

# LI International Presidents' Meeting

## WORKING MATERIALS

Thessaloniki, Greece  
26th - 30th August 2015

**elsa**

The European Law Students' Association



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**C/M/S/**  
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## FOREWORD

*“Today is the tomorrow we were worried about yesterday.”*

- *Author unknown*

*Dear Presidents,*

*To many of us the 1<sup>st</sup> of August 2015 was supposedly one of those tomorrows referred to in the quote above. The upcoming year will teach us many things, among others flexibility and ability to react in unexpected situations. It will show us that today should be the day to seize and not the yesterday to build up with worries for the days to come.*

*The programme for our first internal meeting of the term is versatile and somewhat ambitious, covering topics not only from the areas of Board management, External relations and Expansion, but also from Supporting and Key Areas. Therefore, I expect from the participants to live in the moment and stay focused, making the most of our week and leaving Greece richer in experience and knowledge.*

*I am pleased to see many of you already engaging to the new term and the new team, introducing yourselves and interacting with each other. Moreover, I am very excited to welcome many local presidents and officers from other areas to our meeting. Looking at the issues through the eyes of someone else has proved to give the IPM the twist that it needs to stay productive.*

*Let us seize the five days in Thessaloniki!*

*Looking forward to tomorrows,*

*Anna Haipola*

*President*

*ELSA International 2015/2016*

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## TIMETABLE

Time	Wed 26th	Thu 27th	Fri 28th	Sat 29th	Sun 30th
08:00	Arrival of Participants	Breakfast	Breakfast	Breakfast	Breakfast
08:30					
09:00					
09:30		Training on presentation skills	One Year Operational Plan	Legal Background	Miscellaneous
10:00				Alumni and Anniversary	
10:30					
11:00					
11:30					
12:00	Opening			Closing	
12:30					
13:00	Lunch	Sightseeing, lunch and dinner at the beach	Lunch	Lunch	Lunch
13:30					
14:00					
14:30					
15:00	International Update		External Relations Databases	Best Practises in Board Management	Departure of Participants
15:30					
16:00	Partner Opportunities				
16:30					
17:00	Recruitment		International Contacts	Experience sharing on Partners	
17:30					
18:00					
18:30	Dinner		Preparation / Journey Time	Dinner	
19:00					
19:30					
20:00					
20:30	Preparation	Preparation	Preparation		
21:00					
21:30	Social Programme	Social Programme	Gala Ball	Social Programme	
22:00					
22:30					
23:00					
23:30					

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## REMINDERS

### General Reminders

If you really want to enjoy this IPM,

DO NOT FORGET THE FOLLOWING:

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

### To be prepared for the workshops...

- Read these Working Materials from cover to cover, they are not that long!
- Read the Minutes of at least the two previous IPM's and ICM's
- Read and bring a copy of the Statutes and Standing Orders of ELSA International (digital if you prefer)
- Read and bring with you a copy of the 42<sup>th</sup> edition of the Decision Book of ELSA, especially the Board Management, External Relations and Expansion part and the Strategic Planning part (electronic if you prefer)
- Bring your marketing materials so that you can promote your events
- Read the specific preparation part for this IPM below
- Ask your predecessor about previous International Meetings and issues which were raised there

### To be prepared for the stay...

- Make sure you have taken note of all the Organising Committee's instructions
- Make travel arrangements to be in Thessaloniki in time for the opening of the IPM at 12:00 on the 26<sup>th</sup> of August 2015.

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

- Bring your National and Local Drinks!
- Bring all of your **ELSA Spirit!**

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## THE IPM GUIDE FOR FRESHERS AND EXPERIENCED PARTICIPANTS

### What is the International Presidents' Meeting?

According to the Statutes of ELSA, *the International 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 International 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.

At the IPM, topics that will be further discussed during the upcoming ICM are raised, and the President of the various National Groups are given the chance to provide inputs. Its importance is proved by the fact that the IPM has the right to submit proposals to the Council.

### Right to submit proposals

According to the Statutes, the IPM has the right to submit proposals to the International Council Meeting. In order to do so, a qualified majority of two-thirds of the Members present at a International Presidents' Meeting must approve such a proposal.

Any proposal by the International 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 International Presidents' Meeting to the Council shall detail the number of the votes in favour, against or abstentions.

### What is an IPM officer?

There are at least *two* IPM officers: the *Chair* and one *Secretary*. If necessary, a *Vice Chair* to assist the Chair in conducting the meeting and more *Secretaries* can be appointed.

The task of the Chair is to conduct the IPM in good order, to lead it together with the President of ELSA International and to prepare and present the IPM report to the Council.

The Secretaries are in charge of keeping the minutes of the IPM.

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## IPM PREPARATIONS

### Relevant documents

Since this IPM will deal with many complex and time-consuming issues, we all need to be as well prepared as possible, to avoid repetition, but at the same time to not miss important information.

Many of these issues will not only affect our work during this term in office, but also have a great influence on future ELSA generations. Therefore, for the future of ELSA, I deeply encourage you to prepare for this meeting by reading these Working Materials from cover to cover. Start making notes, read the preparation material, prepare questions and start discussions already on the mailing lists to make the meeting in Thessaloniki as effective as possible.

### Finger rules

Since IPM Malta we are using rules which help us to conduct comfortable and fruitful discussion during our meetings. I hope that the new BEE Team will also adopt these rules. These “finger rules”, as you can find below, intend to make the job of the Chair easier, to make sure that the discussions are as effective as possible with a logical flow and order.

The theory behind the finger rules is simple; you indicate what you want to state by using one of the following gestures:

<b>One finger:</b>	New idea/topic
<b>Two fingers:</b>	Reply/comment
<b>Three fingers:</b>	End the discussion – it’s not useful
<b>Pinky:</b>	Technical remark (e.g. “open the window” or “I can’t see”)
<b>Thumbs up/down:</b>	Show immediate feedback to a statement, instead of getting on the speakers list for saying “I (don’t) like xxx’s idea”
<b>Finger with scissor:</b>	Remove/cut from speakers’ list.

The **priorities** of the gestures go in the following order: pinky, three, two, one, in a descending order. With this system the Chair can easier moderate the discussions.



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## WORKSHOP AGENDA

**Wednesday, 26<sup>th</sup> of August 2015**

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12:00 – 13:00

### Opening

**Aim:** To get to know each other and acknowledge the participants' expectations. To discuss the purpose of the IPM, to present and approve the agenda and to elect the IPM Officers. During this session we will also establish some rules for the rest of the week.

### Means:

- Opening of the IPM
- Roundtable of introductions & expectations
- Election of the Chair and the Secretaries
- Workshop rules
- Presentation and approval of the agenda

**Preparations:** Prepare your inputs and expectations for this IPM. Read the agenda carefully and think about WS rules that can be adopted, especially “finger rules”. Think about why we have these meetings and how we can profit the most out of them. What influence do these IPMs have on your work as an ELSA Officer?

13:00 – 15:00

### Lunch

15:00 – 16:00

### International Update

**Aim:** To give you an update on what is going on in the International Board of ELSA: what projects we are working on, what general developments have taken place and how everything is going.

### Means:

- Update from ELSA International
- Questions & Answers

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**Preparations:** Prepare any questions that you might have for the International Board about the work we have been doing since the start of our term and the work we have planned for the upcoming months.

16:00 – 17:30

### Partner Opportunities

**Aim:** ELSA International has a wide range of partners; instead of just presenting them to you, this workshop will be about the opportunities our partners provide for our ELSA members and officers. Also, this workshop is aimed at discussing future partner opportunities for National and Local Groups and for ELSA International.

**Means:**

- Partners + Opportunities from ELSA International
- Roundtable of National and Local Partners
- Break Into Law Programme by DLA Piper, ELSA International's Social Responsibility Partner

**Preparation:** Check <http://elsa.org/partnerships/> to see who the partners of ELSA International are. Prepare to present your partners (very shortly), local partners will be presented in case there are Local Presidents present. Think of potential partner opportunities for National and Local Groups and for ELSA International.

17:30 – 19:00

### Recruitment

**Aim:** To structure the recruitment process and share information on tips and best practices

**Means:**

- Presentation by the Secretary General of ELSA International
- Interactive exercise
- Discussion

**Comments:** The beginning of the academic year is the best period to recruit new ELSA members. It is the time when freshmen explore the possibilities their university is offering and the time when older students decide to actively participate in other activities besides studying. ELSA can be what they look for.

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**Thursday, 27<sup>th</sup> of August 2015**

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10:00 – 13:00

**Training on presentation skills**

**Aim:** To give participants tools to be able to express themselves clearly and keep up the audience's attention

**Means:**

- Training delivered by an International Trainers' Pool Trainer

**Preparation:** Follow the mailing list for possible preparatory questions.

**Comments:** Presidents are most of the time in the position of representing the Association. As the face of the Association it is important for them to be prepared for speeches, opportunities to sell ELSA to externals or attracting a fellow student to become a member of ELSA, also spontaneously. This training will focus on improving both verbal and non-verbal communication skills.

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**Friday, 28<sup>th</sup> of August 2015**

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10:00 – 13:00

**One Year Operational Plan (OYOP)**

**Aim:** To discover the diverse possibilities of an OYOP: as a tool for team building, leadership and implementation of the Strategic Goals 2018

**Means:**

- Game
- Introduction of SMART goals
- Forming, storming, norming and performing
- Discussing the use of OYOP during the year:
  - mid-term evaluation
  - annual report

**Preparation:** If your board has already created an OYOP, please bring it with you.

13:00 – 15:00

**Lunch**

15:00 – 17:00

**External Relations Databases**

**Aim:** To go through alternative solutions when it comes to administrating the external contacts in the Network in order to maximise the benefits from partnerships

**Means:**

- Presentation by ELSA International
- Roundtable on National Groups' administration tools

**Preparation:** Be prepared to present how the external contacts are managed in your National Group.

**Comments:** The three-level structure of ELSA can be challenging when we want to be seen as a unified association. That is why there is a need to control contacts within the local and national level, not to jeopardise each other's partnerships. These situations can also be seen as an opportunity: having one ELSA group already in contact with an external can facilitate the first contact of another group. Our aim is to find a way to balance these interests and to make use of the knowledge we gain when cooperating with an external, for the future reference.

17:00 – 19:00

**International Contacts**

**Aim:** To optimise the use of international contacts

**Means:**

- Going through the current regulations
- Brainstorming on a more beneficial way to make use of the international contacts

**Preparation:** Get familiar with the regulations concerning approaching international contacts and national contacts situated in a country different from your own, starting from the page 16 under the External Relations part of the Decision Book: [http://files.elsa.org/Regulations/DB\\_Cluj\\_Napoca\\_I\\_2015\\_42nd\\_edition.pdf](http://files.elsa.org/Regulations/DB_Cluj_Napoca_I_2015_42nd_edition.pdf). We will apply more or less the same principles found in the previous workshop, this time in an international context.

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**Saturday, 29<sup>th</sup> of August 2015**

10:00 – 11:30

### **Legal Background**

**Aim:** To make the Network aware of legal procedures and regulations related to ELSA's activities. To make Presidents familiar with their responsibilities when it comes to legal issues.

#### **Means:**

- Presentation by the Vice President for STEP of ELSA International
- Presentation of the Working Group's activities
- Discussion and Q&A

**Preparation:** Read the STEP Workshop and Plenary discussions from the minutes of ICM Cluj-Napoca related to these topics. Read the descriptions of the current Working Groups related to these topics.

**Comments:** ELSA's activities are widely connected with certain legal procedures – Data Protection, Intellectual Property rights protection, signing of the contracts. Following the International Council Meeting discussions, it became evident that certain ELSA's regulations are not completely clear and are differently interpreted in different countries.

11:30 – 13:00

### **Alumni and Anniversary**

**Aim:** To discover possibilities that alumni offer, especially in terms of external relations. To brainstorm about Anniversary events and fundraising

#### **Means:**

- Introduction by ELSA International
- Working groups
- Presentations of the working groups

**Preparation:** Read the 30<sup>th</sup> Anniversary publication by ELS here: [http://issuu.com/elslawyer/docs/building\\_a\\_just\\_world](http://issuu.com/elslawyer/docs/building_a_just_world). If possible, do some research on the foundation and history of your ELSA group, using alumni and archives.

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**Comments:** Celebrating our 35<sup>th</sup> Anniversary is a chance to get back to our roots and discover incredible stories from the history of our association. These stories inspire us to aim even higher in our daily work, seeing that ELSA has made and will make a difference in many people's lives. Alumni are an important resource and the Anniversary is a long-awaited opportunity for them to get back together and share their legacy with us.

13:00 – 15:00

**Lunch**

15:00 – 17:00

**Best Practises in Board Management**

**Aim:** To share lessons learned in terms of board management and to learn from the others

**Means:**

- Roundtable in working groups
- Surprise

**Preparation:** Think about challenging situations that you faced in the past when dealing with your board(s), how they were resolved and what you learned from it. Be prepared to share also positive experiences: motivating your board, team building etc.

17:00 – 19:00

**Experience sharing on partners**

**Aim:** To inspire one another and to get inspired

**Means:**

- Speed dating
- Going through practical tools used in the Network, such as media cards, recommendation letters, meeting memos etc.

**Preparation:** Prepare to tell about your ELSA Group's cooperation with the partners, also from the point of view of the projects you are organising with them. Especially partner structure and distinction between in-kind and financial contribution is interesting. Bring with you any tools you might use when working with partners and prepare to present them to others.

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**Sunday, 30<sup>th</sup> of August 2015**

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10:00 – 12.00

**Miscellaneous Topics**

**Aim:** This workshop is dedicated to discuss the topics that you would like to discuss further with the Presidents before we return home.

**Means:**

- Discuss miscellaneous topics

**Preparation:** During the meeting, write down the topics that you would still like to discuss before leaving the IPM.

12:00 – 13:00

**Evaluation & Closing**

**Aim:** Evaluation of the IPM

**Means:**

- Roundtable for IPM evaluation
- Closing

**Preparation:** Keep a feedback list in your notebook during the whole meeting so that you will be able to properly evaluate the meeting.


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*Thank you for reading these Working Materials.  
See you in Thessaloniki on the 26<sup>th</sup> of August!*



**Anna Haipola**  
President  
ELSA International 2015/2016



**Vedran Stanković**  
Vice President for STEP  
ELSA International 2015/2016



**Hector Tsamis**  
Secretary General  
ELSA International 2015/2016

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