

External Relations Procedure 101

International Board of ELSA 2021/2022

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The European Law Students' Association

The Procedure

According to the International Council Meeting Decision Book, in order to contact third parties to ELSA, all Groups need to comply with the External Relations Procedure.

This Procedure is divided into two parts:

- Procedure to contact;
- Procedure to report.

The logo for ELSA, featuring the lowercase letters 'elsa' in a white, serif font.

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Procedure to contact - CAF

Definitions:

- International corporate contacts shall cover contact with corporate organisations situated in five or more countries;
 - National Branches of these contacts shall be seen as both national and international corporate contacts
- National corporate contact shall cover any contact that is not an international corporate contact;
- International institutions shall cover institutions that act in more than one country and represent the headquarters or the highest respective office of a certain field of activity of an institution;
 - National Branches of these contacts shall be seen as national institutional contacts
- National institutions shall cover institutions that are active only within one country or on behalf of a country.

Procedure to contact - CAF

Concrete reason to refuse:

In order to refuse a Contact Approval For, the requested Group **must** provide one of the following reasons, or else the refusal is invalid:

- The contact creates or is likely to create damage to the image or reputation of ELSA or its National Groups;
- The contact negatively impacts or is likely to negatively impact the financial stability of ELSA or its National Groups;
- There are ongoing negotiations between the third party and the requested Group;
- The third party has a partnership in effect with the requested Group;
- The contact does not comply with ELSA's Philosophy Statement.

Procedure to contact - CAF

The procedure to contact is divided into the following branches:

- Contact a Partner of another Group or ELSA International;
- Contact a third party for donation or sponsorships for a project co-organised by ELSA International (ex. JHJMCC, HPMCC)
- Contact a third party located in a country that has no ELSA National Group (ex. USA);
- Contact International Corporate or Institutional Contacts;
- Contact National Corporate or Institutional Contacts present in Countries that have a National Group.

Procedure to contact - CAF

Who needs to fill the form:

- Every Local, National or International Officer that wants to contact one of the third parties mentioned before.

Note: You will need to fill the CAF even if you just need the approval of other National Groups and not the International Board!

Throughout the form, you will provide information regarding the third party you wish to contact and why.

At the end of the form you will receive a summary of the CAF. You can download it at the end and you will also receive it by email.

From whom do you need to get the approval:

- It depends, but you will be informed of who you need an approval from at the end, as well as on the summary.

Those Groups need to respond within **7 days** of the submission of the CAF. You are allowed to contact if:

- All requested Groups accept, fail to answer within the deadline or fail to give a concrete reason for refusal.

You may not contact if at least one of the requested Groups refuses with concrete reasons, within the deadline.

Procedure to contact - CAF

If a Local fills the CAF, their National President will be informed of that submission as well. Thus, after submitting the CAF, an email shall be sent to:

- The Officer that filled the CAF;
- The Group(s) that need(s) to approve the CAF;
- The respective National President in case the CAF was submitted by a Local.

The email shall contain the general information of the CAF, as well as a document with all the necessary information for approval, namely the deadlines.



Examples

An Officer from ELSA X (Local) wishes to contact KPMG in Munich. The following people will receive an e-mail:

- The Officer from ELSA X, with a summary of the CAF they submitted;
- The President of the National Group of ELSA X to be aware that a CAF was submitted by a Local;
- The President of ELSA Germany, to approve the CAF;
- The President of the IB, to approve the CAF.



Examples

The President of ELSA Y (National Group) wishes to contact the Ministry of Foreign Affairs of Portugal. The following people will receive an e-mail:

- The President of ELSA Y, with a summary of the CAF they submitted;
- The President of ELSA Portugal, to approve the CAF;



Examples

An Officer from ELSA X (Local Group) wishes to contact KPMG located in that country. The following people will receive an e-mail:

- The Officer from ELSA X, with a summary of the CAF they submitted;
- The President of the National Group, as the National President to be aware that a CAF was submitted by a Local;
- The President of the National Group, to approve the CAF;
- The President of the IB, to approve the CAF.



Examples

An Officer from ELSA X (Local Group) wishes to contact the Constitutional Court of the country it is based on. The following people will receive an e-mail:

- The Officer from ELSA X, with a summary of the CAF they submitted;
- The President of the National Group, as the National President to be aware that a CAF was submitted by a Local;
- The President of the National Group, to approve the CAF;



Extra

If you wish, you can also implement the international CAF for your National External Relations Procedure, as it can also be used for Locals to ask permission to their National Board to contact third parties.

Nevertheless, bear in mind that:

- The CAF is built according to the rules defined in the Decision Book. If nationally you have others, those will not be taken into account.
- The CAF works in case Locals wish to ask permission to their National Board, but not the other way around.



Sanctions

If there was an infringement of the procedure in regards to corporate contacts, the sanctions shall:

- Not exceed the amount received from the contact during the past two years by the affected National or Local Group, or ELSA International;
- Not exceed €500 if no amount was received;
- Be paid by the National Group in question, even if the infringement was done by a Local.

If there was an infringement of the procedure in regards to institutional contacts, the sanctions shall:

- Not exceed the amount of €3,000;
- Be paid by the National Group in question, even if the infringement was done by a Local.

Procedure to report - CEF

If you are allowed to contact, then in two months you need to report your progress to the requesting Groups. Both the identity of the requesting Groups and the deadline to report are present in the CAF summary.

The need to further report ceases if:

- An agreement is reached or refused;
- The requesting Group ceases to pursue the contact or the third party stops responding for a month.

In case negotiations are still ongoing you will need to report and fill the CEF again in a month until one of the previous scenarios is fulfilled.

At the end of the form, you will receive a summary of the information you provided, as well as the next deadline to report, if applicable.

External Relations Database - ERD

Besides the Procedure to Report, we also have the External Relations Database that shall be filled by all National Groups of ELSA, as well as ELSA International.

Here, we shall include all our Partners in order for the Network to be aware of with whom all of us are in contact with. This is particularly important for:

- The CAF and the process to contact other Groups' Partners;
- The concrete reasons for refusal, as the existence of a partnership cannot be used if that partner is not included in the ERD.

The International Board of ELSA shall ask National Groups to update the ERD on each State of the Network. Nevertheless, in the meantime you can (and should!) update it by contacting the President of the International Board of ELSA.

Sanctions

If you do not fill the CEF in time, then the requesting Group is allowed to refuse any new CAFs you submit. This sanction will last until:

- You fill the delayed CEF; or
- If 3 months have passed since the original deadline.

These sanctions shall be applied both to Locals and Nationals. Thus, unlike the infringement of the CAF that is applied to Nationals, the infringement of the CEF also includes Local Groups.

Doubts?

Try it out and see how it works!

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