

XLIX International Presidents' Meeting

WORKING MATERIALS

Graz, Austria
27th - 31st August 2014



Corporate Partner of ELSA



Human Rights Partner of ELSA



LL.M. Partners of ELSA



Auditing Partner of ELSA



English Language Partner of ELSA



Career Partner of ELSA



Juris Doctor Partner of ELSA



International Summer School
Partner of ELSA



elsa

The European Law Students' Association

FOREWORD

Dear Presidents,

It is time for the first international meeting of the year, namely the International Presidents' Meeting taking place Graz, Austria. It will be a grand opportunity to start of the new year and make sure that this year will be a productive one.

For many of you this will be the first international meeting you have attended. There is a saying in ELSA that after your first international meeting there is no way back to your normal life. The atmosphere and excitement that occupies any international meeting is enough to mesmerise any officer to keep attending more meetings.

I hope that this first IPM will lay a foundation of friendship that will basis for an amazing year working for our beloved organisation.

My sincere regards,



*Armin Khoshnewiszadeh
President
ELSA International 2014/2015*

XLIX International Presidents' Meeting of ELSA
Graz, Austria
August 27th – August 31th, 2014

1(12)

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, 27th of August 2014	7
Opening	7
International Update	7
Partner Opportunities	8
Expansion in ELSA	8
Thursday, 28th of August 2014	9
10:00 – 13:30 Key Area Knowledge	9
Friday, 29th of August 2014	9
Strategic Planning & Implementation	9
Experience Sharing and Best Practices	10
Saturday, 30th of August 2014	10
What Does It Mean to Lead?	10
Discussions on Issues of Importance	11
Sunday, 31st of August 2014	11
Miscellaneous Topics	11
Evaluation & Closing	12

TIMETABLE

Time	Wed 27th	Thu 28th	Fri 29th	Sat 30th	Sun 31st		
08:00	Arrival of Participants	Breakfast	Breakfast	Breakfast	Breakfast		
08:30							
09:00							
09:30		Key Area Knowledge	Strategic Planning & Implementation	What Does It Mean to Lead?	Miscellaneous, Evaluation & Closing		
10:00							
10:30							
11:00							
11:30							
12:00							
12:30							
13:00	Opening						
13:30	Lunch	Lunch	Lunch	Lunch			
14:00							
14:30							
15:00	ELSA International Update	Journey Time	Experience Sharing and Best Practices	Discussions on Issues of Importance	Departure of Participants		
15:30	Sightseeing						
16:00							
16:30		Partner Opportunities				Brewery Tour & Dinner	Prep Time / Journey Time
17:00							
17:30							
18:00							
18:30							
19:00	Expansion in ELSA						
19:30	Dinner						
20:00							
20:30							
21:00	Journey Time	Bonfire	Gall Ball	Dinner at Buschenschank			
21:30							
22:00							
22:30							
23:00							
23:30							
	Social Programme			Social Programme			

XLIX International Presidents' Meeting of ELSA

Graz, Austria

August 27th – August 31th, 2014

3(12)

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 40th 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 Graz in time for the opening of the IPM at 12:00 on the 27th of August 2014.

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

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

XLIX International Presidents' Meeting of ELSA

Graz, Austria

August 27th – August 31th, 2014

4(12)

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.

XLIX International Presidents' Meeting of ELSA

Graz, Austria

August 27th – August 31th, 2014

5(12)

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 Graz 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:

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.



XLIX International Presidents' Meeting of ELSA

Graz, Austria

August 27th – August 31th, 2014

6(12)

DRAFT AGENDA

Wednesday, 27th of August 2014

12:00 – 13:30

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
- 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

15:00 – 16:30

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
- Questions & Answers

XLIX International Presidents' Meeting of ELSA

Graz, Austria

August 27th – August 31st, 2014

7(12)

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.

16:30 – 18:00

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 Groups and for ELSA International.

Means:

- Partners + Opportunities from ELSA International
- Roundtable of National Partners
- Short working groups on potential partners for National Groups & for ELSA International

Preparation: Check www.elsa.org to see who the partners of ELSA International are. Prepare to present your partners (very shortly). Think of potential partner opportunities for National Groups and for ELSA International.

18:00 – 19:30

Expansion in ELSA

Aim: To gain more knowledge about expansion on the international and national level and to look closer at different ways of expanding. To look at the Expansion Manual and review it critically.

Means:

- Presentation on expansion
- Discussion on expansion and the concept of quantity and quality expansion

Comment: Expansion is one of the responsibilities of the President. As such, it is important to have knowledge of how to both expand your network in terms of active Local Groups, but also how to expand by putting a focus on developing the current state of our organisation.

XLIX International Presidents' Meeting of ELSA

Graz, Austria

August 27th – August 31th, 2014

8(12)

Preparation: Look through the Expansion Manual and think of different ways of expanding in your National Group. Is the expansion manual useful or outdated?

Thursday, 28th of August 2014

10:00 – 13:30

Key Area Knowledge

Aim: ELSA as an association has a huge amount of projects and co-operations that are taken care of by the Key Areas. In this timeslot, we will discuss the most important projects and developments going on within AA, MCC, S&C and STEP. Also, this workshop is aimed to give the Presidents a general overview about the Key Areas which is needed for their work.

Means:

- The knowledge of the Presidents will be tested
- A general overview about the Key Areas will be given
- The newest projects and developments will be presented in the context of:
 - IFP
 - Institutional Relations
 - The ELSA Law Review
 - STEP

Preparation: To be prepared for this workshop you should get yourself a little familiar with the Key Areas, for example by reading the Decision Book or having a coffee and little chitchat with your Key Area officers in the board.

13:30 – 14:30

Lunch

14:30 – 21:30

Sightseeing

Friday, 29th of August 2014

10:00 – 13:30

Strategic Planning & Implementation

XLIX International Presidents' Meeting of ELSA

Graz, Austria

August 27th – August 31th, 2014

9(12)

Aim: To learn the basic theory behind strategic planning and discuss how to implement the Strategic Goals 2018.

Means:

- Presentation of strategic planning and the Strategic Planning Handbook
- Presentation of the Strategic Goals 2018 and the Implementation Manual
- Working groups on the implementation of the SG'18

Prepare: Read the Strategic Goals 2018 which can be found in the Decision Book on the Officers Portal (officers.elsa.org).

13:30 – 15:00

Lunch

15:00 – 19:00

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:

- Surprise

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

Saturday, 30th of August 2014

10:00 – 13:30

What Does It Mean to Lead?

Aim: To get more insight into the art of leadership and motivation.

Means:

- Watch videos on the subject
- Discuss the various topics and the videos

XLIX International Presidents' Meeting of ELSA

Graz, Austria

August 27th – August 31th, 2014

10(12)

Comments: Leadership is a term without a strict definition. Being in a position of power is not the same as being a leader. This session will explore the concept of leadership in all its aspects, hopefully developing us as presidents.

13:30 – 15:00

Lunch

15:00 – 19:30

Discussions on Issues of Importance

Aim: To start discussions about various topics of importance for our organisation.

Means:

- Discussion of ELSA's commitment to Human Rights
- Discussion on ELSA's logo and corporate identity
- Discussion on restructuring of areas

Comments: This session is meant for discussions of some of the bigger issues in ELSA, that are rarely discussed.

Preparations: Already start thinking of the issues that are listed. If you have any other issues which would be fit to discuss here please bring them to the table either on the mailing list, or at the meeting itself.

Sunday, 31st of August 2014

10:00 – 13.30

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

XLIX International Presidents' Meeting of ELSA

Graz, Austria

August 27th – August 31th, 2014

11(12)

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 Graz on the 27th of August!



Armin Khoshnewiszadeh
President
ELSA International 2014/2015



Marko Dolenec
Vice President Seminars & Conferences
ELSA International 2014/2015

XLIX International Presidents' Meeting of ELSA

Graz, Austria

August 27th – August 31st, 2014

12(12)