

L International Presidents' Meeting

WORKING MATERIALS

Baku, Azerbaijan
4th - 8th February 2015



LIGHT YOUR ELSA SPIRIT

Corporate Partner of ELSA



Law. Tax

Human Rights Partner of ELSA



LL.M. Partners of ELSA



English Language Partner of ELSA



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The European Law Students' Association

FOREWORD

Dear Presidents,

Time has flown by fast. The second International Presidents' Meeting is already here and will this time be hosted in Baku, Azerbaijan!

Our European continent is vast. Referring to the plethora of different languages, cultures and ways of living with one single name can seem simplistic. Still there is something that binds us all together from north to south, from west to east. I would argue that this X factor which defines the European continent and which unifies it also exists outside our region.

When travelling we often times highlight the differences in culture, language and even looks. But what is truly mesmerising is not at all the differences, it is the similarities. That a person on the other side of the globe can have the same worries and joys as you, experience love and heartbreak just like you and will eventually perish from this earth, just like you.

The X factor which binds our continent together, binds all human beings together. And it is when we cross the borders of our own countries that we realise this fact.

I hope the International Presidents' Meeting can contribute to this end and that we conduct our meeting in the spirit of always looking beyond defined borders.

My sincere regards,



*Armin Khoshnewiszadeh
President
ELSA International 2014/2015*

L International Presidents' Meeting of ELSA
Baku, Azerbaijan
February 4th – February 8th, 2015

1(13)

CONTENT

FOREWORD	1
CONTENT	2
TIMETABLE	3
REMINDERS	4
THE IPM GUIDE FOR FRESH AND EXPERIENCED PARTICIPANTS	5
IPM PREPARATIONS	6
DRAFT AGENDA	7
Wednesday, 4th of February 2015	7
Official Opening	7
Introductory Workshop	7
ELSA International Update	8
Introductory Exercise	8
Thursday, 5th of February 2015	8
Statutes and Standing Orders of ELSA International	8
Friday, 6th of February 2015	9
STEPs to Increase Your Partners Pool	9
STEP: Back to the Future	10
Trainings	11
Saturday, 7th of February 2015	11
Experience Sharing and Best Practices	11
Miscellaneous	12
Sunday, 8th of February 2015	12
Miscellaneous Topics	12
Evaluation & Closing	13

TIMETABLE

	Wed 4th	Thu 5th	Fri 6th		Sat 7th	Sun 8th		
08:00	Arrival	Breakfast	Breakfast		Breakfast	Breakfast		
08:30								
09:00								
09:30								
10:00	Official Opening	Statutes and Standing Orders of ELSA International	STEPs to Increase Your Partners Pool		Experience Sharing and Best Practices	Miscellaneous, Evaluation & Closing		
10:30			STEP: Back to the Future					
11:00								
11:30								
12:00								
12:30								
13:00								
13:30	Lunch	Lunch	Lunch		Lunch	Lunch		
14:00								
14:30								
15:00	Introductory Workshop	Sightseeing	Training 1 Group A	Training 2 Group B	Miscellaneous	Departure		
15:30								
16:00	ELSA International Update		Training 1 Group B					
16:30								
17:00								
17:30								
18:00	Introductory Exercise		Preparation Time					
18:30								
19:00								
19:30	Dinner	Dinner	Dinner					
20:00								
20:30								
21:00								
21:30	Party	Party	GALA BALL		Party			
22:00								
22:30								
23:00								
23:30								
00:00								

L International Presidents' Meeting of ELSA

Baku, Azerbaijan

February 4th – February 8th, 2015

3(13)

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
- Read and bring with you a copy of the 41st edition of the Decision Book of ELSA, especially the Board Management, External Relations and Expansion part and the Strategic Planning part
- 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 Baku in time for the opening of the IPM at 10:00 on the 4th of February 2015.

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

- Bring your National or Local Drinks!
- Bring all of your ELSA Spirit!

L International Presidents' Meeting of ELSA

Baku, Azerbaijan

February 4th – February 8th, 2015

4(13)

THE IPM GUIDE FOR FRESH 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 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 discussed, with inputs from the Presidents of different National Groups. 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 Presidents' Meeting must approve such a proposal.

Any proposal by the Presidents' Meeting to be submitted to the Council, must be sent to the Secretary General of ELSA International in accordance with Article 5.2 of the Standing Orders of ELSA.

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

What is an IPM officer?

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

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 the minutes of the IPM.

L International Presidents' Meeting of ELSA

Baku, Azerbaijan

February 4th – February 8th, 2015

5(13)

IPM PREPARATIONS

Relevant documents

As this IPM will deal with many complex and time-consuming issues, we all need to be as 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 Baku as effective as possible.

Finger rules

Since IPM Malta (Winter 2012) we are using rules, which help us to conduct comfortable and fruitful discussion during our meetings. 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:

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



L International Presidents' Meeting of ELSA

Baku, Azerbaijan

February 4th – February 8th, 2015

6(13)

DRAFT AGENDA

WEDNESDAY, 4TH OF FEBRUARY 2015

10:00 – 13:30

Official Opening

Official opening of the International Presidents Meeting hosted by the Organising Committee.

15:00 – 16:30

Introductory Workshop

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
- Round 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 from them. What influence do these IPM's have on your work as an ELSA Officer?

13:30 – 15:00

Lunch

L International Presidents' Meeting of ELSA

Baku, Azerbaijan

February 4th – February 8th, 2015

7(13)

16:30 – 18:00

ELSA International Update

Aim: To give you an update of 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
- Presentation on Delegations by Director for Delegations Martin Debusmann
- Questions & Answers

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

18:00 – 19:30

Introductory Exercise

Aim: To make the participants more comfortable with each other through a practical exercise and to make the participants more aware of their role during the IPM.

Means:

- Practical exercise

Comments: Be ready to speak your mind and participate actively.

THURSDAY, 5TH OF FEBRUARY 2015

10:00 – 13:30

Statutes and Standing Orders of ELSA International

Aim: Some issues have already been identified which requires discussion from the Network. The aim of this session is to review the Statutes and Standing Orders of ELSA International with a focus on, but not limited to, the topics already raised in the Network.

L International Presidents' Meeting of ELSA

Baku, Azerbaijan

February 4th – February 8th, 2015

8(13)

Means:

- Discussion on the simple/absolute majority issue raised at ICM Bodrum. See article 11.4 of the Statutes.
- Discussion on the right to attend the IPM. See article 13 of the Statutes.
- Discussion on other topics related to the Statutes and Standing Orders of ELSA International

Preparation: To be prepared for this workshop you should read up on the mentioned articles of ELSA International's Statutes. Also read through the Statutes and Standing Orders as a whole to see if any changes should be made and to be able to follow the discussion at the IPM.

13:30 – 15:30

Lunch

15:00 – 19:30

Sightseeing

FRIDAY, 6TH OF FEBRUARY 2015

10:00 – 11:35

STEPs to Increase Your Partners Pool

Aim: To present benefits of STEP as a product for potential and existing partners. To go through obstacles which STEP officers encounter in their day-to-day work, and raise Presidents understanding.

Means:

- Presentation by VP STEP of ELSA International
- Q&A
- Simulation game
- Conclusions

L International Presidents' Meeting of ELSA
Baku, Azerbaijan
February 4th – February 8th, 2015

9(13)

Comments: The Job Hunting deadline is the 28th of March 2015. To achieve our Strategic Goals we should ensure the constant increase of the number of STEP traineeships. Therefore, national STEP officers will need additional support from their Boards and Presidents in particular. During this workshop we want to show that STEP can be a win-win situation both for Presidents and STEPers.

Preparation: Please check with your STEP officers what their goals are for the 2nd Cycle Job Hunting and what kind of support they will need from you. Think about how you cooperate with your STEP officer.

11:45 – 13:30

STEP: Back to the Future

Aim: To present recent tendencies in STEP and compare them with achievements back in the past. To discuss the place of STEP in future, its expansion, potential risks and opportunities on the way.

Means:

- Presentation by VP STEP of ELSA International
- Q&A
- Working groups
- Presentation of the results and discussion
- Conclusions

Comments: Crucial changes have been implemented in STEP last years: STEP Calendar, SGs requirement of 15 % increase of number of traineeships and applicants per year, STEP Countdown campaign, STEP Portal, automatic matching system etc. Furthermore we opened new countries and continents for STEP trainees in ELSA. Shall we consider STEP as worldwide programme and strive for its expansion? If yes, what challenges we might face? Can we achieve the results we had 15 years ago – 500 traineeships per year? Are we ready for this? Do we want this?

Preparation: Please check with your STEP officers what their goals are for the 2nd Cycle Job Hunting. Discuss the topic of STEP expansion with your Boards and STEPers in particular.

13:30 – 15:00

Lunch

L International Presidents' Meeting of ELSA

Baku, Azerbaijan

February 4th – February 8th, 2015

10(13)

15:00 – 19:00

Trainings

Aim: To deliver two trainings, one Leadership and Management, the other on how to easily create a professional website.

Means:

- The participants will be divided in two groups and will attend both trainings.
- Training on Leadership development and Management by Fariz Jafarov
- Training on website development for non-coders by Armin Khoshnewiszadeh

Comments: Fariz Jafarov is an MBA graduate from Webster University in London and has significant international and local project management experience and pedagogical experience on Strategic Management. He is currently working as a Deputy Director of the Department for Electronic Services Development and Social Innovations and is Head of Strategic Research Division at the State Agency for Public Services and Social Innovations under the President of the Republic of Azerbaijan. Mr. Jafarov lectures on Strategic Management to MBA students at Khazar University.

SATURDAY, 7TH OF FEBRUARY 2015

10:00 – 13:30

Experience Sharing and Best Practices

Aim: To create an open atmosphere in which everyone can share their experiences. This will be a forum in which you can present what you have been working on and what you have planned for the upcoming months. You can also talk about things that you have experienced and ask questions to other people about their experiences and projects.

Means:

- Mingling session
- Working Groups

Preparations: Think about what you would like to present to the other groups. Prepare questions for the other groups about their experiences/work/projects. Think about the challenges you are facing and be ready to share them. What do you want to learn from the other groups? How can they support you and how can you support them?

L International Presidents' Meeting of ELSA

Baku, Azerbaijan

February 4th – February 8th, 2015

11(13)

13:30 – 15:00

Lunch

15:00 – 19.30

Miscellaneous

Aim: This workshop is dedicated to discuss the various topics which have not been discussed during the rest of the meeting and topics that have been raised on the Mailing List.

Means:

- Discuss topics that have been raised on the Mailing List
 - Human Rights Committee
 - ICMs
 - Agenda and time management during plenaries
 - Structure of workshops
 - How to improve the social part
 - Recommendation letters from firms
 - Money allocation in case of profit
- Discuss other miscellaneous topics

Preparations: Think of topics that you find it interesting to discuss with the other Presidents. During the meeting, write down topics that there is not time to discuss, but that could be raised under miscellaneous.

SUNDAY, 8TH OF FEBRUARY 2015

10:00 – 13.30

Miscellaneous Topics

Aim: This workshop is a continuation of the Miscellaneous from the previous day. The workshop is dedicated to discuss the various topics which have not been discussed during the rest of the meeting and topics that have been raised on the Mailing List.

L International Presidents' Meeting of ELSA

Baku, Azerbaijan

February 4th – February 8th, 2015

12(13)

Means:

- Discuss miscellaneous topics

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

10:00 – 13:30

Evaluation & Closing

Aim: A good closing of our International Presidents' Meeting is the most important thing before we say goodbye.

Means:

- Roundtable of IPM evaluation
- Closing

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

Thank you for reading these Working Materials.

See you in Baku on the 4th of February!



Armin Khoshnewiszadeh
President
ELSA International 2014/2015



Dariia Oliinyk
Vice President STEP
ELSA International 2014/2015