



The European Law Students' Association

LXXXVI INTERNATIONAL COUNCIL MEETING ANTALYA WORKING MATERIALS



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FOREWORD

GENERAL INFORMATION**FOREWORD**


Dear Network,

We are delighted to present you with the Working Materials for the 86th International Council Meeting that will take place in the beautiful city of Antalya!

We have had our first International Internal Meeting, but we are now (finally) approaching our first in-person meeting. Make sure to bring your ideas, questions, and last but not least, do not forget your best ELSA Spirit!

We would like to take this opportunity to thank the Organising Committee and ELSA Türkiye for hosting this International Council Meeting and making it possible for us all to meet in person. We believe that the welcoming atmosphere of Antalya, paired with its stunning coastline, will create an exceptional experience for everyone at the ICM. We cannot wait to share this experience with you and to continue our work to #ActToImpact together!

ELSAfully yours,



Nathalie, Mie, Nikola, Niko, Aliena, Paula

International Board of ELSA 2024/2025

#ActToImpact

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THE INTERNATIONAL COUNCIL MEETING GUIDE

THE INTERNATIONAL COUNCIL MEETING GUIDE

What is an International Council Meeting?

The International Council Meeting is a statutory meeting and one of the International Internal Meetings of ELSA.

It brings together officers of all Areas from the whole ELSA Network. It consists of both plenary and workshop sessions. The main aims of this meeting are:

- a. to provide an opportunity for Officers to meet, to get informed about the latest updates in their respective areas and to exchange ideas, and
- b. to summon the International Council, which discusses issues concerning the administration and the further development of the Association.

The International Council represents the Members of ELSA and is the supreme decision-making body of the Association, whose decisions are binding upon the International Board, the Members and the Observers of ELSA. A Council decision can only be overturned by a subsequent International Council decision.

The International Council Meeting is held on a biannual basis, once in spring and once in autumn.

What is a Workshop?

Workshops provide an introduction to or a review of topics of interest. They offer space for interaction, discussion, and exchange of information, while the participants explore different subjects and develop their soft skills.

In each International Council Meeting, there are seven Workshops; one for each area of activity. Each workshop is conducted by the respective International Board member(s) and chaired by an experienced delegate.

The following workshops will be held during the International Council Meeting:

Board Management, External Relations and Expansion (BEE): conducted by the President of the International Board and attended by National Presidents of the ELSA Network.

Internal Management (IM): conducted by the Secretary General of the International Board and attended by National Secretaries General of the ELSA Network.

Financial Management (FM): conducted by the Treasurer of the International Board and attended by National Treasurers of the ELSA Network.

Marketing (MKT): conducted by the Vice President in charge of Marketing of the International Board and attended by National Vice Presidents in charge of Marketing of the ELSA Network.

THE INTERNATIONAL COUNCIL MEETING GUIDE

Academic Activities (AA): conducted by the Vice President in charge of Academic Activities of the International Board and attended by National Vice Presidents in charge of Academic Activities of the ELSA Network.

Competitions (C): conducted by the Vice President in charge of Competitions of the International Board and attended by National Vice Presidents in charge of Competitions of the ELSA Network.

Professional Development (PD): conducted by the Vice President in charge of Professional Development of the International Board and attended by National Vice Presidents in charge of Professional Development of the ELSA Network.

Seminars and Conferences (S&C): conducted by the Vice President in charge of Seminars and Conferences of the International Board and attended by National Vice Presidents for Seminars and Conferences of the ELSA Network.

What is a Joint Workshop?

A Joint Workshop sets on the table a topic that is worth being discussed by the officers of more than one area.

Who is a Workshop Officer?

There are at least four Workshop Officers in the ICM: the *Chair*, the *Vice Chair* and two *Secretaries*. If necessary, more Secretaries can be appointed.

The task of the Chair is to conduct the Workshop in good order, to lead it together with the respective member of the International Board of ELSA.

The role of the Vice Chair is to assist the Chair and stand in for them in the event of their absence.

The Secretaries are in charge of keeping the minutes of the Workshop and of the preparation of all the documents that have to be submitted to the Council.

During the Opening Workshop of each respective area, which will be held on Wednesday, the Officers of the Workshop will be elected, and they will attend a workshop provided by ELSA International right after the end of the opening session in order to receive the detailed guidelines of their tasks. If you are interested in becoming a Workshop Officer, please contact the respective member of the International Board as soon as possible in order to volunteer.

What is an International Council Meeting Officer?

There are nine to fifteen International Council Meeting Officers supporting the International Council proceedings during each ICM: the *Chair*, the *Vice Chair*, two to four *Secretaries*, two to six *Tellers*, and three members of the *Nominations Committee*. The International Council Meeting Officers ensure that some of the most important tasks regarding the plenary sessions of an International Council Meeting are carried out properly.

THE INTERNATIONAL COUNCIL MEETING GUIDE

The role of the Chair of the Plenary is to ensure that the International Council Meeting agenda is respected and adhered to, to supervise and assist the other International Council Meeting Officers, to invite people to address the International Council, to decide when to put proposals to a vote, to supervise the voting procedure, to announce the result of the voting procedure, to supervise the election procedure, to bring the meeting to order and to resolve any question concerning the International Council Meeting proceedings.

The role of the Vice Chair is to assist the Chair and stand in for them in the event of their absence.

The role of each Secretary is to keep the minutes of the plenary sessions. The Secretaries are responsible to the Secretary General of the International Board and should always refer to them in case of difficulty.

The role of each Teller is to count the votes, compare the results of the counting procedure, and inform the Chair about the result. The Tellers shall not be voting delegates.

The role of each member of the Nominations Committee is to receive nominations for all the elections and to announce them to the International Council. Therefore, it is recommended that the Nominations Committee be comprised of well-known individuals in the ELSA Network so that it is easier for people to find and approach them.

 THE INTERNATIONAL COUNCIL MEETING GUIDE

Finger rules for workshops and plenaries

The “finger rules” are intended to make the job of the Chair easier and to ensure that the discussions are as effective and smooth as possible. 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 topic or idea
Two fingers:	Direct comment or response
Three fingers:	End the discussion as it is not useful
Pinkie finger:	Technical remark (e.g. “Open the window.”, “The font is too small.”)
Scissors:	Remove yourself from the speakers’ list
Thumb up:	Show immediate feedback to the conversation (“I like this idea.”)
Thumb down:	Show immediate feedback to the conversation (“I do not like this idea.”)

The **priority** amongst the different hand gestures goes in the following order: pinkie, three fingers, two fingers, one finger. This way, the Chair can more easily moderate the discussions. Scissors and thumbs up/down do not require a direct reaction by the Chair and that is why the priority rule is not applied to them.



OBLIGATIONS OF THE NATIONAL GROUPS

OBLIGATIONS OF THE NATIONAL GROUPS

Important information!

In accordance with article 7.3 (a) of the Statutes of ELSA, a Member shall be suspended by the International Board for the duration of the International Council Meeting, thus not having voting rights but keeping the rights to attend and address the International Council, until it has:

- i. fulfilled its **financial obligations** towards ELSA; and
- ii. filled in the **“State of the Network Inquiry”**, sent prior to the respective International Council Meeting, and handed it in to the International Board; and
- iii. submitted the **Letter of Authorisation** to the Secretary General of the International Board; and
- iv. submitted the **“National Group Report”** to the International Board

For this purpose, please address all financial enquiries concerning debts towards ELSA to the Treasurer of the International Board in due time **until the 13th of November 2024, 23:59 CET** at treasurer@elsa.org.

Moreover, the SotN Inquiry must be thoroughly filled out and submitted electronically to the International Board **until the 30th of October 2024, 23:59 CET**, 14 days before the opening of the International Council Meeting, as stated in the International Council Meeting Decision Book. The 37th State of the Network Inquiry has already been sent out, and you may find it [here](#). If you need any clarifications regarding the SotN Inquiry, please contact the Secretary General of the International Board at secgen@elsa.org.

Additionally, the National Group Report had to be submitted to the Secretary General of the International Board **until the 31st August 2024, 23:59 CEST**. Please note that if you have not submitted the National Group on time, the voting rights of your National Group will be suspended for the duration of the International Council Meeting. The National Group Report has already been sent out, and you may find it [here](#).

According to article 5.5 of the Standing Orders of ELSA, for the delegates representing a Member National Group to be allowed to participate in the International Council, they must be duly authorised to vote in the International Council on behalf of their National Group and must, therefore, send to the Secretary General of the International Board the **Letter of Authorisation** signed by two elected National Board members of the respective National Group **before the Opening Plenary on the 13th of November 2024**. Each Letter of Authorisation shall be accompanied by a list of Local Groups that are currently Members and Observers of the respective National Group. A template of the Letter of Authorisation can be found in [Annex 10](#) of these Working Materials.

In order for the International Council to reach the necessary quorum, as stated in article 7.4 of the Statutes of ELSA and be fully competent, it is highly recommended that the Member National Groups, which are not going to be represented in the International Council by their own delegates, give a **proxy** to another Member National Group following the rules of article 5.6 of the Standing Orders of ELSA. A template of proxy can be found in [Annex 11](#) of these Working Materials. The deadline to submit a proxy to secgen@elsa.org is before **the Opening Plenary on the 13th of November 2024**.

REMINDERS

REMINDERS**General Reminder**

If you really want to enjoy this ICM,

DO NOT FORGET THE FOLLOWING:

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

To be prepared for the Workshops:

- Read carefully from cover to cover and bring with you a copy of these Working Materials;
- Read the [Minutes](#) from LXXXIV ICM Tbilisi and LXXXV Thessaloniki;
- Read the [Statutes and Standing Orders](#) of ELSA;
- Read the [International Council Meeting Decision Book, 65th Edition](#);
- Read the [One Year Operational Plan](#) (OYOP) of the International Board of ELSA 2024/2025.

To be prepared to be celebrated as a true legend:

- Consider being a Workshop Secretary;
- Consider being a Plenary Secretary;
- Consider being a member of the Nominations Committee.

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

- Bring your good mood and happy smiles!
- Bring all of your ELSA Spirit!

REMINDERS

Deadline for Nominations

The deadline for nominations for:

SECRETARY GENERAL OF THE INTERNATIONAL BOARD OF ELSA 2024/2025;

TREASURER OF THE INTERNATIONAL BOARD OF ELSA 2024/2025;

**VICE PRESIDENT IN CHARGE OF PROFESSIONAL DEVELOPMENT OF THE
INTERNATIONAL BOARD OF ELSA 2024/2025**

is on Thursday, 14th of November 2024, at 23:59 CET.

REMINDERS

Call for the Secretary General of the International Board of ELSA 2024/2025

The European Law Students' Association

Do you want to take part in the development
of the ELSA Network?

Would you like to devote your knowledge and
skills to our Association?

Ever dreamt of living in the ELSA House?

This is your opportunity:

Join the International Board!

MAKE A DIFFERENCE FOR ELSA!

RUN FOR

**SECRETARY GENERAL OF THE INTERNATIONAL BOARD
OF ELSA 2024/2025!**

REMINDERS

Call for the Treasurer of the International Board of ELSA 2024/2025

The European Law Students' Association

Do you want to take part in the development
of the ELSA Network?

Would you like to devote your knowledge and
skills to our Association?

Ever dreamt of living in the ELSA House?

This is your opportunity:

Join the International Board!

MAKE A DIFFERENCE FOR ELSA!

RUN FOR

**TREASURER OF THE INTERNATIONAL BOARD OF ELSA
2024/2025!**

REMINDERS

Call for the Vice President in charge of Professional Development of the International Board of ELSA 2024/2025



The European Law Students' Association

Do you want to take part in the development
of the ELSA Network?

Would you like to devote your knowledge and
skills to our Association?

Ever dreamt of living in the ELSA House?

This is your opportunity:

Join the International Board!

MAKE A DIFFERENCE FOR ELSA!

RUN FOR

**VICE PRESIDENT IN CHARGE OF PROFESSIONAL
DEVELOPMENT OF THE INTERNATIONAL BOARD OF
ELSA 2024/2025!**

REMINDERS

What is the role of the International Board of ELSA?

The International Board is the supreme executive body of ELSA. The tasks of the International Board are to represent ELSA, to carry out and be responsible for the day-to-day running and management of ELSA's fields of activity, to advance the aims and efficiency as well as to execute and implement Council decisions.

Secretary General

The Secretary General is responsible for directing, organising and maintaining the internal structure of the Association and shall consequently be responsible for ensuring that decisions to this effect are implemented and respected by all Members and Observers of ELSA. The Secretary General shall also identify any non-observances in this field and make all the necessary resources available to correct any inconsistencies. The Secretary General is also in charge of directing the work of the Council. One of the primary responsibilities is to keep in contact with the International Trainers' Pool, organise training sessions throughout the Network, and develop the Human Resources and information systems in the ELSA Network. The Secretary General is also responsible for the communication and administration of ELSA International.

Treasurer

The Treasurer is in charge of the financial management of ELSA and is responsible for the accounts, the property, and the payments of ELSA International as well as the arrangement of internal financial control. These tasks include budget control, budget making, accounting, bookkeeping and preparation of both interim and final accounts of ELSA International. The Treasurer is the Chairman of the Board of Directors of the ELSA Development Foundation, and they are also working actively in the field of grants.

Vice President in charge of Professional Development

The main responsibility of the Vice President in charge of Professional Development is related to the flagship project ELSA Traineeships. This includes coordination and supervision of all the related information received from the Network and making the information and statistics available to all the Officers, the implementation of the international partnerships for the project, and actively seeking additional opportunities for the traineeship programme and the International Focus Programme and Human Rights within the scope of ELSA Traineeships. The Vice President in charge of Professional Development is also responsible for organising the Career Launch, supporting the National Groups in the organisation of their National Traineeships Programme, monitoring that they do not overlap with the timeline of ELSA Traineeships and training the Network about Professional Development events, providing the Officers with all the necessary guidelines and support.

REMINDERS

Electoral Procedure for the International Board

A person running for a position in the International Board must be nominated by a Member National Group and seconded by another Member National Group. National Groups with Observer status cannot nominate or second nominations. It is possible for a candidate to be nominated by his or her own National Group.

The nominations must be sent to the Nominations Committee by the deadline set for nominations in order for the candidates to be able to run for the International Board. This **deadline is set at 23:59 CET on the second day of the International Council Meeting**, unless the International Council decides to prolong the deadline. The necessary documents, Nomination, Seconding and Confirmation sheets can be found in [Annex 12](#) of these Working Materials.

The nominee shall prepare a personal presentation in writing and distribute it to the National Groups before 23:59 CET on the day before the Final Plenary session. The presentation shall include a personal CV, an ELSA CV and an Action Plan for the term in office as a member of the International Board. It is also recommended that the presentation includes a Letter of Motivation.

During the Candidacy Workshop, all the candidates will first present themselves and their candidacy, and after that, they will be granted some time to answer questions from the Workshop participants. If there are several people running for the same board position, the nominees have to leave the Workshop during the presentation of the other nominees.

During the Final Plenary session, the nominees are all given five minutes to present themselves and their candidacy and ten minutes to answer questions from the International Council. If there are several people running for the same board position, the nominees have to leave the room during the presentation of the other nominees.

REMINDERS

Memento**Voting Rights in the Plenary**

Each Member National Group has three votes and may split them during any voting procedure according to the will of its voting delegates. Your National Group is **NOT** eligible to vote in the Plenary unless:

1. the National Board has filled in and submitted the **State of the Network Inquiry** to the International Board at least 14 days before the opening of the International Council Meeting;

Please make sure that the Secretary General of the International Board has received the responses of your National Group to the State of the Network Inquiry.

2. the National Board has **fulfilled all financial obligations** towards ELSA;

Please confirm the debt situation of your National Group with the Treasurer of the International Board prior to the International Council Meeting.

3. the National Board has submitted the National Group Report to the International Board in due time

Please make sure that the Secretary General of the International Board has received the National Group Report of your National Group.

4. its delegates in the ICM have sent the **Letter of Authorisation** to the Secretary General of the International Board.

You may find the template for the Letter of Authorisation in [Annex 10](#).

Letter of Authorisation

The Letter of Authorisation must include:

- the contact details of your National Group;
- the names of the delegates of your National Group who are allowed to vote during the voting process;
- the names of all other delegates representing your National Group;
- the **signatures of two elected National Board members** authenticating the letter.

The Letter of Authorisation should be filled in and sent **before the Opening Plenary** if you wish to receive your voting rights. Please make sure that the Letter of Authorisation is submitted to the Secretary General of the International Board in due time.

REMINDERS

Proxy

If your National Group is a Member of ELSA and will not be represented by its own delegates at the International Council Meeting, the National Board can give a proxy to another Member which will speak and vote on behalf of the proxy-giver.

The Proxy must include:

- the names of the National Group which gives a proxy and of the National Group that receives the proxy;
- the dates during which the proxy will be valid;
- the **signatures of two elected National Board members of the proxy-giver** authenticating the letter; and
- the contact details of a person responsible from the proxy-giver National Group.

The Proxy should be filled in and sent to the Secretary General of the International Board **before the Opening Plenary**, at secgen@elsa.org so that your voting rights be given to the National Group acting as a proxy. You can find a draft Proxy in [Annex 11](#).

Reporting Time

This is the moment when the delegation meets and discusses important matters brought up in the workshops and in the plenary sessions.

Voting Rights in the Workshops

In the Workshops, each Member National Group has only one vote, no matter how many people from the same National Group are present. Make sure you prepare and coordinate your delegation and appoint one person to be your voting delegate in the Workshops.

Plenary Presentations

During the plenary sessions, the National Groups may present their events and activities if they wish to inform the ELSA Network about them and attract participants. In order to ensure the best possible efficiency to the International Council proceedings, we hereby set some rules for the National Groups interested in making a presentation during the plenary sessions:

- The demonstration of any presentations during the plenary sessions will be up to the discretion of the Chair and/or Vice Chair.
- No presentations will be allowed if they do not match the following criteria:
 1. have an appropriate length (between three and five minutes);
 2. be in accordance with the principles of ELSA;
 3. be sent to the Vice President in charge of Marketing of the International Board until the **12th of November 2024, 23:59 CET**.
- The priority of acceptance will be as follows:
 1. International Internal Meetings;
 2. Training Events;
 3. ELSA Core Activities events;
 4. Social Events;
 5. Other events or activities.

REMINDERS

E-VOTING

Please indicate which Delegate from your National Group shall receive the Nemovote credentials until the 29th of October 2024, 23:59 CET through this [form](#).

ICM TIMETABLE

DRAFT TIMETABLES AND AGENDAS

ICM TIMETABLE

General Timetable

	13th November Wednesday	14th November Thursday	15th November Friday	16th November Saturday	17th November Sunday	
9:00	Arrival	Breakfast				
9:30		Breakfast				
10:00		Workshops	Mid Plenary	Sightseeing	Final Plenary	
10:30						
11:00			Sponsors Fair			
11:30						
12:00		Lunch				
12:30		Lunch				
13:00		Lunch				
13:30		Lunch				
14:00		Workshops	Mid Plenary	Workshops	Departure	
14:30						
15:00						Letter of Authorisation
15:30	Opening Plenary					
16:00				Reporting Time		Gala Dinner
16:30						
17:00						
17:30						
18:00						
18:30						
19:00		Opening Workshop	Reporting Time		Reporting Time	
19:30	Freshers' & Officers' Workshop	Reporting Time	Reporting Time			
20:00	HoD	Dinner	Dinner			
20:30	Dinner	Social	Social			
21:00	Social					
21:30						
22:00	Social	Social	Social			
22:30	Social	Social	Social			

DRAFT PLENARY AGENDA

DRAFT PLENARY AGENDA**Opening Plenary: Wednesday, 13th November 2024**

- 16:00 **Opening of the LXXXVI International Council Meeting**
Nathalie Labar, President of the International Board of ELSA
- 16:15 **Presentation of the Chair and the Vice Chair of the Plenary**
Mie Tveit, Secretary General of the International Board of ELSA
- 16:30 **Announcement of the list of votes**
Mie Tveit, Secretary General of the International Board of ELSA
- 16:45 **Election of the International Council Meeting Officers**
Chair | Vice Chair
- 17:00 **Approval of the International Council Meeting Agenda and presentation of
the International Council Meeting structure**
Chair | Vice Chair
- 17:15 **Approval of the Minutes of the LXXXV International Council Meeting
Thessaloniki, Spring 2024**
Chair | Vice Chair
- 17:25 **Partner Presentation**
- 17:45 **Presentation of the ELSA International Team 2024/2025**
The International Board of ELSA
- 18:15 **Questions and Answers with the International Board of ELSA**
The International Board of ELSA
- 18:50 **Information regarding Freshers' & Officers' Workshops**
Mie Tveit, Secretary General of the International Board of ELSA
- 19:00 **End of the Opening Plenary**
Chair | Vice Chair

DRAFT PLENARY AGENDA

Mid Plenary: Friday, 15th November 2024

- 10:00 **Opening of the Mid Plenary**
Chair | Vice Chair
- 10:10 **Revision of the list of votes**
Mie Tveit, Secretary General of the International Board of ELSA
- 10:20 **Announcement of the Nominations**
Nominations Committee
- 10:30 **Presentation and approval of the General and IM workshop related Proposals**
Chair | Vice Chair and Workshop Chair
- 11:15 **Presentation and approval of the FM workshop related Proposals**
Chair | Vice Chair and Workshop Chair
- 12:00 **Sponsors Fair**
- 13:00 **Lunch Break**
- 14:00 **Reconvening of the Mid Plenary**
Chair | Vice Chair
- 14:10 **Revision of the list of votes**
Mie Tveit, Secretary General of the International Board of ELSA
- 14:20 **Presentation and approval of the MKT workshop related Proposals**
Chair | Vice Chair and Workshop Chair
- 15:00 **Partner Presentation**
Católica Global School of Law
- 15:20 **Presentation and approval of the AA workshop related Proposals**
Chair | Vice Chair and Workshop Chair
- 16:05 **Presentation and approval of the C workshop related Proposal**
Chair | Vice Chair and Workshop Chair
- 16:20 **Presentation and approval of the PD workshop related Proposals**
Chair | Vice Chair and Workshop Chair
- 16:40 **Presentation and approval of the S&C workshop related Proposals**
Chair | Vice Chair and Workshop Chair

DRAFT PLENARY AGENDA

- 17:10 **Presentation and approval of the proposed revision of the Budget of ELSA International 2024/2025**
Chair | Vice Chair and Workshop Chair
- 17:40 **Presentation and approval of the proposed revision of the Budget of ELSA Development Foundation 2024/2025**
Chair | Vice Chair and Workshop Chair
- 18:10 **Presentation of the Host of the V International Strategy Meeting - ELSA Sweden**
Chair | Vice Chair and ELSA Sweden
- 18:30 **Presentations of the Network**
Chair | Vice Chair and Network
- 19:00 **End of the Mid Plenary**
Chair

DRAFT PLENARY AGENDA

Final Plenary: Sunday, 17th November 2024

- 10:00 **Opening of the Final Plenary**
Chair
- 10:10 **Revision of the list of votes**
Mie Tveit, Secretary General of the International Board of ELSA
- 10:20 **Presentation of the Final Accounts of the ELSA Development Foundation 2022/2023**
Mikko Laitinen, Treasurer of the International Board of ELSA 2022/2023
- 10:40 **Internal Auditors' Report of the ELSA Development Foundation 2022/2023**
Fabian Eigner and Matteo Alessandro, Internal Auditors of ELSA International 2022/2023
- 11:00 **Presentation of the Annual Report of the International Board of ELSA 2023/2024**
Bjarki F. Guðjónsson, President of the International Board of ELSA 2023/2024
- 11:30 **Presentation of the Final Accounts of ELSA International 2023/2024**
Adéla Chloupková, Treasurer of the International Board of ELSA 2023/2024
- 11:50 **Internal Auditors' Report of ELSA International 2023/2024**
Fabian Eigner and Matteo Alessandro, Internal Auditors of ELSA International 2023/2024
- 12:10 **Presentation of the Final Accounts of the ELSA Development Foundation 2023/2024**
Adéla Chloupková, Treasurer of the International Board of ELSA 2023/2024
- 12:30 **Internal Auditors' Report of the ELSA Development Foundation 2023/2024**
Fabian Eigner and Matteo Alessandro, Internal Auditors of ELSA International 2023/2024
- 12:50 **Relief of Responsibility for the International Board 2023/2024**
Chair | Vice Chair
- 13:10 **Presentation and Q&A for the Candidate(s) for the position of Vice President in charge of Professional Development of the International Board of ELSA 2024/2025**
Chair | Vice Chair and Candidate(s)
- 13:30 **Presentation and Q&A for the Candidate(s) for the position of Treasurer of the International Board of ELSA 2024/2025**
Chair | Vice Chair and Candidate(s)

DRAFT PLENARY AGENDA

- 13:50 **Presentation and Q&A for the Candidate(s) for the position of Secretary General of the International Board of ELSA 2024/2025**
Chair | Vice Chair and Candidate(s)
- 14:10 **Presentation of the voting procedure**
Chair | Vice Chair
- 14:40 **Announcement of the results**
Chair | Vice Chair
- 15:00 **Closing of the LXXXVI International Council Meeting**
Nathalie Labar, President of the International Board of ELSA
- 15:30 **End of the Final Plenary**
Chair

BOARD MANAGEMENT, EXTERNAL RELATIONS AND EXPANSION WORKSHOP

BOARD MANAGEMENT, EXTERNAL RELATIONS AND EXPANSION WORKSHOP**Preparation and Reminders**

In order to actively participate and contribute to the Workshops, please, do not forget to:

- Read these Working Materials cover to cover;
- Read relevant parts of the [Statutes and Standing Orders](#) of ELSA;
- Read relevant parts of the [International Council Meeting Decision Book, 65th Edition](#);
- Read the [One Year Operational Plan](#) (OYOP) of the International Board of ELSA 2024/2025;
- Bring your ELSA spirit, share your thoughts and suggestions, and leave your personal touch at the LXXXVI International Council Meeting Antalya.

Please read the aforementioned documents carefully. This is of great importance for the discussions and the outcome of the Workshop sessions.

Last but not least, please read the following draft agenda carefully and make notes on the issues that you would like to address during each workshop. If you wish to bring up topics that are not included in the agenda, please note them down and we will discuss them during the last session. Should you need any clarifications, please do not hesitate to contact the President of the International Board at president@elsa.org.

To access most of the documents above you require a username and password.

Username: officer

Password: 7zXZZNq

Lastly, do not forget to bring your national/local sweets and/or drinks to share with the Workshop.

It is my pleasure to welcome you to the BEE Workshops!



Nathalie Labar

President

International Board of ELSA 2024/2025

BOARD MANAGEMENT, EXTERNAL RELATIONS AND EXPANSION WORKSHOP

Timetable

	13th November Wednesday	14th November Thursday	15th November Friday	16th November Saturday	17th November Sunday		
9:00	Arrival	Breakfast				Final Plenary	
9:30							
10:00		International Update (Joint FM)	Mid Plenary	Sightseeing	Final Plenary		
10:30							
11:00		BEE On Top of Things					
11:30							
12:00		Supportive BEEs	Sponsors Fair				
12:30							
13:00		Lunch					
13:30							
14:00			Mid Plenary	I Want to Break Free (Joint FM)			Departure
14:30		hahahaha...Again					
15:00		Letter of Authorisation					
15:30	So Why Should I Care About a Bad Reputation? (Joint MKT)						
16:00							
16:30	There is Still Some Good in This World, And It's Worth Fighting For (Joint AA)						
17:00	Opening Plenary			Closing			
17:30							
18:00	You've Got a Partner in Me (Joint AA, C, PD, S&C)			Preparation Time			
18:30							
19:00	Opening Workshop	Reporting Time	Reporting Time	Gala Dinner			
19:30	Freshers' & Officers' Workshop						
20:00	HoD						
20:30	Dinner	Dinner					
21:00							
21:30		Social	Social				
22:00	Social						
22:30							

BOARD MANAGEMENT, EXTERNAL RELATIONS AND EXPANSION WORKSHOP

Draft Agenda**Wednesday, 13th November 2024***19:00 – 19:30***OPENING WORKSHOP****Description**

During the Opening Workshop, we will elect the Workshop Officers, namely the Chair, Vice Chair and the Secretaries. We will also present and approve the agenda as well as set the rules for our workshop. Our Internal Meetings have been strongly connected to icebreakers and games with the hope of ensuring that we have the chance to get to know each other better.

Outcome

Election of Workshop Officers, approval of the Agenda and drafting of Workshop Rules. Getting to know other officers.

Preparation

None.

*19:30 – 20:00***OFFICERS AND FRESHERS WORKSHOPS****Description**

During this Workshop, participants elected to be the Officers will be prepared for their tasks during the week. At the same time, people who attend the ICM for the first time will have the chance to get to know the customs and atmosphere of the event.

Outcome

Enable Workshop Officers to undertake their task. Presenting to new members the content of the meeting.

Preparation

None.

*20:00 – 20:30***HEAD OF DELEGATION'S MEETING****Description**

The Heads of Delegation are the main communication channel between the International Board, the Organising Committee, and the National Groups. The meeting of the Heads of Delegation

BOARD MANAGEMENT, EXTERNAL RELATIONS AND EXPANSION WORKSHOP

will provide you with all the important and useful information applicable to your National Group.

Outcome

Heads of Delegation understand their tasks and responsibilities for the upcoming week.

Preparation

None.

BOARD MANAGEMENT, EXTERNAL RELATIONS AND EXPANSION WORKSHOP

Thursday, 14th November 2024*10:00 – 11:00***SHARING IS CARING! (JOINT WITH FM)****Description**

What is happening between those blue doors? But, most importantly, what is happening in ELSA? During this Workshop, we will have the chance to share what we have all been up to for the last few months! You will receive updates from the International perspective, as well as insights into the everyday life and tasks of BEE in the ELSA House. You will also have the chance to share insights from your year and exchange good practices with each other. This is also your opportunity to ask any questions you have about our work and provide feedback.

Outcome

Officers will have the opportunity to get informed about international updates, as well as share their projects and ideas.

Preparation

None.

*11:00 – 12:00***BEE ON TOP OF THINGS****Description**

The BEE Shared Drive "BEE Across ELSA" and the Transition Curriculum are two new projects that were launched last term, the BEE Shared Drive right before the 84th International Council Meeting in Tbilisi, and the Transition Curriculum in spring 2024. Both initiatives are great tools for BEE Officers to prepare for their new roles, share their experiences with the Network and pass on their accumulated knowledge. However, both projects only saw limited use last term. Hence, during this Workshop, we will once again present both projects and their aims. Afterwards, we will discuss together how to develop these young projects based on the actual needs and expectations of the Network. We will collect your wishes and input for planning this year's edition of the Transition Curriculum and try to find a way to encourage active contributions to the BEE Shared Drive.

Outcome

This Workshop will help ELSA International to further develop the new BEE tools - the BEE Shared Drive and the Transition Curriculum - based on the current expectations and needs of the Network.

Preparation

Have a look at the [BEE Shared Drive](#) (only accessible to National Presidents) and think about what other templates you would find useful. Furthermore, reflect on your own Transition and

BOARD MANAGEMENT, EXTERNAL RELATIONS AND EXPANSION WORKSHOP

think about what sessions provided by ELSA International you would find beneficial next spring, both for you and your successor.

P.S. Feel free to draw inspiration for your delegation's ICM preparation from the document "[How to ICM](#)", available on the BEE Shared Drive. You are also welcome to contribute by sharing your own National Group's practices in the comments.

12:00 – 13:00

SUPPORTIVE BEES**Description**

Our main focus for this Workshop will be to identify common challenges to understand the key issues Presidents encounter. We will explore effective solutions by learning the best practices to address these challenges. We will also enhance leadership and, last but not least, connect with Presidents around the Network for continuous support throughout the year.

Outcome

Gain practical tools and strategies to effectively address the unique challenges faced by Presidents throughout the term.

Preparation

Think about the challenges you have been facing during this term. Is there anything you would have done differently?

14:00 – 15:30

HAHAHAHA...AGAIN (EXTERNAL RELATIONS REGULATION)**Description**

As requested by the Network during the 85th International Council Meeting in Thessaloniki, ELSA International has established a Working Group to review the current External Relations Regulation and develop Proposals for a reform to be presented at the next International Council Meeting. Over the past few months, the Working Group has identified key issues with the current External Relations Regulation, categorised these issues and explored possible changes. However, to effectively finalise these Proposals, the Working Group requires additional input from the entire Network. As a result, the Working Group's mandate has been extended until the 87th International Council Meeting in Malta. This extension allows us to discuss the Working Group's current findings during this Workshop and gather feedback from the entire Network.

Outcome

This Workshop will provide the Working Group on the External Relations Regulation with valuable input from the Network to finalise proposals for the 87th International Council Meeting in Malta.

BOARD MANAGEMENT, EXTERNAL RELATIONS AND EXPANSION WORKSHOP

Preparation

Read the External Relations part, Part 2 Chapter 3, of the [International Council Meeting Decision Book](#).

15:30 – 16:30

So Why Should I Care About a Bad Reputation? (Joint with MKT)**Description**

Work on the public image of an ELSA Group is the responsibility of each Board Member, but Presidents and Marketers are more directly involved in it, through external and public relations. But what is Public Relations and where do those two areas intersect and offer the potential for collaboration? During this workshop, we will answer those questions and have the chance to discuss the image of ELSA as an association more broadly.

Outcome

Participants will be provided with practical information to help them advance their public and external relations efforts. After this workshop, Officers will understand what PR in ELSA means.

Preparation

Think about how your ELSA Group is viewed by various stakeholders - such as law students, members, (potential) partners and universities. Reflect on how this image impacts the activities of your Group - does it support them?

16:30 – 17:30

THERE'S STILL SOME GOOD IN THIS WORLD, AND IT'S WORTH FIGHTING FOR (JOINT WITH AA)**Description**

Advocacy is our way of influencing change in the world around us, and makes the very tip of the spear that is **#ActToImpact**. Instead of relying on the initiative of specific Officers to advocate about a topic they are personally keen on, ELSA is establishing a clear path to creating principles and patterns to enable consistent and structurally sustainable advocacy output. Approaching advocacy strategically all while embracing your inner project manager is the way to success. In this workshop, we will demonstrate how ELSA International has been doing it and brainstorm ways in which Groups can set up their advocating platforms.

Outcome

Participants will better understand the need to embrace and tackle advocacy more like a cross-functional project/support system rather than an ideal or opportunity to strive for. They have ideas on how to establish continuous advocacy in their Groups.

Preparation

BOARD MANAGEMENT, EXTERNAL RELATIONS AND EXPANSION WORKSHOP

Think about how your Group has been advocating in the past and what lies forward. Think about what has worked for you and what have you learned from past experiences.

17:30 – 19:00

YOU'VE GOT A PARTNER IN ME (JOINT WITH AA, C, PD, S&C)**Description**

Partners and fundraising are, of course, the lifeline of all Groups. Thus, successfully concluding partner deals is theoretically an underlying skill necessary for almost any other development in a Group. Whether we are looking for project partners or general partners or some combination, our presentation and approach always must adjust to what we are looking for and what we can work with. In this workshop, we will go over some of the most important principles, tactics and tips on how to approach and negotiate with partners, and afterwards, everyone will prepare and enter partner simulations to exercise the learned knowledge.

Outcome

Participants will better understand all the necessary components of a partner meeting to keep in mind before, during and after the act. They will be confident in presenting projects, but also wider portfolios, alone or together, to any partner.

Preparation

Think about how you approached partners in the past - what has seemed to work, and what has not? What is your go-to strategy?

 BOARD MANAGEMENT, EXTERNAL RELATIONS AND EXPANSION WORKSHOP

Saturday, 16th November 2024

14:00 – 16:30

I WANT TO BREAK FREE (ANNUAL REPORT, FINAL ACCOUNTS, AND RELIEF OF RESPONSIBILITY, JOINT WITH FM)

Description

This Workshop will be focused on two main aspects: a recap of the accomplishments from the previous term and the preparations for the vote on the relief of responsibility. Former members of the International Board of ELSA will deliver presentations regarding the content of the Annual Report, the Final Accounts of ELSA and the ELSA Development Foundation for the 2023/2024 term. Members from the 2022/2023 International Board of ELSA will present the Final Accounts of ELSA Development Foundation from their term. The auditors will provide reports for ELSA and the ELSA Development Foundation for the 2023/2024 term and ELSA Development Foundation for the 2022/2023 term. This will be followed by a Q&A session where participants can seek clarification.

Outcome

Analyse the Final Accounts for the 2023/2024 term and the EDF Final Accounts for the 2022/2023 term, and formulate a recommendation, which will be presented at the plenary of the International Council Meeting.

Preparation

Read the Final Accounts of ELSA International 2023/2024 (Annex 4), the Final Accounts of ELSA Development Foundation 2023/2024 (Annex 5) as well as the Internal Auditor's Report on the Final Accounts of ELSA International 2023/2024 (Annex 6) and the Internal Auditor's Report on the Final Accounts of ELSA Development Foundation 2023/2024 (Annex 7). Additionally, read the Final Accounts of ELSA Development Foundation 2022/2023 (Annex 2) and the Internal Auditor's Report on the Final Accounts of ELSA Development Foundation 2022/2023 (Annex 3).

16:30 – 17:30

IT'S NOT A GOODBYE, IT'S A SEE YOU LATER (MISCELLANEOUS & CLOSING)

Description

This workshop will serve as an opportunity to discuss anything that we pushed off during the ICM. The Workshop will offer opportunities for feedback, pictures, and sweet goodbyes. I will try not to cry.

Outcome

Reflect on the challenges, successes and moments of this ICM and the present term overall.

Preparation

None.

INTERNAL MANAGEMENT WORKSHOP

INTERNAL MANAGEMENT WORKSHOP**Preparation and Reminders**

In order to actively participate and contribute to the Workshops, please, do not forget to:

- Read these Working Materials cover to cover;
- Read relevant parts of the [Statutes and Standing Orders](#) of ELSA;
- Read relevant parts of the [International Council Meeting Decision Book, 65th Edition](#);
- Read the [One Year Operational Plan](#) (OYOP) of the International Board of ELSA 2024/2025;
- Bring your ELSA spirit, share your thoughts and suggestions, and leave your personal touch in the LXXXVI International Council Meeting Antalya.

Please read the aforementioned documents carefully. This is of great importance for the discussions and the outcome of the Workshop sessions.

Last but not least, please read the following draft agenda carefully and make notes on the issues that you would like to address during each workshop. If you wish to bring up topics that are not included in the agenda, please note them down and we will discuss them during the last session. Should you need any clarifications, please do not hesitate to contact the Secretary General of the International Board at secgen@elsa.org.

To access most of the documents above you require username and password.

Username: officer

Password: 7zXZZNq

Lastly, do not forget to bring your national/local sweets and/or drinks to share with the Workshop.

It is my pleasure to welcome you to the IM Workshops!



Mie Tveit

Secretary General

International Board of ELSA 2024/2025

INTERNAL MANAGEMENT WORKSHOP

Timetable

	13th November Wednesday	14th November Thursday	15th November Friday	16th November Saturday	17th November Sunday			
9:00	Arrival	Breakfast				Final Plenary		
9:30								
10:00		IM Out and About (International Update)	Mid Plenary	Sightseeing	Sightseeing			
10:30		Conceal, Don't Feel, Don't Let Them Know - Protecting Privacy in ELSA (Joint C, S&C)						
11:00								
11:30								
12:00		General & IM Proposals	Sponsors Fair					
12:30								
13:00		Lunch						
13:30								
14:00		ELSA Training	Mid Plenary	Because We Care	Because We Care			
14:30								
15:00		Letter of Authorisation					How to Admin	Welfare Wiki
15:30								
16:00	Opening Plenary	Coffee Break	Mid Plenary	Candidacy Workshop				
16:30		IM in Need of Therapy						
17:00					IM Over and Out			
17:30		From IIMs to NCMs						
18:00					Preparation Time			
18:30								
19:00	IM Mie, Who are You?	Reporting Time	Reporting Time	Preparation Time	Departure			
19:30	Freshers' & Officers' Workshop							
20:00	HoD	Dinner	Dinner	Gala Dinner				
20:30	Dinner							
21:00		Social	Social	Gala Dinner				
21:30								
22:00	Social							
22:30								

INTERNAL MANAGEMENT WORKSHOP

Draft Agenda**Wednesday, 13th November 2024***19:00 – 19:30***IM MIE, WHO ARE YOU?****Description**

During the Opening Workshop, we will elect the Workshop Officers, namely the Chair, Vice Chair and the Secretaries. We will also present and approve the agenda as well as set the rules for our workshop. Our Internal Meetings have been strongly connected to icebreakers and games to ensure that we have the chance to get to know each other better.

Outcome

Election of Workshop Officers, approval of the Agenda and drafting of Workshop Rules. Getting to know other officers.

Preparation

None.

*19:30 – 20:00***OFFICERS AND FRESHERS WORKSHOPS****Description**

During this Workshop, participants elected to be the Officers will be prepared for their tasks during the week. At the same time, people who attend the ICM for the first time will have the chance to get to know the customs and atmosphere of the event.

Outcome

Enable Workshop Officers to undertake their task. Presenting to new members the content of the meeting.

Preparation

None.

*20:00 – 20:30***HEAD OF DELEGATION'S MEETING****Description**

The Heads of Delegation are the main communication channel between the International Board, the Organising Committee, and the National Groups. The meeting of the Heads of Delegation

INTERNAL MANAGEMENT WORKSHOP

will provide you with all the important and useful information applicable to your National Group.

Outcome

Heads of Delegation understand their tasks and responsibilities for the upcoming week.

Preparation

None.

INTERNAL MANAGEMENT WORKSHOP

Thursday, 14th November 2024*10:00 – 11:00***IM OUT AND ABOUT (INTERNATIONAL UPDATE)****Description**

What is currently happening across the ELSA Network? And how is life behind those blue doors of the ELSA House? This Workshop is meant for us to share what we have been up to for the last few months. You will receive updates from the International perspective, as well as insights into the everyday life and tasks of IM in the ELSA House. This is also your opportunity to ask questions about the work of the International Board of ELSA and provide feedback. Additionally, you will be given the floor to share your local and national achievements.

Outcome

Officers will be given an international update, as well as the possibility to share their projects and ideas.

Preparation

None.

*11:00 – 12:00***CONCEAL, DON'T FEEL, DON'T LET THEM KNOW - PROTECTING PRIVACY IN ELSA (JOINT C, S&C)****Description**

From collecting participant information to managing consent forms and understanding the responsibilities that come with handling sensitive data, during the workshop, Officers will learn about the essential practices needed to safeguard the privacy of participants in ELSA projects. We will explore the role of Internal Management and how the key areas, such as Competition and Seminars & Conferences Officers, must collaborate to ensure compliance with data protection regulations.

Outcome

Officers of the Network possess the knowledge about maintaining the necessary standards of privacy and data security. The workshop will provide participants with practical tools and insights to protect personal data while running smooth and compliant projects across ELSA. Let's work together to become true guardians of privacy within our Network!

Preparation

None.

INTERNAL MANAGEMENT WORKSHOP

12:00 – 13:00

GENERAL AND IM PROPOSALS**Description**

During this Workshop, we will go through the Proposals related to the General and Internal Management Part of the International Council Meeting Decision Book, and the Workshop will have an opportunity to share input, make amendments and provide its ultimate recommendation to the International Council.

Outcome

The Workshop provides a recommendation to the International Council regarding the General and IM-related International Council Meeting Decision Book Proposals brought forward by the International Board of ELSA and the Network.

Preparation

Read Proposals No. 1-5 and 20.

14:00 – 15:00

ELSA TRAINING**Description**

This Workshop will be a practical approach to ELSA Training - what is it, what possibilities does it offer and how can it be utilised as a knowledge management tool within your Network. Specifically, we will address the procedure of requesting a Trainer from the International Trainers' Pool (ITP), the available training sessions and your previous experience with the programme. Furthermore, we will explore the process of how to become a Trainer and hear first hand experiences.

Outcome

Participants will become familiar with the concept of ELSA Training and gain knowledge on how to proceed when organising trainings and requesting a Trainer from the ITP. Hopefully we will also spark some interest in becoming future Trainers.

Preparation

Check out the ELSA Training [Website](#) and its topics. Be prepared to talk about any past experiences with the programme.

INTERNAL MANAGEMENT WORKSHOP

15:00 – 16:00

HOW TO ADMIN**Description**

At times the life of an IMer is one administrative task after another. In this workshop we will dive into the role and explore tools and practices to handle daily administrative responsibilities. One such responsibility is the IT management of the Network, and we will focus specifically on cybersecurity measures within ELSA.

Outcome

For Participants to have a toolbox when it comes to daily administrative tasks, and specifically the IT area with regards to cybersecurity measures.

Preparation

None.

16:30 – 17:30

IM IN NEED OF THERAPY**Description**

How are you? This Workshop is intended as a safe space for the IM Officers to talk (read vent) about our term so far. You will have the chance to share insights from your year and exchange good practices with each other.

Outcome

Check in with the IM Officers while getting to know each other better and sharing experiences, tips and tricks.

Preparation

Reflect on your term so far. How is it going? What have you learned? What is working well and what could be improved?

17:30 – 19:00

FROM IIMs TO NCMs**Description**

This workshop will focus on the biggest project of an IMer, namely Internal Meetings. We will look into the practical aspects of organising a National Council Meeting, particularly what is required to organise an international programme for your international guests. Speaking of the international aspect, what about organising an International Internal Meeting? We will look over the requirements for hosts, quality standards etc.

INTERNAL MANAGEMENT WORKSHOP

Outcome

Be equipped to organise Internal Meetings for both local, national and international guests.

Preparation

Please read through the International Internal Meetings Quality Standards. Reflect on what you would like to see at an NCM as an international guest. Lastly, reflect on any challenges you have faced/may face when organising an NCM.

INTERNAL MANAGEMENT WORKSHOP

Friday, 15th November 2024*14:00 – 15:00***BECAUSE WE CARE****Description**

In this workshop, we will not only outline this year's implementation goals of the Human Resources Strategy. We will move beyond theoretical Human Resources knowledge to focus on practical Human Resources management. Through engaging simulations participants will face Human Resources challenges that they are likely to encounter during their term. This interactive workshop will provide hands-on experience in decision-making, problem-solving, and team management. By simulating key HR scenarios, participants will gain practical insights and prepare to take on their roles effectively.

Outcome

Participants will leave the workshop with practical skills and strategies to handle HR challenges more confidently. They will be better prepared to fulfil their responsibilities as Officers, equipped with both the theoretical foundation from the strategy and the practical experience from the simulations.

Preparation

Please take a look at the [Human Resources Strategy 2024-2026](#) and reflect on your strategic expectations for the term.

*15:00 – 16:00***WELFARE WIKI****Description**

In this workshop we will explore the topic of welfare, specifically diversity & inclusion, and exchange ideas on how we can ensure the wellbeing of the Officers on a day to day basis. How do we ensure that ELSA is an accessible and welcoming association?

Outcome

Identifying challenges with welfare, as well as diversity & inclusion, within the Network and National Groups, and providing Officers with tools on how to effectively manage these topics in practice.

Preparation

Please read the [Code of Conduct](#) of ELSA and reflect on the welfare challenges and practices of your National or Local Group.

INTERNAL MANAGEMENT WORKSHOP

16:00 – 17:00

CANDIDACY WORKSHOP**Description**

During this Workshop, it will be the time to get closer acquainted with the Candidate(s) for the position of Secretary General of the International Board of ELSA 2024/2025. They will have the chance to present themselves and answer questions raised by the Workshop.

Outcome

Participants have an opportunity to learn more about the Candidate(s) for the position of Secretary General of the International Board of ELSA 2024/2025 and their action plans and can thus provide an informed recommendation to their National Group.

Preparation

Read the Candidacy Materials of the Candidate(s) for the position of Secretary General of the International Board of ELSA 2024/2025 and prepare questions.

17:00 – 17:30

IM OVER AND OUT (CLOSING & MISCELLANEOUS)**Description**

This workshop will serve as an opportunity to discuss anything that we have postponed during the International Council Meeting, but most importantly it is a chance to give feedback, exchange last ideas, take pictures and say our goodbyes.

Outcome

Reflect on the challenges, successes and moments of this International Council Meeting.

Preparation

Bring tissues (I will probably cry).

FINANCIAL MANAGEMENT WORKSHOP

FINANCIAL MANAGEMENT WORKSHOP**Preparation and Reminders**

In order to actively participate and contribute to the Workshops, please, do not forget to:

- Read these Working Materials cover to cover;
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- Read relevant parts of the [International Council Meeting Decision Book, 65th Edition](#);
- Read the [One Year Operational Plan](#) (OYOP) of the International Board of ELSA 2024/2025;
- Bring your ELSA spirit, share your thoughts and suggestions, and leave your personal touch in the LXXXVI International Council Meeting Antalya.

Please read the aforementioned documents carefully. This is of great importance for the discussions and the outcome of the Workshop sessions.

Last but not least, please read the following draft agenda carefully and make notes on the issues that you would like to address during each workshop. If you wish to bring up topics that are not included in the agenda, please note them down and we will discuss them during the last session. Should you need any clarifications, please do not hesitate to contact the President of the International Board at president@elsa.org.

To access most of the documents above you require username and password.

Username: officer

Password: 7zXZZNq

Lastly, do not forget to bring your national/local sweets and/or drinks to share with the Workshop.

It is our pleasure to welcome you to the FM Workshops!



Nathalie Labar
President
International Board of ELSA 2024/2025



Mie Tveit
Secretary General
International Board of ELSA 2024/2025

FINANCIAL MANAGEMENT WORKSHOP

Timetable

	13th November Wednesday	14th November Thursday	15th November Friday	16th November Saturday	17th November Sunday				
9:00	Arrival	Breakfast				Final Plenary			
9:30									
10:00		International Update (Joint BEE)	Mid Plenary	Sightseeing	Final Plenary				
10:30		Plan My Funds, to Have Some Funds							
11:00		Plan My Funds, to Have Some Funds							
11:30		Plan My Funds, to Have Some Funds	Sponsors Fair	Final Plenary					
12:00		Multiplying Money							
12:30		Multiplying Money	Lunch				Final Plenary		
13:00		Lunch							
13:30		Lunch						Final Plenary	
14:00		One Grant to Fund Them - Proposal (Joint AA)	Mid Plenary						I Want to Break Free (Joint BEE)
14:30		One Grant to Fund Them - Proposal (Joint AA)							
15:00		Letter of Authorisation	Mid Plenary						I Want to Break Free (Joint BEE)
15:30	Another Workshop, Another Proposal								
16:00	Opening Plenary	Scraping By (Joint PD)	Candidacy Workshop			Departure			
16:30		Scraping By (Joint PD)	Closing						
17:00		Coffee Break	Preparation Time		Departure				
17:30									Financial Strategy
18:00				Financial Strategy					
18:30	Financial Strategy	Reporting Time		Departure					
19:00	Opening Workshop								
19:30	Freshers' & Officers' Workshop	Reporting Time	Gala Dinner						
20:00	HoD	Dinner							
20:30	Dinner	Dinner	Gala Dinner						
21:00		Social					Social		
21:30	Social	Social	Gala Dinner						
22:00		Social							
22:30		Social							

FINANCIAL MANAGEMENT WORKSHOP

Draft Agenda**Wednesday, 13th November 2024***19:00 – 19:30***OPENING WORKSHOP****Description**

During the Opening Workshop, we will elect the Workshop Officers, namely the Chair, Vice Chair and the Secretaries. We will also present and approve the agenda as well as set the rules for our workshop. Our Internal Meetings have been strongly connected to icebreakers and games with the hope of ensuring that we have the chance to get to know each other better.

Outcome

Election of Workshop Officers, approval of the Agenda and drafting of Workshop Rules. Getting to know other officers.

Preparation

None.

*19:30 – 20:00***OFFICERS AND FRESHERS WORKSHOPS****Description**

During this Workshop, participants elected to be the Officers will be prepared for their tasks during the week. At the same time, people who attend the ICM for the first time will have the chance to get to know the customs and atmosphere of the event.

Outcome

Enable Workshop Officers to undertake their task. Presenting to new members the content of the meeting.

Preparation

None.

*20:00 – 20:30***HEAD OF DELEGATION'S MEETING****Description**

The Heads of Delegation are the main communication channel between the International Board, the Organising Committee, and the National Groups. The meeting of the Heads of Delegation

FINANCIAL MANAGEMENT WORKSHOP

will provide you with all the important and useful information applicable to your National Group.

Outcome

Heads of Delegation understand their tasks and responsibilities for the upcoming week.

Preparation

None.

FINANCIAL MANAGEMENT WORKSHOP

Thursday, 14th November 2024*10:00 – 11:00***SHARING IS CARING! (JOINT WITH BEE)****Description**

What is happening between those blue doors? But, most importantly, what is happening in ELSA? During this Workshop, we will have the chance to share what we have all been up to for the last few months! You will receive updates from the International perspective, as well as insights into the everyday life and tasks of BEE in the ELSA House. You will also have the chance to share insights from your year and exchange good practices with each other. This is also your opportunity to ask any questions you have about our work and provide feedback.

Outcome

Officers will have the opportunity to get informed about international updates, as well as share their projects and ideas.

Preparation

None.

*11:00 – 12:00***PLAN MY FUNDS, TO HAVE SOME FUNDS (BUDGETS)****Description**

Ensuring an accurate budget is a top priority for the financial development of the association. In this Workshop, we will focus on the execution of the ELSA International Budget and for the ELSA Development Foundation of 2024/2025, which was approved during the 85th International Council Meeting in Thessaloniki. Participants will also be presented with the budget amendment proposals and have the opportunity to discuss them and ultimately offer their recommendations to the International Council.

Outcome

Recommendation to the Council concerning the revised budget proposal of ELSA International and the ELSA Development Foundation.

Preparation

Read the proposed budget of ELSA International 2024/2025 and the ELSA Development Foundation 2024/2025 in the [Working Materials of the 85th International Council Meeting Thessaloniki](#) and the [Minutes from the 85th International Council Meeting Thessaloniki](#) concerning the provisional budget of ELSA International 2024/2025 and the ELSA Development Foundation 2024/2025. Additionally, go through the proposal for the budget amendments in Annex 8.

FINANCIAL MANAGEMENT WORKSHOP

12:00 – 13:00

MULTIPLYING MONEY**Description**

In this workshop, we will explore innovative ways for National Groups to identify and implement additional revenue opportunities. Participants will discuss potential challenges that may arise and collaboratively develop solutions to address these issues.

Outcome

Learn actionable strategies to expand their revenue streams beyond donations and membership fees.

Preparation

Brainstorm various methods for generating income outside of traditional funding sources as well as anticipating any challenges that might arise from these initiatives.

14:00 – 15:30

ONE GRANT TO FUND THEM (PROPOSAL, JOINT WITH AA)**Description**

Rule of Law Education Programme has become a large project organised by almost half of the Network, with rapidly developing support structures and increasingly efficient methods of delivery, and at its centre has been a Conference successfully funded by a European Youth Foundation grant now for the third year in a row. ELSA International has identified a very real opportunity to extend the funding from this grant to National Groups organising ROLE. In order to pursue this opportunity, a robust system of coordinated planning, evaluation, execution and quality control must be set up to support the excellence and development of the project and enable efficient and fair distribution of funds. Additionally, a new systematisation of the project's elements will make it consistent with the way the Decision Book regulates other big decentralised projects, as well as easily understandable by Officers interested in organising.

Outcome

Discussion on and adoption of a new structure for ROLE, including systems for financial support, coaching support and quality control.

Preparation

Read proposals No. 10-11 carefully and think about the ideas it is aiming to implement and how it approaches the implementation. Attend relevant AA Open Calls leading up to the ICM.

FINANCIAL MANAGEMENT WORKSHOP

15:30 – 16:30

ANOTHER WORKSHOP, ANOTHER PROPOSAL (FM PROPOSALS)**Description**

In this Workshop, we will focus on the FM proposals presented by the International Board. The session will be an opportunity for you to discuss them in more detail and it will involve a comprehensive review allowing participants to share input, propose amendments, and ultimately offer their recommendations to the International Council.

Outcome

Recommendation to the Council concerning the Financial Management part of the International Council Meeting Decision Book Proposals.

Preparation

Read carefully Proposals No. 6. and 7. concerning Part 4. Financial Management, Chapter 5. Fees and Part 4. Financial Management, Chapter 9. Financial Management. Discuss them with your board and if you think it is feasible to prepare amendments, consider discussing them with the International Board before the Workshop. This will facilitate a smoother progression of the workshop

16:30 – 17:30

SCRAPING BY (INPUT PAPER, JOINT WITH PD)**Description**

The discussion about making the Professional Development area sustainable is still ongoing, but a solution has not yet been found. Last year there were many talks and workshops, but never any conclusions. Thus, the conversation remains ongoing. Together, we will discuss the input paper and other possible solutions.

Outcome

Finding a long-term solution for the sustainability of the Professional Development area.

Preparation

Carefully read the Input Paper that can be found in the Input Paper section of the Working Materials.

FINANCIAL MANAGEMENT WORKSHOP

18:00 – 19:00

FINANCIAL STRATEGY**Description**

This Workshop will provide participants with an update on the latest progress from the Working Group, offering insights into ongoing projects and initiatives. Participants will have the opportunity to collaborate and brainstorm on the implementation and introduction of key topics that will shape ELSA's financial future. Additionally, this Workshop will take a look at the current strategy and will analyse it as well as discuss certain points in detail.

Outcome

Understand what the Working Group is working on and help actively contribute to the future of ELSA.

Preparation

Familiarise with the current state of ELSA. This includes reviewing recent developments and considering where the organisation could head financially in the coming years.

FINANCIAL MANAGEMENT WORKSHOP

Saturday, 16th November 2024*14:00 – 16:30***I WANT TO BREAK FREE (ANNUAL REPORT, FINAL ACCOUNTS, AND RELIEF OF RESPONSIBILITY, JOINT WITH BEE)****Description**

This Workshop will be focused on two main aspects: a recap of the accomplishments from the previous term and the preparations for the vote on the relief of responsibility. Former members of the International Board of ELSA will deliver presentations regarding the content of the Annual Report, the Final Accounts of ELSA and the ELSA Development Foundation for the 2023/2024 term. Members from the 2022/2023 International Board of ELSA will present the Final Accounts of ELSA Development Foundation from their term. The auditors will provide reports for ELSA and the ELSA Development Foundation for the 2023/2024 term and ELSA Development Foundation for the 2022/2023 term. This will be followed by a Q&A session where participants can seek clarification.

Outcome

Analyse the Final Accounts for the 2023/2024 term and the EDF Final Accounts for the 2022/2023 term, and formulate a recommendation, which will be presented at the plenary of the International Council Meeting.

Preparation

Read the Final Accounts of ELSA International 2023/2024 (Annex 4), the Final Accounts of ELSA Development Foundation 2023/2024 (Annex 5) as well as the Internal Auditor's Report on the Final Accounts of ELSA International 2023/2024 (Annex 6) and the Internal Auditor's Report on the Final Accounts of ELSA Development Foundation 2023/2024 (Annex 7). Additionally, read the Final Accounts of ELSA Development Foundation 2022/2023 (Annex 2) and the Internal Auditor's Report on the Final Accounts of ELSA Development Foundation 2022/2023 (Annex 3).

*16:30 – 17:00***CANDIDACY WORKSHOP****Description**

This Workshop aims to give the candidate(s) running for the position of Treasurer of the International Board of ELSA 2024/2025 the opportunity to present themselves. You will have the chance to ask questions and/or require some clarifications. This will give you the opportunity to hear the plans of the potential future Treasurer.

Outcome

The FM Officers are familiar with the candidate(s) running for the position of Treasurer of the International Board of ELSA 2024/2025, along with their proposed action plans. Therefore, they can provide an informed recommendation to their National Groups.

FINANCIAL MANAGEMENT WORKSHOP

Preparation

Read the candidacy materials of the candidate(s) for the position of Treasurer of the International Board of ELSA 2024/2025 and discuss and prepare with your Board any questions you may have.

17:00 – 17:30

ALL GOOD THINGS MUST COME TO AN END (MISCELLANEOUS & CLOSING)**Description**

This workshop will serve as an opportunity to discuss anything that we pushed off during the ICM. The Workshop will offer opportunities for feedback, pictures, and sweet goodbyes. I will try not to cry.

Outcome

Reflect on the challenges, successes and moments of this ICM and the present term overall.

Preparation

None.

MARKETING WORKSHOP

MARKETING WORKSHOP**Preparation and Reminders**

In order to actively participate and contribute to the Workshops, please, do not forget to:

- Read these Working Materials cover to cover;
- Read relevant parts of the [Statutes and Standing Orders](#) of ELSA;
- Read relevant parts of the [International Council Meeting Decision Book, 65th Edition](#);
- Read the [One Year Operational Plan](#) (OYOP) of the International Board of ELSA 2024/2025;
- Bring your ELSA spirit, share your thoughts and suggestions, and leave your personal touch in the LXXXVI International Council Meeting Antalya.

Please read the aforementioned documents carefully. This is of great importance for the discussions and the outcome of the Workshop sessions.

Last but not least, please read the following draft agenda carefully and make notes on the issues that you would like to address during each workshop. If you wish to bring up topics that are not included in the agenda, please note them down and we will discuss them during the last session. Should you need any clarifications, please do not hesitate to contact the Vice President in charge of Marketing of the International Board at marketing@elsa.org.

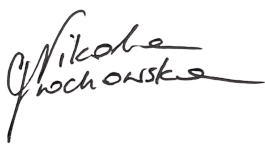
To access most of the documents above you require username and password.

Username: officer

Password: 7zXZZNq

Lastly, do not forget to bring your national/local sweets and/or drinks to share with the Workshop.

I look forward to seeing you all at the MKT Workshops of this ICM!



Nikola Grochowska

Vice President in charge of Marketing
International Board of ELSA 2024/2025

MARKETING WORKSHOP

Timetable

	13th November Wednesday	14th November Thursday	15th November Friday	16th November Saturday	17th November Sunday		
9:00	Arrival	Breakfast				Final Plenary	
9:30							
10:00		Can't You Tell I got News For You	Mid Plenary	Sightseeing	Final Plenary		
10:30							
11:00		You Just Want Attention: Social Media					
11:30							
12:00		One Brand to ROLE Them All (Joint AA)	Sponsors Fair				
12:30							
13:00		Lunch					
13:30							
14:00		Another One: Proposal Workshop	Mid Plenary	I Got (New) Rules: Corporate Identity			
14:30		Say It Right: What are Public Relations Really About?					
15:00		Letter of Authorisation		Mid Plenary			Paint It Black: Design 101
15:30		So Why Should I Care About a Bad Reputation? (Joint BEE)					
16:00	Opening Plenary	Go play your video game: Audiovisuals	The Show Must Go On: Closing				
16:30				Mid Plenary			
17:00			Preparation Time				
17:30		I Wil Survive: How to Manage?					
18:00				Reporting Time			
18:30	Reporting Time						
19:00		Don't Stop Me Now: Opening (Joint PD)	Reporting Time	Reporting Time	Departures		
19:30	Freshers' & Officers' Workshop						
20:00	HoD	Dinner	Dinner				
20:30	Dinner						
21:00	Dinner	Social	Gala Dinner				
21:30	Social						
22:00	Social						
22:30	Social						

 MARKETING WORKSHOP

Draft Agenda**Wednesday, 13th November 2024***19:00 – 19:30***DON'T STOP ME NOW: OPENING WORKSHOP (JOINT WITH PD)****Description**

During the Opening Workshop, we will elect the Workshop Officers, namely the Chair, Vice Chair and the Secretaries. We will also present and approve the agenda as well as set the rules for our workshop. Our Internal Meetings have been strongly connected to icebreakers and games with the hope of ensuring that we have the chance to get to know each other better.

Outcome

Election of Workshop Officers, approval of the Agenda and drafting of Workshop Rules. Getting to know other officers.

Preparation

None.

*19:30 – 20:00***OFFICERS AND FRESHERS WORKSHOPS****Description**

During this Workshop, participants elected to be the Officers will be prepared for their tasks during the week. At the same time, people who attend the ICM for the first time will have the chance to get to know the customs and atmosphere of the event.

Outcome

Enable Workshop Officers to undertake their tasks. Presenting the content of the meeting to new members.

Preparation

None.

*20:00 – 20:30***HEAD OF DELEGATION'S MEETING****Description**

The Heads of Delegation are the main communication channel between the International Board, the Organising Committee, and the National Groups. The meeting of the Heads of Delegation

MARKETING WORKSHOP

will provide you with all the important and useful information applicable to your National Group.

Outcome

Heads of Delegation understand their tasks and responsibilities for the upcoming week.

Preparation

None.

MARKETING WORKSHOP

Thursday, 14th November 2024*10:00 – 11:00***CAN'T YOU TELL I GOT NEWS FOR YOU? (*SUN IS SHINING AND SO ARE YOU!*)****Description**

We've got news for you! If you were wondering what the IB has been up to in the past months, this workshop will give you all the answers you need. We will talk about the most important events on the international level and you will hear updates on what's been happening in your National Groups.

Outcome

Officers will get an update on what's been happening on the international level and get a chance to share the activities and experiences of their National Groups.

Preparation

None, but be prepared to talk about updates from your National Group!

*11:00 – 12:00***YOU JUST WANT ATTENTION: SOCIAL MEDIA****Description**

When it comes to promotion, social media is the perfect place to market ELSA's events. Having the essential knowledge and tools and how to utilise them, will enhance the social media presence across various platforms. You will learn about optimal posting strategies, platform-specific tactics, emerging trends, Meta Business Suite, and much more!

Outcome

This workshop will equip participants with the knowledge and tools necessary to elevate their social media presence across various platforms.

Preparation

Think whether you are already using some social media tactics or tools to improve engagement or the overall presence of your ELSA National Group.

*12:00 – 13:00***ONE BRAND TO ROLE THEM ALL (BRAND PROPOSAL, JOINT WITH AA)****Description**

Rule of Law Education Programme has become a large project organised by almost half of the Network, with rapidly developing support structures and increasingly efficient methods of

MARKETING WORKSHOP

delivery. Thus, it needs a unified face to create a recognisable lasting impression which conveys the essence of the rule of law and facilitation at a single glance. The currently in use outdated Marketing Kit isn't able to serve that purpose, lacking a design language aligned with the principles of the project it's representing as well as uniqueness and character. Let's build the new face of this exploding project together!

Outcome

Discussion about and adoption of a new ROLE brand.

Preparation

Read carefully the proposal No. 9. and the new sample Marketing Kit. Read carefully the comments and think about the ideas and principles ROLE stands for, and how these principles should be conveyed visually. Attend AA Open Calls leading up to the ICM.

14:00 – 14:30

ANOTHER ONE: PROPOSAL WORKSHOP**Description**

In this workshop we will discuss Marketing-related International Council Meeting Decision Book Proposals, brought forward by the International Board of ELSA. We will have time for discussion, arguments and voting regarding the final recommendation to the International Council.

Outcome

The Workshop provides a recommendation to the International Council regarding the International Council Meeting Decision Book Proposals related to the area of Marketing, brought forward by the International Board of ELSA.

Preparation

Read carefully Proposal No. 8.

14:30 – 15:30

SAY IT RIGHT: WHAT ARE PUBLIC RELATIONS REALLY ABOUT?**Description**

Reputation and Public Relations are forces driving ELSA forward, or, in pessimistic scenarios, pulling it backwards. While they vary from country to country, some common practices can enhance the public relations of an ELSA group. In this workshop, we will make use of the knowledge learned earlier, to talk about how to look at ELSA's image and reputation more broadly. We will also lay the groundwork for the later workshop on PR, together with BEE.

Outcome

MARKETING WORKSHOP

Participants will learn more about the importance of curating a distinct image of their National Group, in order to influence various stakeholders' opinions and image of the association.

Preparation

None.

15:30 – 16:30

SO WHY SHOULD I CARE ABOUT A BAD REPUTATION (JOIN WITH BEE)**Description**

Work on the public image of an ELSA Group is the responsibility of each Board Member, but Presidents and Marketers are more directly involved in it, through external and public relations. But what is Public Relations and where do those two areas intersect and offer the potential for collaboration? During this workshop, we will answer those questions and have the chance to discuss the image of ELSA as an association more broadly.

Outcome

Participants will be provided with practical information to help them advance their public and external relations efforts. After this workshop, Officers will understand what PR in ELSA means.

Preparation

Think about how your ELSA Group is viewed by various stakeholders - such as law students, members, (potential) partners and universities. Reflect on how this image impacts the activities of your Group - does it support them?

16:30 – 18:00

GO PLAY YOUR VIDEO GAME: AUDIOVISUALS**Description**

The way people consume media in today's world can be summed up in one word: **quick**. Products and services are advertised in a simple, short way and this direction is something beneficial to explore for every Marketer in ELSA and beyond. In this highly interactive workshop, participants will have the opportunity to learn about creating appealing audiovisuals and get the chance to create one themselves.

Outcome

Learning more about the benefits of sharing audiovisual content and putting knowledge into practice, having the chance to get feedback from fellow participants.

Preparation

Bring your laptop with Canva/other video editing software and your phone. Get ready to create something on the spot!

MARKETING WORKSHOP

18:00 – 19:00

I WILL SURVIVE: HOW TO MANAGE?**Description**

Being a Marketer is not an easy responsibility. At times, our agendas are filled with meetings, graphics to design, projects from each Key Area to promote and teams to coordinate. Time, content and team management are the key aspects of the work of every Marketer and in this workshop, we will explore them more. We will take a look at the most popular tools to sort out the daily chaos and have the chance to discuss and share experiences.

Outcome

Participants will learn key skills for managing their time, content schedules, and teams effectively to make their marketing tasks easier.

Preparation

If you use any practical tools to make your Marketing life easier, write them down and share them in this workshop.

MARKETING WORKSHOP

Saturday, 16th November 2024*14:00 – 15:00***I GOT (NEW) RULES: CORPORATE IDENTITY****Description**

We will explore both concrete rules and abstract concepts that shape ELSA's Corporate Identity. This Workshop will cover everything from logo usage and colour palettes to the nuanced representation of our association's values in various media, including digital platforms, print materials, merchandise, and audiovisual content, ensuring a cohesive and brand-compliant presence across the network.

Outcome

To establish a comprehensive understanding and implementation of the Corporate Identity of ELSA, ensuring consistent and cohesive representation across all media and platforms within the Network.

Preparation

Take a look at the Brandbook and write down questions that may arise.

*15:00 – 17:00***PAINT IT BLACK: DESIGN 101****Description**

This workshop delves into fundamental graphic design principles, including color theory and layout composition. Participants will acquire practical skills to design various marketing assets and work on their own design skills.

Outcome

Participants will be equipped with the knowledge to enhance the visual appeal and effectiveness of ELSA's marketing materials.

Preparation

Have Canva/Photoshop or another graphic design platform ready and prepare to create something!

*17:00 – 17:30***THE SHOW MUST GO ON: CLOSING****Description**

MARKETING WORKSHOP

Coming to the end of this ICM, we will reflect on the things we've learned, the experiences we've lived through and the successes we achieved! We will share feedback and comments... and prepare to leave Antalya with double the motivation, because the show, indeed, must go on, and we all play a big role in it!

Outcome

Reflect on the challenges, successes and experiences of this ICM.

Preparation

None.

ACADEMIC ACTIVITIES

ACADEMIC ACTIVITIES WORKSHOP**Preparation and Reminders**

In order to actively participate and contribute to the Workshops, please, do not forget to:

- Read these Working Materials cover to cover;
- Read relevant parts of the [Statutes and Standing Orders](#) of ELSA;
- Read relevant parts of the [International Council Meeting Decision Book, 65th Edition](#);
- Read the [One Year Operational Plan \(OYOP\) of the International Board of ELSA 2024/2025](#);
- Bring your ELSA spirit, share your thoughts and suggestions, and leave your personal touch at the LXXXVI International Council Meeting!

Please read the aforementioned documents carefully. This is of great importance for the discussions and the outcome of the Workshop sessions.

Also, please read the following draft agenda carefully. Should you need any clarifications, please do not hesitate to contact:

- the Director for Academic Activities at director.aa@elsa.org.

Join the AA mailing list (elsa-aa@elsa.org) [here](#), as well as the AA [Whatsapp Group](#) and start a discussion even before the ICM! These platforms can be used to bring up ideas you want to share, no matter if you will be able to personally participate in the meeting or not.

It is my pleasure to welcome you to the AA Workshops!



Niko Anzulović Mirošević
Vice President in charge of Academic Activities
International Board of ELSA 2024/2025

ACADEMIC ACTIVITIES

Timetable

	13th November Wednesday	14th November Thursday	15th November Friday	16th November Saturday	17th November Sunday		
9:00	Arrival	Breakfast				Final Plenary	
9:30							
10:00		Where Was the IB When The Westfold Fell?	Mid Plenary	Sightseeing			
10:30							
11:00		I Will Take the Ring, Though I Don't Know the Way					
11:30			Sponsors Fair				
12:00		One Brand to ROLE Them All (Joint MKT)					
12:30		Second Breakfast					
13:00							
13:30							
14:00			Mid Plenary	You Have My Sword (Joint C, PD)			
14:30		One Grant to Fund Them - Proposal (Joint FM)		There Are Some Things That Time Cannot Mend (Joint S&C)			
15:00		Letter of Authorisation		Even the Smallest Event Can Change the Course of a Campaign (Proposal)			How About Side By Side With A Friend?
15:30				Fly, You Fools!			
16:00	Opening Plenary	There is Still Some Good in This World, And It's Worth Fighting For (Joint BEE)					
16:30							
17:00							
17:30		You've Got a Partner in Me (Joint BEE, C, PD, S&C)					
18:00				Preparation Time			
18:30				Departure			
19:00	Dangerous Business, Going Out Your Door	Reporting Time	Reporting Time				
19:30	Freshers' & Officers' Workshop						
20:00	HoD						
20:30	Dinner	Dinner	Dinner				
21:00				Gala Dinner			
21:30	Social	Social	Social				
22:00							
22:30							

ACADEMIC ACTIVITIES

Draft Agenda**Wednesday, 13th November 2024***19:00 – 19:30***DANGEROUS BUSINESS, GOING OUT YOUR DOOR****Description**

During the Opening Workshop, we will elect the Workshop Officers, namely the Chair, Vice Chair and the Secretaries. We will also present and approve the agenda as well as set the rules for our workshop, with a special twist. Our Internal Meetings have been strongly connected to icebreakers and games with the hope of ensuring that we have the chance to get to know each other better.

Outcome

Election of Workshop Officers, approval of the Agenda and drafting of Workshop Rules. Getting to know other officers.

Preparation

None.

*19:30 – 20:00***OFFICERS AND FRESHERS WORKSHOPS****Description**

During this Workshop, participants elected to be the Officers will be prepared for their tasks during the week. At the same time, people who attend the ICM for the first time will have the chance to get to know the customs and atmosphere of the event.

Outcome

Enable Workshop Officers to undertake their task. Presenting to new members the content of the meeting.

Preparation

None.

*20:00 – 20:30***HEAD OF DELEGATION'S MEETING****Description**

The Heads of Delegation are the main communication channel between the International Board, the Organising Committee, and the National Groups. The meeting of the Heads of Delegation

ACADEMIC ACTIVITIES

will provide you with all the important and useful information applicable to your National Group.

Outcome

Heads of Delegation understand their tasks and responsibilities for the upcoming week.

Preparation

None.

ACADEMIC ACTIVITIES

Thursday, 14th November 2024*10:00 – 11:00***WHERE WAS THE IB WHEN THE WESTFOLD FELL?****Description**

So, what is REALLY going on in the...ELSA House? During this workshop, we will have the chance to share with you what we have been up to on the International level and answer any questions you potentially have regarding our work until now. You will also have the chance to share the projects you have organised, your achievements and your goals for the remainder of the term! Additionally, we will provide some insights into the life of the VP AA of the International Board of ELSA!

Outcome

Officers will have the opportunity to get informed about international updates, as well as share their projects and ideas with each other.

Preparation

None.

*11:00 – 12:00***I WILL TAKE THE RING, THOUGH I DON'T KNOW THE WAY****Description**

We all sit atop a mound of knowledge, history and insights on various projects, tips and experiences of previous Officers. During this workshop, we will discuss and practice some of the most impactful methods of transferring and managing useful knowledge. Creative expression in project management flourishes best when based on and supported by all the information and advice available. The previous 40+ years of experience surely have something to tell us - let's learn how to listen to them.

Outcome

Participants will be more aware of the knowledge tools available to them and methods on how to harness them. ELSA International will have an input on what knowledge transfer method to focus on developing the most going forward.

Preparation

Think about your transition and the knowledge you did or didn't receive. Think about all the times you were unsure of how to do something, and what was your first idea of where to find out more about it.

ACADEMIC ACTIVITIES

12:00 – 13:00

ONE BRAND TO ROLE THEM ALL (BRAND PROPOSAL, JOINT WITH MKT)**Description**

Rule of Law Education Programme has become a large project organised by almost half of the Network, with rapidly developing support structures and increasingly efficient methods of delivery. Thus, it needs a unified face to create a recognisable lasting impression which conveys the essence of rule of law and facilitation at a single glance. The currently in use outdated Marketing Kit isn't able to serve that purpose, lacking a design language aligned with the principles of the project it's representing as well as uniqueness and character. Let's build the new face of this exploding project together!

Outcome

Discussion about and adoption of a new ROLE brand.

Preparation

Read carefully the proposal No. 9. and the new sample Marketing Kit. Read carefully the comments and think about the ideas and principle ROLE stands for, and how these principles should be conveyed visually. Attend AA Open Calls leading up to the ICM.

14:00 – 15:30

ONE GRANT TO FUND THEM (PROPOSAL, JOINT WITH FM)**Description**

Rule of Law Education Programme has become a large project organised by almost half of the Network, with rapidly developing support structures and increasingly efficient methods of delivery, and at its centre has been a Conference successfully funded by a European Youth Foundation grant now for the third year in a row. ELSA International has identified a very real opportunity to extend the funding from this grant to National Groups organising ROLE. In order to pursue this opportunity, a robust system of coordinated planning, evaluation, execution and quality control must be set up to support the excellence and development of the project and enable efficient and fair distribution of funds. Additionally, a new systematisation of the project's elements will make it consistent with the way the Decision Book regulates other big decentralised projects, as well as easily understandable by Officers interested in organising.

Outcome

Discussion on and adoption of a new structure for ROLE, including systems for financial support, coaching support and quality control.

Preparation

Read proposals No. 10-11 carefully and think about the ideas it is aiming to implement and how it approaches the implementation. Attend AA Open Calls leading up to the ICM.

 ACADEMIC ACTIVITIES

15:30 – 16:30

EVEN THE SMALLEST EVENT CAN CHANGE THE COURSE OF A CAMPAIGN (PROPOSAL)

Description

With the Annual Human Rights Campaign hitting record numbers of events thanks to the undying dedication of the Network to human rights, it is becoming increasingly important for Officers to understand how to handle a campaign. Unlike most projects often characterised by a culmination at a single event, handling a continuous, consistent and connected set of events, publications and more can be challenging and brings out different skills from the organiser. We will go over best practices, skills and mindset required to lead a campaign.

Additionally, we will discuss the need for a proposal to explicitly double down on the importance of using unified branding for AHRC events in the Decision Book.

Outcome

Participants will better understand how to lead a campaign by sharing experiences and interactive learning.

Discussion and adoption of an obligation for National Groups to apply the AHRC Marketing kit and enforce it in their Local Groups.

Preparation

Think about the organisation of AHRC in your country. How has it been different from e.g. an Academic Competition or a workshop project?

Read carefully the proposal No. 12. and think about the ideas it wants to implement and how it approaches the implementation.

16:30 – 17:30

THERE'S STILL SOME GOOD IN THIS WORLD, AND IT'S WORTH FIGHTING FOR (JOINT WITH BEE)

Description

Advocacy is our way of influencing change in the world around us, and makes the very tip of the spear that is **#ActToImpact**. Instead of relying on the initiative of specific Officers to advocate about a topic they are personally keen on, ELSA is establishing a clear path to creating principles and patterns to enable consistent and structurally sustainable advocacy output. Approaching advocacy strategically all while embracing your inner project manager is the way to success. In this workshop, we will demonstrate how ELSA International has been doing it and brainstorm ways in which Groups can set up their advocating platforms.

Outcome

Participants will better understand the need to embrace and tackle advocacy more like a cross-functional project/support system rather than an ideal or opportunity to strive for. They have ideas on how to establish continuous advocacy in their Groups.

ACADEMIC ACTIVITIES

Preparation

Think about how your Group has been advocating in the past and what lies forward. Think about what has worked for you and what have you learned from past experiences.

17:30 – 19:00

YOU'VE GOT A PARTNER IN ME (JOINT WITH BEE, C, PD, S&C)**Description**

Partners and fundraising are, of course, the lifeline of all Groups. Thus, successfully concluding partner deals is theoretically an underlying skill necessary for almost any other development in a Group. Whether we are looking for project partners or general partners or some combination, our presentation and approach always must adjust to what we are looking for and what we can work with. In this workshop, we will go over some of the most important principles, tactics and tips on how to approach and negotiate with partners, and afterwards, everyone will prepare and enter partner simulations to exercise the learned knowledge.

Outcome

Participants will better understand all the necessary components of a partner meeting to keep in mind before, during and after the act. They will be confident in presenting projects, but also wider portfolios, alone or together, to any partner.

Preparation

Think about how you approached partners in the past - what has seemed to work, and what has not? What is your go-to strategy?

ACADEMIC ACTIVITIES

Saturday, 16th November 2024*14:00 – 15:00***YOU HAVE MY SWORD! (JOINT WITH C, PD)****Description**

Effective team management is the key to transforming ideas into successful projects and events. In this workshop, we will dive into the essential skills and strategies for leading the team that is behind you in organising your initiatives. We will explore the fundamental principles of team management, focusing on building a strong team, setting clear goals, effective communication, delegation and accountability, all while continuously motivating your team.

Outcome

By the end of the workshop, participants will feel empowered to lead their teams with confidence, turning their collective vision into a reality. They will be ready to pass responsibility and freedom to their team members to offload themselves, encourage initiative and reinforce development.

Preparation

Think about the projects you have been organising, and how the OC's/teams for them looked like. Did it work? What was wrong? What do you do differently now than you did before?

*15:00 – 16:00***THERE ARE SOME THINGS THAT TIME CANNOT MEND (JOINT WITH S&C)****Description**

This is the last term of the International Focus Programme on Law & Sustainability. That means it's time for evaluation of the Network's efforts and the preparation of a new topic proposal. But while ELSA International is busy with that, the Network needs to discuss about how we want the IFP to look going forward, what do we want its outcomes to be and how do we want to measure them, and then agree on a solution viable for all Groups to be implemented with the new topic. The discussion starts here - we will go through the history, challenges and opportunities.

Outcome

A discussion is started in the Network about the future of the IFP

Preparation

Think about the projects you organised on IFP. What support/knowledge did you expect, and did you find what you were looking for?

 ACADEMIC ACTIVITIES

16:00 – 17:00

HOW ABOUT SIDE BY SIDE WITH A FRIEND?**Description**

ELSA Legal Research Groups are the only project of ELSA where bilateral/multilateral cooperation between Groups on a horizontal level is at the very core of the project, a cornerstone element around which the rest of the project is built. In this workshop we will go over best practices of connecting and collaborating with other Groups through prolonged periods of time on an LRG (but applicable to other projects as well) especially when selecting a research topic and setting up an academic framework, and tackle all the challenges it can entail in an interactive way.

Outcome

Participants are aware of all the important details to keep in mind when collaborating with their peers. They are ready to tackle projects together.

Preparation

Think about what Groups you would like to cooperate with and enable your members to share experiences with.

17:00 – 17:30

FLY, YOU FOOLS!**Description**

I am a servant of the Secret Fire, wielder of the flame of Anor. You cannot pass. The dark fire will not avail you, flame of Udûn. Go back to the Shadow! You cannot pass.

You aren't having a stroke, that's in the Working Materials.

In this workshop we will wrap up the week from the perspective of the best AArea. We will discuss what we learned at this ICM and lay out all the developments, challenges and discussions that lie ahead. Such is the nature of our AArea, an open-ended one with plenty of opportunity, but also uncertainty. But don't fret, not all those who wander are lost. The world is changing, and all we have to decide is what to do with the time that is given to us.

While we're at it, we will also re-learn some long-lost AA gang signs and take some pictures together. If you didn't take a picture, it's like you've never been.

Outcome

Participants are done with workshops and can go prepare for the gala. They have a sense of all the discussions to be had later down the term, and all opportunities that await them. They share constructive criticism of the workshops.

Preparation

Bring a smile!

COMPETITIONS WORKSHOP

COMPETITIONS WORKSHOP**Preparation and Reminders**

In order to actively participate and contribute to the Workshops, please, do not forget to:

- Read these Working Materials cover to cover;
- Read relevant parts of the [Statutes and Standing Orders](#) of ELSA;
- Read relevant parts of the [International Council Meeting Decision Book, 65th Edition](#);
- Read the [One Year Operational Plan](#) (OYOP) of the International Board of ELSA 2024/2025;
- Bring your ELSA spirit, share your thoughts and suggestions, and leave your personal touch at the LXXXVI International Council Meeting Antalya.

Please read the aforementioned documents carefully. This is of great importance for the discussions and the outcome of the Workshop sessions.

Last but not least, please read the following draft agenda carefully and make notes on the issues that you would like to address during each workshop. If you wish to bring up topics that are not included in the agenda, please note them down and we will discuss them during the last session. Should you need any clarifications, please do not hesitate to contact the Vice President in charge of Competitions of the International Board at competitions@elsa.org.

To access most of the documents above you require username and password.

Username: officer

Password: 7zXZZNq

Lastly, do not forget to bring your national/local sweets and/or drinks to share with the Workshop.

It is my pleasure to welcome you to the C Workshops!



Aliena Trefny

Vice President in charge of Competitions

International Board of ELSA 2024/2025

COMPETITIONS WORKSHOP

Timetable

	13th November Wednesday	14th November Thursday	15th November Friday	16th November Saturday	17th November Sunday
9:00	Arrival	Breakfast			
9:30					
10:00		Wake up, Sleeping Beauty, we have news! - International Update	Mid Plenary	Sightseeing	Final Plenary
10:30					
11:00		Conceal, Don't Feel, Don't Let Them Know - Protecting Privacy in ELSA (Joint IM, S&C)			
11:30			Sponsors Fair		
12:00		Be Our Guest - Development Strategies for the Beauty & the Beast			
12:30			Lunch		
13:00					
13:30					
14:00		Hakuna Matata - Empowering Participants	You Have My Sword (Joint AA, PD)		
14:30					
15:00	Letter of Authorisation	Snow White looking for her 7 Dwarfs - Competition Materials	Mid Plenary	Sometimes You Gotta Kiss that Frog - Crisis Management	
15:30				The Bare Necessities of Evaluation	
16:00	Opening Plenary			Genie, I have a wish - Proposal Workshop	Happily Ever After - Wrapping Up the MagiC (for now!)
16:30					
17:00		You've Got a Partner in Me (Joint BEE, AA, PD, S&C)			
17:30				Departure	
18:00			Preparation Time		
18:30					
19:00	Opening Workshop	Reporting Time	Reporting Time		
19:30	Freshers' & Officers' Workshop				
20:00	HoD	Dinner	Dinner		Gala Dinner
20:30	Dinner				
21:00					
21:30	Social	Social	Social		
22:00					
22:30					

COMPETITIONS WORKSHOP

Draft Agenda**Wednesday, 13th November 2024***19:00 – 19:30***A WHOLE NEW WORLD - OPENING****Description**

During the Opening Workshop, we will elect the Workshop Officers, namely the Chair, Vice Chair and the Secretaries. We will also present and approve the agenda as well as set the rules for our Workshops. Our Internal Meetings have been strongly connected to icebreakers and games with the hope of ensuring that we have the chance to get to know each other better.

Outcome

Election of Workshop Officers, approval of the Agenda and drafting of Workshop Rules. Getting to know other Officers.

Preparation

None.

*19:30 – 20:00***OFFICERS AND FRESHERS WORKSHOPS****Description**

During this Workshop, participants elected to be the Officers will be prepared for their tasks during the week. At the same time, people who attend the ICM for the first time will have the chance to get to know the customs and atmosphere of the event.

Outcome

Enable Workshop Officers to undertake their task. Presenting to new members the content of the meeting.

Preparation

None.

*20:00 – 20:30***HEAD OF DELEGATION'S MEETING****Description**

The Heads of Delegation are the main communication channel between the International Board, the Organising Committee, and the National Groups. The meeting of the Heads of Delegation

COMPETITIONS WORKSHOP

will provide you with all the important and useful information applicable to your National Group.

Outcome

Heads of Delegation understand their tasks and responsibilities for the upcoming week.

Preparation

None.

COMPETITIONS WORKSHOP

Thursday, 14th November 2024*10:00 – 11:00***WAKE UP, SLEEPING BEAUTY, WE HAVE NEWS! - INTERNATIONAL UPDATE****Description**

Just like the Sleeping Beauty awakening from her long slumber, this workshop will open your eyes to the exciting world of Competitions at an international level within ELSA! Are you wondering what the International Board has been up to so far? Curious about any developments in the C area? In this workshop, we will dive into the world of Competitions and discuss the latest international updates from the ELSA House! You will learn about the progress made so far, upcoming projects, and future plans. This is also your opportunity to ask any questions about our work and provide feedback. Additionally, you will be given the floor to share your local and national achievements, projects you've organised, and goals for the second part of the term.

Outcome

Officers will have the opportunity to get informed about international updates, as well as share their projects and ideas with each other.

Preparation

None.

*11:00 – 12:00***CONCEAL, DON'T FEEL, DON'T LET THEM KNOW - PROTECTING PRIVACY IN ELSA (JOINT IM, S&C)****Description**

From collecting participant information to managing consent forms and understanding the responsibilities that come with handling sensitive data, during the workshop, Officers will learn about the essential practices needed to safeguard the privacy of participants in ELSA projects. We will explore the role of Internal Management and how the key areas, such as Competition and Seminars & Conferences Officers, must collaborate to ensure compliance with data protection regulations.

Outcome

Officers of the Network possess the knowledge about maintaining the necessary standards of privacy and data security. The workshop will provide participants with practical tools and insights to protect personal data while running smooth and compliant projects across ELSA. Let's work together to become true guardians of privacy within our network!

Preparation

None.

12:00 – 13:00

COMPETITIONS WORKSHOP

BE OUR GUEST - DEVELOPMENT STRATEGIES FOR THE BEAUTY & THE BEAST**Description**

Step into the world of the two flagship competitions of ELSA International, as we dive into the development strategies of these moot courts. In this workshop, we will present the draft of the development strategy for the HPMCC (the Beauty) and share the goals for the JHJMCC (the Beast). These strategies are designed to ensure the continued growth and success of both Competitions, and this is your chance to take an active role in shaping their future! Officers will have the opportunity to give feedback, ask questions, and provide valuable input on the long-term vision and goals for each Competition.

Outcome

Upon completion of this workshop, participants will gain a comprehensive insight into the history of the HPMCC and the JHJMCC, understand their potential for development and growth, and voice their views of how they can thrive in future editions.

Preparation

Read the draft of the development strategy of the Helga Pedersen Moot Court Competition, which will be shared with you before this ICM.

14:00 – 15:00

HAKUNA MATATA - EMPOWERING PARTICIPANTS**Description**

Just like Simba's journey to becoming king, every participant in a competition faces their own challenges on the path to success. In this workshop, the Officers will get some inspiration and brainstorm on organising preparative events, such as trainings, webinars, or podcasts, that empower your participants to step into the spotlight, overcome their fears, and claim their place in the circle of your competition.

Outcome

The Officers have ideas for events that not only enhance participants' performance but also create a welcoming atmosphere where they can roar with confidence and take on any challenge.

Preparation

None.

15:00 – 17:00

SNOW WHITE LOOKING FOR HER 7 DWARFS - COMPETITION MATERIALS

COMPETITIONS WORKSHOP

Description

Every successful moot court and academic competition requires a strong foundation of well-prepared materials. During this workshop, we will explore the essential documents needed for success in your competitions. The Officers will get a comprehensive overview of the various types of materials crucial for moot courts and academic competitions, and share their best practices on how to acquire these materials, whether through existing resources or by creating your own, as well as how to effectively draft and update them.

Outcome

Officers will be equipped with the tools to help you acquire and draft the necessary materials and create a solid foundation for your moot courts and academic competitions.

Preparation

Think about what kind of materials and documents you need for your competitions, which ones would be helpful to be provided by ELSA International, and have a look at the packages on the Officers' Portal.

17:00 – 17:30

GENIE, I HAVE A WISH - PROPOSAL WORKSHOP**Description**

During this Workshop, we will discuss the proposals in the Competitions area, submitted by ELSA International and ELSA the Netherlands.

Outcome

The Workshop's recommendation/lack thereof on the proposals concerning the Competitions area.

Preparation

Read proposal No. 13.

17:30 – 19:00

YOU'VE GOT A PARTNER IN ME (JOINT WITH BEE, AA, PD, S&C)**Description**

COMPETITIONS WORKSHOP

Partners and fundraising are, of course, the lifeline of all Groups. Thus, successfully concluding partner deals is theoretically an underlying skill necessary for almost any other development in a Group. Whether we are looking for project partners or general partners or some combination, our presentation and approach always must adjust to what we are looking for and what we can work with. In this workshop, we will go over some of the most important principles, tactics and tips on how to approach and negotiate with partners, and afterwards, everyone will prepare and enter partner simulations to exercise the learned knowledge.

Outcome

Participants will better understand all the necessary components of a partner meeting to keep in mind before, during and after the act. They will be confident in presenting projects, but also wider portfolios, alone or together, to any partner.

Preparation

Think about how you approached partners in the past - what has seemed to work, and what has not? What is your go-to strategy?

COMPETITIONS WORKSHOP

Saturday, 16th November 2024**YOU HAVE MY SWORD (JOINT WITH AA, PD)***14:00 – 15:00***Description**

Effective team management is the key to transforming ideas into successful projects and events. In this workshop, we will dive into the essential skills and strategies for leading the team that is behind you in organising your initiatives. We will explore the fundamental principles of team management, focusing on building a strong team, setting clear goals, effective communication, delegation and accountability, all while continuously motivating your team.

Outcome

By the end of the workshop, participants will feel empowered to lead their teams with confidence, turning their collective vision into a reality. They will be ready to pass responsibility and freedom to their team members to offload themselves, encourage initiative and reinforce development.

Preparation

Think about the projects you have been organising, and how the OC's/teams for them looked like. Did it work? What went wrong? What do/would you do differently now than you did before?

*15:00 – 16:00***SOMETIMES YOU GOTTA KISS THAT FROG - CRISIS MANAGEMENT****Description**

As project organisers, we always have to expect the unexpected, despite being prepared to the best of our abilities. In this workshop, we will focus on crisis management, where you will practice how to effectively tackle problems that may occur before, during and after the organisation of competitions. And who knows, maybe you will even enjoy kissing the frog because every crisis can lead to a fairytale ending!

Outcome

Officers will discuss and practice to handle crises with confidence. By the end of the workshop, you will be ready to embrace challenges as opportunities for growth.

Preparation

None.

16:00-17:00

COMPETITIONS WORKSHOP

THE BARE NECESSITIES OF EVALUATION**Description**

One key element in organising any project, that tends to be forgotten, is evaluation after concluding the event. We will explore how to best evaluate the impact and effectiveness of our initiatives and gain a deeper understanding of your project's success.

Outcome

Officers will learn about the importance of evaluation, setting evaluation criteria, methods to collect honest feedback, analysing the results and implementing improvements.

Preparation

None.

17:00 – 17:30

HAPPILY EVER AFTER - WRAPPING UP THE MAGIC (FOR NOW!)**Description**

As we reach the conclusion of our magiCal journey together this week, it's time to celebrate all that we've accomplished and look ahead to the exciting possibilities that lie ahead! In this reflective workshop, we will share our thoughts, insights, and memorable experiences and talk about things that might have been left out before.

Together, we'll take a moment to appreciate the growth and achievements we have made, but the story doesn't end here! We will also discuss our future aspirations and plans as we continue this adventure. Think of this session as a joyful pause - a "see you soon" rather than a farewell!

Outcome

Reflect on the challenges, successes and moments of this ICM and the present term overall.

Preparation

None.

PROFESSIONAL DEVELOPMENT WORKSHOP

PROFESSIONAL DEVELOPMENT WORKSHOP**Preparation and Reminders**

In order to actively participate and contribute to the Workshops, please, do not forget to:

- Read these Working Materials cover to cover;
- Read relevant parts of the [Statutes and Standing Orders](#) of ELSA;
- Read relevant parts of the [International Council Meeting Decision Book, 65th Edition](#);
- Read the [One Year Operational Plan \(OYOP\) of the International Board of ELSA 2024/2025](#);
- Bring your ELSA spirit, share your thoughts and suggestions, and leave your personal touch in the LXXXVI International Council Meeting!

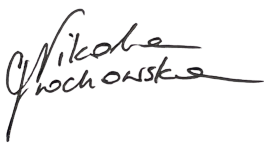
Please read the aforementioned documents carefully. This is of great importance for the discussions and the outcome of the Workshop sessions.

Also, please read the following draft agenda carefully. Should you need any clarifications, please do not hesitate to contact:

- the Vice Presidents in charge of Marketing and Academic Activities at professionaldevelopment@elsa.org.

Join the AA mailing list (elsa-pd@elsa.org), as well as the AA [Whatsapp Group](#) and start a discussion even before the ICM! These platforms can be used to bring up ideas you want to share, no matter if you will be able to personally participate in the meeting or not.

It is our pleasure to welcome you to the PD Workshops!



Nikola Grochowska
Vice President in charge of Marketing
International Board of ELSA 2024/2025



Niko Anzulović Mirošević
Vice President in charge of Academic
Activities
International Board of ELSA 2024/2025

PROFESSIONAL DEVELOPMENT WORKSHOP

Timetable

	13th November Wednesday	14th November Thursday	15th November Friday	16th November Saturday	17th November Sunday
9:00	Arrival	Breakfast	Breakfast		
9:30		International Update	Breakfast		
10:00		Breakfast	Mid Plenary	Sightseeing	Final Plenary
10:30					
11:00		Why You Should Become A TNP			
11:30		How Can I Apply To ELSA Traineeships?	Sponsors Fair		
12:00			Lunch		
12:30					
13:00					
13:30					
14:00		Proposal Workshop	Mid Plenary	You Have My Sword (Joint AA,C)	
14:30		(Perfectly Done) PD Events		Where Is My Certificate? - Evaluation	
15:00	Letter of Authorisation	Biking In (Legal) Tandem		Candidacy Workshop	
15:30		Scraping By (Joint FM)		Closing	
16:00	Opening Plenary	You've Got a Partner in Me (Joint BEE, AA, C, S&C)		Preparation Time	
16:30					
17:00					
17:30					
18:00					Departure
18:30	Don't Stop Me Now: Opening (Joint MKT)	Reporting Time		Reporting Time	
19:00	Freshers' / Officers' Workshop				
19:30	HoD	Dinner	Dinner		
20:00	Dinner				
20:30					
21:00			Gala Dinner		
21:30	Social	Social	Social		
22:00					
22:30					

 PROFESSIONAL DEVELOPMENT WORKSHOP

Draft Agenda**Wednesday, 13th November 2024***19:00 – 19:30***DON'T STOP ME NOW: OPENING (JOINT WITH MKT)****Description**

During the Opening Workshop, we will elect the Workshop Officers, namely the Chair, Vice Chair and the Secretaries. We will also present and approve the agenda as well as set the rules for our workshop. Our Internal Meetings have been strongly connected to icebreakers and games with the hope to ensure that we have the chance to get to know each other better.

Outcome

Election of Workshop Officers, approval of the Agenda and drafting of Workshop Rules. Getting to know other officers.

Preparation

None.

*19:30 – 20:00***OFFICERS AND FRESHERS WORKSHOPS****Description**

During this Workshop, participants elected to be the Officers will be prepared for their tasks during the week. At the same time, people who attend the ICM for the first time will have the chance to get to know the customs and atmosphere of the event.

Outcome

Enable Workshop Officers to undertake their task. Presenting to new members the content of the meeting.

Preparation

None.

*20:00 – 20:30***HEAD OF DELEGATION'S MEETING****Description**

The Heads of Delegation are the main communication channel between the International Board, the Organising Committee, and the National Groups. The meeting of the Heads of Delegation

PROFESSIONAL DEVELOPMENT WORKSHOP

will provide you with all the important and useful information applicable to your National Group.

Outcome

Heads of Delegation understand their tasks and responsibilities for the upcoming week.

Preparation

None.

PROFESSIONAL DEVELOPMENT WORKSHOP

Thursday, 14th November 2024*09:30 – 10:00***INTERNATIONAL UPDATE****Description**

The work of ELSA International should not be perceived as distant or unclear from the Network. In this workshop, you will have an overview of all the jobs done in this first part of the term in the PD area and the next step that should follow.

Outcome

Officers will have the opportunity to get informed about international updates, as well as share their projects and ideas with each other.

Preparation

None.

*11:00 – 12:00***WHY YOU SHOULD BECOME A TNP****Description**

Preparing yourself for the job hunting process and mainly for an interview with a possible Traineeship providers can be challenging. The important part is to know how to approach and “sell” the program and understand the differences between potential providers for international and national programmes.

Outcome

How to present the ELSA Traineeships to providers with tips and tricks to success, and the different approach between the ELSA Traineeships programme and a National traineeships programme.

Preparation

Read the International Council Meeting Decision Book, Part 2., Chapter 3.

*12:00 – 13:00***HOW CAN I APPLY FOR ELSA TRAINEESHIPS?****Description**

With the launch of the ELSA Traineeships, the Student Hunting period is starting. During this workshop, we want to take a moment to prepare ourselves for this full month, during which the most important priority is handling our members with all their questions.

PROFESSIONAL DEVELOPMENT WORKSHOP

Outcome

Discussion on how to coordinate the work of the officer when it comes to the Student Hunting period.

Preparation

None.

14:00 – 14:30

PROPOSAL WORKSHOP**Description**

During this workshop we will go over a proposal submitted by the Network for the Decision book.

Outcome

For the Workshop to give a recommendation to the International Council on the proposals.

Preparation

Read carefully Proposals No. 21-22.

14:30 – 15:30

(PERFECTLY DONE) PD EVENTS**Description**

In coordinating events within the Professional Development area, having a solid management system is crucial for success before, during, and after each event. In this workshop, we'll cover essential steps for effective project management. As we evaluate this term's initiatives aimed at enhancing opportunities, we'll discuss necessary changes and potential new strategies. Additionally, the PD Team will talk about Career Launch to showcase the work behind the project.

Outcome

Participants will collaboratively develop strategies for managing Professional Development events, highlighting the diverse experiences of Officers. They will also understand more about the work of the EIT behind the Career Launch.

Preparation

Think about the way you currently organise your PD events, from start to finish. Reflect on the tools you use and which processes could be more effective. Besides that, only basic knowledge of PD events, needed to be able to be active during the workshops.

PROFESSIONAL DEVELOPMENT WORKSHOP

15:30 – 16:30

BIKING IN (LEGAL) TANDEM**Description**

This workshop will focus on Legal Tandem, our most recent project. Participants will engage in group discussions to share feedback and insights, allowing us to evaluate the project's effectiveness collaboratively. Your input will be crucial in identifying areas for improvement and ensuring the project meets everyone's needs.

Outcome

The workshop will generate practical suggestions to make the project even more effective.

Preparation

If you are an organiser of Legal Tandem, be prepared to talk about how you organise the project. If you are planning to organise Legal Tandem, think about what you'd like to know about it and be prepared to ask questions to current organisers! Besides that, only basic knowledge of PD events, needed to be able to be active during the workshops.

16:30 – 17:30

SCRAPING BY (INPUT PAPER, JOINT WITH FM)**Description**

The discussion about making the Professional Development area sustainable is still ongoing, but a solution has not yet been found. Last year there were many talks and workshops, but never any conclusions. Thus, the conversation remains ongoing. Together, we will discuss the input paper and other possible solutions.

Outcome

Finding a long-term solution for the sustainability of the Professional Development area.

Preparation

Carefully read the Input Paper that can be found in the Input Paper section of the Working Materials.

17:30 – 19:00

YOU'VE GOT A PARTNER IN ME (JOINT WITH BEE, AA, C, S&C)**Description**

PROFESSIONAL DEVELOPMENT WORKSHOP

Partners and fundraising are, of course, the lifeline of all Groups. Thus, successfully concluding partner deals is theoretically an underlying skill necessary for almost any other development in a Group. Whether we are looking for project partners or general partners or some combination, our presentation and approach always must adjust to what we are looking for and what we can work with. In this workshop, we will go over some of the most important principles, tactics and tips on how to approach and negotiate with partners, and afterwards, everyone will prepare and enter partner simulations to exercise the learned knowledge.

Outcome

Participants will better understand all the necessary components of a partner meeting to keep in mind before, during and after the act. They will be confident in presenting projects, but also wider portfolios, alone or together, to any partner.

Preparation

Think about how you approached partners in the past - what has seemed to work, and what has not? What is your go-to strategy?

PROFESSIONAL DEVELOPMENT WORKSHOP

Saturday, 16th November 2024*14:00 – 15:00***YOU HAVE MY SWORD! (JOINT WITH AA, C)****Description**

Effective team management is the key to transforming ideas into successful projects and events. In this workshop, we will dive into the essential skills and strategies for leading the team that is behind you in organising your initiatives. We will explore the fundamental principles of team management, focusing on building a strong team, setting clear goals, effective communication, delegation and accountability, all while continuously motivating your team.

Outcome

By the end of the workshop, participants will feel empowered to lead their teams with confidence, turning their collective vision into a reality. They will be ready to pass responsibility and freedom to their team members to offload themselves, encourage initiative and reinforce development.

Preparation

Think about the projects you have been organising, and how the OC's/teams for them looked like. Did it work? What went wrong? What do/would you do differently now than you did before?

*15:00 – 16:00***WHERE IS MY CERTIFICATE? - EVALUATION****Description**

The work of the officers for the ELSA Traineeships does not end with the internal Student hunting deadline and the start of reception. There are multiple forms and evaluations that both trainees and TNPs need to fill in. The aim of this workshop is to discuss how we can simplify the process, improve the questions and the use of the information collected through them.

Outcome

Discussion on how to make the process of filling out the Evaluation forms more efficient.

Preparation

None.

*16:00 – 17:00***CANDIDACY WORKSHOP**

PROFESSIONAL DEVELOPMENT WORKSHOP

Description

This is the moment to discover the candidate(s) for the position of Vice President in charge of Professional Development of the International Board of ELSA for the term 2024/2025. Knowing about their plans, ideas, and vision for the area will be exciting and fruitful!

Preparation

Participants will be able to listen to the presentation of the candidate(s) for the Professional Development area and will have the opportunity to ask questions.

Outcome

None.

17:00 – 17:30

CLOSING WORKSHOP**Description**

The end of ICM is the moment to give feedback about how the first part of the term has passed and to talk about what are the plans for the next part of the term, everything combined with some ELSA amarcord and chit-chat moments.

Outcome

Participants give their feedback about this first part of the term and share future challenges.

Preparation

None.

SEMINARS AND CONFERENCES WORKSHOP

SEMINARS AND CONFERENCES WORKSHOP**Preparation and Reminders**

In order to actively participate and contribute to the Workshops, please, do not forget to:

- Read these Working Materials cover to cover;
- Read relevant parts of the [Statutes and Standing Orders](#) of ELSA;
- Read relevant parts of the [International Council Meeting Decision Book, 65th Edition](#);
- Read the [One Year Operational Plan](#) (OYOP) of the International Board of ELSA 2024/2025;
- Bring your ELSA spirit, share your thoughts and suggestions, and leave your personal touch in the LXXXVI International Council Meeting Antalya.

Please read the aforementioned documents carefully. This is of great importance for the discussions and the outcome of the Workshop sessions.

Last but not least, please read the following draft agenda carefully and make notes on the issues that you would like to address during each workshop. If you wish to bring up topics that are not included in the agenda, please note them down and we will discuss them during the last session. Should you need any clarifications, please do not hesitate to contact the Vice President in charge of Seminars and Conferences of the International Board at seminarsconferences@elsa.org.

To access most of the documents above you require username and password.

Username: officer

Password: 7zXZZNq

Lastly, do not forget to bring your national/local sweets and/or drinks to share with the Workshop.

It is my pleasure to welcome you to the S&C Workshops!



Paula Bačić

Vice President in charge of Seminars and Conferences
International Board of ELSA 2024/2025

SEMINARS AND CONFERENCES WORKSHOP

Timetable

	13th November Wednesday	14th November Thursday	15th November Friday	16th November Saturday	17th November Sunday	
9:00	Arrival	Breakfast				Final Plenary
9:30						
10:00		What's Poppin' in S&C?	Mid Plenary	Sightseeing		
10:30						
11:00		Conceal, Don't Feel, Don't Let Them Know - Protecting Privacy in ELSA (Joint IM, C)				
11:30						
12:00		ELSA Law Schools Diaries	Sponsors Fair			
12:30						
13:00		Lunch				
13:30						
14:00		Another day in paradICE	Mid Plenary	Drop some Experience, Spill some Wisdom	There Are Some Things That Time Cannot Mend (Joint AA)	
14:30						
15:00		Letter of Authorisation				
15:30						
16:00	Opening Plenary			S&C Vision Board	Departure	
16:30		Revealing Global Opportunities		Until Next Time!		
17:00						
17:30		You've Got a Partner in Me (Joint BEE, AA, C, PD)				
18:00				Preparation Time		
18:30						
19:00	Ready, Set, S&C!	Reporting Time	Reporting Time			
19:30	Freshers' & Officers' Workshop					
20:00	HoD					
20:30	Dinner	Dinner	Dinner			
21:00				Gala Dinner		
21:30	Social	Social	Social			
22:00						
22:30						

SEMINARS AND CONFERENCES WORKSHOP

Draft Agenda**Wednesday, 13th November 2024***19:00 – 19:30***READY, SET, S&C!****Description**

During the Opening Workshop, we will elect the Workshop Officers, namely the Chair, Vice Chair and the Secretaries. We will also present and approve the agenda as well as set the rules for our workshop. Our Internal Meetings have been strongly connected to icebreakers and games with the hope to ensure that we have the chance to get to know each other better.

Outcome

Election of Workshop Officers, approval of the Agenda and drafting of Workshop Rules. Getting to know other officers.

Preparation

None.

*19:30 – 20:00***OFFICERS AND FRESHERS WORKSHOPS****Description**

During this Workshop, participants elected to be the Officers will be prepared for their tasks during the week. At the same time, people who attend the ICM for the first time will have the chance to get to know the customs and atmosphere of the event.

Outcome

Enable Workshop Officers to undertake their task. Presenting to new members the content of the meeting.

Preparation

None.

*20:00 – 20:30***HEAD OF DELEGATION'S MEETING****Description**

The Heads of Delegation are the main communication channel between the International Board, the Organising Committee, and the National Groups. The meeting of the Heads of Delegation

SEMINARS AND CONFERENCES WORKSHOP

will provide you with all the important and useful information applicable to your National Group.

Outcome

Heads of Delegation understand their tasks and responsibilities for the upcoming week.

Preparation

None.

SEMINARS AND CONFERENCES WORKSHOP

Thursday, 14th November 2024*10:00 – 11:00***WHAT'S POPPIN' IN S&C?****Description**

What's the latest from the bustling world of S&C? In this workshop, we will dive into the results of the State of the Network Inquiry, exploring the insights gathered from across the Network regarding S&C. We will analyse the statistics on our term's projects so far, highlighting the trends, challenges, and opportunities that lie ahead! Additionally, the VP S&C will share insights about her work behind the blue doors, or better - around the world.

Outcome

Participants will gain a clear understanding of international S&C updates, including insights from the State of the Network Inquiry, and how these will impact future planning and projects.

Preparation

None.

*11:00 – 12:00***ELSA LAW SCHOOLS DIARIES****Description**

In this workshop, we will take a closer look at the current status of ELSA Law Schools, discussing any issues associated with the project. Participants will also review statistics from the Summer Cycle 2023/2024, providing insight into the successes and challenges faced. We will allocate time to discuss the current needs of the project and explore opportunities for future improvements.

Outcome

Participants will gain awareness of the existing challenges related to ELSA Law Schools, engage in discussions, and contribute to decisions regarding its future direction.

Preparations

Review relevant materials and come prepared with any questions or insights you wish to share.

*12:00 – 13:00***CONCEAL, DON'T FEEL, DON'T LET THEM KNOW - PROTECTING PRIVACY IN ELSA (JOINT WITH IM, C)****Description**

SEMINARS AND CONFERENCES WORKSHOP

From collecting participant information to managing consent forms and understanding the responsibilities that come with handling sensitive data, during the workshop, Officers will learn about the essential practices needed to safeguard the privacy of participants in ELSA projects. We will explore the role of Internal Management and how the key areas, such as Competition and Seminars & Conferences Officers, must collaborate to ensure compliance with data protection regulations.

Outcome

Officers of the Network possess the knowledge about maintaining the necessary standards of privacy and data security. The workshop will provide participants with practical tools and insights to protect personal data while running smooth and compliant projects across ELSA. Let's work together to become true guardians of privacy within our network!

Preparation

None.

14:00 – 15:00

ANOTHER DAY IN PARADISE**Description**

Originating as a platform for bringing together students and professionals from across Europe, ICE was designed to foster international collaboration and exchange of legal knowledge. In this workshop, we will explore the process of organising successful ICE, focusing on essential elements such as academic programme, sponsorship, and logistics. We'll also look at how to innovate and expand the reach of this project to make a greater impact.

Outcome

Participants will gain a comprehensive understanding of how to plan and organise International Conferences of ELSA. They will leave with practical ideas for enhancing the quality of the academic programme and strategies for securing partnerships and sponsorships.

Preparation

Familiarise yourself with the ICE Handbook and bring any questions or ideas you have about organising an ICE.

15:00 – 16:30

THE WINDS OF CHANGE (PROPOSALS WORKSHOP)**Description**

This Workshop is dedicated to discussing and voting on the recommendation of all the Proposals for the Area of Seminars & Conferences.

SEMINARS AND CONFERENCES WORKSHOP

Outcome

Workshop recommendations regarding S&C Proposals

Preparation

Read through proposals No. 14-19 related to S&C carefully prior to the Workshop. If you have any amendments, please discuss them with the International Board first. This will allow the Workshop to go much faster and more efficiently.

16:30 – 17:30

REVEALING GLOBAL OPPORTUNITIES**Description**

In this workshop, we will explore the structure and significance of ELSA Delegations, one of our most prestigious projects, highlighting the unique access ELSA has to various international institutions. We will delve into strategies to enhance the visibility of ELSA Delegations within our National Groups, focusing on effective promotion techniques to increase application rates.

Outcome

Participants of the workshop will have a solid understanding of the ELSA Delegations structure and its unique benefits. They will leave with new ideas and strategies to promote the project.

Preparations

Reflect on your experiences promoting ELSA Delegations within your National Group. Come prepared with ideas for improving visibility and any challenges your members have faced in the past, along with suggestions for addressing these issues.

17:30 – 19:00

YOU'VE GOT A PARTNER IN ME (JOINT WITH BEE, AA, C, PD)**Description**

Partners and fundraising are, of course, the lifeline of all Groups. Thus, successfully concluding partner deals is theoretically an underlying skill necessary for almost any other development in a Group. Whether we are looking for project partners or general partners or some combination, our presentation and approach always must adjust to what we are looking for and what we can work with. In this workshop, we will go over some of the most important principles, tactics and tips on how to approach and negotiate with partners, and afterwards, everyone will prepare and enter partner simulations to exercise the learned knowledge.

Outcome

SEMINARS AND CONFERENCES WORKSHOP

Participants will better understand all the necessary components of a partner meeting to keep in mind before, during and after the act. They will be confident in presenting projects, but also wider portfolios, alone or together, to any partner.

Preparation

Think about how you approached partners in the past - what has seemed to work, and what has not? What is your go-to strategy?

SEMINARS AND CONFERENCES WORKSHOP

Saturday, 16th November 2024*14:00 – 15:00***DROP SOME EXPERIENCE, SPILL SOME WISDOM****Description**

This interactive workshop is all about sharing and exchanging experiences, best practices, and future plans. Participants will share their own strategies and ideas for the term, focusing on S&C initiatives. The goal is to learn from each other, inspire collaborations, and boost efficiency in organising and promoting S&C events.

Outcome

By the end of this workshop, participants will have exchanged valuable experiences, developed fresh ideas for collaborations, and created a network for supporting one another in their S&C activities. This exchange will lead to stronger initiatives and improved knowledge management across the network.

Preparation

Bring your One Year Operational Plan (OYOP), or if you haven't drafted one yet, list out the key projects and plans for the term. Be ready to share your goals and discuss ways to make your term successful and stress-free.

*15:00 – 16:00***THERE ARE SOME THINGS THAT TIME CANNOT MEND (JOINT WITH AA)****Description**

This is the last term of the International Focus Programme on Law & Sustainability. That means it's time for evaluation of the Network's efforts and the preparation of a new topic proposal. But while ELSA International is busy with that, the Network needs to discuss about how we want the IFP to look going forward, what do we want its outcomes to be and how do we want to measure them, and then agree on a solution viable for all Groups to be implemented with the new topic. The discussion starts here - we will go through the history, challenges and opportunities.

Outcome

A discussion is started in the Network about the future of the IFP

Preparation

Think about the projects you organised on IFP. What support/knowledge did you expect, and did you find what you were looking for?

SEMINARS AND CONFERENCES WORKSHOP

16:00 – 17:00

S&C VISION BOARD**Description**

Let's dream big! In this workshop, we will create a vision board for the future of S&C. We will discuss the most ambitious goals for the next 3-5 years, imagining where we want to take this Area, and how we can get there. Should we create a separate S&C strategy? We will explore both immediate priorities and far-reaching goals, balancing realism with our wildest dreams for the future of the Area

Outcome

We will develop a clear strategy and actionable goals for the S&C Area, aimed at guiding the entire Network. We'll build a roadmap for the next generation of S&Cers, ensuring alignment on both immediate priorities and long-term goals.

Preparation

Reflect on your biggest dreams for S&C. What could this Area achieve if there were no limitations? Bring ideas on potential projects, partnerships, and innovations that could significantly improve S&C. Think about both realistic goals and ambitious ideas that can inspire bold new directions

17:00 – 17:30

UNTIL NEXT TIME!**Description**

This session will be a moment for participants to share final questions, provide feedback, and exchange heartfelt goodbyes as we wrap up the International Council Meeting. We will reflect on the key takeaways from the week, celebrating our achievements and discussing how we can apply the insights gained moving forward.

Outcome

A fulfilling conclusion to the week, fostering a sense of community and connection as we prepare for future collaborations.

Preparation

Reflect on the week's experiences and identify key projects and topics we should prioritise for the remainder of our term. Consider which initiatives sparked enthusiasm and how we can build on those ideas to maximise our impact moving forward!

PROPOSALS

THE INTERNATIONAL BOARD

No. 1. International Council Meeting Decision Book amendment concerning Part 1. General, Chapter 3. Board Reform

The International Board of is proposing the following to the International Council:

PART 1. GENERAL

CHAPTER 3. BOARD REFORM

Article 1. Implementation

1.1 The International Board of ELSA shall:

- a. ~~publish a Board Reform Implementation strategy as well as Transition Materials for the National Groups by 31st of July 2021. These shall include:~~
 - i. ~~a specification of the duties, responsibilities and activities of each position within the new structure;~~
 - ii. ~~a timeline for the implementation period 2021 – 2023 with concrete implementation steps; and~~
 - iii. ~~a strategy on ensuring consistent knowledge management throughout the network~~ iv. ~~expand and strengthen the ELSA International Team as an integral part of Board Reform;~~
- b. ~~publish detailed bimonthly updates containing:~~
 - i. ~~all positive advancements in the implementation of Board Reform~~
 - ii. ~~all difficulties and obstacles experienced and potential solutions.~~
- e. ~~publish implementation guidelines assisting National Groups in implementing Board Reform or in adapting to an asymmetric board structure;~~
- ⌘ support National Groups in the implementation of the Board Reform or in adapting to an asymmetric board structure.

Article 2. Exit Clause

~~2.1 The Exit Clause obliges the International Board of ELSA to take immediate and reasonable action should any aspect of Board Reform substantially harm or threaten the sustainability of the Association.~~

2.2 The International Board of ELSA shall:

-
- ~~a. delay the implementation of any aspects of Board Reform for a period of 6 months in case of reasonable concern over the sustainability of the Association. A detailed report shall be submitted to the International Council at the subsequent International Council Meeting including justification for the delay and a strategy to rectify the cause of the delay;~~
- ~~b. trigger the Exit Clause where Board Reform immediately threatens to harm any Flagship Projects of ELSA;~~
- ~~c. trigger the Exit Clause where Board Reform requires a project to be removed or severely harmed unless:~~
- ~~i. a delay of the implementation would be sufficient to secure the project; or~~
 - ~~ii. the International Council approves the removal or damaging of the project.~~
- ~~d. trigger the Exit Clause where more than ¼ of all National Groups request it by showing that an aspect or the totality of Board Reform is causing direct and severe damage to the national network. The report detailing the request shall be submitted to the International Board at least 6 weeks before the opening of the subsequent International Council Meeting including:~~
- ~~i. any details of the surrounding circumstances and issues caused by Board Reform; ii. evidence that the cause of the significant damage is the Board Reform;~~
 - ~~iii. proof that there have been attempts to alleviate the threat using materials provided by the International Board and this has not been sufficient to solve the problem; and~~
 - ~~iv. detailed steps that have been taken to alleviate the threat or damage caused by Board Reform.~~
- ~~e. submit a sustainable solution to any threat which triggered the Exit Clause to the International Council at the subsequent International Council Meeting at which such proposals may be submitted in accordance with Art. 6.8 of the Standing Orders of ELSA.~~
- ~~f. publish a detailed Exit Strategy including justification, a risk assessment, and the concrete steps to be taken to minimise risk and damage to the network within 2 weeks of triggering the Exit Clause. The risk assessment shall cover at least the following considerations:~~
- ~~i. the potential conflicts in timing;~~
 - ~~ii. the necessary preparation time;~~
 - ~~iii. funding;~~
 - ~~iv. agreements or commitments; and~~
 - ~~v. external image.~~

Comments:

The provisions regarding the reform of the board structure can now be considered redundant due to the successful completion of the Board Reform in previous years. The original intent behind these provisions was to facilitate and monitor the transition to the new board structure, as well as to address any challenges or risks during the implementation phase. Since this phase has been successfully completed on the international level, retaining these regulations no longer serves any practical purpose.

Specifically, Article 1 focused on the publication of strategies, materials, and timelines for the implementation period of 2021–2023. As this timeline has passed and the reforms have been

enacted, there is no longer a need to keep provisions mandating updates or guidelines for a process that has already been finalised. Similarly, Article 2, which outlines the "Exit Clause" and contingency measures in case the reform poses a threat to the Association, has lost relevance. The need for such safeguards no longer applies, now that the board structure is stable and fully operational.

The only exception is Article 1 Letter d, which pertains to ongoing support for National Groups in adapting to the new board structure. Since some National Groups may still benefit from support and guidance, retaining this provision ensures that the transition remains sustainable at all levels. Thus, the other provisions can be removed from the International Council Meeting Decision Book without affecting the Association's activities.

No. 2. International Council Meeting Decision Book amendment concerning Part 1. General, Chapter 7. Flagship Projects

The International Board of ELSA is proposing the following to the International Council:

PART 1. GENERAL**CHAPTER 7. FLAGSHIP PROJECTS****Article 1. Definition**

[...]

1.5 The Flagship Projects of ELSA are:

- a. ~~the Helga Pedersen Moot Court Competition~~ the ELSA Law Review;
- b. ~~the ELSA Law Review~~ the John H. Jackson Moot Court Competition;
- c. ~~the John H. Jackson Moot Court Competition~~ the Helga Pedersen Moot Court Competition;
- d. ~~ELSA Law Schools~~ ELSA Traineeships;
- e. ~~ELSA Delegations~~ ELSA Law Schools;
- f. ~~ELSA Traineeships~~ ELSA Delegations.

Comments:

This proposal seeks to put the Flagship Projects of ELSA into the statutory order in which the rest of the Decision Book is structured, according to the areas and the chapters, following the Board reform in 2022.

No. 3. International Council Meeting Decision Book proposal concerning Part 3. Internal Management, Chapter 6. Human Resources

The International Board of ELSA is proposing the following to the International Council:

PART 3. INTERNAL MANAGEMENT

CHAPTER 6. HUMAN RESOURCES

Article 1. Definition

1.1 Human Resources in ELSA concerns the management of its potential, passive and/or active members as well as Alumni through the Association, ~~including Welfare.~~

1.2 ~~The Human Resources Department is working with the Secretary General of the International Board on the Human Resources Management within ELSA International. The Human Resources Handbook provides ELSA Groups with concrete areas and measures that may be implemented to improve the experience of their individual members and officers.~~

1.3 ~~Officers responsible for Human Resources within an ELSA Group shall be responsible for creating and evaluating the Human Resources strategy for their group, organise events described in the Human Resources Handbook and ensure the welfare of members and officers alike.~~

Article 2. ~~Implementation~~ Responsibilities

2.1 ~~Officers responsible for Human Resources within an ELSA Group shall be responsible for evaluating their Human Resources practices, as well as ensuring the development of members and officers alike.~~

~~2.1.2~~ 2.2 ELSA International shall:

- a. ~~create and update~~ provide updated materials ~~including webinars and podcasts~~ covering Human Resources, Area and Association knowledge;
- b. support ELSA Groups in creating individualised Human Resources strategies and in preparing transition periods; and
- c. annually organise Human Resources projects, such as, but not limited to, the ELSA Awards and ELSA Skills Academy.
- d. ~~update the Human Resources Handbook regularly;~~
- e. ~~facilitate the organisation of soft skills training sessions for National Board Officers and organise such sessions for the ELSA International Team members;~~
- f. ~~develop an 'ELSA personality test';~~
- g. ~~develop a recognition procedure that celebrates the achievements of ELSA Officers;~~
- h. ~~support National Groups in preparing transition periods;~~
- i. ~~organise annually the ELSA Skills Academy.~~

~~2.2.3~~ 2.3 National Groups shall:

- a. elect or appoint an officer dedicated to focus on Human Resources only;

-
- b. create their own Human Resources strategy based on their needs;
 - c. evaluate Human Resources practises regularly.

Comments:

In Article 1, we propose excluding the term "welfare" from the definition, as it now has its own dedicated team and structure. The removal of the handbook definition in 1.2 serves to keep the regulations concise, as a separate regulation only for the Human Resources handbook is unnecessary. Instead, we now clarify that the Human Resources Department, together with the Secretary General of the International Board, is responsible for Human Resources Management within ELSA International. The responsibilities of Officers in charge of Human Resources have been moved to Article 2, which outlines the distinct responsibilities of all parties involved. Since the obligation to create and evaluate a Human Resources strategy is already included in the responsibilities of the National Groups, it has been removed along with the specific reference to events from the Human Resources Handbook.

In Article 2, we aim to simplify and generalise the obligations of ELSA International by merging similar responsibilities and streamlining the duties. This revision reduces redundancy and ensures that the regulations are clear.

No. 4. International Council Meeting Decision Book amendment concerning Part 3. Internal Management, Chapter 6. Human Resources

The International Board of ELSA is proposing the following to the International Council:

PART 3. INTERNAL MANAGEMENT**CHAPTER 6. HUMAN RESOURCES****Article 3. Definition**

[...]

3.2 In accordance with the Standing Orders of ELSA, the International Board of ELSA shall, at the beginning of each term, open a call for the following positions within the ELSA International Team:

- a. [...]
- b. [...]
- c. [...]
- d. [...]
- e. [...]
- f. [...]
- g. a Director for ~~Academic~~ Competitions. The Director works with the Vice President in charge of Competitions of the International Board or their substitute to support National and Local Groups in establishing and coordinating Competitions; and
- h. [...]

Comments:

Since the Board reform in 2022, there has not been a Director for Academic Competitions, but a Director for Competitions. This proposal aims to permanently change the position in the Decision Book, putting them in charge of the whole Competitions Team and being responsible for coordinating the Assistants for Academic Competitions, Moot Court Competitions and Competitions' Development.

No. 5. International Council Meeting Decision Book amendment concerning Part 3. Internal Management, Chapter 7. ELSA Training

The International Board of is proposing the following to the International Council:

PART 3. INTERNAL MANAGEMENT**CHAPTER 7. ELSA TRAINING****Article 1. Responsibilities**

3.1 The International Board of ELSA shall ~~annually~~ organise the Refreshment Weekend and the Train the Trainers once every three years. The hosts for these events shall be appointed by the International Board of ELSA at least three months prior to the events. In case no host is appointed, the International Board of ELSA shall be responsible for the organisation of the Refreshment Weekend and the Train the Trainers. In the absence of hosts, the events may be held online.

Comments:

The regulation governing the organisation of the Refreshment Weekend (RF) and the Train the Trainers (TtT) is currently not adhered to, as it has proven impractical in its present form. The stipulation that these events be held annually would result in an excessive expansion of the trainers' pool, with an increase of approximately 20 new members each year. This growth is neither sustainable nor necessary to meet the operational needs of the organisation.

In recognition of these challenges, the International Board proposes an amendment to the regulation, modifying the frequency of the RF and TtT to once every three years. Formalising this three-year cycle will ensure that the trainers pool remains appropriately sized, while maintaining the quality and effectiveness of the training offered.

No. 6. International Council Meeting Decision Book amendment concerning Part 4. Financial Management, Chapter 5. Fees

The International Board is proposing the following to the International Council:

PART 4. FINANCIAL MANAGEMENT**CHAPTER 5. FEES****Article 1. Membership Fee**

[...]

1.8 Non-communication of the Annual General Income or falsification of the data, intentional or not, shall automatically raise the ~~coefficient (X) of the offender to the next threshold~~last communicated Annual General Income by 80%.

1.9 National Groups have the right to request a calculation sheet for their Membership Fee from the Treasurer of ELSA International.

~~1.10 National Groups have the right to request a calculator sheet for their Membership Fee from the Treasurer of ELSA International.~~

Comment:

We suggest adjusting the existing penalty for failure to submit the Annual General Income in accordance with the new practice. The calculation methodology involving coefficients has been revised based on the most recent changes at the 85th ICM Thessaloniki and it is essential that the associated penalties reflect these changes. The 80% is based on the average value of the increase in the previous calculation system.

Moreover, it has come to our attention that point 1.10 is effectively redundant, as it is already addressed in point 1.9. We propose to remove this duplication to maintain clarity and cohesion within the regulations.

No. 7. International Council Meeting Decision Book amendment concerning Part 4. Financial Management, Chapter 9. Financial Management of ELSA

The International Board is proposing the following to the International Council:

PART 4. FINANCIAL MANAGEMENT

CHAPTER 9. FINANCIAL MANAGEMENT OF ELSA

Article 1. Reserves

1.1 The reserves can be used only after a recommendation from the Internal Auditors of ELSA and approval by a 2/3 majority of the International Board.

1.2 The International Boards of ELSA shall ensure that the contributions to the reserves are transferred to the respective designated reserve accounts as soon as possible after the end of the respective accounting period.

1.3 ELSA International shall update National Groups on the state of the reserves at every International Council Meeting.

1.4 Regarding the General Reserve of the Association, ELSA shall capitalise a minimum of 5% of the General Administration income every year. However, a contribution can only be made to the extent that such a contribution would not result in a financial loss based on the final accounts, excluding the accounts of the John H. Jackson Moot Court Competition and the Helga Pedersen Moot Court Competition.

~~1.2 The General Reserve can be used only after a recommendation from the Internal Auditors of ELSA and approval by the International Council.~~

~~1.3~~ The General Reserve can be used as follows:

- a. ~~50~~ 50 % of the reserve can be used for:
 - i. investments in the quality of the events;
 - ii. investments in the professionalisation of ELSA;
 - iii. improvement of the marketing resources of ELSA;
 - iv. maintenance of the ELSA House and utilities;
 - v. solving an immediate liquidity issue.
- b. 40 % of the reserve shall be kept ~~in reserve~~ for crises that cannot be dealt with otherwise.
- c. ~~10% can be used as short-term loans that do not need approval by the International Council.~~

~~1.4~~ The General Reserve is to be capped at € 90 000. ~~If the reserve exceeds this limit, the reserve contribution can be used for the general budget of ELSA subsequent to a decision of the International Board of ELSA.~~

1.57 Regarding the reserve of the John H. Jackson Moot Court Competition, ELSA shall capitalise a minimum of 5% of the income of the competition every year. However, a contribution can only be made to the extent that such a contribution would not result in a financial loss based on the final accounts of the John H. Jackson Moot Court Competition.

1.68 The reserve of the John H. Jackson Moot Court Competition shall be used in the following way:

- a. 70% of the reserve may be used per edition to cover indispensable expenses if the income is insufficient;
- b. 230% of the reserve may be used per edition for investments made in order to improve the competition in the long term.

1.72 Regarding the reserve of the Helga Pedersen Moot Court Competition, ELSA shall capitalise a minimum of 5% of the income of the competition every year. However, a contribution can only be made to the extent that such a contribution would not result in a financial loss based on the final accounts of the Helga Pedersen Moot Court Competition.

1.810 The reserve of the Helga Pedersen Moot Court Competition shall be used in the following way:

- a. 780% of the reserve may be used per edition to cover indispensable expenses if the income is insufficient;
- b. 20% of the reserve may be used per edition for investments made in order to improve the competition in the long term.

1.911 Both competition reserves are to be capped. If either reserve exceeds its limit at the end of the edition, the capitalisation shall be done either to the ELSA General reserve or the reserve of the other Competition, subsequent to a decision of the International Board of ELSA.

- a. The John H. Jackson Moot Court Competition reserve is to be capped at € 970 000.
- b. The Helga Pedersen Moot Court Competition reserve is to be capped at € 20 000

~~1.10 ELSA International shall update National Groups on the state of the reserves at every International Council Meeting~~

Comment:

The current regulations governing reserves pose significant challenges for the International Board, as they restrict the flexible and effective utilisation of financial resources. In order to address the evolving needs and challenges faced by ELSA, we propose to relax these existing regulations. Importantly, we will maintain the two-tier organisational oversight to ensure transparency and accountability in the use of funds.

The proposed changes will significantly enhance the flexibility in how reserves can be utilised. Instead of being bound by rigid guidelines, the International Board will now have the authority to make targeted decisions on the most effective deployment of resources. This will allow for optimal adaptation to the changing requirements of the organisation and ensure that resources are allocated where they can deliver the greatest impact.

Some of the changes are structural to create a clearer red line through the regulations by stating regulations regarding all three reserves first, then the general reserves, the John H. Jackson Moot Court Competition, and finally the Helga Pedersen Moot Court Competition.

Additionally, the International Board will continuously be obligated to transfer 5% of the General Administration income every year, but only in those cases when it does not create a loss for the financial year. For example:

- if there is a loss, no contributions to the reserves shall be made;
- if there is a profit of 10.000 and the 5% contribution to the reserve amounts to 7.000, the full contribution shall be made;
- if there is a profit of 5.000 profit and the 5% contribution to the reserve amounts to 7.000, only 5.000 shall be contributed to the reserves.

To sum it up, there can be no higher contribution to the reserves as there is a profit.

The reason why we propose different percentages for the allowed usage of reserves of the John H. Jackson and the Helga Pedersen Moot Court Competitions is that these two moot courts have different opportunities to generate income. The John H. Jackson Moot Court Competition is more suitable and likely to get significant financial support from corporate partners and therefore has more potential to generate additional income through investments. In contrast, the opportunities for financial support of the Helga Pedersen Moot Court Competition are more restricted, resulting in more limited income available for investments.

Finally, as the creation of the reserves is a sole accounting principle, it does not mean that the actual cash has to be transferred. However, to ensure that ELSA has cash in the reserves to use in case of need, the practice of the past International Boards was to physically transfer the cash to designated ELSA reserve accounts. The goal of 1.2 is to write down this useful practice.

No. 8. International Council Meeting Decision Book amendment concerning Annex 4. ELSA Brand Book

The International Board of ELSA is proposing the following to the International Council:

ANNEX 4. ELSA BRAND BOOK

A table of contents shall be added after the “Our Brands” heading page, as the following:

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2. Annual Human Rights Campaign (AHRC)	24
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1. John H. Jackson Moot Court Competition (JHJMCC)	28
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5. International Focus Programme (IFP)	42

The brands compiled in the Brand Book of ELSA International shall reflect the statutory order, in accordance with the following structure:



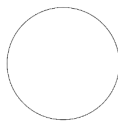
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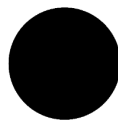
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KEY SELLING POINTS

1. Development practical research skills
2. Publication and recognition in professional environment
3. Improvement of Legal English and Writing Skills

ELEMENTS

1. Linear Elements
2. Academic environment pictures

TIMELINE

1. **Launch** - November
2. **General Promotion** - 4 weeks
3. **Registration Deadline** - December
4. **Publication** - September

ELSA Brandbook | 23



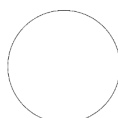
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COLOURS



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HEX: #f5b3af



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KEY SELLING POINTS

1. Human Rights
2. New topic each year
3. Feeling connected to the ELSA Network

ELEMENTS

1. Gradient and wavy elements
2. Images associated with Human Rights

TIMELINE

1. **Launch** - October
2. **General Promotion** - Throughout the year



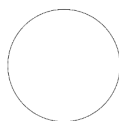
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Lato (all weights)

COLOURS



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CMYK: 0 0 0 0
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CMYK: 30 9 0 78
HEX: #273342

KEY SELLING POINTS

1. International Recognition and Publication
2. Working with experts in the field
3. Improvement of Legal English and Writing Skills

ELEMENTS

1. Linear Elements
2. Rectangle boxes with text inside

TIMELINE

1. **Launch** - November
2. **General Promotion** - 4 weeks
3. **Registration Deadline** - December
4. **Publication** - September

ELSA Brandbook | 27



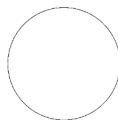
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Lato (all weights)

COLOURS



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HEX: #ffffff



RGB: 255 116 0
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HEX: #ff7400

KEY SELLING POINTS

1. All around the world
2. Biggest Moot Court Competition on Trade Law
3. World Trade Organization

ELEMENTS

1. Circular graphics
2. Globes & Case related pictures

TIMELINE

1. **Launch** - September
2. **General Promotion** - ca. two months
3. **Registration Deadline** - December
4. **Final Round** - June

ELSA Brandbook | 31



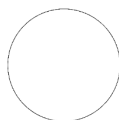
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Palatino
Syne

COLOURS



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HEX: #ffffff



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CMYK: 30 22 24 3
HEX: #bababa

KEY SELLING POINTS

1. Prize: Traineeship at the ECtHR
2. The only MCC in English on the ECHR
3. Council of Europe

ELEMENTS

1. Square speech bubbles
2. ECtHR and participants' images
3. Red see through layer over the images

TIMELINE

1. **Launch** - September
2. **General Promotion** - ca. two months
3. **Registration Deadline** - November
4. **Final Round** - April

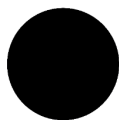
ELSA Brandbook | 33



FONT

Archivo (all weights)

COLOURS



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HEX: #306033

KEY SELLING POINTS

1. Cultural and legal exchange
2. Language skills improvement
3. Enhancing your CV internationally
4. Internatioanlity

ELEMENTS

1. Corporate buildings
2. Young professionals
3. Office environment
4. Business
5. Traineeships destination pictures

TIMELINE

1. **Job Hunting** Promotion Period
2. **Student Hunting**
Countdown - one week
General Promotion - six weeks

TWO CYCLES

- 1st **Launch in November**
- 2nd **Launch in March**



FONT

Lato (all weights)

COLOURS



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HEX: #414042



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HEX: #24619



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HEX: #00517b

KEY SELLING POINTS

- 1. A wide variety of legal topics
- 2. Good & efficient
- 3. Cultural diversity
- 4. Price

ELEMENTS

- 1. Waves
- 2. Boats
- 3. Beaches
- 4. Umbrellas
- 5. Hand drawn icons

TIMELINE

- 1. **Preliminary Promotion** – three weeks
- 2. **General Promotion** – seven weeks
- 3. **Additional Promotion Period** – two weeks



FONT

Lato (all weights)

COLOURS



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KEY SELLING POINTS

1. A wide variety of legal topics
2. Social programme
3. Cultural diversity
4. Winter break

ELEMENTS

1. Snowy sceneries
2. Mountains
3. Frozen lakes
4. People under snow
5. Christmas

TIMELINE

1. **Preliminary Promotion** – three weeks
2. **General Promotion** – six weeks

#ELSAdelegations

ELSA Delegations

«Experience international decision making»



ELSA
Delegations

40 | ELSA Brandbook

FONT

Lato (all weights)

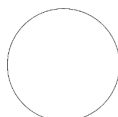
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RGB: 255 255 255
CMYK: 0 0 0 0
HEX: #ffffff



RGB: 255 116 0
CMYK: 0 64 94 0
HEX: #f7400

KEY SELLING POINTS

1. Exclusive opportunity for ELSA members
2. First-hand experience in international decision making
3. A wide variety of sessions on current hot topics

ELEMENTS

1. Recognisable images from UN bodies
2. Images with a variety of flags

TIMELINE

1. **Application opens every two months**
2. **Promotion Period** – two weeks

ELSA Brandbook | 41



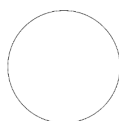
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Lato (all weights)

COLOURS



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RGB: 255 255 255
CMYK: 0 0 0 0
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RGB: 138 120 80
CMYK: 43 44 75 16
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KEY SELLING POINTS

1. High quality online legal courses
2. Specialisation without leaving home
3. Certificate of participation



FONT

Lato (all weights)

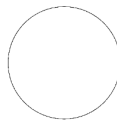
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HEX: #44c0a9



RGB: 255 255 255
CMYK: 0 0 0 0
HEX: #ffffff

KEY SELLING POINTS

1. Human Rights and Social Responsibility
2. Hot legal topics
3. Feeling connected to the ELSA Network

ELEMENTS

1. Degraded transparent boxes
2. Images associated with Human Rights & IFP Topic

TIMELINE

- General Promotion** - throughout the year
ELSA Day - Last Wednesday of November

Comment:

In line with Proposal No. 2., this proposal seeks to reorganise the projects in the Brandbook according to the statutory order of ELSA's Key Areas and their respective projects, aligning them with the structure outlined in the Decision Book following the 2022 Board Reform.

Currently, the projects in the Brandbook are listed in the previous statutory order, with the Helga Pedersen Moot Court Competition appearing first as it was previously categorised under the area of Academic Activities. To reflect the current order, this proposal suggests organising the projects so that each Key Area follows the statutory order, as defined in Proposal No. 2., with Flagship Projects listed first, followed by other International Projects.

Additionally, this reorganisation aims to enhance the usability and accessibility of the Brandbook, making it easier for Officers to locate the necessary brands. A table of contents is introduced to further facilitate navigation.

The current order of projects and brands is as follows:

1. Helga Pedersen Moot Court Competition (**C**)
2. ELSA Legal Research Groups (**AA**)
3. ELSA Law Review (**AA**)
4. Annual Human Rights Campaign (**AA**)
5. John H. Jackson Moot Court Competition (**C**)
6. Summer ELSA Law Schools (**S&C**)
7. Winter ELSA Law Schools (**S&C**)
8. ELSA Delegations (**S&C**)
9. ELSA Webinars Academy (**S&C**)
10. ELSA Traineeships (**PD**)
11. International Focus Programme

The proposed order of projects and brands:

1. ELSA Law Review (**AA**)
2. Annual Human Rights Campaign (**AA**)
3. ELSA Legal Research Groups (**AA**)
4. John H. Jackson Moot Court Competition (**C**)
5. Helga Pedersen Moot Court Competition (**C**)
6. ELSA Traineeships (**PD**)
7. Summer ELSA Law Schools (**S&C**)
8. Winter ELSA Law Schools (**S&C**)
9. ELSA Delegations (**S&C**)
10. ELSA Webinars Academy (**S&C**)
11. International Focus Programme

No. 9. International Council Meeting Decision Book amendment concerning Annex 4. ELSA Brand Book, Rule of Law Education Brand

The International Board of ELSA is proposing the following to the International Council:

ANNEX 4. ELSA BRAND BOOK

RULE OF LAW EDUCATION BRAND

The brand of Rule of Law Education is to be added after the brand of the Annual Human Rights Campaign as the following:



FONT

Poppins (all weights)

COLOURS



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CMYK: 97 78 0 0
HEX: #0d3cab



RGB: 16 69 215
CMYK: 91 71 0 0
HEX: #1045d7



RGB: 58 119 234
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RGB: 4 20 57
CMYK: 100 91 45 58
HEX: #041439



RGB: 121 207 7
CMYK: 58 0 100 0
HEX: #79cd07

KEY SELLING POINTS

1. Rule of law knowledge for youth
2. Non-formal education & facilitation
3. Teaching legal literacy & social responsibility

ELEMENTS

1. Overlapping irregular circular shapes
2. Irregular thin green lines

TIMELINE

1. **General Promotion** - Throughout the year

Comments:

Having now 17 National Groups implementing ROLE and that number steadily growing, there is an opportunity to establish and solidify its visual identity for years to come. Although ROLE has had several visual identities over the years, out of which only the most recent one stuck for more than one term, we have decided to adopt a structured approach to come up with a versatile, yet consistent brand. This effort started with brainstorming during and after the MKT workshop on the ITM - the Network's Officers are going to be the main users of this brand, so it is important to enable their suggestions and opinions to shape its future.

Having received several suggestions and mockups and having worked on them ourselves and in cooperation with the EIT, we have extracted the common denominators of all mockups and come up with a subtle yet stable brand, primarily based on:

- **Blue, irregular, semi-transparent circles** - the shades are derived from the ROLE logo and ELSA's supporting colours but also signal trust and certainty in democracy and the rule of law. The transparency of the shapes signals, well - transparency, and accessibility of the legal system, while the irregular shape of the circles points to varied understandings of RoL around the world as well as grounds the design into a creative, open and non-formal environment of a high school classroom it is intended for.
- **Thin green lines and accents** - they add contrast and strength to the design without being overwhelming and overly dramatic, which is an issue that plagues the currently used high-contrast Marketing Kit. ROLE is based on facilitation - a skill that is flowy, adaptive, interactive, accessible, and invites you to write your own story. The visuals of the project have to reflect these principles. That being said, with the brand's versatility for either a light or dark background we still leave space open for dramatic, contrasting eye-catchers when the need arises.

Thus, the irregular blue shapes play with the clear-cut green lines to deliver a creative and open, yet structured and dependable brand image that speaks to the spirit of facilitation, while its versatility makes it implementable in many formats to maximise outreach and responsiveness of partners, schools, pupils and students alike.

No. 10. International Council Meeting Decision Book amendment concerning Part. 6 Academic Activities, Chapter 4. Rule of Law Education Programme (ROLE)

The International Board of ELSA is proposing the following to the International Council:

PART 6. ACADEMIC ACTIVITIES**CHAPTER 4. RULE OF LAW EDUCATION PROGRAMME (ROLE)****Article 1. Definition**

1.1 Rule of Law Education is an international project of ELSA, consisting of

- a. the Training Conference, organised by ELSA International and
- b. National Projects, organised by National Groups and coordinated by ELSA International which fulfil the requirements regulated in this Chapter.

~~1.1.2 The Rule of Law Education Programme shall contribute to Europe's youth education and empowerment by letting law students and young lawyers provide youth with rule of law-oriented, non-formal education, and emphasise the importance of legal literacy and social responsibility.~~

~~1.2 The Rule of Law Education Programme shall be implemented through Rule of Law Education projects organised by National Groups.~~

1.3 The project shall be based on non-formal education and the Rule of Law Education Curriculum or its Derivatives, as created by:

- a. ELSA International, or
- b. an Organising Committee under the supervision of ELSA International.

Comments:

Since ROLE is growing at an exponentially increasing rate, we should take the opportunity to solidify the structure and main definitions of the project in a more logical, clear and understandable manner consistent with the way other big thriving projects are structured in the Decision Book, as well as implement the ROLE Training Conference (previously titled "ROLE Train The Facilitators Conference") into the Decision Book.

No. 11. International Council Meeting Decision Book amendment concerning Part. 6 Academic Activities, Chapter 4. Rule of Law Education Programme (ROLE)

The International Board of ELSA is proposing the following to the International Council:

PART 6. ACADEMIC ACTIVITIES**CHAPTER 4. RULE OF LAW EDUCATION PROGRAMME (ROLE)****Article 2. Requirements**

~~2.1 A Rule of Law Education project shall:~~

- ~~a. follow the sessions laid out in the ROLE Curriculum according to the circumstances in the respective country. The sessions will be facilitated in English or a language of the respective country the project is organised in;~~
- ~~b. have a group of Facilitators that facilitate the ROLE Curriculum amongst youth;~~
- ~~c. provide training to its group of Facilitators prior to providing ROLE sessions. This training shall focus on rule of law knowledge, facilitation skills and the use of the ROLE Curriculum.~~

~~2.2 The Rule of Law Education Programme shall be organised in collaboration with ELSA Alumni:~~

~~2.3 ELSA International shall:~~

- ~~a. coordinate the implementation of the Rule of Law Education Programme and support National Groups in implementing Rule of Law Education projects;~~
- ~~b. create, annually revise, and update tools facilitating the organisational process of the Rule of Law Education Programme;~~
- ~~c. appoint National Coordinators for the implementation of the Rule of Law Education Programme in organising National Groups;~~
- ~~d. provide necessary information and other assistance to organising National Groups.~~

~~2.4 National Groups, if legally permitted, shall:~~

- ~~a. appoint an Officer that is in charge of the implementation of the Rule of Law Education Programme in the National Group and its Local Groups;~~
- ~~b. forward all relevant information regarding the Rule of Law Education Programme received from ELSA International to Local Groups;~~
- ~~c. support and promote the Rule of Law Education Programme by using promotional materials provided by ELSA International.~~

Article 2. Requirements of a National Project

2.1 A Rule of Law Education National Project shall:

- a. aim to be annual;

-
- b. include an education programme based on the Curriculum or its Derivatives;
 - c. be based on facilitation and non-formal education;
 - d. include training sessions to recruit and maintain a pool of Facilitators. This training shall focus on facilitation skills, the use of the selected Curriculum Derivative(s) and rule of law knowledge;
 - e. be regulated by a hosting agreement duly signed by the respective National Group and ELSA International.

Article 3. The Rule of Law Education Cycle

3.1 The Rule of Law Education Calendar specifies deadlines and periods binding for National Groups organising National Projects.

3.2 There shall be one Rule of Law Education Cycle for each term.

3.3 To qualify for the Rule of Law Education Cycle, a National Project should contain at least facilitator training and a school visit during the execution period.

3.4 The Rule of Law Education Cycle shall comprise six periods:

- a. specification;
- b. application;
- c. preparation;
- d. execution;
- e. interim reporting;
- f. final reporting.

3.5 The International Board of ELSA may accept a National Project into the Rule of Law Education Cycle after the end of the specification period upon presentation of an individual case.

Article 4. Responsibilities

4.1 ELSA International shall:

- a. during the specification period,
 - a. send the Rule of Law Education Specification Form and the respective Rule of Law Education Calendar by 25th July;
 - b. end the specification period by 20th August.
- b. during the application period,
 - a. sign a Rule of Law Education Hosting Agreement setting out the responsibilities of the parties and quality standards with the National Groups;
 - b. submit a grant application for Rule of Law Education to the European Youth Foundation within the specified deadline;
- c. during the preparation period:
 - a. provide organising National Groups with the Rule of Law Education Marketing Kit in due time specified in the Rule of Law Education Calendar;

-
- d. during the execution period,
 - a. pay each organising National Group approved for financial support 30% of the amount awarded for their National Project no later than two weeks before the start of their training;
 - b. organise the Training Conference;
 - c. ensure a spot for one representative of each organising National Group as a participant on the Training Conference;
 - e. during the interim reporting period,
 - a. submit an interim report for Rule of Law Education to the European Youth Foundation within the specified deadline;
 - b. pay each organising National Group approved for financial support 20% of the amount awarded for their National Project no later than two weeks after receiving the second instalment of the grant;
 - f. during the final reporting period,
 - a. submit a final report for Rule of Law Education to the European Youth Foundation within the specified deadline;
 - b. pay each National Group approved for financial support that has received the payment from article 4.1.e.b the outstanding 50% of the amount awarded for their National Project no later than three weeks after ELSA receives the total grant amount from the EYF based on a successful grant report;
 - g. create and maintain a fair, objective and transparent policy of awarding grant funds;
 - h. support, coordinate and control the implementation and quality of National Projects through a coaching system;
 - i. promote Rule of Law Education;
 - j. send unified evaluation forms to all organising National Groups by the end of each term;
 - k. create, annually revise, and update tools facilitating the organisational process of National Projects.

4.2 National Groups shall:

- a. actively promote organising and participating in Rule of Law Education by using promotional materials provided by ELSA International;
- b. ensure that at least one representative of the Organising Committee of their National Project applies for and participates in the TC.

Article 5. Compliance and Quality Control

5.1 ELSA International shall have the power to:

- a. check the qualification of the trainers of a National Project;
- b. check academic and institutional partner involvement in a National Project;
- c. check any additional aspects of the National Project that ELSA International deems necessary to guarantee the quality of the National Project;
- d. request any further information and clarifications from the Organising National Group.

5.2 In case of a breach of the hosting agreement or an inadequate grant report, the International Board of ELSA shall try to solve the issue by means of dialogue. Should this dialogue be unsuccessful, the International Board of ELSA may:

- a. inform the respective National Group about the attitude of the Organising Committee in order for it to take the appropriate internal measures;
- b. remove the respective National Project from the current Rule of Law Education Cycle, and prevent it from using the “Rule of Law Education” label;
- c. withhold or demand the return of grant funds until the breach has been remedied in time and to the satisfaction of the International Board;
- d. hold the organising National Group liable for any damages incurred by the breach.

5.3 The International Board of ELSA may allow an Organising National Group to deviate from the regulations concerning National Projects upon presentation of a concrete and justified reason. In case of an allowed deviation, the International Board of ELSA shall have the power to demand the National Group write an explanation letter for the EYF with detailed and justified reasoning for the deviation. If the explanation and reasoning are not accepted, ELSA International shall act in accordance with Article 5.2 c.

5.4 In case the breach is drawn to the attention of ELSA International during or after the National Project has taken place, it shall try to solve the issue by means of dialogue. Should this dialogue be unsuccessful, the International Board of ELSA may:

- a. apply any and all measures listed under Article 5.2;
- b. forbid the organising ELSA Group to organise a National Project for the duration of one Rule of Law Education Cycle in case of a serious breach or in case of three breaches related to National Projects organised by the same Organising ELSA Group during two consecutive cycles in which they are participating. During this period, the Organising Group shall attend training that shall be provided by ELSA International.

5.5 During the first following regular International Council Meeting, the Vice President in charge of Academic Activities of the International Board of ELSA shall report in an area workshop about the use of the power listed under Article 5.2.b, c, d and 5.4.b of this Chapter.

Article 6. Financial Support

6.1 National Projects can be applied for financial support during the specification period.

6.2 Financial support can only be approved for expenses incurred during the execution period.

6.3 For every financial support application, ELSA International shall have the power to

- a. approve it;
- b. deny it;
- c. demand modifications be made to it;
- d. check the quality of all aspects of a National Project during any period.

6.5 The maximum total amount of financial support provided for all National Projects of each Cycle shall not exceed the amount awarded for the grant application not counting the amount

awarded for the Training Conference. Any decision that would violate this provision is null and void.

6.6 If the awarded amount does not match the amount specified in financial support applications approved by ELSA International, the awarded amount shall be allocated based on the instructions of the EYF. If no instructions are given, the awarded amount shall be allocated by ELSA International based on the criteria used for approving applications for financial support.

6.7 The International Board of ELSA may waive financial support for a Cycle if:

- a. there are less than seven National Projects specified for the respective Rule of Law Education Cycle, or if
- b. There are less than three National projects that applied for financial support of the respective Rule of Law Education Cycle.

6.8 The International Board of ELSA may cancel the Training Conference and waive financial support for a Cycle if the EYF grant amount received for the international activity part of the grant application would result in a disproportionate loss for ELSA International.

Comments:

Having worked with the European Youth Foundation successfully for 3 years in a row now, the International Board has identified a vital opportunity to extend financial support currently only used for the ROLE Conference to organising National Groups. In order to use it, the project needs to be revisited and a more robust and reliable regulatory and support system needs to be implemented to ensure unification, quality, compliance and joined impact.

We want to upgrade ROLE by taking after AEGEE, SAME, JEF, YEE and the like and enabling our Groups to apply for the EYF grant through us. In order to give them money, make sure they use it well and get back to us for the extensive EYF reporting, a palette of controls and sanctions needs to be put in place - otherwise ELSA could remain liable for non-fulfilment of the grant without the means to remedy the damages, and/or the EYF might not be keen on financing us in the future.

The quality and compliance control system is an adaptation of the quality and compliance control system implemented in ELSA Law Schools, with the added extra measures necessary for the process of awarding grant money as well as specificities required for successful communication with the EYF.

For an easier overview, all provisions of this proposal that add significant differences from how ELSA Law Schools are regulated are **highlighted yellow** - and the rest is identical or analogue to ELS.

The granting system works together with the quality and compliance control system. The idea is that not every organiser needs to apply for financial support to keep ROLE as flexible as it is, but even in that case should undergo better training and in turn a bit more elaborate quality control.

The criteria for awarding money should be elaborated further, either in a separate document by EI or in an annexe by the Council, preferably by taking after the EDF Regulations.

No. 12. International Council Meeting Decision Book amendment concerning Part. 6 Academic Activities, Chapter 6. Annual Human Rights Campaign

The International Board of ELSA is proposing the following to the International Council:

PART 6. ACADEMIC ACTIVITIES**CHAPTER 6. ANNUAL HUMAN RIGHTS CAMPAIGN****Article 3. Coordination**

3.1 ELSA International shall coordinate the Annual Human Rights Campaign by:

- a. launching a call for Annual Human Rights Campaign topics no later than four weeks before the opening of the second regular International Council Meeting of the term;
- b. creating and sharing an Annual Human Rights Campaign Outline for the respective edition, no later than the 1st of September. This Outline should include an explanation of the topic, the criteria of the Competition and a timeline of the Campaign;
- c. creating and sharing Supporting Materials for the Annual Human Rights Campaign every four months, starting from the 1st of September. The materials should include the international days of each month as well as important dates that are affiliated with the chosen topic of the Campaign;
- d. launching a call for National Coordinators of the Annual Human Rights Campaign;
- e. sharing the Specification Form no later than the 1st of October and sharing the Evaluation Form no later than the 28th of February of the following year;
- f. coordinating the Annual Human Rights Campaign Competition;
- g. providing necessary information and other assistance to National and Local Groups.

3.2 National Groups shall:

- a. appoint an Officer dedicated to the coordination of the Annual Human Rights Campaign within the National Group;
- b. ensure that Local Groups organise events within the Annual Human Rights Campaign;
- c. submit the Specification Form before an event takes place and the Evaluation Form after an event has been organised by the National Group, or any of its Local Groups, to ELSA International.
- d. support and promote the Annual Human Rights Campaign by using promotional materials provided by ELSA International.
- e. making sure their Local Groups support and promote the Annual Human Rights Campaign by using promotional materials provided by ELSA International.

Comments:

Although this obligation already exists (the brand is defined in the ELSA brand book), we still want to follow the nontechnical approach taken when regulating other projects and add it here as well. However, other than consistency, emphasising this obligation is also of bigger importance now that the Annual Human Rights Campaign has gained a more unified, public image through

posts of many groups and soon the website. Additionally, now that an agreement with the Council of Europe has been made to allow all ELSA Groups to use their logo as the partner of the Annual Human Rights Campaign, it is more important than ever to make sure they actually include it and display it correctly to avoid misrepresentation.

No. 13. International Council Meeting Decision Book amendment concerning Part. 7 Competitions, Chapter 2. Responsibilities

The International Board of ELSA is proposing the following to the International Council:

PART 7. COMPETITIONS**CHAPTER 2. RESPONSIBILITIES****Article 1. Responsibilities**

1.1 ELSA International shall:

- a. [...]
- b. [...]
- c. [...]
- d. annually evaluate the Flagship Projects of ELSA falling under the area of ~~Academic Activities and Competitions~~ and share the outcome with National Groups.

Comments:

This proposal seeks to align the responsibilities of ELSA International in the area of Competitions with the Board reform in 2022, as both Academic and Moot Court Competitions now fall under this area and no longer under Academic Activities.

No. 14. International Council Meeting Decision Book amendment concerning Part 9. Seminars and Conferences, Chapter 3. ELSA Law Schools

The International Board is proposing the following to the International Council:

PART 9. SEMINARS AND CONFERENCES**CHAPTER 3. ELSA LAW SCHOOLS**

Article 2. Requirements of ELSA Law Schools

2.1 ELSA Law Schools shall:

[...]

e. be organised in ~~a~~ close co-operation with an academic or institutional partner who shall ensure the academic quality of the event ~~and~~ whose information shall be transmitted to ELSA International ~~by filling in the academic partner form~~. The academic or institutional partner shall be a law faculty, public institution, law firm or any other legal entity which is entitled to provide education, professional legal services, or otherwise associated professionals in a particular field of law;

[...]

Article 4. Responsibilities

4.1 ELSA International shall:

[...]

d. during the preparation period:

[...]

~~vi. send the academic partner form.~~

Comments:

The obligation to fill in the academic partner form was introduced during the term 2021/2022. However, it hasn't been utilised by the ELSA Law Schools Team since. Instead, the Team is informed about the Academic Partner through Additional Questions Form, Questionnaires and Coaching Calls. Therefore, we propose deleting it as an obligation for the Organising Committees. ELSA International doesn't believe that this will affect the academic quality of the events, as there are other mechanisms ensuring the check of the relationship between Organising Committees and Academic Partners.

No. 15. International Council Meeting Decision Book amendment concerning Part 9. Seminars and Conferences, Chapter 3. ELSA Law Schools

The International Board is proposing the following to the International Council:

PART 9. SEMINARS AND CONFERENCES**CHAPTER 3. ELSA LAW SCHOOLS**

Article 6. Compliance and quality control of ELSA Law Schools

6.1 ELSA International shall have the power to:

[...]

e. check the academic ~~and~~/or institutional partner involvement in an ELSA Law School;

[...]

h. request any further information and ~~or~~ clarifications from the Organising Committee of the ELSA Law School.

Comments:

There is an obligation to organise the ELSA Law School in close cooperation with an academic or institutional partner. Since having just one partner is sufficient to fulfil the requirements, we believe that the inclusion of "and" is unnecessary. It would be sufficient to check the main partner in cases where the specific organising group has both types of partners, which is not typically the case. ELSA International considers the term "or" in point "h." to be redundant.

No. 16. International Council Meeting Decision Book amendment concerning Part 9. Seminars and Conferences, Chapter 5. International Conferences of ELSA

The International Board is proposing the following to the International Council:

PART 9. SEMINARS AND CONFERENCES

CHAPTER 5. INTERNATIONAL CONFERENCES OF ELSA

Article 2. Requirements

2.1 International Conferences of ELSA shall:

- a. [...]
- b. be specified through the International Conferences of ELSA Specification Form ~~at the latest four weeks before the date indicated as the beginning of the application period for the event in the Specification Form; no later than four months before the date indicated as the beginning of the event in the Specification Form.~~
- c. be promoted using the International Conferences of ELSA Marketing Kit.
- d. be regulated by a hosting agreement duly signed by all parties involved.

Article 3. Responsibilities

3.1 ELSA International shall:

- a. coordinate and control the quality of International Conferences of ELSA;
- b. collect and compile the information submitted by Organising Committees of International Conferences of ELSA ~~on the International Conferences of ELSA website; in via the International Conferences of ELSA Specification Form;~~
- ~~c. publish the International Conference of ELSA at least one week before the date indicated in the International Conference of ELSA Specification Form as the beginning of the application period for the relevant event;~~
- c. sign an International Conferences of ELSA Hosting Agreement setting out the responsibilities of the Organising Committee, quality standards, and the privacy policy with the Organising Committees;
- d. publish the International Conference of ELSA at least two months before the date indicated in the International Conference of ELSA Specification Form as the beginning of the relevant event;
- ~~e. provide support to the Organising Committees of International Conferences of ELSA through a coaching system;~~
- ~~f. provide joint promotion of International Conferences of ELSA;~~
- ~~g. create, annually revise, and, if necessary, update tools facilitating the organisational process of International Conferences of ELSA;~~

-
- g. provide the Organising Committees of International Conferences of ELSA with the International Conferences of ELSA Marketing Kit;
 - h. coordinate the application process for International Conferences of ELSA;
 - i. coordinate the evaluation process for International Conferences of ELSA;
 - kj. create, annually revise, and, if necessary, update tools facilitating the organisational process of International Conferences of ELSA.

Article 4. Compliance and Quality Control

4.1 ELSA International shall have the power to:

- a. check the revenues and expenditures of an International Conference of ELSA;
- b. check the qualification of the speakers of an International Conference of ELSA;
- ~~c. ask the Organising Committee of an International Conference of ELSA for information and clarifications;~~
- c. check the academic or institutional partner involvement in an International Conference of ELSA;
- d. check any additional aspects of the International Conference of ELSA that ELSA International seems necessary to guarantee the quality of the project;
- e. request any further information and clarifications from the Organising Committee of the International Conference of ELSA.

4.2 If less than 70% of the spots specified as the ‘tentative number of participants’ in the relevant ICE Specification Form are filled, and upon request from the Organising Committee of an International Conference of ELSA, the International Board of ELSA may allow the respective Organising Committee to reopen applications for the International Conference of ELSA. In this case, a different participation fee may be charged for ELSA members from the Local or National Group of the respective Organising Committee. If the Organising Committee decides to charge a lower participation fee for ELSA members from its Local or National Group upon reopening applications, the same fee must also be applied to the members of these Local or National Groups who submitted their applications during the original application period. Alternatively, those members shall be reimbursed if they have already paid a higher fee.

~~4.23~~ [...]

~~4.34~~ [...]

~~4.45~~ [...]

Comments:

International Conferences of ELSA have recently faced challenges with a lack of applicants, ultimately leading to fewer participants. This proposal aims to enhance the preparation period and promotion of this project. Therefore, we agreed that the Specification Form should be

completed four months before the event to ensure that the project is organised while adhering to all quality standards and receiving support from ELSA International.

A Hosting Agreement is already in use between the Organising Committee and ELSA International, so we want this section of the regulations to align with those regarding ELSA Law Schools. Additionally, publishing the project two months before the event is essential for better promotion and accessibility for selected participants. It is already stated in the Marketing section of the Decision Book that ICE should be promoted using the Marketing Kit, so we aim to unify these regulations. To ensure the highest quality of this project, it is important for ELSA to coordinate the application and evaluation periods and to check the academic or institutional partner.

The clause regarding the reopening of the applications is intended to preserve the viability of the International Conference of ELSA in case of a low number of participants, thereby mitigating the risk of cancellation. We believe that allowing different fees for members from the Local or National Group of the Organising Committee could be justified in such emergencies, as these members are already contributing to their group through their membership fees.

No. 17. International Council Meeting Decision Book amendment concerning Part 9. Seminars and Conferences, Chapter 6. ELSA Webinars Academy

The International Board is proposing the following to the International Council:

PART 9. SEMINARS AND CONFERENCES

CHAPTER 6. ELSA WEBINARS ACADEMY

Article 2. Requirements of ELSA Webinars Academy

[...]

2.2 The International Board of ELSA may allow an Organising Committee to deviate from the regulations concerning ELSA Webinars Academy upon presentation of a concrete and justified reason.

Article 3. Responsibilities

3.1 ELSA International shall:

[...]

b. collect and compile the information submitted by Organising Committees of ELSA Webinars Academies via the ELSA Webinars Specification Form;

c. provide the Organising Committees of ELSA Webinars Academy with the ELSA Webinars Academy Marketing Kit;

d. publish the ELSA Webinars Academy at least one week before the date indicated in the ELSA Webinars Specification Form as the beginning of the application period for the relevant event;

e. provide support to the Organising Committees of ELSA Webinars Academies through a coaching system;

f. provide a certificate of participation at the end of an ELSA Webinars Academy that is organised by ELSA International;

g. coordinate the evaluation process of ELSA Webinars Academy;

h. create, annually revise and, if necessary, update tools facilitating the organisational process of ELSA Webinars Academies.

Comment:

ELSA International suggests these proposed changes to regulate the ELSA Webinars Academy in accordance with the regulations of other S&C projects. There is already a requirement to promote the ELSA Webinars Academy using the Marketing Kit, so we are simply unifying the regulations in this regard.

The evaluation of projects is of great importance and necessary for improvements, yet it is not currently a practice for the ELSA Webinars Academy. We believe that adding this point to the Decision Book will emphasise its significance and ensure that ELSA International will conduct evaluations.

No. 18. International Council Meeting Decision Book amendment concerning Part 9. Seminars and Conferences, Chapter 7. Other Seminars and Conferences Events

The International Board is proposing the following to the International Council:

PART 9. SEMINARS AND CONFERENCES**CHAPTER 7. OTHER SEMINARS AND CONFERENCES EVENTS****Article 6. Institutional Visits**

6.3. National Groups shall:

- a. ensure that their national network complies with the External Relations procedure as set out in Chapter 3. External Relations of Part 2. Board Management, External Relations and Expansion (BEE) of this International Council Meeting Decision Book.

Comment:

Since it is at the core of this project to visit and communicate with the institution itself, often as part of a Study Visit to another country, it is important for the organisers to be aware of the External Relations Procedure and the Contact Approval Form. Additionally, as we frequently reference marketing rules in the S&C part of the Decision Book, we believe that this addition would be very beneficial for S&Cers who may not be familiar with all regulations in the BEE area.

No. 19. International Council Meeting Decision Book amendment concerning Part 9. Seminars and Conferences, Chapter 7. Other Seminars and Conferences Events

The International Board is proposing the following to the International Council:

PART 9. SEMINARS AND CONFERENCES**CHAPTER 7. OTHER SEMINARS AND CONFERENCES EVENTS****Article 7. ELSA Webinars**

7.2 ELSA International shall:

- a. collect and compile the information submitted by Organising Committees of ELSA Webinars Academies via the ELSA Webinars Specification Form and use that information to provide access to the organising groups to the webinar platform of ELSA International;

Comment:

We propose correcting the name of the Form.

NATIONAL GROUPS PROPOSALS

No. 20. International Council Meeting Decision Book amendment concerning Part 3. Internal Management, Chapter 4. International Council Meetings

ELSA Hungary is proposing the following to the International Council:

CHAPTER 4. INTERNATIONAL COUNCIL MEETINGS

Article 1. Participation Applications

1.1 Each National Board shall submit one application to the Organising Committee of the International Council Meeting.

1.2 The International Board of ELSA shall ensure that the Organising Committee of the International Council Meeting is:

- a. allowed to accept individual applications;
- b. setting the deadline for all applications not earlier than two months before the opening of the International Council Meeting;
- c. allowed to accept late applications;
- d. accepting individual applications from partners and guests of ELSA.
- e. setting the application period for at least two weeks;
- f. accepting the modifications of the application of extra participants, until their participation is not ensured.

Comment:

Reasoning for point e):

Members of ELSA, are deeply committed to delivering high-quality work enriching the network, however, it is important to recognize that ELSA members are often juggling multiple responsibilities, including jobs, university studies, ELSA obligations, and various personal commitments. For this reason, coordinating the members of an ELSA delegation, arranging the logistics, and managing the complexities of international travel can be quite demanding. Establishing a two-week application period would greatly facilitate smoother organisation and more efficient planning.

Reasoning for point f):

The application form requires information of all participants for the ICM, including the information of extra participants. The required information contains information regarding the arrival time, the departure time, and information about the flight/transport of the participants. However, for extra participants, participation is not granted until confirmation. Taking this into consideration, there is a possibility of them purchasing the flight/other transport tickets, and then not being accepted. The proposal's aim is to find a solution for this issue, but at the same time, not making any unnecessary inconvenience for the Organising Committee.

No. 21. International Council Meeting Decision Book amendment concerning Part 8. Professional Development, Chapter 2. ELSA Traineeships

ELSA Romania is proposing the following to the International Council:

CHAPTER 2. ELSA Traineeships

Article 3. Responsibilities

[...]

3.2 National Groups shall:

- a. ensure that they and their Local Groups comply with the Calendar
- b. try to fundraise suitable remuneration for unpaid Traineeships;
- c. maintain, update and adhere to the list of their respective Applicants and Traineeship Providers that are prevented from further participation in ELSA Traineeships;
- d. during the Job Hunting period:
 - i. verify and, where necessary, amend the submitted Traineeship Specification Forms before approving them;
 - ii. inform ELSA International about any changes made to the approved Traineeship Specification Forms;
- e. during the Student Hunting period:
 - i. verify, and where necessary, amend the submitted ~~Student Application Forms~~ Traineeship Application Forms before approving them;
 - ii. inform ELSA International about any changes made to the approved ~~Student Application Forms~~ Traineeship Application Forms;
- f. during the Matching period:
 - i. submit the matched ~~Student Application Forms~~ Traineeship Application Forms as provided by ELSA International to the respective Traineeship Providers within three days;
- g. during the Selection period:
 - ~~h.~~ i. ensure that the Traineeship Providers complete the ranking of the matched ~~Student Application Forms~~ Traineeship Application Forms;
- ~~i.h.~~ i.h. during the Reception period:
 - i. contact and provide the accepted Applicants and Trainees with necessary information;
- ~~j.i.~~ j.i. during the Evaluation period:
 - i. periodically evaluate the experiences of Trainees and Traineeship Providers;
- ~~k.j.~~ k.j. share with the Trainees and the Traineeship Providers the evaluation forms provided by ELSA International within three weeks after the completion of the Traineeship.

Comment:

The reason I am proposing these changes is to align the Student Application Form with the new regulations, specifically the new name – Traineeship Application Form. I turned point h. into a sub-point of point g. regarding the Selection period, because in its current form, the fact that

Traineeship Providers must perform the ranking of the matched TAFs is a responsibility that falls under the Selection period.

No. 22. International Council Meeting Decision Book amendment concerning Part 8. Professional Development, Chapter 2. ELSA Traineeships

ELSA Romania is proposing the following to the International Council:

CHAPTER 2. ELSA Traineeships**Article 4. Quality Standards**

4.1 Quality standards of ELSA Traineeships relating to Traineeships shall be published and revised annually by ELSA International and include at least the following:

- a. Traineeships may be offered in any law-related and non-political area.
- b. Traineeships shall last at least 10 working days.
- c. Traineeships available for undergraduate Applicants shall require at most two advanced legal skills and ~~three~~four general legal skills, unless a valid reason exists (e.g. the offered rate of remuneration, high reputation of the Traineeship Provider) at the discretion of ELSA International.

[...]

Comment:

The reason we propose the change is because currently in the TSF, a total of 6 legal skills are mentioned, of which 2 must be advanced, and the rest general. So, in the Decision Book, the number of general legal skills should be increased from 3 to 4.

INPUT PAPERS

[Input Paper on the STEP Online System \(SOS\) by ELSA Finland and ELSA Switzerland](#)

OTHER MATERIALS**ACTIVITY REPORT OF ELSA INTERNATIONAL 2024/2025**

The Activity Report of the International Board of ELSA and the ELSA International Team 2024/2025 can be accessed [here](#).

ANNEXES

ANNEX 1 – ANNUAL REPORT OF THE INTERNATIONAL BOARD OF ELSA 2023/2024

The Annual Report of the International Board of ELSA 2023/2024 can be accessed [here](#).

ANNEX 2 – FINAL ACCOUNTS OF EDF 2022/2023

The Final Accounts of the ELSA Development Foundation 2022/2023 can be found [here](#).

ANNEX 3 – INTERNAL AUDITORS’ REPORT ON FINAL ACCOUNTS OF EDF 2022/2023

The Internal Auditors’ Report on the Final Accounts of the ELSA Development Foundation 2022/2023 can be found [here](#).

The Internal Auditors’ Report on the Final Accounts of the ELSA Development Foundation 2022/2023 will be available at the link above at a later date prior to the Opening of the LXXXVI International Council Meeting.

ANNEX 4 – FINAL ACCOUNTS OF ELSA 2023/2024

The Final Accounts of ELSA 2023/2024 can be found [here](#).

ANNEX 5 – FINAL ACCOUNTS OF EDF 2023/2024

The Final Accounts of the ELSA Development Foundation 2023/2024 can be found [here](#).

ANNEX 6 – INTERNAL AUDITORS’ REPORT ON THE FINAL ACCOUNTS OF ELSA 2023/2024

The Internal Auditors’ Report on the Final Accounts of ELSA 2023/2024 can be found [here](#).

The Internal Auditors’ Report on the Final Accounts of ELSA 2023/2024 will be available at the link above at a later date prior to the Opening of the LXXXVI International Council Meeting.

ANNEX 7 – INTERNAL AUDITORS’ REPORT ON FINAL ACCOUNTS OF EDF 2023/2024

The Internal Auditors’ Report on the Final Accounts of the ELSA Development Foundation 2023/2024 can be found [here](#).

The Internal Auditors’ Report on the Final Accounts of the ELSA Development Foundation 2023/2024 will be available at the link above at a later date prior to the Opening of the LXXXVI International Council Meeting.

ANNEX 8 – PROPOSED REVISION OF THE BUDGET OF ELSA INTERNATIONAL 2024/2025 AND OF THE ELSA DEVELOPMENT FOUNDATION 2024/2025

The proposed revision of the Budget of ELSA International 2024/2025 can be found [here](#).

The proposed revision of the Budget of ELSA Development Foundation 2024/2025 can be found [here](#).

ANNEX 9 – DEBTORS OF ELSA INTERNATIONAL AND THE ELSA DEVELOPMENT FOUNDATION AS OF 23rd OF OCTOBER 2024

The list of debtors of ELSA and the ELSA Development Foundation as of 23rd of October can be found [here](#).

ANNEX 10 – LETTER OF AUTHORISATION

The template for the Letter of Authorisation can be found [here](#).

ANNEX 11 – PROXY

The template for the Proxy can be found [here](#).

ANNEX 12 – NOMINATION MATERIALS

The template for the Nomination, Seconding and Confirmation Sheets can be found [here](#).

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