Welcome to the Academic Activities (AA) world

This is the world of the Absolute Amazing people who makes it happen! Imagine that there are hundreds of persons throughout Europe in the same position as you are and with the same problems you are experiencing and with the same questions you have.

The main purpose of this manual is to help you to become the best AA officer possible. With the help of this handbook, communication between the officers and experience we hope to achieve that.

It has happened throughout the years that the AA officers are only prepared to give their best when their term is finished. To prevent situations like that, it was decided in the International Council Meeting of Opatija to create a useful instrument for your work, an AA handbook. The last updated handbook is from 2001 and since this network is growing and new ideas are implemented, we thought it was time for a new one.

At first look it can feel very massive and a lot to handle, but take it easy. This handbook is meant as a resource guide, and should not be read as a novel. You should see it as a tool to use when you need information and/or inspiration within this area. If you read this guide whenever you are starting a new project in your Local Group or National Board you will see that although it will take some of your time, it will always be rewarding to feel that you have contributed to raising the level of legal education among law students in the old continent.

So with this short introduction to the world of Academic Activities, we hope that you will enjoy and get motivated by reading this handbook. Of course you won’t find the answers to all the questions that will pop up in your mind, but never hesitate to contact the AA officer in your National Board and in ELSA International; they are always there for you.

AAfully yours,

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1. Short introduction to ELSA and the key areas

ELSA (The European Law Students’ Association) is the world’s largest independent law students’ association. ELSA is an international, independent, non-political, non-profit-making organisation run since 1981 by and for students. It is comprised of students and recent graduates who are interested in academic and personal excellence. ELSA offers law students a perfect platform to develop their existing skills, acquire new skills and meet fellow students and legal professionals throughout Europe.

A. THE PHILOSOPHY STATEMENT OF THE EUROPEAN LAW STUDENTS’ ASSOCIATION

Vision
A just world in which there is respect for human dignity and cultural diversity.

Purpose
To contribute to legal education, to foster mutual understanding and to promote social responsibility of law students and young lawyers.

Means
To provide opportunities for law students and young lawyers to learn about other cultures and legal systems in a spirit of critical dialogue and scientific co-operation.

To assist law students and young lawyers to be internationally minded and professionally skilled.

To encourage law students and young lawyers to act for the good of society.

B. ORGANISATION

Local, National and International Level

The ELSA Network works on three levels, the local, the national and the international. ELSA has 42 National Groups as members and almost all National Groups are divided into Local Groups. Every Local and National Group has a Local or National Board.

The seven positions in the Board

Every Local, National and International Board shall consists of at least seven members holding the following positions:

President, Secretary General, Treasurer, Vice President (VP) for Marketing (the four supporting areas), VP for STEP, VP for Academic Activities, and VP for Seminars and Conferences (the three key areas). In addition every Board can decide to have directors which are a part of the overall team.
**International Board**

The International Board (IB) is the supreme executive body of the association. Its members are elected at the Spring Council Meeting for a one-year period. The term in office begins 1st of August and ends on the 31st of July the following year.

The International Board is responsible for the overall coordination of the organisation as a whole; including the support of member groups both locally and nationally, the collection and redistribution of information throughout the network to ensure the fullest participation possible at all events.

**International Council Meeting**

The International Council Meeting (ICM) is the highest decision-making body of ELSA. It takes place twice a year, in the Spring and Autumn. It is composed of the representatives of the National ELSA Groups. The Council decides on the policy and direction that the organisation will follow and discusses the problems faced in ELSA.

**C. THE THREE KEY AREAS**

The three key areas in ELSA are Academic Activities (AA), Seminars and Conferences (S&C) and Student Trainee Exchange Programme (STEP).

**Academic Activities**

ELSA’s Academic Activities key area aims to serve the contribution towards legal education. This handbook will go deeper into this area on the following pages.

**Seminars and Conferences**

ELSA’s Seminars and Conferences key area serves to complement the formal university curriculum by raising students’ consciousness and understanding of global, legal, social, economic and environmental issues. The programme includes conferences, law schools, seminars and study visits.

**The Student Trainee Exchange Programme (STEP)**

The Student Trainee Exchange Programme (STEP) enables law students and young lawyers to spend a period of time working abroad in a law related area. Thus introducing them to a different legal system and enabling them to gain valuable professional experience. ELSA supplements the traineeship schemes of law firms, companies, banks, universities, public and private institutions, and provides suitable trainees for both short and long-term placements.
2. Abbreviations in the ELSA Language

AA Academic Activities
ALSAA Asian Law Students’ Association
BEE Board Management, External Relations and Expansion (Presidents responsibility)
DB Decision Book
EC Essay Competition
EDF ELSA Development Foundation
EHTW ELSA House Training Week
EI ELSA International
ELS ELSA Lawyers Society (Alumni-organisation)
EMC² ELSA Moot Court Competition on WTO Law
EO ELSA Online
EOS ELSA Organising Secretariat
ESF Event Specification Form
FM Financial Management (Treasurers responsibility)
HR Human Rights
HRS Human Resource Strategy
IAAM International Academic Activities Meeting
IB International Board
ICM International Council Meeting
IDP International Development Programme
IFP International Focus Programme
ILSA International Law Students’ Association (USA and Canada)
IM Internal Management (Secretary Generals responsibility)
IOS International Organising Secretariat
IPM International Presidents Meeting
ISM International STEP Meeting
IT International Team
ITP International Trainers Pool
L@W Lawyers at work events
LB Local Board
LG Local Group
LRG Legal Research Group
LRP Legal Research Programme
MKT Marketing
MCC Moot Court Competition
NB National Board
NCM National Council Meeting
NG National Group
NSS Network Support System
OC Organisational Committee
OYOP One Year Operation Plan
S&C Seminars & Conferences
SAF Student Application Form
SAP Studies Abroad Programme
Sec Gen Secretary General
SOTN State of the Network Report
SSO Statutes and Standing Orders
STEP Student Trainee Exchange Programme
TSF Traineeship Specification Form
TYTP Two Year Tactical Plan
USA United S&C & AA Meeting
VP Vice President
VP AA Vice President for Academic Activities
WM Working Material
WS Workshop
3. Introduction to the Academic Activities Area

Since the beginning of ELSA’s history, Academic Activities has been one of our fundamental areas. The original idea was to form an international network for the exchange of scientific legal information. Academic Activities has faced an incredible expansion, and now consists of a vast number of programmes. All these programmes have the common aim of spreading information on legal topics and legal education throughout Europe.

It is not difficult to place each of the Academic Activities projects within the context of the philosophy statement and to realise that each of them represents a concrete effort to fulfil it. Through Academic Activities, ELSA makes a direct contribution to legal education. It also directly provides law students and young lawyers with opportunities of learning about other cultures in a spirit of critical dialogue and scientific cooperation, as well as with opportunities of being internationally minded and professionally skilled.

A closer look at Academic Activities reveals that it is made up of a considerable number of different projects, which can be divided into four major areas:

The first area is “Legal Writing”, where the purpose is to foster the enthusiasm of legal writing among law students and young lawyers. ELSA is promoting and engaged in the organisation of essay competitions.

The second area is “Studies Abroad”, where the purpose is to promote opportunities for law students and young lawyers to learn about other cultures and legal systems and is assisting them to be internationally minded by providing access to information while studying abroad.

The third area is “Legal Research”, where the purpose is that ELSA provides opportunities for law students and young lawyers to learn about other legal systems in a spirit of critical dialogue and scientific cooperation by providing a platform for legal research.

The last and biggest area is “Bridging Theory and Practice”. In this area ELSA is assisting law students and young law-
4. Academic Activities Areas

A. LEGAL WRITING

To foster the enthusiasm of legal writing among law students and young lawyers ELSA is promoting and engaged in the organisation of essay competitions.

I. Essay Competitions

Introduction

An essay is a short exposition on a legal topic, usually a forum of presenting the writer’s personal point of view.

The aim of an essay competition is to prepare law students and young lawyers for the special form of written communication that is required within the legal profession. There shall be a jury who shall be guided by factors such as clarity, conciseness, persuasiveness and conformity with the objective standards that have evolved in the legal profession.

Background

The idea of having Essay Competitions as a project of Academic Activities within ELSA was implemented at the ICM in Brussels 1992. On the very same ICM also the philosophy statement was approved. Essay Competitions serve the purpose of the statement as it contributes to legal education and provide the opportunities for law students to learn about legal systems in a spirit of critical dialogue and scientific co-operation.

Your tasks as a Local AA officer

• To promote the participation of law students and young lawyers and engage in the organisation of essay competitions

The first to think about is a theme for this essay competition. Getting advise from a professor in your university would be a good idea, not only because he is better qualified for coming up with a theme but also because he could “force” his students to participate in it.

• To submit information about topic, rules, timeline, structure, awards and supporters, a short evaluation and promotional material to the National Group.

After you have chosen the theme, the next step is to get some help from the Marketing responsible in your Local Group, because that is the best person to help you out with creating awareness of this event among the students in your university and also the responsible one for promotional material for sponsors. Create some guidelines for the applying students that include the style, length, and layout.

Afterwards, get a professor/group of professors to grade the essays. Do not forget to get some prizes for the winner(s)!

Your tasks as a National AA officer

• Provide necessary training material and information on how to organise essay competitions to the Local Groups
• Collect information about essay competitions organised by the Local Groups and pass it on to ELSA International

• When organising essay competitions themselves National Groups shall act according to the responsibilities of the Local Groups

Responsibilities of ELSA International

ELSA International should provide necessary training material and information on how to organise essay competitions to the National and Local Groups and make them accessible through the ELSA ONLINE Archive.

If ELSA International has an International Essay Competition, the aim of the National and Local Groups should be to aim at getting contributions towards it.

B. STUDIES ABROAD PROGRAM

ELSA is promoting opportunities for law students and young lawyers to learn about other cultures and legal systems and is assisting them to be internationally minded by providing access to information about studies abroad. Our vision about contributing to cultural diversity plays a significant role in this part of AA.

I. Studies Abroad Events

Studies abroad events are informative events about different possibilities of studying abroad as well as reception activities for incoming foreign students.

i. Mentor Program/ Exchange student’s reception

In some ELSA countries the Local Boards have an agreement with the University for a mentor/mentee program for the international exchange students arriving each semester. The mentor program is a really good way of making ELSA more international on a Local level for the members.

The idea of the program is that each exchange student gets appointed a mentor. The mentor is then responsible for welcoming and integrating the foreign student to the law faculty, the city and life in another country.

You can also offer L@W events and legal debates, especially for foreign students at your University. They are usually very interested in getting to know how the legal system works in practice in your country.

Motivation

The mentors will get in touch with another culture, improve or practice their foreign language skills and broaden their personal network. As for the mentees, they will get a personal guide, and someone to ask questions and become more integrated in the new culture.

It is also something that is good to have on your CV, showing that you are internationally minded. The ELSA group should issue a diploma for the mentor.

How to start a Mentor Program

• Ask the University if they have a mentor program.

• If not, ask if they are interested in one (be sure to tell them about the great opportunities you have experienced through your international ELSA network)

• If they have a program – ask who is responsible and see what they are doing, maybe you can enter into cooperation?

C. LEGAL RESEARCH

ELSA provides opportunities for law students and young lawyers to learn about other legal systems in a spirit of critical dialogue and scientific cooperation by providing a platform for legal research.

I. Legal Research Groups, LRG

A Legal Research Group (LRG) is a group of law students and/or young lawyers carrying out a research on a specified topic of law with the aim to make their conclusions publicly accessible. Depending on the topic, the working methods and the language chosen a legal research group can involve students and young lawyers on a local, national or international level.
Introduction

The background of the LRG is to make ELSA-work more academic and to be able to present some results to academics and professionals. The work of the ELSA-members should contribute to this field and bring up some new aspects as well. On the other hand ELSA-members have the possibility to either publish their work in a handbook, present their work on conferences or hand it in to academics.

Background

At the International Council Meeting in Malta in October 1994 the idea was born to form International Working Groups on different fields of law to contribute to legal research. This way ELSA-members can contribute to legal education just as is stated in the philosophy statement. As it happens so often in ELSA, the name changed from International Working Group to International Academic Law Forum (ALF International) and again in 1997 to Legal Research Groups (LRG). The first working LRG was formed in October 1996 to work on aspects of “International Criminal Law”.

The first LRG, the one on “International Criminal Law” was very successful. After they started their work they were invited to the sessions of the United Nations Preparatory Committee on the Establishment of an International Criminal Court in 1996. During this PrepComm it was realised that many countries lacked financial resources to send big delegations and that human resources with knowledge in International Criminal Law were scarce. The idea of an easy-to-read Handbook, which focuses on the difficult aspects of the negotiation, was then born. The Handbook was written by the members of the LRG and was published in 1997. The members of the LRG participated in the PrepComms in 1996 and in 1997. The handbook is still one of the few publications on this field of law and a second edition came out in 1998.

Structure and Work of the LRG

The Legal Research Groups works at local, national or international level, consisting of students who have an interest in one specific field of law. All of the work is done at home and presented to the others mostly by email.

Communication between the LRG and the ELSA Network

Since Law Students in whole Europe work on the specific field of law, it is quite hard to keep the work structured. As it is in the benefit of everyone that the results of the LRG are distributed to the whole network, it is essential to keep the VP AA of ELSA International updated on the situation of the LRG. The VP AA of ELSA International can act as a channel of information between the LRG and the network. To ensure a better flow of information, it is strongly recommended that each LRG appoint a coordinator who would be responsible for communicating the results to the VP AA of ELSA International and the National VP AA in the countries, from which the members of the LRG are.

Results of Legal Research Groups

The result of the LRG can be published in a diverse forum, publications or a handbook presented on conferences or handed in to academics.

Your tasks as a Local or National AA officer

Creating new LRG and finding members for the LRG:
• Promote ELSA’s network as a platform for legal research and support the establishment of legal research groups.
• Provide the ELSA-members and other law students in your country or Local Group with information about active legal research groups.
ELSA is assisting law students and young lawyers to prepare for their professional life in an international environment, to develop legal skills of analysis and interpretation, but also personal skills of argument and public speaking.

I. Moot Court Competition, MCC

Introduction

The aim of a Moot Court is to train the legal knowledge of students. Still, it is primary to prepare and train them for a proper and successful acting in court, rhetoric gestures speaking without notes, self-confidence and intellectual flexibility. A Moot Court shall train the kind of knowledge that is important for the practical aspects of a lawyer’s life to create links between theory and practice.
Background

The idea of Moot Courts comes from the Anglo-Saxon academic tradition. Originally they came from the American Universities where they are a constant and official part of the Legal Education. Nowadays many other countries have adopted this kind of legal education as well. A Moot Court competition aims at actuating the academic knowledge acquired during law studies and enriching it with presentation and public speaking skills. In a Moot Court two teams of students argue a fictitious legal case in front of a bench of judges. To win, one does not necessarily have to win the legal case, but must make the best presentation of legal arguments.

Moot Court Competitions

The term Moot Court comes from English. To moot means to bring something to a discussion. In a figurative sense Moot Court means “hypothetical case or hearing/trial”:

A Moot Court is a simulated hearing or trial, in which the students hear a case and negotiate it like in “real life”. The students play the roles of Prosecuting Attorneys, Lawyers Attorneys and sometimes Judges, all depending on the case. It depends on the area of law if the students have to prepare documents (e.g. a claim) and file them with the court or if there will be simply a hearing/trial.

Structure of the Moot Court Competitions

First and foremost, before the MCC preparations can start and even before a responsible person is appointed (unless he or she is a director for Moot Courts and it is his or her duty to initiate and plan MCCs) an AA officer should contemplate on the structure of the MCC. Finding former MCC organiser or participant to tell more about MCCs could be one way. Also, a law faculty (school) should have at least one teacher who could be willing and able to help.

Division of the tasks and drafting the schedule

Division of the tasks and drafting of the schedule should take place at the same time.

Firstly, set out a timetable of the competition:
1. Date of issuing the case
2. Registration deadline
3. Deadline for clarifications on the case
4. Deadline for submission of memorials
5. Deadline for issuing ranking of teams
6. Date/s for oral pleadings

Rules (regulations)

Drafting the rules (regulations) of the MCC may prove to be quite an endeavour requiring knowledge and skilled OC members, however enthusiastic, may lack. If you are planning to base the competition on the local rules of procedure some senior students or teachers may help you with the drafting of the rules. However, they should be provided with some example of the rules.

The rules have to be clear and precise. Basic provisions (clauses) should include the following:
1. Structure of the competition (rounds)
2. Team composition and eligibility, and exclusion clauses
3. Scoring procedure and criteria
4. Procedures of the rounds (written and oral, including order and timing of speeches)
5. Penalties

Judges

To maintain high quality of judging it is recommended to keep a mix of professionals involved in the MCC. Professors, practicing lawyers, judges, even notaries or state prosecutors on your list of Judges and Advisors would enhance participation and image of the competition. Further, actual judging will prove more objective giving your competition more of a name among students and faculties. Ensure that each bench is mixed!

Maintain a database on the professors, judges, practicing lawyers and law students who have lent a hand before. Those who have dedicated their time and energy once and have drawn some use of their participation will be easier to convince one more time. ELSA members, alumni and simply those who have given a speech once or twice at an ELSA event may be more than willing to jump in on a shorter notice.
Fundraising

Second step after planning out the work of OC and timing of the competition is identification of needs.

A detailed budget is essential for successful fundraising as well as financial management of the project. All necessities have to be taken into account. Some sponsors would be more likely to provide sponsorship in kind, yet others prefer financial contributions. In both cases sponsors usually want to know what exactly their contributions are going to be used for. Thus the budget should include a comprehensible explanation of uses for specific items or sums. Keep in mind that sponsoring law firms can be offered a seat in the bench of judges.

Finding a case

With the case being a backbone of the entire MCC, it is essential that a competent person drafts the case. Depending on the branch of law or topic chosen for the case finding the professor might prove very hard or very easy. Approaching faculty or relevant department would be the straightest way. Also, personal contacts usually work out very well.

Please bear in mind that a well-balanced case is very important. It could allow you to escape unwanted criticism from the teams and their coaches and could simply allow for a high quality MCC.

Participants

As regards team hunting refer to the VP Marketing.

At least one person should be taking care of participants starting with their registration ending up with distribution of pictures of the event. The list of tasks of the OC member responsible for participants should include at least the following.

1. Joining the marketer in his efforts to market the event to potential participants
2. Conducting preparatory meetings with potential participants
3. Registering the teams
4. Helping to find a team coach
5. Ensuring good communication
6. Preparing a schedule for each team

Your task as a Local AA officer

- Collect information about the competition and organise an info meeting for the students.
- Contact the responsible professor within the case law at your University and inform him/her about the competition so that he/she can promote the competition for his/her students.
- Contact law firms who can coach the teams.

- To submit information about topic, rules, timeline, structure, awards and supporters, a short evaluation and promotional material to the National Group.
- To complete the AA Events Evaluation Form for the oral pleadings of Moot Court Competitions and send it to the National Group and ELSA International not later than two weeks after the event

Your task as a National AA officer

- To provide necessary training material and information on how to organise Moot Court Competitions to the Local Groups
- To collect information about Moot Court Competitions organised by the Local Groups and pass it on to ELSA International
• To ensure that the Local Groups are submitting the AA Events Evaluation Form for the oral pleadings of Moot Court Competitions not later than two weeks after the event

• When organising moot court competitions themselves National Groups shall act according to the responsibilities of the Local Groups

Responsibilities of ELSA International

• Collect information about Moot Court Competitions organised by the Local and National Groups and archive it

• Publish information about oral pleadings of Moot Court Competitions on the website of ELSA International

i. ELSA Moot Court Competition on WTO Law, EMC²

Background

ELSA has been involved in Moot Court Competitions for a number of years as part of its commitment to contribute to legal education and to assist the Members in becoming professionally skilled. However it was considered to be more beneficial to develop this experience into an international Moot Court Competition aimed at contributing towards the development of law students worldwide. ELSA chose to develop the ELSA Moot Court Competition on the Law of the World Trade Organization (EMC²). EMC² is one of the largest ELSA projects.

In general, moot courts are simulated hearings or trials, in which the students plead their case in a “real life” manner. For ELSA, a Moot Court Competition (a MCC) is a series of such sessions, on a particular topic, which is directed towards establishing a winning team.

As the EMC² is a Moot Court Competition on WTO law it is different in that it simulates the procedure of the WTO Dispute Settlement, which is more diplomatic rather than legal, in style. Hence, the Competition is organised with the technical support of the WTO and cooperation of numerous regional partners around the globe. Starting with the 7th edition ELSA decided to bring the competition to another level, by outsourcing the Final Oral Round to the Asian Regional Round organisers in Taipei and the 8th edition was organized in cooperation with COLADIC in Santo Domingo. After making a world tour the 9th edition Final Oral Round was brought back to Europe to Geneva, in cooperation with ELSA Switzerland.

The Structure

The ELSA Moot Court Competition (EMC²) is a simulated hearing in the World Trade Organization (WTO) dispute settlement system. Competitor teams represent both the Complainant and Respondent parties to the Case by presenting oral submissions in front of a Panel. EMC² Panels consist of WTO law experts and are referred to as Panellist.

A normal team composition consists of four team members, one academic advisor and one team coach. The academic advisor is normally an academician in the position of professor, assistant professor or similar. The team coach is normally a lawyer or similar which more emphasis on the basis of mooting techniques etc.

The Competition provides students with the opportunity to put theory into practice, thereby complimenting their formal legal education. For more information visit www.elsamootcourt.org.

The ELSA Organising Secretariat, EOS

The EMC², being a project for the entire ELSA Network, requires cooperation and communication between the Dir. MCC (The Director for Moot Court Competitions of ELSA International)/VP AA of ELSA International, ROCs (Regional Organising Committee) and the National and Local ELSA Groups.

ELSA Organising Secretariat of the EMC² (the EOS), as appointed by the International Board of ELSA, is to act as the promoters of the EMC² within the Network and the assistance for each National Officer. The EOS is primarily responsible for maintaining the communication with the National VP AAa on EMC² matters and improve the marketing of EMC² within the
Responsibilities of the ELSA Groups

Marketing
ELSA International will produce and distribute promotion materials that can be used to market the EMC2 at all law faculties. The shipping addresses for each National Group shall be communicated to the VP AA of ELSA International/ Dir. MCC of ELSA International when it’s requested, otherwise the shipping of the aforesaid marketing materials will not be possible. Further, a presentation is available from the Archive in ELSA ONLINE that might be particularly helpful at National Council Meetings to introduce the project to Local ELSA Groups. ELSA International will produce digital posters for the EMC2, which will be made available to the ELSA groups.

Academic Assistance
You should aim to get support at your law faculty by an academic specialised in international trade law. This will not only facilitate finding students to participate, but they might also be helpful with setting up criteria for the selection of teams. You should also search towards the private sector for supporters.

Team Assistance
Team assistance is recommended to support the teams in their preparations for the EMC2. Either your academic assistance is interested in taking this role as well, otherwise you might want to contact sponsoring law firms who might be interested in co-operating on this issue. Sponsoring law firms can get publicity through the www.elsamootcourt.org under the Team Sponsor section.

You might also want to investigate into supporting your team financially, either by covering the Registration Fee that has to be paid upon registration or by supporting the team in finding resources to cover the travel costs and the Participation fee in the Regional Round.

You could contact the university, foundations and leading law firms for this purpose.

The Selection Rounds

The Selection Rounds consists of Oral Rounds and an International Written Round.

- The Oral Rounds:
The Oral Rounds take the form of National Rounds and Regional Rounds. The selection phase commences when the case is issued at the beginning of September and concludes with the RR’s in March. Teams also prepare Written Submissions setting out their pleadings on behalf of both the Complainant and the Respondent as per WTO Dispute Settlement Procedure. The Regional Round is the round aimed at qualifying teams for the Final Oral Round (FOR) of the EMC².

- The International Written Round:
This entry mechanism allows teams that come from those countries, which are not territorially attributed to a particular RR, to submit a Complainant and Respondent Written Submission for marking.

The Regional Rounds, RR

The Regional Rounds take place every year in March. Preferably all events should not take place simultaneously, but will be scheduled in each of the four weeks during March. The exact date for each RR event will be fixed upon consultation between the ELSA International, the Academic Supervisor and the RRO/ROC.

The Selection Rounds will proceed to the Final Oral Round. The FOR team allocation is revised and published on www.elsamootcourt.org every year at the beginning of the competition. The FOR normally consists of 16-20 teams. During the FOR the teams will go through Preliminary Rounds, Semi Finals and Grand Final.
Useful information

The competition is to be held entirely in spoken and written English.

More information about this year as well as previous years can be found at www.elsamootcourt.org or www.elsa.org or by sending an e-mail to vpaa@elsa.org

ELSA National Rounds

Teams registering for the EMC2 originating from countries where the National Groups have informed the VP AA of ELSA International about their organising of the National Rounds, will be advised to contact the NRO (National Round Organisers) and compete in the National Round. The winning team will qualify itself for the ELSA Regional Rounds. If there are more than eight teams registered for the National Round, the runner-up team will also qualify for the ELSA Regional Rounds.

Written Submissions

Notwithstanding that a team enters via an Oral Selection Round, it is mandatory for all competitors to submit a Complainant and Respondent Written Submissions.

When, Where and How?

The NR takes place every year and has to be concluded by February. The exact date for each NR event shall be informed and approved by the VP AA/ Dir. MCC of ELSA International.

When?

NR events may vary in length depending on the amount of teams. They will nonetheless take a minimum of three (3) days, scheduled anytime during the week, depending on local needs and the organiser’s capacity.

The NRO is responsible for securing the premises where the NR event is to take place. In order to reduce expenses, it is preferable if the NRO first approach a local university for its facilities (pleading rooms, panellists room and café facilities) and if unavailable or unsuitable, the local Chamber of Commerce or a hotel, conference centre or similar.

Where?

There are numerous ways of organising a NR, which is both of high academic quality and fun to take part in. ELSA traditions dictate some rules as to Participation fees and social programme, which you can find on the EMC2 website, www.elsamootcourt.com. However, National Round Organisers are allowed substantial freedom to organise the NR event according to their customs and capacity.

How?

To demonstrate the basic list of tasks that must be conducted by the NRO, the following example is based on a minimum three (3) day competition:

Day 1 – Arrival of Competitors
Day 2 – Preliminary Rounds
Day 3 – Elimination Round and Competition Conclusion
Day 4 – Departure
The National Round Organisers (the NRO)

One way to organise the NRO is to have two or three individuals responsible for:

1. Logistics;
2. Competition (Academic procedure);
3. Judges (2 and 3 can be the same person);
4. EI liaison (either 1 or 2 can do this job as well).

However, additional help will surely be required at the NR event itself. Local students or NRO staff may be invited; it is up to the NRO, though ELSA encourages involvement of law students. Some general advice for the NR project managers (Administrator):

**Fundamentals**

- Make a Timeline so everybody knows the different deadlines (start early with fundraising and marketing).
- Follow the budget and do not spend money you do not have.

**Have regularly meetings every week!**

**Communication**

- Make sure that all the different members of the NRO receive all necessary information;
- Have regular NRO meetings where you keep each other updated and co-ordinate your efforts;
- Inform ELSA International if you want the NR added to the eventlist on the website;
- Do not panic if things do not go as planned, stay calm, improvise and make the best out of the situation;
- Make sure that your Marketer follows the logo and other relevant ELSA Rules. Contact the VP Marketing of ELSA International if you have any questions.

**Take responsibility for all areas**

- Remember that externals and participants do not differ between the different groups and in the end you all share the credit and the criticism;
- Make sure everybody knows the names of the sponsors and that they keep an eye out for them if they are attending your event.

**Team spirit**

- Do team building exercises in the beginning of the planning;
- Have gatherings, parties and training sessions for the NRO.

**Follow up after the event**

- Prepare an evaluation report on the event;
- Write “thank you” letters to your sponsors, judges and other helpers;
- Write about the event in Synergy and arrange for a competitor to write about the competition for your media;
- Keep a file/binder with all your materials – these will serve as templates for next year (e.g. letters, programme, list of contacts, budget, final accounts, problems and solutions and so on);
- Write a report for the to VP AA of ELSA International!!!

In short project manager’s tasks are:

1. Planning and improvising;
2. Team building and motivation;
3. Surveillance and control; and
4. Follow up and transition

**Who will attend the National Round event?**

**Participants**

There is no rule for how many teams can take part in a National Round. But according to the Rules of the EMC2, only one team per faculty or law school can register for the EMC2. As the National Round is an official event of the EMC2, there can only be one team per faculty competing in a National Round.

**Judges**

Each National Round involves judges, referred to as Panellists. The panellists are nominated and appointed, mainly upon consultation with the VP AA of ELSA International. The Panellists must be fluent in English and should be highly skilled in WTO Law.
**Conclusion**

The VP AA/Dir. MCC is there to help the NRO! Arranging a NR can be tough, but once the ends bend toward each other it is worth all the hard work. It is our hope that the NR will be fun for all concerned that the experience will bring many happy memories. You can find more specific information in the EMC² National Round Manual, which you can find on ELSA Online.

**Face the Global Challenge!!!**

**II. Legal Debates**

Debating is a skill that teaches not only critical thinking, but also allows law students and young lawyers to engage with current affairs, improve their communication skills and hone their analytical abilities.

Legal Debates are normally set up with a Panel consisting of minimum two up to five people. The Debate is controlled by a person acting as a moderator, and watched by an audience. Legal debates are normally being held on a topic that is up to date and of interest to the public.

**III. Lawyers at work events, L@W**

L@W events aim at allowing law students and young lawyers an insight view into the legal profession. L@W events are an opportunity for law students and young lawyers to receive career information from those working in various professions which are open to law graduates.

**Introduction**

The aim of organising a L@W event is to provide students and young graduates with the opportunity to understand the different career opportunities that are open to law students at the end of their studies. These events give them the opportunity to meet experts in the various professions related to law studies or which are at least open to law graduates even if they are not directly law related careers.

**Background**

While having an European Lawyer Day at the Council Meeting in Brussels in October 1992 the idea was brought forward to have Lawyers-at-Work -Events, so-called L@W events. Intentionally for recruitment interest of Law Firms the idea of the L@W events quickly changed to the idea of giving law students an impression of how the work of the various jobs of a lawyer can look like. This way we can contribute to the often very theoretical education we receive at the university.

**Motivation**

L@W events are a very powerful tool in your hands. You can offer a company or a law firm the opportunity of directly presenting itself to students at a L@W event. Through L@W events you are creating a direct link between students and the professional world and everybody will benefit from it. Students will benefit because they will get their career information directly from the people who work in those professions. Lack of information on the opportunities that exist is often the main obstacle in finding a job. Institutions and companies also benefit from the exercise because by dedicating time to young people they are investing in their own future.

**Your tasks as an Local or National AA officer**

The main task within this area is to organise events, but also to inform other Local and National Groups about your activities and to inform your members about activities in other ELSA Groups. When needed also to fill in the forms that the National Board or International Board needs.

There are different ways of how to arrange a L@W event. You may decide to have these meetings on a regular basis or have just one major event. If you choose to have one of these events once a month you could invite an expert or two from different professions on each occasion covering as many professions as possible.

The other possibility is to bring all these people together at one time giving the students the opportunity
to hear about the profession or professions in which they are most interested within a short period of time. The idea behind these meetings is to allow students to know all the possibilities that studying law opens up to them and that is why these meetings should be more practical and concrete than theoretical. A considerable amount of time should be set aside to allow for direct questions from the students.

When you consider who to invite to speak to the students remember that you are looking for people who can transmit their experiences in a very pleasant and fascinating manner. You will soon realise that someone who enjoys his job very much can prove to be more valuable than a very famous expert.

In organising a L@W event the key words that should guide you must be attractive, interesting and unusual.

If you organise a L@W event think about if it is possible to have it in English, so exchange students in your town/country can participate.

A good starting point would be to contact your local or national Bar Association or Chamber of Advocates. Very often they will be able to suggest appropriate people for your needs. Inviting the President of these associations, if he is a good speaker, could add prestige and credibility to your L@W events. Your university professors could also be a good source of information.

In either case do not be shy to directly contact the expert who you think can help you even if he or she is very famous. Often these sorts of people enjoy direct contact with young people and fresh minds. So just pick up the phone and call or send an e-mail to that famous diplomat or the President of The Bar Association.

i. Job fair/career day

A way to organise L@W event is to organise a “job fair”. You bring different law firms, governmental institutions and NGOs together at one place for a day. Each organisation can have an info stand, to which students can go and talk to representatives of different professions and organisations. This is a good way to give the students a possibility to compare different career possibilities it also might give the students useful contacts and the companies are able to meet future employees.

In connection to the fair you can organise other AAs:
- Different lectures, since many organisations are in place, there probably will be no problems to find interesting lecturer.
- Small MCC or Case competitions, probably some of the participating law firms at the job fair can offer judges, cases and prices, for instance short internship for the winners.
- Social activities for instance a dinner where students and professionals can meet.
- Make a publication/brochure, in which you introduce all the participating organisations/companies, so it is easy for the students to compare the different participants and so they know who will be there at the day of the job fair. You can also have articles with interesting professionals. To get more money you can sell advertisements in it.
- Interviews, ask the law firms if they want to have CVs from the last year students, interested in working at their firm, collect CV’s from interested students and make it possible for the law firms to have some room, where they can have interviews.

Benefits of a job fair:
- Many organisations and students at one place, both the students and organisations will benefit from the meeting.
- A way to get money for your ELSA Group, with this money you can fund other activities such as participating at NCMs, ICMs and go on study visits to other ELSA Groups. The money comes from participating fees from the organisations and from advertisements in the marketing material. Make different offers, that the companies can choose from.

ii. Visit to law firms and institutions

Another possible way to organise a L@W event is to go to the office of a law firm, NGO or a governmental institution.

Benefits of visits to law firm and institutions
• You do not need to organise a venue.

• You do not need to organise catering or social events in connection to the event.

• Normally the students can not visit the law firm and institutions themselves, so here is a clear need for an organisation like ELSA.

iii. Lecture

A single local lecture is probably one of the easiest way to organise an ELSA-event. You just have to find and invite an interesting person to talk about his/her work. Then you need a venue and some marketing.

L@W-lectures can also be part of a S&C-event. If your ELSA group organise a Seminar on a specific topic, you can invite someone working within this field of law to talk about his work with the topic “in real life”.

5. International Focus Programme, IFP

Introduction

The International Focus Programme (IFP) was introduced in 1994 to provide the network with an opportunity to work together on a “hot legal topic”. In the IFP framework Local and National Groups work together with ELSA International and legal institutions to build a concrete knowledge base and to organize events, such as seminars, conferences, legal research groups, debates, moot court competitions, L@W, publications and traineeships, that will have an impact on law students, society and the international community. The IFP shall be implemented in all Key Areas.

The Topic

The theme reflects a ‘hot legal topic’ in Europe and the world, thereby enabling ELSA as the largest independent law students’ organisation in the world by using the unique ELSA network to create awareness amongst today’s law students, young lawyers, society and the international community. 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 and execute them through our projects.

The Council at the ICM decides the topic, its duration and its Final IFP result. The topic shall be:

- versatile, thereby representing ELSA’s cultural diversity
- internationally relevant
- with academic discussion potential
- with an impact on everyday life, thereby generating interest towards the topic
- attractive to sponsors at all levels.

Previous IFP themes include:

- “The Law of Peace in the Year 2000 - current violations and effective enforcement of international law; the reform of international organizations” (1997-1999)
- “25 Years of Legal Development” (2006-2007)

The current IFP topic is Health Law, the duration is 1st August 2010 until 31st July 2013. The final result of the IFP will be a conference and a publication.

Implementation of the IFP is solely a recommendation to the Network, and cannot, in any way, be enforced. However, ELSA International is responsible for making sure the Network is stimulated and informed to implement the IFP in all key areas. The Network therefore is responsible for promotion of the IFP and organising activities as much as possible and feasible.

The IFP would be considered implemented if: A minimum of 50 percent of national groups organises IFP events; when the total amount of organised IFP events in the network are at least 25 percent of all ELSA events organised; and if a Final IFP Result is concluded. There should be a final IFP conference and shall be a final IFP Publication.

How to work with IFP within the AA-area

There are a million things you can do in the ELSA Network either at a Local, National or even International level. And the IFP topic can fit in each and every one of them. The advisory assistance and good contacts are important factors for the success of your events. If you have problems finding such support, contact your...
AA-project, in which it is easy to incorporate IFP:
• MCC with the IFP topic, a local, national or an international one.
• Essay Competitions and Publications, a local, national or an international one. In connection with the current IFP topic there is an annual international essay competition on Health Law, more information can be found at www.elsa-essay-competition.org
• L@W, you can invites professionals working within the field of law, that are the IFP topic at the moment.
• LRG, you can work to find members for a LRG that can work with the IFP topic.

Your tasks as a Local or National AA officer

• Implement the IFP by organising events within AA
• Inform and advice members as well as other interested persons about the IFP events and available opportunities within the IFP
• Contribute to the Final IFP Result (if any)
• Submit the completed IFP Evaluation Form (if any still is used in the network) and other relevant information to your National VP AA and/or ELSA International at the end of each event organised.
• Submit a summary for the IFP publication about the main results of the IFP event organised to your National Board and/or the International Board.
• Promote the IFP: the Final IFP Results, the Events organised throughout the entire network and stimulation of implementation of the IFP.
• Provide necessary training, information and other assistance to Local Groups to organise IFP events.
• Participate in the research for finding the best “hot legal topic” and subtopics for the next IFP.

More information about the IFP and the implementation of the IFP

Take a look at the IFP Handbook and supporting documents at the ELSA Archive. The advisory assistance and good contacts are important factors for the success of your events. If you have problems finding such support, contact your National Board, the International Board or the Director for IFP and someone of them maybe can help you with contacts and inputs.
6. Human Rights

"In a just world where there is respect for human dignity and cultural diversity"

This is ELSA’s Philosophy Statement and it is not hard to see the strive for Human Rights in our work.

Introduction

Human Rights is the main treasure and value of mankind, therefore the implementation of Human Rights as a topic in our activities is an emphasize of the network, giving special importance to Human Rights Law and promoting the respect for Human Rights. The sum of ELSA activities including Human Rights in their quality, variety and quantity makes an invaluable contribution to Human Rights education as a tool to increase the awareness of Human Rights.

ELSA shall be continuously committed to Human Rights awareness, Human Rights education, and the respect of the Rule of Law. ELSA shall strive to be recognised for a strictly legal, academic and impartial approach to Human Rights.

The History

• Rome October 1993: ‘ELSA is to investigate the creation of a new Area of Activity (Key Area Activity), dealing with Human Rights and Social Solidarity.
• Malta October 1994: Approval of a one year pilot-phase in the field of Human Rights running from the Malta CM to the Nottingham CM.
• Nottingham September 1995: ‘Human Rights will be permanently included within the ELSA activities.
• Rome 10-1998 and Warsaw 03-2000: ‘ELSA shall be continuously committed to HR awareness, HR education, and the respect of the Rule of Law.

Implementation

Human Rights shall be implemented in all key area activities. The cooperation with the institutions contributing to Human Rights by attending their events and making common projects are some of the ways to take part in the creation, development and evolvement of Human Rights education and implementation.

Your task as an AA officer

• Implement the Human Rights by organising events within the topic
• Inform and advice members as well as other interested persons about ELSA’s focus on Human Rights
• Promote events organised throughout the entire Network and stimulate implementation of Human Rights
• Provide necessary training, information and other assistance to Local Groups to organise Human Rights events.

Human Rights in Moot Court Competitions

Human Rights issues are often brilliant topics for a moot court. Human Rights Law is a good topic for learning litigation and legal argumentation. Everybody can relate to the topics and they invite an easy and
logical approach. At the same time Human Rights Law inspires thorough legal research. A moot court on a Human Rights case requires challenging and interesting argumentation with references to international and national legislation, case law, international and national legal theory, philosophy of law and cultural practices.

Legal Research Groups on Human Rights

Legal Research Groups provide the structure for investigating thoroughly a legal topic together with other students and producing an outcome of the joint efforts of the research and analysis of the topic. You could cooperate with the AA Officer to contact the professors at your university who are specialised in this field for advice and guidance to the LRG. Maybe you can also ask your contacts established in the field of Human Rights to provide help and materials for the LRG.

Lawyers at work event, L@W

Excursions to legal institutions, firms and organisations working with Human Rights. Through your contacts you can get inspiration and a practical opportunity to organise excursions to Human Rights related institutions. This could be done locally, to Law Firms specialised in Human Rights or local offices of Human Rights institutions or organisations.

Also, a trip to an international head office in another country could be organised, for instance to the UN and the UN High Commissioner for Human Rights in Geneva, The European Court of Human Rights in Strasbourg, the International Criminal Tribunal for Former Yugoslavia in The Hague or some of the many organisations based in Brussels (where you could also visit the ELSA House!). The list really is endless!

Responsibilities for Human Rights

Acknowledging the fact that Human Rights shall be implemented in all key areas, the responsibilities of ELSA International and the responsibilities of the National and Local Groups are equal to the responsibilities of the International Focus Programme.

Motivation

It can be a good idea to gather people particularly interested in Human Rights and motivated to work for ELSA in this area. You can start a ‘Human Rights Team’ or just get some people to help you on specific tasks. This is a very good way of getting people involved in Human Rights and in ELSA in general. First of all, one of the most fruitful ways to learn about Human Rights is to work with the topics in a practical way as in participating in the organising of an ELSA event on the subject. Also, this is a good way of attracting more people to ELSA, since the Human Rights activities might interest new people that would not otherwise be aware of the dazzling world of ELSA.
Introduction

During the ICM in Lisbon, Spring 2008, the network decided upon a five year plan, based on the goal to improve and widen the network. These goals shall be reached by Spring ICM 2013.

A Strategic Plan is:
An important tool to guide the work of an organisation in a united direction. It will help to maintain a focused, long-term vision of the organisation’s purpose, and to aid decisions about the allocation of human and financial resources. In many organisations, this is viewed as a process for determining where an organisation is going over the next year or more—typically 3 to 5 years.

The goals related to the Academics Activities area:

Legal Education
- Each Local Group shall organize at least one international event per year in addition to study visits. Events are international when attended by participants from different national legal background.

- At least one IFP event per country per year should be organised. For more information about IFP, see the section above.

You should keep in mind that this is a goal to be reached by the network in 2013.
8. Communication, the different levels in ELSA and benefits of the Network

One of the things that make ELSA special is the Network. This is one of the major things that makes your ELSA group special when comparing it with other local or national law students’ associations.

So when you work with the AA-area remember there are other Local and National VP AAs in the Network probably working on the same thing and facing the same challenges. Use the net-work to get help, ideas and inputs on your work and to improve one of the key areas in ELSA. Use the AA mailing list to easily get in touch with the rest of the network, see more info further down.

Also remember that the National Board of your country is there to help and support the Local Groups and that the International Board is there to help and work for the whole network. Ask them for help, if you have ideas for changes – make proposals to the NCMs or ICMs, if you have solutions for problems or ideas how to one better can work with the AA-area – tell the network.

A. ELSA INFO-LIST

The ELSA-INFO is a mailing list on which some of the communication of ELSA takes place. All the National Boards, many Local Boards and also a lot of ELSA Members are subscribed to this list in order to keep posted on whatever happens in the ELSA-world.

Most of the international events are announced through the ELSA-INFO e-mailing list and some discussions, that aren’t area-specific are held on the list. You can subscribe to the ELSA INFO by sending an email to ELSA International, explaining that you are an ELSA member or AA Officer and that you would like to be subscribed to the ELSA INFO-list. To unsubscribe, write, again, to ELSA International.

When you want to write to the list, please bear in mind that you should only send emails that are important or should be interesting to a large number of subscribers. If your email only concerns a specific field of ELSA, consider using the mailing list of the respective area, for example the S&C or AA mailing list, see more info below.

B. ELSA AA-LIST

The ELSA-AA is an email-list on which all VP AAs (National and Local) should be subscribed to. This mailing list is only used for AA related information. This way you do not have to send your information to the ELSA-INFO if only the AA officers are interested in that email. You can subscribe to the ELSA-AA by sending an email to VP AA ELSA International, vpaa@elsa.org, explaining that you are National/Local AA Officer and that you would like to be subscribed to the ELSA AA-list. The list is also open for members within the Network with special interest in the field of AA.

When to use the list:

- If you have information for the network about an event, organised in your country, this information can you also send on the INFO-list.
- If you want input from other VP AAs on your ideas and/or projects.
- If you want to discuss proposals before the ICM.
- If you want to discuss the direction and development of different AA-areas.
- If you need information or have information about International AA events.

How to use the list:

When you want to send a message to all the VP AAs, who are at the AA-list, write to ELSA-AA@listserv.elsa.org.
When not to use the list:

- You should only send emails that concerns or should be interesting to a large number of subscribers. If your email only concerns a specific person, eg. an answer to a question from the VP AA of ELSA International, please send your e-mail direct to the interested person. To answer VP AA of ELSA International, it is better to write to vpaa@elsa.org, instead of answering on the list. Although, when you send activity report or something similar, it is very good to use the list, so that the other officers can be inspired and updated.

- Avoid sending large files to the list as this might block some people’s mailboxes.

C. SYNERGY

Synergy is the member magazine of ELSA. It is published twice a year and is distributed to the National and Local Groups. Announcements and reports can be found in the Synergy. If you organised a great event in your Local or National Group, consider writing an article about it! Contact the VP Marketing of ELSA International for more information, vpmarketing@elsa.org

You can get many new ideas from reading about already organised AA-events in the Network.

D. AA AT THE INTERNATIONAL COUNCIL MEETING (ICM)

The International Council Meeting (ICM) is the highest decision making body in ELSA. During the ICM an AA-Workshop takes place in which changes to be made and the future of the programmes are discussed.

At the end of the ICM the results of the Workshop are presented during a final plenary session. The proposals of the workshop and of the countries are decided by the council and after being approved are put in force. The proposals are collected in the Decision Book.

Each Country should send participants to the workshop to present the opinion of the National Board. If a National Group has more than one participant, the NG still has only one vote.

Working Materials for the Workshop are available 30 days before the ICM so you shall prepare yourself for the Workshop. After each ICM the minutes of the Workshop and the plenary are put online, so you can archive them and use them to prepare for the next ICM. Minutes are a referendum of every statement that was made during the week. In each workshop there is a representative from the International Board, a chair, a vice chair and two secretaries.

I. STATE OF THE NETWORK REPORT, SOTN

Before every ICM, every National Group has to fill in the SOTN, there are sections for each area. In the AA-area there are some questions about what kind of activities that have been organised in the country on local, national and international level. It is the responsibility of the National VP AA to make sure that the AA-part of the SOTN is done, but it is impossible for the National VP AA to do this if the Local VP AA does not send in information about their activities.

Since the ELSA network is so big, it is hard to keep track of all the different activities that are held from local level to national and international level in all countries. Therefore we have the SOTN, so that we can see in which direction the network is going and what kind of activities within the area are prioritised or not and why.

E. AA AT THE NATIONAL COUNCIL MEETING (NCM)

How the NCM’s are organised depends on the numbers of LGs and tradition of the National ELSA group. The NCM is normally the highest decision making body within the National Group. On the NCM there can be special AA workshops, where AA-questions will be discussed.

If you have the possibility you should go to the NCMs, there you can get new ideas and inputs how to organise AA-events, you will also meet many other active ELSA-members that can help you with organising your events. In many National Groups it is mandatory for an AA officer to attend the NCM.
F. CO-OPERATION BETWEEN DIFFERENT NATIONAL GROUPS AND LOCAL GROUPS

The key to success lies in the word communication.

Local Officer --> other Local Officer

As a Local AA-officer it is also very important to keep in touch with the other local AA-officers in your country. It is important to keep in touch about the events your organising. You want to make sure that your not planning similar events around the same time. You could also decide to plan an event such as a study-visit or Moot Court together. Two groups know more than one and together you have more possibilities. This kind of co-operation can also come in handy when you are having problems getting enough participants for an event. Besides these benefits there are also the same benefits as there are on the other levels. You can help each other out because you are working on the same things and possibly facing the same problems. The easiest and most fun way to get in touch with the other local officers is of course by attending the NCM. Try to create a communication stream and keep it going. Try to meet up with the other local officers outside of the NCM’s.

National Board --> other National Board & International Board

It is also very important to communicate with the other NG’s in the network as well as the VP AA of ELSA International. Most of them are facing the same problems and can give you feedback on proposals or help you start up a new event. Use your good and bad experiences to help the others. If an event went really good, write it to the AA list and tell the others what you did different this time. We only want to repeat our success and not our mistakes!

National Board --> Local Board

On the national level it is very important to keep track of all the Local Groups and their work. Be there to support, help, push forward and give positive and negative criticism. A possible way of communication is to make an e-mail list or a facebook/google group. It is also a good idea to try to travel around to the different Local Groups so that the Local VP AA’s have a face on you. It is always easier to pick up the phone when you know who you are talking to.
9. Check points when organising an event

There are a lot of things to remember when planning and organising events. Here follows some guidelines that can be helpful to follow. We hope to read about many successful events in Syn-ergy/national members magazine, on the AA-list and to hear about them at future ICM/NCM.

A. GOAL AND MOTIVATION FOR ORGANISING AA-EVENTS

The reasons for organising events can be many, eg.: 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 and to encourage law students and young lawyers to act for the good of society.

By organising different AA-events the different ELSA Groups contribute to legal education, to foster mutual understanding and to promote social responsibility of law students and young lawyers.

By organising events you will also improve your own soft skills such as project management and presentation. You will also learn a lot about the topic you choose for the event, get contacts with professionals within this field, have a lot of fun together with your team when organising and also meet a lot of participants interested in the same area as you.

B. PLANNING

The most important tool for a successful event is the planning. Here you set out your expectations and needs. Basically how to get from A to B, start to ending.

Here follows some questions to consider during the first brainstorming period:

I. What kind of event

• Discuss your idea with the rest of the board

• Within which AA-area, what kind of event eg. Job fair, Lecture, MCC or an Essay Competition?

• Topic? Why this topic and who will be interested in funding it and participate?

• How many participants?

• What kind of participants? Eg. all students, only first-year students or only master-level students?

• What language?

• On which level, local, national or international?

• Will you need Hotel/Hostel accommodation for participants and lecturer, judges etc.?

• Inform other Local and/or National Groups about your plan, they might plan the same kind of event on the same topic. You could then organise it together, help each other or at least try to not organise your event at the same event.

• Will there be some social activities in connection to the event?

II. Who will help with organising?

• How many people are needed for the Organising Committee (OC)?

• Who will be Head of OC?
• How many is needed for helping the OC?

• Who in your board will help you and what are their responsibilities?

• Does anyone in your ELSA Group have any useful contacts?

• Who should be contacted?
• Does the event need a moderator, who is specially invited?

• Could professors, the University, friends, partners/sponsors of the ELSA Group help?

• Remember to check with your NB or IB if you want to contact their co-operation partners. If you want to contact professors at another university, remember to contact the Local ELSA Group there first.

• Could the National VP AA or ELSA International help with inputs or contacts?

• Old ELSA-members, is someone working with the topic you chosen?

III. Timeline (the 7 steps)

To be efficient and save time at the end, it is important to plan the time, when should you do what and when is the latest point of time to be able to change your plan. Decide where and when you have your critical points. Critical points are important goals that have to be reached to complete the event in time and correctly. It can be a sponsorship, application deadline and/or OC.

The Seven

1. Clarify the assignment and target group
2. Define the objectives
3. Search for options (brainstorming)
4. Choose the best option
5. Set up steps of the process
6. Execute your plan, employ control mechanisms
7. Evaluate outcomes and efficiency of the process

Remember to use a coordinator and to always keep track of time!!!

Remember a plan is just a plan and therefore very possible to change, when you see the need for changes.

IV. Budget

With bigger project it is important to discuss with the whole board at the beginning of the planning phase. Who is responsible for what kind of fundraising and for paying costs? What happens if you do not get enough incomes? When do you need to know if you get enough money? At what point can you still cancel the event?

Please see the ELSA Event Budget Template for a draft budget of an ELSA event. The template gives you the main categories of what the budget should consist of and gives you the general frame of a budget.

i. Costs, when will they rise and how large

Depend on event and country, but here some general points to think about:

• Lecturer, judges etc. Travel and living.
• Living and transport for the participates
• Catering
• Venue
• Working material
• Porto and telephone
• Marketing material
• Gifts
• Prices

ii. Fundraising and when will the money come

Depends on event and country, but here some general points to think about:

• Your general sponsors/partners
• Sponsors/partners just for the event
• Law firms
• Institutions working with the topic
• University
• Companies working within the field of the topic of the event
• Funds for the topic, for cooperation between some countries etc.
• Ask the National Board or International Board, they could have ideas where you can try to fundraise, they could also have useful contacts.
• Ask other Local or National VP AAs, they can have ideas or contacts.
• ELSA Development Foundation, EDF.

Do not always have to be money. Can also be free or discount on:

• Food
• Marketing materials
• Lecturer paying their own travel costs
• Prices for essay competitions or MCC
• Venue
Just ask, worse thing that can happen is that they say no.

The following is a brief outline when seeking sponsorship:

1. Identify the potential sponsor
2. Identify the possible donation
3. Identify who a sponsorship request should be directed to. (If there are special forms to complete and the likely time period of response).
4. Ensure that if you are requesting sponsorship by letter, that you include a comprehensive package so the reader can understand your project and specific request.
5. Talk to the contact or visit the contact, but be very polite and aware of the individuals work load.
6. A preferable strategy would be to arrange a meeting between the sponsorship person and your team, so you may present the project.

**ELSA Development Foundation (EDF)**
The ELSA Development Foundation is created towards financially support the core activities of ELSA. The modes of support available through EDF are regulated under the Financial Management part of the Decision Book. While the most conventional applicants for EDF are National Groups, there are certain instances where Local Groups are eligible to apply; such as inexistence or persistent refusal from the National Group to offer their support.

EDF cannot cover all the cost of an event but is able to co-finance a project within the scopes of the foundation laid down in the ELSA Decision Book. The EDF Application Form can be found on ELSA ONLINE or send upon request to the Treasurer of ELSA International. Please notice the Application Form has to be handled in to ELSA International three weeks prior to the event.

**V. Head of OC**

Depends of the size of the event. For smaller events you probably do not need an OC.
If you have an OC, the Head of OC need to remember following:

**Fundamentals**

• Make a Timeline (remember the 7 steps) so everybody knows the different deadlines (start early with fundraising and marketing).

• Follow the budget and do not spend money you do not have.

**Communication**

• Make sure that all the different members of the OC receive all necessary information;
- Have regular OC meetings where you keep each other updated and co-ordinate your efforts;

- Inform ELSA International if you want the event added to the list of events (Events poster, Synergy, the infolist);

- Do not panic if things do not go as planned, stay calm, improvise and make the best out of the situation;

- Make sure that your Marketer follows the logo and other relevant ELSA Rules, if you have questions contact the VP marketing of ELSA International.

**Responsibility**

- Remember to help the weaker parts;

- Remember that externals and participants do not differ between the different members of the OC and in the end you all share the credit and the criticism;

- Make sure everybody knows the names of the sponsors and that they keep an eye out for them if they are attending your event. Make one person responsible, thereby ensuring that all promises will be kept (e.g. exposure of the correct logo in your marketing material, power point projector and extension cord for their presentation and so on)

**Team Spirit**

- Do team building exercises in the beginning of the planning;

- Have gatherings, parties and training sessions for the OC.

**C. PREPARATIONS**

After you have done the first brainstorming it is time to make use of your plan.

I. Contact with lecturer and places to visit

Decide who in the OC will be responsible for which contact and if possible let this person be the one contacting the person with all questions from the OC. The way to contact the lecturer will of course depend on the country and kind of event and if someone already know the lecturer or not, nevertheless follows here some points how one can contact a lecturer:

1. First contact: letter or e-mail. Presentation of project and questions if the person wants to participate as lecturer, judge etc. Keep it short and simple. Say that you will call next week.

2. Make the phone call. Maybe they haven’t had the time to read your letter/e-mail. Offer to send it again and make an appointment for a phone call a few days later.

3. If you get a negative answer, say thanks for their time, you might need the contact in the future so be polite.

4. If you get a positive answer, write a confirmation with date, location, number of expected participants, name of other lecturer, judges etc., contact information for responsible person in the OC, who can answer questions.

5. Call before the event and make sure that everything is clear and ask if there are some more wishes or questions. Decide were to meet the person and if the person needs transport.

6. Confirm your phone call with a short e-mail or letter.

7. Remember to decide who within the OC will be responsible for writing the thank you to the lecturer, judge etc.

II. Venue

The question of venue must be solved on an early stage. If possible before you get the lecturer and if not at least at the same time.

Points to think about when choosing venue:

- Location, how far from public transport, is there a need for arranging transport for participants.
- Cost, is it possible to get it for free.
• Technical things, what do you need and what is already at the venue, what can you bring with you.

• Who will participate, do they have special needs.

• How many rooms do you need?

III. Marketing

It is now time to think about how to make it a big success.

Good organisation is one pole and good promotion is the other. Giving the network enough time to put your event in its agenda is important. People do not usually travel from other ELSA Groups on a spontaneous decision.

Every event is different and has its very own special needs but here are some general points to think about:

International events:

• Do not forget to register your event with the ELSA International website: vpmarketing@elsa.org

• Communicate your events on the international mailing lists.

• Setting up a dedicated website would boost your publicity.

• Check archives for certificates, poster templates and other materials.

National events:

• Do not forget to register your event at your national ELSA website.

• Communicate your events on the national mailing lists, if there is any.

• Flyers, posters, invitations and ads to national magazines and newspapers for students might also work.

• Make sure that all Local Groups in your country go out to lectures at the law faculty and tell the students about the event.

Local Events:

• If you have a local website make sure that correct information about your event is on it.

• Flyers, posters, invitations and ads to local magazines and newspapers might also work.

• Tell professors at your university teaching in the topic your event has, they can then tell their students about your event.

• Go out and talk about the event at lectures at the university.

D. SOME DAYS BEFORE THE EVENT

• Contact the lecturer, judges etc. to see if they have some questions or if something is unclear and to check where you should meet the person.

• Make sure that everyone knows his or her responsibilities and tasks for the next day?

• If someone is ill, who will take their tasks?

• What gifts should be given on the event, to who, and who is responsible to organise them?

• Is there some kind of catering, who is responsible? Is it all clear and organised and ordered?

• Will there be some ELSA information, who is responsible to organise it and bring the information to the venue?

• Do you have to have some information about your sponsors/partners at the event?

• Do you need some information/working material to give to the participants? Who is responsible, is it printed and on place?

• Do you need some information disk?

• Do you need name tags?
E. DAY OF THE EVENT

• Who is responsible for transportation?

• Who is responsible for the venue, that you have keys, and that the equipment works, etc.?

• Is the room prepared?

• Is the catering prepared?

• Are the gifts for the lecturers in place?

• Is there water for the lecturer?

• Is the microphone, power point etc. working?

• Are the places for the OC, lecturers, sponsors reserved?

• Is the name tags prepared?

• Who will meet the lecturers, sponsors and other official guests?

• Who will give the welcome speech and introduced the eg. lecturer, judges and partners?

• Who takes notes for the report, evaluations forms, articles etc?

• Who take photos?

• Who will thank the lecturer and participants?

• Who will give the word if there is question time at the end of the event?

• Who will help with the cleaning after the event?

F. AFTER THE EVENT

The work with the event is normally not finished directly after the event. There is often some important work still to do. The work will be important for the success of future ELSA-event.

• Write “thank you” letters to your sponsors, judges etc. and other helpers. Who is responsible?

• If a larger event, write an article for Synergy or your national magazine? Send a copy of the article to the lecturer and sponsors? Who is responsible?

• Write an activity report and if needed fill in evaluation forms?

• Inform your National VP AA about the event, so the National VP AA can use it in the work with SOTN and also with the work with fundraising on national level.

• What was good with the event? What was not so good? What have you learned? Write it down, so it can be used at the transition and by future VP AA's so that they do not have to make the same mistakes as you have made and also learn what is working. Write an evaluation report on the event.

• Tell other VP AA's about what you learned so they get some inputs and ideas for their projects.

• Keep a file/binder with all your materials – these will serve as templates for the next VP AA's that wants to organise a similar event.
10. Transition

A. TASK OF THE OLD VP AA

To give your successor a good transition is important. It will save her/him a lot of time and she/he doesn’t have to make the same mistakes as you made. She/he can also learn from the successful event you organised and perhaps make some of them to annual.

2) AA-handbook

3) AA-areas and events, discuss following points for each area:

- What has been organised? (if it is a national transition, it is important to transfer information about all activities in LGs and NG)
  - What was successful and why?
  - What was not successful and why?
  - How many participants?
  - What kind of marketing?
  - Useful contact information (National and Local Officers, previous officers, contacts at the University and law firms).
  - Co-operation with other NGs and/or LGs?
  - Co-operation with other organisations and the university?

Important areas to discuss:

a) Legal writing
  i) Essay Competitions
b) Studies Abroad
  i) Studies Abroad Events
c) Legal Research
  i) LRG (is there any in your country or Local Group, has there been any)
d) Bridging Theory and Practice
  i) MCC
    (1) EMC²
    (2) National
  ii) Legal Debates
  iii) L@W

4) Other local or national events?

Start with the transition after the election of new one and begin before the new start in office. If possible is it good when if the old VP AA is available for answering questions also after the end of her/his office. Important to tell is what didn’t work, what would you do others if you could do it once more. Where do you see the needs for improvements and what kind of.

Please remember your own transition, what was good and what wasn’t, try to make your success-sors transition a better one, than the one you became.

Things to remember to talk about and transfer to the successor

1) AA as part of ELSA
   a) Philosophy Statement
   b) Strategic Goals
and hopefully this AA-manual can give you some ideas how to continue your work with AA in your ELSA Group.

• Make sure that your successor gets at better transition than the one you have had.

5) IFP, what has been done in National Groups and/or Local Groups

6) Human Rights

7) OYOP for AA the previous year, which goals are achieved and which are not, and why?

8) Communication between different levels

9) Work in the board

10) Preparations for workshop at ICM and NCM, to participate or organise

B. IF YOU DIDN'T GET ANY OR A GOOD TRANSITION

A transition is important, it will save time and you can learn from the previous VP AA’s. You will get useful contacts and hear which events that were successful which were not.

If you did not get a good transition or any at all, there are some things you can do yourself:

• See if there is some old archive in your ELSA group and if there is some useful information.

• Talk to the old board in your ELSA Group, even if the previous VP AA did not help you, the rest of the old board can perhaps help you with some information, contacts and ideas what worked and what did not work last year within the AA-area.

• Contact your National VP AA or/and VP AA ELSA International, and ask for help, they might have some information about what has been done in your ELSA Group previous year or contact information to someone that has been active in your ELSA Group before.

• Ask other Local or National VP AA’s for help, everyone has been new sometime and probably know what kind of information you need in the beginning.

• Since you read this, you are already on the right track
11. When you are new in office

- Remember to ask others, if you have questions, that is the benefit of the network, there are a lot of other persons working with the same area and probably someone can answer your questions.

- Try to go to NCM/ICM/AA-meetings, you will learn a lot, meet many persons working with the same area as you and probably have a lot of fun and make new friends.

- Read the AA-handbook, but do not get scared by the amount of information, read the part you want to know more about. The AA-area is big and contains many very different projects. You will learn by working with them.

- Make a One Year Operational Plan (OYOP), where you set the goals for your year and state how you will work to achieve them. Discuss your OYOP with the rest of your board and make sure that the whole board is working in the same direction and that they support your ideas.

- Get to know your board, discuss different responsibilities within the board, eg. Who will contact sponsors for events, you or the president? Who will market events, you or the VP Marketing?

- If you are a Local VP AA present yourself to the National VP AA and to the other Local VP AA’s

- If you are National VP AA present yourself to the VP AA ELSA International, your Local VP AA’s and other National VP AA’s.