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1. How to use the checklist

This checklist serves as a tool to use during local or national transitions. It contains points for the transition of both general and specific ELSA knowledge. Each table contains items which it is suggested that you discuss with your successor. You will then assess whether the discussion has been sufficient by ticking “Passed without issues” or “Done”. If more discussion is needed, you will find further explanation of each item in section 3 as well as links to websites and/or handbooks with more detail. Please note, that this checklist is generic and cannot encompass the specificities of each National and Local Group of ELSA. Therefore, you may need to alter the checklist to reflect the details of your group. You may find an editable Word version of the checklist [here](#) so you can adapt it to your needs.

2. The Checklist

2.1 General information about ELSA

Item	Passed without issues	Further discussion and reading needed
Founding & explanation of the history in the C area		
Philosophy Statement		
Useful abbreviations		
Levels in the Association: Local, National, International		
Structure of the Board		
National Internal Meetings		
International Internal Meetings		

2.2 Regulations of ELSA

Item	Passed without issues	Further discussion and reading needed
International: Statutes		

International: Standing Orders		
International: Decision Book		
International: Relationship between SSO and DB		
National regulations 1		
National regulations 2		
National regulations 3		

2.3 Local/National Group Specificities

Item	Passed without issues	Further discussion and reading needed
Structure of the Board		
National network		

2.4 Communication

Item	Passed without issues	Further discussion and reading needed
C Mailing List		
How to contact the International Board		
Cooperation with other National/Local Groups		
WhatsApp Communities		
National C mailing lists (if they exist)		
Communication with Local Groups		
Useful tools		

Slack (if applicable)		
G-Suite		

2.5 Specificities of Competitions

Item	Passed without issues	Further discussion and reading needed
JHJMCC		
HPMCC		
ENC		
CIC		
WIC		
ELD		
National project 1		
National project 2		
National project 3		

2.6 Project Management

Item	Passed without issues	Further discussion and reading needed
Regular events		
Evaluation of the events organised		
Typical challenges & problems		
Plan/schedule of the upcoming events		

2.7 Contacts

Item	Passed without issues	Further discussion and
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		reading needed
General Partners		
Project Partners		
Other contacts <i>Judges, Academic Boards, speakers, etc.</i>		

3. Further explanations

3.1 General information about ELSA

3.1.1 History: Founding and explanation of the history in the C Area

ELSA was founded on 4 May 1981. Since the beginning of ELSA's history, Academic Activities has been one of our fundamental areas. Academic Activities has faced incredible expansion and now consists of a vast number of programmes and projects. All of them have the common aim of spreading information on legal topics and improving legal education within our network.

3.1.2 Philosophy Statement

The Philosophy Statement sets out the guiding principles for all ELSA's activities and it is therefore essential that all ESA Officers are familiar with it. It may be found in Article 3 of the Statutes of ELSA and reads as follows:

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 the 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 cooperation;
- 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.

4.1.3 Useful abbreviations

There are many abbreviations being thrown around every day in ELSA, and as a new officer, this may seem intimidating. Therefore, we have created a list of some of the most useful abbreviations below:

- CIC: Client Interviewing Competition
- DB: Decision Book (often referring to the International Council Meeting Decision Book)
- EI: ELSA International
- ELD: ELSA Legal Debates
- ENC: ELSA Negotiation Competition
- HOC: Head of Organising Committee
- HPMCC: Helga Pedersen Moot Court Competition
- ICM: International Council Meeting
- ISM: International Strategy Meeting
- ITM: International Training Meeting
- MCC: Moot Court Competition
- MKT: Marketing
- NCM: National Council Meeting
- OC: Organising Committee
- OYOP: One Year Operation Plan
- SSO: Statutes and Standing Orders
- VP C: Vice President in charge of Competitions
- WM: Working Materials
- WS: Workshop

3.1.4 Levels in the Association: Local, National, International

ELSA functions on three different levels: Local, Nation and International.

- ELSA is represented at more than 300 law faculties across Europe. This local representation is done by the Local Groups of ELSA.
- ELSA has 43 National Groups under which the Local Groups are founded. National Groups are the members of ELSA and may vote (if fulfilling the criteria) at International Council Meetings.
- Internationally ELSA is represented by the International Board which works from the ELSA House in Brussels, Belgium.

3.1.5 Structure of the Board

The number of board positions and divisions of tasks vary from group to group. It is important to understand who is responsible for what in your group and know who you will be working with. On the international level, the board consists of eight positions, namely:

- the President;
- the Secretary General;
- the Treasurer;
- the Vice President in charge of Marketing;

- the Vice President in charge of Academic Activities;
- the Vice President in charge of Competitions;
- the Vice President in charge of Professional Development;
- the Vice President in charge of Seminars and Conferences.

3.1.6 National Internal Meetings

National meetings are essential for knowledge management, decision making and team bonding. Therefore, new officers must know which meetings are held in the respective National Group, when and where the meetings will take place and who will be attending the meetings.

The most common national meetings are National Council Meetings and National Officers Meetings.

3.1.6.1 National Council Meeting (NCM)

A National Council Meeting (NCM) is the most important national meeting. NCM includes participants (both speakers/judges and participants) from two or more different cities/LGs in the same country. The NCM is normally the highest decision-making body within the National Group. At the NCM there can be special C workshops, where C-related topics and questions will be discussed.

3.1.6.2 National Officers Meeting (NOM) or National Training Meeting (NTM)

A National Officers Meeting (NOM) or National Training Meeting (NTM) is a great opportunity for ELSA Officers to share their knowledge and experience with each other. The NOM/NTM provides the development of the Association by discussing important issues of the ELSA future.

3.1.7 International Internal Meetings

3.1.7.1 International Council Meeting (ICM)

An ICM is a decision-making meeting of ELSA in which the International Council (i.e. the National Groups) gathers. The ICM consists of plenaries and workshops. During the plenary, the International Council shapes the association by amending the regulations, electing International Board Officers etc. During the ICM C Workshops, the relevant officers will discuss the status and future of the area. Each National Group should send participants to the workshop to present the opinion of the National Group. The first ICM of the term takes place in autumn when most of the international projects are to be launched. Therefore, this is an opportunity for you to take part in the international C network. The second ICM of the term is mostly focused on the discussion of the progress

of the ongoing projects as well as the evaluation of the finished ones. This can serve for you as an opportunity to get inspiration for your Competitions work in the next term.

3.1.7.2 International Strategy Meeting (ISM)

The International Strategy Meeting was introduced in 2020 and functions as a meeting for laying and developing the Strategic Plan and Goals of ELSA. The first International Strategy Meeting took place in Spring 2021. The purpose of the meeting is to discuss and evaluate the implementation of the Strategic Plan of ELSA as well as develop new strategies. The specific content of each International Strategy Meeting will be decided by the International Board of ELSA. As the content will vary, the meeting is not for specific positions in ELSA, rather National Groups may send three delegates to the International Strategy Meeting and choose themselves who they wish to send. Usually, the International Board of ELSA recommends three areas to attend the ISM, however, any area is welcome to join the meeting as the discussions concern the future of the whole Association.

3.1.7.3 International Training Meeting (ITM)

The International Training Meeting (ITM) was introduced in 2020 and functions as a meeting for training and educating ELSA Officers. The first International Training Meeting took place in Autumn 2021. The purpose of the meeting is to train new ELSA Officers by providing training and workshops on ELSA knowledge and soft skills such as project management or strategic planning. The specific content of each International Training Meeting will be decided by the International Board of ELSA.

3.2 Regulations

ELSA is regulated on international, national and local levels, and it is relevant for officers of all levels to be familiar with ELSA's regulations. If you are a local officer, you should look into your local regulation and the relevant parts of your national regulation. The regulation on the international level does not apply to Local Groups. National officers should familiarise themselves thoroughly with their national regulations as well as the relevant parts of international regulations. While the local regulations will not apply to them, it is still advisable to have a broad overview of these. Below, the reader may find an outline of the international regulations.

3.2.1 Statutes and Standing Orders

The Statutes of ELSA are the founding document of the association and set out the overall regulation of ELSA. They regulate the scope of the association, members and observers (i.e. National Groups), Organs, the International Council, the International Board, finances, amendments, hierarchy, dispute resolution and dissolution. The Standing Orders regulate in more

detail the items of the Statutes. Should there be a conflict between the Statutes and the Standing Orders, the Statutes will prevail. The 2020 version of the Statutes and Standing Orders may be found [here](#).

4.2.2 The International Council Meeting Decision Book

The International Council Meeting Decision Book commonly known as the Decision Book or the DB outlines all decisions taken by the International Council (i.e. National Groups) at International Council Meetings. This regulation is the most relevant for Competition officers, as it regulates projects falling under Academic Activities. The most relevant parts are (the numbers below are taken from the 52nd version of the International Council Meeting Decision Book):

- In Part 1: General:
 - Chapter 2: Strategic Plan 2023-2028. This chapter outlines the Strategic Plan of ELSA which should be implemented by all ELSA officers on all levels.
- In Part 2: Board Management, External Relations and Expansion (BEE):
 - Chapter 3: External Relations. This chapter regulates the procedure of approaching external relations and should be known by all officers of ELSA.
- In Part 7. Competitions (C):
 - Chapter 1: Definitions. This chapter defines the area of Competitions.
 - Chapter 2: Responsibilities. This chapter sets out the responsibilities of ELSA International and National Groups as regards Competitions.
 - Chapter 3: Academic Competitions. This chapter defines Academic Competitions and regulates the ELSA Negotiation Competition, the Client Interviewing Competition, the Witness Interviewing Competition as well as ELSA Legal Debates.
 - Chapter 4: Moot Court Competitions. This chapter regulates moot courts including the John H. Jackson Moot Court Competition and the Helga Pedersen Moot Court Competition.

The 67th version of the International Council Meeting Decision Book may be found [here](#).

3.3 LG/NG Specificities

Every Local/National Group has its own way of functioning; thus, it is important to make sure that newly elected officers are familiar with their group's specificities.

3.3.1 Structure

The board structure and division of the tasks within the board is very important for the newly elected officers, so make sure that the new VP C is familiar with it, as well as with the structure of

your National/Local Team. Furthermore, the relationship with the university is crucial for the Local Groups. Additionally, introduce your successor to your partners and make sure that this person is aware of all important contacts in the city/country.

3.3.2 National Network

Although C is a Key Area, it is important to know your Local/National Group history. ELSA was founded on 4 May 1981 in Vienna and has since then grown to a network of more than 65,000 students across 43 countries. Certainly, your National and Local Groups have interesting histories, hence talk about it with your successor. Mark all the important dates in your calendar and think about how your most important projects have developed over the years! Besides the project dates in your calendar, it is equally important to set dates for your Board Meetings. National Boards should have weekly Board Meetings, while Local Groups should have them every two weeks or more often if needed. Finally, every National Group may organise National Internal Meetings and you can find more details in the National Meetings part of the Checklist.

3.4 Communication

Since officers change every year, it is important to change passwords for all your ELSA accounts at least once a year. Ask the Secretary General of your National/Local Group to reset your email password, set a new one and protect the security of your account this way. In addition, set your email signature. For inspiration, you can copy the signature of the VP C of the International Board and just change your name and National/Local Group and make sure that your email font is set to Garamond, size large, since this is the official font for drafting emails in ELSA.

3.4.1 International Network

3.4.1.1 C Mailing List

The ELSA C Mailing list should be shared with the Network at the beginning of each term. The ELSA C mailing list is a mailing list on which all National and Local C Officers should be subscribed. If your email is not on the mailing list, do not hesitate to contact VP C of the International Board (competitions@elsa.org) and you will be added to the mailing list as soon as possible.

3.4.1.2 How to Contact the International Board

Communication with your respective officer in the International Board is of the utmost importance throughout the year. You can contact your respective International Board member via email, which is the most advised way of contacting the International Board. Area Facebook groups are usually created at the beginning of the term; however, it depends on the current VP C and how they envisioned informal communication with the

international AA/MCC network. However, it is important to remember that the International Board is a job like any other, so keep in mind the working hours of your respective International Board member when contacting them.

3.4.1.3 Cooperation with Other National Groups

When it comes to the communication with other National C Officers, we highly encourage you to use official WhatsApp group chat. This way, the entire International network can be up to date with all that is going on in C area. Additionally, do not hesitate to share your projects on the ELSA AA mailing list.

3.4.2 National Network

Communication with your National network is equally important as communication with the International Board. We suggest that you use the same channels of communication with your National network as used within the ELSA network.

3.4.2.1 National C Mailing List (if applicable)

Mailing lists are handy tools when you need to send an email to the entire network. At the beginning of the term, consult the Secretary General of your National/Local Group to get informed about your National Group's specific mailing lists.

3.4.2.2 Communication with Local Groups

Using a C WhatsApp group with your Local officers is highly recommended, thus we suggest that you use the same channels of communication with your Local groups as used within the ELSA International network. Do not forget to frequently update your Local officers about the development of your national projects and to send them reminders about important deadlines (e.g. deadlines for National Internal Meetings, deadlines for project application, etc.)

3.4.2.3 Useful Tools

ELSA is an international association and most of our communication is done via online platforms. ELSA International utilises Slack for all internal communication, hence using Slack within your National Board and Facebook groups for the communication with your Local groups is highly recommended. Once you have installed Slack on your computer, you can create channels for each area or project and you may write direct messages to one or more people from your team. We recommend connecting the Slack workspace to your Google drive as that makes it easier to import documents etc. Additionally, you will most probably receive your email account and password from your predecessor. Please log into

this email via the G-suite and change the password upon your first login. This account also gives you access to the drive, which is recommended to use within your National Board, so the entire Board is informed about the state of your projects.

3.5 Project Management

One of the most important parts of being part of ELSA and participating in C is the opportunity to build up project management skills. Organising a project for the first time is not easy and this checklist will make understanding of ELSA project management easier for your successor.

3.5.1 Regular Events

Create a list and explain to your successor all regularly organised events in your Local/National Group. Introduce your successor to the project partners and discuss the potential yearly calendar.

3.5.2 Evaluation of the Events Organised

After every project you organise, inform your Board about the outcome, and hold an evaluation meeting with the OC and the partners. Every project can be improved, thus do not hesitate to share what went wrong and what should be kept the way it is with your successor. Uploading a couple of pictures on your National/Local Group's social media channels is always a nice way to conclude a project.

3.5.3 Typical Challenges and Problems

If you want your project to pass as smoothly as possible, it is important to think about how you can avoid a project management crisis. Typical problems with numerous C projects is a lack of materials (rules, score sheets, guidelines, etc.), which means that C officers often need to create all the materials necessary for their projects. As a C officer, you will be working on a couple of projects at the same time, thus task division and the creation of a realistic project calendar is necessary. Finally, promoting events and finding participants for your projects can be challenging. Prepare side events, project presentations or even an afterwork event as an info session about your project. When you finally have your project planned, one of the most common problems when organising a physical event is partners and participants dropping out last minute. Prepare a plan B agenda before every event in order to avoid last-minute problems.

3.5.4 Plan/Schedule of the Upcoming Events

Start planning your year within the first few days of the term. Create the timeline of all the projects you want to organise and discuss the marketing strategy with the VP MKT. As mentioned, creating materials such as scoring criteria and score sheets for the Academic Competitions or Moot Court

Competitions can be challenging, hence it is better to create materials as early as possible, as well as marketing materials.

Once you thought of the structure of your event, organise regular event team meetings and find partners of the event and the venue, if the event will be held physically. Finally, always prepare a plan B and C in order to avoid unplanned problems on the day of the event.

3.6 Specifics about C Projects

3.6.1 International

3.6.1.1 Helga Pedersen Moot Court Competition (HPMCC)

The Helga Pedersen Moot Court Competition, formerly known as the European Human Rights Moot Court Competition (EHRMCC), is a simulated hearing of the European Court of Human Rights. The competition is Europe-wide and open to all those currently studying in ELSA countries or countries that are members of the Council of Europe. EHRMCC is organised in cooperation with the Council of Europe in the European Court of Human Rights (hereinafter, “ECHR”). The competition consists of three phases - Written Submissions, Regional Rounds and the Final Oral Round, which is held in Strasbourg every year. Every member of the Winning Team is invited for a traineeship at the European Court of Human Rights in Strasbourg, and the best Orator of the Grand Final is invited for a traineeship at the Council of Europe’s Liaison Office in Brussels.

3.6.1.2 John. H. Jackson Moot Court Competition (JHJMCC)

The John H. Jackson Moot Court Competition, formerly known as the ELSA Moot Court Competition on WTO Law (EMC2), is a simulated hearing of the World Trade Organisation (hereinafter, “WTO”) dispute settlement system. The Competition is global, and the participants usually come from more than 40 different countries across the world. The Competition is held entirely in English. The JHJMCC consists of three phases - Written Submissions, Regional Rounds and the Final Oral Round, which is held in Geneva every year.

3.1.6.3 ELSA Negotiation Competition (ENC)

The ELSA Negotiation Competition (ENC) is an interactive competition which simulates a negotiation process between two teams consisting of two students. The participants act as the legal representatives of two hypothetical parties who – despite opposing interests – try to find a common ground for a contract or a dispute. The ENC is organised by Local Groups (Local Rounds), as qualification rounds for the National Round of the ENC. The following quality standards should be met:

- Educational sessions on negotiation must be provided;
- Every simulation must be judged by at least 3 judges, one of which must be an active practitioner.

3.6.2 National and Local Projects

Every National Group organises different events, thus we encourage you to use the editable version of the Checklist for this part. Remember to explain to your successor which projects are organised in your Local/National Group. Create a list of project partners, a timeline for each project and materials needed for the execution of the project.

3.7 Contacts

3.7.1 General Partners

Although C Officers are responsible mainly for projects, they do a lot of external communication with partners. Creating a document with your President with all general partners of your Local/National Group at the beginning of the term is highly recommended, since all general partners may be interested in some specific projects organised by your ELSA Group.

3.7.2 Project Partners

In addition to the General Partners of your ELSA Groups, some projects might have specific project partners. Introduce your successor to the project partners during transition, since this person will closely work with them during their term. Keep a database of partners and we recommend to have evaluation meetings with them at the end of the term, since partners' suggestions are beneficial for the evolution of your projects.

3.7.3 Other contacts

Other contacts mainly refer to the University (especially in the case of Local Groups) and/or your Academic Partners (e.g. judges for the competition, Academic Boards, etc.). Update regularly your contact database and make sure you introduce your successor to all the contact necessary for them to execute their term the best possible way.

4. List of useful materials

- Moot Court Competitions [Handbook](#) and [Package](#): Providing guidance on organising moot courts.
- Academic Competitions [Handbook](#) and the Packages for the [ENC](#), [CIC](#), [WIC](#) and [ELD](#): Providing guidance on organising academic competitions.