
| ELSA The Netherlands | 165.00 EUR           |
| <b>Total</b>         | <b>10,883.20 EUR</b> |

**Decision Book Proposal on Payment Procedure:**Alanya, 5<sup>th</sup>-12<sup>th</sup> November 2006

FM 02/06 I

# Payment Procedure

## 1. Invoicing procedure

### 1.1. Time and Mailing

The Treasurer of ELSA International shall send out all invoices for the respective fees, meaning Membership Fee and the Administration Fee for Observers as well as the ELSA ONLINE fee, explained under point 1, 2 and 3 in accordance with the respective dates as mentioned under responsibilities.

The invoices has to be sent to the Treasurer as well as the in ELSA ONLINE mentioned general contact address of the Group either by e-mail or mail . If there is neither contact details of the Treasurer nor a general address known, the Treasurer of ELSA International shall investigate all possibilities getting in contact the National Group.

After receiving the respective invoices sent by ELSA International, the Groups shall send a confirmation e-mail to ELSA International.

### 1.2. Illiquidity of a National Group

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

### 1.3. Mailing of reminders

The Treasurer of ELSA International shall send a payment reminder to the respective Groups if there has not been any communication, except for the confirmation e-mail, between the Group and the International Board until the due date elapsed.

### 1.4. Penalties

If a Group is not fulfilling their financial obligations without a valid reason, the Group might be penalized according to article 9.5 of the Statutes. The definition of a

valid reason depends on the situation and shall be measured by the International Board.

## **2. Payment Agreements**

Payment agreements are tools in creating clear payment regulations and thus ensure a certain safety for both parties involved in the agreement.

### **2.1. Content of an agreement**

A payment agreement between ELSA International and a National Group shall be in written form signed by both parties either through a digital or original signature. The following content shall be mandatory within an agreement:

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

### **2.2. Breach of Conditions and Penalties**

If a National Group is not fulfilling their financial obligations without some important reason, the National Group might be penalized according to article 9.5 of the Statutes. The definition of an important reason depends on the situation and shall be measured by the International Board.

**Comments:** The implementation of administration regulation like the payment procedure shall be seen as a tool and a support for both ELSA International and the National Groups. The responsibilities of both parties will be clearly stated and ensures a proper administration related to invoices and agreements.

**Decision Book amendment on EDF:**

*ELSA International proposes the following to the Council:*

The part of the ELSA Development Fund shall be relocated from the Internal Management part to the Financial Management part in the Decision Book as follows:

**Internal Management**

Alanya, 5<sup>th</sup>-12<sup>th</sup> November 2006

IM 02/06 I

**ELSA Development Fund****1. Aim**

.....

**7. Accountability**

.....

**Financial Management**

Alanya, 5<sup>th</sup>-12<sup>th</sup> November 2006

FM 02/06 II

.....

# The ELSA Development Fund

**1. Aim**

To overcome structural weakness in National Groups. To support measures or activities taken to develop and consolidate National Groups.

**2. Method and Definition**2.1. Development Project

By financing National Groups for projects undertaken so as to remedy such weaknesses, if, after having made satisfactory efforts, they are unable to raise enough money for the purposes. The following events might therefore be granted:

- an International event, that has at least two training sessions in specific ELSA Areas;
- National training seminar arranged to increase the awareness of ELSA in the country;

- any other project that the International Board deems to be a development project.

### 2.2. One-Side Assistance

Provide support to cover the travel expenses of ELSA International - excluding the International Board - trainers from the ITP or other ELSA members assisting the National Group in development and consolidation. The following events might therefore be granted:

- Trainings of the National or Local Groups in various skills in order to develop the Network. This includes ELSA training in Key Areas and Supporting Areas.

### 2.3. Network Development

By providing financial support to develop the Network;

- in conjunction with an established cooperation between two ELSA groups, to arrange a study visit, which shall entail an academic programme as well as a training programme;
- travel or participation of members of the National Board to international or regional training meetings;
- travel or participation of members of the National Board to ELSA ICMs or IPMs.

## **3. Administration**

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The Treasurer of ELSA International is responsible for the administration of the ELSA Development Fund, which is to be kept on a separate bank account from the other means of ELSA International. The treasurer is to give an oral report on the income, expenditure and current status of the fund in plenary at each International Council Meeting. Besides this oral report, the treasurer is also to give a written detailed report as well as a balance sheet and profit/loss accounting to be discussed in the FM workshop.

The International Board of ELSA decides upon the award or allocation of the money between the eligible applicants.

## **4. Eligible Applicants**

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### 4.1. The following are eligible applicants

- National Groups lacking financial resources, which fulfil the criteria's in point 4.2.
- All National Groups for their Local Groups lacking financial resources, provided the National Group cannot afford the expenses and these local groups fulfil the criteria's in point 4.2.

- Local Groups lacking financial resources, when there is no National Board, provided these local groups fulfil the criteria's in point 4.2.
- National Groups, disregarding their financial structure and level of activities, organising an event as described in point 2.1 in order to cover totally or partially the travel expenses of trainers from the ITP, whenever the following criteria are cumulatively fulfilled:
  1. The event's target group includes potential participants coming from national groups which fulfil the requirements present in point 5.1;
  2. The number of non-national participants represents at least 50% of all the participants, shall enough valid applications of non-nationals be submitted;
  3. The training sessions delivered by the relevant trainers from the ITP should be held in English.
- National Groups, disregarding its financial structure and level of activities, for their local groups organising an event as described in point 2.1 in order to cover totally or partially the travel expenses and accommodation of trainers from the ITP, whenever the following criteria are cumulatively fulfilled:
  1. The event's target group includes potential participants coming from National Groups which fulfil the requirements present in point 5.1;
  2. The number of non-national participants represent at least 50% of all the participants, shall enough valid applications of non-nationals be submitted;
  3. The training sessions delivered by the relevant trainers from the ITP should be held in English.
- The International Board to cover totally or partially the travel expenses and accommodation of trainers from the ITP to attend and deliver training sessions at:
  1. ICMs (not more than 2 trainers from the ITP per ICM)
  2. IPMs (not more than 1 trainer from the ITP per IPM)
  3. ISMs (not more than 1 trainer from the ITP per ISM)

The aggregate amount of expenses should not exceed 2.500 euros per financial year.

- The International Board to cover totally or partially the travel expenses and the accommodation for participants, except the members of the International Team, to events dedicated to the training and refreshment of International trainers.

The aggregate amount of expenses should not exceed 2.000 euros per financial year.

#### 4.2. Criterias

- A low level of activities
- A weakness as determined by the International Board in any one of the following areas:

- Human Resources
- Knowledge and know-how

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## **5. Application Procedure**

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### 5.1. In General

The applicants shall submit a written application to the Treasurer of ELSA International no later than three (3) weeks before the event or travel.

The International Board shall no later than 2 weeks after receiving the application, take a decision on this and on the maximum amount of the financial support. The International Board is to communicate the result to the applicant immediately after a decision has been taken.

### 5.2. Development Project

The applicants shall submit a detailed plan of action and a draft budget for the project.

### 5.3. One Side Assistance

The applicants shall submit a written plan of action on how the group described in point 5.1, 5.2 and 5.3 will benefit from the Assistance, and an itinerary and the estimated travel expenses of the trainers.

### 5.4. Network Development

The applicants shall submit a written plan of action, an itinerary and a participation list.

#### Internal Meetings:

The person or persons travelling to receive training or participate in ELSA's ICMs or IPMs shall also submit a written plan of action on how the group described in point 4.1 can benefit from the participation, and an estimate of the travel expenses.

#### Study Visits:

The application shall also include a description of the current cooperation between the ELSA groups.

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## **6. Payment Procedure**

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The payment in question shall in no case exceed the maximum amount agreed upon by the International Board when granting the financial support.

### 6.1. Development Project

The applicant has to submit the original ticket(s) and receipt(s) within 2 weeks and the audited Final Accounts within 4 weeks after the action

ELSA International is to effect the payment to the applicant within 2 weeks after receiving the Final Accounts. If it is not possible to finish the Final Accounts and the auditing within 4 weeks, the applicant shall submit Interim Accounts and a detailed plan of outstanding payments.

### 6.2. One Side Assistance

The applicant has to submit the original ticket(s) and receipt(s) of the trainer for the travelling expenses to be reimbursed within 2 weeks after the action.

ELSA International is to effect the payment to the applicant within 2 weeks after receiving the ticket(s) and receipt(s).

If the trainer giving One-Side Assistance is a trainer of the International Trainers Pool, the payment shall be made before or after the event directly to the trainer, according to an agreement between the International Board and the trainer. The payment in question shall in no case exceed the maximum amount agreed upon by the International Board when granting the financial support. In this case, the trainer of the International Trainers Pool is the only responsible towards the International Board for the submission of the original ticket(s) and receipt(s) for the travelling expenses to be reimbursed.

### 6.3. Network Development

The applicant has to submit the original ticket(s) and receipt(s) for the travelling expenses or the receipt of the participation fee to be reimbursed within 2 weeks after the action.

ELSA International is to effect the payment to the applicant within 2 weeks after receiving the ticket(s) and receipt(s).

The Group and ELSA International may agree that the invoice concerning the travel costs or participation cost is directly sent to the International Board and covered by ELSA International.

## **7. Report of the action**

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The applicant is to submit a detailed report of the project to the Treasurer of ELSA International within 4 weeks after the termination of the project for which assistance has been granted.

The person or persons travelling must submit a detailed report of the said assistance to the Treasurer of ELSA International within 2 weeks (Network Development).

## **8. Funding Regulations**

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### 8.1. Source of Fund



- 6 % of all money fundraised as general sponsorship from external relations that are classified as international, unless otherwise agreed with the sponsor.
- 2,5 % of all money fundraised as general sponsorship from external relations that are classified as national, unless otherwise agreed with the sponsor.

The above two clauses shall exclude any sponsorship less than 200 Euro.

Besides the above mentioned sources of fund, donations by individuals or groups aiming at the development of the ELSA Network shall be a possible source of fund.

The ELSA Development Fund shall be capped at an amount of 20.000 €. On the 25<sup>th</sup> January of each year the International Board shall review if that amount is reached. If that is the case, ELSA International shall not invoice the National Groups for that year and shall subsequently.

### 8.2. Submission of the EDF Report

The National Groups shall inform the International Board about their general sponsors and the amount they received from them in the period between 1<sup>st</sup> of January until the 31<sup>st</sup> of December of the respective year by the 25<sup>th</sup> of January, even if the amount is zero.

If the National Group does not inform the International Board by the date mentioned above, the International Board shall invoice the National Group based on the previous information ELSA International has. This shall be considered as a debt to ELSA International, and if not paid, will be treated as all other unpaid debts. The oldest report to which the International Board can refer to when invoicing a National Group on previous reports, shall be the report regarding the calendar year of 2004. If the National Group does not agree with the invoiced amount, the National Group can contest such amount by providing the International Board with the correct information.

## **9. Audit**

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The administration of the account of the ELSA Development Fund shall be part of the general examination done by the Auditors of ELSA International, according to the general accepted auditing standards.

The Auditors of ELSA International shall provide a report as to the reliability of the EDF account. The Auditors shall include the EDF report in their general auditing report concerning the Interim and Final Accounts of ELSA and present it to the Council.

**Financial Management**  
**Alanya, 5<sup>th</sup>-12<sup>th</sup> November 2006**  
**FM 02/06 III**

**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:</i> | <i>Proposal:</i> | <i>Difference:</i> |
|-----------------------------------|----------------|------------------|--------------------|
| Externals                         | 96.000         | 63.000           | -33.000            |
| Membership and Adm. Fee           | 18.050         | 18.050           | 0                  |
| ELSA ONLINE Fee                   | 10.000         | 10.000           | 0                  |
| Links Project (elsa.org)          | 0              | 8.000            | 8.000              |
| Synergy                           | 0              | 3.000            | 3.000              |
| Income from Areas                 | 7.000          | 0                | -7.000             |
| Repayments previous debts         | 0              | 2.500            | 2.500              |
| Miscellaneous                     | 500            | 0                | -500               |
|                                   |                |                  |                    |
| <b>General Income total</b>       | <b>131.550</b> | <b>104.550</b>   | <b>-27.000</b>     |
|                                   |                |                  |                    |
| <i>General Expenditures</i>       |                |                  |                    |
|                                   |                |                  |                    |
| <b>ELSA House</b>                 | <b>36.300</b>  | <b>33.300</b>    | <b>-3.000</b>      |
| Rent                              | 27.000         | 25.500           | -1.500             |
| Heating                           | 3.500          | 3.000            | -500               |
| Electricity                       | 3.500          | 3.600            | 100                |
| Water                             | 800            | 700              | -100               |
| Repairs                           | 1.500          | 500              | -1.000             |
|                                   |                |                  |                    |
| <b>Office</b>                     | <b>6.400</b>   | <b>3.990</b>     | <b>-2.410</b>      |
| Day to day office supplies        | 3.400          | 3.000            | -400               |
| Upgrade Office Facilities         | 1.800          | 800              | -1.000             |
| Cleaning Costs                    | 600            | 190              | -410               |
| Depreciation                      | 600            | 0                | -600               |
|                                   |                |                  |                    |
| <b>Communication</b>              | <b>8.350</b>   | <b>8.350</b>     | <b>-1.000</b>      |
| Phone and Fax                     | 6.000          | 5.000            | -1.000             |
| Internet and E-mail               | 600            | 600              | 0                  |
| Post                              | 1.750          | 1.750            | 0                  |
|                                   |                |                  |                    |
| <b>ELSA ONLINE Administration</b> | <b>20.400</b>  | <b>18.700</b>    | <b>-1.700</b>      |
| Chord9 maint. Agreement           | 14.000         | 0                | -14.000            |
| Chord9 extra service costs        | 2.700          | 0                | -2.700             |
| Alternet Server                   | 3.700          | 3.700            | 0                  |
| New ELSA ONLINE System            | 0              | 15.000           | 15.000             |
|                                   |                |                  |                    |
| <b>Bank Charges:</b>              | <b>400</b>     | <b>500</b>       | <b>100</b>         |

|                                     |              |              |               |
|-------------------------------------|--------------|--------------|---------------|
| <b>Marketing Materials</b>          | <b>5.900</b> | <b>0</b>     | <b>-5.900</b> |
| Folders                             | 800          | 0            | -800          |
| Banner                              | 1.000        | 0            | -1.100        |
| S&C Poster                          | 1.200        | 0            | -1.200        |
| STEP Folder                         | 500          | 0            | -500          |
| AA Mkt. Materials                   | 600          | 0            | -600          |
| Miscellaneous                       | 1.800        | 0            | -1.800        |
| <b>Printing/ Copying</b>            | <b>0</b>     | <b>2.000</b> | <b>2.000</b>  |
| <b>EDF 2006</b>                     | <b>3.660</b> | <b>3.300</b> | <b>-360</b>   |
| <b>ICMs</b>                         | <b>7.000</b> | <b>6.000</b> | <b>-1.000</b> |
| Travel Alanya                       | 3.000        | 2.500        | -500          |
| Accommodation Alanya                | 750          | 750          | 0             |
| Travel Prague                       | 2.500        | 2.000        | -500          |
| Accommodation Prague                | 750          | 750          | 0             |
| <b>IPMs and ISM</b>                 | <b>1.400</b> | <b>1.200</b> | <b>-200</b>   |
| Travel Toulon                       | 400          | 200          | -200          |
| Travel Summer                       | 700          | 700          | 0             |
| Travel ISM                          | 300          | 300          | 0             |
| <b>Travels</b>                      | <b>9.000</b> | <b>6.500</b> | <b>-2.500</b> |
| Meetings with externals             | 2.500        | 2.500        | 0             |
| Meetings within the network         | 4.000        | 4.000        | 0             |
| IB Home Travels                     | 2.500        | 0            | -2.500        |
| <b>Representation</b>               | <b>2.690</b> | <b>750</b>   | <b>-1.940</b> |
| <b>Allowance</b>                    | <b>8.400</b> | <b>8.400</b> | <b>0</b>      |
| <b>Directors</b>                    | <b>3.000</b> | <b>2.150</b> | <b>-850</b>   |
| Travels                             | 2.500        | 2.000        | -500          |
| Miscellaneous                       | 500          | 150          | -350          |
| <b>International Trainers Pool:</b> | <b>5.250</b> | <b>2.200</b> | <b>-3.050</b> |
| Train The Trainers Weekend          | 1.500        | 2.000,0      | 500           |
| ITP Refreshment Meeting             | 3.000        | 0            | -3.000        |
| Miscellaneous                       | 750          | 200          | -550          |
| <b>Auditing:</b>                    | <b>2.300</b> | <b>1.900</b> | <b>-400</b>   |
| ICM travels                         | 1.200        | 1.000        | -200          |
| Auditing Weekends                   | 800          | 800          | 0             |
| Miscellaneous                       | 300          | 100          | -200          |
| <b>25<sup>th</sup> Anniversary</b>  | <b>2.000</b> | <b>1.610</b> | <b>-390</b>   |
| <b>Miscellaneous</b>                | <b>2.000</b> | <b>500</b>   | <b>-1.500</b> |
| <b>Del Credere</b>                  | <b>2.500</b> | <b>2.200</b> | <b>-300</b>   |

|                           |                |  |                |                |
|---------------------------|----------------|--|----------------|----------------|
| <b>Savings</b>            | <b>4.600</b>   |  | <b>1.000</b>   | <b>-3.600</b>  |
| Marketing Materials       | 1.000          |  | 0              | -1.000         |
| New ELSA ONLINE System    | 1.500          |  | 0              | -1.500         |
| General savings           | 2.100          |  | 1.000          | -1.100         |
|                           |                |  |                |                |
| <b>Expenditures Total</b> | <b>131.550</b> |  | <b>104.550</b> | <b>-27.000</b> |

*\*all amounts are in EURO*

## 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.

## INCOME

### Externals:

These are the sponsorships:

|   |          |
|---|----------|
| CMS   | 20.000 € |
| TransLegal  | 20.000 € |
| European Commission                                       | 13.500 € |
| Deloitte  | 5.000 €  |
| Microsoft   | 4.000 €  |
| European Young Bar Association<br>(Anniversary Supporter) | 500 €    |

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 position "Income from areas" has been decreased to 0,00 € and the International Board thus creates these two new budget positions. 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 11.000 €.

**Repayments of previous debts**

The total debt of National Groups towards ELSA International is 22.335,39 € on the 31<sup>st</sup> of July 2006. Since ELSA International is already in contact with most of the debtors, we are expecting repayments at least an amount of 2.500 €.

**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 2,100 € and therefore the amount calculated is 25.200 € for a period of twelve months. Since the rent might be increasing during our term, the calculation for rent is 25.500 €. 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 33.300 €.

**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 3.990 €.

**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 8.350 €.

**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 has started searching for new possibilities, meaning the elaboration of general and specific specifications for the new internal system as well as searching for a new provider and developer of the new system. After getting some proposals by companies, ELSA International calculates with expenses of 15.000 €.

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 18.700 €.

**Bank Charges:**

These are the costs for our bank accounts and the transfer costs we have. This amount is quite high, because ELSA International has a lot of international bank transfers. The amount is set to 500 €.

**Printing/ Copying:**

The position "marketing materials" has been decreased to 0,00 € and the International Board thus creates this new budget position. As the position is saying, all printing and copying costs for marketing materials and other issues are included in this position. The amount is set to 2.000 €.

**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 3.300 €. This amount includes 6% of 55,000 €, which is the external income for the year 2006/2007. This basis amount is smaller as Thomson terminated their contract for 2006/2007 and thus the amount consists of 49.000 € as above explained and 6.000 € of Thomson for the first half year 2006.

**International Council Meetings:**

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 6.000 €.

**International Presidents' Meetings / International STEP Meeting:**

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 1.100 €. 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 6.500 €.

**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 750 € is calculated.

**Allowance:**

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 100 Euros per month. Having 12 months and 7 Board members the total amount is 8,400 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. This heading includes travel and administration costs for ITP Refreshment Meeting as well as for the Train the Trainers' Weekend. The total amount is set to 2.000 €, which also includes 200 € miscellaneous.

**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 €.

**25<sup>th</sup> Anniversary:**

In 2006 ELSA celebrates her 25<sup>th</sup> Anniversary. For the 25<sup>th</sup> Anniversary the International Board plan to publish an Anniversary Publication. Included in this heading is a post for miscellaneous. This post will cover unexpected costs for the 25<sup>th</sup> Anniversary. The total amount is calculated to 1.610 €.

**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 2.200 € and thus 2,1 % of the whole budget.

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

The EMC<sup>2</sup> will not 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.

**Outstanding debts towards individuals:**

ELSA International has debts towards the previous International Board members and the Auditors of 2005/2006. According to the revised budget, there is no proposal as regards payment of these debts. Due to late payments from sponsors this situation can not be dealt with at the current moment. As Thomson ended the contract there is also a lack of income as expected from the previous budget decided upon by the Council. ELSA International will make the best effort to repay these debts when the sponsors have committed according to the agreements with ELSA International.

**Recalculation of previous Invoiced Fees****Financial Management**Alanya, 5<sup>th</sup>-12<sup>th</sup> November 2006

FM 02/06 II

**1. ELSA Belgium**

The International Board and the National Board of ELSA Belgium propose to the Council the following:

The current debt of ELSA Belgium shall be decreased from € 2.442,83 to € 1575,00 due to a recalculation of fees which is consisting of the following and based on 3 active Local Groups:

- 2001/2002: Membership Fee and ELSA ONLINE Fee = € 525,00
- 2002/2003: Membership Fee and ELSA ONLINE Fee = € 525,00
- 2003/2004: Membership Fee and ELSA ONLINE Fee = € 525,00

**Comment:**

The current debt of ELSA Belgium is € 2442,83 (7 active Local Groups) and is consisting of the following:

- 2001/2002: Membership Fee and ELSA ONLINE Fee = € 726,00
- 2002/2003: Membership Fee and ELSA ONLINE Fee = € 774,31
- 2003/2004: Membership Fee and ELSA ONLINE Fee = € 942,52

The above mentioned amounts were calculated with 7 Local Groups although there were only 3 Local Groups (Liege, Leuven and ULB - Brussels) active during this period.

**Active Groups in Belgium from 2001 to 2004:**

During this period, there were only 3 active Local Groups in Belgium which can be stated by official documents of the ministry of justice. But in ELSA ONLINE all Belgium law faculties were registered with Local Groups which are in total 7, and not the real number of the active ELSA Local Groups. It is not possible for the current National Board to figure out who exactly registered all groups in ELSA ONLINE.

**No official elected National Boards from 2001 to 2004**

The National Groups have the obligation to contact ELSA International within in a certain time if the calculation of the Membership Fee or the ELSA ONLINE Fee has been wrongly calculated. Between 2001 and 2004 there has not been a National Board as stated by official papers of the ministry of justice and there are no minutes from the National Council Meetings during these periods too. Due to this reason there has never been an update of the number of Local Groups in ELSA ONLINE and no



information by the National Board about this matter since there was any elected National Board.

After the NCM in 2001, two regional Groups (V.V.G.B. and A.G.F.B.) were established in order to apply for regional grants. However both regional Groups were inactive and no there was no existing National Board in ELSA Belgium.

There has been indeed an acting President of ELSA Belgium but he has never been elected by an official council meeting and thus had no legal rights speaking on behalf of ELSA Belgium.

In August 2004 the first NCM after a gap of 3 years took place. The two regional Groups existing on paper were dissolved during this NCM and an official National Board was elected and registered with the ministry of justice. Since this time, ELSA Belgium paid all their financial obligations from then on towards ELSA International. Negotiations started in 2004 with ELSA International. According to the presented documents and the explained former situation in ELSA Belgium towards the International Board, ELSA International supports this decrease in the current debt.

## 2. ELSA Ireland

The International Board proposes to the Council the following:

The current debt of ELSA Ireland shall be decreased from € 2.934,91 to € 2.426,26 due to a recalculation of the Membership and the ELSA ONLINE fees which is consisting of the following and based on 1 active Local Groups:

- 2001/2002: Membership Fee and ELSA ONLINE Fee = € 205,00
- 2002/2003: Membership Fee and ELSA ONLINE Fee = € 205,00
- 2003/2004: Membership Fee and ELSA ONLINE Fee = € 205,00
- 2004/2005: Membership Fee and ELSA ONLINE Fee = € 205,00

### Comment:

The current debt of ELSA Ireland is € 2.934,91 (2 or 3 active Local Groups) and is consisting of the following:

- Before 2001: Membership Fee, STEP Fee and ELSA ONLINE Fee = € 1.232,77
- 2001/2002: Membership Fee, STEP Fee and ELSA ONLINE Fee = € 497,00
- 2002/2003: Membership Fee, STEP Fee and ELSA ONLINE Fee = € 319,00
- 2003/2004: Membership Fee and ELSA ONLINE Fee = € 406,42
- 2004/2005: Membership Fee = € 277,23

The above mentioned amounts were calculated with 2 or 3 Local Groups although there were only 1 Local Group (Trinity College) active during this period.

### Active Groups in ELSA Ireland from 2001 to 2004:

During this period, there was only 1 active Local Group in Ireland which can be stated by official documents of the Central Society Community. But in ELSA ONLINE almost all Irish law faculties where registered with Local Groups and not

the real number of the active ELSA Local Groups. It is not possible for the current National Board to figure out who exactly registered all groups in ELSA ONLINE.

**Decision Book Amendment on Membership Fee:****1. Membership Fee**

- 1.1. The Membership Fee calculation is based on the number of active Local Groups with the status “active” in ELSA ONLINE at the time of invoicing which are members of a National Member Group of ELSA International (LG number) and the Gross Domestic Product (GDP) for the respective country. If there is a National Group which at the same time is the only Local Group, the Membership Fee is calculated by one Local Group.

...

**Comment:** This amendment shall be included as it gives a clearer description how to calculate the Membership Fee.

**NATIONAL GROUPS****Proposal on revision and amendments of article 11 of the Statutes and article 17 of the Standing Orders Proposed by ELSA Norway, Seconded by ELSA Germany****Background**

As discussed on ICM London 2006, ELSA Norway recognizes the need for amending and revising the rules and procedure for electing IPM hosts in ELSA International. We see two sets of problems that needs attention:

- 1) The tradition of electing IPM hosts on IPMs has proven it problematic to find NGs or LGs willing to take on such a responsibility. The IPM, being a smaller organ within the Network than the ICM, has not managed to encourage candidates to apply for hosting an IPM.
- 2) Furthermore, recent events have highlighted the need for improving the procedural rules regarding election of the IPM host.

**Goals - Means**

In ELSA Norway`s opinion, changing the time of election will help mending the lack of applicants, but the absence of regulations of procedures will still be causing insecurity and confusion about how and when responsibilities arise for the hosting group and the IB. The Network experienced the latter just recently, and ELSA Norway would like the Council to prevent this from occurring again. This is the reason why we see that the whole procedure of electing a host could need some revision.

1. For the purpose of increasing the interest amongst NGs or LGs to host an IPM ELSA Norway suggests to change the time of election from IPMs to ICMs, and by doing so revising Standing Orders art. 17.
2. For the purpose of making it clear when and how an IPM host takes on responsibilities, and stating the duties of the IB versus the hosting group: Amending Standing Orders art. 17 with procedural rules like the ones in force for ICMs hosts in Standing Orders art. 4.
3. For the purpose of having as parallell rules and procedures as possible regarding election of IPM/ICM host (and to the extent it is desirable), and furthermore for the purpose of stating basic rights and aims of the Presidents` Meeting only in Statutes, and the procedure of application, election and responsibilities only in Standing Orders: Re-organising articles 17 of SO and 4 of S. In practice; moving some of the sub-articles in Standing Orders art. 17 to Statutes art. 4.

ELSA Norway hopes that our proposal will encourage fruitful discussions during ICM in Alanya 2006 and contribute to clearer and more systematic procedures of electing IPM hosts in ELSA International for the future.

Kind regards,

Astrid, Ahn Cecilie, Hans Gunnar, Karoline, Kjetil, Kristbjørg, Pia and Elisabet.

ELSA Norway 2006/2007

Revision and Amendments of Statutes:

**Alanya, 5<sup>th</sup>-12<sup>th</sup> November 2006**

# The International Presidents' Meeting

## Article 11 - Presidents' Meeting

### 11.1 ~~The Role of the Presidents' Meeting~~

~~The presidents' meeting is a horizontal meeting of the Presidents of the Members and Observers which meets twice a year and aims to exchange experience, information and ideas existing in the National Groups, to learn from other National Groups and to contribute to the implementation of the Council Meeting decisions and to prepare for the Council Meeting.~~

### 11.2 ~~Right to attend~~

~~The President or his 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.~~

### 11.3 ~~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.~~

### 11.4 ~~Right to submit proposals~~

~~The Presidents' Meeting has the right to submit proposals to the Council.~~

~~A qualified majority of two thirds of the Members present at a Presidents' Meeting must approve such a proposal.~~

## Article 11 - Presidents' Meeting

### 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.

#### Revision and Amendments of the Standing Orders:

# The International Presidents' Meeting

#### Article 17 – Role and Procedure of the International Presidents' Meeting

~~17.1 — Right to attend~~

~~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.~~

~~17.2 — Right to Submit Proposals~~

~~Any proposal by the Presidents' Meeting to be submitted to the Council must be sent to the Secretary General of ELSA 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.~~

~~17.3 — Venue~~

~~During each President's Meeting, the venue of the following Presidents' Meeting shall be chosen.~~

~~The presidents of the national groups or their representatives may gather at the council meeting in order to change the venue of the Presidents' Meeting. In the event of force majeure following the Council Meeting, the International Board shall reserve the right to change the venue of the Presidents' Meeting.~~

~~17.4 — Presidents' Meeting Host~~

~~The Presidents' Meeting host group will be responsible for providing all participants with accommodation and a social programme.~~

~~Wherever possible, the host group in co-ordination with the International Board shall provide training for the participants.~~

**Article 17 - Procedure of the International Presidents' Meeting**

## 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*



## INPUT PAPERS

### INTERNATIONAL BOARD

#### Core Values

With this input paper the International Board would like to draw attention to a problem that maybe more than anything threatens the very existence of our Association.

25 years ago, five law students with different nationalities met on a train somewhere in Europe. They formed an Association because they believed that they could learn something from each other. That the cultural and academic exchange cross borders in Europe would be something highly valuable for future lawyers. 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 that 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. And for not fulfilling one's obligations, there should be sanctions, which in ELSA's case would mean the removal of benefits and possibilities within the Network.

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 International Board 2006/2007 has the ambition to start with the logical first step in this process – making sure that our members and officers understand the true meaning of our core values and that they see great value in the benefits and possibilities that derive from them.

Our ambition is to include core value sessions in all meetings and training sessions during this year. We want to give everyone a chance to discover all benefits and possibilities that come with a huge Network of different people sharing the same vision.

And we are of the strong opinion that it is time to put down a foot and ask those members and officers who still do not believe in our core values why they are actually involved in ELSA. Because most likely ELSA is then not the correct forum for those individuals, and they should seriously consider leaving it, both for their own and for the Association's sake.

One Network...one vision...don't you agree?

The International Board 2006/07

## **The International Focus Programme (IFP)**

### **I. Introduction**

The aim with this Input Paper is to give an introduction to the International Focus Programme (IFP) in order to prepare the participants during the joint Workshop between Seminars & Conferences and the Presidents during the ICM in Alanya.

First of all we will give a brief summary of the IFP. Following this we will give you a summary of the previous topics and the evaluations of them. Finally we will briefly present the tasks of the Joint Workshop during the ICM in Alanya.

**Please read the regulations regarding the IFP in the Decision Book for further information on the IFP.**

### **II. General aspects**

The main aim of the IFP is to have a specific theme for the whole ELSA over a fixed term with the purpose of giving a global dimension to the work of ELSA. The chosen theme considers that we, as law students and young lawyers, can have an impact on the environment we are living in, on the development of our own countries, Europe and even the world by giving law students and young lawyers all over Europe a voice and gathering all their diverse opinions and ideas. The aim of the implementation of the IFP is to consolidate the work of ELSA and produce concrete results of a high standard.

Other aims with the IFP are the following:

1. To focus on one theme, considered a "hot legal topic" in Europe and the world at the moment;
2. Using the ELSA Network to create awareness amongst today's law students, young lawyers, society and the international community;
3. Involve the whole ELSA Network when implementing the IFP;
4. Implement the IFP on all levels within ELSA.

### **III. History of topics**

1. 1995-1997  
**" A just world: A new role for Lawyers, Law in Development and Legal Education".**

Number of events organised: approximately 60 events in the Network.

Publication: " 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.

2. 1997-1999

**“The Law of Peace in the Year 2000: the effective enforcement and current violations of International law, reform of International Organisations”**

Numbers of events organised: approximately 50 events in the Network.

Publication: “International Law in the New Millennium”

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.

ELSA Organised the Final IFP Conference “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.

3. 2000-2002

**“Information Society: the Legal Challenge: the application of new technologies, protection and the legislative response”.**

Number of events organised: approximately 50 events in the Network.

No publication 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.

4. 2003-2005

**“Trade Law – a way for sustainable development”**

Number of events organised: approximately 20 events in the Network.

There was no publication and no Final IFP Conference.

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.

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 were chosen.

5. 2006

**“25 Years of Legal Developments” with 3 subtopics:**

1. UN in the 21<sup>st</sup> Century;
2. Environmental Law;
3. Harmonization of EU Law in the transition of Legal Systems.

The topic is combined with the 25<sup>th</sup> Anniversary of ELSA and has the duration from the 1<sup>st</sup> of January until the 31<sup>st</sup> of December 2006.

#### **IV Conclusions and evaluation**

During this ICM in Alanya we will discuss the implementation of the current IFP based on the events that have taken place so far. We will try to make some conclusions so far and also discuss the further implementation of the IFP as well as the preparations for the Final IFP Conference in Oslo in December 2006.

The aim is to start the evaluation of the current IFP and to discuss and decide on the continuing and final evaluation of the IFP. We will also discuss and decide upon a procedure of an implementation of a new IFP at the ICM in Prague spring 2007.

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

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

The ELSA Guide to Legal Studies in Europe (ELSA GLSE) is the only publication of its kind. It provides detailed information on courses of legal studies at doctorate, undergraduate and postgraduate level offered by 300 universities in Europe. Furthermore, it contains background information about the featured countries, their legal systems and professions.

### **ELSA International's One Year Operational Plan 2006/2007**

In the OYOP 2006/2007 ELSA International has put down as one of the aims to improve the activities in our Network. To do so we need a large scale internal evaluation of the key area activities. It is therefore necessary during this ICM to especially discuss the activities which have not been satisfactory the last couple of years. One of the activities which has not been satisfactory is the updating-process of the GLSE.

#### **Updating process**

The GLSE has not been published since the edition 2000/2001. This is due to several problems. The updating process has been very slow, with so far only 43 % of the needed updates submitted to ELSA International. The TYTP 2005-2007 states that all Universities where ELSA is presented, and at least 100 Universities where ELSA is not presented shall be presented in the GLSE. This is a reasonable aim considering the previous editions of GLSE. The last published edition contains information on 290 Universities throughout Europe.

#### **Publishing process**

Bruylant (Member of Law Books in Europe, LBE) was the former publisher. There is no written agreement with them. Problems are numerous, including general lack of information. For instance, we have no figures of the sales, how many copies were sold and where etc. The feedback received from the network is that sometimes it's next to impossible to place an order, they (including other LBE members) simply ignore a great deal of orders. The deal with Bruylant was that they took the financial risk of publishing the GLSE and also the financial benefit from the sales, if there has been any. ELSA International is currently approaching several possible future publishers that are interested in the GLSE-project. But as long as almost 57 % of the required updates have not been submitted it is difficult for ELSA International to come up with concrete suggestions for the publishers in approach. It is therefore paramount that the entire Network contributes to the updating process of the GLSE.

#### **Martindale-Hubbell**

From 2000 to 2003 ELSA International was cooperating with Martindale-Hubbell regarding the GLSE. In the deal ELSA International agreed to provide Martindale-

Hubbell with information on the law schools in the GLSE, promote the Martindale-Hubbell name and logo in the GLSE and the Annual Report, and finally displaying the Martindale-Hubbell logo on the GLSE home page and link it to the Martindale-Hubbell international law schools' website. For this ELSA International received a considerable amount of money each year.

The contract was ended due to ELSA's problems with the updating process.

### **Interest in the GLSE**

ELSA International receives a considerable amount of requests from students, universities, libraries and others regarding the availability of GLSE each month from all over the world. This shows that the interest for GLSE is not only related to the ELSA Network. The GLSE is a unique publication which ELSA should make more use of. The GLSE is not only a publication which provides students interested in studying abroad with a vast amount of information. The GLSE is also a good marketing-tool on local, national and international level of the Network. But to use the GLSE as a professional marketing-tool, the need of a new edition is paramount.

### **Financial situation of the GLSE**

The previous editions of the GLSE were no financial burden for ELSA International as the former publisher Bruylant covered all costs with the publishing. However, ELSA International did not have any revenue either as Bruylant received the income from the sales as well. ELSA International is now however looking for a publishing-partner which might be willing to provide ELSA with a percentage of the income from the sales, as it is very uncertain if we can find a new partner like Martindale-Hubbell for the GLSE.

One option of income for ELSA International is to put advertisements in the GLSE. It has however been hard to find advertisements for the GLSE for previous editions. It is of importance for the financial situation of the GLSE that all National Groups market the GLSE properly by thorough rounds in its law schools, embassies, libraries etc. to promote the GLSE.

### **Future of GLSE**

As stated in the OYOP 2006/2007 of ELSA International it is time to evaluate our Network and our activities. As shown the last Edition of GLSE was published in 2000/2001. This is not satisfactory regarding a publication that was meant to be published every second year. It is therefore necessary to discuss the future of the GLSE. Is it worth spending time trying to collect all information needed for the GLSE for Local, National and the International VP AA? And is it worth spending time for the International Board trying to find a new publisher for the GLSE if the Network does not want to publish the GLSE, or if the Network simply fails to submit all the data needed for the next edition of the GLSE?

One solution for the GLSE is connected to the New Online System that ELSA International is working. By having online forms for AA officers to fill in, the updating process can be easier, and GLSE can be created as a database. The database

can be accessed in the online system for ELSA members. However, the GLSE is not only used by ELSA members. The largest group of users of GLSE is students in USA. To provide access for non-ELSA members, ELSA International can sell the information to an external which can submit in their own database, such as Martindale Hubbell.

### **Conclusion**

It is of utter importance that all participants attending the AA workshop carefully read through this input paper and discuss it with their respective board members. If ELSA International is to fulfil the aims set in the OYOP for 2006/2007, the entire Network must contribute with inputs. It is not up to the International Board to revise and evaluate what needs and request the Network has. Without inputs from the members in the Network, there can not be a proper evaluation of our Association.

The AA workshop should take time to discuss the situation with and the future of GLSE.



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

### **Introduction to the ELSA Selected Papers on European Law (Former ELSA Law Review)**

SPEL periodically provides a compilation of legal papers in the field of public European law, European integration and relations between the EU and other countries in Europe. By allowing students, academics and professionals to write articles for SPEL, we show externals the academic side of ELSA. SPEL is therefore in accordance with ELSA's purpose "To contribute to legal education, to foster mutual understanding and to promote social responsibility of law students and young lawyers".

### **ELSA International's One Year Operational Plan 2006/2007**

In the OYOP 2006/2007 ELSA International has put down as one of the aims to improve the activities in our Network. To do so we need a large scale internal evaluation of the key area activities. It is therefore necessary during this ICM to especially discuss the activities which have not been satisfactory the last couple of years. One of the activities which has not been satisfactory is the hunt for articles and publishing of SPEL.

#### **Current situation with SPEL**

SPEL had been a very successful project for almost a decade until it started to face a decrease in the number of articles for its issues. A few reasons for this can be recognised by taking a closer look.

Firstly, SPEL is put into a competition with a big number of national and international magazines, law reviews and other publications with a focus on European Law both in hardcopy and online. Secondly, students are much more willing to write in their native language than in English. And finally, the visibility and popularity of SPEL for readers is rather low.

These issues have to be considered in this period to successfully bring more articles and readers for SPEL. While the first two are hard to solve alone, the improvement of the last one could help and overcome the impact of the other problems.

Due to lack of articles for SPEL the last issue published was 2004/II. The 2005/II and 2006/I issues of SPEL will be a joint Anniversary issue, with the best articles published in SPEL throughout the years. This issue is ready for publication, but cannot be published before the 2005/I have been published. It is ELSA International's intension to publish it both online and in hard-copy.

This is however not the first time there has been a gap in publishing SPEL. Between 1998 and 2002 SPEL was not published either.

But if the Network decides to keep focus on SPEL, much more focus from the National and Local AA Officers is needed.

**Future of SPEL**

As stated in the OYOP 2006/2007 of ELSA International it is time to evaluate our Network and our activities. As shown the last Edition of SPEL published was 2004/II. This is not satisfactory regarding a publication that was meant to be published two times every year. It is therefore necessary to discuss the future of SPEL. Is it worth spending time trying to hunt for articles for SPEL on Local and National Level?

**Conclusion**

It is of utter importance that all participants attending the AA workshop carefully read through this input paper and discuss it with their respective board members. If ELSA International is to fulfil the aims set in the OYOP for 2006/2007, the entire Network must contribute with inputs. It is not up to the International Board to revise and evaluate what needs and request the Network has. Without inputs from the members in the Network, there can not be a proper evaluation of our Association.

The AA workshop should take time to discuss the situation with and the future of SPEL.

## **New Website and Internal Management System**

### **Purpose of the Input Paper**

With this input paper the International Board would like to inform the Network about the steps that have been taken so far with regards to the development of a new website and internal management system for ELSA and with regards to what steps need to be taken during this and next year in order for us to finally turn this long-discussed project into reality.

The development of a new website and internal management system is something that is of great importance to all of us, from the officers of the International Board down to our individual members. Therefore it is also of great importance that the Network, and especially the more experienced officers, takes active involvement in all parts of this process. That is the reason why several of you have already been contacted with requests for input on the new system. That is also the reason why approximately 15 workshop hours will be devoted to only this topic during this ICM Alanya.

We would like you to consider this input paper not only as a tool in the preparations for the workshops, but as a guide to how you can get involved in this process and what ways you can assist the International Board in this truly huge project that will and must result in concrete results this year.

### **The steps**

#### **1, A temporary low-cost solution for the old system**

The very first step of the process was commenced already during the previous International Board's term in office. Our former maintenance agreement with Chord9 was very expensive and it was no longer feasible to continue it, especially since there was a pressing need to free up money for a new system. Therefore the International Boards of 2005/2006 and 2006/2007 took a joint decision to end the agreement in late July 2006, just before the official handover to the International Board of 2006/2007. Thus, it has mainly been the task of the new International Board to handle the consequences of the cancellation of the agreement. After a risk analysis and some fruitless negotiation attempts with Chord9 for a new very limited maintenance agreement, the International Board decided to take over all maintenance of the old system. Considering the risks and the benefits in terms of cost-efficiency, control and increased updating possibilities, this was the only feasible solution. A server change will most likely also take place in order to reduce costs and to ensure better stability, security and maintenance possibilities, since the current server hosted in Brussels is very old and instable.

The International Board would here also like to make perfectly clear that the old system will be up and running without changes until a new system has been fully implemented. There is subsequently no reason to worry about that. We would however also like to point out that we will not invest a lot of energy into improving or changing the old system. We will make the necessary updates (and here might be added that the website is now actually better updated than it has been for several

years), but most of our time and effort will and should be invested into the development of the new system.

## **2, Creating solid specifications for the new system**

This is the step that we are currently dealing with and one that most definitely should not be neglected or hastened through. Plans to develop a new system have been going on for quite some time and a lot of work with specifications was made already by previous International Boards, especially in the cooperation with Microsoft when they were still committed to assisting us in the development of the new system.

We are however of the strong position that the work that has been done so far is far from enough and that the specifications that we have today hardly correspond to or communicate the system that we wish to develop for the Network. In order to build something you need a strong foundation, and the specifications will constitute that foundation for the new system. Therefore this is something that we must allow to take its time, in order to make sure that we know exactly what we want and that we are able to communicate that message properly to external developers when we reach that phase of the process.

The workshop sessions in ICM Alanya will be devoted mainly to this step of the process. It is also in this phase that we will need the most help from the Network. Like mentioned before, this is a system that we all will and should be using in our daily work for ELSA. Therefore we will have to know what **you** think should be incorporated into the system, what would make **your** life easier as a national officer and what you think would make **your** local members and officers want to use the system. No idea is too stupid and no input is too obvious or strange in this phase. Do not limit yourself to thinking only of how to improve our current system; we want you to think outside of the current "EO box". Think of an ideal system, without technical limitations or financial aspects. At a later stage it will be our and the external developers job to assess financial and technical possibilities and adapt the new system in accordance with that.

ELSA International will present their view on what should be integrated in the new system during the workshops in ICM Alanya. You can influence the new system either by sending your input to the International Board before ICM Alanya, by actively participating in the discussions during the workshops or by sending more extensive input after ICM Alanya until the external deadline that we set up for the specifications. To give you some idea of when this will be, our intention is to have the specifications finalised by the end of 2006.

## **3, Finding the right external developer and starting the development**

Once we have ensured the solid foundation of the project through the specifications, the process of identifying and contracting the right external developer starts. This phase will take place in early 2007 and once the right developer has been identified, the development process will begin.

During this phase it is of great importance that we take all possible solutions into consideration. Be it development through a specialised IT-company, in cooperation with one of our Sister Associations or some other way. And for this we will of course need your help as well. We have already received much appreciated suggestions and

even proposals from for example Ukraine, Lithuania and Slovakia, but we will need much more in order to make sure that we can make the right decision on this important matter. So please send any contact details to cheap but competent and reliable developers you might have or come with other input on who might be a suitable partner in this project. The International Board will then analyse all potential options and make a decision before ICM in Prague. An important factor is of course that the external developer can provide feasible maintenance solutions for the system in the future.

Development will then start as soon as possible and it is our aim to have progressed so far that we at least can present something a bit more concrete at the ICM in Prague.

#### **4, Testing and evaluation**

Once a beta version of the new system has been developed, a phase of testing and evaluation will commence. One of the big mistakes in the old system was that the all parties involved were too eager to get the system up and running as soon as possible. This is probably one of the main reasons why we ended up with the highly inflexible solution for a system that we have at this moment, with many small but annoying problems that could easily have been avoided with proper testing and evaluation.

The testing and evaluation phase will of course involve a great deal of our Network, but the main workload will be on the international and national officers since they are the most experienced and use the most advanced administrative features. Every little feature, down to all possible strange combinations of mistyping and wrong-clicking must be tried at least once so we can be sure that we have solutions for almost everything.

The concrete methods of testing and evaluation will have to be discussed with the developer and the Network at a later stage. More information about this will be presented at the ICM in Prague.

#### **5. Implementation and further evaluation**

Once the new system has been properly tested and evaluated, it will be implemented and exchange the old system. Our intention is for this phase to take place in good time before the Autumn ICM 2007, so that we can focus our efforts there on trainings on the new system and already then make some small evaluation of the implementation process so far.

A big evaluation will most likely have to take place during the Spring ICM 2008 and after that the system will hopefully only need minor adjustment besides the continuous updating and development that will take place in accordance with the maintenance agreement.

Our intention is to create a system flexible enough to stay with us for several years and that can develop and change together with our Association.

**Final Conclusions**

After reading this input paper the International Board hopes that you will have gained at least some understanding for the magnitude of this project and the amount of assistance we will actually require from you in order to create a system that we all can be proud of and actually look forward to use in our daily work for ELSA.

We urge you to be active in discussions during the workshops and to send us your inputs, whatever phase of the project it might concern. We promise on our behalf that we will take absolutely everything in consideration and try to shape the very best possible solution, taking in consideration of course financial and technical limitations.

*"The problem is never how to get new, innovative thoughts into your mind, but how to get old ones out. Every mind is a building filled with archaic furniture. Clean out a corner of your mind and creativity will instantly fill it."*

*Dee Hock*

The International Board 2006/2007

**Input Paper on “Future Supporting Tools for Financial Management”**

1. Handbook for Financial Management
2. Helpdesk and Advisory Board
3. New ELSA ONLINE System
4. Responsibilities of the treasurers before the ICM in Alanya

**1. Handbook for Financial Management**

The handbook or manual for financial management has been discussed for a long time during several ICMs. The precious FM workshops already recognised a need for having a financial management handbook. In the last ICM in London, the FM workshop discussed about possible content. In the ICM in Alanya, I would like to set the starting point for writing the manual since there is a huge need within the network.

*Possible Content*

During the FM workshop the participants will focus on the following points:

- Tasks of the Treasurer of ELSA International and the treasurers on national level
- Accounting and budgeting
- Financial resources
- Tax aspects
- Questions to insurance issues
- Transition matters of a treasurer
- Auditing

*Persons who will be involved*

The idea is to create a working group consisting of National Officers throughout Europe, in order to get a spread input, members of the helpdesk and the Treasurer of ELSA International. The working group shall consist of 5 persons minimum and 10 persons maximum due to coordination and communication reasons.

*Timeline*

|   |   |
|---|---|
| 12 <sup>th</sup> of November 2006<br>(ICM Alanya) | <ul style="list-style-type: none"> <li>o Discussion about the content in the FM WS</li> <li>o Appointing persons for the working group</li> <li>o Task division for the content points set</li> </ul> |
| 10 <sup>th</sup> of December 2006                 | <ul style="list-style-type: none"> <li>o Presentation of the first drafts for each respective part</li> </ul>   |
| 13 <sup>th</sup> of December 2006                 | <ul style="list-style-type: none"> <li>o Online meeting and discussions about improvements with the working group</li> </ul>  |
| 15 <sup>th</sup> of January 2007                  | <ul style="list-style-type: none"> <li>o Presentation of the second draft for each respective part</li> </ul>   |
| 20 <sup>th</sup> of January 2007                  | <ul style="list-style-type: none"> <li>o Online meeting and discussions about improvements with the working group</li> </ul>  |
| 15 <sup>th</sup> of February 2007                 | <ul style="list-style-type: none"> <li>o Presentation of the Final draft for each respective part and compiling by the Treasurer of ELSA International</li> </ul>                                     |
| 25 <sup>th</sup> of March 2007                    | <ul style="list-style-type: none"> <li>o Presentation of the FM handbook at the ICM Prague</li> </ul>   |

**2. Helpdesk and Advisory Board**

In the last few years the financial situation in both ELSA International and the National Groups has indeed been improved, but not with as big step as is necessary. The reason for this situation is lack of knowledge and inexperience in the field of finances; meaning general skills in financial management as well as specific practice related to financial handlings within ELSA. There are some possibilities of solving this problem, like for instance:

- Trainings on this matter in the National Groups;
- Improved workshops at the International Council Meetings;
- Enhancement of the communication between both National Groups - Treasurer of ELSA International and the Treasurer of ELSA International - the Auditors;
- The creation of a help desk for the National Groups as well as the current Treasurer of ELSA International.

I am aware of the fact that you cannot address all these matters at the same time. Therefore, I would like to start among others with the establishment of a Helpdesk for Financial Management in ELSA.

#### *The Idea*

The idea is to create an “**Advisory Board for Financial Management**” as well as a “**Helpdesk for Financial Management**”. Those two bodies are independent from each other whereas the Advisory Board is supporting more specific the Treasurer of ELSA International and the Helpdesk is supporting the National Group Officers and the Treasurer of ELSA International in all questions of finance related matters.

#### *Description*

Advisory Board: This board shall consist of maximum 5 persons with high skills in general financial management.

Helpdesk: This board shall consist of maximum 6 persons with higher skills in general financial management as well as more experienced in ELSA-related financial matters.

#### *Persons who will be involved (the helpdesk might be extended)*

|                | <i>Members</i>  | <i>Position/Work</i>  | <i>Tasks</i>  |
|----------------|---|---|---|
| Helpdesk       | Tina Eslari<br>Eva Chatziioannou<br>Andras Szilagy<br>Maurizio Sorbello<br>Mark Littoij<br>Sergey Golubok | Treasurer EI 2006/07<br>Treasurer ELSA Greece 04-06<br>Treasurer ELSA Hungary 04-06<br>Treasurer EI 2003/04<br>Auditor EI 2004-2006<br>Auditor EI 2005-2007 | This board will be in charge for all questions rising up by National Officers and general questions of the Treasurer of ELSA International. |
| Advisory Board | Eric Engler<br>Kristina Juth<br>Erik Vrij<br><i>Taco Hovius*</i><br><i>Thomas Jacobsen*</i>               | Ernst & Young (Germany)<br>Ernst & Young (Finland)<br>ING Bank (The Netherlands)<br><i>Loyens Loeff LLP</i><br><i>Treasurer of ELS</i>                      | This board will be the first contact for more specific questions by the Treasurer of ELSA International.                                    |

*\*appending approaches*



### 3. New ELSA ONLINE System – Financial Management part

#### *Possible Content*

First of all, the internal part of FM in the new internal management system shall offer the possibility to be used by treasurers on all 3 levels (local, national and international level).

The following content shall be involved in the new system:

- General information to FM,
- Financial resources,
- Online administration,
- Templates (for downloading),
- An Archive,
- FAQ,
- FM helpdesk,
- Internal mailing list,
- Database.

#### *Persons will be involved*

The persons involved shall partly consist of members of the helpdesk and partly of National treasurers want to help out in this issue. In order to create and develop a well-functioning and useful system in FM, I would really appreciate as much input as possible to react on all needs related to financial management.

#### *Timeline*

|   |  |
|---|--|
| 12 <sup>th</sup> of November 2006<br>(ICM Alanya) | - Presentation by ELSA International concerning possible specifications in the FM part for the new internal system<br>- Collecting further ideas by the National treasurers in the FM WS<br>- Task division for the specification form |
| 30 <sup>th</sup> of November 2006                 | - Presentation of the results and online meeting   |

### 4. Responsibilities of the treasurers before the ICM in Alanya

- ◇ Reading through all parts of this input paper
- ◇ Collecting ideas for the handbook and the new internal management system
- ◇ Thinking about an involvement in either the FM handbook or the new internal online system working group

**Treasurers who will not be present at the ICM, shall contact the Treasurer of ELSA International ([treasurer@elsa.org](mailto:treasurer@elsa.org)) about their inputs and comments as well a possible involvement in the working groups before the 13<sup>th</sup> of November.**

### **ELSA Speakers' Database**

The Working Group on the ELSA Speakers' Database (ESDB) development was set up at the Seminars and Conferences Workshop at the ICM in Malta. The goal of the Working Group was to make the ESDB more user friendly and cover the majority of the fields listed in the Speakers' Form.

The old version of the ESDB (separate files on some speakers in ELSA ONLINE Archive) has been taken out from the ELSA ONLINE shortly after the ICM in Malta.

The Working Group worked a lot in tracking down Speakers in the areas of Environmental Law, International Public Law and European Law in order to increase the Speakers' variety for the organisers of the IFP events. Apart from random search in the Internet for academics and lawyers in specific areas of law, the Working Group has also contacted the ELSA Lawyers' Society to get new Speakers.

At present the Forms has been returned to the ELSA ONLINE Archive, but now there is more structure to the Folder devoted to the ESDB: now there is a summary of all speakers for the initial search by the Local/National Groups (the file contains the name, nationality, spoken languages, and fields of specialisation). You can also find more information in the separate files for each individual speaker.

Unfortunately the Working Group did not have enough time and capability (?) to finalise the search engine for the ESDB but hopefully it will be possible to implement such search engine in the new ELSA ONLINE. And in the meantime every Local and National S&C Officer should remember to get the Speakers' Forms signed and sent to ELSA International after each and every ELSA S&C and/or AA event. It is the responsibility of all of us to find new Speakers for the ESDB.

At present the procedure of getting a new Speaker is the following:

- After getting in contact with the Speaker/after the ELSA event, you send the Speaker's Form to the Speaker and ask him to him/her to fill it out and then send it to you by e-mail;
- Upon receipt of the Form by e-mail, you check if everything is in order in the Form, print 3 copies and sign them all (on the right side as ELSA);
- You need to stamp the Forms with ELSA stamp or send all copies to ELSA International to be stamped with the ELSA stamp;
- Send all copies of the Form to the Speaker for him/her to sign the Forms, after which one copy of the Form stays with the Speaker (in case you have sent the Forms to ELSA International to be stamped, the postage to the Speaker will be done by ELSA International);
- Upon receipt of the Forms signed by the Speaker, one copy goes to your Archive and one copy should be sent to ELSA International to be archived;
- The electronic version of the Form shall appear in the ELSA ONLINE Archive as soon as ELSA International receives the sign copy of the Form.

Currently there are 65 Speakers listed in the ESDB. 37 Speakers are updated and contact has been (re)established. 29 Speakers are properly archived (meaning having all Forms signed and folded). The number of area of law covered is 27 out of 41 plus some 13 extra topics ( like Islamic Studies, Contemporary History, Procurement Law, Media regulation, Immigration Law, Media and entertainment, Telecommunication Law, Petroleum Contracts, EU Directive on Tax Measures, Drugs policy, EU Direct Tax Measures, Sex and Gender, Ethnicity and Race).

We are still having no Speakers in the following areas of law:

- Insolvency law
- Securities (shares, stocks, bonds)
- Maritime and Transport law
- Insurance law
- Banking law
- Social security law
- Property law
- Tort law

**It is hoped that the Council will find the Working Group's performance well. The work on the ESDB development shall be continued with the help of Local and National S&C Officers.**

## Model United Nations

### Introduction

This input paper has the aim of giving the MUN session of the AA and BEE workshop at Alanya ICM more information on the general topic of ELSA and MUN. The members of the WG hope that the Council will make the decision to implement the program, since we are convinced that this is a perfect opportunity which our Association should not miss out on.


### Contents

#### Action Plan of the Working Group on MUN

#### **1. stage: Should ELSA do anything with the MUN at all?**

6. Coherence with ELSA Vision, Aim, Means, Key Areas?
7. What can you learn at MUN that is useful for ELSA members?
8. What use it is for ELSA itself?

#### **2. stage: Should it be our own project or cooperation with existing MUNs?**

2.  What kind of MUNs are there today in the geographical scope of ELSA? Competitors or possible partners?
3. What are their: topics/participant number/participant spread/budgetary parameters?

#### **2. a) *If own project:***

7. How to implement it: local, national, international? Only local? National and international? Etc.
8. Supplement AA field, just like EMC2?
9. What is our present AA status in the Network? Will a new field revitalize or destruct present fields?
10. Models of implementation?
11. SWOT... (Strength, Weakness, Opportunities, Threats! Here is the method description: <http://www.businessballs.com/swotanalysisfreetemplate.htm>)

**2. b) *If in cooperation:*** 

1. What is cooperation? In what way would we be involved? How deeply?  
Models for cooperation?
2. With whom?
3. On what level(s)?
4. SWOT...

**3. stage Input Paper for the upcoming ICM in Alanya.**

1. Stage: Should ELSA do anything with the MUN at all?

1.1) Coherence with ELSA Vision, Aims, Means, Key Areas?

**ELSA Vision:**

*A just world where there is respect for human dignity and cultural diversity.*

There is no better way to learn to respect human dignity and especially cultural diversity than through MUN. One of basics of most of Model UN is that everything is simulation. Therefore nobody of participants can represent their own country and often they can't represent even countries in the same region where they come from. By this students have to well prepare them self for country that they will represent. This means, that even before starting of MUN they have to learn about some countries political situation and culture and this way by representing to them "emotionally neutral" country they learn real skills of diplomacy and how to tolerate and respect participants of different nationality and cultural background.

**ELSA Purpose:** *To contribute to legal education, to foster mutual understanding and to promote social responsibility of law students and young lawyers.*

During our legal education, unfortunately not many students have opportunity to learn from real legal practice. Since it is expected that certain number of diplomats also come from law faculties, there is no better way of practice of diplomacy than through Model UN. You can't learn diplomacy through one lecture, you have to practice it. Is there better way to learn mutual understanding than through project where students in controlled situation and through social interaction learn how to be tolerant and get use to and respect our differences., after all tolerance is one of basic principles of diplomacy.

**ELSA 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.*

Model UN is project in which students directly learn about other cultures and legal systems. Each student represent one country and to represent country they have to prepare them self and learn about economic situation, law and political system of that country. What makes this project special is that students don't learn in typical, not always effective ex cathedra learning process but through role playing. Role playing is shown as one of most effective way of studying. Through role playing students easier understand why is important to know foreign law system and culture. Also each MUN has certain topic and problem that has to be researched from position of represented country so once made position on certain problem has to be defended only by using means of diplomacy. This way, not only that students practice public speech but also learn how to defend their position through critical dialogue.

**ELSA Key Areas:** *Implementation of Model UN Academic Activities project.*

Why AA? One of purpose of AA is to bring down gap between legal theory and practice. It is ELSA area in which students have opportunity to take into

consideration all possible legal carriers. Diplomacy is legal profession that was for years partly neglected by ELSA. Project such as Model UN is best project in which students from personal perspective can experience all aspects of international relations, diplomatic legal professions. As such Model Un should take place in ELSA world next to Academic Activities such as L@w events, Carrier day, Moot Court, etc.

### **1.2) \What can you learn at MUN that is useful for ELSA members?**

The UN is instrumental in helping to resolve all kinds of international conflicts and problems in a peaceful way, but it has not been without its flaws. MUN gives the younger generation, an opportunity to discuss important issues facing this world in an environment which promotes diplomacy, critical thinking and debate. It is only when people are able to express their views and are heard that the global community can reach solutions which are acceptable to all. ELSA members are all law students. There are certain skills that one can learn at MUN which are crucial to possess as a lawyer.

The first stage at any conference is research of the topic and extracting information which can be used in later speeches. As participants are acting as delegates of different countries, they must locate relevant information and represent the policies of those nations. Parallels may be drawn here to the extensive legal research lawyers must do when they begin a case. A majority of legal cases in many countries are settled out of court. Good negotiation skills are necessary to ensure that a client's best interests are met. MUN is a forum to practice such skills. Delegates confer and try to persuade each other to agree to their resolutions or amendments during speeches, caucuses and by passing notes. Although different lawyers have their own approaches, many claim that diplomatic negotiation is to be preferred. By following strict codes of conduct, diplomacy and civility are bred, which when split over to a delegate's future work life, helps get what the clients want, while maintaining good relations between the lawyers.

Being able to communicate with others effectively is essential. Clear convincing public speaking is an obvious skill that is developed by participating during MUN conferences. A large part of the time is taken up by delegates coming up to the podium and talking for a pre-set amount of time. Articulacy, fluency and confidence are strengthened by such an exercise. A resolution is often passed for each topic a committee discusses. Such a resolution must contain a solution for the problem and be drafted in clear, concise language that is easily implemented and amended. Lawyers must possess high-quality legal drafting skills to prepare sound documentation for their clients, which will not create problems in the future

Apart from the personal development of skills that participation in MUN presents, it provides an excellent opportunity to meet new people, with similar interests and from various places. MUN gives people a chance to make new friends and contacts for the future. Such chances are also provided by various other events ELSA organizes, but having another one can do no harm!

### **1.3 What use it is for ELSA itself?**

5. MUN is a way for ELSA to get closer to an Organization such as the United Nations, to which it has a Non-Governmental Organization seat at UN.

6. Like other events organized by ELSA, MUN has the capacity to bring together any Organizing Group with the preparation of the Event:
    1. Fund-raising;
    2. Team Building (helps on consolidation of groups);
    3. Organization of Events (Local, National and International Level)
  7. The first Model United Nations to be organized might have financial costs to which Fund-raising should cope. After the first event (since most of logistics are set from the previous organizations), costs with the organization decreases, which even allows financial improvement on local and national level.
  8. The potentiality of the conference('s size) allows:
    1. To bring (more) students to participate/to know ELSA;
    2. To bring (more) teachers/others to participate/to know ELSA;
  3. Improves the link:
    3. Inside Local groups;
    4. On National level with the participation of the Local groups;
    5. On International Level with the participation of students from all over Europe;
  4. A Meeting of ELSA students which strengthens involvement and brings motivation of individuals within ELSA;
  5. To offer the students all stated at the above subtitles "Coherence with ELSA Vision, Aim, Means, Key Areas?" and "What can you learn at MUN that is useful for ELSA members? ";
  6. ELSA offers Moot Court Competitions, which allows the participation of a small number of students. With Model United Nations, ELSA will be able to offer a similar event to a greater number of Students;
  7. Organizing such event brings prestige to ELSA, once it involves this noble organization which is the United Nations and shows the world that European Law Students are interested and aware of the problems the world faces.
2. What kind of MUNs are there today in the geographical scope of ELSA? Competitors or possible partners?



The research of the WG has shown that there is a vast number of MUN conferences organised at different efficiency and professionalism levels in the scope of our Association. We are providing a sort introductory list here of the most known and for university students interesting MUNs.

Further information at World Federation of United Nations Associations <http://www.wfuna.org/who/members/europe/index.cfm>. The second questions are answered by the WG in an additional material at the ICM, because large amount of data is still expected to be sent by the contacted MUN organising Commies.

### United Kingdom

1. Cambridge University International Model United Nations Conference

 <http://www.cumun.co.uk/cuimunxi/>

2. London International MUN Conference- [www.limun.org.uk](http://www.limun.org.uk)

3. Oxford MUN Conference <http://www.oxfordmun.org.uk/>

4. United Kingdom MUN <http://www.ukmun.org/>

### Germany

1. Berlin Model United Nations [www.bermun.de](http://www.bermun.de)

2. Bonn International Model United Nations (BIMUN/SINUB)

<http://www.bimun.org/>

3. Bremen International Model United Nations <http://www.brimun.org/>

4. Hamburg Model United Nations

[http://www.hammun.de/cms/front\\_content.php](http://www.hammun.de/cms/front_content.php)

5. Oldenburg Model United Nations (OLMUN) [www.olmun.org](http://www.olmun.org)

6. Model United Nations Schleswig-Holstein <http://www.mun-sh.de/s/start>

### Italy

1. Rome Model United Nations  [www.msoinapoli.it/romun](http://www.msoinapoli.it/romun)

### Netherlands

1. The Hague International Model United Nations Conference (THIMUN)

2. Leiden Model United Nations [www.lemun.org](http://www.lemun.org)

3. MUNISH <http://www.munish.nl/>

4. Haarlem MUN <http://www.hmun.nl/?Welcome>

5. The European International MUN [www.teimun.nl](http://www.teimun.nl)

6. United Nations International Student Conference of Amsterdam

<http://www.unisca.org/>

7. Utrecht, Netherlands, International Simulation of the United Nations

(UNISUN) <http://ucsa.nl/unisun2006/index.html>

### Portugal

1. Iberian MUN <http://www.iberian-mun.org/>

2. Portugal MUN [www.fcsh.unl.pt/necpri/portugalmun2005](http://www.fcsh.unl.pt/necpri/portugalmun2005) (In portugese)

3. ELSAMUN and UCPMUN (Catholic University of Porto)

### Greece

1. Thessaloniki Student Model United Nations (ThessISMUN)

<http://sites.mgkworld.net/thesis06/index2.php>

### Austria

1. Vienna International Model United Nations (VIMUN)

 <http://www.afa.at/vimun/afavimun.htm>

### Serbia and Montenegro

1. Belgrade International Model United Nations - BIMUN

[http://www.unaserbia.org.yu/Bimun/2006/ENG\\_sta\\_je\\_bimun.htm](http://www.unaserbia.org.yu/Bimun/2006/ENG_sta_je_bimun.htm)

**Iceland**

1. IceMUN <http://www.felagsameinuduthjodanna.is/mun/english/?ContentID=3>

**Finland**

1. FINMUN - Finnish Model United Nations [www.finmun.org](http://www.finmun.org)

**Switzerland**

Geneva International Conference [www.gimun.org](http://www.gimun.org))

**Extra Europe:**

1. The Harvard World MUN <http://www.worldmun.org/2007/aboutus/>
2. National MUN Conference UN Headquarters New York City  
<http://www.nmun.org/>

2. a) Supplement MUN as one of AA fields just like EMC2?

The WG recommends (compiling the opinions of the national AA officers and presidents) that ELSA should implement MUN as part of AA.

Reasons for it:

4. AA field is struggling, new ideas may help. MUN covers the need of present days law students.
5. Some ELSA groups already organise MUN events.

What is our present AA status in the Network? Will a new field revitalize or destruct present fields?

This input paper is not designated to cover the whole state of the Network in AA. Still: we can sum up that major changes in the approach of AA events is needed on all levels of the Association. The WG is informed that ELSA International is doing an internal research on what AA areas are to be modified or scraped.

The WG also concluded that **EMC2 is too narrow** for many LGs and NGs to join. The AA field would be broadened in the sense of approached students, transmitted knowledge. The ICMs could be spent with other topics than the EMC2 business that is for some officers of minor interest.

**MUN has a much bigger attractivity** for students and therefore would be more successful in an integrated Network like ELSA operating on 3 levels.

**MUN would not endanger the operation and organising of EMC2** because it develops other skills and is meant for another audience. The resources to organise the conference can be gathered just as for EMC2 as project sponsorships. We conclude that the monetary sources are different then for EMC2 because a broader sponsor circle can be approached.

The WG compiling the opinion of many AA officers thinks that EMC2 becoming equal with AA is not beneficial for our organisation, therefore MUN would bring a good change and motor for AA. AA is not a "must-make" of one EMC2 event per year but an exciting adventure like S&C throughout the whole year.

**SWOT Analysis.****STRENGTH:**

*Philosophy and values?*

- see in introductory research.

*Capabilities?*

- Makes the process step towards **slow but safe** way. It enables the International Board to **control** the process of implementation and it also makes the first international ELSAMUN to be under **supervision** of the International Board.

*Competitive advantages?*

- The first MUN is thought to be a smaller one (the so called "internal MUN". The objective is to give experience to the network on organizing and participating on a Model United Nations. The last phase was thought to strengthen ELSAMUN accepting the best participants from all National MUN's, which will raise the prestige and quality of E.L.S.A.M.U.N and growth.
- A medium conference - later on (between 250-500 people) - is the best size of a M.U.N. since it gives more chance to everyone participates (and speak out!) but big enough to make it more interesting and challenging.

*Resources, People?*

- Resources will be the responsibility of the Fund-raising process done by the IOC at the Phase 3.2 . But **no special resources are required** during the General Implementation Plan.
- It will be necessary to choose **IOC and MUN Director** to guarantee the continuing work of implementing on a more effective way MUN.
- Marketing and advertisement can be don't throw the ELSA Network.

*Experience, knowledge, data?*

- The MUN is new in ELSA but there is a vast number of persons involved previously in participating or organising MUN conferences. S&C and AA experience is there.
- MUN rules and operational data is available for other MUN conferences.

*Succession*

- With this method, other people are able to continue the Implementation work, guaranteeing that the process won't stop because of, for instance, people leaving the Association. The IOC, the IB and the ICM trainings guarantee the continuity like in EMC2.

**WEAKNESSES***Gaps in capabilities?*

This Model of Implementation is **too general**. **Without the commitment** of the network and most of all **ELSA International** the implementation is very problematic.

### *Reputation*

Like every **new activity**, ELSA has a lot to work on. Obviously there is **no Reputation** of ELSA in Model United Nations but we do believe that in a mid term, that will successfully achieved.

#### *Own known vulnerabilities*

Since EMCC and ICM occupies the minds of the Associates and the International Board, the solution of **dates** will not be easy. There might have no space to make the event happen in Spring, which would lead MUN to Autumn. That might make it vulnerable since IOC would have a different timing in office of the International Board.

#### *Effects on activities, distraction?*

MUN will fill a last gap of **time** available for an International conference. It may occur that participants of ELSAMUN not to participate on ICM's due **financial disposal**, and the contrary may happen too. The IB may be distracted from dealing with MUN because of several other tasks (therefore the IOC is necessary).

## OPPORTUNITIES

### *Developments*

The rules can be developed by the IOC, the International Director and possible working groups to fit the event the most. Also the size of the event can become larger every time. Very flexible.

### *Competitors' vulnerabilities?*

The competition is rather in the quality of the events. Accumulation of participants in the ELSA network should be manageable, though the large offer of MUNs can retract possible participants.

### *Partnerships*

This implementation program does not need any kind of partnership from the 1<sup>st</sup> phase till the 3<sup>rd</sup> Phase. After these phases, ELSAMUN can set partnerships with Model United Nations inside the Network (the so called "affiliated MUN's") as well as with outside MUN's. The Director for MUN should form partnerships and communicate with the organizers of other MUN events.

### *Volumes*

The objective of this Implementation Model is not only to bring Quality to ELSAMUN but also some quantity. First, gathering all potential MUN's throughout the network, it will make potential associates to come closer to ELSA.

**THREATS*****Political effects?***

The WG has found that since we deal with a simulation of world politics and the participants' opinion does not represent the opinion of the Association as such at all we can say that this point is not more dangerous to ELSA than any other S&C topic that might arise.

***Sustainable financial backing?***

This Implementation Model does not cover financial backing. However, fundraising should be done strongly on the first Conference. The MUN event does not need as much financial backing as the EMCC.

The WG is convinced that restructuring resources and operational manner is needed because of a new Area AA, but this is a natural development process.

**Possible Implementation Scheme of MUN recommended by the WG**

- 0.1 - Creation of the M.U.N. Working Group
- 0.2 - Report of the Working Group

**1<sup>st</sup> Phase:**

- 1.1- Proposal of implementation to the Council according to the Report of the MUN Working Group at ELSA International Level (Amending the Decision Book)
- 1.2- Input Paper for National Boards and Local Groups according to the Report of the Working Group

**2<sup>nd</sup> Phase:**

- 2.1 - Recommendation for the International Board the Appointment of a MUN Director
  - 2.1: MUN Director - a Director for Model United Nations will relieve work to the V.P. Academic Activities as he/she becomes responsible for this specific activity. This Director will be the coordinator of the Conference and the IOC.
- 2.2 - Setting an International Organizing Committee
  - 2.2: taking the example from the most successful event in AA (EMCC), ELSAMUN should also have an International Organizing Committee that will be responsible of organizing the first edition of ELSAMUN. This means:
    - Distribution of Tasks
    - Setting the Model of E.L.S.A.M.U.N. and its Rules of Procedure
    - Choose ELSAMUN first edition's location

**3<sup>rd</sup> Phase:**

## 3.1 – Setting the Rules of Procedure of E.L.S.A.M.U.N.

Choose and Produce the Rules of Procedure of the conference ( Points of Information, Points of Order, Order of the House, Division of the House etc.). These are the rules to which all delegates has to comply with, so that the conference develops.

## 3.2 – The International Board and the IOC to C

This will be when the Conference starts to be organized in fact.

The IOC needs to determine the MUN-structure (Security Council or General Assembly, Committees) The Model United Nations will include only ELSA Associates. In the future, the Network or the IOC may decide to open it for other Universities/Faculties or even law companies connected to ELS. The reason is so that ELSA Network gets use and experience of MUN.

**4<sup>th</sup> Phase:**

## 4.1 – Proposal for National Boards and Local Groups of implementation (and setting its targets of implementation at TYTP)

Once National Boards and Local Groups gets use to the idea and gains experience in participating on Model United Nations, they will be capable to organize Model United Nations themselves. Then time will come for them to implement it as an activity of their own National Boards and Local Groups.

## 4.2 – Proposal choosing an ELSA MUN location

Together with a Proposal of Implementation on National Boards and Local Groups, and following the example of EMCC, the Council should choose a place where ELSAMUN should settle and be organized.

**5<sup>th</sup> Phase:**

Local/National Boards applies to be part of the E.L.S.A.M.U.N.

Once every National Board/Local Group has it own Model United Nations, they should apply to participate at E.L.S.A.M.U.N.. By gathering its best participants from each National Model United Nations, the quality of E.L.S.A.M.U.N. itself will increase.

**Peroration**

The MUN WS is looking forward to questions on the topic before the ICM that can be sent to the Head of the WG, Akos Cserhati (President of ELSA Hungary) the following adresse: [akos.cserhati@elsabudapest.hu](mailto:akos.cserhati@elsabudapest.hu)

Looking forward to seeing you all in the Turkish Riviera.

Helena, Dubravka, Meeran, Joao, Akos

**ANNEXES****INTERNATIONAL BOARD****Financial Report for the term of the International Board, the year 2005/06**

“You have your way. I have my way. As for the right way, the correct way, and the only way, it does not exist.”

- Friedrich Nietzsche -

**1. Introduction**

Dear All,

The term in office of the International Board for the year 2005/2006 passed quickly. Many things happened the past year that directly or indirectly influenced the financial situation of ELSA on International Level.

As International Board we took various decisions which were sometimes received positively or on the other hand negatively by the Network. We did it our way, as we thought it was the right way to govern the Association. If it were always good decisions we took, we did not know. Many times we figured out afterwards if it was a good or bad decision. And even now, after our term in office has ended, we have to see what the outcome of certain decision we took is. The decisions that were taken were always based on the opinions of every individual member of the International Board, the situation/ circumstances within and outside the Network which were of importance for the decisions and the experience we gained during our active years in ELSA. We stand behind all our decisions we took, if they were negative or positive; that is a responsibility we take.

The International Board 2005/2006 worked more then one year on voluntary basis full time for the Association and dedicated day and night to ELSA. The year was filled with energy, stress, laughs, tears, office hours, difficult decisions, parties, criticism, many ELSAnians in the House, travels, fun and much more. For us all it was a great experience and we learned a lot, form each other and from ELSA.

Based on that year you hereby find the Financial Report which supports the financial documents you can find in this package. In this Financial Report I will explain and provide you all with additional information and comments regarding the financial related issues form our term in office, as well I will provide you with information regarding actions of the International Board 2005/2006 which will have their effect in the next year. Finally I will include my personal activity report in this Financial

Report and will end with some recommendations and expectations for the upcoming year(s) in ELSA.

I wish you all the very best in your active and post ELSA lives and great fun during the 50<sup>th</sup> International Council Meeting in Alanya.

On behalf of the International Board 05/06,  
Best regards,



Wouter-Jan Brookman  
Treasurer  
ELSA International 2005/2006

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**2. Income specifications**

\* External income:

|                             |             |
|-----------------------------|-------------|
| CMS                         | € 20.000,00 |
| Thomson Legal               | € 12.000,00 |
| Deloitte Belastingadviseurs | € 5.000,00  |
| TransLegal                  | € 20.000,00 |
| Microsoft                   | € 4.000,00  |
| DG EAC grant                | € 10.467,00 |
| Miscellaneous income        | € 748,72    |

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Total external income **€ 72.215,72**

\* Internal income:



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|                                   |                     |
|-----------------------------------|---------------------|
| Membership and Administration Fee | € 18.149,98         |
| ELSA ONLINE Fee                   | € 10.000,02         |
| <hr/>                             |                     |
| Total internal income             | <b>€ 28.150,00</b>  |
| * Income out of Area Saldo:       | <b>€ - 9.010,83</b> |

| Project                           | Income       | Expenditures | Difference   |
|-----------------------------------|--------------|--------------|--------------|
| - Synergy                         | € 25,196.17  | € 25.759.46  | € - 563.29   |
| - Link project                    | € 5,838.82   | € 0.00       | € +5,838.82  |
| - The EMC <sup>2</sup> on WTO Law | € 49.982,74  | € 58.754,18  | € - 8.771,44 |
| - ICM London                      | € 85.092,59  | € 90.607,51  | € - 5.514,92 |
| Totals                            | € 166.110,32 | € 175.121,15 | € - 9.010,83 |

**Total income for the year 2005/2006: € 91,354.89**

### 3. Grants

This year ELSA International applied for three different Grants; one grant from the DG Education and Culture of the European Commission, one from the DG Trade of the European Commission and one from the European Voluntary Service.

The DG Education and Culture granted ELSA International an amount of € 10,467 to support in the general administration of the Association.

The DG Trade accepted the application of ELSA International and allowed us to continue in the second round of applying for the Grant. This task has been taken care of by the International Board 2006/2007. If the DG Trade grants ELSA International with this grant, the grant will be used for the ELSA Moot Court Competition on WTO Law.

The last grant application was for the European Voluntary Service, which gives ELSA the opportunity to have a director which costs will be covered by the European Commission and indirectly provides ELSA International with additional income. The follow up relating this grant will be taken care of by the International Board 2006/2007.

As Treasurer I was mainly responsible for the grant applications and due to that spend much time on successfully applying for these grants. Obviously the whole Board was involved in the application procedure since the applications were quite extensive and covered all parts of ELSA.

As you can see above we can conclude that this year' grant applications have been successful and based on that ELSA International has good prospects for the future, since there is a solid basis for future grant applications.

### 4. International Council Meeting London, Spring 2006

Normally an International Council Meeting is organised by an Organising Committee (OC) which is taking care of the financial and logistic implications of the ICM where the International Board is taking care of the academic part of the ICM. Unfortunately this year' Spring ICM needed to be organised fully by ELSA International, which meant that the International Board was part of the OC.

When we, the International Board 2005/2006, took the decision to discharge ELSA UK regarding the organisation of the ICM, we were aware of the sincere financial applications it could have for ELSA International.

Soon after discharging ELSA UK and the decision to organise the ICM in London, I became Head of the Organising Committee, which meant I was responsible for the logistics and finances for the ICM, as well I was still, as Treasurer of the International Board, responsible for my own academic program during the ICM.

The months of February and March were for me months of enormous pressure and stress to organise a successful ICM, on logistical and financial basis. For five weeks I stayed 3 days a week in London and the other 4 days I was most of the time in Brussels. To combine my work as Treasurer of ELSA International and at the same time Head of OC for the ICM London was hardly possible and so I had to prioritise my work, which ended up in full time working for the ICM in London.

The International Board, together with great help from externals and ELS, the ELSA Lawyers' Society, managed to gain enough funds, together with the participation fees, to organise this ICM on such a short notice. Not only financially the International Board received assistance, many ELSA members offered their help and support, in a concrete way and in moral support, and together with many of them we succeed in organising a great ICM.

I can not thank them enough for their great help before and during the week in London.

Financially it was quite a successful ICM, taking in consideration the short time we had to organise it. The expenditures of the ICM were € 90.607,51, where the income was € 85,092.59. This means that there was a total loss of € 5.514,92.

### **5. The ELSA Moot Court Competition on WTO Law 2005/2006**

Soon after the ICM in London, the International Board had to start with the final preparations for the Final Oral Round of the EMC<sup>2</sup>. Unfortunately one and a half week before the start of the Final Oral Round, the Vice President Academic Activities, Leo Vojcik, responsible for the EMC<sup>2</sup>, resigned from his position. Due to this resignation more work needed to be done by the other members of the International Board and consequently also by me personally and we had to catch up on a lot of information. Again I became logistically and financially responsible at the same time for a big event organised by ELSA International, which is not always the best combination.

Already for years the EMC<sup>2</sup> is a financially instable project. Also this year it was needed to use financial means from the general budget to finance the EMC<sup>2</sup>, which means more concrete, to finance the Final Oral Round, which has been held in Geneva in the last week of April. This years' edition raised more money since the participation fees were increased and ELSA International found an extra sponsor. Due to the fact ELSA International had to organise the ICM London, additional funds which we probably would have received for organising the EMC<sup>2</sup>, were used

for the ICM in London. Luckily every year the financial status of the EMC<sup>2</sup> is improving and every year less loss has been made.

For the upcoming edition of the EMC<sup>2</sup>, I strongly believe and expect that the EMC<sup>2</sup> will not create a loss anymore, due to the fact that in our term already a lot improvement has been made for next years' edition. One additional sponsor has been obtained, a successful grant application has been handed in, improvement of external contacts and the organisation of the FOR has been started earlier then last years, which will end up in better deals with hotels and restaurants.

Finally the expenditures of the EMC<sup>2</sup> on WTO Law 2005/2006 were € 58.754,18, the income was € 49.982,74 which made the loss: € 8.771,44

## **6. Synergy**

For Synergy the following expenditures were made:

|               |             |
|---------------|-------------|
| Printing:     | € 13,515.70 |
| Designing:    | € 5,384.50  |
| Distribution: | € 6,859.26  |

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Total costs: € 25,759.46

Synergy has been financed out of the sold advertisements and links on the website (Link Project). The total generated income is € 31.034,99, which means Synergy gave us a profit of € 5.275,53.

Most of the Synergies were distributed via TNT, one National Group (ELSA The Netherlands) came once to Brussels to pick up the Synergies themselves, were the International Board as well delivered themselves Synergies to various National Groups. In that way we combined visiting National Groups together with delivering Synergies so we could cut on certain expenses. The Groups where we delivered Synergy were the following: ELSA Germany, ELSA Belgium, ELSA The Netherlands, ELSA France, ELSA Switzerland, ELSA Spain and ELSA Portugal.

## **7. ELSA ONLINE**

For years the expenditures relating the ELSA ONLINE system has been a main concern of the Network. The International Board 2005/2006 was very much aware of that situation and finally decided to terminate the contract with Chord9. Before terminating the contract with Chord9, the International Board 2005/2006 has been in intensive contact with Chord9 which resulted in a discount for this years administration costs. Only half of the obliged amount had to be paid, which meant we have saved around € 7,000.00. Due to the termination of the contract during the year 2005/2006 ELSA International has the possibility to search for new opportunities and decreases the expenditures ELSA International had to make for the ELSA ONLINE system.

### **8. 25<sup>th</sup> Anniversary**

At the beginning of our term in office, we had big plans for the 25<sup>th</sup> Anniversary, unfortunately, due to financial restrictions, we were not able to publish the planned publications and distribute special marketing materials. Thanks to a generous sponsorship of CMS, we were able to organise the Anniversary Cocktail during the ELSA House Trainings Week, which was attended by the International Team 2005/2006, the International Board 2006/2007, the participants of the EHTW and some externals.

### **9. Local Group visits**

Many Local Groups visited Brussels during our year. We started this year with organising an 'all in visit' to the ELSA House. For 8 till 10 euros per person we provided them with drinks and food. After the visit they received from us an invoice based on the number of participants and the agreed amount per person. From that money we paid for example the bills of Pizzahut. These income and expenditures have not been budgeted, since it was hard to plan at the beginning of the year how many groups were planning to visit the ELSA House and with how many participants. Besides that no costs were involved since the Groups paid themselves for the food and drinks. In that way it was not necessary to include it in the budget.

### **10. Termination of Observership**

After the ICM Malta the Observership of ELSA Bosnia Herzegovina and ELSA Georgia has been automatically terminated. As a result of that termination their debt was cancelled and was taken as a loss during the financial year 2005/2006. An amount of € 935,90 was taken as a loss and booked under the heading Del Credere.

### **11. Debt Situation**

*\* Debts of ELSA International*

At the end of the financial year 2005/2005 ELSA International had a few unpaid invoices, mainly because some sponsorship money was not received yet. Furthermore ELSA International has debts towards most of the Members of the International Board 2005/2006. Due to the bad financial and cash flow situation the International Board decided to postpone the payments of Allowance and Claims till the end of the year and even longer, so ELSA International had the possibility to pay its invoices. Some parts of the Allowances and claims have been paid to the members of the International Board, via use of the VISA Cards of ELSA International. Instead of transferring money to their accounts of paying them in cash, we reimbursed them by paying certain tickets and other expenses by use of the VISA Cards. There is no difference in paying in cash, by bank transfer or by VISA Card. It even saved money for ELSA International since no transaction costs were involved.

Furthermore the International Board 2005/2006 did not wanted to let the new International Board start with empty accounts. We do hope that our debts will be paid back within a reasonable term, since we already invested a lot of personal money in the Association.

*\* Cash flow problem*

On paper ELSA International has quite a lot of money, but the concrete money on the accounts is most of the time not sufficient to pay all bills on time. Not a lack of income is the reason, but the delay in payments of sponsorship money, Membership and ELSA ONLINE fees.

*\* Debts towards ELSA International*

At the moment still a large number of National Groups has debts towards ELSA International. Nevertheless the number of debtors decreased during the year, and with more National Groups payment agreements have been signed. It resulted in 23 voting National Groups out of the 34 National Groups that have the possibility to vote during the International Council Meeting in London.

**12. Deloitte**

Since this year ELSA International has an official Auditing Partner. This Partnership means that ELSA International receives an amount of € 5,000.00 from Deloitte and the other part is an in-kind sponsorship. Unfortunately the partnership has not been that successful till now. Reasons for that can be found in the fact that it is the first time ELSA International has a professional Auditor and we do not really know what we can expect from such a Partner and what we have to do to let them do their auditing work, besides that due to the organisation of the ICM London, a delay occurred in sending them the Interim Accounts and the level of communication decreased. Nevertheless I have all the confidence that the cooperation will improve and Deloitte will become a successful Auditing Partner.

**13. ELSA Development Fund**

ELSA International has to pay for the year 2005 € 5,400.00 towards the ELSA Development Fund.

Received sponsorships during the term 2004/2005 in the year 2005:

$$0.06 * € 64,000 = € 3,840.00$$

Received sponsorships during the term 2005/2006 in the year 2005:

$$0.06 * € 26,000 = € 1,560.00$$

During last year more than 20 National Groups reported to the ELSA Development Fund which meant more National Groups were invoiced and the height of the ELSA Development Fund increased.

ELSA International used the EDF for the trainers during both ICMs and the International Presidents' Meeting in Budapest. As well for the Refreshment Meeting which was held in June in Brussels at the ELSA House.

Furthermore ELSA International borrowed money from the EDF. Due to the difficult financial situation in ELSA International and the cash flow problems, the International Board was forced to borrow money from the EDF to keep the Association running.

You can find all the financial specifications regarding the EDF in the EDF documents in this package.

#### **14. Personal Activities**

In addition to all what is written above, I will use some more words regarding my activities the last half year.

The month of February and the first half of March was spend, as said earlier, to organise the ICM in London. Directly after the ICM in London I returned back to Brussels and from there to The Netherlands, were I spend some days of vacation, which the International Board always has after an ICM. Nevertheless I had to visit Deloitte during that week where I had a short meeting and delivered them all the documents relating the Interim Accounts.

Back in Brussels, much work had to be done for the Final Oral Round of the EMC<sup>2</sup>. The two days before the FOR of the EMC<sup>2</sup> Julianna and me attended the National Council Meeting of ELSA The Netherlands which took place in my hometown Leiden. Directly after the NCM we went back to Brussels to pick up the International Board to drive onwards to Geneva.

After Geneva we went back to Brussels were we arrived on the 30<sup>th</sup> of April. The 2<sup>nd</sup> of May, Mircea, Julianna, and I went to Porto, where the International STEP Meeting, was held, to celebrate with the ISM participants and ELSA Portugal the official 25<sup>th</sup> Birthday of ELSA on the 4<sup>th</sup> of May. At the same I rested and enjoyed the nice weather after a very hectic period.

Back from Portugal much time was spend on the grant application for the DG Trade. As preparation for that we had some contact with persons who were judges during the Final Oral Round of the EMC<sup>2</sup> in Geneva.

The last few months I spend time on preparing transition, the ELSA House Training Week (EHTW), were I gave training on presentation skills and I attended some meetings together with Josefin, such as ING and Clifford Chance in The Netherlands.

The month of July was mainly occupied by Transition and the EHTW.

During the months of August and September I went many times to Brussels to finish the Final Accounts which ended with the Auditors' Weekend from the 22<sup>nd</sup> till the 24<sup>th</sup> of September. The last thing I had to do was making this Financial Report and to prepare all the financial documents for the package.

At the end of September 2006, I am finally done with my work as Treasurer of ELSA International for the year 2005/2006, work that started more or less directly after the elections at the ICM in Vilnius. Which means I am done after 17 months of work.

**15. Financial result for the year 2005/2006**

As you can see in the financial documents in this package, ELSA International made a loss of € 5,256.24. Regarding that loss I want to make a few notes. We need to take the following points into consideration;

- I. During the financial year 2005/2006 at least two invoices, which were not booked and paid during the financial year 2004/2005, needed to be booked in the financial year 2005/2006. An amount of around € 4,500 was involved.
- II. By automatically terminating the Observership of ELSA Bosnia Herzegovina and ELSA Georgia a post Del Credere, which is indirectly a loss, of € 935.90 needed to be booked.
- III. The fact that we had to organise an International Council Meeting from zero within 4 weeks with only a loss of € 5,514.92.
- IV. All the booked sponsorships of the year 2004/2005 were received in the year 2005, which caused a higher obligation towards the ELSA Development Fund.
- V. Looking at the budget which was approved at the ICM London and the final outcome of the expenditures, the amounts are quite well budgeted, with only a few minor differences.

Taking in consideration the above mentioned points, I can conclude that the financial outcome of the year 2005/2006 can be subscribed as positive and successful.

**16. Final words**

Dear All,

Hopefully this Financial Report clarified and supported the other financial documents in this package. I want to end this report with some final comments and remarks.

First of all I want to stress out the following; the last year the followings things happened:

1. Applying successfully for 3 grants;
2. Organising an ICM within only 4 weeks with a loss of only € 5,514.92;
3. Terminating the Chord9 contract;
4. Decreasing the number of debtors;
5. Increasing the number of payment agreements;
6. Increasing the awareness and use of the ELSA Development Fund;
7. Keeping Synergy a profit making tool of ELSA International;
8. Closure of the Financial year with only a loss of € 5,256.24, taking in consideration the points mentioned under number 15.



For instance these 8 points made for me clear this year can be closed with a positive feeling concerning the financial outcome of last year. Obviously there is enough space for improvements.

I have the following comments for the upcoming year(s) based on last year happenings:

- Many more debts can be solved or agreements can be reached;
- The EMC<sup>2</sup> on WTO Law should run by itself, without funds from the general budget of ELSA International, based on this year developments;
- A higher (administrative) grant can be obtained from the DG Education and Culture from the European Commission;
- The success of grant applications can be continued;
- A more financially feasible online system can be reached;
- No International Council Meeting needs to be organised by the International Board based on last years experience;
- Start a discussion relating the height of the Membership fees. Where the costs are the last years increasing the fees have not.

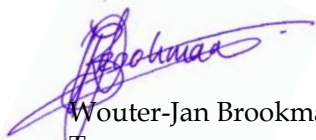
Finally I would like to note the following, the last years there has been always a negative attitude towards the finances within ELSA International, administrative wise and where it concerned the decisions that could be taken by the International Board. This negative attitude has its origin in a few incidents some years ago. All that has been solved and it is time for the Network to let the past the past and focus on the future, approach ELSA and its finances with a positive attitude. Only then improvement and progress can be made in next year and years.

One thing, which I am very happy about, improved last year, the number of participants in the FM workshop increased seriously. I see this as an important step in a good direction where National Officers acknowledge the importance of Financial Management within ELSA International.

That is why I want to thank, at the end of this Financial Report, all those who have participated in the FM Workshop during both ICMs. It was a great honour and pleasure to work with you all during those ICMs and throughout the year. I wish you all al the best for the future and hopefully we will meet each other somewhere somehow in the future again

With these words, I end my Financial Report and my job as Treasurer of ELSA International for the year 2005/2006 with mixed feelings.

Best regards,



Wouter-Jan Brookman  
Treasurer  
ELSA International 2005/2006

**Auditors' report for the Final Accounts 2005 - 2006**Brussels, 24<sup>th</sup> of September 2006

We, Sergey Golubok and Mark Littooi, Auditors of ELSA International 2005 - 2006, have audited the financial papers presented to us by Wouter-Jan Brookman, Treasurer of ELSA International 2005 - 2006, and feel obliged to submit the following observations for the consideration of the Council.

**1. The overview of audited transactions during the audited period**

After going through every bank statement, claim form, invoice sent and received, petty cash statement and VISA form, including the account of the ELSA Development Fund, we are convinced that the books were kept generally satisfactorily. However, we found a few mistakes in book-keeping, that several receipts are missing (total amount around €250), as well as some original tickets which were paid for by ELSA via VISA card. A point of improvement could be the systematic filing of the paper documents, since, although all documents are there (apart from the missing ones), it is sometimes difficult to locate a specific invoice or other financial documentary item without help.

**2. Debt situation**

We note with concern that ELSA has significant debts towards its former officials, including former members of the International Board of ELSA and auditors. It is our opinion that modalities how to solve this problem shall be found, and this debt, at least partly and in some period of time, shall be paid by ELSA.

We also note, as we did in our previous reports, that number of national groups have unpaid debts towards ELSA, such as Membership Fees and ELSA Online Fees regarding previous years, and we observe the negative dynamics in this matter during the audited period.

**3. Not-budgeted transactions**

We refer to our conclusion in our report for the Interim Accounts 2005 - 2006 (point 6) that ELSA is not a bank, or intermediary, and its account shall not be used for any non-budgeted transaction. However, several such transactions, which are in fact personal transactions of some members of the International Board of ELSA and local groups visiting ELSA House, were conducted in the audited period. We should note, that ELSA did not suffer any direct financial harm from such payments, since all amounts paid by ELSA were duly (re)paid by the persons concerned to the account of ELSA International. We also need to emphasize that ELSA financially supported an event that had not been budgeted - OYOP meeting for incoming Board members. Once again, as we noted in our report for the Interim Accounts 2005 - 2006 (point 7), we urge to budget periodical expenses, such as TV subscription at the ELSA House in Brussels, properly, to enable the Council to decide which expenditures are really necessary.

**4. IMISO**

We are concerned that ELSA during the audited period had to pay €214,92 as a regional tax invoiced by *Ministere de la Region de Bruxelles-Capitale* on behalf of *Intersectional Meeting of International Students' Organizations*, also known as IMISO – an umbrella organisation which has its formal address in Brussels at the ELSA House and to which ELSA is a founding member. We were informed that IMISO has some money on its account, but the International Board of ELSA is not able to access it. We are convinced, that situations of interrelations between ELSA and IMISO shall be resolved as soon as possible, since it may potentially lead to serious undesirable financial and legal implications.

**5. Allowances to the members of the International Board of ELSA**

Although not all amounts due to the members of the International Board of ELSA as allowances were actually paid by ELSA, as noted above in this report (point 2), some of them were in fact been paid as “in-kind allowances” (payments for personal expenses) by ELSA through its VISA card. We find that this practice does not reflect principles of quality in financial management within ELSA and strongly encourage the current International Board of ELSA not to follow it.

**6. Quality of book-keeping**

We note with dissatisfaction that not all invoices were sent out and not all transactions were booked in time, consequently the quality of transition was slightly compromised. However, generally book-keeping was performed by the Treasurer of ELSA International on an adequate level.

**7. Ethiopian team at EMC<sup>2</sup>**

We feel it necessary to draw the attention of the Council to the fact that the International Board of ELSA decided not to invoice the Ethiopian team for the participation in the ELSA Moot Court Competition. Although, we understand and encourage the desire to support the participation of teams from developing countries and different continents, we don't think that this retroactive decision contributes to the principle of transparency in financial management within ELSA and fairness to other teams, including prospective ones from the African universities.

**8. Deloitte**

We note that, despite previous assurances and a relevant provision in the Auditing Partnership Agreement, no Audit of the Interim Accounts 2005 – 2006 has been carried out by *Deloitte Belastingadviseurs B.V.*, Rotterdam – the Auditing Partner of ELSA International – by now. The Auditing Partner also didn't assist ELSA in obtaining a VAT number. The Treasurer of ELSA International has mentioned difficulties in contacting the representative of the Auditing Partner.

**9. EDF**

We also conclude that the account of the ELSA Development Fund is reliable. However, we note absence of necessary documents, such as applications and reports,

in case when ELSA International was receiving funds from the EDF. We urge ELSA International to follow all necessary formalities when borrowing money from the EDF, as any other recipient group. The administration of debtors to the EDF was found insufficient, only after questions asked by the auditors unpaid invoices to the national groups were included in the report. We also have to stress the importance of proper archiving of documentation related to the EDF.

Notwithstanding the challenges for improvement mentioned above, we do recommend the Council to approve proposed Final Accounts of ELSA International for the period 2005 - 2006.

Sincerely yours,



Sergey Golubok



Mark Littooj

Auditors ELSA International 2005 - 2006

## **Guidelines for the Selection of ELSA Delegations**

### Introduction

The vision of ELSA has a lot in common with the visions of other International Organisations working worldwide, and directs our Association to the highest standards of activities. ELSA has through its activities and commitment within the international community gained a special status with several international institutions.

ELSA has been granted consultative status with UN ECOSOC (and its subsidiary bodies like CSW, CSD), UNCITRAL, in addition, ELSA has Consultative Status in Category C in UNESCO, participatory status with the Council of Europe and obtained observer status with the WIPO. Furthermore, we have a co-operation with all the European Institutions.

It is highly important to represent our Association in the best way possible and get a quality outcome from the opportunities which we can use for further development.

These guidelines aim at outline on what basis the delegations representing ELSA in different institutional events are appointed.

### I. Call for Applicants

ELSA International shall send out a call for applicants at least three weeks before the application deadline. The call shall include a clear description of the event, practical information and a general task description for the delegates. This, in order to fulfill a proper academic and practical preparation.

### II. Application

The applicant should

- a. Have a solid ELSA background and an active participation in ELSA's activities;
- b. Have an academic competence in the field of law connected to the work of the institution and the topic of the event.

The application shall not be taken into consideration in case:

- a. The Application Form is incomplete;
- b. The Application Form is submitted after the deadline;
- c. The applicant did not fulfill all obligations in a previous ELSA Delegation.

### III. Selection

It is up to the discretion of ELSA International to appoint the members of the Delegation.

When appointing the delegates ELSA International should use the principles of objectiveness, neutrality and equality. The appearance of ELSA and reflection of representation of the Network shall be taken into consideration, however it should fulfill the two main conditions:

- a) a solid ELSA background and an active participation in ELSA's activities;
- b) an academic competence in the field of law connected to the work of the institution and the topic of the event

#### IV. Head of Delegation

ELSA International appoints a Head of Delegation out of the appointed delegates.

The Head of Delegation is responsible to:

1. Co-ordinate and monitor the delegation academically;
2. Ensure a proper work and competitive appearance during the event;
3. Ensure high quality report to ELSA International.
4. Ensure that a report and questionnaire are submitted on time to ELSA

International within one month after the end of the event.

#### V. Task Description of Delegates

1. Represent ELSA International in a professional manner;
2. Be academically well-prepared;
3. Observe the proceedings of the event, attend all meetings and prepare working materials if requested;
4. Carry out legal research in the framework of the events on the legal topics;
5. Distribute revised editions of relevant ELSA materials to other delegations and organisations;
6. Attend briefings and meetings organised by the Head of Delegation and report all activities carried out;
7. Forward all the contacts made during the event to ELSA International to ensure that the Network can benefit from them;
8. Give feedback to ELSA by
  - a. Submitting a report to ELSA International within a month after the end of the event;
  - b. Filling out a questionnaire and send it together with the report.
  - c. Being available to give a presentation to requesting ELSA groups in the delegate's home country.

**ELSA'S ACTIVITIES RELATED TO THE COUNCIL OF EUROPE 2002 - 2006**

According to the Resolution (2003)8 of the Council of Europe (CoE), ELSA is required to submit every four years a report which should specify the activities of our Association which are related to the Council of Europe, in order to maintain the participatory status.

**Please answer the following questions regarding the years 2002 - 2006:**

1. Name of the ELSA National Group:

\_\_\_\_\_

2. Has any Local Group/ Member participated in the work of any CoE body?

Yes  No

If yes,  
Which Group/Member?

\_\_\_\_\_

What CoE body?

\_\_\_\_\_

When?

\_\_\_\_\_

Comments:

\_\_\_\_\_

\_\_\_\_\_

3. Has any Local Group/Member attended an event organised by the CoE?

Yes  No

If yes,  
Which Group/Member?

\_\_\_\_\_

What event?

\_\_\_\_\_

When?

\_\_\_\_\_

Comments:

\_\_\_\_\_

\_\_\_\_\_

4. Has any Local Group arranged an event which related to CoE and its institutions (ex. invited a speaker) and/or its standards and legal instruments? (*European Court of HR, Local or Regional Authorities, Commissioner for Human Rights, GRECO, Pompidou*

*Group, European Social Charter, Human Rights Convention, European Youth Foundation etc)*

Yes  No

If yes,

Which Group?

\_\_\_\_\_

What event?

\_\_\_\_\_

When?

\_\_\_\_\_

Comments:

5. Has any Local Group arranged an event which published the work of CoE?

Yes  No

If yes;

Which Group?

\_\_\_\_\_

What event?

\_\_\_\_\_

What kind of activities?

\_\_\_\_\_

When?

\_\_\_\_\_

Comments:

6. Has any Local Group or the National Group had a Director for European Institutions in the years 2002-2006?

Yes , No

If yes, which ELSA Group?

7. Has any Local Group applied for a grant from the CoE?

Yes  No

If yes;

Which grant?



When?

---

For which project?

---

Was the grant awarded?

---

8. Has any Local Group/Member applied for participation in a training session (at the European Youth Centre)?

Yes  No

If yes;

Which Group/Member?

---

When?

---

Which Session?

---

9. Has any Local Group arranged a visit to a CoE body or institution?

Yes  No

If yes;

Which Local Group?

---

When?

---

Where?

---

Comments:

---



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**Please submit the questionnaire  
to Director for S&C Loreta Pivoriūnaitė at the ICM of Alanya  
OR  
via email to [elsa@elsa.org](mailto:elsa@elsa.org)**

### Inquiries

|                             |                    |
|-----------------------------|--------------------|
| <b>State of the Network</b> | <b>ELSA Group:</b> |
|-----------------------------|--------------------|

|  |  |
|--|--|
| <b>Alanya ICM, 2006</b><br><i>Academic Activities (AA)</i> |  |
|--|--|

*ELSA International is evaluating the shape of the Association for the year 2006 to make it run more efficiently by supporting the Local Groups and National Boards' activities.*

*In order to be able to improve generally our Association we need your help. Please fill in this AA Form!*

### Contact details

|   |  |
|---|--|
| Name of the current VP AA                 |  |
| Term in office (starting and ending date) |  |
| Email                                     |  |

### Transition & Training

|   |  |
|---|--|
| Did you have a general transition?  |  |
| If yes,<br>a) How long did it last?<br>b) Were ITP/national trainers' pool members or alumni involved?<br>c) Evaluate your transition on the range of 1 (bad) to 5 (excellent): |  |
| Did you have a transition with your predecessor?  |  |
| Evaluate your transition on the range of 1 (bad) to 5 (excellent):  |  |
| How many training events did you attend during your ELSA career?<br>How many training sessions did you attend since you were elected?   |  |
| If any, how many during your transition period?   |  |
| Did you receive training in your area?<br>If yes,<br>a) From whom?<br>b) How often?<br>c) Did you find it useful?   |  |

### Planning

|  |  |
|--|--|
| Did you have a planning session by the |  |
|--|--|

|  |  |
|--|--|
| beginning of your term in office?  |  |
| If yes:<br>a) For how long did it last?<br>b) Were ITP/National Trainers Pool members or alumni involved?<br>c) Do you have a One Year Operational Plan?<br>d) If yes, do you think you are on the way to achieve its goals? |  |
| Do you have a Two / Three Year Tactical Plan?<br>If yes, do you think you are on the way to achieve its goals?   |  |

**AA Events**

|  |  |
|--|--|
| <i>How many AA projects have been organised within your National Group since the London ICM? (Please, do not forget to include all events – local, national, international, and/ or regional.)</i> |  |
| Essay Competitions   |  |
| Moot Court Competitions  |  |
| ELSA Moot Court Competition on WTO Law   |  |
| Legal Research Groups  |  |
| Lawyers at Work Events   |  |
| Events to promote or hunt for articles for the ELSA SPEL (ELSA Selected Papers on European Law)  |  |
| Events to promote GLSE (ELSA Guide to Leal Studies in Europe)  |  |
| Reception event/s within SAP (Studies Abroad Programme)  |  |
| How many of them were international events?  |  |
| How many of them were annual events?   |  |
| <b>HOW MANY AA EVENTS, PROJECTS, AND PUBLICATIONS HAVE YOU PLANNED IN YOUR NATIONAL GROUP FOR THE ACADEMIC YEAR 2006/ 2007 OR THE CALENDAR YEAR 2007?</b>  |  |
| Essay Competitions   |  |
| Moot Court Competitions  |  |
| Legal Research Groups  |  |
| ELSA Moot Court Competition on WTO Law   |  |

|   |  |
|---|--|
| Lawyers at Work Events  |  |
| Events to promote or hunt for articles for the ELSA SPEL (ELSA Selected Papers on European Law)                   |  |
| Events to promote GLSE (ELSA Guide to Legal Studies in Europe)  |  |
| Reception event/s within SAP (Studies Abroad Programme)   |  |
| Have you used ELSA International's TYTP while planning these events, projects, and publications?<br>Yes/ No. Why? |  |

**Consolidation**

|   |  |
|---|--|
| Do you have a copy of AA Policies?  |  |
| Do you have a copy of any AA Manual?  |  |
| Do you find the ELSA Newsletter a good idea? If not, why?   |  |
| Did you receive any training in the AA area?<br>If yes,<br>a) From whom?<br>b) How often?<br>c) Did you find it useful? |  |

**Your Team (National/Local Board)**

|  |  |
|--|--|
| Are you generally satisfied with your team?  |  |
| Have you ever dealt with a conflict within your team? If yes, which one (s)?                                     |  |
| How did you solve it?  |  |
| What did motivate you to run as Vice President Academic Activities of your National Group / Local Group?         |  |
| Find three good points and three bad points of being a Vice President Academic Activities.                       |  |
| According to you, which are the main qualities of a Vice President Academic Activities?                          |  |
| How often are you in contact with local Vice President Academic Activities (for National Vice President Academic |  |

|   |  |
|---|--|
| Activities)?  |  |
| How do you motivate your team?  |  |
| How would you rank your co-operation with your President (range of 1 (bad) to 5 (excellent)?                    |  |
| How would you rank your co-operation with your Vice President for Marketing (range of 1 (bad) to 5 (excellent)? |  |
| How would you rank your co-operation with your Treasurer (range of 1 (bad) to 5 (excellent)?                    |  |
| Do you plan to organise events this year?<br>(How many)<br>If yes, which ones?<br>If no, why not?               |  |
| Do you have a general budget for your year in office? If no, why not?   |  |

**AA AND S&C**

|  |  |
|--|--|
| Do you cooperate with your VP S&C to make the S&C events more interactive by organising panel discussions, moot court competitions, Lawyers at Work Events etc.? |  |
| If yes, have results been satisfactory in the scale from 1 (bad) to 5 (excellent)?   |  |

**HUMAN RIGHTS AND IFP IN AA**

|   |  |
|---|--|
| Are you organising any events on Human Rights or IFP topics?  |  |
| If yes, what type of events, projects, and/ or publications are they (bear in mind the list above)? |  |
| If not, why?  |  |

**Research Resources**

|  |  |
|--|--|
| How do you choose topic for your events (for example, do you consult your students, teachers, professors)? |  |
|--|--|

|   |  |
|---|--|
|   |  |
| How do you find participants for your events, contributors for your publications etc.?                                      |  |
| Do you usually co-operate with your University?   |  |
| Do you usually co-operate with other local/national groups, for your AA events and how?                                     |  |
| Do you usually contact ELSA International for assistance?<br>If yes, what kind of assistance do you expect?<br>If not, why? |  |
| Do you usually contact the ELS for assistance?<br>If yes, for what kind of assistance?<br>If not, why?                      |  |

**Marketing**

|   |  |
|---|--|
| How do you market AA to your potential partners?  |  |
| How do you market AA to law students?   |  |
| Do you know how to advertise your events, projects, and publications on the tools provided by ELSA International (Posters, Brochures, Website and Synergy)? |  |
| Do you cooperate with your VP Marketing?<br>If yes, how?  |  |

**Budgeting**

|  |  |
|--|--|
| Who is drafting the budget of your AA events, projects, and/ or posters? |  |
| Do you cooperate with your Treasurer?<br>If yes, how?                    |  |

**Fundraising**

|  |  |
|--|--|
| How do you fundraise for your AA projects?       |  |
| Did you ever have to cancel your event, project, |  |



|   |                    |
|---|--------------------|
| <b>State of the Network</b><br><br><b>Alanya ICM, 2006</b><br><i>Seminars and conferences (S&amp;C)</i> | <b>ELSA Group:</b> |
|---|--------------------|

*ELSA International is evaluating the shape of the Association for the year 2006 to make it run more efficiently by supporting the Local Groups and National Boards' activities.*

*In order to be able to improve generally our Association we need your help. Please fill in this S&C Form!*

#### Contact details

|  |  |
|--|--|
| Name of current VP S&C                   |  |
| Term in office (starting and ending day) |  |
| Email                                    |  |

#### Transition & Training

|  |  |
|--|--|
| Did you have a general transition?   |  |
| If yes,<br>d) How long did it last?<br>e) Were ITP/national trainers pool members or alumni involved?<br>f) Evaluate your transition on the range of 1 (bad) to 5 (excellent): |  |
| Did you have a transition with your predecessor? Evaluate your transition on the range of 1 (bad) to 5 (excellent):  |  |
| How many training events did you attend during your ELSA career?<br>How many training sessions did you attend since you were elected?  |  |
| If any, how many during your transition period?  |  |
| Did you receive training in your area?<br>If yes,<br>d) From whom?<br>e) How often?  |  |



|                            |  |
|----------------------------|--|
| f) Did you find it useful? |  |
|----------------------------|--|

**Communication**

|  |  |
|--|--|
| Are you subscribed to the relevant mailing lists of ELSA International?  |  |
| What is your opinion of the ELSA S&C mailing list?   |  |
| Do you have a general mailing list in your National Group?   |  |
| Do you have a specific mailing list for your area?   |  |
| How do you mainly communicate with the Local officers in your National Group on a regular basis (phone, e-mail, MSN, etc). |  |
| Are you registered in ELSA ONLINE?   |  |

**Planning**

|  |  |
|--|--|
| Did you have a planning session by the beginning of your term in office?   |  |
| If yes:<br>e) For how long did it last?<br>f) Were ITP/National Trainers Pool members or alumni involved?<br>g) Do you have a One Year Operational Plan?<br>h) If yes, do you think you are on the way to achieve its goals? |  |
| Do you have a Two / Three Year Tactical Plan?<br>If yes, do you think you are on the way to achieve its goals?   |  |

**S&C Events**

|   |  |
|---|--|
| <i>How many S&amp;C events did your National Group organise since the ICM London?</i> |  |
| Panel discussions   |  |
| Lectures  |  |
| Seminars  |  |
| Conferences   |  |

|   |  |
|---|--|
| Law schools   |  |
| Study visits  |  |
| Institutional study visits                              |  |
| How many of them are international events?              |  |
| How many of them are annual events?                     |  |
| Organized in co-operation with UN/European Institutions |  |
| Do you have a director for Study Visits                 |  |
| Organized with speakers from the Speakers' Database     |  |

**Consolidation**

|  |  |
|--|--|
| Do you have a copy of S&C Policies?  |  |
| Do you have a copy of any S&C Manual?  |  |
| Do you use a Study Visits' Guide?  |  |
| Do you find the S&C Newsletter a good idea?<br>If not, why?  |  |
| Did you receive any training in the S&C area?<br>If yes,<br>d) From whom?<br>e) How often?<br>f) Did you find it useful? |  |

**Your Team (National/Local Board)**

|   |  |
|---|--|
| Are you generally satisfied with your team?   |  |
| Have you ever dealt with a conflict within your team? If yes, which one (s)?                                  |  |
| How did you solve it?   |  |
| According to you what is a leader?  |  |
| Do you see yourself as a leader?  |  |
| What did motivate you to run as Vice President Seminars and Conferences of your National Group / Local Group? |  |
| Do you like being a Vice President Seminars and conferences?  |  |
| Find three good points and three bad points of being a Vice President Seminars                                |  |

|   |  |
|---|--|
| and conferences.  |  |
| According to you, which are the main qualities of a Vice President Seminars and conferences?  |  |
| How often are you in contact with local Vice President Seminars and conferences (for National Vice President Seminars and conferences)? |  |
| How do you motivate your team?  |  |
| How would you rank your co-operation with your President (range of 1 (bad) to 5 (excellent)?  |  |
| How would you rank your co-operation with your Vice President for Marketing (range of 1 (bad) to 5 (excellent)?                         |  |
| How would you rank your co-operation with your Treasurer (range of 1 (bad) to 5 (excellent)?  |  |
| How many projects do you plan to organise this year? If yes, which ones?<br>If no, why not?   |  |
| Do you have a general budget for your year in office? If no, why not?   |  |

**S&C Events**

|   |  |
|---|--|
| <i>How many S&amp;C events have been organised within your National Group since the ICM London? (Please, do not forget to include all events – local, national, international, and/or regional)</i> |  |
| Panel discussions   |  |
| Lectures  |  |
| Seminars  |  |
| Conferences   |  |
| Law schools   |  |
| Study visits  |  |
| If yes, have you used Study Visits' Guide (SVG)   |  |
| Institutional study visits  |  |
| <i>How many S&amp;C events have you planned in your National Group for the academic year 2006/2007 or the calendar 2007?</i>  |  |
| Panel discussions   |  |
| Lectures  |  |

|                            |  |
|----------------------------|--|
| Seminars                   |  |
| Conferences                |  |
| Law schools                |  |
| Study visits               |  |
| Institutional study visits |  |

**AA AND S&C**

|  |  |
|--|--|
| Do you cooperate with your VP AA to make the S&C events more interactive by organising moot court competitions, Lawyers at Work Events etc.? |  |
| If yes, have results been satisfactory in the scale from 1 (bad) to 5 (excellent)?   |  |

**HUMAN RIGHTS AND IFP IN S&C**

|  |  |
|--|--|
| Are you organising any events on Human Rights or IFP topics?                   |  |
| If yes, what type of events, projects, are they (bear in mind the list above)? |  |
| If not, why?   |  |
| Do you have a director for Human rights  |  |
| If not, why?   |  |

**Research Resources**

|   |  |
|---|--|
| How do you choose topic for your events (for example, do you consult your students, teachers, professors)?                  |  |
| How do you find participants for your events, contributors for your publications etc.?                                      |  |
| Do you usually co-operate with your University?   |  |
| Do you usually co-operate with other local/national groups, for your S&C events and how?                                    |  |
| Do you usually contact ELSA International for assistance?<br>If yes, what kind of assistance do you expect?<br>If not, why? |  |
| Do you usually contact the ELS or your National group ALUMNI for assistance?<br>If yes, for what kind of assistance?        |  |

|              |  |
|--------------|--|
| If not, why? |  |
|--------------|--|

**Marketing**

|   |  |
|---|--|
| How do you market S&C to your potential partners?   |  |
| How do you market S&C to law students?  |  |
| Do you know how to advertise your events, projects on the tools provided by ELSA International (Posters, Brochures, Website and Synergy)? |  |
| Do you cooperate with your VP Marketing?<br>If yes, how?  |  |

**Budgeting**

|   |  |
|---|--|
| Who is drafting the budget of your S&C events, projects, and/ or posters? |  |
| Do you cooperate with your Treasurer?<br>If yes, how?                     |  |

**Fundraising**

|   |  |
|---|--|
| How do you fundraise for your S&C projects?   |  |
| Did you ever have to cancel your event, project, because of fundraising problems?   |  |
| Do you cooperate with your President and VP Marketing for fundraising? If yes, how? |  |

**Communication**

|   |  |
|---|--|
| How would you evaluate your communication with the other VP S&C's in your country (1-5)?        |  |
| How would you evaluate your communication with VP S&C of ELSA International (1-5)?              |  |
| How would you improve the communication within your National Group (between your local groups)? |  |
| How would you improve the communication with ELSA International?                                |  |
| Do you and how do you use the ELSA-S&C mailing list?<br>If not, why?                            |  |
| Do you use the S&C Specification/Evaluation forms<br>If not, why?                               |  |

|   |  |
|---|--|
| How many S&C Specification Forms have you sent to ELSA International? |  |
| How many S&C Evaluation Forms have you sent to ELSA International?    |  |

**New ELSA ONLINE system**

|   |  |
|---|--|
| Do you use the current ELSA ONLINE system?<br>If yes, how often?<br>If no, why?                     |  |
| If you use ELSA ONLINE, what would you like to change and what are you missing related to S&C part? |  |

**Personal comments of the VP S&C**

|  |
|--|
|  |
|--|

|  |                           |
|--|---------------------------|
| <p><b>State of the Network</b></p> <p><b>Alanya ICM, 2006</b><br/><i>Student Trainee Exchange Programme (STEP)</i></p> | <p><b>ELSA Group:</b></p> |
|--|---------------------------|

*ELSA International is evaluating the shape of the Association for the year 2006 to make it run more efficiently by supporting the Local Groups and National Boards' activities.*

*In order to be able to improve generally our Association we need your help. Please fill in this STEP Form!*

### Contact details

|   |  |
|---|--|
| Name of current VP STEP                   |  |
| Term in office (starting and ending date) |  |
| Email                                     |  |

### Human Resources

|                                       |  |
|---------------------------------------|--|
| Do you have a VP STEP in all your LG? |  |
| Do you have a STEP Team?              |  |

### Communication

|   |  |
|---|--|
| Are you subscribed to the relevant mailing lists of ELSA International?                 |  |
| If no, why?   |  |
| Do you have a specific mailing list for your area?                                      |  |
| How do you communicate with your Local VP STEP?   |  |
| How often do you communicate with them?   |  |
| Do you communicate with other National VP STEP?   |  |
| If no, why?   |  |
| Do you have a good communication with ELSA International?                               |  |
| If no, why?   |  |
| How would you evaluate your communication with the other VP STEP in your country (1-5)? |  |
| How would you evaluate your communication   |  |

|   |  |
|---|--|
| with VP STEP of ELSA International (1-5)?   |  |
| How would you improve the communication within your National Group (between your local groups)? |  |
| How would you improve the communication with ELSA International?                                |  |

**Planning**

|   |  |
|---|--|
| Did you have a planning session by the beginning of your term in office?  |  |
| If yes:<br>i) For how long did it last?<br>j) Were ITP/National Trainers Pool members or alumni involved?<br>k) Do you have an One Year Operational Plan?<br>l) If yes, do you think you are on the way to achieve its goals? |  |
| Do you have a Two / Three Year Tactical Plan?<br>If yes, do you think you are on the way to achieve its goals?  |  |

**General Administration**

|   |  |
|---|--|
| Do you have an office?                          |  |
| Do you have internet connection in your office? |  |
| Do you have general archives?                   |  |
| Do you have STEP archives?                      |  |
| Are they located in your office?                |  |

**Traineeships**

|   |  |
|---|--|
| Number of traineeships in your country?               |  |
| Number of cancelled traineeships by the employer?     |  |
| How many applicants withdraw their application?       |  |
| Number of traineeships closed without applicants?     |  |
| Number of traineeships offered by previous employers? |  |



**Applicants**

|  |  |
|--|--|
| Number of Local Group Members in total?                                  |  |
| Number of CVs online in total?   |  |
| Number of Applicants applied through ELSA Online?                        |  |
| Number of Applicants applied through the Back-up Solution?               |  |
| Did you receive the Evaluation Form from the employers and the trainees? |  |

**Penalty System**

|                                     |  |
|-------------------------------------|--|
| Do you have a penalty system?       |  |
| If yes, explain the penalty system: |  |

**Job Hunting**

|   |  |
|---|--|
| How many employers have you contacted?  |  |
| How many of them are/were interested in ELSA?   |  |
| What kind of firms and companies have you contacted (law firms, insurance companies, banks etc.)? |  |

**Co-operation**

|   |  |
|---|--|
| What kind of co-operation do you have with ELSA Alumni regarding STEP?  |  |
| What kind of co-operation do you have with ELS regarding STEP?          |  |
| What kind of co-operation do you have with other Students Associations? |  |

**Marketing**

|   |  |
|---|--|
| Do you have a marketing strategy for STEP?    |  |
| Do you have general STEP marketing materials? |  |

|  |  |
|--|--|
| Do you have STEP marketing materials in all your Local Groups?                             |  |
| Does all your LG use the same STEP marketing materials?                                    |  |
| Do you have marketing materials especially for employers?                                  |  |
| When did you make the last update of the marketing materials?                              |  |
| Do you have marketing materials especially for students?                                   |  |
| Do you have marketing materials especially for approaching students to get active in ELSA? |  |
| Do you organize events to promote STEP?  |  |
| If yes, what kind?   |  |
| Do you celebrate the STEP Day?   |  |
| If yes, how?   |  |

**Knowledge**

|   |  |
|---|--|
| Do you have a copy of the STEP Part of the Decision Book? |  |
| Do you have a copy of any STEP Manual?                    |  |
| Do you have a copy of the STEP Forms?                     |  |

**Your Team (National/Local Board)**

|  |  |
|--|--|
| Are you generally satisfied with your team?                                  |  |
| Have you ever dealt with a conflict within your team? If yes, which one (s)? |  |
| How did you solve it?  |  |
| Find three good points and three bad points of being a Vice President STEP.  |  |
| According to you, which are the main qualities of a Vice President STEP?     |  |
| How do you motivate your team?   |  |

|  |  |
|--|--|
| How would you rank your co-operation with your President (range of 1 (bad) to 5 (excellent))?                |  |
| How would you rank your co-operation with your Secretary General (range of 1 (bad) to 5 (excellent))?        |  |
| How would you rank your co-operation with your Vice President Marketing (range of 1 (bad) to 5 (excellent))? |  |
| How many projects do you plan to organise this year? If yes, which ones? If no, why not?                     |  |

**STEP IN CO-OPERATION WITH SUPPORTING AND KEY AREAS**

|  |  |
|--|--|
| Do you co-operate with your fellow board members to get in contact with potential employers? |  |
| If yes, with who of them did you co-operated?  |  |
| If yes, have results been satisfactory in the scale from 1 (bad) to 5 (excellent)?           |  |

**Training and Transition**

|  |  |
|--|--|
| Do you give STEP Trainings for your Local Groups?  |  |
| How do you organize STEP Trainings?                |  |
| When do you organize STEP Trainings?               |  |
| Who does the trainings?                            |  |
| If not, why do you never organized STEP Trainings? |  |
| Do you as a national VP STEP want more Trainings?  |  |
| If yes, what kind of Trainings?                    |  |
| Did you receive an appropriate transition?         |  |
| Do you prepare your successor for his/her term?    |  |
| If yes, how do you want to do that?                |  |

**Others**

|  |  |
|--|--|
| What is the biggest problem in STEP in your National Group?                      |  |
| I would suggest the following way to solve it:                                   |  |
| What is the most problematic aspect in STEP at the International Level nowadays? |  |
| I would suggest the following way to solve it:                                   |  |

**Personal comments of the VP STEP**

|  |
|--|
| What could be done to improve STEP in general? |
|--|

|  |  |
|--|--|
| <p><b>State of the Network</b></p> <p><b>Inquiry Alanya ICM, 2006</b><br/>Board Management, External Relations and Expansion (BEE)</p> | <p align="center"><b>ELSA Group:</b></p> |
|--|--|

*ELSA International is evaluating the shape of the Association for the year 2006 to make it run more efficiently by supporting the Local Groups and National Boards' activities.*

*In order to be able to improve generally our Association we need your help. Please fill in this BEE Form!*

### Contact details

|   |  |
|---|--|
| Name of current President                 |  |
| Term in office (starting and ending date) |  |
| Telephone number                          |  |
| E-mail                                    |  |

### General information

|  |  |
|--|--|
| Do you have a copy of the BEE Policies (BEE part of the Decision Book)?  |  |
| Do you use the ELSA ONLINE Archive?<br>If yes, for what purposes?<br>If no, why?   |  |
| Have you updated the Organisations Menu of your National Group in ELSA ONLINE?<br>If no, why?  |  |
| Do you have a copy of the ELSA Grants Handbook? Do you use it?   |  |
| Do you have a Director for Grants?   |  |
| Have you applied for a Grant during your term in office?<br>If yes, how many Grants have you applied for and from what Funding Institutions? |  |

### Transition & Training

|  |  |
|--|--|
| Did you have a general transition?   |  |
| If yes,<br>g) How long did it last?<br>h) Were ITP/National Trainers' pool |  |

|   |  |
|---|--|
| <p>members or Alumni involved?</p> <p>i) Evaluate your transition on the range of 1 - lowest, 5 - highest</p>   |  |
| <p>Have you had any training(s) what regards the area of BEE the latest year?</p> <p>If yes,</p> <p>a) What kind of training(s) and where?</p> <p>b) Do you encourage trainings to your Local Presidents within the area of BEE. If yes, how?</p> <p>c) Did you have any training(s), general or specific, during your transition? If yes, which training(s)?</p> |  |

**Communication**

|  |  |
|--|--|
| Are you subscribed to the BEE list?  |  |
| What are you opinion of the BEE list?<br>Does it work like you want it to?   |  |
| What is the main purpose of the BEE list according to you?   |  |
| Have you sent any e-mails to the BEE list during your term in office?  |  |
| Do you have a National BEE list?<br>If no, why?  |  |
| How do you mainly communicate with the Local Presidents in your National Group on a regular basis? (Phone, e-mail, MSN etc). |  |
| How do you communicate with your National Board members on a regular basis?  |  |
| Do you communicate with the President of ELSA International?<br>If yes, how often and how?                                   |  |
| Would you like to increase the communication with the President of ELSA International?<br>If yes, how?                       |  |

|  |  |
|--|--|
| If no, why?  |  |
| How do you evaluate the communication with the President of ELSA International?<br>(1 - lowest, 5 - highest)   |  |
| What channels of communication could be used to improve the communication and cooperation between you as a National President and the President of ELSA International? |  |
| Do you communicate and/or cooperate with other National Presidents on a regular basis?<br>If yes, how and on what?<br>If no, why?                                      |  |
| What channels of communication should be used to improve the communication and cooperation between the National Presidents?  |  |
| How do you evaluate the communication with the Local Presidents in your National Group?<br>(1 - lowest, 5 - highest)   |  |

**Board Management**

|   |  |
|---|--|
| How often do you have Board Meetings?<br>How do you have Board Meetings (face to face, MSN, phone etc)? |  |
| In how many of them do you reach quorum?<br>(estimated percentage)                                      |  |
| Do you keep Minutes from your Board Meetings?   |  |
| Are you generally satisfied with your fellow Board Members?   |  |
| How would you rank your cooperation with your fellow Board Members?<br>(1 - lowest, 5 - highest)        |  |
| How do you motivate your Board?   |  |
| Do you see yourselves as a leader?<br>If no, what do you see yourselves as?                             |  |

|  |  |
|--|--|
| Do you like being the National President?<br>If yes, why?<br>If no, why?   |  |
| Have you dealt with a conflict within your Board during your term in office?<br>If yes, which one(s)?<br>How did you solve it? |  |

**Planning**

|   |  |
|---|--|
| Did you have a planning session by the beginning of your term in office?<br>If yes:<br>m) For how long did it last?<br>n) Were ITP/National Trainers Pool members or alumni involved?<br>o) Do you have a One Year Operational Plan? If yes, do you think you are on the way to achieve its goals?<br><br>If no, why? |  |
| Do you plan the work of the National Group according to the Two Year Tactical Plan of ELSA?   |  |
| Do you have a Two Year Tactical Plan (or other long term plan) in your National Group?<br>If no, do you plan to make one?   |  |
| Do you have a One Year Operational Plan in your National Group?<br>If no, do you plan to make one or encourage your successor to make one?  |  |

**External Relations**

|  |  |
|--|--|
| How many general sponsors do you have in your National Group?                                  |  |
| How many general sponsors do your Local Groups have?   |  |
| How many project sponsors do you have (excluding advertising purposes) in your National Group? |  |
| How many project sponsors do you have  |  |



|   |  |
|---|--|
| (excluding advertising purposes) in your Local Groups?  |  |
| How many pending approaches do you have for general sponsors in your National Group at the moment?                            |  |
| How many pending approaches do you have for project sponsors in your National Group at the moment?                            |  |
| How many pending approaches for general sponsorship does your Local Groups have at the moment?                                |  |
| How many pending approaches for project sponsorship does your Local Groups have at the moment?                                |  |
| How much contact with International sponsors do you have? If any, which ones?   |  |
| How much is the total amount fundraised in your National Group so far during your term in office?                             |  |
| How much do you need to fundraise during your term in office? How much do you hope to fundraise during your term in office?   |  |
| Do you cooperate with Institutions?<br>If yes, which ones?<br>If no, why?   |  |
| Do you cooperate with other International/National NGOs in your National Group?<br>If yes, which ones and how?<br>If no, why? |  |

**Fundraising Strategy**

|  |  |
|--|--|
| Do you have a fundraising strategy in your National Group?<br>If yes, describe it in a few words (sponsors pool, sponsors levels etc.)<br>If no, why? Do you have a plan to develop one? |  |
| Do you have a Director for Fundraising or a Fundraising Team?<br>If yes, how does it work?<br>If no, why?  |  |

**General Administration**

|  |  |
|--|--|
| Do you keep a BEE Archive?<br>If yes, how? |  |
|--|--|

**Expansion**

|   |  |
|---|--|
| Has the number of Local Groups in your National Group increased/decreased during the previous year? |  |
|---|--|

**Alumni**

|   |  |
|---|--|
| Do you have any contact with Alumni in your National Group?<br>If yes, how and when?<br>If no, why? |  |
| Is there a structured Alumni Network in your National Group?<br>If no, do you plan to develop one?  |  |

**Additional comments**

|  |
|--|
|  |
|--|

|   |                           |
|---|---------------------------|
| <p><b>State of the Network</b></p> <p><b>Inquiry Alanya ICM, 2006</b></p> <p>Internal Management (IM)</p> | <p><b>ELSA Group:</b></p> |
|---|---------------------------|

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*In order to be able to improve generally our Association we need your help. Please fill in this IM Form!*

### Contact details

|   |  |
|---|--|
| Name of current Secretary General         |  |
| Term in office (starting and ending date) |  |
| Telephone number                          |  |
| E-mail                                    |  |

### General information

|  |  |
|--|--|
| Do you have a copy of SSO of EI?   |  |
| Do you use the ELSA ONLINE Archive?<br>If yes, for what purposes?<br>If no, why? |  |
| How many active local groups do you have?<br>Which?                              |  |
| Do you have a copy of the IM Policies (IM part of the Decision Book)?            |  |
| Have you updated your National Group in ELSA ONLINE?<br>If no, why?              |  |
| Do you have a director for Computerised Information?                             |  |
| Do you have a Director for Human Resources?                                      |  |

### Communication

|  |  |
|--|--|
| Are you subscribed to ELSA-INFO list?  |  |
| What is your opinion of the ELSA-INFO list?<br>Does it work like you want it to? |  |

|  |  |
|--|--|
| Are you subscribed to the IM list?   |  |
| What is your opinion of the IM list?<br>Does it work like you want it to?  |  |
| Have you sent any e-mails to the IM list during your term in office?   |  |
| Do you have a National INFO list?<br>If no, why?   |  |
| Do you have a national IM list?  |  |
| How do you mainly communicate with the Local Secretaries General in your National Group on a regular basis? (Phone, e-mail, MSN etc).  |  |
| How do you communicate with your National Board Members on a regular basis?  |  |
| Do you communicate with the Secretary General of ELSA International?<br>If yes, how often and how?   |  |
| Would you like to increase the communication with the Secretary General of ELSA International?<br>If yes, how?<br>If no, why?  |  |
| How do you evaluate the communication with the Secretary General of ELSA International?<br>(1 - lowest, 5 - highest)   |  |
| What channels of communication could be used to improve the communication and cooperation between you as a National Secretary General and the Secretary General of ELSA International? |  |
| Do you communicate and/or cooperate with other National Secretaries General on a regular basis?<br>If yes, how and on what?<br>If no, why?   |  |
|  |  |
| How do you evaluate the communication with the Local Secretary General in your National Group?   |  |

|                           |  |
|---------------------------|--|
| (1 - lowest, 5 - highest) |  |
|---------------------------|--|

**Internal Structure**

|  |  |
|--|--|
| Number of active Local Groups out of the ones registered in ELSA ONLINE?<br>In those, what is the average number of Board Members? |  |
| Number of Board Members in your National Group?  |  |
| When did you last update your Statutes and Standing Orders?  |  |
| Did you send your SSO in English to ELSA International?  |  |
| Do you have a National Decision Book? If yes, when was it last updated?  |  |
| Is your Group formally registered as an Association?   |  |
| Do you have an office?<br>If yes, do you have internet connection in the office?   |  |
| How many National Council Meetings do you have per year?   |  |
| How many Officers from Local Groups do attend these meetings in average?   |  |

**Administration**

|   |  |
|---|--|
| Do you take minutes from your Board Meetings? |  |
| Do you have an updated archive?               |  |

**Training**

|   |  |
|---|--|
| Have you had any training(s) what regards the area of IM the latest year?<br>If yes,<br>d) What kind of training(s) and where?<br>e) Do you encourage trainings to your Local Groups within the areas?<br>f) If yes, how?<br>g) Did you have any training(s), general or specific, during your transition? If |  |
|---|--|

|   |  |
|---|--|
| yes, which training(s)?   |  |
| Training Events organised:  |  |
| National Freshers' Camps  |  |
| International Freshers' Camps   |  |
| Officers Training Events  |  |
| Regional Training Events  |  |
| Other Training Events   |  |
| How many times did you use ITP for Training purposes?                     |  |
| Do you have a National Trainers' Pool?                                    |  |
| Did you use ITP for the OC before organising an event?                    |  |
| Did you consider using ITP, but did not know how to contact the trainers? |  |
| How many times did you use National Trainers for Training purposes?       |  |
| How many times did you use alumni for Training purposes?                  |  |
| How many times did you use externals for Training purposes?               |  |

**Transition and Planning**

|  |  |
|--|--|
| Did your Group have transition? If yes, how long did it last?<br>What pre-prepared transition materials did you use? |  |
| Did you have a training session for the new Board?<br>If yes, did you involve ITP /National Trainers?                |  |
| How many Officers from Local Groups do attend these meetings in average?   |  |
| Do you organise your work according to the TYTP/ Two Year Tactical Plan?   |  |
| Do you organize your work according to the OYOP/One Year Operational Plan?   |  |

**Human Resources**

|   |  |
|---|--|
| How many law students are there in your country?  |  |
| How many ELSA members are there in your country?  |  |
| Have you planned and implemented a campaign in your country with the purpose of recruiting new members?<br>If yes, do you consider it successful?<br>If no, how do you recruit members? |  |

**Alumni**

|   |  |
|---|--|
| Do you have any contact with Alumni in your National Group?<br>If yes, how and when?<br>If no, why? |  |
| Is there a structured Alumni Network in your National Group?<br>If no, do you plan to develop one?  |  |

**Additional comments**

|  |
|--|
|  |
|--|

|   |                           |
|---|---------------------------|
| <p><b>State of the Network</b></p> <p><b>Inquiry Alanya ICM, 2006</b><br/>Financial Management (FM)</p> | <p><b>ELSA Group:</b></p> |
|---|---------------------------|

*ELSA International is evaluating the shape of the Association for the year 2006 to make it run more efficiently by supporting the Local Groups and National Boards' activities.*

*In order to be able to improve generally our Association we need your help. Please fill in this FM Form!*

### Contact details

|   |  |
|---|--|
| Name of current Treasurer (if there is no treasurer, please fill in the responsible person) |  |
| Term in office (starting and ending date)   |  |
| Telephone number  |  |
| Email   |  |

### General information

|   |  |
|---|--|
| Do you have a copy of the FM Policies (FM part of the Decision Book)?                         |  |
| Do you use the ELSA ONLINE Archive?<br>If yes, for what purposes?<br>If no, why?              |  |
| Have you updated the Organisations Menu of your National Group in ELSA ONLINE?<br>If no, why? |  |
| Do you have a copy of the ELSA Grants Handbook? Do you use it?                                |  |
| Do you have a Director for Grants?  |  |

### Transition & Training

|  |  |
|--|--|
| Did you have a general transition and how long did it last?                          |  |
| Is there an individual transition in Financial Management and how long does it last? |  |
| What information is exchanged in the individual transition?                          |  |
| If yes,  |  |



|  |  |
|--|--|
| <p>j) How long did it last?</p> <p>k) Were ITP/National Trainers' pool members or Alumni involved?</p> <p>l) Evaluate your transition on the range of 1 - lowest, 5 - highest</p>  |  |
| <p>Have you had any training(s) what regards the area of FM the latest year?</p> <p>If yes,</p> <p>h) What kind of training(s) and where?</p> <p>i) Do you encourage trainings to your Local Treasurers within the area of FM.? If yes, how?</p> <p>j) Did you have any training(s), general or specific, during your transition? If yes, which training(s)?</p> |  |

**Communication**

|  |  |
|--|--|
| Are you subscribed to the FM list?   |  |
| If no, which e-mail shall be used to subscribe you?  |  |
| What is your opinion of the FM list?<br>Does it work like you want it to?  |  |
| What is the main purpose of the FM list according to you?  |  |
| Have you sent any e-mails to the FM list during your term in office?   |  |
| What do you think, could improve the communication through the FM-list?  |  |
| Do you have a National FM list?<br>If no, why?   |  |
| How do you mainly communicate with the Local Treasurers in your National Group on a regular basis? (phone, e-mail, MSN etc). |  |
| How do you communicate with your National Board members on a regular basis?  |  |
| Do you communicate with the Treasurer of ELSA International?   |  |

|  |  |
|--|--|
| <p>If yes, how often and how?<br/>If no, why not?</p>  |  |
| <p>Would you like to increase the communication with the Treasurer of ELSA International?<br/>If yes, how?<br/>If no, why?</p>   |  |
| <p>How do you evaluate the communication with the Treasurer of ELSA International?<br/>(1 - lowest, 5 - highest)</p>   |  |
| <p>What channels of communication between could be used to improve the communication and cooperation between you as a National Treasurers and the Treasurer of ELSA International?</p> |  |
| <p>Do you communicate and/or cooperate with other National Treasurers on a regular basis?<br/>If yes, how and on what?<br/>If no, why?</p>   |  |
| <p>What channels of communication between National Treasurers should be used to improve the communication and cooperation between the National Treasurers?</p>                         |  |
| <p>How do you evaluate the communication with the Local Treasurers in your National Group?<br/>(1 - lowest, 5 - highest)</p>   |  |

**Bank / Budgeting / Bookkeeping / Accounting**

|   |                          |
|---|--------------------------|
| <p>Do you know the general financial principles?<br/>If yes, write it down.<br/>If no, why not?</p>   |                          |
| <p>Do you have a bank account (s)?<br/>If yes, do you have general account (s) and / or saving account (s)?<br/>If no, why not and how are you acting with the income and expenditures?</p> |                          |
| <p>If you have a general bank account, please fill in the following:</p>  | <p>IBAN:</p> <p>BIC:</p> |

|  |                             |
|--|-----------------------------|
| IBAN (International Bank Account Number)<br>BIC (Bank Identifier Code)   | Name of the bank:           |
|  | Name of the account holder: |
| Are you paying administrative costs for the bank accounts? If yes, how much (in EURO)  |                             |
| What are the financial means on the 31 <sup>st</sup> of July 2006 (amount in EURO)?  |                             |
| Does your National Group have a general budget?<br>If yes, please attach the general budget for the term 2006/2007 to this Inquiry.<br>If no, why not and how do you National Group is calculating then?                 |                             |
| What is the estimated income of the National Group from the 1 <sup>st</sup> of August 2006 till the 31 <sup>st</sup> of July 2007?<br>If there will be no income, explain why not?<br>If yes, what kind of income is it? |                             |
| What kind of expenditures does your National Group have and how much is it in total (amount in EURO)?  |                             |
| Do you have respective budgets for projects?<br>If yes, attach a project budget of an event of your National Group to this Inquiry.<br>If no, why not and how are you calculating instead?                               |                             |
| If you have a general and / or project budget, who approves it?  |                             |
| Do you have Final Accounts?<br>If yes, who approves them?<br>If not, why not?  |                             |
| Are you using bookkeeping software?<br>If yes, what software do you use?<br>If no, what are you using?   |                             |

**Auditing / Internal Control System**

|   |  |
|---|--|
| How is the internal control system within your National Board structured? For example who is controlling the treasurer when submitting claim forms etc. |  |
| Which members of your National Group have access to the bank accounts?  |  |

|  |  |
|--|--|
| Are your accounts audited?<br>If yes, by whom? If no, why not and which other control mechanism is used? |  |
|--|--|

**Financial Resources I - General**

|  |  |
|--|--|
| Does your national Group use Membership Fee as a tool of income? If yes, how is the Membership Fee calculated? If not, why not?      |  |
| How many sponsors does your National Group have and what will be the total donation (in EURO) of all sponsors in the term 2006/2007? |  |
| How many sponsors did your National Group have in the term 2005/2006? If the amount is not equal, explain why?                       |  |
| How many projects is your National Group planning and what will be the estimated total costs?  |  |
| Does your National Group already have project sponsors for the planned projects?   |  |
| If you have a web site, are you selling advertisements on it? If yes, how many and for which price? If not, why not?                 |  |

**Financial Resources II - Specific**

|   |  |
|---|--|
| Have you applied for a Grant during your term in office?<br>If yes, how many Grants have you applied for and from what Funding Institutions?  |  |
| Are you planning to apply a Grant during your term in office? If yes, from what Funding Institution and which amount (in EURO)?   |  |
| Did you read through the Grants Handbook?<br>If yes, what parts has been helpful and useful for you? If not, why not?   |  |
| What do you know about the ELSA Development Fund (EDF) - aim, means, regulations etc.?  |  |
| Did your Group apply for the EDF? If yes, when and in which matter? How much was the granted amount? If your Group has been granted several times, please attach a list to this Inquiry (date, action, grant) |  |

|  |  |
|--|--|
| Does your Group send regular EDF Reports to ELSA International? If yes, when was the last report sent? If no, why not? |  |
|--|--|

**New ELSA ONLINE System - specific for FM**

|  |  |
|--|--|
| Do you use the current ELSA ONLINE system? If yes, how often? If not, why not?   |  |
| If you use ELSA ONLINE, what would you like to change and what are you missing related to FM in the current system?  |  |
| Do you want to have specific tools for FM in the new internal system? Explain.   |  |
| Would you like to be involved in the working group for the development of the new FM part in the new system? If yes, how much time you can spend on it? If no, why not? Explain. |  |

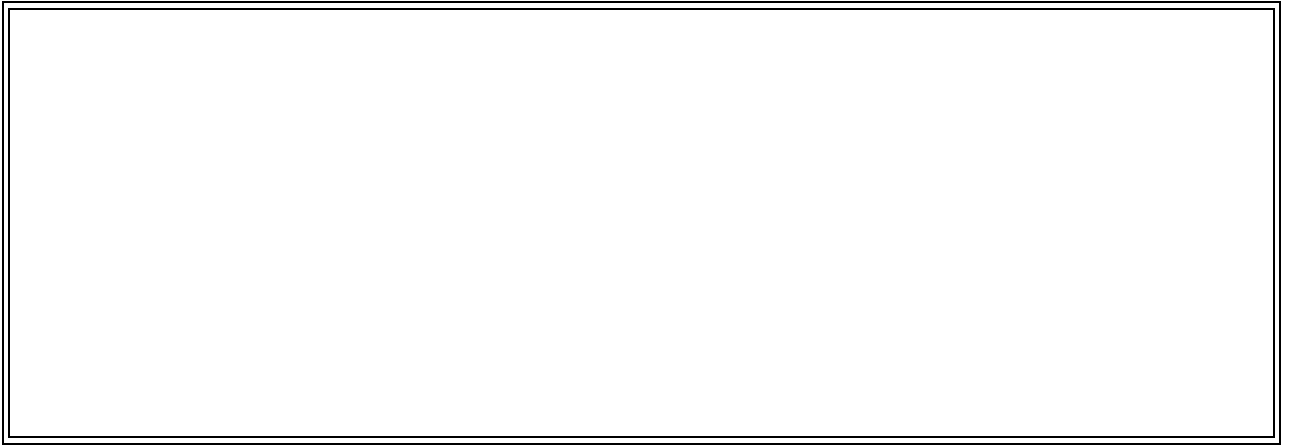
**New Financial Management Handbook**

|   |  |
|---|--|
| What topics you would like to have in the new FM handbook?  |  |
| Do you would like to be involved in the working group for the creation of a new handbook? If yes, how much time you can spend on it? If no, why not? Explain. |  |

**Financial Stability**

|  |  |
|--|--|
| What do you understand under "Financial Stability"?  |  |
| According to your definition, does your Group have a financial stability?  |  |
| Do you have debts towards ELSA International? If yes, how much is the debt, without Membership Fee 2006/2007 (amount in EURO)? |  |
| What are you doing to improve the financial stability?   |  |

**Additional comments**



|  |                           |
|--|---------------------------|
| <p><b>State of the Network</b></p> <p><b>Inquiry Alanya ICM, 2006</b><br/><i>Marketing (MAR)</i></p> | <p><b>ELSA Group:</b></p> |
|--|---------------------------|

*ELSA International is evaluating the shape of the Association for the year 2006 to make it run more efficiently by supporting the Local Groups and National Boards' activities.*

*In order to be able to improve generally our Association we need your help. Please fill in this Marketing Form!*

**Contact details**

|   |  |
|---|--|
| Name of the current VP Marketing          |  |
| Term in office (starting and ending date) |  |
| Email                                     |  |

**Core Values**

|   |  |
|---|--|
| Would you say that you understand ELSA's core values (vision, purpose and means)? |  |
| Would you say that you share ELSA's core values?                                  |  |
| Do you think that your members understand and share the core values of ELSA?      |  |
| How can we better communicate the core values of our Association to the Network?  |  |

**General**

|   |  |
|---|--|
| Do you have copy of the Marketing Policies (Marketing part of the DB)?              |  |
| Do you have a copy of the ELSA Identity Handbook?                                   |  |
| Would you say that you understand the Marketing Policies and the Identity Handbook? |  |
| For what purposes do you use the ELSA ONLINE Archive?                               |  |
| Did you submit any materials for the ELSA ONLINE Archive since last ICM?            |  |



|   |  |
|---|--|
| How do you evaluate communication with the IB (1-lowest to 5 -highest)  |  |
| How do you evaluate the communication with your Local Officers (1-5)?   |  |
| How would you improve the communication in Marketing between you and Local Officers and between you and ELSA International?   |  |
| Are you subscribed to the Marketing mailing list?<br>( <a href="mailto:ELSA-MARKETING@LISTSERV.ELSA.ORG">ELSA-MARKETING@LISTSERV.ELSA.ORG</a> )                                       |  |
| Would you consider yourself active on the mailing list?   |  |
| What changes would you make in order to increase the activity on the mailing list and to make National Marketers more willing to share marketing materials and ideas with each other? |  |
| What are the personal benefits of being Vice President Marketing on National Level?   |  |
| What is most difficult in you work as Vice President Marketing on National Level?   |  |

**Website**

|  |                               |
|--|-------------------------------|
| Do you have a website?   |                               |
| If yes, which is the domain name?  | <a href="http://">http://</a> |
| Does it have basic information in English?                                     |                               |
| How often is it updated?   |                               |
| Do you use it to promote events organised by other ELSA Groups in the Network? |                               |
| If you do not have a website, what is the main reason for not having one?      |                               |

**Members' Magazine**

|                                  |  |
|----------------------------------|--|
| Do you have a Members' Magazine? |  |
|----------------------------------|--|

|  |  |
|--|--|
| What is the name of the magazine?                      |  |
| How often do you publish it?                           |  |
| How many copies are printed?                           |  |
| Who do you distribute the magazine to?                 |  |
| How long has the magazine existed?                     |  |
| What types of articles do you include in the magazine? |  |

**Synergy**

|  |  |
|--|--|
| Who is your primary target group when distributing Synergy?  |  |
| How many copies of Synergy would you like to have delivered to your national and local groups if you could decide?         |  |
| Would your National Group be interested in paying for additional copies of Synergy (to production and distribution costs)? |  |
| How do you hunt for articles for Synergy?  |  |
| How many articles did your Group submit for Synergy no. 40/II 2006?  |  |
| What types of articles do you think that Synergy should contain?   |  |
| Suggest some changes for Synergy that you think would improve the quality of the publication: <i>(optional)</i>            |  |

**Advertisements**

|  |  |
|--|--|
| Do you have advertisers in your Members' Magazine? If yes, what kind of advertisers? |  |
| Do you have online advertisers on your   |  |

|  |  |
|--|--|
| website? If yes, what kind of advertisers?   |  |
| Do you have project related advertisers (in marketing materials etc.)? If yes, what kind of advertisers? |  |
| What do you find most difficult when hunting for advertisers?  |  |
| What help would be valuable for you in your work with advertisements?                                    |  |

**Market research and Marketing Strategy**

|  |  |
|--|--|
| Do you conduct market research? If yes, describe in what way!  |  |
| Do you think that there is a need for market research? Explain why you think the way you do!               |  |
| Do you have a general Marketing Strategy for your National Group? If yes, describe it shortly:             |  |
| Have you created a Marketing Strategy for one or several of the Key Areas? If yes, for which area and how? |  |
| How do you support the Key Areas regarding Marketing?  |  |
| Do you have a specific budget for Marketing?   |  |

**Media**

|   |  |
|---|--|
| Do you use Media when promoting events? |  |
| If yes, specify what types of media:    |  |

|   |  |
|---|--|
| (newspapers, radio, TV, other publications etc.)  |  |
| Do you send out press releases for your events? If yes, specify how many were sent out from last ICM and how many actually ended up in some media coverage. |  |

**Partners/Sponsors**

|   |  |
|---|--|
| Do you have a package that you bring when you meet externals?   |  |
| If yes, what does that package contain?   |  |
| If no, what is the main reason for not having a package?  |  |
| Do you offer your partners and sponsors possibilities to market themselves towards your members? If yes, in what way? |  |

**Uniformity**

|  |  |
|--|--|
| Would you say that your marketing materials, publications and website are in compliance with the rules in the Identity Handbook? |  |
| If no, what is the main reason for them not being in compliance with the rules?  |  |
| Do you think that there is any purpose of having a uniform approach to for example logo usage and websites?                      |  |
| Write some suggestions on how we can improve the uniformity in our Network: <i>(optional)</i>                                    |  |

**Marketing Materials**

|                                       |  |
|---------------------------------------|--|
| What marketing materials do you have? |  |
|---------------------------------------|--|

|  |  |
|--|--|
| What marketing materials do you have a need for?   |  |
| What is the biggest factor for not producing that those marketing materials?   |  |
| Would you use design templates from other groups if they were accessible in the archive?   |  |
| If yes, what format would you like to have them in? (High quality PDF, Adobe InDesign, CorelDraw, Illustrator, QuarkXpress, PageMaker) |  |

**Transition and long term planning**

|  |  |
|--|--|
| Which materials do you prepare for specific transition?  |  |
| Would you say that you had a good transition with your predecessor?  |  |
| Do you organise your work according to the Two Year Tactical Plan?   |  |
| Do you organise your work according to the One Year Operational Plan of ELSA International?                  |  |
| Do you think that there is need for more long term planning in the Network concerning the area of marketing? |  |
| Would you consider running for Vice President Marketing of ELSA International?                               |  |

**Personal comments of the VP Marketing** *(optional)*

|  |
|--|
| What could be done to improve Marketing in your Local/National Group and in general? |
|--|

**NATIONAL GROUPS****The Declaration of the future forthcoming relations between ELSA Serbia and ELSA Montenegro**

Highly regarded members of the ELSA Serbia and Montenegro,

Just after the Referendum in Montenegro was held which outcome had immediate implications for the up to the present day function of our national group, we decided to make a declaration of the forthcoming relations between The ELSA Serbia and The ELSA Montenegro, in order to define the aspects of collaboration in the future period which would we sincerely hope, make the relations among our members even stronger.

In that particular sense we introduce ten propositions which stand for the framework of our future collaboration.

1. The ELSA Serbia and Montenegro will cease functioning as one national group at the National council meeting in the City of Nis. Until then, The ELSA Serbia and Montenegro will function on the same principles and fundamentals just as it did before.
2. The Agreement of Collaboration between The ELSA Serbia and The ELSA Montenegro ought to come to be signed at the National council meeting in the City of Nis.
3. At the international level, the underlying purpose of The ELSA Serbia and The ELSA Montenegro is to give The ELSA Montenegro concession for the membership of The ELSA International, on the grounds of The ELSA Serbia appearing as the ELSA Serbia and Montenegro rights and obligations' successor.
4. The ELSA Serbia and The ELSA Montenegro will dispatch the joint memorandum to The ELSA International in Brussels (with domicile in Amsterdam) in order to want the acceptance for the ELSA Montenegro to the membership. The ELSA Serbia, as the The ELSA Serbia and Montenegro rights and obligations' successor, agrees wholeheartedly to give all necessary help to The ELSA Montenegro in the process of gaining acceptance for the membership of The ELSA International.
5. The ELSA Serbia and The ELSA Montenegro will do their best though joint appearance at the ICM, IPM, ISM and other international assemblies of The ELSA International to shield and stand for the advantages of both future national groups.
6. The ELSA Serbia and Montenegro will advocate the advantages of all members of The ELSA Montenegro at the request of the Executive committee or the organisational council until the acceptance of The ELSA Montenegro to membership.

7. Every year The ELSA Serbia members and delegates will take part in the National council meeting of The ELSA Montenegro without a right to vote.
8. Every year The ELSA Montenegro members and delegates will take part in the National council meeting of The ELSA Serbia without a right to vote.
9. The presidents, the executive committies and the two future national groups' councils ought to involve in official organisation politics which will contribute to former good relations and establishing even stronger collaboration among their members.
10. The ELSA Serbia and ELSA Montenegro stress the commitment to providing the highest status for the members of both future national groups, in terms of participations which is to be the same as for the assembly organiser national group members while organising international or national events.

It is suggested that the councils of The ELSA Serbia and The ELSA Montenegro pass the proposed declaration which will stand for the all members' advantages and will strengthen our productive collaboration in order to make our membership the part of all European educational standards.

In City of Novi Sad

May, 30<sup>th</sup> , 2006

**Vlado Dedovic**  
*Predsidnt*  
*ELSA Montenegro*

**Srdjan Vezmar**  
*President*  
*ELSA Serbia and Montenegro*