

# LXXXII INTERNATIONAL COUNCIL MEETING WORKING MATERIALS



DUBROVNIK, CROATIA  
2<sup>ND</sup> - 6<sup>TH</sup> NOVEMBER 2022



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The European Law Students' Association

## GENERAL INFORMATION

### FOREWORD

Dear Network,

Every foreword of an autumn International Council Meeting starts with the recognition of the fact that it feels like we just entered the ELSA House yesterday, and this one will be no different. In the blink of an eye, we moved from starting our term to having the ICM on our doorstep, yet we have already made enough good memories to last us a lifetime. As we are making the final preparations for the upcoming ICM to be held in the enchanting city of Dubrovnik, we are looking forward to this amazing event filled with the motivation to continue improving our Association together with you.

In a very short time, over 250 law students and young lawyers from all over Europe will meet to discuss and decide upon the future of ELSA and to live some unforgettable experiences.

I would like to take the opportunity to thank the Organising Committee for hosting this International Council Meeting and making the gathering possible. We believe that the Croatian spirit, combined with the breathtakingly beautiful Adriatic Sea, will guarantee us all a brilliant ICM.

Kindest regards,

Yuri B. Schaller Mikko Inês Gonçalves

Jean Linnéa Leia Dora

**Yuri, Basil, Mikko, Inês, Jean, Linnéa, Leia, Dora**  
International Board of ELSA 2022/2023

## TABLE OF CONTENTS

<b>GENERAL INFORMATION .....</b>	<b>1</b>
FOREWORD.....	1
TABLE OF CONTENTS.....	2
THE INTERNATIONAL COUNCIL MEETING GUIDE .....	6
OBLIGATIONS OF THE NATIONAL GROUPS .....	9
REMINDERS .....	10
General Reminder.....	10
Deadline for Nominations.....	11
Call for the Vice President in charge of Marketing of the International Board of ELSA 2022/2023.....	12
Call for the Vice President in charge of Academic Activities of the International Board of ELSA 2022/2023.....	13
What is the role of the International Board of ELSA? .....	14
Call for Internal Auditor of ELSA 2022/2023.....	16
What is the role of the Internal Auditor of ELSA? .....	17
MEMENTO .....	19
<b>E-VOTING.....</b>	<b>21</b>
<b>DRAFT ICM TIMETABLE .....</b>	<b>22</b>
General Timetable.....	22
Opening Plenary: Wednesday, 2nd November 2022 .....	23
Mid Plenary: Friday, 4 <sup>th</sup> November 2022.....	24
Final Plenary: Sunday, 6 <sup>th</sup> November 2022.....	25
BOARD MANAGEMENT, EXTERNAL RELATIONS & EXPANSION WORKSHOP	27
Timetable .....	27
Preparation and Reminders .....	28
Draft Agenda.....	29
INTERNAL MANAGEMENT WORKSHOP .....	34
Timetable .....	34
Preparation and Reminders .....	35
Draft Agenda.....	36
FINANCIAL MANAGEMENT WORKSHOP .....	41
Timetable .....	41
Preparation and Reminders .....	42
Draft Agenda.....	43
MARKETING WORKSHOP.....	47

Timetable .....	47
Preparation and Reminders .....	48
Draft Agenda .....	49
ACADEMIC ACTIVITIES & COMPETITIONS WORKSHOP .....	54
Timetable .....	54
Preparation and Reminders .....	55
Draft Agenda .....	56
PROFESSIONAL DEVELOPMENT WORKSHOP .....	62
Timetable .....	62
Preparation and Reminders .....	63
Draft Agenda .....	64
SEMINARS AND CONFERENCES WORKSHOP .....	69
Timetable .....	69
Preparation and Reminders .....	70
Draft Agenda .....	71
<b>ACTIVITY REPORTS .....</b>	<b>76</b>
ACTIVITY REPORTS OF THE INTERNATIONAL BOARD of ELSA 2022/2023 .....	76
ACTIVITY REPORTS OF THE INTERNATIONAL BOARD of ELSA 2021/2022 .....	76
<b>PROPOSALS .....</b>	<b>77</b>
THE INTERNATIONAL BOARD .....	77
No. 1: Statutory amendment concerning the International Council section .....	77
No. 2: Statutory amendment concerning the International Board section .....	79
No. 3: Standing Order amendment concerning the International Council Section .....	82
No. 4: Standing Order amendment concerning the International Council Section .....	83
No. 5: Standing Order amendment concerning the International Council Section .....	84
No. 6: Standing Order amendment concerning the International Board Section .....	85
No. 7: Standing Order amendment concerning the International Board Section .....	86
No. 8: Standing Orders amendment concerning the Finances section .....	87
No. 9: International Council Meeting Decision Book amendment concerning Part 1. General, Chapter 3. Board Reform .....	88
No. 10: International Council Meeting Decision Book amendment concerning Part 2. Board Management, External Relations and Expansion, Chapter 3. External Relations .....	89
No. 11: International Council Meeting Decision Book amendment concerning Part 2. Board Management, External Relations and Expansion, Chapter 3. External Relations .....	90
No. 12: International Council Meeting Decision Book amendment concerning Part 3. Internal Management, Chapter 4. International Council Meetings .....	91

No. 13: International Council Meeting Decision Book amendment concerning Part 3. Internal Management, Chapter 5. International Annual Meetings .....	92
No. 14: International Council Meeting Decision Book amendment concerning Part 3. Internal Management, Chapter 6. Human Resources .....	93
No. 15: International Council Meeting Decision Book amendment concerning Part 3. Internal Management, Chapter 6. Human Resources .....	94
No. 16: International Council Meeting Decision Book amendment concerning Part 3. Internal Management, Chapter 7. ELSA Training.....	95
No. 17: International Council Meeting Decision Book amendment concerning Part 4. Financial Management, Chapter 8: FINANCIAL MANAGEMENT OF ELSA.....	96
No. 18: International Council Meeting Decision Book amendment concerning Part 4. Financial Management, Chapter 8: FINANCIAL MANAGEMENT OF ELSA.....	97
No. 19: International Council Meeting Decision Book amendment concerning Part 7. Competitions, Chapter 1. Definitions and 2. Responsibilities .....	98
No. 20: International Council Meeting Decision Book amendment concerning Part 7. Competitions, Chapter 2. Responsibilities .....	99
No. 21: International Council Meeting Decision Book amendment concerning Part 8. Professional Development, Chapter 2. ELSA Traineeships .....	100
No. 22: International Council Meeting Decision Book amendment concerning Part 8. Professional Development, Chapter 2. ELSA Traineeships .....	101
No. 23: International Council Meeting Decision Book amendment concerning Part 8. Professional Development .....	102
No. 24: International Council Meeting Decision Book amendment concerning Part 9. Seminars and Conferences, Chapter 3. ELSA Law Schools .....	103
No. 25: International Council Meeting Decision Book amendment concerning Part 9. Seminars and Conferences, Chapter 3. ELSA Law Schools .....	104
No. 26: International Council Meeting Decision Book amendment concerning Part 9. Seminars and Conferences, Chapter 3. ELSA Law Schools .....	105
No. 27: International Council Meeting Decision Book amendment concerning Part 9. Seminars and Conferences, Chapter 3. ELSA Law Schools .....	106
No. 28: International Council Meeting Decision Book amendment concerning Part 9. Seminars and Conferences, Chapter 4. ELSA Delegations.....	107
No. 29: International Council Meeting Decision Book amendment concerning Part 9. Seminars and Conferences, Chapter 5. International Conferences of ELSA.....	108
No. 30: International Council Meeting Decision Book amendment concerning Part 9. Seminars and Conferences, Chapter 6. ELSA Webinars Academy.....	109
No. 31: International Council Meeting Decision Book amendment concerning Annex 3. ELSA Brandbook, Helga Pedersen Moot Court Competition .....	110
No. 32: ELSA Development Foundation Standing Orders binding advice request concerning Art. 2 Modes of Support.....	111

No. 33: ELSA Development Foundation Standing Orders binding advice request concerning Art. 9 Financing of the Foundation .....	112
No. 34: ELSA Development Foundation Standing Orders binding advice request concerning Art. 2 Modes of Support, Art. 4 Local Groups eligibility Criteria and Art 6. Application procedure .....	113
No. 35: ELSA Development Foundation Standing Orders binding advice request concerning Art. 2 Modes of Support and Art. 6 Application procedure .....	115
<b>ANNEXES .....</b>	<b>116</b>
ANNEX 1 – ANNUAL REPORT OF THE INTERNATIONAL BOARD OF ELSA 2021/2022 .....	116
ANNEX 2 - FINAL ACCOUNTS OF ELSA 2021/2022 .....	117
ANNEX 3 – FINAL ACCOUNTS OF EDF 2021/2022 .....	118
ANNEX 4 – INTERNAL AUDITORS’ REPORT ON THE FINAL ACCOUNTS OF ELSA 2021/2022 .....	119
ANNEX 5 – INTERNAL AUDITORS’ REPORT ON FINAL ACCOUNTS OF EDF 2021/2022 .....	120
ANNEX 6 – PROPOSED REVISION OF THE BUDGET OF ELSA INTERNATIONAL 2022/2023 .....	121
ANNEX 7 – DEBTORS OF ELSA INTERNATIONAL AS OF 12 <sup>th</sup> OCTOBER 2022...	122
ANNEX 8 – LETTER OF AUTHORISATION .....	123
ANNEX 9 – PROXY.....	124
ANNEX 10 – NOMINATION MATERIALS.....	125

## 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, of 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.

**Academic Activities (AA):** conducted by the Vice President in charge of Academic Activities and the Vice President in charge of Competitions of the International Board and attended by National

Vice Presidents in charge of Academic Activities and National Vice Presidents in charge of Moot Court 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 and National Vice Presidents in charge of STEP 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 him or her in the event of his or her 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 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 him or her in the event of his or her 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 her 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 is comprised of well-known individuals in the ELSA Network so that it is easier for people to find and approach them.

### 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.



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## OBLIGATIONS OF THE NATIONAL GROUPS

### Important information!

In accordance with article 7.3 of the Statutes of ELSA, the voting rights of a Member National Group are suspended during an ICM, if the National Group:

- a. has not fulfilled its **financial obligations** towards ELSA, or
- b. has not submitted the **State of the Network Inquiry** (SotN Inquiry) to the International Board;
- c. has not submitted the **Letter of Authorisation** to the Secretary General of the International Board; and
- d. has not 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 2<sup>nd</sup> of November 2022, 23:59 CET** at [treasurer@elsa.org](mailto:treasurer@elsa.org).

Moreover, the SotN Inquiry must be thoroughly filled out and submitted electronically to the International Board **until the 19<sup>th</sup> of October 2022, 23:59 CET**, 14 days before the opening of the International Council Meeting as stated in the International Council Meeting Decision Book. The 33rd 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](mailto:secgen@elsa.org).

Additionally, the National Group Report had to be submitted to the Secretary General of the International Board **until the 31<sup>st</sup> of August 2022, 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. It is in the discretion of the Secretary General of the International Board to accept a late submission of the properly filled in National Group Report before the opening of the International Council Meeting to ensure quorum. 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 2<sup>nd</sup> of November 2022**. A template of the Letter of Authorisation can be found in [Annex 8](#) 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 9](#) of these Working Materials. The deadline to submit a proxy to [secgen@elsa.org](mailto:secgen@elsa.org) is before **the Opening Plenary on the 2<sup>nd</sup> of November 2022**.

## 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 of at least the two previous ICMs: [LXXXI ICM Cosenza](#) and [LXXX ICM Online](#);
- Read the [Statutes and Standing Orders of ELSA](#);
- Read the [58th edition of the International Council Meeting Decision Book](#)
- Read the [One Year Operational Plan](#) of the International Board for the term 2022/2023.

To be prepared for being celebrated as a true legend:

- Consider being a Workshop Secretary;
- Consider being a Plenary Secretary;
- Consider being a Teller;
- 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!

**Deadline for Nominations**

The deadline for nominations for:

**VICE PRESIDENT IN CHARGE OF MARKETING OF THE INTERNATIONAL  
BOARD OF ELSA 2022/2023;**

**VICE PRESIDENT IN CHARGE OF ACADEMIC ACTIVITIES OF THE  
INTERNATIONAL BOARD OF ELSA 2022/2023;**

**INTERNAL AUDITOR OF ELSA INTERNATIONAL 2022/2023;**

is on Thursday, 3<sup>rd</sup> of November 2022, at 23:59 CET.

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**Call for the Vice President in charge of Marketing of the International Board of ELSA  
2022/2023**

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 THE POSITION OF**

**VICE PRESIDENT IN CHARGE OF MARKETING OF THE  
INTERNATIONAL BOARD OF ELSA  
2022/2023!**

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**Call for the Vice President in charge of Academic Activities of the International Board of ELSA 2022/2023**



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 THE POSITION OF**

**VICE PRESIDENT IN CHARGE OF ACADEMIC ACTIVITIES  
OF THE INTERNATIONAL BOARD OF ELSA  
2022/2023!**

## **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.

### **Vice President in charge of Marketing**

The Vice President in charge Marketing is responsible for the supporting area of Marketing. The tasks include amongst others, the coordination of advertising for various publications and for the website. He or she is also responsible for the production and editing of Synergy Magazine, the production of internal presentation and marketing materials for the key areas, and the representation of ELSA towards externals. One of the main responsibilities that the Vice President for Marketing has is to define marketing strategies for all matters related to ELSA and its activities.

### **Vice President in charge of Academic Activities**

The Vice President in charge of Academic Activities is responsible for the overall planning, coordination, and supervision of the Key Area of Academic Activities. This responsibility includes coordination of the legal writing projects (namely, the ELSA Law Review and the Legal Research Groups of the Network), Human Rights and Social Responsibility initiatives. The Vice President in charge of Activities will perform as the Head of the International Organising Committee for the Rule of Law Education Campaign. The Vice President for Academic Activities also has the responsibility, when called upon, to support and assist Local and National Groups in organising AA events in the Network as well as implementing legal education, Human Rights, the International Focus Programme and Social Responsibility in the activities related to their key area.

### **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 10](#) 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 candidature, 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 candidature 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.

**Call for Internal Auditor of ELSA 2022/2023**

The European Law Students' Association

Are you an accurate person?

Do you have a special interest in financial matters  
as well as basic knowledge of accounting and auditing?

If you answered “yes” to both questions,  
do not hesitate to run for:

**INTERNAL AUDITOR OF  
ELSA INTERNATIONAL 2022/2023!**

## What is the role of the Internal Auditor of ELSA?

The Internal Auditors and the Internal Vice Auditor are three neutral and independent people who are auditing the accounts of ELSA and the ELSA Development Foundation.

The Internal Auditors are elected by the International Council during the second International Council Meeting of the year. The Internal Auditors' team consists of two Auditors and one Vice Auditor. The two Auditors are mainly responsible for controlling the interim and final accounts of the respective year they have been elected for; the Vice Auditor is only active if one of the Auditors is not able to fulfil his or her tasks.

The Internal Auditors are responsible for checking the documents and accounts in the headquarters of ELSA in Brussels.

## What are the general responsibilities of the internal auditors?

- Travelling to Brussels in order to control the accounts of ELSA and the ELSA Development Foundation;
- Writing the Internal Auditors' report about the auditing of ELSA and the ELSA Development Foundation;
- Presenting the Internal Auditors' report at the International Council Meeting.

## What are the references/qualifications to become an Internal Auditor?

- Basic knowledge of accounting;
- Basic knowledge of auditing;
- A certain interest in financial matters;
- No active involvement in ELSA International or any National Groups of ELSA for the term 2022/2023. Elected or appointed positions at Local level or as Auditor at any level are acceptable.

## Electoral Procedure for the Internal Auditors of ELSA International

A person running for a position in the Internal Auditors' team 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 handed in to the Nominations Committee by the deadline set for nominations in order for the candidates to be able to run for the Internal Auditors' team. **This deadline is set at 23:59 CET on the second day of the International Council Meeting** unless the Council decides to prolong the deadline. The necessary documents, Nomination-, Seconding- and Confirmation sheets can be found in [Annex 10](#) 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 and an ELSA CV. It is also recommended that the presentation includes a Letter of Motivation.

During the Final Plenary session, the nominees are all given five minutes to present themselves and their candidature and 10 minutes to answer questions from the Council. If there are more people running for the same position than there are positions, the nominees have to leave the room during the presentation of the other nominees.

**Please note that this call is only for one Internal Auditor since one Auditor and the Vice Auditor have already been elected for the term 2022/2023 at the ICM Cosenza, Spring 2022.**

## 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 8](#).

### 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 on the 2<sup>nd</sup> of November 2022**, 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.

### 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 on the 2<sup>nd</sup> of November 2022**, at [secgen@elsa.org](mailto: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 9](#).

### 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 are not matching the following criteria:
  1. having 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 **1<sup>st</sup> of November 2022, 23:59 CET**.
- The priority of acceptance will be as follows:
  1. International Internal Meetings;
  3. Training Events;
  4. ELSA Core Activities events;
  5. Social Events;
  6. Other events or activities.

## E-VOTING

Please indicate which Delegate from your National Group shall receive the Nemovote credentials until the 19th of October 2022, 23:59 CET through this [form](#).

## DRAFT ICM TIMETABLE

### General Timetable

	2nd November	3rd November	4th November	5th November	6th November	
	Wednesday	Thursday	Friday	Saturday	Sunday	
8:00	Arrival	Breakfast			Breakfast	
8:30						
9:00					Final Plenary	
9:30						
10:00		Workshops	Workshops	Sightseeing		
10:30						
11:00						Break
11:30			Sponsors Fair			
12:00						
12:30						
13:00		Lunch				
13:30						
14:00		Workshops	Mid Plenary	Workshops	Departure	
14:30						
15:00	Letter of Authorisation					
15:30						
16:00	Opening Plenary		Preparation Time			
16:30						
17:00						
17:30						
18:00						
18:30						
19:00	Opening Workshop	Reporting Time		Reporting Time		
19:30	Freshers' Workshops					
20:00	HoD	Dinner	Gala dinner	Dinner		
20:30	Dinner					
21:00		Socials		Socials		
21:30	Socials					

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## Opening Plenary: Wednesday, 2nd November 2022

- |       |   |
|-------|---|
| 16:00 | <b>Opening of the LXXXII International Council Meeting</b><br>Yuri van Steenwijk, President of the International Board of ELSA                      |
| 16:10 | <b>Presentation of the Chair and the Vice Chair of the Plenary</b><br>Basil Schaller, Secretary General of the International Board of ELSA          |
| 16:20 | <b>Announcement of the list of votes</b><br>Basil Schaller, Secretary General of the International Board of ELSA                                    |
| 16:30 | <b>Election of the Council Meeting Officers</b><br>Chair and Vice Chair   |
| 17:00 | <b>Partner Presentations</b><br>Partner   |
| 17:30 | <b>Approval of the International Council Meeting Agenda and presentation of the International Council Meeting structure</b><br>Chair and Vice Chair |
| 18:00 | <b>Approval of the Minutes of the LXXXI International Council Meeting Cosenza, Spring 2022</b><br>Chair and Vice Chair                              |
| 18:10 | <b>Presentation of the ELSA International Team 2022/2023</b><br>The International Board of ELSA   |
| 18:30 | <b>Questions and Answers with the International Board of ELSA</b><br>The International Board of ELSA  |
| 18:55 | <b>Information regarding Officers' Workshop</b><br>Basil Schaller, Secretary General of the International Board of ELSA                             |
| 19:00 | <b>End of the Opening Plenary</b><br>Chair and Vice Chair   |

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**Mid Plenary: Friday, 4<sup>th</sup> November 2022**

14:00	<b>Opening of the Mid Plenary</b> Chair
14:05	<b>Revision of the list of votes</b> Basil Schaller, Secretary General of the International Board of ELSA
14:10	<b>Announcement of the Nominations</b> Nominations Committee
14:20	<b>Presentation and approval of the Statutory proposals</b> Chair and Workshop Chair
14:40	<b>Presentation and approval of the BEE workshop related proposals</b> Chair and Workshop Chair
14:50	<b>Presentation and approval of the IM workshop related proposals</b> Chair and Workshop Chair
15:10	<b>Presentation and approval of the FM workshop related proposals</b> Chair and Workshop Chair
15:20	<b>Presentation and approval of the MKT workshop related proposals</b> Chair and Workshop Chair
15:30	<b>Presentation and approval of the AA &amp; C workshop related proposals</b> Chair and Workshop Chair
15:40	<b>Presentation and approval of the PD workshop related proposals</b> Chair and Workshop Chair
15:50	<b>Presentation and approval of the S&amp;C workshop related proposals</b> Chair and Workshop Chair
16:10	<b>Presentation and approval of the EDF Standing Orders related proposals</b> Chair and Workshop Chair
16:30	<b>Presentation and approval of the proposed revision of the Budget of ELSA International 2022/2023</b> Chair and Workshop Chair
17:00	<b>Presentations of the Network</b> Chair and Network
17:30	<b>End of the Mid Plenary</b> Chair

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**Final Plenary: Sunday, 6<sup>th</sup> November 2022**

09:00	<b>Opening of the Final Plenary</b> Chair
09:05	<b>Revision of the list of votes</b> Basil Schaller, Secretary General of the International Board of ELSA
09:10	<b>Presentation of the Annual Report of the International Board of ELSA 2021/2022</b> Francisco Arga e Lima, President of the International Board of ELSA 2021/2022
09:40	<b>Presentation of the Final Accounts of ELSA International 2021/2022</b> Ainoa Ordonez, Treasurer of the International Board of ELSA 2021/2022
10:10	<b>Internal Auditors' Report of ELSA International 2021/2022</b> Rob van Bergen and Matteo Alessandro, Internal Auditors of ELSA International 2021/2022
10:30	<b>Presentation of the Final Accounts of the ELSA Development Foundation 2021/2022</b> Ainoa Ordonez, Treasurer of the International Board of ELSA 2021/2022
10:50	<b>Internal Auditors' Report of the ELSA Development Foundation 2021/2022</b> Rob van Bergen and Matteo Alessandro, Internal Auditors of ELSA International 2021/2022
11:10	<b>Relief of Responsibility for the International Board 2021/2022</b> Chair
11:30	<b>Break</b>
12:00	<b>Revision of the list of votes</b> Basil Schaller, Secretary General of the International Board of ELSA
12:10	<b>Presentation and Q&amp;A for the Candidate(s) for Internal Auditor of ELSA International 2022/2023</b> Chair and Candidate(s)
12:30	<b>Presentation and Q&amp;A for the Candidate(s) for the position of Vice President in charge of Marketing of the International Board of ELSA 2022/2023</b> Chair and Candidate(s)
12:50	<b>Presentation and Q&amp;A for the Candidate(s) for the position of Vice President in charge of Academic Activities of the International Board of ELSA 2022/2023</b> Chair and Candidate(s)

13:10	<b>Presentation of the voting procedure</b> Chair and Vice Chair
13:50	<b>Announcement of the results</b> Chair and Vice Chair
13:55	<b>Closing of the LXXXII International Council Meeting</b> Yuri van Steenwijk, President of the International Board of ELSA
14:00	<b>End of the Final Plenary</b> Chair

BOARD MANAGEMENT, EXTERNAL RELATIONS & EXPANSION  
WORKSHOP

## Timetable

	2nd November	3rd November	4th November	5th November	6th November
	Wednesday	Thursday	Friday	Saturday	Sunday
8:00	Arrival	Breakfast			Breakfast
8:30					
9:00					
9:30					
10:00		The Lives of Others: Activity Reports and State of the Network	Stop making sense: External Relations Regulation (including BEE Proposals)	Sightseeing	Final Plenary
10:30					
11:00		Break			
11:30					
12:00		Good Time: How to make the most of it	Sponsors Fair		
12:30					
13:00		Lunch			
13:30					
14:00		Statutes Workshop (Joint with IM)	Mid Plenary	Annual report, Final accounts and relief of responsibility (Joint with FM)	Departure
14:30					
15:00	Letter of Authorisation				
15:30					
16:00	Opening Plenary	Once upon a time in Hollywood: History of Strategic Planning in ELSA			
16:30					
17:00		For a few dollars more: Fundraising	Die Hard: Diversity and Inclusion		
17:30					
18:00	Reporting Time	Preparation Time	Long day's journey into the night: Misc. & Closing		
18:30					
19:00	Reporting Time				
19:30				Freshers' Workshops	
20:00	HoD	Gala dinner	Dinner		
20:30					
21:00	Dinner		Socials	Socials	
21:30					Socials

## 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](#);
- Read relevant parts of the [International Council Meeting Decision Book, 58th Edition](#);
- Read the [One Year Operational Plan \(OYOP\)](#);
- Bring your ELSA spirit, share your thoughts and suggestions, and leave your personal touch at the LXXXII International Council Meeting!

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 me under [president@elsa.org](mailto:president@elsa.org).

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

Username: officer

Password: 7zXZZNq

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

**It is my pleasure to welcome you to the BEE Workshop!**



**Yuri van Steenwijk**

President of the International Board of ELSA 2022/2023

**Draft Agenda****Wednesday, 2<sup>nd</sup> November 2022***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.

**Outcome**

Election of Workshop Officers, approval of the agenda and drafting of Workshop Rules.

**Preparation**

None.

*19:30 – 20:00***OFFICERS AND FRESHERS WORKSHOP****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' MEETING****Description**

The Heads of Delegation are the main communication channel between the International Board and National Group. The meeting of the Heads of Delegation will provide you with all the important and useful information.

**Outcome**

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

**Preparation**

No preparation is required.

**Thursday, 3<sup>rd</sup> November 2022**

*10:00 – 11:30*

**THE LIVES OF OTHERS: ACTIVITY REPORTS AND STATE OF THE NETWORK****Description**

In this workshop you will be receiving an update on what has been going on at the international level. Following this, you will have a chance to summarise your own Activity Reports and give us an update on how things are going in your National/Local Group. Lastly, we will go over the answers for the State of the Network together.

**Outcome**

An better understanding of what has been happening within the Network and getting to know each other better.

**Preparation**

Be prepared to briefly present what you have been doing for the past few months.

*11:30-13.00*

**GOOD TIME: HOW TO MAKE THE MOST OF IT**

As this will be the first International Council Meeting of the term and the first time being exposed to ELSA on an international level this intensely for quite a few of you, this workshop will give you the perspective to make the most out of the experience of being an ELSA President for this term, both for your Group but also for you personally.

**Outcome**

A better understanding of what it is like to be an ELSA President, what will be the expectations and opportunities on the international level and how you can make the most of this term.

**Preparation**

None.

*14:00-16:00*

### **STATUTES WORKSHOP (JOINT WITH IM)**

#### **Description**

During this workshop, we will discuss the recently discovered issues with our Statutes and the resulting consequences together with the Secretary Generals.

#### **Outcome**

To update participants on what we discovered and how we will fix it.

#### **Preparation**

Read the Statutory Proposals (Proposal 1 and 2) and prepare questions if you have any.

*16:00-17:30*

### **ONCE UPON A TIME IN HOLLYWOOD: HISTORY OF STRATEGIC PLANNING IN ELSA**

#### **Description**

In this workshop, you will get an overview over the history of Strategic Planning in ELSA, as well as the chance to give some first input for the discussion on drafting the new Strategic Plan, which will be following us throughout the term.

#### **Outcome**

Have a better understanding of Strategic Planning in general and the process of drafting the new Strategic Plan in the coming term.

#### **Preparation**

Please read Chapter 2 of Part 1 of the Decision Book, regarding the Strategic Plan 2019-2023.

*17:30-19:00*

### **FOR A FEW DOLLARS MORE: FUNDRAISING**

#### **Description**

During this workshop, we will discuss the most efficient ways to fundraise for ELSA Groups on the national and local level.

#### **Outcome**

The Workshop allows you to be a better fundraiser for your organisation.

#### **Preparation**

None.

**Friday, 4<sup>th</sup> November 2022***10:00 – 11:30***STOP MAKING SENSE: EXTERNAL RELATIONS REGULATION (INCLUDING BEE PROPOSALS)****Description**

In this workshop, we will present the External Relations Regulation and its impact, including many in-depth examples. We will heavily focus on our new interpretation of the Regulation regarding the approval of Multinational Law Firms, which we made after careful consultation of the text and will hopefully save some of you some time. We will also present you the two BEE proposals, which are small corrections to the External Regulations Regulation, giving you the opportunity to discuss them in more detail.

**Outcome**

A solid understanding of the External Relations Regulation and the BEE Proposals.

**Preparation**

Please read Chapter 3 of Part 2 of the Decision Book, regarding External Relations. Read Proposals No. 10 and 11.

**Saturday, 5<sup>th</sup> November 2022***14:00 – 17:00***ANNUAL REPORT, FINAL ACCOUNTS AND RELIEF OF RESPONSIBILITY (JOINT WITH FM)****Description**

This workshop will be dedicated to a summary of the work done during the previous term as well as the preparation for the vote on the relief of responsibility. Members of the previous International Board of ELSA will present the outcomes included in the Annual Report of ELSA 2021/2022 as well as the Final Accounts of ELSA and EDF and the Auditors Reports of ELSA and the EDF for the term 2021/2022.

**Outcome**

Getting to know the achievements of the previous International Board of ELSA.

**Preparation**

Carefully read Annex 1-5.

*17:00 – 18:00***DIE HARD: DIVERSITY AND INCLUSION****Description**

This workshop will touch upon the very important topic of diversity and inclusion in management and how you as a President can positively impact your Network to be more diverse and inclusive.

**Outcome**

More knowledge about diversity and inclusion and how to put it into practice the ideas behind it.

**Preparation**

Consider in which areas your Network or our whole Association could be more inclusive or where it lacks diversity, and what you could do to change that.

*18:00 – 19:00*

**LONG DAY'S JOURNEY INTO THE NIGHT: MISC. & CLOSING****Description**

A chance to discuss any relevant issues or topics that we didn't get the chance to touch upon before and the opportunity to evaluate the International Council Meeting.

**Outcome**

Open discussion and evaluation.

**Preparation**

None.

## INTERNAL MANAGEMENT WORKSHOP

## Timetable

	2nd November	3rd November	4th November	5th November	6th November
	Wednesday	Thursday	Friday	Saturday	Sunday
8:00	Arrival	Breakfast			Breakfast
8:30					
9:00					
9:30					
10:00		(Inter-)national update and Icebreakers	Knowledge Management	Sightseeing	Final Plenary
10:30					
11:00		Human Resources in ELSA	Break		
11:30			Sponsors Fair		
12:00		Lunch			
12:30					
13:00					
13:30		Statutes Workshop (joint with BEE)			GDPR
14:00					
14:30					
15:00					
15:30	Letter of Authorisation		Mid Plenary		
16:00	Opening Plenary	Break		Break	
16:30		State of the Network			
17:00		IM Proposals			
17:30					
18:00				Miscellaneous and Closing	
18:30					
19:00	Opening Workshop	Reporting Time	Preparation Time		Departure
19:30	Freshers' Workshops			Reporting Time	
20:00	HoD	Dinner	Gala dinner	Dinner	
20:30	Dinner				
21:00				Socials	
21:30	Socials				

## 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](#);
- Read relevant parts of the [International Council Meeting Decision Book, 58th Edition](#);
- Read the [One Year Operational Plan \(OYOP\)](#);
- Bring your ELSA spirit, share your thoughts and suggestions, and leave your personal touch in the LXXXII International Council Meeting!

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 of ELSA at [secgen@elsa.org](mailto:secgen@elsa.org).

To access some 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 IM Workshop!**



**Basil Schaller**

Secretary General of the International Board of ELSA 2022/2023

**Draft Agenda****Wednesday, 2<sup>nd</sup> November 2022***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.

**Outcome**

Election of Workshop Officers, approval of the Agenda and drafting of Workshop Rules.

**Preparation**

None.

*19:30 – 20:00***OFFICERS AND FRESHERS WORKSHOP****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' MEETING****Description**

The Heads of Delegation are the main communication channel between the International Board and National Group. The meeting of the Heads of Delegation will provide you with all the important and useful information.

**Outcome**

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

**Preparation**

No preparation is required.

**Thursday, 3<sup>rd</sup> November 2022**

*10:00 – 11:30*

**(INTER-)NATIONAL UPDATE AND ICEBREAKERS****Description**

Participants will start the LXXXII Council Meeting by receiving an update on what has been going on at the international level. Following this, participants will have a chance to summarise their own Activity Reports.

**Outcome**

An update on what has been happening within the Network and getting to know each other better.

**Preparation**

Be prepared to briefly present what you have been doing for the past few months.

*11:30 – 13:00*

**HUMAN RESOURCES IN ELSA****Description**

Participants will be introduced to the concept of Human Resources in general and what Human Resources management in ELSA looks like. They will also be introduced to the new HR Team and discuss together some of the priorities set for this year. Finally participants will be able to share some of the difficulties they have experienced in their National and Local Groups.

**Outcome**

Become familiar with what Human Resources Management is and how it operates in ELSA. Understand the priorities at the international level and think about how those can be implemented nationally and locally.

**Preparation**

None

*14:00 – 16:00*

### **STATUTES WORKSHOP (JOINT WITH BEE)**

#### **Description**

During this workshop, we will discuss the recently discovered issues with our Statutes and the resulting consequences together with the Presidents.

#### **Outcome**

To update participants on what we discovered and how we will fix it. The Workshop provides a recommendation to the International Council relating to the Statutory proposals.

#### **Preparation**

Read the Statutory Proposals (Proposal 1 and 2) and prepare questions if you have any.

*16:30 – 17:00*

#### **Description**

During this workshop, the 33rd State of the Network Report will be presented to the participants.

#### **Outcome**

To update participants on the 33rd State of the Network results.

#### **Preparation**

None.

*17:00 – 19:00*

### **IM PROPOSALS**

#### **Description**

During this workshop, we will discuss the proposals regarding the Statutes and Standing Orders of ELSA and the proposals regarding the Internal Management part of the International Council Meeting Decision Book

#### **Outcome**

The Workshop provides a recommendation to the International Council relating to the IM proposals.

#### **Preparation**

Read Proposals No. 3 - 7, and No. 12 - 16 and prepare questions or amendments.

**Friday, 4<sup>th</sup> November 2022***10:00 – 11:30***KNOWLEDGE MANAGEMENT****Description**

During this workshop, we will discuss the materials and tools provided by ELSA International in the IM Area.

**Outcome**

To make sure IM Officers are well equipped with the necessary tools and materials during their term and ready to transfer knowledge in their own Network.

**Preparation**

None.

**Saturday, 5<sup>th</sup> November 2022***14:00 – 16:00***GDPR****Description**

As Data Protection becomes more and more important, the Assistant for Data Protection will discuss with you the basics of Data Protection within our network and how we can improve it across our association.

**Outcome**

The participants will have a better understanding of what is required in regards to Data Protection in our association.

**Preparation**

Have an understanding of what Data Protection laws require from you in your country and what your NG does in regards to Data Protection.

*16:30 – 18:00***ELSA TRAINING****Description**

During this Workshop, the Director for ELSA Training, together with an experienced ITP trainer, will tell you about the opportunities given to you by the ITP and how they can help your group in improving your skills on different topics.

**Outcome**

The participants will have a better understanding of what the ITP is and offers to the network.

**Preparation**

None.

*18:00 – 19:00*

**MISCELLANEOUS AND CLOSING****Description**

A chance to discuss any relevant issues or topics and the opportunity to evaluate the LXXXII International Council Meeting.

**Outcome**

Open discussion and evaluation.

**Preparation**

None.

## FINANCIAL MANAGEMENT WORKSHOP

## Timetable

	2nd November	3rd November	4th November	5th November	6th November
	Wednesday	Thursday	Friday	Saturday	Sunday
8:00	Arrival	Breakfast			Breakfast
8:30					
9:00					
9:30					
10:00		Key Area Shopping (Joint with AA/C, PD, S&C)	What shall we do with the EDF?	Sightseeing	Final Plenary
10:30			Break		
11:00			Sponsors Fair		
11:30					
12:00					
12:30					
13:00		Lunch			
13:30					
14:00	SotN and Activity reports	Mid Plenary	Annual report, Final accounts and relief of responsibility (Joint with BEE)	Departure	
14:30					
15:00	EI Proposals				
15:30					Letter of Authorisation
16:00	Opening Plenary	Put the money in the Bank - Reserve management	Candidacy		
16:30					
17:00		EDF Proposals	Miscellaneous and closing		
17:30					
18:00					
18:30					
19:00	Opening Workshop	Reporting Time	Preparation Time		Reporting Time
19:30	Freshers' Workshops				
20:00	HoD	Dinner	Gala dinner		Dinner
20:30	Dinner				
21:00					
21:30	Socials	Socials	Socials		Socials

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## 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](#);
- Read relevant parts of the [International Council Meeting Decision Book, 58th Edition](#);
- Read the [One Year Operational Plan \(OYOP\)](#);
- Bring your ELSA spirit, share your thoughts and suggestions, and leave your personal touch in the LXXXII International Council Meeting!

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 Treasurer of the International Board of ELSA at [treasurer@elsa.org](mailto:treasurer@elsa.org).

To access some 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 FM Workshop!**



**Mikko Laitinen**

Treasurer of the International Board of ELSA 2022/2023

**Draft Agenda****Wednesday, 2<sup>nd</sup> November 2022***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.

**Outcome**

Election of Workshop Officers, approval of the Agenda and drafting of Workshop Rules.

**Preparation**

None.

*19:30 – 20:00***OFFICERS AND FRESHERS WORKSHOP****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' MEETING****Description**

The Heads of Delegation are the main communication channel between the International Board and National Group. The meeting of the Heads of Delegation will provide you with all the important and useful information.

**Outcome**

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

**Preparation**

No preparation is required.

**Thursday, 3<sup>rd</sup> November 2022**

*10:00 – 13:00*

**KEY AREA SHOPPING (JOINT WITH AA/C, PD, S&C)****Description**

During this workshop, Key Area Officers and Treasurers team up to participate in an exercise on project management. The officers will learn about the different dos and don'ts of creating a project and gain experience in working in a multidisciplinary team.

**Outcome**

Understand the different challenges that Officers might run into when organising a project.

**Preparation**

None.

*14:00-15.30*

**SOTN AND ACTIVITY REPORTS**

In this workshop the participants will be receiving an update on what has been going on at the international level. Following this, participants will have a chance to summarise their own Activity Reports. Additionally, they will receive a summary of the SotN results.

**Outcome**

An update on what has been happening within the Network and getting to know each other better.

**Preparation**

Be prepared to briefly present what you have been doing for the past few months.

*15:30-16:30*

**ELSA INTERNATIONAL PROPOSALS****Description**

During this workshop, we will discuss the proposals regarding the Standing Orders of ELSA and the proposals regarding the FM part of the International Council Meeting Decision Book.

**Outcome**

The Workshop provides a recommendation to the International Council for the FM proposals.

**Preparation**

Read Proposals No. 8, 17

*16:30-17:30*

**PUT THE MONEY IN THE BANK - RESERVE MANAGEMENT****Description**

In this workshop, we will discuss the Financial reserves of ELSA International and launch the work of drafting a Reserve management strategy.

**Outcome**

Update of the status of the ELSA International reserves and what lies ahead.

**Preparation**

None

*17:30-19:00*

**ELSA DEVELOPMENT FOUNDATION PROPOSALS****Description**

During this workshop, we will discuss the proposals regarding the Standing Orders of the ELSA Development Foundation

**Outcome**

The Workshop provides a recommendation to the International Council relating to EDF proposals.

**Preparation**

Read Proposals No. 32 - 35.

**Friday, 4<sup>th</sup> November 2022**

*10:00 – 11:30*

**What shall we do with the EDF?****Description**

A roundtable on the current issues of the EDF and how it can better support the network.

**Outcome**

A concrete understanding of the current issues and a clear road ahead.

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**Preparation**

None

**Saturday, 5<sup>th</sup> November 2022**

*14:00 – 17:00*

**ANNUAL REPORT, FINAL ACCOUNTS AND RELIEF OF RESPONSIBILITY (JOINT WITH BEE)****Description**

This workshop will be dedicated to a summary of the work done during the previous term as well as the preparation for the vote on the relief of responsibility. Members of the previous International Board of ELSA will present the outcomes included in the Annual Report of ELSA 2021/2022 as well as the Final Accounts of ELSA and EDF and the Auditors Reports of ELSA and the EDF for the term 2021/2022.

**Outcome**

Getting to know the achievements of the previous International Board of ELSA.

**Preparation**

Carefully read Annex 1-5.

*17:00 – 18:00*

**CANDIDACY WORKSHOP****Description**

The candidate(s) running for the position of Internal Auditor of ELSA 2022/2023 will present themselves, and there will be time for a Q&A.

**Outcome**

This session will give you the opportunity to hear the plans of the potential future Auditor

**Preparation**

Read all the candidacy materials carefully and ask questions that you would like to have answered.

*18:00 – 19:00*

**MISCELLANEOUS AND CLOSING****Description**

A chance to discuss any relevant issues or topics and the opportunity to evaluate the 82nd ICM.

**Outcome**

Open discussion and evaluation.

**Preparation**

None.

## MARKETING WORKSHOP

## Timetable

	2nd November	3rd November	4th November	5th November	6th November	
	Wednesday	Thursday	Friday	Saturday	Sunday	
8:00	Arrival	Breakfast			Breakfast	
8:30						
9:00						
9:30						
10:00		Up to Date: IB & National/Local	The Ultimate Cheat Sheet - Promotion from the Beginning to the End		Sightseeing	Final Plenary
10:30		Pitch It - The Power of Short-Form Video				
11:00			Break			
11:30			Sponsors Fair			
12:00		Lunch			Departure	
12:30						
13:00						
13:30						
14:00		Roundtable: (re)branding	Mid Plenary	Launch It Up (Joint with PD)		
14:30						
15:00	Letter of Authorisation			High-Key (Joint with S&C)		
15:30						
16:00	Opening Plenary	Creative Hub	Candidacy Workshop			
16:30						
17:00		Marketing Proposals	Closing			
17:30						
18:00	Reporting Time	Preparation Time	Reporting Time			
18:30						
19:00			Opening Workshop	Reporting Time		
19:30					Freshers' Workshops	
20:00	HoD	Dinner	Dinner			
20:30						
21:00	Dinner	Gala dinner	Socials			
21:30				Socials		

## 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](#);
- Read relevant parts of the [International Council Meeting Decision Book, 58th Edition](#);
- Read the [One Year Operational Plan \(OYOP\)](#);
- Bring your ELSA spirit, share your thoughts and suggestions, and leave your personal touch in the LXXXII International Council Meeting!

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 Deputy Vice President in charge of Marketing of the International Board of ELSA at [marketing@elsa.org](mailto:marketing@elsa.org).

To access some 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 Marketing Workshop!**

*Inês Gonçalves*

**Inês Ervedoso Gonçalves**

Deputy Vice President in charge of Marketing of the International Board of ELSA 2022/2023

## Draft Agenda

Wednesday, 2<sup>nd</sup> November 2022

*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.

#### Outcome

Election of Workshop Officers, approval of the Agenda and drafting of Workshop Rules.

#### Preparation

None.

*19:30 – 20:00*

### OFFICERS AND FRESHERS WORKSHOP

#### 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' MEETING

#### Description

The Heads of Delegation are the main communication channel between the International Board and National Group. The meeting of the Heads of Delegation will provide you with all the important and useful information.

**Outcome**

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

**Preparation**

No preparation is required.

**Thursday, 3<sup>rd</sup> November 2022**

*10:00 – 11:00*

**UP TO DATE: IB & NATIONAL/LOCAL****Description**

We will have an update on the work of the International Board of ELSA up to this date. Next, we ask you to present your National and Local groups and if you have any achievements you accomplished or any challenges you have faced so far.

**Outcome**

The latest updates on the Marketing area and life in the ELSA House in Brussels are shared, as well as the status update on the situation of the Network, followed by guidelines on how to solve problems related to Marketing on the Local and National levels.

**Preparation**

Prepare to ask any questions you might have about the work of the IB from August till the ICM and to share your marketing experiences and promotional materials, which you have been using if you have any!

*11:00 – 13:00*

**PITCH IT - THE POWER OF SHORT-FORM VIDEO****Description**

The era we live in is fast-paced. Such speed is noticeable in every part of our life, in the news, in technology, in food, and so on. Marketing is no exception to this, and fast content has proven to be attractive a big part of the audience.

In this Workshop we will look into the potential assets of the creation of content in the form of short videos - the teasers - in the Marketing Area, and we will try it out.

**Outcome**

Understand the importance of short-form video content and how to apply it in the Marketing Area tasks.

**Preparation**

Check out an example of an event teaser for some contextualisation:

<https://www.youtube.com/watch?v=ZPGERTLbfOQ>

*14:00 – 16:30*

### **ROUNDTABLE: (RE)BRANDING**

#### **Description**

In this Workshop, we will talk about ELSA branding, its development as well as important aspects about it. Furthermore, we will also discuss rebranding, taking into account the recent developments and the thoughts of the Network.

#### **Outcome**

To better understand the vision of the Network regarding the current branding of ELSA and its possible evolution.

#### **Preparation**

Familiarise yourself with developments regarding the rebranding topic and read the [Minutes](#) from the New Face of ELSA Workshop in ICM LXXX pp. 160-165.

*16:30 – 18:00*

### **CREATIVE HUB**

#### **Description**

The process of creating a brand identity (logo, fonts, colours, elements) for a project involves both inspiration and structuring, and it is important to combine both to achieve the best result. We will trace a roadmap for easier navigation - step by step - of the process of brainstorming, and later on, we will turn the ideas into reality.

#### **Outcome**

To accustom ourselves to the different aspects of a project's brand identity, the process of brainstorming and the creation of marketing materials.

#### **Preparation**

None.

*18:00 – 19:00*

### **MARKETING PROPOSAL**

#### **Description**

This Workshop is dedicated to discussing all of the Proposals for the Marketing Area.

#### **Outcome**

The Marketing Proposals will be discussed and commented on by the participants.

#### **Preparation**

Read through proposal No. 31 carefully prior to the Workshop.

**Friday, 4<sup>th</sup> November 2022***10:00 – 11:30***THE ULTIMATE CHEAT SHEET - PROMOTION FROM THE BEGINNING TO THE END****Description**

During this Workshop, we will talk about helpful tips and tricks for a Marketer when promoting a project. We will go through the whole process - from the beginning to the end - of how to outline a promotion strategy, including choices regarding graphic design/content created and social media platforms to be used, adjustments to partners and Board dynamics.

**Outcome**

To understand some of the most important matters that arise while working in the area of Marketing and how to conduct a successful promotional campaign from start to finish.

**Preparation**

None.

**Saturday, 5<sup>th</sup> November 2022***14:00 – 15:30***LAUNCH IT UP (JOINT WITH PD)****Description**

In this Workshop we will outline the best way to achieve a fruitful outcome for the promotion of projects of the PD Area in order to find a harmonic working method to ensure that the needs of the Key Area are met, and the Marketers can adequately plan a strategy.

Furthermore, we will brainstorm about Career Launch, especially focusing on its branding and interactively exploring the possibilities for the creation of materials.

**Outcome**

Participants will acquire joint planning skills, and the branding of Career Launch will be developed.

**Preparation**

None.

*15:30 – 17:00***HIGH-KEY (JOINT WITH S&C)****Description**

A good promotion strategy is key to a successful project. In this Workshop, we will strengthen the collaboration between Marketing and S&C Officers, emphasise the importance of having an outline and wise planning to achieve high quality promotion.

**Outcome**

Participants will learn how to create a Marketing strategy for different projects.

**Preparation**

None.

*17:00 – 18:00*

**CANDIDACY WORKSHOP****Description**

The candidate(s) running for the position of Vice President in charge of Marketing of the International Board of ELSA 2022/2023 will present themselves, and there will be time for a Q&A.

**Outcome**

This session will give you the opportunity to hear the plans of the potential future Vice President in charge of Marketing of the International Board for the term 2022/2023.

**Preparation**

Read all the candidacy materials carefully and plan meetings with the candidate(s) before this Workshop to ask questions that you would like to have answered.

*18:00 – 19:00*

**CLOSING****Description**

Our last Workshop of the week will offer opportunities for feedback and sweet goodbyes.

**Outcome**

Feedback for ELSA International to improve and an appropriate end to our time together.

**Preparation**

None.

## ACADEMIC ACTIVITIES &amp; COMPETITIONS WORKSHOP

## Timetable

	2nd November	3rd November	4th November	5th November	6th November			
	Wednesday	Thursday	Friday	Saturday	Sunday			
8:00	Arrival	Breakfast			Breakfast			
8:30					Final Plenary			
9:00						Breakfast		
9:30								
10:00		Key Area Shopping (joint FM, PD, S&C)	Hopelessly Devoted to You: IFP and Advocacy (Joint with S&C)	Sightseeing				
10:30			Break					
11:00								
11:30								
12:00		Sponsors Fair						
12:30								
13:00		Lunch						
13:30								
14:00		Come See About Me: International Updates	Mid Plenary	You Don't Have To Say You Love Me: Competitions	Departure			
14:30	Letter of Authorisation			Still a Part of Me: Relationship AA/Competitions				
15:00	Ain't No Mountain High Enough: Social Responsibility, Human Rights							
15:30	Opening Plenary			Break				
16:00	Break							
16:30	It Takes Two: Candidacy Workshop							
17:00				Write This Down: Legal Writing				
17:30	A Place in the Sun: Miscellaneous							
18:00				I'm Gonna Make You Love Me: Proposal Discussion				
18:30	Preparation Time	Reporting Time						
19:00				Opening Workshop		Reporting Time		
19:30	Freshers' Workshops	Gala dinner	Dinner					
20:00	HoD					Dinner		
20:30	Dinner		Socials					
21:00	Socials							
21:30	Socials	Socials	Socials					

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## 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](#);
- Read relevant parts of the [International Council Meeting Decision Book, 58th Edition](#);
- Read the [One Year Operational Plan \(OYOP\)](#);
- Bring your ELSA spirit, share your thoughts and suggestions, and leave your personal touch in the LXXXII International Council Meeting!

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 Deputy Vice President in charge of Academic Activities or the Vice President in charge of Competitions of the International Board of ELSA at [academicactivities@elsa.org](mailto:academicactivities@elsa.org) or [competitions@elsa.org](mailto:competitions@elsa.org) respectively.

To access some 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 our pleasure to welcome you to the AA/C Workshops!**



**Jean Mattijsen**  
Deputy Vice President in charge of  
Academic Activities of the  
International Board of ELSA 2022/2023



**Linnéa Regnell**  
Vice President in charge of Competitions  
of the International Board of ELSA  
2022/2023

&

**Draft Agenda****Wednesday, 2<sup>nd</sup> November 2022***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.

**Outcome**

Election of Workshop Officers, approval of the agenda and drafting of Workshop Rules.

**Preparation**

None.

*19:30 – 20:00***OFFICERS AND FRESHERS WORKSHOP****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' MEETING****Description**

The Heads of Delegation are the main communication channel between the International Board and National Group. The meeting of the Heads of Delegation will provide you with all the important and useful information.

**Outcome**

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

**Preparation**

No preparation is required.

**Thursday, 3rd November 2022**

*10:00 – 13:00*

**KEY AREA SHOPPING (Joint with FM, PD, S&C)****Description**

During this workshop, Treasurers and Key Area Officers team up to participate in an exercise on project management. The officers will learn about different dos and don'ts of creating a project and gain experience in working in a multidisciplinary team.

**Outcome**

Understand the different challenges that Officers might run into when organising a project.

**Preparation**

None.

*14:00 – 15:30*

**COME SEE ABOUT ME: INTERNATIONAL UPDATES****Description**

To welcome our Officers in the first AA/C Workshop, we will share detailed information about the current status of our projects on the International Level. The main purpose of this workshop is to create a space to discuss how National and Local Groups can contribute to the advancement of our projects. Additionally, this workshop will serve as stage for National Officers to share updates from their National Group.

**Outcome**

Updating workshop participants on the steps taken by ELSA International to secure the sustainability and the quality of our projects.

**Preparation**

Please prepare a short presentation on project updates from your Group.

*15:30 – 16:30*

### **AIN'T NO MOUNTAIN HIGH ENOUGH: SOCIAL RESPONSIBILITY, HUMAN RIGHTS**

#### **Description**

One of the main goals within Academic Activities on the International Level for this year is the implementation of ROLE and the coordination of Human Rights. This workshop will focus on the progress of Social Responsibility projects in the network such as ROLE, ELSA4Schools, AHRC and ELSA Day. Furthermore, it will serve as a stage for workshop participants to exchange ideas on National and Local Social Responsibility initiatives and serve to reflect on the position of Social Responsibility within ELSA.

#### **Outcome**

Updates on (inter-)national projects. Discussion on future project and on regulations.

#### **Preparation**

Please read the relevant parts in the Decision Book (Social Responsibility, Human Rights, and the definition of Academic Activities).

*17:00 – 18:00*

### **WRITE THIS DOWN: LEGAL WRITING**

#### **Description**

Legal writing relates to central projects within Academic Activities: Law Reviews and Legal Research Groups. This workshop aims to give updates on the ELSA Law Review and the coordination and support of Legal Research Groups. It will focus on how workshop participants can use Legal Writing projects can be used to present a more concrete output. It will focus on the possibility of collaborating to establish a bilateral or multilateral LRG.

#### **Outcome**

Updates on legal writing projects and their output.

#### **Preparation**

Read the relevant parts of the ICM Decision Book on Legal Writing.

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*18:00 – 19:00*

### **I'M GONNA MAKE YOU LOVE ME: PROPOSAL DISCUSSION**

#### **Description**

During this workshop, we will go over the proposals that have been presented and that touch the Academic Activities and Competitions Areas.

#### **Outcome**

Discussion on the proposals.

#### **Preparation**

Read the proposals No. 1, 19 and 20. Discuss them with your National Board potential doubts, concerns or improvements, so that we may approach them during the Workshop.

### **Friday, 4th November 2022**

*10:00 – 11:30*

### **HOPELESSLY DEVOTED TO YOU: IFP AND ADVOCACY (JOINT WITH S&C)**

#### **Description**

In this term, the International Focus Programme (IFP) has a new topic: Law and Sustainability. During this workshop we will focus on the structure of the IFP. We will organise a discussion on the IFP topic and discuss how advocacy is represented in ELSA project.

#### **Outcome**

Consider what projects you organise that have an advocating character and what projects you would like to organise

#### **Preparation**

Read the parts of the Decision Book that cover the IFP.

**Saturday, 5th November 2022**

*14:00 – 15:30*

**YOU DON'T HAVE TO SAY YOU LOVE ME: COMPETITIONS**

**Description**

Each year, more and more National and Local groups organise different Academic Competitions and Moot Courts. During this workshop, we will discuss the different Competitions and ways that ELSA International can support the Groups organising them.

**Outcome**

To have an idea of how ELSA International can support Groups with Competitions and way in which we can develop the Competitions Area.

**Preparation**

Get yourself familiar with the [MCC](#) and [Academic Competitions Handbook](#). Read relevant parts of the Decision Book on Moot Courts and Academic Competitions.

*15:30 – 16:30*

**STILL A PART OF ME: RELATIONSHIP AA/COMPETITIONS**

**Description**

As this is the first year of implementation of the Board Reform for the Competitions area, it is important to discuss update you all on how the implementation is going internationally, as well as to discuss how each national group is planning on implementing it in their respective Groups.

**Outcome**

Preparing the participants for implementing the changes between the two Key Areas.

**Preparation**

Prepare a short presentation on the current status of the Academic Activities and Moot Court/Competitions area in your National Group.

*17:00 – 18:00*

**IT TAKES TWO: CANDIDACY WORKSHOP**

**Description**

We will take this opportunity to get to know the candidates for the position of Vice President in charge of Academic Activities of the International Board of ELSA. Here, the candidate(s) will

present their plans before the Final Plenary and answer any questions you may have regarding their ideas, motivation and plans for the future.

**Outcome**

Q&A with the Candidate(s) for the position of Vice President in charge of Academic Activities of the International Board of ELSA 2022/2023

**Preparation**

Please read carefully the candidacy materials sent out to the Network and discuss any questions you may have with your Boards.

*18:00 – 19:00*

**A PLACE IN THE SUN: MISCELLANEOUS****Description**

A chance to catch up on anything we missed. We will use this workshop to give more attention to specific points we could not discuss before. Also, here, you can raise awareness of certain topics you think were not sufficiently discussed.

**Outcome**

Discuss topics that were postponed or raise awareness to specific underdeveloped points of the ICM.

**Preparation**

None.

## PROFESSIONAL DEVELOPMENT WORKSHOP

## Timetable

	2nd November	3rd November	4th November	5th November	6th November
	Wednesday	Thursday	Friday	Saturday	Sunday
8:00	Arrival	Breakfast			Breakfast
8:30					
9:00					
9:30					
10:00		Key Area Shopping (joint FM, AA/C, S&C)	The One with the routine	Sightseeing	Final Plenary
10:30			Break		
11:00			Sponsors Fair		
11:30					
12:00					
12:30					
13:00		Lunch			
13:30					
14:00		The One with the invitation	Mid Plenary	Launch It Up (Joint with MKT)	Departure
14:30		The One with the flashback			
15:00	Letter of Authorisation	The One with the proposal		The One with Ross's grant	
15:30					
16:00	Opening Plenary	The One with all the jealousy	The One with the Christmas in Tulsa		
16:30					
17:00		The One about Rachel's dream	The One where Joey moves out		
17:30					
18:00	Reporting Time	Preparation Time			
18:30					
19:00	Reporting Time	Reporting Time			
19:30			Freshers' Workshops		
20:00	Dinner	Gala dinner	Dinner		
20:30				Dinner	
21:00	Socials		Socials		
21:30				Socials	

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## 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](#);
- Read relevant parts of the [International Council Meeting Decision Book, 58th Edition](#);
- Read the [One Year Operational Plan \(OYOP\)](#);
- Bring your ELSA spirit, share your thoughts and suggestions, and leave your personal touch in the LXXXII International Council Meeting!

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 Professional Development of the International Board of ELSA at [professionaldevelopment@elsa.org](mailto:professionaldevelopment@elsa.org).

To access some 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 PD Workshop!**



**Leia Hindricq**

Vice President in charge of Professional Development of the International Board of ELSA  
2022/2023

**Draft Agenda****Wednesday, 2<sup>nd</sup> November 2022***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.

**Outcome**

Election of Workshop Officers, approval of the agenda and drafting of Workshop Rules.

**Preparation**

None.

*19:30 – 20:00***OFFICERS AND FRESHERS WORKSHOP****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' MEETING****Description**

The Heads of Delegation are the main communication channel between the International Board and National Group. The meeting of the Heads of Delegation will provide you with all the important and useful information.

**Outcome**

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

**Preparation**

No preparation is required.

**Thursday, 3<sup>rd</sup> November 2022**

*10:00 – 13:00*

**KEY AREA SHOPPING (Joint with FM, AA/C, S&C)****Description**

During this workshop, Treasurers and Key Area Officers team up to participate in an exercise on project management. The officers will learn about different dos and don'ts of creating a project and gain experience in working in a multidisciplinary team.

**Outcome**

Understand the different challenges that Officers might run into when organising a project.

**Preparation**

None.

*14:00 – 15:00*

**THE ONE WITH THE INVITATION****Description**

This year marks the third edition of Career Launch. As it becomes a regular ELSA International project, it is important to begin to involve the National Groups in the organisation of this event. It will also be a time to define goals and steps to follow for the future expansion of Career Launch.

**Outcome**

The Officers will give their opinion about the future of Career Launch and the involvement of National Groups.

**Preparation**

None.

*15:00 – 16:00*

**THE ONE WITH THE FLASHBACK****Description**

All the Trainees and Traineeship Providers of ELSA Traineeships need to fill in Evaluation forms.

For them to be relevant, it is important to update them regularly and to put in it questions that are actually useful for the work of the different ELSA Groups.

**Outcome**

The Officers will receive the answers of a survey about Evaluation Forms and will discuss these results.

**Preparation**

Fill in the survey sent by email before the ICM.

*16:00 – 16:30*

**THE ONE WITH THE PROPOSAL****Description**

To make our association grow, we constantly need to evolve and be involved. This goes, most of the time, by changes regarding the aspects of our projects and our responsibilities. This workshop will allow us to talk more deeply about it.

**Outcome**

The Officers will analyse the proposals in the PD area and vote on them to be recommended to the Council.

**Preparation**

Read Proposals No. 21 - 23

*16:30 – 17:30*

**The One with all the jealousy****Description**

Some National Groups in ELSA have National Traineeship Programmes. Most of the time, they are very popular to Traineeships Providers and applicants. The only issue is: how to keep ELSA Traineeships attractive next to them?

**Outcome**

The Officers will discuss the conflict between ELSA Traineeships and National Traineeship Programmes and will brainstorm about solutions.

**Preparation**

None.

*17:30 – 19:00*

**THE ONE ABOUT RACHEL'S DREAM****Description**

The dream of every Professional Development Officer is to have interesting and innovative

projects to present to the world. With all the amazing projects we already have, it is difficult to find new ideas. But, luckily, our imagination is endless!

**Outcome**

The Officers will discuss the projects already present in the network. In addition, they will be introduced to new projects regarding Professional Development.

**Preparation**

None.

**Friday, 4<sup>th</sup> November 2022**

*10:00 – 11:30*

**THE ONE WITH THE ROUTINE****Description**

To correct the applications of ELSA Traineeships in the most efficient way, you must have a list... and a routine! It is important to constantly put ourselves in question and discuss the rules we are using in our area.

**Outcome**

The Officers will analyse and brainstorm about the Verification and Matching guidelines regarding ELSA Traineeships.

**Preparation**

Read the [Verification and Matching guidelines](#) on the ELSA Officers Portal.

**Saturday, 5<sup>th</sup> November 2022**

*14:00 – 15:30*

**Launch it up (Joint with MKT)****Description**

In this Workshop we will outline the best way to achieve a fruitful outcome for the promotion of projects of the PD Area in order to find a harmonic working method to ensure that the needs of the Key Area are met, and the Marketers can adequately plan a strategy.

Furthermore, we will brainstorm about Career Launch, especially focusing on its branding and interactively exploring the possibilities for the creation of materials.

**Outcome**

Participants will acquire joint planning skills, and the branding of Career Launch will be developed.

**Preparation**

None.

*15:30 - 17:00*

### **THE ONE WITH ROSS'S GRANT**

#### **Description**

The financial sustainability of our projects has always been an issue PDers are struggling with for many years. Now that some ideas were raised last year, it is important to continue to brainstorm about this topic and to find a definitive solution. It will also be the opportunity to talk about the remuneration of the Traineeship we are offering.

#### **Outcome**

The Officers will discuss the financial problems of the area and brainstorm about potential solutions. The remuneration of Traineeships will be also evaluated.

#### **Preparation**

None.

*17:00 – 18:30*

### **THE ONE WITH THE CHRISTMAS IN TULSA**

#### **Description**

Oftenly underestimated, Reception is one of the most important parts of our programme. If our Trainees and Traineeship Providers are happy, we are happy! As time comes by, we need to re-evaluate our responsibilities towards Reception and think about innovative ideas to make everyone comfortable.

#### **Outcome**

The Officers will analyse the Reception guidelines and will brainstorm on an update. The responsibilities of the Officers will be discussed.

#### **Preparation**

Read the [Reception guidelines](#) on the Officers Portal.

*18:30 – 19:00*

### **THE ONE WHERE JOEY MOVES OUT**

#### **Description**

This is the end... for now! Let's reflect on the week and what we learned, decided and our next goals for the year.

#### **Outcome**

The Officers will have a summary of the week and will be able to give feedback about the Workshops.

#### **Preparation**

None.

## SEMINARS AND CONFERENCES WORKSHOP

## Timetable

	2nd November	3rd November	4th November	5th November	6th November
	Wednesday	Thursday	Friday	Saturday	Sunday
8:00	Arrival	Breakfast			Breakfast
8:30					
9:00					
9:30					
10:00		Key Area Shopping (joint FM,PD,S&C)	Hopelessly Devoted to You: IFP and Advocacy (Joint with AA/C)	Sightseeing	Final Plenary
10:30			Break		
11:00			Sponsors Fair		
11:30					
12:00		Lunch			
12:30					
13:00					
13:30					
14:00		S&C, What?	Mid Plenary	Tools to be a True S&Cer	Departure
14:30		Dddd...? Ah Yes, ELSA Delegations - The Best of the Best		High-Key (Joint with MKT)	
15:00	Letter of Authorisation				
15:30	Opening Plenary	ELSA Law Schools are back; Get Ready!		ELSA Webinars and EWA, are they forgotten?	
16:00		Proposals	Miscellaneous		
16:30			Preparation Time		
17:00					
17:30	Reporting Time	Reporting Time			
18:00		Dinner	Dinner		
18:30	Socials			Socials	
19:00		Gala dinner			
19:30					
20:00					
20:30					
21:00					
21:30					

## 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](#);
- Read relevant parts of the [International Council Meeting Decision Book, 58th Edition](#);
- Read the [One Year Operational Plan \(OYOP\)](#);
- Bring your ELSA spirit, share your thoughts and suggestions, and leave your personal touch in the LXXXII ICM!

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 President in charge of Seminars and Conferences of the International Board of ELSA at [seminarsconferences@elsa.org](mailto:seminarsconferences@elsa.org).

Use the Seminars and Conferences mailing list ([ELSA-SC@LISTERV.ELSA.ORG](mailto:ELSA-SC@LISTERV.ELSA.ORG)) as well as [ELSA S&C TEAM 2022/2023](#) Facebook group and start a discussion even before the International Council Meeting in Dubrovnik! These platforms can be used to bring up ideas you want to share, whether you are able to participate in the meeting personally or not.

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



**Dora Štambuk**

Vice President in charge of Seminars and Conferences of the International Board of ELSA  
2022/2023

**Draft Agenda****Wednesday, 2<sup>nd</sup> November 2022***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.

**Outcome**

Election of Workshop Officers, approval of the agenda and drafting of Workshop Rules.

**Preparation**

None.

*19:30 – 20:00***OFFICERS AND FRESHERS WORKSHOP****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' MEETING****Description**

The Heads of Delegation are the main communication channel between the International Board and National Group. The meeting of the Heads of Delegation will provide you with all the important and useful information.

**Outcome**

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

**Preparation**

No preparation is required.

**Thursday, 3<sup>rd</sup> November 2022**

*10:00 – 13:00*

**KEY AREA SHOPPING (Joint with FM, AA/C, PD)****Description**

During this workshop, Treasurers and Key Area Officers team up to participate in an exercise on project management. The officers will learn about the different dos and don'ts of creating a project and gain experience in working in a multidisciplinary team.

**Outcome**

Understand the different challenges that Officers might run into when organising a project.

**Preparation**

None.

*14:00 – 15:00*

**S&C, WHAT?****Description**

With optimism regarding our way of organising events, it is important to look towards returning to our roots and the organisation of physical events. S&C and we will brainstorm on the future of this area. We will talk about various possibilities that S&C brings as one of the Key Areas of ELSA and what is expected from an S&C Officer and when. We will also discuss what should be included in the general S&C Calendar.

**Outcome**

A clear view of the S&C area and draft of the general S&C Calendar. A better understanding of what the network expects from an S&C Officer.

**Preparation**

None

15:00 – 16:30

### **DDDD...? AH YES, ELSA DELEGATIONS - THE BEST OF THE BEST**

#### **Description**

ELSA Delegations is one of the most prestigious projects of ELSA due to its specificities and the access through the special status ELSA has in different international institutions.

However, the project seems quite abstract due to its coordination mostly handled by ELSA International. During this workshop, we will aim to clear out that confusion and hear your thoughts on how to make ELSA Delegations closer to our members.

#### **Outcome**

Participants of the workshop learn about the structure and coordination of the ELSA Delegations project and can give feedback on how to bring it closer to the members.

#### **Preparation**

Be ready to share how you promote ELSA Delegations within your National Group and how you would increase the visibility of this project.

16:30 – 18:00

### **ELSA LAW SCHOOLS ARE BACK; GET READY!**

#### **Description**

ELSA Law Schools, as the leading educational events, are one of the network's most established and significant projects. Therefore, it is essential to train officers' skills in this respective field. During this workshop, we will go through all the necessary requirements, and tools, and discuss concrete improvements for the development of ELSA Law Schools. We will also check together all the necessary documents that include regulations regarding the ELSA Law Schools.

#### **Outcome:**

The workshop participants will fully grasp the requirements needed to organise an ELSA Law School and learn where to find relevant information.

#### **Preparation**

Go through the [ELSA Law Schools Handbook](#).

18:00 – 19:00

### **PROPOSALS**

#### **Description**

During this workshop, we will discuss and vote on all the proposed amendments to the regulations of ELSA in the S&C area.

#### **Outcome**

Workshop recommendations regarding proposals.

**Preparation**

Read the Proposals No. 24 - 30. Prepare concrete amendments if you have any, and where possible, discuss them with the International Board first. This will allow the Workshop to go much faster and more efficiently.

**Friday, 4<sup>th</sup> November 2022**

*10:00 – 11:30*

**HOPELESSLY DEVOTED TO YOU: IFP AND ADVOCACY (JOINT WITH S&C)****Description**

In this term, the International Focus Programme (IFP) has a new topic: Law and Sustainability. During this workshop we will focus on the structure of the IFP. We will organise a discussion on the IFP topic and discuss how advocacy is represented in ELSA project.

**Outcome**

Consider what projects you organise that have an advocating character and what projects you would like to organise

**Preparation**

Read the parts of the Decision Book that cover the IFP.

**Saturday, 5<sup>th</sup> November 2022**

*14:00 – 15:30*

**TOOLS TO BE A TRUE S&CER****Description**

Communication platforms, webinars and handbooks - all these tools aim to help a very busy S&Cer secure knowledge management. Delegating our workload and having good time management skills are crucial to plan your term wisely and realistically. During the workshop, we will discuss the most efficient ways how to handle the workload and how to make sure no information is missing at the end of the term.

**Outcome**

Participants create a plan for efficient knowledge management inside their network.

**Preparation**

Visit [officers.elsa.org](https://officers.elsa.org) and go to “S&C”. Take a look at the available tools and think through if there is anything more you would like to see there. Think of the tools you use within your National/Local Groups and be ready to share them with the workshop.

15:30 – 17:00

### **HIGH-KEY (JOINT WITH MKT)**

#### **Description**

A good promotion strategy is a key to a successful project. In this Workshop, we will strengthen the collaboration between Marketing and S&C Officers, emphasise the importance of having an outline and wise planning to achieve high quality promotion.

#### **Outcome**

Participants will learn how to create a Marketing strategy for different projects.

#### **Preparation**

None.

17:00 – 18:00

### **ELSA WEBINARS AND EWAS, ARE THEY FORGOTTEN?**

#### **Description**

Online events were replacing most of our physical events during the COVID-19 pandemic. As the situation started to calm, we are slowly abandoning ELSA Webinars Academy and ELSA Webinars. During this workshop, we will go through the structure of those two projects, and their requirements and discuss their potential improvements.

#### **Outcome**

Participants understand the different requirements regarding ELSA Webinars and EWAs.

#### **Preparation**

None

18:00 – 19:00

### **MISCELLANEOUS**

#### **Description**

A chance to catch up on anything we missed and otherwise a forum for final questions, feedback and goodbyes to your workshop.

#### **Outcome**

Feedback for the International Board of ELSA to improve.

#### **Preparation**

Think about which improvements you would like to see implemented in the structure and content of the autumn ICM.

## **ACTIVITY REPORTS**

[ACTIVITY REPORTS OF THE INTERNATIONAL BOARD of ELSA  
2022/2023](#)

[ACTIVITY REPORTS OF THE INTERNATIONAL BOARD of ELSA  
2021/2022](#)

## PROPOSALS

### THE INTERNATIONAL BOARD

#### No. 1: Statutory amendment concerning the International Council section

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

## The International Council

### Article 7 – Main Provisions

*English Translation:*

[...]

#### 7.2 Summoning

The following rules shall apply in regards to the summoning of the International Council Meeting:

a. The International Council shall meet physically twice a year at a time fixed by the International Board within the timeframe defined in the Standing Orders of ELSA. Exceptionally, the International Council Meeting shall be held online if it cannot be held in physical form.

b. The International Council shall be summoned with printed or electronic invitations sent by the International Board to all Members and Observers of ELSA and the Auditors. The invitations shall be sent at least 42 days before the opening of the International Council Meeting in question.

c. Extraordinary meetings can be requested by the International Board or by at least one-tenth of all the Members. For extraordinary meetings, the invitations shall be sent up to 14 days before the opening of the extraordinary meeting in question.

[...]

*Dutch Statutory Proposal:*

[...]

#### 7.2 Bijeenroeping

De volgende regels zijn van toepassing op het bijeenroepen van de Vergadering van de Internationale Raad:

a. De Internationale Raad komt twee maal per jaar samen, fysiek of online bijeen, in de lente en in de herfst, op een tijd vastgesteld door het Internationale Bestuur binnen de periode gedefinieerd in het Regelement van Orde van ELSA.

b. De Internationale Raad wordt door middel van geprinte of elektronische uitnodigingen door het Internationale Bestuur aan alle Leden en Waarnemers van ELSA, en de auditors en personen aangesteld door het Internationale Bestuur of de Internationale Raad voor het assisteren bij hun werkzaamheden en het uitvoeren van een specifieke taak met betrekking tot de activiteiten van de vereniging, bijeengeroepen. De uitnodigingen worden ten minste

tweeënveertig (42) dagen voor het openen van de Vergadering van de Internationale Raad in kwestie verzonden.

c. Buitengewone vergaderingen kunnen worden verzocht door het Internationale Bestuur of door ten minste een tiende van alle Leden. Voor buitengewone vergaderingen worden de uitnodigingen tot veertien (14) dagen voor de opening van de buitengewone vergadering in kwestie verzonden.

[...]

**Comments:**

This is to add back a provision that already existed, but was mistakenly deleted from the statutes a few years ago during the notarising process. It is a provision needed by law, and therefore needs to be added back to the statutes.

## No. 2: Statutory amendment concerning the International Board section

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

# The International Board

## Article 8 – Main Provisions

*English Translation:*

[...]

### 8.2 Elections

- a. The International Council shall elect the members of the International Board during the second International Council Meeting of the term. The International Board shall be elected for a period of one year, starting on the 1st of August in the year of their election and terminating on the 31st of July of the following year.
- b. In order for the International Board to be legally constituted, at least half of the positions – rounded up to the nearest natural number – have to be occupied either by elected or deputy members of the International Board.

### 8.3 Representation

~~ELSA is legally represented by at least half – rounded to the nearest natural number – of its International Board members.~~

The following rules shall apply in regard to the representation of ELSA:

- a. ELSA is legally represented by the members of the International Board jointly. A member of the International Board can represent ELSA individually on matters relating to the competencies of the position they have been elected or appointed to, as further defined in the Standing Orders. The President of the International Board can individually represent ELSA on any deed.
- b. The International Board or the President of the International Board can authorise one or more people to represent ELSA by means of a limited or unlimited power of attorney.

### 8.4 Conflict of Interests and Absence

- a. If there is a direct or indirect personal interest of a member of the International Board in a decision to be taken, according to objective standards, this member shall refrain from deliberation and decision-making.
- b. If a member of the International Board is no longer able to perform their duties during their term, these duties shall be carried out jointly by the remaining members of the International Board. This shall be the case until the International Board appoints a Deputy or the International Council elects a new member to the International Board.

### 8.4<sub>5</sub> Dismissal

A member of the International Board may be dismissed by the International Council by a two-thirds majority of the votes cast if that member violates these Statutes, the Standing Orders or the interests of ELSA.

*Dutch Statutory Proposal:*

[...]

## 8.2 Benoeming

- a. De Internationale Raad benoemt de leden van het Internationale Bestuur tijdens de tweede Vergadering van de Internationale Raad van de bestuurstermijn. Het Internationale Bestuur zal worden benoemd voor een periode van één jaar aanvangend op een augustus in het jaar van hun benoeming en eindigend op eenendertig juli van het daaropvolgende jaar.
- b. Om het Internationale Bestuur rechtsgeldig te kunnen constitueren, moet ten minste de helft van de bestuursfuncties - afgerond op het dichtstbijzijnde hele getal - worden bekleed door verkozen of plaatsvervangende leden van het Internationale Bestuur.

## 8.3 Vertegenwoordiging

~~ELSA wordt rechtsgeldig vertegenwoordigd door tenminste de helft – afgerond naar het dichtstbijzijnde natuurlijke getal – van de in functie zijnde bestuurders tezamen.~~

De volgende regels zijn van toepassing bij de vertegenwoordiging van ELSA:

- a. ELSA wordt wettelijk vertegenwoordigd door de gezamenlijke leden van het Internationale Bestuur. Een lid van het Internationale Bestuur kan ELSA afzonderlijk vertegenwoordigen in zaken die binnen het in het Regelement van Orde nader geduide mandaat vallen waarvoor het lid verkozen of benoemd is. De Voorzitter van het Internationale Bestuur kan ELSA in elke daad vertegenwoordigen.
- b. Zowel het Internationale Bestuur als de Voorzitter van de Internationale Bestuur kunnen een of meer personen machtigen om ELSA met beperkte of onbeperkte volmacht te vertegenwoordigen.

## 8.4 Belangenverstrengeling en onstentenis

- a. Indien er naar objectieve maatstaven sprake is van een direct of indirect persoonlijk belang van een bestuurder bij een te nemen besluit, dan zal deze bestuurder zich onthouden van de beraadslaging en besluitvorming.
- b. Indien een van de bestuurders gedurende zijn termijn niet meer in staat is zijn functie uit te oefenen, dan worden zijn taken uitgevoerd door de resterende bestuurders gezamenlijk totdat de internationale raad gedurende de eerstvolgende vergadering een voorziening treft.

## 8.4.5 Ontslag

Een lid van het Internationale Bestuur kan door de Internationale Raad met een twee derde meerderheid van de uitgebrachte stemmen worden ontslagen als dat lid deze statuten, het Reglement van Orde of de belangen van ELSA schendt.

**Comments:**

The proposed change to Art. 8.2 is to add the provision regarding the legal constitution of the International Board to the Statutes, as it was already mistakenly present in the English Translation, but not actually in the Dutch Statutes.

As it is required by law to have the representation regulated in the Statutes and not in the Standing Orders, the proposed changes to Art. 8.3 are to adapt the current statutory provision (that was missing in the English translation) with regards to the representation powers of the International

Board, to the way the International Board has been represented in the past according to the provision we have in the Standing Orders.

Art. 8.4 is a proposed new provision to be added to the Statutes, as it is required by law to have the cases of a conflict of interest of a board member and the case of an absence of a board member regulated in the Statutes. The phrasing is for it to be in accordance with the required law and the current practice of the International Board in these matters.

**No. 3: Standing Order amendment concerning the International Council Section**

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

## The International Council

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**Article 5 – Preparations**

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[...]

### 5.3 Working Materials

The received proposals for amendments to the Statutes are to be made available to the ELSA Network at least 28 days before the opening of the International Council Meeting. They shall be made available in one collective document.

The collective Working Materials, including all received proposals, Observership and Membership applications ~~and the Activity Reports of all members of the International Board~~, are to be made available to the ELSA Network at least 21 days before the opening of the International Council Meeting.

**Comment:**

The International Board distributes a monthly activity report and a final annual report to the Network; therefore, the additional activity report in the ICM Working Materials serves no real purpose and is mainly an added burden to the International Board.

**No. 4: Standing Order amendment concerning the International Council Section**

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

## The International Council

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**Article 6 – General Procedure**

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[...]

**6.5 Election and Role of other International Council Meeting Officers**

After the announcement of the first list of votes, the following officers of the International Council Meeting shall be elected:

- a. [...]
- d. If the maximum number of International Council Meeting Officers is not reached, the Chair ~~shall~~may ask for new nominations and proceed to the voting of those, or in case of no new nominations, postpone the election of the remaining positions until the next Plenary Session.

**Comment:**

The Obligation of the Chair to ask for new nominations in case the maximum number of officers is not reached in any case, only leads to delays in the Plenaries. Having the maximum amount is always desirable, but it is possible to continue the plenaries without all positions filled to the maximum, and therefore we would like to give the Chair more discretion in deciding if more Officers are needed or not.

**No. 5: Standing Order amendment concerning the International Council Section**

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

## The International Council

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**Article 7 – Voting Procedure**

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[...]

### 7.3 Secret Voting Rules

The voting shall be carried out by a written and secret vote with ballot sheets or means of electronic voting, when they are related to:

- a. the election of the International Board, the Internal Auditors and Internal Vice Auditor;
- b. the election of the hosts for an International Council Meeting;
- c. any applications for Observership and Membership;
- d. the demotion and expulsion of a Member or Observer of ELSA;
- e. the relief of responsibility of the International Board;
- f. any other case for which a Member asks a secret voting to take place;
- g. any case for which the International Board decides to use means of electronic voting.

**Comments:**

We would like to clarify that, if the International Board decides to use E-Voting, these votes will be secret even if it is not necessarily required by the regulations until now. Also, there are some grammatical corrections.

**No. 6: Standing Order amendment concerning the International Board Section**

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

## The International Board

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**Article 10 – Internal Function**

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**10.1 Quorum**

The International Board is fully competent only when at least half of the members and/or deputies – rounded up to the nearest natural number – are present after the entire International Board has been duly summoned.

**10.2 Voting Rights**

Each member and deputy of the International Board shall have one vote within the International Board.

**Comment:**

The proposed changes to Art 10.1 and 10.2 are aimed at giving the Deputies voting rights within the International Board. We believe this to be important as firstly the deputies count towards the amount of IB officers needed to be legally constituted, and therefore should also be able to have a say within the Board regarding its decisions. Secondly, having worked with two amazing deputies for several months, we believe that deputies should have a vote in the International Board meetings. As Deputies are doing the exact same work as the elected International Board members, they should be able to participate in the decision-making of the International Board as well. Further, this has no effect on the rest of the network, as the International Board always decides and is responsible for its actions as a unified body and not as individuals, but it gives the Deputies the recognition and involvement they deserve for their work.

**No. 7: Standing Order amendment concerning the International Board Section**

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

## The International Board

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**Article 10 – Internal Function ~~and Representation~~**

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[...]

**10.4 ~~Representation Assistance~~**

~~The following rules shall apply in regards to representation:~~

- ~~a. ELSA is represented by the members of the International Board jointly and separately. Furthermore, the President of the International Board can appear on behalf of ELSA on any deed.~~
- ~~b. The International Board or the President of the International Board can authorise one or more people to represent ELSA by means of a limited or unlimited power of attorney.~~

~~c.~~

The International Board may appoint any person to assist in its work and carry out a specific task under its responsibility and related to the association. The International Board shall be accountable to the International Council for the actions of this person.

**Comment:**

Art. 10.4 a and b are proposed to be struck out as they are moved to the Statutes. Art. 10.4.c is proposed to be kept under a new name as this mainly concerns the power of the IB to appoint people assisting in our work, i.e. the ELSA International Team members.

**No. 8: Standing Orders amendment concerning the Finances section**

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

## Finances

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**Article 12 – Main Provisions**

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[...]

12.3 Membership fee and observer administration fee due date

The annual membership fee and the observer administration fee for the upcoming financial year is due on the ~~31st of July of the preceding year~~ 30th of September of the respective year.

**Comments:**

Due to the term structure of both the National Groups and ELSA International it is impractical to have the due date be the 31st of July.

**No. 9: International Council Meeting Decision Book amendment concerning Part 1. General, Chapter 3. Board Reform**

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

**CHAPTER 3. BOARD REFORM**

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**Article 2. Exit Clause**

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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.

**Comments:**

Grammatical correction.

**No. 10: International Council Meeting Decision Book amendment concerning Part 2. Board Management, External Relations and Expansion, Chapter 3. External Relations**

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

**CHAPTER 3. External Relations****Article 1. Definitions**

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[...]

1.2 Corporate contacts shall cover law firms and other companies.

- a. International corporate contacts shall cover contact with law firms or other companies situated in five or more countries;

**Comments:**

Adding an “or other companies” since it is clearly meant to cover this as well. Not having this was a small mistake in the past regulations.

**No. 11: International Council Meeting Decision Book amendment concerning Part 2. Board Management, External Relations and Expansion, Chapter 3. External Relations**

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

**CHAPTER 3. External Relations**

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**Article 2. Procedure to Contact**

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[...]

2.4 If ELSA International or a National Group of ELSA wishes to contact a partner of a National Group of ELSA or of ELSA International, the process shall be the following:

- a. ELSA International or, if applicable, the requesting National Group, shall request permission of the National Group of ELSA and/or ELSA International;

**Comments:**

Adding an “and” to increase the clarity of the regulations. In case a contact is both a national partner and an international contact (or an international partner and a national contact), the requesting National Group needs to contact both ELSA International and the relevant National Group.

**No. 12: International Council Meeting Decision Book amendment concerning Part 3. Internal Management, Chapter 4. International Council Meetings**

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

**CHAPTER 4. International Council Meetings****Article 4. Workshop Procedure**

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[...]

4.5 The Chair and Vice Chair of the workshop shall ensure that discussions on the points of the agenda take place in a correct and orderly manner. The Chair and Vice Chair are responsible for the consistent supervision of the minutes as well as the duly submission of the final version to the Secretary General of the International Board of ELSA ~~before the opening of the Final Plenary~~ at the latest one week after the official end of the International Council Meeting.

4.6 The secretaries shall keep the minutes of the workshop which will be an appendix to the International Council Meeting Minutes. The secretaries shall finalise the minutes together with the Chair and Vice Chair of the respective workshop ~~before the opening of the Final Plenary~~ at the latest one week after the official end of the last Workshop.

**Comment:**

There is no reason why the Workshop minutes need to be finalised by the Final Plenary. As the workshop secretaries and Chairs already are doing an amazing and exhausting job for us, we would like to give them more time to also enjoy the ICM and therefore extend the deadline for the final version until after the ICM.

**No. 13: International Council Meeting Decision Book amendment concerning Part 3. Internal Management, Chapter 5. International Annual Meetings**

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

**CHAPTER 5. International Annual Meetings**

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**Article 3. Applications**

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3.1 National Groups may send eight delegates to the International Training Meeting. The International Board may increase this number at its discretion.

[...]

**Comment:**

As with all other international internal meetings, we would like to give the host the possibility to increase the number of delegates at its discretion. This is especially true for the ITM, as the online format makes it very easy to accommodate more than 8 delegates each.

**No. 14: 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:

**CHAPTER 6. Human Resources****Article 1. Definitions**

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[...]

1.2 The Human Resources Handbook provides ELSA Groups with concrete areas and measures that may be implemented to improve the experience of ~~the two groups of~~ their individual members and officers.

**Comment:**

This is just meant to be a clarification, that this is intended to affect the individuals.

**No. 15: 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:

**CHAPTER 6. Human Resources**

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**Article 3. ELSA International Team**

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~~5.13.1~~ In Accordance with Article 10.4.c of 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. An officer responsible for Welfare in ELSA. The officer works with the Secretary General of the International Board or their substitute on the implementation of the Code of Conduct and the encouragement of the National Groups to create their own Code of Conduct. The officer will work closely with all members of the International Board on Welfare, Diversity and Inclusion within ELSA.
- ~~b.c.~~ [...]
- ~~c.d.~~ [...]
- ~~d.e.~~ [...]
- ~~e.f.~~ [...]

**Comment:**

As the position of Director for Welfare becomes more and more important, especially with the newly adopted Code of Conduct, we want to ensure that this position continues to exist and therefore add it to the mandatory EIT calls.

**No. 16: International Council Meeting Decision Book amendment concerning Part 3. Internal Management, Chapter 7. ELSA Training**

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

**CHAPTER 7. ELSA Training****Article 3. Responsibilities**

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[...]

3.3 The Refreshment Weekend is meant to conserve and enhance the quality of the International Trainers' Pool Trainers. The sessions of the event are hosted by the experienced International Trainers' Pool Trainer or the training ~~companies~~ providers who are partners of ELSA. The academic programme for the event is developed by ELSA International and the International Trainers' Pool itself.

**Comment:**

As we work a lot with other associations that also have very good trainers, it does not make sense to limit our possibility to work only with training companies for the Refreshment Weekend.

**No. 17: International Council Meeting Decision Book amendment concerning Part 4. Financial Management, Chapter 8: FINANCIAL MANAGEMENT OF ELSA**

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

**CHAPTER 8. FINANCIAL MANAGEMENT OF ELSA**

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**Article 1 General Reserve**

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[...]

1.5 The reserve is to be capped at 90 000 euros. If the reserve exceeds this limit, the reserve contribution can be used for the general budget of ELSA at the discretion of the Treasurer of the International Board of ELSA. .

**Comments:**

Reserves are a vital part of responsible financial management. However, an uncapped reserve will lose its purpose and draw away resources from being used at the competition.

**No. 18: International Council Meeting Decision Book amendment concerning Part 4. Financial Management, Chapter 8: FINANCIAL MANAGEMENT OF ELSA**

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

**CHAPTER 8. FINANCIAL MANAGEMENT OF ELSA**

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**Article 3. Competitions**

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[...]

3.6. Both reserves are to be capped at a maximum of 90 000 euros. If either reserve exceeds this 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, at the discretion of the Vice President in Charge of Competitions and the Treasurer of the International Board of ELSA. .

**Comments:**

Reserves are a vital part of responsible financial management. However, an uncapped reserve will lose its purpose and draw away resources from being used at the competition.

**No. 19: International Council Meeting Decision Book amendment concerning Part 7. Competitions, Chapter 1. Definitions and 2. Responsibilities**

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

**CHAPTER 1. DEFINITIONS**

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**Article 1. General**

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1.1 Competitions is the Key Area of ELSA that aims to contribute to the legal education of law students and young lawyers through academic competitions and moot court competitions. It prepares them for professional life and gives them an understanding of legal practice.

**CHAPTER 2. RESPONSIBILITIES**

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**Article 1. Responsibilities**

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1.1 The Vice President in charge of Competitions of the International Board of ELSA shall be in charge of all academic and moot court competitions and the overall responsible person for the coordination of the John H. Jackson Moot Court Competition and the European Human Rights Moot Court Competition.

1.2 ELSA International shall:

- a. Produce and make available to National Groups tools necessary for the area of Academic Activities and Competitions, annually revise them, and, if necessary, update them;
- b. Annually evaluate the Flagship Projects of ELSA falling under the area of Academic Activities and Competitions and share the outcome with National Groups.

[...]

**Comments:**

The Competitions area involves both academic competitions and moot court competitions, therefore, the definition, as well as the responsibilities, should reflect that. Under the area of Competitions, ELSA International is responsible for Competitions, besides Academic Activities. As there still are Academic Activities Officers that organise competitions, this part should be added to the responsibilities, and not replacing the responsibilities for Academic Activities.

**No. 20: 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:

**CHAPTER 2. RESPONSIBILITIES**

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**Article 1. Responsibilities**

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1.1 The Vice President in charge of Competitions of the International Board of ELSA shall be in charge of all academic competitions and the overall responsible person for the coordination of the John H. Jackson Moot Court Competition and the ~~European Human Rights Moot Court Competition~~ Helga Pedersen Moot Court Competition.

**Comments:**

Correction. ELSA changed the name of the European Human Rights Moot Court Competition changed to the Helga Pedersen Moot Court Competition as of last year.

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

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

**CHAPTER 2. ELSA TRAINEESHIPS****Article 1. Definitions**

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~~1.1 ELSA Traineeships is a Flagship Project of ELSA that fosters professional development and provides legal work opportunities to law students and young lawyers.~~

1.1 ELSA Traineeships is a Flagship Project of ELSA that fosters professional development and cultural exchange by providing legal work opportunities for law students and young lawyers in foreign and international legal systems.

[...]

**Comments:**

This proposal seeks to create a more detailed and precise definition of the ELSA Traineeships programme by including both the scope and aim of the project in line with how the project is defined by National Groups.

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

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

**CHAPTER 2. ELSA TRAINEESHIPS**

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**Article 3. Responsibilities**

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3.1 ELSA International shall:

[...]

j. During the Evaluation period:

~~i. Produce and make available to National Groups a summary of evaluation results;~~

~~k. Send a certificate to Trainees and Traineeship Providers that have submitted the evaluation forms provided by ELSA International.~~

i. Produce and make available to National Groups a summary of evaluation results;

ii. Send a certificate to Trainees and Traineeship Providers that have submitted the evaluation forms provided by ELSA International.

**Comments:**

This proposal seeks to correct indent formatting mistakes in the International Council Meeting Decision Book. Specifically, the paragraph indentation on Article 3.1.k.

**No. 23: International Council Meeting Decision Book amendment concerning Part 8. Professional Development**

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

**CHAPTER 3. CAREER LAUNCH****Article 1. Definitions**

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1.1 Career Launch is a project of ELSA that offers the opportunity to law students and young lawyers to gain insight into the various aspects of the legal profession. The project consists of digital workshops and a digital Career Fair.

**Comments:**

This proposal seeks to add the Career Launch programme to the International Council Meeting Decision Book for the purposes of solidifying the project as a key, but not a Flagship Project of the Professional Development area in ELSA. It shall facilitate the introduction of more concrete standards and knowledge management surrounding the project.

## No. 24: International Council Meeting Decision Book amendment concerning Part 9. Seminars and Conferences, Chapter 3. ELSA Law Schools

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

### CHAPTER 3. ELSA LAW SCHOOLS

#### Article 2. Requirements ~~of ELSA Law Schools~~

2.1 ELSA Law Schools shall:

- a. Aim to be annual;
- b. Be open ~~for to~~ everyone and conducted in English;
- c. Last for at least seven days. The seven days are calculated excluding the day of arrival but including the day of departure;
- d. Comprise of an academic, cultural and social programme. The academic programme shall ~~be composed~~ ~~comprise~~ of at least 20 hours of lectures followed by workshops or any other interactive activities, which deepen and emphasise different areas of the lecture. The minimum academic programme shall not include ~~an~~ obligatory extra time to revise the lectures and prepare for the next lessons. If the duration of the ELSA Law School exceeds seven days, the total academic programme shall be prolonged by four hours per each extra day;
- e. Be organised in ~~a~~ close co-operation with ~~of~~ an academic or institutional partner who shall ensure the academic quality of the event 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;
- f. Be regulated by a hosting agreement duly signed by all parties involved.

#### Comments:

It is of great importance to follow the grammar rules of the English language, therefore changes proposed above will give a clearer look of the International Council Meeting Decision Book. The Requirements sections of each respective project within the International Council Meeting Decision Book are not equally phrased, therefore it is necessary to make it uniform.

**No. 25: International Council Meeting Decision Book amendment concerning Part 9. Seminars and Conferences, Chapter 3. ELSA Law Schools**

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

**CHAPTER 3. ELSA LAW SCHOOLS**

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**Article 3.**

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[...]

3.4 The International Board of ELSA may waive an ELSA Law Schools Cycle if there are less than five ELSA Law Schools specified for the respective ELSA Law Schools Cycle.

**Comments:**

It is of great importance to follow the grammar rules of the English language, therefore changes proposed above will give a clearer look of the International Council Meeting Decision Book.

**No. 26: International Council Meeting Decision Book amendment concerning Part 9. Seminars and Conferences, Chapter 3. ELSA Law Schools**

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

**CHAPTER 3. ELSA LAW SCHOOLS****Article 4. Responsibilities**

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4.1 ELSA International shall:

- a. Coordinate and control the quality of ELSA Law Schools;
- b. During the specification period, send the ELSA Law Schools Specification Form and the respective ELSA Law Schools Calendar by:

[...]

- h. Send a unified evaluation forms to the participants of all ELSA Law Schools by the end of each ELSA Law Schools Cycle, ~~and evaluate them with the respective Organising Committees of ELSA Law Schools;~~
- i. Send a unified evaluation form to the Organising Committees of all ELSA Law Schools by the end of each ELSA Law Schools Cycle;
- ~~h.i.~~ j. Create, annually revise and, if necessary, update tools to facilitate the organisation of ELSA Law Schools.

**Comments:**

ELSA Law Schools, as one of the flagship projects of ELSA, requires annual evaluation. Therefore it is important to share and collect feedback from both the participants and the Organising Committees. It is not feasible to go over each evaluation form together with the OC of the respective ELSA Law School, nor is it something done in practice. The Vice President in charge of Seminars and Conferences of the International Board of ELSA, after reading the evaluation forms, gives an overview of the feedback to the OCs and if necessary, or if there is an issue, discusses the feedback together with the OC. We need to add the responsibility of ELSA International concerning the evaluation form sent to the OC to be in compliance with the Hosting Agreement for ELSA Law Schools.

## No. 27: International Council Meeting Decision Book amendment concerning Part 9. Seminars and Conferences, Chapter 3. ELSA Law Schools

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

### CHAPTER 3. ELSA LAW SCHOOLS

#### Article 6. Compliance and quality control of ELSA Law Schools

[...]

6.2 In case of ~~a breach of contract~~, 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 ELSA Law School from the current ELSA Law Schools Cycle after delivering ~~to the Organising Committee of an ELSA Law School involved~~ three official notifications to the Organising Committee of an ELSA Law School involved, regarding its breach of regulations concerning ELSA Law Schools, giving the Organising Committee of an ELSA Law School appropriate time to solve the breach of regulations each time, ~~in order to prevent it from using the "ELSA Law School" label~~;
- c. Accept an ELSA Law School into the ELSA Law Schools Cycle after the end of the specification period upon presentation of an individual case;
- d. Allow the Organising Committee of an ELSA Law School to deviate from the regulations concerning ELSA Law Schools upon presentation of an individual case and in case of allowing deviation from the quality standards of ELSA Law Schools in particular, to ask the Organising Committee of an ELSA Law School to notify applicants and participants about differing quality standards.

[...]

6.4 ~~During an International Council Meeting~~, ~~the~~ Vice President in charge of Seminars and Conferences of the International Board of ELSA shall report in an area workshop ~~during the International Council Meeting~~ about the use of the power listed under Article 6.2.b and 6.3.b of this Chapter.

#### Comments:

It is of great importance to follow the grammar rules of the English language, therefore changes proposed above will give a clearer look of the International Council Meeting Decision Book. Moreover, the part concerning the prevention of using the ELSA Law Schools label is not necessary.

**No. 28: International Council Meeting Decision Book amendment concerning Part 9. Seminars and Conferences, Chapter 4. ELSA Delegations**

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

**CHAPTER 4. ELSA DELEGATIONS****Article 2. Responsibilities**

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2.1 ELSA International shall:

[...]

d. Inform National Groups about the selection of its members or alumni prior to the starting date of a respective ELSA Delegation;

[...]

2.2 National Groups shall:

[...]

b. Distribute ~~to Local Groups~~ information to the Local Groups about the Calls for ELSA Delegations as received by ELSA International.

**Comments:**

It is of great importance to follow the grammar rules of the English language, therefore changes proposed above will give a clearer look of the International Council Meeting Decision Book.

**No. 29: International Council Meeting Decision Book amendment concerning Part 9. Seminars and Conferences, Chapter 5. International Conferences of ELSA**

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

**CHAPTER 5. INTERNATIONAL CONFERENCES OF ELSA**

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**Article 2. Requirements**

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2.1 International Conferences of ELSA shall:

[...]

c. Comprise of academic and social programmes. The academic programme shall be ~~at least~~ at least a minimum of 10 hours. If the duration of the event exceeds two days, the total academic programme shall be prolonged by five hours per each extra day;

[...]

**Comments:**

It is of great importance to follow the grammar rules of the English language, therefore changes proposed above will give a clearer look of the International Council Meeting Decision Book.

**No. 30: International Council Meeting Decision Book amendment concerning Part 9. Seminars and Conferences, Chapter 6. ELSA Webinars Academy**

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

**CHAPTER 6. ELSA WEBINARS ACADEMY**

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**Article 2. Requirements of ELSA Webinars Academy**

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2.1. ELSA Webinars Academies shall:

- a. Be open ~~for~~ to everyone and conducted in English;
- b. Be ~~comprised~~ composed of at least five different sessions amounting to a total of at least five hours;

[...]

**Comments:**

It is of great importance to follow the grammar rules of the English language, therefore the changes proposed above will give a clearer look of the International Council Meeting Decision Book. The Requirements sections of each respective project within the International Council Meeting Decision Book are not equally phrased, therefore it is necessary to make it uniform.

## No. 31: International Council Meeting Decision Book amendment concerning Annex 3. ELSA Brandbook, Helga Pedersen Moot Court Competition

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

In the elements section of the Helga Pedersen Moot Court Competition, the point “Black and white images” to be replaced by “ECtHR and participants’ images” and add the point “Red see-through layer over the images”.

<p><b>FONT</b></p> <p>Palatino Syne</p> <hr/> <p><b>COLOURS</b></p> <div data-bbox="309 835 426 949"></div> <p>RGB: 194 31 49 CMYK: 16 98 78 6 HEX: #c2131</p> <div data-bbox="481 835 598 949"></div> <p>RGB: 255 255 255 CMYK: 0 0 0 0 HEX: #ffffff</p> <div data-bbox="646 835 762 949"></div> <p>RGB: 186 186 186 CMYK: 30 22 24 3 HEX: #bababa</p>	<p><b>KEY SELLING POINTS</b></p> <ol style="list-style-type: none"> <li>1. Prize: Traineeship at the ECtHR</li> <li>2. The only MCC in English on the ECHR</li> <li>3. Council of Europe</li> </ol> <hr/> <p><b>ELEMENTS</b></p> <ol style="list-style-type: none"> <li>1. Square speech bubbles</li> <li>2. <del>Black and white images</del></li> <li>2. ECtHR and participants’ images</li> <li>3. <u>Red see through layer over the images</u></li> </ol> <hr/> <p><b>TIMELINE</b></p> <ol style="list-style-type: none"> <li>1. <b>Launch</b> - September</li> <li>2. <b>General Promotion</b> - ca. two months</li> <li>3. <b>Registration Deadline</b> - November</li> <li>4. <b>Final Round</b> - April</li> </ol>
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### Comment:

The development of branding of the HPMCC has developed in a way that has given preference to a more minimalistic design. Most of the designs feature a background of an ECtHR/participants’ image (that does not have to necessarily be in black and white - it can be coloured - to provide some more tones to the graphic) with a transparent red see-through layer over it.

**No. 32: ELSA Development Foundation Standing Orders binding advice request concerning Art. 2 Modes of Support**

The Board of Directors of ELSA Development Foundation is requesting binding advice from the International Council to amend the ELSA Development Foundation Standing Orders.

# The ELSA Development Foundation Standing Orders

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**2. Modes of Support**

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[...]

(C) Structural Support

C.1) Financial assistance for organizing International Council Meetings, and International Strategy Meetings.

(C.2) Financial assistance for internal events aimed at developing Officers' Skills and knowledge.

(C.3) Financial assistance for the participation of the National Board members to International Council Statutory Meetings. The contribution shall only cover travel and/or accommodation expenses.

[...]

**Comments:**

Clarification of the purpose of the Mode of support.

**No. 33: ELSA Development Foundation Standing Orders binding advice request concerning Art. 9 Financing of the Foundation**

The Board of Directors of ELSA Development Foundation is requesting binding advice from the International Council to amend the ELSA Development Foundation Standing Orders.

# The ELSA Development Foundation Standing Orders

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**9. Financing of the Foundation**

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**9.1 Source of the Foundation**

- a. National Groups shall pay a yearly contribution to the EDF comprised of the following:
- 6% of all money fundraised in one financial year as a general sponsorship from external relations that are classified as international;
  - 2.5% of all money fundraised in one financial year as a general sponsorship from external relations that are classified as national;
  - The Member National Groups of ELSA shall pay a minimum of EUR 100,00 and a maximum of EUR 3.000,00 per financial year.
  - Observer National Groups of ELSA shall pay a fee of EUR 50,00

[...]

**Comments:**

Made to be in line with the regulations concerning the Membership fee of ELSA International. Asking for higher EDF Contributions from Observer National Groups has been proven to be a burden to them and inhibits their growth making it harder for them to achieve member status.

## **No. 34: ELSA Development Foundation Standing Orders binding advice request concerning Art. 2 Modes of Support, Art. 4 Local Groups eligibility Criteria and Art 6. Application procedure**

The Board of Directors of ELSA Development Foundation is requesting binding advice from the International Council to amend the ELSA Development Foundation Standing Orders.

# **The ELSA Development Foundation Standing Orders**

## **2. Modes of Support**

[...]

### **(C) Structural Support**

C.1) Financial assistance for organizing International Council Meetings, and International Strategy Meetings.

(C.2) Financial assistance for internal events aimed at developing Officers' Skills and knowledge.

(C.3) Financial assistance for organising National Council Meetings. The contribution shall only cover expenses related to accommodation and/or workshops or trainings aimed at developing Officers' skills and knowledge

(C.4) Financial assistance for the participation of the National Board members to Statutory Meetings. The contribution shall only cover travel and/or accommodation expenses.

[...]

## **4. Local Groups eligibility Criteria**

4.1 Local Groups may only apply for project support, training support or financial assistance for organising International Internal Meetings or National Council Meetings.

[...]

## **6. Application procedure**

[...]

### **6.3 Timeline for Structural Mode of Support**

6.3.1 The application timeline for Structural support ~~C.1, and C.2~~ and C.3 comply with the application cycles of EDF.

6.3.2. The application period for structural support ~~C.4~~ ~~C.3~~ is set between four and one week before the application period of the Statutory Meeting closes, at the discretion of the Board of Directors.

6.3.3. The application period for structural support ~~C.4~~ ~~€3~~ shall be announced in the Treasurers' mailing list at least one week before its opening.

[...]

**Comments:**

National Council Meetings have previously been covered by the EDF. Organising of NCM's incorporating high quality training sessions is a net positive to the Network as a whole.

## No. 35: ELSA Development Foundation Standing Orders binding advice request concerning Art. 2 Modes of Support and Art. 6 Application procedure

The Board of Directors of ELSA Development Foundation is requesting binding advice from the International Council to amend the ELSA Development Foundation Standing Orders.

# The ELSA Development Foundation Standing Orders

## 2. Modes of Support

[...]

(C) Structural Support

C.1) Financial assistance for ~~organizing~~ organising International Council Meetings; and International Strategy Meetings.

(C.2) Financial assistance for internal events aimed at developing Officers' ~~s~~skills and knowledge.

(C.3) Financial assistance for the participation of the National Board members to Statutory Meetings. The contribution shall only cover travel and/or accommodation expenses.

[...]

## 6. Application procedure

[...]

6.3 Timeline for Structural Mode of Support

6.3.1 The application timeline for Structural ~~s~~Support C1 and C2 comply with the application cycles of EDF.

6.3.2. The application period for ~~S~~structural ~~S~~support C3 is set between four and one week before the application period of the Statutory Meeting closes, at the discretion of the Board of Directors.

6.3.3. The application period for ~~s~~Structural ~~s~~Support C3 shall be announced in the Treasurers' mailing list at least one week before its opening.

### Comments:

Grammatical corrections.

## **ANNEXES**

### **ANNEX 1 – ANNUAL REPORT OF THE INTERNATIONAL BOARD OF ELSA 2021/2022**

The Annual Report of the International Board of ELSA 2021/2022 can be accessed [here](#).

## ANNEX 2 - FINAL ACCOUNTS OF ELSA 2021/2022

The Final Accounts of ELSA 2021/2022 can be found [here](#).

## ANNEX 3 – FINAL ACCOUNTS OF EDF 2021/2022

The Final Accounts of the ELSA Development Foundation 2021/2022 can be found [here](#).

## **ANNEX 4 – INTERNAL AUDITORS’ REPORT ON THE FINAL ACCOUNTS OF ELSA 2021/2022**

The Internal Auditors’ Report on the Final Accounts of ELSA 2021/2022 will be sent out at a later point via email.

## ANNEX 5 – INTERNAL AUDITORS’ REPORT ON FINAL ACCOUNTS OF EDF 2021/2022

The Internal Auditors’ Report on Final Accounts of the ELSA Development Foundation 2021/2022 will be sent out at a later point via email.

## ANNEX 6 – PROPOSED REVISION OF THE BUDGET OF ELSA INTERNATIONAL 2022/2023

The proposed revision of the Budget of ELSA International 2022/2023 can be found [here](#).

## ANNEX 7 – DEBTORS OF ELSA INTERNATIONAL AS OF 12<sup>th</sup> OCTOBER 2022

The list of debtors of ELSA can be found [here](#).

## ANNEX 8 – LETTER OF AUTHORISATION

The template for the Letter of Authorisation can be found [here](#).

## ANNEX 9 – PROXY

The template for the Proxy can be found [here](#).

## ANNEX 10 – NOMINATION MATERIALS

The template for the Nomination-, Seconding- and Confirmation Sheets can be found [here](#).