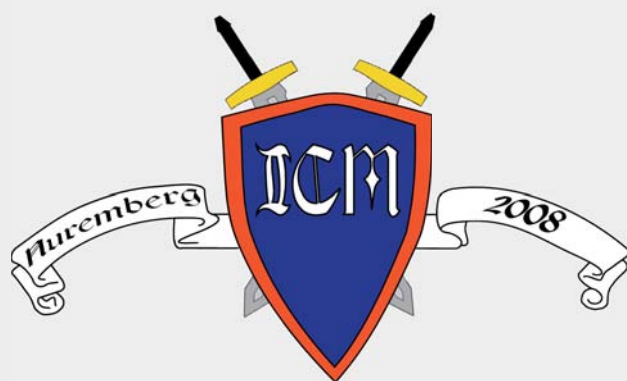


LIV INTERNATIONAL COUNCIL MEETING

WORKING MATERIALS NUREMBERG

26TH OCTOBER - 2ND NOVEMBER 2008



Corporate Partner of ELSA International

C/M/S
The alliance of major
European law firms

Auditing Partner of ELSA International

Deloitte.

elsa

The European Law Students' Association

GENERAL INFORMATION

FOREWORD

Dear all,

After 1st of August our board took over the office in Brussels. Our sincere hope and goal is to lead the network and make those changes needed in order to serve all our members in the best possible way. The International Boards strives every day to make the network be up to date and to work in accordance to our philosophy statement “a Just world in which there is respect for human dignity and cultural diversity”.

For many of you this particular ICM will be the first meeting in the International level of ELSA. We hope that we can make these days the most remarkable ones in your life. The days will be filled with workshops, new topics, proposals, national drinks, parties and loads of ELSA Spirit. The International Board hopes that you will contribute this ICM and your day-to-day work in ELSA in the best way possible for the good of the network.

The International Board 2008/2009 is proud to present you the LIV International Council Meeting Working Materials. We hope that these documents will prepare you for the upcoming workshops and plenary in the best possible way. And most importantly we hope that you will gain increased knowledge and have lots of motivation for the next term until we meet again in Budva, Montenegro in March 2009.

The international Board congratulates the Organising Committee from ELSA Germany, led by Giovanni Jaerisch as the Head of OC, for hosting this International Council Meeting with great efforts. We believe that the German efficiency and organising will be of the highest standards.

Our greatest gratitude also goes to Mrs. Brigitte Vanatova from ELSA Lawyers Society for her impressive efforts and great support in turbulent times concerning our Statutes and Standing Orders with the Dutch Chamber of Commerce.

On my own behalf as an editor of this package I want to address my special appreciation to all six fellow-boardmembers of mine. You have been always there for me!

I wish every participant of LIV ICM Nuremberg all the best for the upcoming week.

On behalf of ELSA International 2008/2009



Antti Husa
Secretary General
ELSA International

LIV ICM Nuremberg, Germany
26th October – 2nd November 2008

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REMINDERS**General**

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 Workshops...

- ✓ Read these Working Materials from cover to cover;
- ✓ Read the minutes of at least the two last ICMs (you will find them in the ELSA ONLINE Archive);
- ✓ Read the Statutes and Standing Orders of ELSA International carefully;
- ✓ Read and bring with you a copy of the latest edition of the Decision Book (you will find it, as well, in the ELSA ONLINE Archive);
- ✓ Bring your Marketing Materials so you can promote your events and show off at the Marketing Workshop
- ✓ Bring the One Year Operational Plan (OYOP 2008-2009 [you will find it, again, in the ELSA ONLINE Archive]).

To be prepared for the stay...

- ✓ Check out the ICM Website at <http://www.icmnuernberg.de/> and make sure you have taken note of *all* the Organising Committee's instructions.
- ✓ Make travel arrangements to be in Nuremberg in time for the opening of the ICM at 15:00 on Sunday 26th of October;
- ✓ Bring smart clothes for the Plenary and Sponsors' Fair;
- ✓ Rehearse your performance for the ELSA VISION CONTEST!

To be prepared for being celebrated as a true legend...

- ✓ Decide to be a Workshop secretary;
- ✓ Consider being a Plenary secretary;
- ✓ Consider hosting the ICM in Spring 2010;
- ✓ Consider hosting the IPM Summer 2009;
- ✓ Consider running for the Treasurer of International Board 2008/2009.

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

- ✓ Bring your NATIONAL DRINKS!
- ✓ Good mood and happy smiles!

**DEADLINE FOR NOMINATIONS FOR:
TREASURER OF INTERNATIONAL BOARD 2008/2009,
COUNCIL GUESTS ICM SPRING 2009,
COUNCIL MEETING HOST SPRING 2010,
INTERNATIONAL PRESIDENTS' MEETING HOST SUMMER 2009
IS FRIDAY, 31ST OCTOBER AT MIDNIGHT**

The Council Meeting Guide for newcomers and experienced participants**What is a Council Meeting?**

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

What is a workshop?

The workshops are for debate and discussion to allow more expedient decision-making in the plenary. In each ICM there are 7 workshops: one for each area. Each workshop is supervised by the relevant International Board member and chaired by an experienced delegate.

The following workshops will be held in the ICM:

Academic Activities (AA) – supervised by the Vice President for Academic Activities of ELSA International and attended by national AA officers.

Seminars & Conferences (S&C) – supervised by the Vice President for Seminars & Conferences of ELSA International and attended by national S&C officers.

Student Trainee Exchange Programme (STEP) – supervised by the Vice President for STEP of ELSA International and attended by national STEP officers.

Board Management, External Relations and Expansion (BEE) – supervised by the President of ELSA International and attended by national board management, external relations and expansion officers.

Internal Management (IM) – supervised by the Secretary General of ELSA International and attended by national internal management officers.

Financial Management (FM) – supervised by the director for Financial Management of ELSA International and attended by national financial management officers.

Marketing (MAR) – supervised by the Vice President for Marketing of ELSA International and attended by national marketing officers.

What is a Workshop officer?

There are four WS officers. They are one Chair, one Vice Chair and two secretaries.

The task of the Chair is to conduct the workshop in good order, to lead it together with the relevant member of ELSA International and to prepare and present the workshop report to the council.

The role of the vice-chair is to assist the chair and stand in for the chair in the event of his absence.

The secretaries are in charge of the minutes of the workshop and to prepare all the documents that have to be submitted to the council.

If you decide you can be a good WS officer, contact the relevant member of ELSA International as soon as possible to volunteer. You are expected to attend training provided by ELSA International on Saturday evening to acknowledge the detailed guidelines for your task.

What is a Council Meeting officer?

There are from 7 to 9 ICM officers. They are one Chair, one vice-chair, two to four secretaries, two tellers, and three members of the nominations committee. The CM officers ensure that some of the most important tasks in a CM are carried out.

What is the role of the Chair?

The role of the Chair of the Council Meeting is to ensure that the Council Meeting agenda is respected and adhered to, to supervise and assist the other Council Meeting officers, to invite persons to address the Council, to decide when to put proposals to a vote, to supervise the voting process, to announce the result of the voting process, to supervise the election process, to bring the meeting to order and to resolve any question concerning the procedure of the Council Meeting. The role of the Vice-chair is to assist the Chair and stand in for the Chair in case of his absence.

What is the role of the Secretaries?

The role of the secretaries in the Council Meeting is to take the minutes of the meeting. The Secretaries are responsible to the Secretary General of the International Board, and should always refer to him or her of difficulty.

What is the role of the tellers?

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

What is the role of the nominations committee?

The role of the nominations committee is to receive nominations for the elections and to announce the nominations to the Council.

Financial Obligations

Important information!

In accordance with article 9.5 of the Statutes of ELSA International, a National Group's voting rights are suspended during an ICM, if the National Group has not entirely fulfilled its **financial obligations** towards ELSA

International or has not submitted the State of the Network Inquiry (**SOTN Inquiry**) to ELSA International.

Please address all financial enquiries concerning debts to the Director for Financial Management of ELSA International in due time to the ICM at treasurer@elsa.org.

All SOTN Inquiries must be thoroughly filled out and submitted in one document (all seven area connected parts of the inquiry) to the Secretary General of ELSA International at elsa@elsa.org and secgen@elsa.org. Please e-mail the SOTN Inquiries 7 (seven) days before the ICM to facilitate the procedure during the ICM.

Treasurer of the International Board 2008/2009



The European Law Students' Association

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

Ever dreamt of living in the ELSA House?

This is your big opportunity:

THE TIME IS NOW!

**MAKE A DIFFERENCE FOR ELSA:
RUN FOR THE POSITION OF
TREASURER OF THE
INTERNATIONAL BOARD
2008/2009!!**

ICM Spring 2010 and IPM Summer 2009



The European Law Students' Association

SPRING ICM 2010 SUMMER IPM 2009

Have you ever danced the night away at the ICMs/IPMs?

Spent hours on interesting discussions in the Workshops?

Enjoyed participating in Trainings?

Or just experienced another city, another country and scenery?

**Have you just woken up one day thinking that it
was maybe time to give something back to the
Association?**

**This is it:
APPLY FOR HOSTING AN
ICM OR AN IPM!!**

MEMENTO

Your National Group is **NOT** eligible to vote in plenary unless:

- (i) You have fully filled in the State of the Network Inquiries and handed them to the Secretary General of ELSA International and all debts due to ELSA International have been paid. Please make sure the Secretary General of ELSA International has received the SOTN Inquiries of your National Group and confirm the debt situation with the Treasurer of ELSA International prior to the ICM.
- (ii) You have delivered the letter of authorization to the Secretary General of ELSA International. Please complete the letter of authorization that was sent to all National Boards together with the ICM-package.
This letter must include:
 - ☐ The contact details of your National Group;
 - ☐ The names of the delegates of your National Group who are allowed to raise the voting cards during voting;
 - ☐ The names of all other delegates;
 - ☐ The list of Local Groups that are currently members or observers of your National Group (please indicate which groups enjoy what status);
 - ☐ Two signatures from the National Board members authenticating the letter.

Please note that this letter should be ready and handed in **BEFORE** the start of the opening plenary session if you wish to receive your voting cards/rights. Please make sure your letter is handed in to the Secretary General of ELSA International in good time.

Reporting Time

Every National Group must have a **Head of Delegation**. This person will be responsible for making sure that:

- **delegates are on time, especially in the morning (in case, wake them up);**
- **delegates are informed about all practicalities;**
- **delegates are summoned to discuss important issues raised in the workshops and in plenary.**

After the daily Workshop session is over, the National Groups will be granted reporting time (check ICM and Workshop timetables). The Head of Delegation is responsible for gathering the National Group. This is the moment when the delegation meets and discusses important matters brought up in the Workshops and in plenary. This is also the right moment to create a good spirit in your delegation, since you are supposed to work together in ELSA for one year and an ICM is the right place to create friendship inside your national team.

ELSA Vision Contest

During the latest years a new tradition during ICMs has been introduced – the ELSA Vision Contest. Please be ready to prepare an act or/and a singing and dancing performance – represent your National Group in a glamorous and funny way. The

ELSA Vision Contest will take place during one of the parties during the week. The International Board will be the jury for the event.

Joint Workshops

Remember that in these sessions your National Group can express only **one** vote, no matter how many people are present. Prepare and coordinate your delegation and appoint one person from your delegation to be your voting delegate in the respective workshops.

Election of hosts for the International Council Meeting Spring 2010

The hosts for the two upcoming ICMs have been appointed. The Spring ICM 2009 will take place in Budva, organised by both ELSA Montenegro and ELSA Serbia and the next fall ICM 2009 will take place in Bucharest, organised by ELSA Romania.

If you are thinking about organizing an ICM in your National Group in Spring 2010, this is the right moment to apply! Prepare a proposal containing a draft programme and a draft budget, present it to the International Board before the ICM, and you will have the opportunity to have a nice presentation in plenary. The Council will then decide.

So, do not hesitate – APPLY!

NOTE:

*For the sake of fairness, it is recommended that the materials of **all** candidates are distributed to the National Groups at the same moment, so please come prepared with your documents when the ICM starts. .*

Nominations and Election of Council Guests

The Council will also elect three Council Guests for the next Autumn Council Meeting. Nomination sheets will be available from the nominations committee. Council Guests are often elected amongst those people who have made a particular contribution to ELSA and who would not otherwise have the right to attend the following Council Meeting.

Plenary Presentations

In order to bring efficiency to the workings at Plenary, we hereby present you some rules to National Groups that wants to make Presentations during Plenaries:

- The show of any presentations during the plenary session will be up to the discretion of the Chair and Vice-Chair;
- No presentations will be allowed if not matching the following criteria:
 1. Having a maximum length of 3 minutes;
 2. Be in accordance with ELSA's Principles;
 3. Be given to the Chair or the Vice-chair till 6 pm of the day before they are to be shown
- The priority of Acceptance will be as follows:
 1. Statutory Meetings Presentations;
 2. Area's (non-statutory) International Meetings;
 3. Training Events;
 4. ELSA Core Activities events;
 5. Social Events;
 6. Others.

DRAFT AGENDAS AND TIMETABLES

ICM TIMETABLE

	Sunday, 10/26	Monday, 10/27	Tuesday, 10/28	Wednesday, 10/29	Thursday, 10/30	Friday, 10/31	Saturday, 11/01	Sunday, 11/02
08:00	Arrival	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
08:30								
09:00								
09:30		Workshop	Plenary	Workshop	Workshop	Sightseeing	Plenary	Departure
10:00								
10:30								
11:00								
11:30								
12:00								
12:30								
13:00		Lunch	Lunch	Lunch	Lunch	Lunch	Lunch (Reporting Time)	
13:30								
14:00	Opening Reception	Workshop	Plenary	Workshop	Career Day with ELS Refreshments	Workshop	Plenary	
14:30								
15:00								
15:30								
16:00								
16:30								
17:00								
17:30								
18:00	Intro WS	Reporting Time	Reporting Time	Dressing Time	Reporting Time			
18:30								
19:00				Shuttling Time				
19:30	Dinner	Dinner	Dinner	Dinner	(Dinner)	Dinner	Dinner	
20:00								
20:30								
21:00	Welcome Party	Party	Party	Vision Contest	Gala Ball	Sexy Halloween Party	Farewell Party	
21:30								
22:00								
22:30								
23:00								
23:30								
00:00								

PLENARY**Draft Agenda****Tuesday, 28th October 2007 (09:30 – 18:30)**

- 09:30 Arrival and registration of the participants
- 10:00 Payments due to ELSA International, delivery of Letters of Authorization and the SOTN Inquiry
- 10:30 **Introduction of the members of the International Board 2008/2009**
Stephanie Denowell, President of ELSA Germany or Giovanni Jaerisch, Head of OC
- 11:00 **Opening of the Council Meeting by the President of ELSA International**
Anna Ziemnicka
- 11:10 **Presentation of the Directors of ELSA International**
Anna Ziemnicka
- 11:20 **Welcoming of Council Guests and Externals**
Anna Ziemnicka
- 11:30 **Presentation and Information by the Organising Committee of the Council Meeting**
Giovanni Jaerisch, Head of the Organizing Committee
- 12:00 **Presentation of ICM Sponsors/Partners**
Giovanni Jaerisch, Head of the Organizing Committee
- 12:15 **Announcement of the list of votes by the Secretary General of ELSA International**
Antti Husa
- 12:30 **Presentation of the Council Meeting Procedure**
Reading out of the agreement between ELSA Greece and ELSA Republic of Macedonia (Council Decision PLE 01/99 II)
Antti Husa
- 12:35 **Election of the Chair of the Plenary**
Antti Husa
- 12:45 **Election of the other plenary officers: Vice Chair, two secretaries, two tellers, three members of the nominations committee**
Chair
- 13:15 **Approval of the Council Meeting Agenda and presentation of the Council Meeting structure**

13:30	Chair Lunch
15:00	Revision of the List of Votes Antti Husa
15:10	Ratifications of the decision taken at LIII International Council Meeting, Lisbon Chair
16:15	The delayed membership application from Georgia Anna Ziemnicka
16:30	Report from the International Presidents' Meeting in Brno, Czech Rep Giovanni Alampi President of ELSA Italy Vice-Chair at the International Presidents' Meeting in Brno
16:45	Presentation and approval of the Final Accounts 2007/2008 Auditors' Report Opinion of the Financial Management Workshop Chair, Auditors and the Financial Management Workshop Chair
17:15	Relief of Responsibility of the International Board 2007/08 Chair
17:25	Presentation of ELSA Development Fund Report Jean Marc Lauwers
17:35	Presentations
18:10	Presentation of the ELSA House Training Week Summer 2008 Organising Committee
18:20	Presentation of the International Presidents Meeting in Istanbul, Turkey, Winter 2009 Organising Committee
18:30	Presentation of the International Academic Activities Meeting in Nepomuk, Czech Rep, Autumn 2008 Organising Committee
18:40	Presentation of the International Marketing Working Meeting in Lija, Malta, Autumn 2008 Organising Committee
18:50	Question and Answer Time Chair
19:00	End of the Plenary Session

Saturday, 1st November 2008 (09.30 - 18:30)

- | | |
|-------|---|
| 09.30 | Revision of the List of Votes
Antti Husa |
| 09.40 | Announcement of Nominations
Nominations Committee |
| 09.50 | Presentation by ICM Host Candidate(s), Spring 2010
Chair and Candidates |
| 10.00 | Questions and Answers to the ICM Host Candidate(s), Spring 2010
Chair and the Council |
| 10.05 | Presentation by IPM Host Candidate(s), Summer 2009
Chair and Candidates |
| 10.15 | Questions and Answers to the IPM Host Candidate(s), Summer 2009
Chair and the Council |
| 10.20 | Presentation of ELS
ELS Executive Committee and ELS members |
| 10.40 | Presentation and Approval of the AA Workshop Report and related proposals and recommendations
Chair and Workshop Chair |
| 10.55 | Presentation and Approval of the S&C Workshop Report and related proposals and recommendations
Chair and Workshop Chair |
| 11:10 | Presentation and Approval of the STEP Workshop Report and related proposals and recommendations
Chair and Workshop Chair |
| 11.25 | Presentation of the upcoming ICM Budva, Montenegro March 2009
Organising Committee |
| 11.40 | Presentation of the upcoming ICM Bucharest, Romania Autumn 2009
Organising Committee |
| 11.55 | Presentation of the upcoming IPM Istanbul, Turkey, February 2009
Organising Committee |
| 12.10 | Presentation and Approval of the BEE Workshop Report and related proposals and recommendations
Chair and Workshop Chair |
| 12.25 | Presentation and Approval of the IM Workshop Report and related proposals and recommendations |

-
- Chair and Workshop Chair
- 12.40 **Presentation and Approval of the FM Workshop Report and related proposals and recommendations**
Chair and Workshop Chair
- 12.55 **Presentation and Approval of the Marketing Workshop Report and related proposals and recommendations**
Chair and Workshop Chair
- 13.10 **Presentation and Question and Answers time for the candidates for the post of Treasurer of the International Board of ELSA International 2008/2009**
Candidate(s)
- 13.30 **Lunch**
- 15.00 **Presentation of Council of Europe**
Jeremy Moakes
- 16.00 **Presentation of the Partners of ELSA International**
Anna Ziemnicka
- 16.30 **Revision of the List of Votes**
Antti Husa
- 16.40 **Presentation of the Council Guests for the Spring ICM 2009**
Nomination Committee
- 16.45 **Election of Treasurer of the International Board 2008/2009**
Chair
- Elections of the Host for the Spring ICM 2010**
Chair
- Elections of the Host for the Summer IPM 2009**
Chair
- Election of the Council Guests for the Spring ICM 2009**
Chair
- 18.00 **Presentation time**
Presentation of the host for International STEP Meeting, Winter 2009
- 19.00 **Announcement of the results of the elections.**
- 19.15 **Miscellaneous**
- 19.20 **Closing of the LIV International Council Meeting**
Anna Ziemnicka

ACADEMIC ACTIVITIES WORKSHOP

Timetable

	Sunday 26	Monday 27	Tuesday 28	wednesday 29	Thursday 30	Friday 31
08:00	Arrival of the participants	Breakfast	Breakfast	Breakfast		Breakfast
08:30						
09:00						
09:30		Area Definition + activity reports	Plenary including lunch	Strategic Goals 2013		Sightseeing/Free time
10:00						
10:30						
11:00		SOTN		Training on Leadership and Motivation		
11:30						
12:00						
12:30		GLSE		SPEL		
13:00						
13:30						
14:00		Lunch		Lunch		
14:30						
15:00						
15:30		Joint WS AA+S&C on IFP,	EMC2 + Proposal		Career day with ELS-refreshments	Human Rights and Cooperation with CoE (AA+S&C)
16:00						
16:30						
17:00		Joint training on presentation skills (AA + STEP)	Joint WS AA+FM on CMDDB		Q&A + miscellaneuos	
17:30						
18:00						
18:30	Inrtoduction WS	Free time	Reporting time		Reporting time	
19:00						
19:30						
20:00	Dinner	Dinner	Dinner		Dinner	
20:30						
21:00						

Draft Agenda**Reminders and preparations**

Please do not forget to read and bring the following documents/materials to the Workshops:

- Statutes and Standing Orders
- Decision Book, focus on Strategic Goals 2008-2013
- One Year Operational Plan (OYOP) 2008/2009 of ELSA International
- The State of the Network Report (SOTN Report) from the Lisbon ICM

Do also read the Minutes from at least the last two International Council Meetings and the International Academic Activities Meeting (IAAM). All documents/materials can be found in the ELSA ONLINE Archive.

The above mentioned documents are highly important for the discussions of the topics on the Agenda and the Analysis of the State of the Network.

Read the agenda carefully; should you need any clarifications please do not hesitate to contact the Vice President Academic Activities of the International Board at vpaa@elsa.org

A possibility is to use the AA mailing list (elsa-aa@listserv.elsa.org) and start a discussion before the International Council Meeting commence.

Welcome to the AA workshop!

Sunday October 26th (18.00 – 20.00)

18.00 – 19.00**Introduction****Aim:**

To present the agenda for the event and to approve it, to get to know each other, to express our expectations for the upcoming week and to elect the Workshop officers

Means:

- Election and voting on the Chair and Vice Chair as well as the Secretaries;
- Presentation of the Workshop rules;
- Presentation of the Agenda by ELSA International;
- Approval of the Agenda;
- Roundtable: expectations of the participants. Write down!

Comments:

Write down questions you might have during the event, even though they are not related to any of the topics on the agenda. All these questions will be answered during the question & answer time on Friday in the closing workshop.

19:00 - 20:00**Officers Training**

Aim: To train officers on their fundamental tasks and responsibilities during an ICM. Workshop-chairs and secretaries will participate this training.

Means:

- Training delivered by Chair and Vice Chair of the Plenary.

19:00 - 20:00**Introduction Workshop for Freshers**

Aim: To give a general overview of ELSA, The International Board and the ICM to the freshers at the ICM. All the participants that are participating ICM for the first time will participate this workshop that will be delivered by Ivana Buric and Morten Rydningen from the International Board.

Means:

- To give a reasonable understanding of main functions of ELSA
- To foster mutual understanding and cultural diversity;
- To get answers to the questions arising.

Monday October 27th (09.30 - 18.00)

09.30 - 11.00**Area Definition + Activity Reports****Aim**

To increase the knowledge of your responsibilities as VP AA's and your role in the team. To inform about the past and present status of the VP AA of ELSA International.

Means:

- Presentation by ELSA International
- Open discussion

Comments:

The purpose of this workshop will be to explain the main roles of a VP AA of an ELSA board for freshers, and to remind more experienced VP AA'ers of the realities in concern to their role in a team.

Preparations

Please read section of the decision book connected to the AA-area.

11.00 – 12.00**State of the Network: Report****Aim**

To present the results of the State of the Network AA enquiries filled in before the ICM in Lisbon, and to inform the participants of the workshop on the current status quo of AA in the Network.

Means:

- Presentation by ELSA International
- Open discussion

Comments

Following the ICM in Lisbon, the International Board drew up the fourth SotN Report based on information submitted to by the National Groups.

Preparations

Please read the SOTN Report related to the AA area.

12.00 – 13.00**Guide to Legal Studies in Europe****Aim**

To update the participants on the ongoing publication of GLSE. Increase the number of GLSE promotion events in the Network.

Means

- Presentation by ELSA International
- Questions and Answers

Comments

ELSA and European Lawyer have a contract for three editions of GLSE. The next publication will take place in 2010 and the final publication in 2012 according to the contract. As it is published every second year it is very important to keep the information updated at all time.

Preparations

Please have a look at your previous answered questionnaires to ELSA International.

14.30 – 15.30**Joint Workshop with S&C concerning International Focus Programme (IFP)**

- **Proposal on extension of IFP in the BEE-part of the Decision Book**

Aim

To present the IFP and its topic Intellectual Property

To present, discuss and vote upon the proposal by ELSA International

Means

- Presentation by ELSA International
- Discussions and Q & A
- Amendments
- Conclusions
- Voting

Comments

The International Board is of the belief that it will be of the interest of the network to keep Intellectual Property, which is the current IFP topic for another year. The reason for the proposal is that the topic will be running until Spring ICM in Budva 2009.

Preparations

Please read the proposal in these Working Materials.

15.30 – 18.00**Joint Workshop with STEP concerning training on Presentation Skills.****Aim**

To get knowledge on how to make and improve your presentation skills.

Means

Training to be provided by a trainer

Wednesday October 29th (09.30 – 18.00)

09.30 – 11.00**Strategic Goals 2008-2013****Aim**

To raise awareness of the National and Local AA'ers of the Strategic Goals 2013.

Means

- Presentation by ELSA International
- Roundtable discussion

Comments

One of the main core activities in the new Strategic Goals is legal education. The AA-area and its activities contribute perfectly towards the aim of legal education.

Preparations

Please read the Strategic Goals section of the Decision Book.

11.00 – 12.00**OYOP – One Year Operational Plan****Aim**

To promote planning in AA at National and Local level and to evaluate the OYOP 2008/2009.

Means:

- Presentation of the One Year Operational Plan of ELSA International
- Presentation of One Year Operational Plan of National Groups
- Round table discussion

Comments

To have a plan for your year in office is highly recommended. As planning are fundamental for the outcome of a good term in office. To set goals and to achieve your ambitions through the year. In this session we analyze what is the importance of planning in the AA area.

12.00 – 13.00**Selected Papers on European Law (SPEL)****Aim**

To give birth to SPEL again after it has been down for a period.

Means

- Presentation by ELSA International
- Discussion on the current guidelines
- General Discussion
- Questions and Answers

Comments

SPEL was last issued in 2005 and our aim is to revive it.

Preparations

See <http://www.elsa.org/publications/papers.asp>

14.30 – 17.30**ELSA Moot Court Competition on WTO Law (EMC²)****Aim**

To find a solution for the future of the EMC², to adapt the competition in order to help it fulfil its aims towards legal education.

Means

- Presentation by ELSA International of the old and “new” EMC²
- Roundtable on the situation within the different NGs in the network
- Presentation by ELSA International on the proposal
- Discussions and Q & A
- Amendments
- Conclusions
- Voting

Comments

The ELSA Moot Court Competition (EMC²) is a simulated hearing in the World Trade Organization (WTO) dispute settlement system. Competitor teams represent both the Complainant and Respondent parties to the Case by presenting oral submissions in front of a Panel. EMC² Panels consist of WTO law experts and are referred to as Panellist. The Competition provides students with the opportunity to put theory into practice, thereby completing formal legal education.

The network should be aware of the fact that EMC² create a huge economical risk and responsibility on the International Board. It is need for changes to the concept of EMC², if we shall be able to maintain the EMC² as a main activity in ELSA.

Preparations

See www.elsamootcourt.org

Read the proposal by ELSA International which is included in these working materials.

Read the input paper by ELSA International which was released on all internal e-mail lists.

17.30 – 18.30

Joint Workshop with FM concerning ELSA Moot Court Competition on WTO Law (EMC²)

- **Proposal on removing EMC² participation fee in the FM-part of the Decision Book**

Aim

To find a solution for the future of EMC² and adapt the competition in order to help it fulfil its aims towards legal education.

Means

- Presentation by ELSA International on the proposal
- Discussions and Q & A
- Amendments
- Conclusions
- Voting

Comments

ELSA International feel that the regulation of the participation fees in the FM part is not needed as the dynamic of the competition is faster than the council decisions allows us to amend the fees. In order to be in time with the development the fees will always be regulated in the Rules of the EMC².

Preparations

See www.elsamootcourt.org

Read the proposal by ELSA International which is included in these working materials.
Read the input paper by ELSA International which was released on all internal e-mail lists.

Thursday October 30th (09.30 – 12.30)

09.30 – 12.30**Training on Leadership and Motivation.****Aim**

To become a better leader and motivator. Also to motivate each other in a team.

Means

Training to be provided by a trainer

Friday October 31st (14.30 – 18.00)

14.30 – 16.00**Joint Workshop with S&C concerning Human Rights and the cooperation of Council of Europe (CoE)****Aim**

To raise the awareness of human rights event within our network.

To present, discuss and evaluate the current cooperation with CoE, and how to improve it.

Means

- Presentation by ELSA International
- Roundtable on human rights events within the network
- Discussions and Q & A

Comments

The Council of Europe is the official Human Rights Partner of ELSA. The cooperation is relatively new as it was established during the term 2007/2008. ELSA International wants to improve and expand the cooperation such as the whole network will benefit from the cooperation.

Preparations

Please bring an overview of the current human rights event within your national and/or local groups.

16.00 – 17.30**Question and Answer Time and Miscellaneous****Aim:**

To give the Workshop participants the opportunity to clarify issues that was not included in the Workshop Agenda. As well as settle issues unresolved during other Workshop sessions.

17.30 – 18.00

Closing of the Workshop

Aim:

To evaluate the Workshop and to approve the Minutes

SEMINARS AND CONFERENCES WORKSHOP

Timetable

	Sunday 26	Monday 27	Tuesday 28	Wednesday 29	Thursday 30	Friday 31
08:00	Arrival of the participants	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
08:30						
09:30		Activity reports + SOTN Report	Plenary including lunch	S&C Tools	ELSA Delegations	Sightseeing/Free time
10:00						
10:30						
11:00		Strategic plan 2008-2013, first session		Strategic Plan 2008-2013, second session	S&C and Decision Book	
11:30						
12:00					Promotion of International Events (S&C + MAR)	
12:30						
13:00		Lunch		Lunch	Lunch	Lunch
13:30						
14:00						
14:30		Joint WS AA+S&C on IFP,				Co-operation with Council of Europe (AA+S&C)
15:00						
15:30		IFP and S&C		Training on Project Management	Career day with ELS-refreshments	Q&A + miscellaneuos
16:00						
16:30		Joint workshop BEE+S&C on Human Rights proposal				Closing WS
17:00						
17:30						
18:00	Introduction WS			Free time		Free time
18:30		Reporting time		Reporting time	Reporting time	Reporting time
19:00	WS-officer training, Freshers' Presentation					
19:30						
20:00	Dinner	Dinner	Dinner	Dinner	Dinner	Dinner
20:30						
21:00						

Draft Agenda

Reminders and preparations

Please do not forget to read and bring the following documents/materials to the Workshops:

- Statutes and Standing Orders
- Decision Book, focus on Strategic Goals 2008-2013
- One Year Operational Plan (OYOP) 2008/2009 of ELSA International
- The State of the Network Report (SOTN Report) from the Lisbon ICM

Do also read the Minutes from at least the last two International Council Meetings. All documents/materials can be found in the ELSA ONLINE Archive.

The above-mentioned documents are highly important for the discussions of the topics on the Agenda and the Analysis of the State of the Network.

Read the agenda carefully; should you need any clarifications please do not hesitate to contact the Vice President Seminars Conferences of the International Board at vpssc@elsa.org

A possibility is to use the S&C mailing list (elsa-sc@listserv.elsa.org) start a discussion before the International Council Meeting commences.

Sunday October 26th (18.00 – 20.00)

18.00 – 19.00

Introduction Workshop

Aim:

To present the agenda for the event and to approve it, to get to know each other, to express our expectations for the upcoming week and to elect the Workshop officers

Means:

- Election and voting on the Chair and Vice Chair as well as the Secretaries;
- Presentation of the Workshop rules;
- Presentation of the Agenda by ELSA International;
- Approval of the Agenda;
- Roundtable: expectations of the participants.

Comments:

Write down questions you might have during the event, even though they are not related to any of the topics on the agenda. All these questions will be answered during the question & answer time on Friday in the closing workshop.

19:00 – 20:00**Officers Training**

Aim: To train officers on their fundamental tasks and responsibilities during an ICM. Workshop-chairs and secretaries will participate this training.

Means:

- Training is provided by Chair and Vice-Chair of plenary

19:00 – 20:00**Introduction Workshop for Freshers**

Aim: To give a general overview of ELSA, The International Board and the ICM to the freshers at the ICM. All the participants that are participating ICM for the first time will participate this workshop that will be delivered by Ivana Buric and Morten Rydningen from the International Board.

Means:

- To give a reasonable understanding of main functions of ELSA
- To foster mutual understanding and cultural diversity;
- To get answers to the questions arising.

Monday October 27th (09.30 – 18.30)

09.30 – 11.00**Activity reports + SOTN Report****Aim**

- To increase the knowledge of your responsibilities as VP S&C, and your role in the team.
- To inform about the past and present status of the VP S&C of ELSA International.
- To present SotN report after ICM Lisbon. Presentation by ELSA International

Means:

- Presentation by ELSA International
- Open discussion

Comments:

The purpose of this workshop will be to explain the main roles of a VP S&C of an ELSA board for freshers, and to remind more experienced VP S&C officers of the realities in concern to their role in a team. Workshop also includes a session that will consist evaluation of the S&C network based on SotN –inquiry after ICM Lisbon.

Preparations

Please read section of the decision book connected to the S&C area.

11.00 - 13.00**Strategic Goals 2008-2013****Aim**

To raise awareness of the National and Local S&Ciers of the Strategic Goals 2013.

Means

- Presentation by ELSA International
- Roundtable discussion

Comments

The main core activities in strategic planning are Legal Education and Exchange. The S&C-area and its activities contribute perfectly towards those aims. The session will be divided in two parts. During this workshop we will analyse the current situation, we will work on tools and solutions which will help to achieve the strategic goals.

Preparations

Please read the Strategic Goals section of the Decision Book.

14.30 - 15.30**Joint Workshop with AA concerning International Focus Programme (IFP)
Proposal on extension of IFP in the BEE-part of the Decision Book****Aim**

To present the IFP and its topic Intellectual Property

To present, discuss and vote upon the proposal by ELSA International

Means

- Presentation by ELSA International
- Discussions and Q & A
- Amendments
- Conclusions
- Voting

Comments

The International Board is of the belief that it will be of the interest of the network to keep Intellectual Property, which is the current IFP topic for another year. The reason for the proposal is that the topic will be running until Spring ICM in Budva 2009.

Preparations

Please read the proposal in these Working Materials.

15.30 - 16:30**IFP and S&C****Aim**

- To inform about the possibilities in connection to IFP. Amendments
- To implement IFP into S&C activities

Means

- Presentation by ELSA International Director for International Focus Programme
- The discussion
- Q & A

16.30 – 18:30**Joint Workshop with S&C on proposal of ELSA Italy, ELSA Republic of Macedonia and ELSA Montenegro concerning amendments to the Strategic Goals 2013****Aim:**

- To analyse the importance of Human Rights in the Network
- To decide upon proposed changes

Means:

- Presentation of the current regulations concerning Human Rights by the Chairs of the WS
- Update of actions taken by ELSA International in the field of Human Rights
- Presentation of the proposal
- Q&A
- Discussion
- Voting

Comments:

Human Rights were always one of the biggest focuses of the Network as the topic which has the international character and stays in close relation to the vision of our Association. This session will give the answer to the question whether the Network wants to name Human Rights as the strategic goal 2013.

Wednesday October 29th (09.30 – 18.00)

09.30 – 10.30**S&C Tools****Aim:**

To reach progress within the Key Area of S&C in the future and to ensure the quality and continuity of S&C events, we have to possess the essential S&C knowledge by implementing the S&C Tools within the Network.

Means:

- Presentation of the S&C tools
- Open discussion.

Comments:

This session will provide information on available S&C tools in ELSA ONLINE. We will question if we know and use the S&C tools.

10.30 – 13.00**Strategic Plan 2008-2013 second session**

See S&C agenda from Monday 27th of October 2008 from 10:30am to 12:30 pm

Time 14.30 – 18.00

Project Management Training

Aim: Set up the frames on how to successfully organise an event.

Means:

- Training by the ITP

Comments: Organising events is the core S&C area, and trainings on how to approach the organising of different events have proved to be very useful to the national officers.

Thursday October 30th (09.30 – 13.00)

9.30 – 10.30

ELSA Delegations

Aim:

To explain the ELSA Delegation's purpose at the various International organizations and the special status of ELSA with them. To analyse possibilities of improvement, promotion of the delegation among the network.

Means:

- Presentation of the most important delegations;
- Discussion.

Comments: During previous years ELSA Delegations has become visiting groups at the Organizations where ELSA has a special status. Thus, it is very important to raise a delegate's quality on academic and ELSA knowledge.

10.30 – 11.30

S&C and Decision Book, Standing Orders

Aim:

To raise awareness and understanding of our responsibilities as S&C Officers.

Means:

- To discuss the responsibilities of the S&C officers at all levels;
- To analyse internal regulations of ELSA in terms of S&C responsibilities

Comments:

We are going to discuss briefly about our responsibilities in accordance with our experiences and ELSA regulations such as Council Meeting Decision Book.

11:30 – 13:00

Promotion of International Events (Joint Workshop with S&C)**Aim:**

To attract more participants from different countries to attend international events

Means:

Presentation by ELSA International
Working groups

Comments:

With the new Strategic goals the local groups are asked to arrange more international events. In order to make this a success we will also need participants for the events. This requires efficient marketing throughout the network and more planning than national events.

Preparations:

Think through what sort of marketing you would like to do in your country. What would be the most efficient way to spread the news of the international events for your country? How early do you need to market an event in order to make your members attend it?

Friday October 31st(14.30 – 18.00)

14.30 – 16.00**Joint Workshop with AA concerning Human Rights and the cooperation of Council of Europe (CoE)****Aim**

To raise the awareness of human rights event within our network.

To present, discuss and evaluate the current cooperation with Council of Europe, and how to improve it.

Means

- Presentation by ELSA International
- Roundtable on human rights events within the network
- Discussions and Q & A

Comments

The Council of Europe is the official Human Rights Partner of ELSA. The cooperation is relatively new as it was established during the term 2007/2008. ELSA International wants to improve and expand the cooperation such as the whole network will benefit from the cooperation.

Preparations

Please bring an overview of the current human rights event within your national and/or local groups.

16.00 – 17.30**Question and Answer Time and Miscellaneous**

Aim:

To give the Workshop participants the opportunity to clarify issues that was not included in the Workshop Agenda. As well as settle issues unresolved during other Workshop sessions.

17.30 - 18.00

Closing of the Workshop

Aim:

To evaluate the Workshop and to approve the Minutes

STUDENT TRAINEE EXCHANGE PROGRAMME WORKSHOP

Timetable

	Sunday 26	Monday 27	Tuesday 28	wednesday 29	Thursday 30	Friday 31
08:00	Arrival of the participants	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
08:30						
09:30		Area definition and Activity Reports	Plenary including lunch	Strategic Goals	Job Hunting	Sightseeing/Free time
10:00						
10:30		IFP in STEP				
11:00						
11:30		OYOP and STEP-calendar		Marketing of STEP (STEP + MAR)	ELSA Montenegro proposal	
12:00						
12:30						
13:00		Lunch		Lunch	Lunch	Lunch
13:30						
14:00						
14:30		SOTN		ELSA International proposals	Career day with ELS-refreshments	Student hunting and reception
15:00						
15:30						
16:00		Joint training on presentation skills (AA + STEP)				
16:30				Joint ELSA Online presentation (IM+STEP)		Miscellaneous + ISM presentation
17:00						
17:30						Closing WS
18:00	Introdution WS,	Free time				
18:30		Reporting time		Reporting time	Reporting time	Reporting time
19:00	WS-officer training, Freshers' Presentation					
19:30						
20:00	Dinner	Dinner	Dinner	Dinner	Dinner	Dinner
20:30						
21:00						

Draft Agenda

Preparations and reminders for the STEP Workshop

Please do not forget to read and bring the following documents/materials to the Workshops:

- Statutes and Standing Orders
- Decision Book, focus on Strategic Goals 2008-2013
- One Year Operational Plan (OYOP) 2008/2009 of ELSA International
- The State of the Network Report (SOTN Report) from the Lisbon ICM

Please also read the Minutes from at least two International Council Meetings and ISM in Vilnius.

Read this Agenda carefully; should you need any clarifications, please do not hesitate to contact the VP STEP of ELSA International at vpstep@elsa.org or start a discussion on it on the STEP Mailing list (ELSA-STEP@LISTSERV.ELSA.ORG) before the LIV International Council Meeting in Nuremberg

Please bring your Marketing materials!

Welcome to the STEP Workshop! ☺

Sunday October 26th (18.00 – 20:00)

18.00 – 19.00

Introduction Workshop

Aim: To present the Agenda for the upcoming week and to approve it, to get to know each other, to have a roundtable discussion in order to express our expectations for the upcoming week and to elect the Workshop officers.

Means:

- Election and voting upon the Workshop Chair and Vice Chair as well as the Secretaries;
- Presentation of the Workshop rules;
- Presentation of the Agenda by ELSA International;
- Approval of the Agenda;
- Roundtable: expectations of the participants.

Preparations: Bring your written activity reports to all the participants already to this first workshop in order to give people some time to get themselves familiar with the reports.

19:00 – 20:00**Officers Training**

Aim: To train officers on their fundamental tasks and responsibilities during an ICM. Workshop-chairs and secretaries will participate this training.

Means:

- Training delivered by Chair and Vice Chair of the Plenary.

19:00 – 20:00**Introduction Workshop for Freshers**

Aim: To give a general overview of ELSA, The International Board and the ICM to the freshers at the ICM. All the participants that are participating ICM for the first time will participate this workshop that will be delivered by Ivana Buric and Morten Rydningen from the International Board.

Means:

- To give a reasonable understanding of main functions of ELSA
- To foster mutual understanding and cultural diversity;
- To get answers to the questions arising.

Monday, October 27th (9.30 – 18.30)

9.30 – 10.30**Area definition and Activity reports****Aim:**

To give a general overview on STEP and to introduce the Workshop to the essential STEP Knowledge. To present the Activity reports of each National Group so we could have the overview of the Status quo in STEP.

Means:

- Presentation by ELSA International.
- Presentation by the NGs;
- Round table Discussion.

Preparations:

Please bring Activity reports to distribute to the WS.

10.30 – 11.30**International Focus Programme in STEP****Aim:**

To make the evaluation of the International Focus Programme on Intellectual Property Law, to raise awareness on the possibilities of implementing IFP in Key Areas.

Means:

- Presentation by ELSA International on the background
- Round table Discussion

Preparations:

Please prepare some inputs how to include STEP in IFP project and how to implement it.

11:30-13:00**OYOPs and STEP Calendar****Aim:**

To promote planning in STEP at National and Local level and to evaluate the OYOP 2008/2009.

Means:

- Presentation of the One Year Operational Plan(OYOP) by ELSA International;
- Presentation of OYOP by National Groups;
- Round table Discussion.

Comments:

Planning is fundamental at the beginning of every term in office. In this session we analyze what is the importance of planning in the STEP area.

13:00 – 14:30**Lunch****14:30 – 15:30****State of the Network****Aim:**

To present the SOTN Report from the ICM Lisbon and to inform the participants of the workshop on the current status quo of STEP in the Network.

Means:

- Presentation by ELSA International
- Discussion

Comments:

The SOTN Report is an essential and efficient tool to obtain an overview of the status quo of the Association. During this session we will analyze the results of the report, especially regarding the area of STEP.

Preparations:

Please read through the STEP part of the SOTN Report before this session.

15:30 – 18:00

Joint Workshop with AA concerning training on Presentation Skills.**Aim:**

To get knowledge on how to make and improve your presentation skills.

Means:

Training to be provided by a trainer

Wednesday October 29th (10.00 - 13.00)

09:30 – 11:30

Strategic Goals and STEP**Aim:**

To raise awareness of the National and Local STEP officers of the Strategic Goals 2013.

Means:

- Presentation by ELSA International;
- Round table Discussion

Comments:

One of the main core activities in the new Strategic Goals is the Student Trainee Exchange Programme. According to the Market Research conducted by the International Board 2006/2007, one of the main reasons why our members join ELSA is the possibility of the international exchange. In order to meet the expectations of our members but also in order to cooperate professionally with the employers, the priority starting from this year should be increasing the number of the traineeships in the Network. Therefore we have to start installing the Goals and discuss the best possible ways of achieving them.

11:30 – 13:00

Marketing of STEP joint with MAR WS**Aim:**

To discuss ways to promote STEP to students and employers. To make Marketing and STEP officers work together in the same direction.

Means:

- Presentation by ELSA International;
- Working Groups

Preparations:

Look through your current materials and strategies to attract students and employers. What do you feel is missing?

13:00 – 14:30**Lunch****14:30 – 16:30****Proposals on amending the STEP part of the Decision Book by ELSA International****Aim:**

To discuss and vote upon the proposals regarding the STEP part of the Decision Book.

Means:

- Presentation by ELSA International;
- Discussion, Q&A
- Voting

Preparations:

- Please read the Proposals
- Please read the Decision Book

16.30-18.30**Joint WS IM + STEP, ELSA Online presentation****Aim:**

To present the new project of the Website of ELSA and especially of the STEP menu and Matching system.

Means:

- Presentation by ELSA International
- Round table discussion

Comments:

In Strategic Goals of ELSA International 2008-2013 is mentioned that there should be a new Online system up and running by spring ICM 2009. ELSA International has been working in co-operation with ELSA Germany in order to create a new online system. In this workshop ELSA International will present current proceedings of this project.

Thursday October 30th (9.30 – 13.00)

9:30 – 12:00**Job Hunting (problems and simulation)****Aim:**

To discuss Job Hunting tools and strategies

Means:

- Presentation by ELSA International;
- Working Groups
- Discussion

Comments:

In this session we analyze the possible ways to increase the number of employers interested in STEP. What can we offer to them? Which are the benefits of STEP Programme for an employer? Why they should co-operate with ELSA?

We will also work on the common problems in approaching the employers.

Preparations:

Please read the minutes from ICMs Reggio di Calabria and Lisbon and ISM Vilnius.

12:00 – 13:00**ELSA Montenegro proposals on Amending the STEP part of the Decision Book****Aim:**

To discuss and vote upon the proposal regarding the STEP part of the Decision Book.

Means:

- Presentation by ELSA Montenegro
- Open discussion
- Voting

Preparations:

Please read the proposal

Friday October 31st (14.30 – 18.30)

14:30 – 17:00**Student Hunting and Reception****Aim:**

To analyze the STEP cycle and the Student Hunting tools and strategies.

Means:

- ELSA International presentation
- Working Groups
- Round table discussion

Comments:

This session intends to give information regarding on how we can raise the number applicants in STEP, to discuss the common problems in Student Hunting and what will be the best ways to solve them.

17:00 – 18:30**ISM presentation Miscellaneous and Closing of the WS****Aim:**

- To discuss topics which have been omitted or not sufficiently discussed during the Workshop, to present the hosts of the ISM, to evaluate the WS and approve the Minutes;

Means:

- Presentation of the ISM hosts
- Q&A
- Discussion

Comments:

This part of the Workshop is dedicated to the unsolved aspects from the other sessions.

BOARD MANAGEMENT, EXTERNAL RELATIONS AND EXPANSION WORKSHOP**Timetable**

	Sunday 26	Monday 27	Tuesday 28	Wednesday 29	Thursday 30	Friday 31		
08:00	Arrival of the participants	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast		
08:30								
09:00								
09:30		BEE area definition	Plenary including lunch	New ONLINE-System	ELS-ELSA agreement, part 2	Sightseeing/free time		
10:00								
10:30		Activity Report & SOTN Report						
11:00								
11:30		Strategic goals & OYOP session		Expansion	Training on fundraising - part 1			
12:00								
12:30		Lunch		Lunch	Lunch			
13:00								
13:30		Strategic Goals of the NGs		SSO Proposal	Career day with ELS-refreshments			
14:00								
14:30			Joint workshop BEE+S&C on Human Rights proposal			Session on the agreement between ELS and ELSA - session 1	Training on fundraising - session 2	
15:00								
15:30								
16:00			Reporting time			Reporting time	Reporting time	Reporting time
16:30								
17:00								
17:30	Dinner		Dinner			Dinner	Dinner	Dinner
18:00								
18:30								
19:00	Dinner	Dinner	Dinner	Dinner	Dinner			
19:30								
20:00								
20:30	Dinner	Dinner	Dinner	Dinner	Dinner			
21:00								

Draft Agenda**Preparations and reminders for the BEE Workshop**

Please do read and bring the following materials to the Workshop sessions:

- Statutes and Standing Orders;
- Decision Book;
- One Year Operational Plan (OYOP) 2008/2009 of ELSA International;
- Working Materials;
- Minutes of the ICM Lisbon;
- Minutes of the IPM Brno.

Make sure to read the Minutes from at least the last two International Council Meetings. This is of the great importance for the procedure, discussions and outcome of the Workshop sessions.

Read this Agenda carefully; should you need any clarifications, please do not hesitate to contact the President of ELSA International at president@elsa.org.

Another possibility is to use the BEE mailing list (ELSA-BEE@LISTSERV.ELSA.ORG) and start a discussion before the LIV International Council Meeting in Nuremberg.

Welcome to the BEE Workshop!

Sunday October 26th (18.00 – 20:00)

18.00 – 19.00

Introduction Workshop

Aim:

- To present the Agenda for the upcoming week and to approve it;
- To get to know each other, to have a roundtable discussion in order to express our expectations for the upcoming week and to elect the Workshop officers.

Means:

- Election and voting upon the Workshop Chair and Vice Chair as well as the Secretaries;
- Workshop rules;
- Presentation of the Agenda by ELSA International;
- Approval of the Agenda;
- Roundtable: expectations of the participants.

19:00 – 20:00**Training for the Workshop officers****Aim:**

- To train officers on their fundamental tasks and responsibilities during an ICM. Workshop chairs and secretaries will participate in this training.

Means:

- Training delivered by Chair and Vice Chair of the Plenary.

19:00 – 20:00**Introduction Workshop for the Freshers****Aim:**

- To give a general overview of ELSA, the International Board and the ICM to the freshers attending the ICM for the first time. The Workshop presentation will be delivered by Ivana Buric and Morten Rydningen from the International Board.

Means:

- To give a reasonable understanding of main functions of ELSA;
- To foster mutual understanding and cultural diversity;
- To get answers to the arising questions.

Monday, October 27th (9.30 – 18.30)

9.30 – 10.30**BEE Area definition****Aim:**

- To give an overview of the tasks in the BEE area.

Means:

- Presentation by ELSA International;
- Open Discussion.

Preparations:

Read the BEE part of the Decision Book.

10.30 – 12.00**Activity Report and State of the Network Report (SOTN Report) ICM Lisbon****Aim:**

- To highlight some statistics from the 4th State of The Network Inquiry conducted before ICM Lisbon spring 2008 and to give some statistics from current status of our network;
- To get an impression of the status of the board management, expansion and external relations at the international level through activity report presented by President of ELSA International.

Means:

- To give the participants realistic picture on the general state of ELSA network in autumn 2008.
- To be a good starting point and initiator for the fruitful discussions during the upcoming week.

Preparations:

Please, read the 4th State of the Network inquiry conducted before ICM Lisbon and the activity report of the President of ELSA International.

12.00-13.00**Strategic Goals and OYOP Session****Aim:**

- To familiarize participants with Strategic Goals of ELSA 2008-2013;
- to present the main aims of the OYOP of ELSA International 2008/2009.

Means:

- Presentation by ELSA International
- Q&A
- Discussion

Comments:

During the ICM Reggio di Calabria in autumn 2007, Presidents NGs started working on new directions for our Association. The idea evaluated at winter IPM in Ohrid 2008 and was finalized during the spring ICM Lisbon in 2008, as a result of major focus and huge effort of many ELSA members. The strategic goals were presented during the summer IPM Brno 2008 and promoted on the BEE mailing list. That is why during this session we will briefly go through the Strategic Goals as a starting point for the discussion concerning the OYOP of ELSA International, based on the structure of Strategic Goals.

Preparations:

Please acquaint oneself with the OYOP of ELSA International 2008/2009 and with the Strategic Goals power- point presentation placed in ELSA ONLINE Archives.

13:00 – 14:30**Lunch**

14:30 – 16:30**Strategic Goals of the National Groups****Aim:**

- To discuss the current situation of the NGs;
- To share the experiences, define the needs and problems that Network is currently struggling with;
- To analyze the fulfillment of the Strategic Goals by the National Groups since the time when they were set.

Means:

- Presentation of Strategic Goals 2008/2009 of the NGs by the National Presidents;
- Q&A;
- Presentation of the President ELSA International;
- Discussion.

Comments:

Since June 2008 National Presidents were asked by the President ELSA International 2007/2008 and President ELSA International 2008/2009 for sending back the filled questionnaires with strategic goals 2008/2009 of the National Groups. Now is the time for first evaluation of the implementation the goals after few months of them being in force.

Preparations:

Please, bring the filled questionnaires of your NGs strategic goals 2008/2009 and be prepared for presentations.

16:30-18:30**Joint Workshop with S&C on proposal of ELSA Italy, ELSA Republic of Macedonia and ELSA Montenegro concerning amendments to the Strategic Goals 2013****Aim:**

- To analyse the importance of Human Rights in the Network;
- To decide upon proposed changes.

Means:

- Presentation of the current regulations concerning Human Rights by the Chairs of the WS;
- The update of actions taken by ELSA International in the field of Human Rights;
- Presentation of the proposal of ELSA Italy, ELSA Republic of Macedonia and ELSA Montenegro concerning amendments to the Strategic Goals 2013;
- Q&A;
- Discussion;
- Voting.

Comments:

Human Rights were always one of the biggest focuses of the Network as the topic, which has the international character, and stays in close relation to the vision of our Association. This session will give the answer to the question whether the BEE and S&C joined Workshop wants to name the Human Rights as the strategic goal 2013.

Wednesday October 29th (10.00 - 13.00)

09:30 – 11:30**The new ELSA ONLINE SYSTEM****Aim:**

- The update on the front-page of the new ELSA webpage.

Means:

- Presentation by ELSA International;
- Description of the new ELSA front-page structure;
- Inputs from the Workshop participants;
- Discussion.

Comments:

One of the main focuses of the International Board 2008/2009 is the work on the new ELSA ONLINE SYSTEM. In order to achieve better results ELSA International and ELSA Germany, working both on their webpages in the same time, decided to handle these projects together. During the ICM Nuremberg International Board will present what was achieved in this field and what are the next steps for this project. BEE Workshop will focus only on the presentation concerning the front-page as the one visited by both, members and externals. The presentations of the back-pages structures will take place at the other proper Workshops.

11:30 – 13:00**Expansion****Aim:**

- The update on the expansion status quo and approaches of the students interested in establishing ELSA Groups in their countries done towards International Board.

Means:

- Presentation of ELSA International;
- Presentation of the external students interested in establishing ELSA Groups in their countries.
- Q&A
- Discussion

13:00 – 14:30**Lunch**

14:30 – 16:30**Joint WS BEE + IM on ELSA International Proposal regarding amendments to the Statutes and Standing orders of ELSA International****Aim:**

- To make necessary amendments to the Statutes and Standing orders of ELSA International in order to make them acceptable according to Dutch association law.

Means:

- Presentation by ELSA International;
- O&A;
- Discussion;
- Voting.

Preparations:

Please, read the Proposal and the Statutes and Standing Orders of ELSA.

16.30-18.30**Session concerning the agreement between ELS and ELSA (part I)****Aim:**

- To present the current cooperation with ELS;
- To present the shape of the future cooperation between ELSA and ELS.

Means:

- Presentation of ELSA International;
- Q&A;
- Discussion;
- Working Groups.

Comments:

For the International Board 2008/2008 one of the top priorities is strengthening to link between ELSA and ELS. That is why the board stayed in permanent contact with the ELS members and was initiating the preparations of the agreement between both associations. The International Board also have met with Teja Picton Howell, the President of ELS, in September 2008. After the meeting both parties agreed on proposed shape of the future cooperation.

Thursday October 30th (9.30 – 13.00)

9:30 – 11:00**Session concerning the agreement between ELS and ELSA (part II)****Aim:**

- To present the current cooperation with ELS;
- To present the shape of the future cooperation between ELSA and ELS;
- To work on the methods of strengthening the cooperation between both associations.

Means:

- Presentation of ELSA Teja Picton Howell, President of ELS;
- Presentations of the working groups;
- Q&A;
- Discussion.

Comments:

The purpose of this session is to define the ways of involvement in the cooperation between ELSA and ELS for Network, International Board and ELS members .

11:00 - 13:00

Training on Fundraising by Dr. Leander Palleit - Associate of Salans LPP and former President of ELSA International (part I).

Aim:

- To be provided by Leander with knowledge about potential sponsors' expectations and needs;
- To define the "products" attractive for potential sponsors;
- To get the knowledge how to create new products, especially in accordance with Strategic Goals 2013.

Means:

- Training conducted by Leander Palleit.

Comments:

ELSA in all the levels of its activities is struggling with financial problems. One of the reasons is that the members do not have complex knowledge about fundraising. During this session the presidents will have a chance to participate in the training conducted by the person who combines great ELSA knowledge, huge training experience and perspective of the potential sponsor.

Friday October 31st (14.30 - 18.30)

14:30 - 16:30

Training on Fundraising (part II)

Aim:

- To be provided by knowledge about potential sponsors' expectations and needs
- To define "products" attractive for potential sponsors, which already exist in the Network
- To get the knowledge how to create new products, especially in accordance to Strategic Goals 2013

Means:

- Working groups
- Presentation
- Q&A
- Discussion

Comments:

After getting the fundraising background during the first part of the training, Presidents will be able to work on the solutions for the financial problems of their NGs and ELSA International.

16:30-17:30

Miscellaneous

Aim:

- To settle the issues unresolved during other Workshop sessions.

17:30-18:00

Q&A

18:00-18:30

Closing of the Workshop

Aim:

- To evaluate the Workshop and to approve the Minutes.

INTERNAL MANAGEMENT WORKSHOP

Timetable

	Sunday 26	Monday 27	Tuesday 28	Wednesday 29	Thursday 30	Friday 31
08:00	Arrival of the participants	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
08:30						
09:30		Activity reports + SOTN Report	Plenary including lunch	Decision Book Proposal	NSS and Human resources	Sightseeing/Free time
10:00						
10:30						
11:00						
11:30		Affirmation of ICM Lisbon decisions		Concept of Regional Trainings	Strategic goals and IM	Lunch
12:00						
12:30						
13:00		Lunch		Lunch	Lunch	Lunch
13:30						
14:00						
14:30		EDF Proposal (FM+IM)		SSO Proposal (BEE+IM)	Career day with ELS-refreshments	Communication in the network
15:00						
15:30						
16:00		Joint Training FM+ IM on teambuilding				Q&A + miscellaneous
16:30						
17:00				ELSA Online presentation (IM+STEP)		Closing WS
17:30		Member management				Free time
18:00	Inrtoduction WS					
18:30		Reporting time	Reporting time	Reporting time	Reporting time	Reporting time
19:00	WS-officer training,					
19:30						
20:00	Dinner	Dinner	Dinner	Dinner	Dinner	Dinner
20:30						
21:00						

Draft Agenda

Preparations and reminders for the IM Workshop

Please do read and bring the following materials to the Workshop sessions:

- Election and voting upon the Workshop Chair and Vice Chair as well as the Secretaries
- Statutes and Standing Orders;
- Decision Book;
- One Year Operational Plan (OYOP) 2008/2009 of ELSA International;
- Working Materials;
- Minutes of the ICM Lisbon;

Please prepare **an Activity Report** to present to the workshop on the SotN session. In addition, you will be asked to present your upcoming Training events and plans;

Make sure to read the Minutes from at least the last two International Council Meetings. This is of great importance for the procedure, discussions and outcome of the Workshop sessions.

Please also prepare an Activity Report for distribution to the National Groups and ELSA International (meaning 35 copies of your written AR).

Read this Agenda carefully; should you need any clarifications, please do not hesitate to contact the Secretary General of ELSA International at secgen@elsa.org.

Another possibility is to use the IM mailing list (ELSA-IM@LISTSERV.ELSA.ORG) and start a discussion before the LIV International Council Meeting in Nuremberg.

Sunday October 26th (18.00 – 20:00)

18.00 – 19.00

Introduction Workshop

Aim:

- To present the Agenda for the upcoming week and to approve it
- To get to know each other, to have a roundtable discussion in order to express our expectations for the upcoming week and
- To elect the Workshop officers.

Means:

- Election and voting upon the Workshop Chair and Vice Chair as well as the Secretaries;
- Presentation of the Workshop rules;
- Presentation of the Agenda by ELSA International;
- Approval of the Agenda;
- Roundtable: expectations of the participants.

Preparations: Bring your written activity reports to all the participants already to this first workshop in order to give people some time to get themselves familiar with the reports.

19:00 – 20:00

Officers Training

Aim: To train officers on their fundamental tasks and responsibilities during an ICM. Workshop-chairs and secretaries will participate this training.

Means:

Training delivered by Chair and Vice Chair of the Plenary.

19:00 – 20:00

Introduction Workshop for Freshers

Aim: To give a general overview of ELSA, The International Board and the ICM to the freshers at the ICM. All the participants that are participating ICM for the first time will participate this workshop that will be delivered by Ivana Buric and Morten Rydningen from the International Board.

Means:

- To give a reasonable understanding of main functions of ELSA
- To foster mutual understanding and cultural diversity;
- To get answers to the questions arising.

Monday, October 27th (9.30 – 18.30)

9.30 – 11.00

Activity reports + SOTN Report

Aim:

- To highlight some statistics from the 4th State of The Network Inquiry conducted before ICM Lisbon spring 2008 and to give some statistics from current status of our network;
- To get an impression of the status of internal management in member countries through activity reports presented in the workshop.

Means:

- To give participants realistic picture on the general state of the ELSA network in autumn 2008.
- To be a good starting point and initiator for the fruitful discussions during the upcoming week.

Preparations:

Please read the 4th State of the Network inquiry conducted before ICM Lisbon and all the activity reports handed to you during opening workshop.

11.00 – 13.00**Affirmation of the council decisions made in ICM Lisbon, spring 2008****Aim:**

To give a general overview on the current status regarding the reasons behind a need to affirm all the decisions made in ICM Lisbon and to explain the procedure that shall be used with the affirmation of the Council decisions made in ICM Lisbon.

Means:

- Presentation by ELSA International on the background
- Presentation of the Council Decisions from Lisbon
- Q&A
- Discussion
- Vote

Preparations:

Read the proposal annexed to the working materials concerning the affirmation of the Council decisions made in Lisbon 2008. Be also sure that you possess minutes of ICM Lisbon during this workshop.

13:00 – 14:30**Lunch****14:30 – 15:30****Joint WS FM & IM on proposal by ELSA International on amending EDF-regulations****Aim:**

To discuss and vote the proposal on the amendments of EDF regulations made by ELSA International.

Means:

- Presentation by ELSA International
- Q&A
- Discussion
- Voting

Comments:

ELSA International realized during the last year that sometimes it is extremely challenging to find suitable trainers for the internal events consisting trainers from the International Trainers' Pool. ELSA International feels that while International Trainers' Pool is a gain for the network and remains to be used as a first option as it comes to trainings in international, there is sometimes a need for supporting external trainers with EDF.

15:30 – 17:30**Joint Training with FM on teambuilding****Aim:**

To increase the awareness about the role of IM and FM officers within the network and to increase the team spirit within the FM and IM officers.

Means:

Training session.

17:30 – 18:30**Member management****Aim:**

- To analyze the current state of member management in ELSA.
- To give and get some inputs for the improvement of quality of member management in the network.

Means:

- Presentation by ELSA International
- Discussion

Preparations:

- Read the SotN Report IM-part

Wednesday October 29th (10.00 – 13.00)

09:30 – 11:30**ELSA International proposal to amend IM-part of Council Meeting Decision Book****Aim:**

To discuss and vote the proposal on Amendments of ELSA International to the IM-part of Council Meeting Decision Book.

Means:

- Presentation by ELSA International;
- Q&A
- Discussion
- Voting

Preparations:

- Read the Proposal by ELSA International annexed to these working materials

11:30 – 13:00**Concept of Regional Trainings****Aim:**

To describe and develop the concept of regional trainings, and to give inputs to the National Groups to Organize Regional Training Events.

Means:

- Input Paper from ELSA International;
- Presentation from ELSA International;
- Discussion

Comments:

During the course of past few years there have been lots of talks about Regional Trainings in the network but the concept has never been really officialised in the practise. Workshop is meant to be the first step to define the idea of Regional Trainings, bring up new initiatives regarding the concept, set partnerships between national groups and motivate National Groups to participate.

13:00 – 14:30**Lunch****14:30 – 16:30****Joint WS BEE + IM on ELSA International Proposal regarding amendments to the Statutes and Standing orders of ELSA International****Aim:**

To make necessary amendments to the Statutes and Standing orders of ELSA International in order to make them acceptable according to Dutch association law.

Means:

- Presentation by ELSA International;
- Discussion, Q&A
- Voting

Preparations:

- Read the Proposal
- Read the Statutes and Standing Orders

16.30-18.30**Joint WS IM + STEP, ELSA Online presentation****Aim:**

To present the new project of the Website of ELSA and especially of the STEP menu and Matching system.

Means:

- Presentation by ELSA International

- Round table discussion

Comments:

In Strategic Goals of ELSA International 2008-2013 is mentioned that there should be a new Online system up and running by spring ICM 2009. ELSA International has been working in co-operation with ELSA Germany in order to create a new online system. In this workshop ELSA International will present current proceedings of this project.

Thursday October 30th (9.30 – 13.00)

9:30 – 11:30**NSS and Human resources****Aim:**

To get an overview on the regulations regarding Human Resources in the network and to mirror them to the current status in the network. To input and consider a possibility of establishing a Human Resources working group for ELSA during the upcoming months.

Means:

- Presentation by ELSA International;
- Q&A
- Discussion

Preparations:

- Read the respective part from IM part of Council Meeting Decision Book.

11:30 - 12:30**Strategic goals 2008-2013 and Internal Management****Aim:**

To familiarize participants with Strategic Goals of ELSA 2008-2013 and consider the involvement of Internal Management with fulfilling Strategic Goals.

Means:

- Presentation by ELSA International
- Open discussion

Comments:

Since new Strategic goals of ELSA were implemented it is an utmost importance to follow these goals in each area of action in our network. Internal Management is usually seen as a supporting area that doesn't directly effect to the core activities of ELSA. However having a qualified internal structure will help our network to fulfil its goals. During the workshop participants will brainstorm regarding the involvement of Internal Management in the implementation of strategic goals of ELSA International.

Friday October 31st (14.30 – 18.00)

14:30 - 16:00**Communication in the network****Aim:**

To measure the current status and input for improvements regarding both quality and quantity of communication within the network.

Means:

- ELSA International presentation
- Roundtable discussion
- General discussion

Comments:

Communication has always been and remains to be a key factor in a success story of a network reaching 35 countries and more than 20 000 members. In the history of ELSA there has been dozens of different kind of approaches in order to solve the challenge with lack of effective communication. With effective communication ELSA could accomplish great achievements and therefore it is important to raise a discussion and brainstorm regarding the past, present and future of communication in ELSA.

16:00 - 17:30**Q&A + miscellaneous****Aim:**

- To give the opportunity to the Workshop participants to clarify issues not included in the Workshop Agenda;
- To settle issues unresolved during other sessions;

17.30-18.00**Closing of the Internal Management workshop****Aim:**

- To evaluate the Workshop
- To approve the Minutes

FINANCIAL MANAGEMENT WORKSHOP

Timetable

	Sunday 26	Monday 27	Tuesday 28	Wednesday 29	Thursday 30	Friday 31	
08:00	Arrival of the participants	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	
08:30							
09:30		Area Definition + activity reports	Plenary including lunch	Grant Training	Approval of the revised budget	Sightseeing/Free time	
10:00							
10:30					Cost allocation		
11:00		SOTN					
11:30					ELSA House - Cost analysis		
12:00		Proposal By ELSA Italy and ELSA Malta					
12:30							
13:00		Lunch		Lunch	Lunch	Lunch	
13:30							
14:00							
14:30		EDF Proposal (FM + IM)		Workshop about grants	Career day with ELS-refreshments	Candidate Presentation	
15:00							
15:30		Joint Training FM+ IM on teambuilding				Q&A	
16:00							
16:30							
17:00		Approval of the final accounts		Decision book FM-part (AA+FM)		Conclusion of the WS	
17:30							
18:00	Introduction WS				Free time		
18:30		Reporting time		Reporting time	Reporting time		
19:00	WS-officer training,						
19:30							
20:00	Dinner	Dinner	Dinner	Dinner	Dinner		
20:30							
21:00							

Draft Agenda

Reminders and preparations

Please do not forget to read and bring the following documents/materials to the Workshops:

- Statutes and Standing Orders, after
- Decision Book, focus on the FM-part and Strategic Goals 2008-2013
- One Year Operational Plan (OYOP) 2008/2009 of ELSA International
- The State of the Network Report (SOTN Report) from the Lisbon ICM

Do also read the Minutes from at least the last two International Council Meetings. All documents/materials can be found in the ELSA ONLINE Archive.

The above mentioned documents are highly important for the discussions of the topics on the Agenda and the Analysis of the State of the Network.

Read this Agenda carefully; should you need any clarifications, please do not hesitate to contact the Director for Financial Management of ELSA International at treasurer@elsa.org.

If you would like to start a discussion on any matter connected to the Agenda, please use the FM mailing list (ELSA-FM@LISTSERV.ELSA.ORG).

Welcome to the FM Workshop!

Sunday October 26th (18.00 – 20:00)

18.00 – 19.00**Introduction Workshop****Aim:**

To present the Agenda for the upcoming week and to approve it, to get to know each other, to have a roundtable discussion in order to express our expectations for the upcoming week and to elect the Workshop officers.

Means:

- Election and voting upon the Workshop Chair and Vice Chair as well as the Secretaries;
- Presentation of the Workshop rules;
- Presentation of the Agenda by ELSA International;
- Approval of the Agenda;
- Roundtable: expectations of the participants.

Comments:

Write down questions you might have during the event, even though they are not related to any of the topics on the agenda. All these questions will be answered during the question & answer time on Friday in the closing workshop.

19:00 – 20:00**Officers Training**

Aim:

To train officers on their fundamental tasks and responsibilities during an ICM. Workshop-chairs and secretaries will participate this training.

Means:

- Training delivered by Chair and Vice Chair of the Plenary.

19:00 – 20:00**Introduction Workshop for Freshers****Aim:**

To give a general overview of ELSA, The International Board and the ICM to the freshers at the ICM. All the participants that are participating ICM for the first time will participate this workshop that will be delivered by Ivana Buric and Morten Rydningen from the International Board.

Means:

- To give a reasonable understanding of main functions of ELSA
- To foster mutual understanding and cultural diversity;
- To get answers to the questions arising.

Monday October 27nd (09.30 – 18.30)

09.30 – 11.00**Area Definition + Activity Reports****Aim:**

To get accustomed to what it takes to be a treasurer of a national group; the theoretical vs. the practical. To inform about the past and present status of the Director for Financial Management of ELSA International.

Means:

- Presentation by ELSA International
- Presentation by selected national group officers
- Open discussion

Comments:

The role of the treasurer in an ELSA national group can often be a daunting experience. As law students, we are likely to have never had any formal learning or training in financial administration and management. Apart from that, there is no manual that ELSA provides to be followed, and the Decision Book, though informative, doesn't truly offer the entire range of a treasurer's functions.

The purpose of this workshop will be to explain the main roles of a treasurer on an ELSA board for freshers, and to remind more experienced treasurers the realities of their roles in a team.

Preparations:

For this session, please read the FM part of the Decision Book.

11.00 – 12.00**State of the Network: Report****Aim:**

To present the results of the State of the Network FM Inquiries filled in before the ICM in Lisbon, and to inform the participants of the workshop on the current status quo of FM in the Network.

Means:

- Presentation by ELSA International
- Open discussion

Comments:

Following the ICM in Lisbon, the International Board drew up the fourth SotN Report based on information submitted to by the National Groups.

Preparations:

Please read the SOTN Report relating to the FM area.

12.00 – 12.30**Proposal by ELSA Italy and ELSA Malta on Financial Management regulation.****Aim:**

To present the proposal by ELSA Italy and ELSA Malta on Financial Management regulation.

Means:

- Presentation by ELSA Italy and ELSA Malta
- Open discussion
- Amendments
- Voting

Comments:

Please read the proposal.

Preparations:

Please read the proposal carefully.

12.30 – 13.00**International FM Meeting / Training.****Aim:**

To discuss the possibility for the International Financial Management Meeting and /or Training.

Means:

- Presentation by ELSA International
- Open discussion

Preparations:

Think about what you would expect from such a training, about the venue, the date.

14.30 – 15.30**Joint WS FM & IM on proposal by ELSA International on amending EDF-regulations****Aim:**

To discuss and vote the proposal on the amendments of EDF regulations made by ELSA International.

Means:

- Presentation by ELSA International
- Q&A
- Discussion
- Voting

Comments:

ELSA International realized during the last year that sometimes it is extremely challenging to find suitable trainers for the internal events consisting trainers from the International Trainers' Pool. ELSA International feels that while International Trainers' Pool is a gain for the network and remains to be used as a first option as it comes to trainings in international, there is sometimes a need for supporting external trainers with EDF.

Preparations:

Please read the proposal in these Working Materials.

15.30 – 17.30**Joint Training with FM on teambuilding****Aim:**

To increase the awareness about the role of IM and FM officers within the network and to increase the team spirit within the FM and IM officers.

Means:

- Training

17.30 – 18.30

Final Accounts 2007/2008**Aim:**

To approve the Final Accounts for the financial year of 2007/2008.

Means:

- Presentation of the Financial Report of ELSA International 2007/2008
- Presentation of the audited Final Accounts of 2007/2008
- Presentation of the Auditors Report
- Q & A
- Voting

Comments:

All mentioned documents above will be send to the network before the opening of the ICM. The said documents will be gone through in the workshop and any queries regarding any points in the documents can be put forward for answering by the Treasurer of EI 07/08 or the Internal Auditors for the said financial year.

Preparations:

Please read through the Final Accounts 2007/2008 and the Auditors Report. (They will be provide after receiving the last comments from the internal and external auditors.)

Wednesday October 29th (09.30 – 18.30)

09.30 – 13.00**Grant training****Aim:**

To provide training on what grants to look for and how to apply for specific grants from institutions, most notably European institutions. Mainly attention will be given to the European Youth Foundation (EYF) from the Council of Europe (CoE) and the EAC Grant from the European Commission.

Means:

- Presentation and training
- Q & A time

Comments:

Grant fundraising has now assumed a regular place in a treasurer's portfolio for ELSA. With the seemingly ever-increasing difficulty of fundraising through corporate sponsorships, institutional grants now offer a steady and more secure method of financing an association's annual operating costs. This workshop training intends to complement the Grants Handbook already available in the Association, by providing concrete tools to approach the right institutions for the finances that every non-profit association needs. The workshop will focus on grants from European institutions in particular.

14.30 – 17.30**Grant Workshop****Aim:**

To improve the quality of application of ELSA International for the EAC Grant.

Means:

- Presentation by ELSA International
- Working groups preparing inputs for the EAC Grant Application form
- Conclusions

Comments:

During the past years ELSA International applied for several times for the EAC Grant but since 2006 we never achieved to have a successful application. Now we want to improve this situation by prepare the application together with the network during a workshop with all the treasurers.

Preparations:

Please read through previous applications of your groups.
Check the websites concerning grants.

17.30 – 18.30**Joint Workshop FM+AA concerning ELSA Moot Court Competition on WTO Law (EMC²)**

- Proposal on removing EMC² participation fee in the FM-part of the Decision Book

Aim

To find a solution for the future of the EMC², to adapt the competition in order to help it fulfil its aims towards legal education.

Means

- Presentation by ELSA International on the proposal
- Discussions and Q & A
- Amendments
- Conclusions
- Voting

Comments

ELSA International feel that the regulation of the participation in the FM part is not needed as the dynamic of the competition is faster than the council decisions allows us to amend the fees. In order to be in time with the development the fees will always be regulated in the Rules of the EMC².

Preparations

See www.elsamootcourt.org

Read the proposal by ELSA International which is included in these working materials.

Read the input paper by ELSA International which was released on all internal e-mail lists.

Thursday October 30th (09.30 – 12.30)

09:30 – 10:30**Revision of the Budget 2008/2009****Aim:**

To revise the Budget according to the updated financial situation.

Means:

- Presentation of the Budget proposed by ELSA International
- Question & Answer time
- Voting

Comments:

The financial reality of ELSA International is changing constantly. The International Board is therefore proposing a revised budget for the year 2008/2009. The details of the changes can be seen in these Working Materials. During the workshop, all the major changes will be explained in detail.

Preparations:

Please read the revised budget in these Working Materials.

10:30 – 11:30**Analysis of the expenditures of ELSA International.****Aim:**

To present the current financial situation of ELSA International

Means:

- Presentation by ELSA International
- Question & Answer time

Comments:

As the financial situation of ELSA International is not that good we want to give the network full inside in the current expenditures of ELSA International.

Preparations:

Please read the input paper by ELSA International

11:30 – 12:30**Analysis of the costs of the ELSA House****Aim:**

To present the costs of the ELSA House and the costs of a possible move of the ELSA House.

Means:

- Presentation of the costs of the ELSA House and the possible move of the ELSA House
- Question & Answer time

Comments:

As the financial situation of ELSA International is not that good we want to give the network full inside in the costs of the ELSA House.

Preparations:

Please read the input paper of ELSA International

Friday October 31th (14.30 – 18.00)

14.30 – 15.30**Presentation of candidates****Aim:**

For the candidate/s for the position of Treasurer in the IB 08/09 to present themselves

Means:

- Presentation of candidate/s
- Questions and answers

15.30-17.00**Miscellaneous and Q&A****Aim:**

To raise any concerns by National Groups not yet addressed in the week, and to ask any questions left unanswered relating to any topics discussed during the week.

17:00 – 18:00**Closing of the Workshop****Aim:**

To evaluate the Workshop, the trainings and the International Council Meeting in general as well as approve the Workshop Minutes.

MARKETING WORKSHOP

Timetable

	Sunday 26	Monday 27	Tuesday 28	Wednesday 29	Thursday 30	Friday 31
08:00	Arrival of the participants	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
08:30						
09:30		Activity reports	Plenary including lunch	Webpages in the Network	Decision Book proposal	Sightseeing/Free time
10:00						
10:30		Strategic Goals 2008-2013		Advertisement sales	Q&A + Misc.	
11:00						
11:30		Presentation on Corporate Identity		Marketing of STEP (MAR+STEP)	Promotion of International Events (S&C + MAR)	
12:00						
12:30						
13:00		Lunch		Lunch	Lunch	Lunch
13:30						
14:00						
14:30		Implementation of Corporate Identity		Training on Market Research	Career day with ELS-refreshments	Training
15:00						
15:30						
16:00						
16:30						
17:00		ELSA Czech Republic proposal		International Market Research 2009/2010		Closing of WS
17:30						
18:00	Introduction WS,					
18:30		Reporting time		Reporting time	Reporting time	Reporting time
19:00	WS-officer training,					
19:30						
20:00	Dinner	Dinner	Dinner	Dinner	Dinner	Dinner
20:30						
21:00						

Draft Agenda

Preparations and reminders for the Marketing Workshop

Please do not forget to read and bring:

- The Statutes and the Standing Orders,
- The Decision Book,
- Also, make sure to read the minutes from at least the last two Council Meetings.

Please prepare **an Activity Report** to present to the workshop. In addition, you will be asked to present your upcoming events, so please bring any marketing materials you might have.

Read this agenda carefully; should you need any clarifications, please do not hesitate to contact the responsible officer at the International Board at vpmarketing@elsa.org

A possibility is to use the marketing mailing list (elsa-marketing@listserv.elsa.org) and start a discussion before the LIV International Council Meeting in Nuremberg.

Welcome to Marketing Workshop!

Sunday 26th October (18:00 –20:00)

18:00 – 19:00

Introduction Workshop**Aim:**

- To present the Agenda for the upcoming week and to approve it
- To get to know each other to express our expectations for the upcoming week
- To elect the Workshop officers

Means:

- Election and voting upon the Workshop Chair and Vice Chair as well as the Secretaries;
- Presentation of the Workshop rules;
- Presentation of the Agenda by ELSA International;
- Approval of the Agenda.
- Roundtable: expectations of the participants.

Preparations:

Bring yourself to the workshop

19:00 – 20:00**Officers Training**

Aim: To train officers on their fundamental tasks and responsibilities during an ICM. Workshop-chairs and secretaries will participate this training.

Means:

- Training is provided by Chair and Vice-Chair of plenary

19:00 – 20:00**Introduction Workshop for Freshers**

Aim: To give a general overview of ELSA, The International Board and the ICM to the freshers at the ICM. All the participants that are participating ICM for the first time will participate this workshop that will be delivered by Ivana Buric and Morten Rydningen from the International Board.

Means:

- To give a reasonable understanding of main functions of ELSA
- To foster mutual understanding and cultural diversity;
- To get answers to the questions arising.

Monday 27th October (09:30 – 13:00, 14:30 – 19.30)

09:30 – 10: 30**Activity Reports****Aim:**

To update each other on what is happening in marketing around the network

Means:

Presentation by ELSA International and the National groups present

Preparations:

Write down a short activity report of your term so far in order to present it

10:30 – 11:30**Presentation of the Strategic Goals 2008-2013****Aim:**

To make sure everyone has the same knowledge base for the discussion we will have the rest of the week.

Means:

Presentation by ELSA International

Preparations:

Have a look at the new Strategic Plan 2008 -2013. It can be found in the foreword to the Decision Book.

11:30 – 13: 00

Presentation of the Corporate Identity

Aim:

To make sure everyone has the same knowledge base for the discussions the rest of the week

Means:

Presentation by ELSA International

Preparations:

Have a look on the Corporate Identity. Please contact Vice President Marketing of ELSA International if you do not have the document.

13:00- 14:30

Lunch

14:30- 17:30

Implementation of the Corporate Identity

Aim:

To work out the best way of implementing the Corporate Identity

Means:

- Update by ELSA International on current status and proceedings.
- Presentation of some of the options discussed with Content 5.
- Working groups in workshop

Preparations:

- Check with the local marketers in your country what they will need in order to make materials in the Corporate Identity.
- Find out what templates you need still
- Other marketing material you would like to have

17:30 – 18:30**Proposal on Uniformity by ELSA Czech Republic****Aim:**

To discuss and decide upon a result in regards to the proposal by ELSA Czech Republic

Means:

- Presentation by ELSA Czech Republic
- Discussion

Preparations:

Read the proposal by ELSA Czech Republic.

Wednesday 29th October (09:30 – 13:00, 14:30 – 19.30)

09:30 – 10:30**Web pages in the network****Aim:**

To see what we can do to update the Web pages in the network

Means:

- Presentation by ELSA International
- Round table discussion

Preparations:

Read through the part of Decision book regarding web pages in the network

10:30 – 11:30**Advertisements sales****Aim:**

To gauge the interest of National groups to cooperate with ELSA International regarding advertisements sales

Means:

- Presentation by ELSA International
- Round tables

Comments:

ELSA International currently has several regular advertisers for Synergy. Some of them have been asking for additional possibilities to advertise with ELSA. Before the Vice President Marketing and/or the Director of Advertisements are able to offer advertisement on behalf of the national groups we need the consent of the national group and exact details regarding the product and prices. ELSA International would also need knowledge that the agreement is followed up and executed in a professional way by the local/national group so it does not jeopardize the good relations with the advertisers.

Preparations:

Please prepare the possible products that your national group would try to sell

11:30 – 13: 00

Marketing of STEP (Joint Workshop with STEP)**Aim:**

- To discuss ways to promote STEP to students and employers
- To make Marketing and STEP officers work together in the same direction

Means:

- Presentation by ELSA International
- Working groups

Preparations:

Look through your current materials and strategies to attract students and employers. What do you feel is missing?

13:00 – 14:30

Lunch

14:30 – 17: 00

Training on Market Research**Aim:**

Increasing knowledge and skill of the use of Market Research in the network

Means:

Training by VP Marketing of ELSA International 06/07 Nils Fjelkegård

Preparations:

Look through the International Market Research carried out in 06/07

17:00-18:30

International Market Research 2009/2010**Aim:**

To get input for the upcoming International Market Research in 2009/2010

Means:

- Presentation by ELSA International
- Working groups

Comments: As decided in Lisbon the International Market Research will be held every third year in order to keep track of our network and to evaluate the progress in regard to the strategic goals. The next International market research will be in 2009/2010. According to the cycle set out in Lisbon the job of this year is to plan the market research. After last market

research several national groups voiced that they would have liked specific questions for their country that would have helped them more.

Preparations:

Check through the questions from the last market research

Thursday 30th October (09:30 – 13:00)

09:30 – 11: 00**ELSA International proposals to amend the Marketing part of Council Meeting Decision Book****Aim:**

Discuss and decide upon the changes proposed by ELSA International

Means:

- Presentation by ELSA International
- Discussion

Comments:

Over the years the Decision Book has slowly grown to include a lot more than what is actually needed. This makes peoples miss the important parts. As a law students association we have been a bit too enthusiastic when it comes to regulating ourselves. This proposal is there to remove some of the parts which are not necessary. Also some parts are not completely updated.

Preparations:

Read through the proposal to amend the marketing part of Decision Book

11:00 – 11: 30**Miscellaneous, Question and answer time****Aim:**

To give the opportunity to the WS participants to clarify issues not included in the WS Agenda and ask questions to the International board concerning things that have not already been discussed in the agenda.

Means:

Open floor

11:30 – 13:00**Promotion of International Events (Joint Workshop with S&C)****Aim:**

To attract more participants from different countries to attend international events

Means:

- Presentation by ELSA International
- Working groups

Comments:

With the new Strategic goals the local groups are asked to arrange more international events. In order to make this a success we will also need participants for the events. This requires efficient marketing throughout the network and more planning than national events.

Preparations:

Think through what sort of marketing you would like to do in your country. What would be the most efficient way to spread the news of the international events for your country? How early do you need to market an event in order to make your members attend it?

Friday 31st October (14:30 – 18:30)

14:30 – 18:00**Training****Aim:**

Increasing the marketing skill in the network

Means:

Training provided by an ITP trainer

Comments:

Training will be chosen based on the feedback from the state of the network regarding what field you would like to know more about.

Preparations:

Fill out the marketing part of the State of the network report.

18:00- 18:30

Closing workshop

Aim:

- Evaluation of the workshops
- To prepare for the Final plenary

Means:

- Round table
- Guidelines from ELSA International and chairs regarding minutes and proposals

ACTIVITY REPORTS

INTERNATIONAL BOARD 2007/2008

Astrid Sollie Skårdalsmo, Vice President Academic Activities

ELSA Moot Court Competition on WTO Law (EMC²)

After the ICM in Lisbon in the beginning of April, I went straight back to Brussels to prepare the Final Oral Round of the ELSA Moot Court Competition on WTO Law (EMC²). There were only three weeks between the ICM and the final in Geneva. These days were spent organizing and preparing the last things before the competition could start. A few days before we went to Geneva the responsible for participants, Koen Klootwijk, came to the house as well to help out with the final preparations.

From 29th April to 4th May the final of the EMC² was held in Geneva, Switzerland. The whole board was there helping out, in addition to the people from the network that came to help out during the week. I want to take this opportunity to thank all of them for all the work they put down before and during the competition. At the end of the week it was clear that the competition was a success, and this was no doubt thanks to the engagement of these people. A sincere thank you to all of you!

After the FOR of the EMC² there was quite some after-work to be done, and the month of May was spent compiling and sending out results and concluding emails to all people involved, and gathering reports from all Selection Rounds and putting them together in the Final Report of the EMC². The work with the next edition of the moot court started almost straight after the FOR, and in June two representatives from the board went to Geneva to meet with sponsors. During this time the Case Drafter and the Case Review Board was also invited and following that, appointed.

GLSE & SPEL

During May I also spent a lot of time finalizing the material for the Guide to Legal Studies in Europe. All the information that was gathered from all around Europe was compiled, and at the end of May it was all sent to the publisher, European Lawyer.

In June I spent quite some time preparing the transition in July, and the rest of the month I was working on the Final Report of the EMC². I also did some minor preparations for a new edition of SPEL, and these were finalized in July together with my successor, Mr. Morten Rydningen.

Transition

July is the month when the new board comes to the house, with motivation, inspiration and a lot of spirit. It was simply great to experience the eagerness and engagement of these people, coming to the house to spend a year of their life working for ELSA. The transition month was filled with work, discussions, big dinners, great parties and a lot of fun. That last month made my experience with ELSA complete.

Other

I would like to thank all the people I worked with this year. All the people at the ICMs, the study visit groups that came to the house, the people that came to Brussels just to visit us during the year. You all made this year an exceptional experience for me. I will never regret, and I will never forget, this year.

Finally, to my board, my colleagues and friends, you made my year. I love you and miss you. Thank you ELSA, for having been a great contribution to my life for the last four years.

Enis Mehmet Burdurlu, Vice President Seminars and Conferences

Enis Mehmet Burdurlu is fulfilling his duty in Turkish army. Therefore he wasn't able to send his activity report for this package.

Delia Orabona, Vice President for the Student Trainee Exchange Programme**Post ICM Lisbon****Communication:**

After the ICM Lisbon, the awareness of the STEP procedures has increased together with the communication between EI and the National and Local Groups. The use of the mailing list can be improved.

Job Hunting:

The STEP offer has reached the number of 89 traineeships for the whole year. Even if this is encouraging datum, we can expect more for the upcoming year.

STEP promotion:

During the transition the International Board 2007/08 has been working together with the new Board on the marketing material: a STEP brochure is finally available. A renewed STEP Newsletter in cooperation with the Director for STEP, **Lucia Pálušová** has been distributed for the use of National and Local Groups.

The New Online System:

The project was presented to the new Board and more specifically was improved the backpage of the STEP part of the website.

Others:

I would like to thank the International Board 2008/09 for their enthusiasm and professionalism. A special thank goes to the Director for STEP, Lucia Pálušová for her commitment to her office, to my Board and to all the STEPers for this irrepitible year!

Matthias Stauffacher, President**EMC²**

Straight after the ICM Lisbon we went back to Brussels to prepare the Final Oral Round in Geneva of the EMC². The Final Round of EMC² is the biggest annual project of the IB and needs a lot of attention from the whole Board. I was in the particular situation of having some experience of living in Geneva, which made me one of the obvious candidates to take care of the Hotels and social programme. This meant a lot of preparation, since the Hotel situation is very particular and the hotels demand full payment for late cancellations. I tried to make this job carefully and with full attention to potential risks of additional costs; this was one of the reasons for our financially successful event, as you can see in the final accounts of the term 2007 – 2008.

Bad financial and fundraising situation

As I pointed out in my plan I actually wanted to focus more on general fundraising in my year. We had a series of (unlucky) events by the end of term. Not only didn't we get the EAC grant that we had good reasons to be positive about, we also lost with TransLegal one of our Corporate Partners. TransLegal terminated the contract with ELSA International by the end of April, a few days before we left to Geneva for the Final Oral Round. As we already

pronounced through the proposal at the ICM in Lisbon, the IB, especially the President, is extremely busy with preparations of EMC² in the period after the spring ICM.

This made it very difficult to immediately react to this difficult financial situation. I don't want to say that a fast reaction to the termination of contract with TransLegal would have solved or changed the situation, but it is still an unfortunate situation and I hope the next IB finds a good solution for this. (For more information about the financial situation I would like to refer at this point to the mails that have been sent during May and June over the BEE- and other internal lists.)

During my term we were successful with project fundraising and we managed not to lose money on bigger events and projects. Particularly the fundraising for Synergy was a great success and we managed to give Synergy a very (maybe for some people too;-) professional design, that was much appreciated by our external contacts. Based on these experiences we tried to create a more detailed and project based fundraising. We didn't have any big results during our term with new approaches, but I think we created a good basis for our successors and we also made some interesting approaches that hopefully show their result in the upcoming year.

Strategic Planning

One of the biggest and most important projects in the second half of my term were the 2013 goals and the new strategic plan for ELSA. After the successful implementation of the newly created 2013 goals I tried to implement them as much as possible in the planning of the IB but also in the general development of the network. I believe that the short and clear catalogue of concrete goals and actions for all levels of ELSA is a great achievement of our term.

The 2013 goals build a clear and measurable long-term plan for ELSA and I'm convinced that a successful implementation of this plan will also give back some of the drive and strength that our network lost over the past years. I think we made clear during the last year that ELSA is an International Organisation and that the focus of all levels should be this international aspect, which makes ELSA a unique and very strong network.

Board Management and Transition

Board Management was as always the task, which caused the most work for me. Board Management means taking care of the Board, making sure that all projects are taken care of and that the Board keeps the focus till the end of the year. This is not always an easy task, especially after the ICM and EMC² final which both cause a huge workload for all Board members.

Seeing the new Board coming in, beginning of July, meant the preparation of a "one month ICM", with many more Workshop hours, some (more:-) parties and just a bit less people, but highly motivated ones. It also means that 14 people are in the house and want to have space to live and work. I really enjoyed the transition time. It was a great experience to see a new Board starting their term in office and to be there and support them with all what we learned during our year. As the VP S&C of my Board, Enis, said: "we tried to show them what they *should* do; what they *have* to do they can find in the decision book". I think this is the biggest challenge of a good transition, making sure that the work continues and doesn't start again from the beginning. With long and intense discussions during transition, I think we created a good working atmosphere and made it possible for the new Board to find their way through the ELSA world. I wish them best of luck and I know they will rock!

Now I just want to say thanks to my Board for the great year and thanks to all the people I've had the pleasure to meet during this year. You have been amazing and I miss you all.

....bye ELSA.

João Thiago Rocha Ferreira, Secretary General**ICM Lisbon**

Like my previous report on ICM in Reggio, also the preparations for the ICM Lisbon didn't finish when package was sent. First, and bearing in mind both the number of proposals and importance of them, we had a huge task on the communication area. As for the communication with the Organizing Committee of the ICM Lisbon, all IB's requests were positively dealt and there was a strong effort from the OC to fulfill our requests. I would like to thank once more the OC of the ICM Lisbon, they made an extraordinary job and thanks for that, the result was an outstanding organization of the ICM. The workings in the Workshop were indeed very productive. We generally had discussions on the area, proposals discussions and trainings. I would like to thank all officers from both the IM Workshop and Plenary for an outstanding job as Chairs, Vice-chairs, Secretaries and Tellers.

EMC2

As responsible for Transportation in this event, my task was to drive safely ELSA International from Brussels to Geneva and back, make transfers between the airport and the Hotels of the event, etc. I was also responsible with some logistics (or transportation of Logistics).

New ELSA Online

I have taken some time in the buildup of the new website of ELSA International. We have discussed every page for the new website, links, some design, etc, which unfortunately took me away time to work on the same way on the Administration System. All plans and discussions for the Administration System are set but not organized enough in a way to be duly transmitted to our successors.

Strategic Plan of ELSA

I have tried to contribute as much as possible with the discussions inside the board concerning the Strategic Plan, contributing with ideas and opinion. I have prepared myself to contribute more actively on the Installing moment of the Strategic Plan, though on the path, it was proven still too early to advance to this, and that there would still missing more planning until we reach this moment.

Communication with the network

In this last part of the year, the communication with the network has slowed, due to various reasons (exams period of the officers, post-ICM vacations, EMC2 preparations and EMC2, SotN+SSO+DB amendments, etc). However I still tried to keep with one-to-one meetings and promote transition, promote trainings for transition, etc and focused especial efforts on ELSA Iceland. After all these demands, I kept myself available again for all National Groups and tried to solve unsolved situations that were delayed due to these demands.

ELSA Iceland

I have managed to make a visit to ELSA Iceland between 12th June and the 18th of June. After a long process of getting communication with Icelandic students we have managed to form a Commission in a cooperation of 3 faculties (University of Reykjavík, University of Iceland and University of Bifröst). The commission was represented by one representative of each one of the faculties, and with them, 2 or 3 people that would be on a later stage part of the board of ELSA Iceland. The commission was formed with 11 people. The commission would

then be responsible to recover the old ELSA account, get members, make elections and start with ELSA activities on a further stage. It was agreed that the best was to recover the association registry in the country. I also had the opportunity to provide them with ELSA regulations and promotion of our International Meetings. It seemed at that point that ELSA in Iceland was back on track, thanks to that wonderful motivated people I have met.

Board Registration

This has taken me significant amount of time during transition. The Board 2007/2008 was registered in the Chamber of Commerce in Amsterdam during transition with my predecessor Esra Ersoy. However and for some reason, the registration was not effective, so after a couple of months I have made all the steps again in order to register the Board. Once again, and for some reason, the Board was not registered. When the new Board arrived to the House, I have tried once more to register my board and the following board again, with the help of Brigitte Vanatova, which finally worked.

Statutes Registration

After the amendments done during the ICM Lisbon to the Statutes of our Association, it was time to make the recognition of the new Statutes on a Dutch notary and proceed with the registration the new Statutes in the Chamber of Commerce. Once more, I have asked the help of Brigitte Vanatova who gave us a precious help. However and along the path we found anomalies. Main challenge we have faced was that the soft version of the SSO in ELSA was different from the Official one registered, which meant also that some of the articles proposed in the ICM Lisbon didn't correspond to the official ones. It is clear, that after these problems, it would be necessary a general vote on the following ICM on the Statutes (which means, the one registered with the amendments made during the ICM Lisbon). Due to the pending problems, it wasn't possible to get the recognition of the new Statutes, which will be only possible after the overall vote on the document.

State of the Network Report, Statutes, Standing Orders and the Decision Book

After the ICM Lisbon I have proceeded with the task to amend the Statutes and the Standing Orders and the Board produced the SotN Report. I have also proceeded with a huge task of amending the Decision Book. The problem was essentially not only the large number of amendments, but also the lack of organization on the Decision Book. I have managed to organize it as much as possible with new chapters, new table of content, new headings, etc. This was one of the tasks that took me most time, since I was also dependent on the cooperation of all the Board Members, which in the end, turned out to be successful.

SIM! and Refreshment Weekend of the International Trainers Pool

The SecGens International Meeting! and the Refreshment Weekend was held in Munich between from 4th till 8th June 2008. The organization was undertaken by the one-man-OC Christoph Rieckmann, Director for Training of ELSA International. The first event had its first edition and it proved to be an event that came to stay. The topics were the Introduction from the ITP, Presentation of General ELSA Knowledge, Communication within the Network, the functions of the Secretary General in ELSA, the new Strategic Plan of ELSA, analyses of the year 2007/2008 and expectations for the upcoming year. We have also gone through regulations of ELSA International, NSS, Human Resources (its meaning and importance) and Training (with one-to-one meetings with Trainers in order to clarify what are their needs, talk about possible training events, etc.). I would like to thank all participants of SIM! that made an amazing job and surely developed their skills as Secretary Generals (for the incomers) and also it was a great way to finish the term in office together with the older IMers; I would also like to give a special thank to all my Workshop officers. As for the second event, please consult Christoph Rieckmann's activity report. However, I would like

to thank all National Groups that has contributed financially to make this event happen. I would like to especially thank for the amazing support from the President of ELS, Teja Picton Howell who has personally and greatly sponsored the event.

Transition

Preparations for Transition were a small challenge for me. However the board managed consensus with the Agenda, the Trainings, programme, etc. Transition was made in cooperation with the whole board, instead of being solely the Secretary General to organize it. I would like to thank my board, and especially Matthias in helping me with Transition. Concerning my area Transition, I have prepared Antti Husa's transition where we have managed to go throughout the whole IM Area and the tasks of the Secretary General of ELSA International. Transition started actually during SecGens International Meeting, which has in a way, relieved a lot of time for July, and given Antti more time to go throughout older documents. Transition on training was held in Munich with Christoph Rieckmann after the pre-ICM visit. I believe that transition was very positive, and Antti Husa was fully prepared to take the stand for the area.

ELSA House Training Week

I have managed to help with the organization of the event, on the selection procedure, and also helped on the Social Programme when it concerned the ELSA House itself. This year we have made not only the welcome party (Transition Barbecue) but also the farewell party in the ELSA House. I have also managed to participate actively on the training of Project Management with the trainer Mircea Moraru.

Pre-ICM Visit to Nuremberg

I went to Nuremberg with my successor Antti Husa, to visit the Organizing Committee of the ICM Nuremberg. The O.C. is indeed numerous, and with very motivated people. We have visited the Hostel where the ICM will be taken place (at the Castle of Nuremberg) where we managed to see the plenary room, and some of the Workshop rooms. Unfortunately we were not shown all Workshop rooms or the space for the Gala Ball. We were taken to Social Programme spaces as well. We have managed to discuss the budget with Simone (responsible for the Financial Management) and Giovanni (Head of OC), a side of discussing with everyone their specific task on the Organization. We have participated in the meetings and contributed to the workings on a positive way. I would like to thank Giovanni and his OC for welcoming us so well. We have enjoyed our stay and we have certified that it will be indeed a great event.

IB-OC Contracts

The IB-OC contract with ICM Nuremberg has throughout the path shown to be a challenge. The IB and the OC had been communicating throughout the year concerning this topic trying to find a consensus. By the end of the pre-ICM visit, the OC and the new board of ELSA International came with an overall agreement and I believe that all parts were satisfied with the outcome. As for ICM Budva, the contract was signed on my visit to the Serbian NCM back in December. The negotiations went smoothly with both ELSA Serbia and ELSA Montenegro. Finally for the ICM Bucharest, not much was reached for this agreement. I have contacted some members of ELSA Bucharest, showing our interest in making the agreement, and explaining that the Standing Orders obliges us to make this agreement (both during the ICM Lisbon and the ELSA House Training Week). I have not managed though to communicate with a Head of OC, which made it then impossible to start negotiations. I have requested then Antti to continue with this task.

Daniel Azzopardi, Treasurer**EMC²**

In a year where the future of the event was evaluated from many different angles and finally proposed by the IB to be removed from the event calendar at the ICM in Lisbon, we were nevertheless committed from the start of our term to organise the event in our year whatever happened. After coming across logistical problems, due mainly to a lack of on-site assistance, we eventually managed to secure the accommodation, conference and food arrangements after trips to Geneva at the turn of the year. The event itself took place in the beginning of May, and luckily cash flow didn't prove to be a problem, since a lot of resources were set aside in the bank account prior to the event, enabling us to settle all accommodation expenses on the day of checking in. There were also very few problems with recovering the participation fees of the participating teams, which had been raised from the previous year.

Unfortunately, our meetings with the sponsors in Geneva weren't as successful as we were hoping. Suggestions of raising the sponsorship contribution by the big law firm sponsors weren't taken on, and we were left looking at an income prospectus for next year which would be unchanged. In fact, the University of Barcelona, our key sponsor for the event, had already informed us that they would be lowering their contribution for the following year. With income likely to decrease, and expenses remaining unsecured, committing to another event for the next year would have been risky. We therefore waited for the new International Board to come in for transition to be able to make the choice themselves on whether to go ahead with the event or not, even if in our opinion the event was no longer resourcefully feasible.

Sponsors

The biggest financial disappointment this year had to be the loss of two corporate partners of ELSA International; firstly, Microsoft at the beginning of the year who had already informed the previous board that our year would be the last year of sponsorship, and in May, the loss of EUR 20.000,00 from TransLegal. This left next year's board in a financially precarious situation, and left me with no choice but to propose a budget without the security of anything except the guaranteed sponsors for the upcoming year; CMS, Deloitte and Council of Europe. It became quite apparent during transition that with expenses cut to ridiculously low levels, a strong focus on fundraising by the entire team at the beginning of the year was necessitated.

EAC Grant

Another disappointment was our failure to secure an administrative grant from the Commission for our year in office. With a new system for granting funds, we weren't able to draw on the experience from the previous year's similarly unsuccessful grant application. Luckily, after a meeting with the Commission in July, the new board is now prepared to attempt another application in their year, and since the system will remain the same for the time, they might be lucky enough to succeed in their year in office (which would be very welcome from their end, I'm sure). Also, after being approached with a debt to the Commission which was due to them by ELSA International for an apparent flaw in the grant report submitted in the previous financial year, we were able, after a frustratingly long-winded communication process, to have the administration commit to examining the situation and probably relieving us of any debt allegedly owed. The communication will be followed up by the new board.

National Groups

Another characterising feature of my year in office was the expulsion of ELSA Ireland, and ELSA UK's failure to successfully apply for membership in the Association. Both resulted in the cancellation of their hefty debts to ELSA International. In the future, I would try to encourage downgrading inactive members to observer status (through the new rules set in the Statutes in Lisbon) in order to maintain the legal persona of the National Group and thereby retain the debt status. A system of structuring the debt into mini-instalments is the best way of ensuring that a weak group works its way forward slowly, and that ELSA International claims the fees that it very much needs in order to function administratively. Over EUR 9.000,00 was once again written off in the final accounts of this year, due mainly to the cancellation of National Group debt.

To conclude, I would like to say a big thank you to my board, who proved time and again to have been resilient in the face of numerous challenges that came our way. We weren't the luckiest of boards, but I believe we performed well considering the difficult circumstances. With that, I wish all the best to the new board who I'm sure will continue to carry the flag of the international branch of this association, and with a bit of luck this time round, ELSA International will be restored to its former glory.

Finally, a big thank you goes to ELSA for giving me the opportunity to work and socialise in a great international environment. As I move on to new challenges, I'll always look back and be grateful for all the friends I made along the way, with whom I will no doubt keep in contact with.

Long live ELSA!

Lavinia Micallef, Vice President Marketing**Synergy no. 42 and no. 43**

Synergy no. 42 and no.43 were produced and distributed during my term in office. The direct distribution of Synergy to local groups was one of the OYOP aims for the International Board 07/08. It was a mammoth task to collect over 200 addresses but was also a very big exercise in communication and definitely a crucial incentive for even the most distant local groups to correspond with ELSA International.

Synergy has been one of the pioneer products dressing the new corporate design for the first time in Synergy 43 I/2008. The member's magazine was one of many ELSA materials that called for an analysis of the image and identity of our organisation. Furthermore The income from Synergy has been increased from 28,594.92 Euros to 41,125.56 Euros which accounts for an increase of around 30% in revenue. This is the result of an ongoing effort throughout the year with a clear marketing concept for Synergy.

Synergy has impresses its audience wherever it was distributed, weather among students and educational institutions but also among International institutions such as the Council of Europe which have committed themselves during my term in office to support Synergy by article contributions, financially but also by bringing ELSA's Magazine to the members and partners of the CoE in a 500-fold amount. Among this audience are the governments of all ELSA member countries among the 47 Member countries of the CoE.

Market research

The market research results were distributed to each national group. The market research was according to our OYOP plan used extensively in Strategic planning as well as for fundraising purposes. Results from the market research were included in advertisement hunting media cards as well as in the new fundraising proposals. After the decision taken ICM in Lisbon an International Market Research should be carried out in our network every third year.

Fundraising

I have worked together with the President of ELSA International on the various fundraising approaches as well as attended meetings held in Brussels. During the last part of my term in office I worked considerably with creating a marketing strategy for various individual projects of ELSA international. These include: STEP, SPEL and Market Research. While it has become increasingly difficult to find new corporate partners for ELSA International, funding is still necessary and therefore a new fundraising approach has been initiated.

EMC²

After the quite active involvement in the production of marketing material I have been mainly involved in giving exposure and promotional aspects concerning the partners and sponsors of the moot court. After the 6th Edition of EMC² I created a new fundraising approach for this event by approaching universities to become partners of EMC².

Corporate Identity

The creation of a new Corporate Identity and design has also created a revolution in the design of marketing materials. For this reason there has been organised the International Marketing Working Meeting (IMWM) in Malta. These are big steps towards achieving uniformity in the marketing area as well as increasing the quality of marketing and of our association in general.

DIRECTORS OF ELSA INTERNATIONAL 2007/2008**Christoph Rieckmann, Director for Training****Opening words**

Dear International Council, dear friends,

I have enjoyed the last 4 years as an active ELSA member on all three levels immensely and I am very thankful for getting to know so many truly unique and memorable people!

All this has had a constant impact on my life and will always remind me of a great organisation of many awesome people, you rock!

Daily work

The perseverative tasks have made up the majority of my work this year. On a day-to-day basis I have coordinated the ITP (International Trainers' Pool), accepted Training requests from the ELSA network and sent out calls for Training and cooperate with the International Board (IB), mainly with the Secretary General. In order to further enhance the cooperation with the IB, I stayed for two weeks at the ELSA House in the beginning of this year and worked from there. Furthermore, I have encouraged the network to increase both National and Regional Training events, also in ICM workshop sessions. Another part of the promotion of Training has been writing articles for the Synergy.

Also, during the year we have served the main purpose of the ITP well and significantly raised the number of Trainings during this year compared to the last one.

Amendment of the ITP Rules

Other than the ordinary run of the mill, we (Joao and myself) have amended the current ITP Rules. Amendment is actually a nice word for a total make-over. After getting input from many ITP members, not all though, which is one of the reasons why we felt a change in rules became necessary, we have entirely changed the structure of the ITP, the duration of an ITP "membership" and we have defined the privileges and duties of ITP members.

Model the Training section of the new ELSA homepage

As ELSA International is going to get a new website, I was responsible for defining the Training sections. There will be an internal website for ITP Trainers and a general section for ELSA members and interested outsiders.

Refreshment weekend (RW) for Trainers of the ITP / Secretary Generals' International Meeting

The RW, an event in order to refresh the skills of the current ITP members, has taken place in Munich from the 6th until the 8th of June this year. I think it was a great success to have it together with the National Secretary Generals, thus strengthening the bond between the two.

Final words

It has been a great time working with the International Board and the other Directors for the future of this association. I deeply want to thank all IB members, the previous and last ones, for their cooperation and friendship! I also want to wish my successor Katrien Willems and the entire new IB all the best for their year in office!

Let me finish, by wishing all of you a great upcoming ELSA year and all the best for your future. It's good to have you here at my "home" ICM in Nuremberg.

Katarzyna Karpiuk, Director for Advertisements

My first step, after being appointed as a Director for Advertisement in the mid August 2007 and after first talks with Lavina Micallef, Vice President Marketing 2007/2008, I started working on a new database of potential advertisers. Unfortunately the lack of contact with a former Director for Advertisements made it impossible for me to take over the previous contacts and therefore directed most of my time and efforts to rebuilding them.

That fresh database was my main source of contacts when hunting for advertisements to Synergy and for links. It has also a significant meaning in preparing GLSE, as it is the main source of information for the company publishing it.

During my transition week, that took place from the 20th till 25th September 2007, together with Lavinia we have discussed the ad hunting strategy for the whole term, taking the website into special consideration.

I have been constantly working, throughout the whole term, in close cooperation with Vice President Marketing ELSA International, Lavinia Micallef, on increasing the number of advertisers both in Synergy and on the website. And therefore, making them more efficient marketing tools.

The main aim of advertising regarding the Synergy, no 42, was to increase the number of sold advertisements to increase a general budget of Synergy, as to make it possible to send our magazine straight to local groups. Me and Lavinia, did manage to reach that aim. This year all local groups had the Synergy delivered directly to their offices. That is supposed to make the Synergy more recognizable among the students' society, not only among ELSA members and therefore it is expected to become a stronger brand on the advertising market.

The ad hunting campaign for Synergy no 43 was aimed at increasing the amount of adverts and increasing the budget. As predicted before, the Spring issue earned more money and brought more income. The longer campaign and completed database, as predicted, made it more effective than the Fall one. A Spring issue seems to be more attractive for advertisers as well, as it is published closer to their application deadlines, therefore it reaches directly a larger group of students interested in postgraduate studies.

I was constantly hunting for links that are placed on our website. This kind of advertising is highly desired by most of the law schools offering postgraduate studies, as it seems to be reaching the target group in the fastest and the most effective way. For ELSA it is a source of a constant and rather stable income.

An ad hunting campaign for Synergy no 44 was finishing my term. According to a change in publishing time of Synergy, it has started earlier than last year. Although this time is not the most appropriate for the potential advertisers, the financial aims were reached. As my term has finished on 31st of July and the campaign was still running at that time, I continued to work on closing the Synergy together with Torkil Norstrøm, Vice President Marketing 2008/2009.

This year has resulted in a full and efficient database with up-to-date contact info to a potential advertisers, ready to use for a new Director for Advertisement. It has also evolved

into a few permanent partnerships, with booking of the whole ad's packages, including the future issues of Synergy. Both Synergy and links have exceeded the preliminary budget assumed for the ads for the term 2007/2008.

Except the typical duties of a Director for Advertisement, I also gave a training on a Negotiation Skills at the Marketing and S&C workshops at the ICM in Lisbon.

Konstantinos Stylianou, Director for International Focus Programme

The second semester of the International Focus Programme built upon what was started during the previous semester. We were happy to see that many IFP events were scheduled for the summer 08 and many national and local groups took advantage of the IFP tools that ELSA International provided, like marketing material and speakers from international institutions. In fact we placed great emphasis in expanding our network of affiliations to cover the increasing requests for speakers. In that direction ELSA partnered with the Max Planck Institut, the International Trademark Association (INTA) and the European Office for the Harmonisation of the Internal Market (OAMI). Regular newsletters were sent out to the network keeping it updated of recent IP news and IFP related ELSA activities.

As July was reserved for transition, all major IFP activities at the international level were scheduled to end by the end of June. This was the case for both the IFP Essay Competition on IP Law and for the Copyright Survey. The Competition was moderately advertised but it still yielded some very good papers. We are confident that the judges panel, composed of the Max Planck Insitut and the European Patent Office, will be very satisfied with the quality of the essays and will consider ELSA a worthy partner to which they can count on. The Survey was a big success as it managed to collect more than 1500 responses across Europe. To achieve this number ELSA was aided by other student organisations. Questionnaires were handed out in international ELSA events and to international events by other student organisations. Both events were advertised on ELSA's homepage, in Facebook groups, through print materials and through marketing materials that were made available on the ELSA archive. The Report of Findings will be ready in September. During this month, the Competition results will be out and in communication with our sponsors, the winners will get their prizes. If the schedule of the winter ICM permits it, it would be good to hold a small focus session on the Competition and its winners.

ELSA also struck a deal with the FORUM Institute in the frames of the IFP. FORUM organises an IP Fair for IP Institutions and Universities. ELSA will be advertised for its IFP Programme during this event boosting the publicity (some 4000 brochures with the ELSA IFP Logo on them) and in exchange it will promote the FORUM Fair within the ELSA circles.

With the completion of those two international events ELSA will focus on other IFP activities and mainly on the final IFP Conference and the relevant publication. All groups are strongly encouraged to keep supporting the IFP and include in their plans a 'raise awareness' campaign.

Lucia Pálušová, Director for STEP

As Director for STEP ELSA International 2007/2008 I was involved in every area of STEP and I'm happy to say, that after one year hard working with my great VP STEP Delia Orabona, our final results met our goals!

ICMs Reggio di Calabria and Lisbon

During my visits in Brussels I and Delia prepared agenda for STEP workshops to ICMs Reggio di Calabria and Lisbon. I got great opportunity to help Delia with each simple point in agenda and first time in my life I saw workshops from different side – as part of ELSA International. On ICM Reggio Di Calabria I led workshops of Student and Job Hunting, which were mostly in practical way. Even I couldn't attend ICM Lisbon, I prepared materials for workshops of Student and Job Hunting. Participants tried to solve cases with some specific situations.

Job Hunting

I would like to say, Delia Orabona is working very hard and as VP STEP ELSA International offered a couple traineeships in international level. One of my main priorities in the field of Job Hunting was to help Local and National STEP officers. I tried to motivate and train the Network in approaching new employers. I made STEP presentations during international and national events in four countries. I spent a lot of time to explain how to communicate with potential employer and how ELSA can promote employers between students. My accent was to show benefits to employers. Our effort is working very well, because number of available traineeship is growing country by country.

Reception

From my personal experience I know, how reception is important. During ISM workshops I had presentation of reception with very interesting discussion by participants. We spoke about indispensability of reception in STEP programme. Participants shared their experiences with reception of STEP trainees.

ISM

International STEP Meeting took place between 14th and the 17th February 2008 in Vilnius, Lithuania. ELSA Lithuania promoted and prepared this ISM in amazing way, so ISM has been reached very well: 44 participants from 15 countries. I prepared ISM agenda together with Delia during my second visit in ELSA house in Brussels. During workshops I tried to be active in motivating participants as STEP officers. I led half of workshops, which topics were my personals goals as Director. We had training by Pierangelo T. Graziani, Executive Officer ELS Trust, which was appreciated by all participants.

The New Online System

ELSA International contacted new company to provide new ONLINE system, which is necessary. This is one of the main goals of International Board 2007/2008. During ICM Reggio di Calabria we presented draft idea of new registration system and STEP matching system in intention to get inputs from the Network. STEP participants were very active and it was much easier job with a lot of good ideas from the Network. I prepared version of New ONLINE system, which was present during ISM workshops. Reactions were positive. I

finished very detailed STEP front page in new ONLINE system in May 2008 and I started to work on STEP back page immediately. I'm very happy, we could present draft version of STEP back page and ready STEP front page to new International board 2008/2009 during transition.

Administration

During ISM in Vilnius STEP officers decided, those STEP forms, which were used from 2006, have to be change. After good inputs from the Network and research of new necessary objectives of STEP forms I made new version: STEP forms 2008, which were immediately present to a whole Network. New STEP forms reflect needs of using Back-up Solution and especially new STEP Newsletter, which promptly became one of the most important marketing materials. After ICM Lisbon I helped Delia with evaluation, graphs and statistic of STEP part of 4th State of the Network Report after ICM in Lisbon.

Communication

Improving communication was one of my most important personal goals as Director for STEP. With using Back-Up Solution 2 is communication so necessary has been never before. I updated STEP contact list and I continued with updating to each international event. I explained to National and Local STEP officers how communication is important and we added a lot of new contacts to STEP mailing list. I prepared new list of STEP officer 2008/2009, which includes every single STEP officer from our Network with his/her contact details. After four MSN meeting and STEP groups on Facebook I can say, that communication between STEP officers is as good as was never before!

Marketing Materials

With attitude and help of president ELSA International Matthias Stauffacher, we started to perceive STEP in different way: great opportunity not just for students, but for employers as well. STEP as INVESTMENT needed new and many marketing materials. One of my main tasks for last months of my term was to establish new STEP design. I prepared new STEP Newsletter in new corporate identity with very professional look. With STEP promotion /STEP as nutshell in PowerPoint program/ are perfect illustration of ELSA for potential employers and sponsors. STEP brochures for students and employers are great conclusion of totally new „robe“ of STEP. New professional designed STEP has gigantic place in Student and Job Hunting, but even in fundraising area. I would like to thank Delia Orabona for many inputs and enthusiasm, Lavinia Micallef for supervising and especially president of ELSA Czech Republic Martin ěiěka for huge help.

Others

I would like to express my positive feeling and thank the International Board 2007/2008 and especially Delia Orabona for helpful, kindness and wonderful time we spent together. I am very proud to work with each and every one of the people in this year's International Team. It has been a great experience to work with all of you guys, thank you so much for your guidelines, help and support through every step this year. I will never forget your advices and help, you show me, how strong team we are and you enriched my life a lot. To apply as Director was one of the best decisions of my life and this was one of my best years I ever had!

INTERNATIONAL BOARD 2008/2009**Morten Rydningen, Vice President Academic Activities****Transition – One Year Operational Plan**

On the 30th of June 2008 I arrived at the ELSA House in Blvd. General Jacques 239, 1050 Brussels, Belgium. The transition period started 1st of July 2008. Before my arrival at the ELSA House I had already been in Geneva to observe the Final Oral Round of the 6th edition of our ELSA Moot Court Competition on WTO Law (EMC²).

The transition period contained lots of challenges, and the month flew quickly away. It was also the first period for seven people with different cultural backgrounds to be united as a team which will be working very close throughout the year. During the transition the International Board created the OYOP for our term in office. My predecessor, Ms. Astrid Skårdalsmo, did an excellent job during the transition of our area of Academic Activities. I would like to thank her for her great effort during the past year.

ELSA Moot Court Competition on WTO Law (EMC²)

A lot of my time has been devoted for the EMC² after our initial decision to suspend the project for this year due to the financial risk it would involve for ELSA International based on the difficult financial situation we currently are facing. At the time given we believed that the decision was for the good of the network, given that without ELSA International it will be hard to lead a united association in the right direction.

The EMC² project has been time consuming and has taken a lot of work to bring back on track with all parties involved. I am really happy to announce that we are still the leaders of the project, even though the 7th edition has a slightly different twist than before concerning the Final Oral Round being held in Taipei, Taiwan between 19th and 24th of May 2009. The negotiations have been long and hard and both sides have had to give and take, but ELSA members still have the benefits of lower team registration fees, as well as more teams going from each ELSA Regional Rounds to the Final Oral Round in Taipei.

International Academic Activities Meeting (IAAM)

I was in charge of the academic programme and leading the workshops during the 1st IAAM in Nepomuk, Czech Rep in September 2008. IAAM gathered 11 different nationalities and an attendance of around 30 people in workshop. I highly appreciate the devotion of the OC, ELSA Prague, for organising an excellent event.

Coaching System

As the International Board decided to have a coaching system where each board member receive a certain number of countries which they are responsible for close follow ups, I went to Lithuania for their Fresher's Camp in September. It was a very positive meeting with ELSA Lithuania, and they did a great job as hosts.

Representation on International and National events

I have also represented ELSA International on the International Marketing Working Meeting on Malta in August 2008, and the National Council Meeting in Oslo, Norway.

Administrative work

I have also contributed to the usual day-to-day work such as answering e-mails from the network and externals, board meetings, meetings with EMC2 coordinator and EMC² Academic Supervisors and also supported other areas whenever needed.

Other

I would also like to express my deepest appreciation to all of those who have contributed in the Academic Activities area, and by those holding the position of VP AA. I hope to see you all in the AA-workshop.

Kamil Szymanski, Vice President Seminars&Conferences**Transition**

I received very professional and complete transition from my predecessor Mr. Enis Mehmet Burdulu.. The structure of the transition and trainings which I received, gave me enough knowledge and confidence to start fulfilling my duties as a board member of ELSA International. I would like to assure, that during the transition we became a very strong team. This team is able to accomplish the task which is given to us by the Council, even though the poor financial situation of ELSA International.

Study Visit

In accordance with our Strategic Goals for 2013 I have been encouraging the increase of study visits within our network, both Institutional and International. I have also arranged for those delegations which wants to visit the ELSA House. To meet International Board and be able learn more about association.

International Delegations

So far I have sent a delegation to UNICITRAL working group I in Vienna, Austria.

External Relations

In order to develop the cooperation with externals, We have established meetings, where we have discussed the frames of cooperation. As an example; Council of Europe, Microsoft, INTA (International Trademark Association)

As a part of my duties I was also responsible for contacts with different International Students Associations. Therefore I established a contact with several student unions with international offices in the area of Brussels. Examples of such are BEST, AEGEE, JADE, EPSA and ESN. We organized and attend couple meeting with mentioned above, during which the possibilities and fields of cooperation were discussed.

International Focus Programme (IFP)

In order to fulfill the aims of the IFP the International Board has appointed Mr. Daniël Sterenborg as Director for IFP.

Other

I have devoted a lot of my team to communicate with my national and local S&C-officers. I am very grateful for all work which has been done by you in connection to the SSF's. I am looking forward to cooperate with all of you; thereby I welcome you all for fruitful workshops on the area of S&C.

Ivana Buric, Vice President Student Trainee Exchange Programme**Transition**

The month of July has been very intense: a very intensive transition, general and individual in STEP, very well prepared from the previous International Board. Quality of the transition is an essential part of becoming a STEP officer and an officer of ELSA in general. After that month, in which the previous IB members have passed us all the ELSA information we were ready to begin our work.

OYOP

During transition month we had a planing weekend together with our highly motivated and devoted trainer Karina Sultanova, after which we created our OYOP. Initially we had lots of ideas and individual plans for this year, but thanks to really productive trainings, in the end we managed to reach the common goals and draft our OYOP. Referring to our Strategic Goals 2013, in STEP area this year we will mainly focus on the following: finalizing the ELSA Online project, increasing the number on traineeships on the International level with STEP partnership proposals, as well as through the Network.

ELSA Online - project

According to our OYOP, since the begining of the term in office I tried to follow up on the work done by my predecessor. Also together with Secteraty General of ELSA International, Antti Husa, we were working on the IM and STEP backpage. As on this project we are cooperating with ELSA Germany, we had a meeting with previous and current National Board of ELSA Germany as well as Daniel Shreyer from Content 5 during transition. In August VP STEP, Secretary general and Treasurer of ELSA Germany came to meet us in the House where we agreed upon the common goals and follow up and we agreed to meet again in Heidelberg in September to finilize the project and present it during ICM in Nuremberg.

Job Hunting

From the very beginning of my term I worked on the pending traineeships. Since 1st of August we have received 7 new traineeships, one in Germany, 4 in Poland and one in Turkey. Great success was also the first traineeship in ELSA Slovenia. Afterwards I started contacting new possible employers on the International level. There is a growing necessity of improving the exchange programme in our Network. ELSA International is therefore creating the STEP Partnership proposal as one way of a long-term cooperation to the major international companies.

Communication

Communication on the STEP Mailing list is improving. Now we have 24 countries active on this list and in 30 countries we have an active National STEP officer.

Director for STEP transition and ICM preparations

Oana-Maria Pop from ELSA Romania, was apointed for the post of the Director for STEP 08/09 and during one week in Brussels, I was trying to pass on her all the neccesary information need to start her work. This year she will be mainly responsible for the matching process.

Others

I would like to thank the International Board 2007/2008 and especially my predecessor, Delia Orabona for teaching me all what I needed, to start successfully my term in office and for the great time we spent together!

Anna Ziemnicka, President

As President of ELSA International I have been in charge of the overall coordination of the work of ELSA International, execution of expansion, planning and direction of the work of the International Council Meetings and the International Board.

Transition

I received very professional and complete transition from my predecessor Mr. Matthias Stauffacher. The structure of the transition and trainings which I received, gave me enough knowledge and confidence to start fulfilling my duties as a board member of ELSA International. I would like to assure, that during the transition we became a very strong team. I believe my team is able to accomplish the task which is given to us by the Council, even though the poor financial situation of ELSA International.

Planning

As a part of our transition we received One Year Operational Plan (OYOP) – Training by Karina Sultanova from The International Trainers Pool. The training gave an excellent basis for a long session on OYOP during a weekend, where brainstorming and draft after draft were done before we ended up with our final version.

International Presidents Meeting in Brno, Czech Republic

The meeting started up just days after I had taken over the responsibilities in the office. It was a very fruitful meeting where thirteen countries were represented. The main topics of the meeting were connected with financial situation of the Network, EMC2, external relations, OYOP of ELSA International and Strategic Goals 2013. The OC of the IPM did an excellent job and the event was very successful. I am already looking forward to the next IPM in Istanbul, 4th -8th February 2009.

Board Management

As the leader of the International Board I have motivated and encouraged my team to do their outmost for the good of the Network. Trough the time we have spent in the ELSA House we have built a strong and solid team which was in accordance to our goal from the OYOP session during our transition. As it is not an ideal solution to live and work in the same house, there have been challenges, but I believe we all have benefited from the experiences and are stronger both as individuals and the team.

We are following the tradition of the previous boards and have weekly meetings every Monday. In this way we aim to be updated at all times in order to motivate and allocate the recourses to where it is needed.

External Relations

As fundraising is one of my responsibilities I have been working closely with strengthening the bands to our current Corporate Partners: C'M'S and Deloitte. Unfortunately my board started our term in office with the loss of both TransLegal and Microsoft. This naturally made our financial ability much worse than the approved budget from ICM Lisbon. We are constantly working on establishing the contacts with new potential sponsors and setting the appointments in London and Madrid, improving the cooperation with Council of Europe as well as other sponsors for ELSA International.

We also stay in contact with many student associations like AEGEE, BEST, EPSA, JADE in order to exchange the experiences. One of the main focuses right now is also the

coordination of the cooperation with ELS from ELSA side and staying in permanent contact with ELS members.

In order to improve my knowledge and the support I also keep the contact with some of the former IB members, who are providing my board a lot of valuable inputs, which are making our work more efficient.

Expansion

I have been working closely since the beginning of August with the Georgians in order to set up ELSA Georgia, but unfortunately the application form for the observership was not send on time.

In regards to United Kingdom (UK) there has been constant contact, but unfortunately UK are not going to run for observership this time, as they intended in Lisbon. But there is still huge nterest in ELSA in the UK and as UK students declare, they want to apply for the observership during ICM Budva, spring 2009.

Communication

I am constantly in contact with National Presidents and I aim to support the network as much as I can.

Other

I am proud to be the President of such an amazing and devoted team as the members of the International Board are. It is also a great honour to lead a network which I have been involved in for so many years on all levels. Working full time for ELSA give me lot of inspiration and it is constantly a learning process which I will benefit from. I am looking forward to take the association further and improve it in accordance to our vision. To summarize; Welcome to the BEE workshop!

Antti Husa, Secretary General**Transition and One Year Operational Plan**

I entered the ELSA-house at the end of June in order to start this adventure of my life. Before our transition started I got a kick-start for my office since I was participating and partially delivering workshops in the 1st Secretaries General International meeting organised in Munich, Germany.

Transition-time was truly full of challenges: adapting to live with 6 new people, adapting to the new assignment in ELSA International, adapting to the new city, and naturally drafting the upcoming ELSA-term with my fellow board members. We were lucky to receive exceptionally good OYOP-training that was delivered by ITP-trainer Karina Sultanova. During the transition

During my transition I also had a possibility to visit the upcoming ICM-hosts in Nuremberg with my predecessor Joao Thiago Rocha Ferreira in terms of pre-ICM visit. Organising Committee of ICM Nuremberg took good care of us and gave very impressive and professional image on their work. Therefore I feel very confident to say that we all have an amazing ICM ahead of us in Nuremberg.

Beginning of the term and ELSA Contact Database

First few weeks of my office were filled with different kinds of administrative tasks starting from archiving all the materials of ELSA International – both electronic and paper formats. Since there was an urgent need for major updates with contact details of the network, I initiated and overtook a massive contact information hunt throughout the network ending up having contacts to more than 150 local groups and 34 national groups.

New Online System

I also have a pleasant opportunity to be part in preparations of new Online-system of ELSA. I'm in response of members management and I'm privileged to co-operate with my fellow board member Ivana Buric and members of National board of ELSA Germany. Project is still far from over but at the moment I feel very confident on reaching the goals set for us in Strategic Goals of ELSA in order to get new Online-system running by the ICM Budva, spring 2009.

Coaching System and group visits

As the International Board decided to have a coaching system where each board member receive a certain number of countries which they are responsible for close follow ups, I had a possibility to visit ELSA Poland during their freshers' camp with my fellow board member Kamil Szymanski. During the same visit we managed also to visit local group of ELSA Lviv in Ukraine to give some presentations and trainings regarding ELSA and professional skills.

Both events very pleasant experiences and it makes me extremely glad to see such a good and motivated people working for our network as we saw in Poland and Ukraine.

ICM-preparations and final weeks before ICM Nuremberg

Last week of September was extremely busy for me since I was main responsible for compiling the ICM package. Package offered quite a few interesting challenges to all of my board members but at the end of the day I feel very happy to say that we did it, together, as a Team!

After ICM-preparations I will have some more time for my two directors, Katrien Willems and Wolfgang Fuschlberger, work with the ELSA-online project and co-operation drafting with our alumni association ELS. Finally, during the last week of October it's time to pack my bags and travel with the rest of my team to the upcoming ICM Nuremberg.

Final appreciation

I would like to thank all of those people in the network that have contributed the association with their precious work. Special thanks belong to my team in the ELSA-house, our directors, Brigitte Vanatova for helping me to survive in Statutes-jungle and finally to the SecGen-family throughout the Network. You know who you are, stay as good as you are guys!

Jean-Marc Lauwers, Director for Financial Management**Transition**

As every board, our ELSA adventure started with a transition in the ELSA House from 1st of July until 1st of August. Even though my personal predecessor and guide for this adventure arrived a bit late due to personal reasons, the previous board took very good care of me. All the necessary and some unnecessary information were transferred from the previous board towards our team. The transition was a very informative experience and I want to take this opportunity to thank Mr. Daniel Azzopardi and the whole board 2007-2008 for the great month. I appreciated the openness towards us about the good and the bad things they had experienced during their term in office. It is nothing more essential for ELSA than transfer of knowledge by transition in order to be efficient from day one in the office. I would also like to thank ITP-trainer Karina Sultanova for her great inputs during our One Year Operational Plan (OYOP).

General Financial Administration

The task of a treasurer is very diverse. You are not only in charge of the obvious tasks as financial control, stability and accounting, but you also need to take care of other tasks as logistics, alternative house hunt, fundraising through grants, risk analysis and management. It is also my task to promote and administrate the ELSA Development Fund (EDF).

Accounting / Budgeting

To assure the financial continuity of ELSA International I decided to use the same program as my predecessor, Microsoft Accounting 2008. I have been working together with Mr. Azzopardi to incorporate the comments from the auditing team of Deloitte. The International Board decides to propose a revision to the approved budget in Lisbon as one of the main sponsors, Translegal, ended their cooperation.

At the moment we have three current accounts (General Current, EMC² current and EDF current), two saving accounts (General Savings and EDF savings) and our Rental Deposit account.

New cooperations

Together with the President Ms. Anna Ziemnicka and VP AA Mr. Morten Rydningen I have been working on the new cooperation with the ACWH. The financial part of this contract as well as the legal impact has been worked on by Anna, Morten and me.

Together with our Secretary General Mr. Antti Husa and Anna I have been working on the possible cooperation with ELS. I have also been working on the upcoming synergies.

Grants

ELSA International is currently in the process of seeking institutional grants in order to help financing our main endeavours this year, most notably the new online system of ELSA. Our new cooperation with the Council of Europe (CoE) made the European Youth Foundation a new opportunity. We have registered five main projects for the project grants and we will apply for the Administrative grant as well.

We also plan to apply for the EAC grant, and the new approach will be presented in FM workshop during this International Council Meeting.

I have also spent numerous of hours in solving the claim from the EAC for the administrative grant of 2006. We have currently started the appeal procedure as there is a claim of 8000 Euros towards ELSA.

Other

To conclude, I would like to thank my fellow board members for appointing me as a director, and I hope all of you will support my candidacy as Treasurer of ELSA International. I would also like to thank all the national and local FM officers for their support so far, and I hope to continue the positive start by fully collaborate with all fellow treasurers. I hope for fruitful discussions during the FM-workshop in Nuremberg.

Torkil Norstrøm, Vice President Marketing**International Marketing Working Meeting**

The marketing meeting took place on Malta 24th – 31st August. The big issue raised was Corporate Identity. We also worked on getting familiar with the new templates and working with InDesign, Photoshop and Illustrator. I would like to thank ELSA Malta for hosting the event, and to the participants for their great contribution.

Synergy

The work on Synergy #44 started during transition and lasted until the beginning of October. Synergy #44 should by the time of ICM be printed and distributed to the national groups. Income from the advertisement sales ended on 21 480 Euros. Costs are at the time of writing not yet finalised. It will be updated in workshop.

Webpage

The frontpage has been updated with news. Also all the SC events that have been reported have been put to the event part of the page. In addition the information on the page that was plain wrong have been updated. In addition the security license for the https part of the page should be working again when ICM arrives. We have so far sold links for 8 7000 Euros. The work with the new webpage is still going on and we currently have a good cooperation with ELSA Germany.

Representation on International and National events

I represented ELSA International on the International AA Meeting in Prague in September. I have been to the NCM of ELSA Finland in Helsinki in October. Further on I have been to the National training weekend in October with ELSA Poland.

Administrative work

I have worked on deleting unnecessary files from the marketing part of ELSA Online and uploading the new templates to the archive. We have also finished a few new templates in the new corporate identity.

External Contacts

During my term I have had a lot of contacts with Council of Europe. I have been twice to Strasbourg to meet with them and the cooperation looks to become a fruitful one. Other than that I have had extensive contact with Content 5 regarding Synergy and corporate identity.

DIRECTORS OF ELSA INTERNATIONAL 2008/2009**Daniël Sterenborg, Director for International Focus Programme****Meetings**

- Transition Meeting, Brussels, Belgium
- Cooperation meeting International Trademark Association (INTA), Brussels, Belgium
- STEP Workshop preparations with Director STEP, Oana Maria Pop, Brussels, Belgium
- planned: AA and S&C Workshop preparations, Brussels, Belgium
- planned: ICM, Nuremberg, Germany

Goals:**1. Promotion & Exposure**

- Exposure: IFP and its results shall be known
- IFP Update about related, interesting, strange or mind-boggling themes/press releases and network info
- Upon request individual draft programmes including suggestions for IFP related Events
- Create a marketing strategy on how to implement the IFP

2. Final IFP Result - The Conference

- Support the Conference organisers with a draft programme, a list of possible speakers and potential sponsors

Final IFP Result - The Publication

- Create an Online Publication
- List of all IFP related events will be published
- Contributors will be organisers, academics, blog writers, important personalities
- The result of the ELSA Copyright survey will be presented and analysed
- From big IFP related events articles with content shall be gathered
- The winning essays from the essay competition

3. The Essay Competition

- Finalize the current Essay Competition
- Launch a new international Essay Competition together with a marketing strategy

4. IFP Continuation

- Prepare the network for the selection of a 'hot legal topic' before the ICM Nürnberg
- Prepare the IFP Handbook for implementation by the local groups.

The main focus of ELSA International is to get in contact with the local groups and to give the national groups the opportunity to communicate to the local groups what is happening in the entire network. Whether this is through a draft communication guideline, a marketing strategy for an international essay competition or event with new discussions and publications in the area of Intellectual Property.

PROPOSALS

ELSA INTERNATIONAL

Proposal on affirmation of Decisions made in ICM Lisbon

Article 5.3 of the Standing orders of ELSA International states the following:

“The Secretary General of the International Board shall send to all those referred to in Article 9.2 of the Statutes the agenda of the Council Meeting, information about organisations applying for Observership or Membership, all proposals and the activity reports of all International Board members at least 28 days before the opening of the Council Meeting.”

LIII ICM Lisbon was opened by President of ELSA International Matthias Stauffacher on 30th of March 2008. ICM package for the aforementioned Council Meeting was submitted by International Board 2007/2008 on Sunday 2nd of March 2008. According to Dutch law, which is the applied legal system since ELSA is registered in The Netherlands, counting of due date starts from the first day before due day. In this particular case it means, that since package was sent on 2nd of March and the opening date of LIII Council Meeting of ELSA was 30th of March, there is only 27 days in between these two dates.

You may find an official confirmation from both Mrs. LL.M. Brigitte Vanatova and notary of Loyens & Loeff N.V. annexed to these working materials as an annex 1.

As a result of this fact all the decisions from ICM Lisbon are invalid. This means that **all desicions** during the ICM are not definite. In other words the acts are destructible according to the Dutch law (article 2:15 Dutch Civil Code) and therefore not definite.

Since none of the decisions from ICM Lisbon is definite, the Council of LIV International Council Meeting of ELSA needs to affirm all the decisions from the ICM Lisbon in order to make them definite. Therefore ELSA International proposes Council to vote upon affirmation of ALL the decisions that were approved in ICM Lisbon.

ELSA International proposes the Council to affirm the following decisions:

1. Decisions to amend Statutes of ELSA International

Statutes Members and Observers

Article 5 – Members

Membership of ELSA is open to Observers of ELSA that have proved to support and work for the aims and activities of ELSA providing the following conditions are met:

- (i) the Observer can apply for membership no earlier than at the ~~end of the fourth~~ second Council Meeting immediately following the Council Meeting where the status of Observership was attained; and
- (ii) a written application for membership is submitted to the International Board in which the observer states the methods and means by which it has been supporting the aims and activities of ELSA thus far; and
- (iii) the Observer submits its statutes and standing orders to the International Board and these statutes and standing orders are compatible with those of ELSA; and
- (iv) the application for membership is approved by Council with a two thirds majority.

Article 5a) - Demotion

Membership can be demoted to Observership with an absolute majority vote by the Council if that Member has either:

- (i) not paid any fees or amounts due to ELSA for two consecutive Council Meetings; or
- (ii) ceased to support the aims and core activities of ELSA.

Article 6 – Termination

Membership or Observership immediately ends if:

- (i) an Observer did not apply for membership or was rejected as member for 4 consecutive Council Meetings following the Council Meeting where the observer can apply for membership;
- (ii) a Member or Observer notifies the International Board in writing that it wishes to terminate its Membership or Observership;
- (iii) a Member or Observer is expelled in accordance with Article 7 of these Statutes.

Article 7 – Expulsion

A Member or Observer can be expelled from ELSA on a two-thirds majority vote by the Council if that Member or Observer has either:

- (i) violated these Statutes, the Standing Orders, decisions taken by Council or the interests of ELSA; or
- (ii) not paid any fees or amounts due to ELSA for ~~two~~ four consecutive Council Meetings; or
- (iii) caused considerable harm to ELSA, any of its Members or Observers or anyone within their responsibility; or
- (iv) ceased to support the aims and activities of ELSA or to otherwise satisfy the requirements of Article 4 and 5 above; or
- (v) ceased to take appropriate measures in case anyone within the Member's or Observer's responsibility violates point i, iii, and iv above
- (vi) ~~ceased to support the aims and activities of ELSA or to otherwise satisfy the requirements of Article 4 and 5 above; or~~
- (vii) ceased to take appropriate measures in case anyone within the Member's or Observer's responsibility violates point i, iii, and iv above.

Voting result for these Statutes amendments was following:

74 votes in favour

6 against and

1 abstention

Statutes

Members and Observers

Article 5 – Members

5.1 Membership of ELSA is open to Observers of ELSA that have proved to support and work for the aims and activities of ELSA providing the following conditions are met:

- (i) the Observer can apply for membership no earlier than at the end of the fourth Council Meeting immediately following the Council Meeting where the status of Observership was attained; and
- (ii) a written application for membership is submitted to the International Board in which the observer states the methods and means by which it has been supporting the aims and activities of ELSA thus far; and

(iii) the Observer submits its statutes and standing orders to the International Board and these statutes and standing orders are compatible with those of ELSA; and

(iv) the application for membership is approved by Council with a two thirds majority.

5.2 In accordance with Article 2.2 of the Standing Orders, a Direct Membership application can be putted to vote to the Council by an active Local Group or a group of active Local Groups that wishes to apply as a National Group when its geographic location is no longer considered part of a State that was previously considered as such.

The applicant shall follow the procedures stated on Article 5.1 (ii), (iii) and (iv) of the Statutes.

Voting result for these Statutes amendments was following:

74 votes in favour

6 against and

1 abstention

2. Decisions to amend Standing Orders of ELSA International

Standing Orders

Article 3 – Demotion, Termination & Expulsion

3.1 A termination as referred to in Article 6 (ii) of the Statutes shall be effective when the International Board receives either:

- a) a written notification, signed by all elected board members, of the decision stating the intention of termination taken in accordance with the member's or observer's Statutes and the Domestic Law of the country in which the group is based; or
- b) a notification of the member's or observer's dissolution, as decided by the National Council of the member or observer in accordance with its Statutes and the domestic law of the country in which the group is based; or
- c) a notification of the member or observer's dissolution, as decided by a supreme domestic decision-making instance whereby the dissolution takes effect according to domestic law.

- 3.2 In order for a demotion or expulsion to be valid in accordance with Article 5a) and Article 7 of the Statutes, the Member or Observer must be given adequate opportunity to explain its acts and to reply to any allegation made against it.

The International Board must prove to Council that the respective letter of invitation according to the Article 9.2 of the Statutes was sent to the Member or Observer, thereby giving it adequate opportunity.

Voting result for these Standing Orders amendments was following:

74 votes in favour

6 against and

1 abstention

Standing Orders

Members and Observers

Article 2 – Application for Membership, Direct Membership or Observership

2.1 Any application for Membership, Direct Membership or Observership as referred to in Articles 4 and 5 of the Statutes must be submitted to the International Board at least 35 days prior to opening of a Council Meeting.

An application for Observership must include the documents referred to in Article 4 of the Statutes.

The written application referred in paragraph ii of Article 4 of the Statutes must include:

i) a declaration by means of which the applicant group expresses its commitment to the aims and activities of ELSA and its will to become an Observer;

ii) a report stating by whom the state of the organisation that is applying for Observership is recognised.

An application for Membership must include the documents referred to in Article 5 of the Statutes.

An application for Direct Membership must include the documents referred to in Article 5 (ii), (iii) and (iv) of the Statutes.

The written application referred in paragraph ii of Article 5 of the Statutes must include:

- i) a declaration in which the applicant group expresses its commitment to the aims and activities of ELSA and its will to become a Member;
- ii) a report stating the applicant group's activities during its period as an Observer or its period as a Local Group/group of Local Groups;
- iii) a report on the organisational structure of the Observer or Local Group/group of Local Groups that is applying for Membership, including guarantees for continuity ;
- iv) a report stating by whom the state of the organisation that is applying for Membership is recognised.

2.2 Observership, Direct Membership or Membership is open to organisations established in a state that is recognised as such by a formal act of a United Nations Body and under the same name.

2.3 The International Board shall recommend to the Council whether to accept or decline an application for Observership, Direct Membership or Membership. The International Board shall consider the organisation's statutes compliance with the statutes and standing orders of ELSA and shall present a report regarding this to the Council.

Voting result for these Standing Orders amendments was following:

74 votes in favour
6 against and
1 abstention

3. Decisions to amend Council Meeting Decision Book

Legal Writing

To foster the enthusiasm of legal writing among law students and young lawyers ELSA is publishing a law review and is promoting and engaged in the organisation of essay competitions.

Prague ,25th March -1st April 2007

AA 04/07 I

SPEL

In force

ELSA

1. ELSA Selected Papers on European Law (ELSA SPEL)

1.1 ELSA SPEL is the law review of ELSA International and is published ~~twice a year~~ ~~as a web journal~~ on the website of ELSA International.

1.2 ELSA SPEL contains contributions of students, academics and professionals.

1.3 Contents and Requirements

Essays, papers, dissertations and other legal papers in the field of Public and Private European Law are eligible for publication in ELSA SPEL. Contributions concerning the implementation of European Law in a national legal order are also welcome.

Articles already published or being submitted for publication elsewhere will not be considered for publication in ELSA SPEL.

Materials submitted for publication in ELSA SPEL must be in English.

1.4 The members of the Editorial Board shall revise the articles according to the Guidelines for Authors of ELSA SPEL to ensure a high quality standard.

1.5 The Editorial Board shall raise the reputation of the publication.

Responsibilities in ELSA SPEL**Responsibilities of the Local Groups**

- Raise awareness of ELSA SPEL as well as of the possibility for law students, academics and professionals to publish in ELSA SPEL
- Provide potential authors with the Guidelines for Authors and promotional material

Responsibilities of the National Groups

- Raise awareness of ELSA SPEL as well as of the possibility for law students, academics and professionals to publish in ELSA SPEL
- Provide the local groups with the Guidelines for Authors and promotional material

Responsibilities of ELSA International

- Promote ELSA SPEL in the legal society as a high quality legal web journal
- Provide the national and local groups with the Guidelines for Authors and promotional material and make them accessible through the ELSA ONLINE Archive
- Appoint a managing editor for the Editorial Board
- In cooperation with the managing editor appoint an Editorial Board with no more than six (6) members in total
- Collect the contributions and hand them over to the managing editor for revision
- Publish ELSA SPEL on the website of ELSA International

Voting result for this Council Meeting Decision Book Amendment was following:

81 votes in favour

0 against and

0 abstention

S&C Policies

8.2 Before the institutional study visit the organising group shall inform ELSA International and follow the procedure ~~of article 4.5~~ of the Institutional Relations Regulations under Decisions relating to BEE.

S&C Policies

7.2 International study visits aim at mutual understanding and sharing cultural experience and ~~might~~ are combined with an academic programme providing exchange of legal knowledge.

S&C Policies

~~1.2 S&C events are international when aimed at participants from more than one country or held in English in countries where English is not an official Language.~~

1.2 S&C events are international when attended by participants studying in different countries.

S&C events are national when attended by participants studying in two or more cities from the same country.

S&C events are local when attended by participants studying in the same city, unless there is only one Law Faculty in the respective country, in which case the event shall be considered as national.

Voting result for this Council Meeting Decision Book Amendment was following:

81 votes in favour

0 against and

0 abstention

Quality in STEP

Introduction

Following ELSA's philosophy statement ~~#~~ STEP will provide opportunities for law students and young lawyers from all over the world to learn about other cultures and legal systems and to encourage them to act for the good of society.

~~As every other development, STEP needs a profound fundament to be built on; otherwise its development might stop or take an unforeseen and unwanted direction. By introducing these STEP Policies as basis for the realisation of our common vision, to create a just world in which there is respect for human dignity and cultural diversity, we give a guarantee to everybody who is connected to this programme: our ELSA members, officers, and our partners and ourselves.~~

~~Taking these STEP Policies are convinced to build as a first step towards an effective Student Trainee Exchange Programme in every ELSA country, we must never forget to see its main strength. To implement and follow a uniform system of rules and procedures with the necessity of evaluation and correction in order to protect the integrity and to ensure the quality of the programme and to ensure the quality of our traineeship exchange performed by the members of our association.~~

Following its purpose, STEP assists law students and young lawyers to be internationally minded and professionally skilled. ~~If this exchange is not properly facilitated, it could lead to a negative experience for the individual, company, or organisation participating in the exchange.~~

This document collects and analyses the status quo and presents a comprehensive system to ensure the further development of STEP ~~and to present it to the world and our members as what it is already: the most successful traineeship exchange programme for law students and young lawyers in the world.~~

It is responsibility of ~~will now be up to~~ the local group and the national group ~~members officers to take the responsibility to implement these policies and manage maintain the quality experiences standards for the students and employers, companies, and organisations participating involved in STEP. The policies, quality standards and step~~

~~STEP discussion~~ Mailing list have been developed and designed to enable local group and national group ~~members~~ officers to take this responsibility and to share ideas to enhance the quality of STEP across the ELSA ~~world-network~~

STEP Policies & Quality Standards

The STEP Policies & Quality Standards ~~will be used~~ are convinced to facilitate the operations of the Student Trainee Exchange Programme and to ~~guide~~ assure the ~~management~~ maintenance and the implementation of quality exchange on a local, national and international level. All local groups and national groups facilitating traineeship exchanges must abide by the STEP Policies & Quality Standards. The policies and standards ~~are~~ constitute the ~~basis~~ general regulations for ~~traineeship exchange in ELSA STEP~~. National groups may develop additional policies and standards to the ones stated below to meet the specific needs of their country.

STEP ~~Discussion~~ Mailing List

The STEP ~~discussion~~ mailing list has been ~~set up~~ established to enable members of the association to gain clarity on the STEP Policies and Quality Standards, discuss and resolve quality issues amongst themselves and gather input to improve the current quality system. All quality issues related to STEP should be reported to this discussion list. This list consists of the VP STEP of National Boards and Local Groups.

ELSA International

Breaches of the STEP Policies that cannot be solved on a local or national level or through the STEP ~~discussion~~ Mailing list, will be reviewed by ELSA International.

STEP Policies

1. General

(...)

All Traineeship forms shall include the description of the traineeship, administrative information, preparation and reception activities, legal studies required, language skills, country preference.

2. ELSA ONLINE STEP Policies

- ~~2.1. Every traineeship exchange facilitated by ELSA shall be registered and updated in ELSA ONLINE. This means that every STEP Application and every Traineeship shall be registered in ELSA ONLINE.~~
- 2.1. Every traineeship shall be registered in the Traineeship Form and submitted to ELSA International.
- ~~2.2. The traineeship data is entered by National and Local ELSA groups and administrated by ELSA International.~~
- 2.2. Every STEP Application Form shall be submitted by the National or Local Group and administrated by ELSA International.
- 2.3. The traineeship data is entered shall be submitted either by the applicant or the national or local ELSA group and administrated by ELSA International.

The Local Groups shall only approve STEP Applications and Traineeship forms that have met the minimum criteria set by the STEP Policies. This approval or rejection shall be done within two weeks ~~after~~ from the date of submission of the STEP Application Form and the Traineeship forms ~~has have been entered submitted has been entered~~

- ~~2.4. Traineeships shall be considered realised once the status of both the STEP Application and the Traineeship description has been changed to "Realised" in ELSA ONLINE. This can only occur upon the arrival of the trainee in the host country to start his/her traineeship.~~

3. Application Policies

(...)

- ~~3.34 All~~ Every applicants for a STEP traineeship shall is required to possess the necessary documentation for proof of to prove the academic qualifications and indicated language levels skills filled required in the STEP Application. to prove the qualifications of the applicant to The local VP STEP is responsible for accepting the application
- ~~3.1 All Traineeship forms shall be properly completed. The traineeship description section must include at least the following information: objectives, reason for taking the trainee, job description, working conditions.~~
- 3.2 Applicants shall not provide false or inaccurate information relating to work experience, legal studies, or language skills. If an applicant has falsified any information the local group shall retain his/her deposit and cancel his/her STEP Application.

4. Matching Policies

- 4.1 A local group shall not change the matching result for a STEP Application for any ~~purpose~~ reason whatsoever.
- 4.2 The applicant shall not contact the ~~company/organization~~ employer before being selected.
- (...)
- 4.4 If either the applicant or ~~company~~ employer rejects or cancels a traineeship without a valid reason, their participation to the programme shall be considered as ~~the form of the party in question will be automatically put to~~ "Rejected" or "Cancelled". Each national group shall define what constitutes a "valid reason" within their own discretion, and to decide, according to their internal penalty system, which applicants or employers shall no longer be eligible to participate in STEP. ~~is responsible for providing the definition of a valid reason and deciding which applicants or company/organisation should no longer participate by implementing its penalty system.~~
- 4.5 In the ~~case~~ event that matching policies are breached, the responsible local group ~~will~~ shall deny the applicant or ~~company/organisation~~ employer that violated the policy access to STEP in the respective cycle.

5. Preparation Policies

- 5.1 The hosting group shall ensure that an official Company Acceptance Form is signed by the ~~company/organisation~~ employer and sent to the sending group.
- (...)
- 5.5 Every trainee ~~shall~~ is responsible to have valid insurance for accident, medical, ~~liability~~ and travel risk. All costs ~~resulting from~~ incurred by the trainee for not possessing the abovementioned insurance, shall be ~~incurred~~ borne by the trainee.

6. Traineeship Policies

- 6.1 The hosting local groups ~~shall be~~ are responsible ~~for ensuring this will occur to~~ ensure that every traineeship shall be is paid in order to provide the trainee with a sufficient salary or stipend (as defined in the reception section of the Quality Standards) ~~for the duration of his/her traineeship~~
- 6.2 The hosting local groups shall ensure that the ~~TSF~~ Traineeship Form given by a ~~company/organisation~~ employer adequately represents the responsibilities of the trainee.

- 6.3 The ~~company/organization~~ employer hosting a trainee shall provide a positive and secure working environment for the trainee. Any violation of labour ~~standards~~ regulations shall be treated according to the laws of the host country.

(...)

10. Exchange Process

(...)

- 10.2. The hosting group shall provide ~~companies/organisations~~ employer that are taking ELSA trainees with adequate preparation. Adequate preparation is defined in the servicing section of the Quality Standards of these STEP policies.

(...)

- 10.8. The hosting group shall periodically evaluate the traineeship with the trainee and the ~~company/organisation~~ employer.

11. Special Exceptional Cases

- 11.1 ~~No applicant for a STEP traineeship shall provide false or inaccurate information relating to work experience, legal studies, or language skills. If an applicant has falsified any information the local group shall keep his/her deposit and put the status of his/her STEP Application to "Cancelled".~~

- 11.2 The hosting groups should try to find another traineeship of the same type for the applicant in the case that the original traineeship is cancelled after the student's acceptance. This policy does not apply if the selected applicant ~~offered~~ does not have the qualifications ~~indicated~~ required by the ~~company/organization~~ employer. If the hosting group cannot replace the traineeship, the ~~company/organization~~ employer shall compensate the applicant for all travel costs.

- 11.3 Local groups shall not ~~raise~~ hunt or offer traineeships ~~with companies/organizations from employers situated~~ emanating in from another country without the consent of ~~that party~~ the National Group situated in that country.

Quality Standards

12. General

The aim of a traineeship is not:

- To provide an opportunity for the purpose of earning money

- ~~A holiday~~
- Intended to be a permanent career placement or recruitment opportunity in another country. If the ~~company/organisation~~ employer decides to extend the traineeship to a permanent basis, ELSA will have no role in facilitating this.
- A ~~Vehicle~~ means for any person to permanently leave their country and territory. ELSA does not encourage the extension of traineeships beyond agreed limits.

Preparation

All applicants for a STEP traineeship shall have the following preparation before going abroad.

- Information about the host country and territory
- Knowledge of their role as representative of ELSA
- If the traineeship is on a specific ~~issue~~ topic, specific information shall be provided by the hosting local group to the trainee

Reception

Every Trainee hosted from a Local Group ~~that is coming to your country and territory for a traineeship~~ shall:

- Be involved in the activity of local group ~~and reception activities~~
- Receive a reception package/booklet - ~~Including~~ information about the company/organisation ~~they~~ he/she will be working with, general information about the country and ELSA contact information
- Be provided with housing and accommodation depending on his/her interest and economic ~~capability~~ capacity
- Have a salary ~~or allowance that will~~ which allows the trainee to live in the country and cover his/her basic expenses (i.e. accommodation, food, transportation, basic reception activities) or have fringe benefits from the employer ~~meals and accommodation for free~~ for the duration of the traineeship
- Be taken to their first day of work and discuss expectations of the trainee and ~~company/organisation~~ employer

Organisation Servicing

Every ~~company/organisation~~ employer that is providing a traineeship shall:

- Receive the STEP Applications ~~of the applicants~~
- ~~Have~~ Organize a meeting between the ELSA group and the ~~person in the company/organisation~~ employer ~~responsible for the trainee~~ before the start of the traineeship, to discuss all relevant matters
- Fill out the Organisation Evaluation Form ~~and have a meeting with the ELSA responsible to give feedback~~

Trainee Evaluation

Every trainee coming back from a traineeship shall:

- ~~Fill out the Trainee Evaluation Form and write a final report which would at least include the information indicated on the standard evaluation forms~~
- Submit the Trainee Evaluation Form and final report to the sending and hosting local groups

Implementation of the STEP Policies and Quality Standards

Introduction

~~To ensure that we are meeting the expectations of all participants in our exchanges, there is a need for a system that will monitor the quality of our exchange services.~~

~~The objectives of this system are:~~ The STEP Policies and Quality Standards should be implemented and referred when in doubt of how a case should be handled in order to:

1. ~~To~~ provide solutions for cases that reflect low quality exchange services occurring in LGs
2. ~~To~~ Prevent low quality cases from occurring in the future.

The STEP Policies, Quality Standards and the STEP discussion list, are all aimed at increasing the level of quality in our exchange operations globally.

The STEP ~~Discussion~~ Mailing List

~~The STEP Policies and Quality Standards should be implemented and referred when in doubt of how a case should be handled.~~ If there are no policies that relate to a specific situation that arises, there are two steps that can be followed:

- I. Refer your case for advice to the STEP ~~discussion~~ mailing list
- II. Try to reach a friendly agreement between the parties involved.

It is ONLY when the parties involved cannot reach a mutual agreement, that the case will be referred to ELSA International to propose a solution.

- I. Refer your case for advice to the STEP discussion list
~~This discussion list is a support mechanism that can be used to ensure that the minimum standards of activities are met, and to ensure that ELSA is capable of delivering quality learning experiences to our members.~~

Objectives:

- To provide a forum for Local Groups and National Boards to report and share their problems ~~in exchanges~~.
- To provide solutions and feedback to the problems that are shared on ~~this discussion~~ the list.

Mailing list functioning ~~How this works:~~

The STEP ~~discussion~~ Mailing list is open to all VP STEP of National Boards and Local Groups. The report format for e-mails sent to this list must include the following:

1. The ~~TSE~~ Traineeship Form and ~~SAF~~ the Student Application Form codes of the

- II. ~~Try to reach a friendly agreement between the parties involved.~~

~~Most complaints by our trainees about low quality services should be avoided by adhering to the STEP Policies. If low quality cases still arise, the optimal solution would be to reach a friendly agreement between the parties involved.~~

Responsibilities for Quality in STEP

1. Sending Local Group
2. Hosting Local Group
- ~~3. Company / Organisation~~ Employer
4. Applicant
5. National Board
6. ELSA International

Responsibilities of the sending Local Groups

- Assist the applicant in filling in the STEP Application form ~~in ELSA ONLINE~~
- Inform and advise the applicant about available traineeships. ~~other available opportunities and support the applicant in determining other options.~~
- Provide the applicant with all related ~~company/organization~~ employer information once he/she has been selected for the traineeship.

Responsibilities of the hosting Local Groups

- a) Assist the ~~company/organisation~~ employer in completing the Traineeship Form.

- b) Maintain continuous communication with the ~~company/organisation~~ employer to inform them about the status of their traineeship offer
 - c) Inform the ~~organisation~~ employer about the applications matched to its traineeship. Collect relevant information about the applicant and present it to the ~~company/organization~~ employer.
 - d) Provide all the necessary information to the selected trainee ~~incoming student~~ about visa, insurance, work permit, and all other legal requirements.
 - e) Provide adequate reception as ~~stated~~ laid out in the Quality Standards section ~~in these policies~~
 - f) Organise ~~or inform the trainee about events that in order to involve the trainee him/her in the local environment of the hosting country and local people in cultural learning.~~
- ~~Give the trainee advice and to give access to ELSA's network when organising cultural nights, sight seeing, trips or other social events.~~
~~Facilitate the first steps in community involvement and related activities.~~
- g) Give initial assistance ~~in establishing and orienting to~~ the trainee upon arrival for his/her traineeship (accommodation, bank account, first day at work, Local transportation, grocery shopping, etc.).
 - h) Provide assistance and support to the trainee when he/she has problems with the ~~company/organisation~~ employer or any other aspect of his/her traineeship.
 - i) Give the trainee a Trainee Evaluation Form and ask him/her to fill it in and ~~give send it back~~ to the sending group.
 - j) ~~Give~~ Provide the trainee with a STEP certificate ~~to the trainee~~

Responsibilities of the ~~company/organisation~~ employer

- a) Provide ~~a traineeship work experience~~ between 2 and 78 weeks.
- c) Provide an experience during the traineeship that ~~allows~~ contribute to the legal education of the trainee. ~~to enhance their academic learning.~~
- d) Provide adequate working conditions, salary, ~~orientation~~, guidance, training, etc. for the trainee to achieve the objectives agreed upon.
- e) Ensure the trainee performs the job ~~stated~~ described on in the Traineeship Form unless otherwise agreed upon.
- f) Give the trainee feedback on his/her performance during and after the traineeship ~~to enable the student to learn and improve through the experience.~~
- g) Write an endorsement letter or letter of recommendation in case they are ~~convinced that~~ satisfied with the co-operation with ELSA ~~has been beneficial.~~

Responsibilities of the Applicant

- ~~• Complete and enter the STEP Application in ELSA ONLINE. Fill in the STEP Application Form.~~
- Have written proof of the academic ~~background~~ curriculum, working experiences and language level(s) specified ~~on in~~ the application form.
- Maintain the communication with the local groups throughout the traineeship.

- Inform the local group if he/she becomes unavailable for a traineeship, ~~or if he/she is looking into other opportunities.~~
- ~~Leave contact information with the local groups so that an ELSA representative can notify him whether he/she has been selected.~~
- Ensure that he/she is acquiring adequate insurance, medical certifications, working & residence permits, and flight arrangements for the traineeship. The applicant should incur all relative expenses.
- ~~Have enough money to cover his/her living expenses for the first few weeks of the traineeship.~~
- ~~Ensure that he/she has a return ticket to his/her home.~~
- ~~Prepare to give presentations about his/her country and culture to company/organisation employees, ELSA members, and other audiences.~~
- ~~Take an active and independent role in getting involved in the community and in other activities outside the traineeship.~~
- Give input to the hosting local group about future traineeship opportunities with the company/organisation employer he/she is working for to provide similar opportunities to other students in the future.
- ~~Give ELSA feedback about the traineeship experience and how such exchanges could be improved in the future by filling in the Trainee Evaluation Form.~~

5. Responsibilities of the National Group

- Ensure that all local groups are running working in STEP.
- Ensure LGs make correct use of the STEP discussion Mailing list.
- Ensuring that all the local groups are submitting the completed Trainee Evaluation Forms and the Company Evaluation Forms within 2 weeks after completion of the traineeship and send them to ELSA International.
- ~~Takes concrete actions when a problem has come up and solve it as soon as possible.~~

6. 18. Responsibilities of ELSA International

- ~~Ensure that the necessary systems to run exchange are in place (ELSA ONLINE).~~
- Match the applications to the requirements of the employer
- Provide support in managing ELSA ONLINE submitting STEP Application.
- Send the matched applications to the Local or National Group.
- Ensure that the STEP policies ~~and the STEP discussion list are working properly are observed.~~
- Coordinate the work of the National Groups ~~Work with the national groups in suggesting solutions for the problems and issues that arise. Suggest any improvements to the STEP Policies and items to be legislated internationally.~~
- Issue Ensure a STEP Certificate to be given to all trainees participating in STEP
- ~~Issue a thank you brochure to be given~~ Ensure that a STEP certificate is issued to all employers participating in STEP

- Evaluating all the information received ~~on the international level~~ and establishing a development plan for the following year in order to improve STEP.

Voting result for this Council Meeting Decision Book Amendment was following:

81 votes in favour

0 against and

0 abstention

STEP Policies

8. National traineeships

8.1. National Traineeships shall not be ~~actively hunted~~ part of the Student Trainee Exchange Programme

8.2. National Traineeships ~~shall only be offered if all LGs offer at least one STEP traineeship, calculating on average. The total number of national traineeships allowed shall follow the ratio of one national traineeship per 4 STEP traineeships in the national group.~~ offered by National or Local Groups of ELSA towards its own members shall not be accepted.

8.3. ~~This policy shall be reviewed at every autumn Council Meeting in order to evaluate its impact on STEP.~~

Voting result for this Council Meeting Decision Book Amendment was following:

48 votes in favour

15 against and

18 abstention

Strategic Goals for 2013

Vision

A just world in which there is respect for human dignity and cultural diversity.

Purpose

To contribute to legal education, to foster mutual understanding and to promote social responsibility of law students and young lawyers.

Means

To provide opportunities for law students and young lawyers to learn about other cultures and legal systems in a spirit of critical dialogue and scientific co-operation.

To assist law students and young lawyers to be internationally minded and professionally skilled.

To encourage law students and young lawyers to act for the good of society.

With following three core activities we aim to focus on our Vision, Purpose and

Means

1. STEP

1.1 STEP is an International Programme

1.2 Online system

1.2.1 The online system will be working and running at latest SPRING ICM 2009

1.2.2 All traineeships registered in the online system

1.2.3 All STEP applications registered in the online system

1.2.4 Accessible for every STEP officers according to their tasks/role

1.3 Matching process regulated by the online system, under administration of the STEP officer

- 1.4 The number of traineeship increase with at least one traineeship in average on a national level per each local group.
- 1.5 Every STEP traineeship shall be evaluated by the trainee and the employer.
- 1.6 Majority of employers shall be repeat employers → long-term cooperation

2. Study Visits

- 2.1. International Study Visit; each Local Group visits and hosts a Local Group per year with a minimum of 10 participants
- 2.2. Each National Group makes an international Institutional Study Visit per year with a minimum of 10 participants.
- 2.2. International Study Visits are combined with an academic programme preferably including of IFP or Human Rights topics.
- 2.4 There shall be an efficient online system working at latest SPRING ICM 2009.
 - 2.4.1 The system will contain an evaluation system
 - 2.4.2 The system will contain information about the groups who want to go on or host a study visit.

3. Legal Education

- 3.1. Each Local Group shall organize at least one international event per year in addition to study visits.
- 3.2. At least one IFP event per country per year should be organised.

Voting result for this Council Meeting Decision Book Amendment was following:

78 votes in favour

0 against and

3 abstentions

External Relations

4. Approaching International Institutions

(...)

4.5 Upon request ELSA International shall assist the ELSA Group concerning its approach to the international institutions by providing information"

External Relations

5. Participation in Events promoted by International Institutions

5.3 ELSA International shall prepare a Call for Applicants including a detailed plan on the involvement in question. This plan shall state the basis of activities, the objectives and means. If ELSA International decides to limit the number of participants, the plan shall include the guidelines for the selection of participants and the number of participants in the delegation. The plan should be made available in due time before the start of the selection of participants. The call for applications shall be actively promoted in National Groups by the National Board.

5.4 All applicants shall provide ELSA International with the necessary documentation, as specified in the guidelines for the selection, to prove their academic qualification and ELSA background as stated in the application.

5.5 ELSA International shall collect the completed applications and send them to the competent institution mentioned in the event application.

5.6 In case of a limited number of representatives for the event ELSA International shall make the selection of the representatives according to the issued guidelines for the selection of participants.

5.7 The delegation shall prepare a comprehensive report on the objectives achieved and the means used, including the activities of every member of the delegation and submit it within four weeks after the end of the event to ELSA International. The report should state the particular positions taken and the contacts made with other institutions.

Voting result for this Council Meeting Decision Book Amendment was following:

81 votes in favour

0 against and

0 abstentions

Internal Management Council Meetings

4. Preparation

Each national group shall prepare the following package of documents to bring to the International Council Meetings:

- ~~The State of the Network Inquiry of the national group~~

LIV ICM Nuremberg, Germany
26th October – 2nd November 2008

- The in force Statutes and Standing Orders of ELSA International;
- The updated International Council Meeting Decision Book;
- The International Council Meeting Working Materials;
- The State of the Network Report from the immediate previous International Council Meeting;
- List of up-coming events of the national group;
- Address list updates for the national and local boards.

(...)

Responsibilities for Quality Management

2. Responsibilities of the National Board

- ...
- Ensure that the State of the Network Inquiry for their National Group is submitted to ELSA International on the first day of each Council Meeting through e-mail seven days before the beginning of each Council Meeting the at the latest. Should the Quorum of the Plenary of the International Council Meeting be at risk, it is at the discretion of the Secretary General of ELSA International to accept the State of the Network Inquiry of a National Group until the beginning of the Opening Plenary

Voting result for this Council Meeting Decision Book Amendment was following:

81 votes in favour

0 against and

0 abstentions

Event Fees

1. Maximum Participation Fee for Statutory Meetings and International Internal Meetings

~~The maximum participation fee for International Statutory Meetings shall be based on the following:~~

- ~~The maximum Statutory Meetings participation fee shall be calculated and charged per night.~~
- ~~The Maximum Statutory Meetings participation fee for non-favoured countries is 26 Euro.~~

- ~~The maximum Statutory Meetings participation fee for countries in the list of favoured countries is 22 Euro.~~

The maximum participation fee for both International Statutory Meetings and International Internal Meetings shall be charged as provided in Annexes I and II to the FM part of the Decision Book. The maximum participation fees for favoured and non-favoured countries shall be calculated and charged per person per night.

~~The maximum participation fee for the International Internal Meeting shall be equal to the maximum participation fee for Statutory Meetings, as fixed both for Favoured and Non Favoured Countries.~~

The participation fee shall include:

- the academic programme;
- accommodation;
- meals;
- administration costs.

If any additional charges ~~must be~~ are imposed, ~~it they must~~ shall be disclosed to the Network together with the application forms for the meeting.

2. S&C Maximum Participation Fee for S&C Events

~~The maximum participation fee for participants from non-favoured countries ELSA members at S&C events shall be equal to the maximum participation fee for non-favoured countries for Statutory Meetings.~~

~~The maximum participation fee for participants from favoured countries at S&C events shall be equal to the maximum participation fee for favoured countries for Statutory Meetings.~~

The maximum participation fee for participants of S&C events shall be charged as provided in Annexes I and II to the FM part of the Decision Book. The maximum participation fees for favoured and non-favoured countries shall be calculated and charged per person per night.

This participation fee shall include:

- the academic and social programme
- the social programme
- accommodation;
- meals;
- administration costs.

~~It is recommended but remains at the discretion of the organising group to charge different prices for the following groups:~~

- ~~a. Non members~~
- ~~b. Non students~~

Notwithstanding Annexes I and II to the FM part of the Decision Book, non-members and non-students may be charged different participation fees by the organising group of the event.

~~This fee does not apply to study visits.~~

For the purposes of this article, S&C events shall not include study visits.

3. ELSA Moot Court Competition on WTO Law Maximum Participation Fee

The maximum participation fee for participants of the ELSA Moot Court Competition on WTO Law shall not exceed 100 EURO EUR 100,00, calculated and charged per person per day. ~~and leave an option of changing the structure of the fees.~~

The exact actual participation fee to be charged per person per day for the ELSA Regional Rounds and the Final Oral Round of the ELSA Moot Court Competition on WTO Law shall be published no later than one month prior to the registration deadline on the ELSA webpage for each respective year. set by ELSA International for each successive year.

~~This fee includes academic and social programme, accommodation, meals, and administration costs.~~

This participation fee shall include:

- the academic programme
- the social programme
- accommodation;
- meals;
- administration costs.

4. Indexation

The maximum participation fees for ICM's and IPMs and the S&C Maximum Participation Fee Statutory Meetings, International Internal Meetings, and S&C Events, as laid down in Annex II to the FM part of the Decision Book, shall be indexed with the inflation rate of the Euro, as stated by the European Central Bank, every 1st of January. The amount shall be rounded to the nearest natural number. The basis for indexation

shall be the maximum participation fee as calculated for the previous year before, up to two decimal points.

~~Annex II: Participation Fees~~

~~The maximum participation fee for Statutory Meetings, International Internal Meetings and S&C events in the year 2008 is:~~

~~Non-favoured countries: ————— € 30~~

~~Favoured countries: ————— € 26~~

Voting result for this Council Meeting Decision Book Amendment was following:

75 votes in favour

0 against and

6 abstentions

Fees

1. Membership Fee

1.1 The Membership Fee is calculated through a formula which incorporates the number of Local Groups of each National Group having the status “active” in ELSA ONLINE at the time of invoicing, and which are members or observers of a National Member Group of ELSA International (LG number) and also the Gross Domestic Product (GDP) for their respective countries.

Without prejudice to its status as a National Group, the Membership Fee for National Groups which are at the same time acting as a sole Local Group, shall be calculated as if for one Local Group.

The Global Membership Fee is the total amount of Membership Fees, not including the Administration Fees of Observers, to be collected by ELSA International from the National Groups. The Global Membership Fee for each financial year is set by the International Council Meeting of ELSA when adopting the budget for the said financial year and can only be amended simultaneously with the budget of ELSA International for the said financial year.

‘GDP’ is the real GDP per capita as published in the latest issue of the United Nations Human Development Report, available at the time of invoicing.

‘Member Country’ is a country in which a National Group of ELSA International is registered.

The Membership Fee for a National Group is calculated in the following way:

$$MF_x = [(GMF / \text{No. of LG}) * \text{No. of LG}_x] * [1 + ((GDP_x - GDP_{av.}) / GDP_{av.}) * 0,5]$$

where

‘MF_x’ is the Membership Fee for the respective country

‘GMF’ is the Global Membership Fee

‘No. of LG’ is the number of the Local Groups in the Network having the status “active” in ELSA ONLINE at the time of invoicing, irrespective of their internal denomination (i.e. members or observers).

‘No. of LG_x’ is the number of Local Groups in the respective National Group having the status “active” in ELSA ONLINE at the time of invoicing, irrespective of their internal denomination (i.e. members or observers).

‘GDP_x’ is the GDP per capita for each respective country

‘GDP_{av.}’ is the average GDP per capita, which is calculated by multiplying the ‘GDP_x’ and the ‘No. of LG_x’ for every country. The sum of all these figures is then divided by the total number of the Local Groups.

The coefficient of ‘0.5’ represents the impact that differences in the GDP between the countries have on the different Membership Fee that countries have to pay.

National Groups becoming Members at the Spring Council Meeting will be taken into the Membership Fee calculations for the following year and invoiced together with the rest of the National Member Groups. A National Group becoming a Member at the Autumn Council Meeting will not pay the Membership Fee for the year in which it becomes a member.

1.2 Each National Group may ask the Treasurer of ELSA International if it is possible to get the calculation sheet for their Membership Fee.

1.3 The Global Membership Fee will be set at 18,000 Euros. This amount can be changed if the development of the Association indicates that the change is needed.

Voting result for this Council Meeting Decision Book Amendment was following:

66 votes in favour

3 against and

12 abstentions

Allowance

~~ELSA is a student run association. The lack of personal finances prevents students from spending time on ELSA. To overcome this practical border of being part of the International Board, ELSA International shall support all members of the International Board with a minimum monthly allowance of 200 EURO.~~

~~In case a position in the IB is vacant, a director fulfilling the tasks of the vacant position working full time with the IB in Brussels should get an allowance in the minimum amount of 200 EURO per month.~~

~~The allowance is meant as a support for the board members to give them the possibility to focus on their ELSA work and not on improving their economical situation.~~

Members of the International Board of ELSA shall be entitled to an allowance of EUR 200,00 per month.

In the event of a vacancy in an area within the International Board, the director responsible for fulfilling the tasks of the vacant area shall likewise be entitled to an allowance of EUR 200,00 per month.

The monthly allowance of the International Board may exceed the figure set under this article, upon inclusion of the said increase in any amended or proposed budget ratified by simple majority at an International Council Meeting.

It is the duty of the Treasurer of ELSA International to see that the allowance of members of the International Board is set in proportion to ELSA International's approved budget in his respective year in office, and is administered responsibly and in accordance with the principles set out under the FM part of the Decision Book.

Voting result for this Council Meeting Decision Book Amendment was following:

69 votes in favour

3 against and

9 abstentions

~~The ELSA Development Fund~~

~~1. Aim~~

~~To overcome structural weakness in National Groups. To support measures or activities taken to develop and consolidate National Groups.~~

~~2. Method and Definition~~

~~2.1. Development Project~~

By financing National Groups for projects undertaken so as to remedy such weaknesses, if, after having made satisfactory efforts, they are unable to raise enough money for the purposes. The following events might therefore be granted:

- an International event, that has at least two training sessions in specific ELSA Areas;
- National training seminar arranged to increase the awareness of ELSA in the country;
- any other project that the International Board deems to be a development project.

2.2. One Side Assistance

Provide support to cover the travel expenses of ELSA International – excluding the International Board – trainers from the ITP or other ELSA members assisting the National Group in development and consolidation. The following events might therefore be granted:

- Trainings of the National or Local Groups in various skills in order to develop the Network. This includes ELSA training in Key Areas and Supporting Areas.

2.3 Network Development

By providing financial support to develop the Network;

- in conjunction with an established cooperation between two ELSA groups, to arrange a study visit, which shall entail an academic programme as well as a training programme;
- travel or participation of members of the National Board to international or regional training meetings;
- travel or participation of members of the National Board to ELSA ICMs or IPMs;
- In conjunction with an established cooperation between National Groups within the Network Support System (NSS) (Internal Management, Quality in Management)

3. Administration

The Treasurer of ELSA International is responsible for the administration of the ELSA Development Fund, which is to be kept on a separate bank account from the other means of ELSA International. The treasurer is to give an oral report on the income, expenditure and current status of the fund in plenary at each International Council Meeting. Besides this oral report, the treasurer is also to give a written detailed report as well as a balance sheet and profit/loss accounting to be discussed in the FM workshop.

~~The International Board of ELSA decides upon the award or allocation of the money between the eligible applicants.~~

4. Eligible Applicants

4.1. The following are eligible applicants

- ~~• National Groups lacking financial resources, which fulfil the criteria's in point 4.2.~~
- ~~• All National Groups for their Local Groups lacking financial resources, provided the National Group cannot afford the expenses and these local groups fulfil the criteria's in point 4.2.~~
- ~~• Local Groups lacking financial resources, when there is no National Board, provided these local groups fulfil the criteria's in point 4.2.~~
- ~~• National Groups, disregarding their financial structure and level of activities, organising an event as described in point 2.1 in order to cover totally or partially the travel expenses of trainers from the ITP, whenever the following criteria are cumulatively fulfilled:~~
 - ~~1. The event's target group includes potential participants coming from national groups which fulfil the requirements present in point 5.1;~~
 - ~~2. The number of non-national participants represents at least 50% of all the participants, shall enough valid applications of non-nationals be submitted;~~
 - ~~3. The training sessions delivered by the relevant trainers from the ITP should be held in English.~~
- ~~(i) National Groups, disregarding its financial structure and level of activities, for their local groups organising an event as described in point 2.1 in order to cover totally or partially the travel expenses and accommodation of trainers from the ITP, whenever the following criteria are cumulatively fulfilled:~~
 - ~~1. The event's target group includes potential participants coming from
National Groups which fulfil the requirements present in point 5.1;~~
 - ~~2. The number of non-national participants represent at least 50% of all the
participants, shall enough valid applications of non-nationals be
submitted;~~
 - ~~3. The training sessions delivered by the relevant trainers from the ITP
should be held in English.~~
- ~~(ii) The International Board to cover totally or partially the travel expenses and accommodation of trainers from the ITP to attend and deliver training sessions at:~~
 - ~~1. ICMs (not more than 2 trainers from the ITP per ICM)~~
 - ~~2. IPMs (not more than 1 trainer from the ITP per IPM)~~

~~3. ISMs (not more than 1 trainer from the ITP per ISM)~~

~~The aggregate amount of expenses should not exceed 2.500 euros per financial year.~~

~~(iii) The International Board to cover totally or partially the travel expenses and the accommodation for participants, except the members of the International Team, to events dedicated to the training and refreshment of International trainers.~~

~~The aggregate amount of expenses should not exceed 2.000 euros per financial year.~~

4.2. Criteria's

- ~~• A low level of activities~~
- ~~• A weakness as determined by the International Board in any one of the following areas:~~
 - ~~— Human Resources~~
 - ~~— Knowledge and know-how~~

5. Application Procedure

5.1. In General

~~The applicants shall submit a written application to the Treasurer of ELSA International no later than three (3) weeks before the event or travel.~~

~~The International Board shall no later than 2 weeks after receiving the application, take a decision on this and on the maximum amount of the financial support. The International Board is to communicate the result to the applicant immediately after a decision has been taken.~~

5.2. Development Project

~~The applicants shall submit a detailed plan of action and a draft budget for the project.~~

5.3. One Side Assistance

~~The applicants shall submit a written plan of action on how the group described in point 5.1, 5.2 and 5.3 will benefit from the Assistance, and an itinerary and the estimated travel expenses of the trainers.~~

5.4. Network Development

~~The applicants shall submit a written plan of action, an itinerary and a participation list.~~

Internal Meetings:

~~The person or persons travelling to receive training or participate in ELSA's ICMs or IPMs shall also submit a written plan of action on how the group described in point 4.1 can benefit from the participation, and an estimate of the travel expenses.~~

Study Visits:

~~The application shall also include a description of the current cooperation between the ELSA groups.~~

6. Payment Procedure

~~The payment in question shall in no case exceed the maximum amount agreed upon by the International Board when granting the financial support.~~

6.1. Development Project

~~The applicant has to submit the original ticket(s) and receipt(s) within 2 weeks and the audited Final Accounts within 4 weeks after the action~~

~~ELSA International is to effect the payment to the applicant within 2 weeks after receiving the Final Accounts. If it is not possible to finish the Final Accounts and the auditing within 4 weeks, the applicant shall submit Interim Accounts and a detailed plan of outstanding payments.~~

6.2. One Side Assistance

~~The applicant has to submit the original ticket(s) and receipt(s) of the trainer for the travelling expenses to be reimbursed within 2 weeks after the action.~~

~~ELSA International is to effect the payment to the applicant within 2 weeks after receiving the ticket(s) and receipt(s).~~

~~If the trainer giving One Side Assistance is a trainer of the International Trainers Pool, the payment shall be made before or after the event directly to the trainer, according to an agreement between the International Board and the trainer. The payment in question shall in no case exceed the maximum amount agreed upon by the International Board when granting the financial support. In this case, the trainer of the International Trainers Pool is the only responsible towards the International Board for the submission of the original ticket(s) and receipt(s) for the travelling expenses to be reimbursed.~~

6.3. Network Development

~~The applicant has to submit the original ticket(s) and receipt(s) for the travelling expenses or the receipt of the participation fee to be reimbursed within 2 weeks after the action.~~

~~ELSA International is to effect the payment to the applicant within 2 weeks after receiving the ticket(s) and receipt(s).~~

~~The Group and ELSA International may agree that the invoice concerning the travel costs or participation cost is directly sent to the International Board and covered by ELSA International.~~

7. Report of the action

~~The applicant is to submit a detailed report of the project to the Treasurer of ELSA International within 4 weeks after the termination of the project for which assistance has been granted.~~

~~The person or persons travelling must submit a detailed report of the said assistance to the Treasurer of ELSA International within 2 weeks (Network Development).~~

8. Funding Regulations

8.1. Source of Fund

- ~~(iv) 6 % of all money fundraised as general sponsorship from external relations that are classified as international, unless otherwise agreed with the sponsor.~~
- ~~(v) 2,5 % of all money fundraised as general sponsorship from external relations that are classified as national, unless otherwise agreed with the sponsor.~~

~~The above two clauses shall exclude any sponsorship less than 200 Euro.~~

~~Besides the above mentioned sources of fund, donations by individuals or groups aiming at the development of the ELSA Network shall be a possible source of fund.~~

~~The ELSA Development Fund shall be capped at an amount of 20.000 €. On the 25th January of each year the International Board shall review if that amount is reached. If that is the case, ELSA International shall not invoice the National Groups for that year and shall subsequently.~~

8.2. Submission of the EDF Report

~~The National Groups shall inform the International Board about their general sponsors and the amount they received from them in the period between 1st of January until the 31st of December of the respective year by the 25th of January, even if the amount is zero.~~

~~If the National Group does not inform the International Board by the date mentioned above, the International Board shall invoice the National Group based on the previous information ELSA International has. This shall be considered as a debt to ELSA International, and if not paid, will be treated as all other unpaid debts. The oldest report to which the International Board can refer to when invoicing a National Group on~~

~~previous reports, shall be the report regarding the calendar year of 2004. If the National Group does not agree with the invoiced amount, the National Group can contest such amount by providing the International Board with the correct information.~~

9. Audit

~~The administration of the account of the ELSA Development Fund shall be part of the general examination done by the Auditors of ELSA International, according to the general accepted auditing standards.~~

~~The Auditors of ELSA International shall provide a report as to the reliability of the EDF account. The Auditors shall include the EDF report in their general auditing report concerning the Interim and Final Accounts of ELSA and present it to the Council.~~

The ELSA Development Fund

1. Definition and Purpose

The ELSA Development Fund is a fund financed collectively by ELSA International and ELSA National Groups to help overcome structural weaknesses within the Network. The purpose of the fund is to financially support measures and activities within the Association that further the vision, purpose and means of ELSA.

2. Modes of Support

The EDF may be used to support the following events and activities:

Project Support

- (a) financial assistance for events constituting a core activity of ELSA;
- (b) financial assistance for international and national training events, or events incorporating training sessions, organised to increase the awareness of ELSA, or dealing in specific ELSA areas;

Training Support

- (c) travel and/or accommodation expenses of ITP trainers for training sessions organised by ELSA International, National Groups or Local Groups;

- (d) travel and/or accommodation expenses of National Board members for training sessions organised by ELSA International, National Groups or Local Groups;

Network Support

- (e) financial assistance for established cooperation between National Groups within the Network Support System (NSS);
- (f) travel and/or accommodation expenses of National Board members to Statutory Meetings.

3. Eligible Applicants & Eligibility Criteria

Only ELSA Local Groups, ELSA National Groups and ELSA International are eligible applicants to the EDF.

(a) ELSA Local Groups

ELSA Local Groups may only apply for the modes of support under articles 2(a) to 2(e) if:

- (i) there is no National Group in their country; or
- (ii) their National Group has persistently refused to offer their administrative support to the Local Group, proven to the satisfaction of ELSA International; and
- (iii) the Local Group is lacking financial resources, and is suffering from either a low level of activity, a lack of human resources, or a lack in knowledge and know-how

ELSA Local Groups may not apply for the mode of support under article 2(f).

(b) ELSA National Groups

- 1) ELSA National Groups may apply for the modes of support under articles 2(a) to 2(e) on behalf of their Local Groups if:
 - (i) the National Group is lacking the financial resources to support the Local Group itself; and
 - (ii) the Local Group is lacking financial resources, and is suffering from either a low level of activity, a lack of human resources, or a lack in knowledge and know-how

ELSA National Groups may not apply on behalf of their Local Groups for the mode of support under article 2(f).

- 2) ELSA National Groups may apply for the modes of support under articles 2(a) to 2(e) on their own behalf if:
 - (i) they are lacking financial resources, and are suffering from either a low level of activity, a lack of human resources, or a lack in knowledge and know-how
- 3) In both cases, National Groups may apply for the mode of support under article 2(c) if the training session:
 - (i) is catered towards an audience at least half of whom are not from the country of the organising National or Local Group; and
 - (ii) is delivered in English by the ITP trainer

(c) ELSA International

ELSA International may only apply for the mode of support under article 2(c) if:

- (i) the session will take place at a Statutory Meeting or International Internal Meeting; or
- (ii) the session will take place during an event dedicated towards the training and/or refreshment of ITP trainers.

4. Application Procedure

(a) Application Form

Every EDF applicant is to fill out the EDF Application Form, which will be provided to the applicant by the Treasurer of ELSA International upon request.

Therein, they are required to specify the mode of support they wish to obtain, show that they fulfil the criteria for application under article 3, specify the reasons for the submission of the application, and briefly detail how they would benefit from the support of the EDF.

(b) Additional Information

For modes of support under articles 2(a), (b) and (e), the following information is also required:

- (i) a detailed plan of action for the event, including the dates, venue, target audience, and subject matter of the event; and
- (ii) a draft budget for the event, detailing the amount requested from the EDF

(iii) the full bank details, including the bank address of the applicant

For modes of support under articles 2(c), (d) and (f), the requirement of a detailed plan of action is dispensed with.

If the application is for the funding of an event under the conditions of article 3(b)(3), a participation list of the event is also required.

(c) Timeline

The applicants shall submit the application form to ELSA International no later than three weeks before the event they wish to seek funding for.

Within two weeks of receiving the application, ELSA International shall take a board decision on the submitted application, and shall communicate such decision to the applicant with two days of the date of the decision.

5. Award Criteria

- a) The International Board is at liberty to decide whether to grant amounts requested by the applicants in full, or to apply a system of co-financing to the grant request.
- b) In deciding whether or not to grant an applicant, and/or how much of the amount requested may be financed, the International Board shall take into account the following criteria:
 - (i) the fulfilment of the eligibility criteria of the applicant;
 - (ii) the date when the application was received;
 - (iii) the quality of the submitted application form;
 - (iv) the quality of the plan of action and draft budget, when required;
 - (v) the quality of the event which the applicant is organising or intends to attend;
 - (vi) the multiplier effect that financing the event or activity would have on the Network;
 - (vii) the resources currently available in the EDF account.
- c) The International Board may employ an internal points system to determine whether an applicant is granted or not, and/or how much of the amount requested may be financed.
- d) The International Board may also, if it deems it fit to do so, and before taking a decision on the application, ask the applicant to re-write the application form, stating the areas which are lacking or which need to be improved. The re-written

application will be evaluated as if it were an original application. In this case, the timeline requirements under article 4(c) shall be dispensed with.

- e) The amount awarded and communicated to the applicant is final, and may not under any circumstances be exceeded because of a surplus in receipts, or for unforeseen expenses borne by the applicant.

6. Payment Procedure

In order for an applicant to be paid the amount granted to it, it must comply with the following regulations:

(a) Receipts

- (i) Within four weeks of the conclusion of the event or activity, the applicant shall submit the receipts, up to the value granted by the International Board, relating to the event or activity for which the grant was awarded.
- (ii) The receipts submitted need not necessarily be originals, so long as they are copies of receipts issued by companies or competent authorities, with clearly legible dates, details and amounts.
- (iii) The Treasurer of ELSA International reserves the right unilaterally exclude a receipt or receipts from the final payment if they fail to fulfil the requirements detailed under the previous sub-article.
- (iv) If the total value of the receipts is not equal to, or does not exceed the amount granted, then the applicant will only be refunded the amount equal to the value of the receipts submitted.

(b) Activity Report

- (i) Within four weeks of the conclusion of the event or activity, the applicant shall submit, along with the receipts, a detailed report of the event or activity organised or attended.
- (ii) The report shall include information regarding the event or activity itself, the experiences of the persons present at the event or activity, and the multiplier effect that can be expected from the organisation or attendance of such.
- (iii) If the amount granted was for a mode of support under either article 2(a), (b) or (e), the activity report shall also include the profit and loss account and balance sheet of the event.
- (iv) The Treasurer of ELSA International reserves the right to unilaterally reject an activity report if it has in his opinion failed to sufficiently fulfil the requirements detailed under the previous two sub-articles.

- (v) In such cases, the Treasurer of ELSA International may, if he deems it fit to do so, ask the applicant to re-write the activity report, stating the areas which are lacking or which need to be improved. The newly amended activity report shall then be taken in as the applicable activity report, to the exclusion of the original.

(c) Procedure

- (i) Within four weeks of the submission of the accepted receipts and activity report, the Treasurer of ELSA International shall directly credit the relevant amount in the bank account of the applicant, based on the details submitted with the original application.
- (ii) If the amount granted was for the mode of support under article 2(c), the payment procedure may be wholly or partly settled between ELSA International and the ITP trainer/s.
- (iii) In such cases, the ITP trainer will be responsible for submitting the receipts and activity report as stated in articles 6(a) and 6(b) above, and will be directly reimbursed after submitting a claim form to ELSA International with all relevant bank details.
- (iv) If either the accepted receipts or activity report have not been submitted to ELSA International by the applicant or ITP trainer within six months from the conclusion of the event or activity to which the grant relates, the grant awarded shall expire, and no claim for payment may be made in its regard thereafter.

7. Financing of the Fund

a) Source of the Fund

- (i) ELSA International and ELSA National Groups shall pay a yearly contribution to the EDF comprised of the following:
- a) 6 % of all money fundraised in one financial year as a general sponsorship from external relations that are classified as international;
 - b) 2.5 % of all money fundraised in one financial year as a general sponsorship from external relations that are classified as national;
 - c) sponsorships of less than EUR 200,00 shall not be taken into account.

- (ii) ELSA International may also accept donations to the EDF from other individuals, groups or associations which are aimed at furthering the purposes of the fund and the Association in general.

b) EDF Report

- (i) The National Groups shall fill in and submit a report to ELSA International with the amounts they received from their general sponsors in the period between the 1st of January and the 31st of December of the previous financial year.
- (ii) This report shall be submitted to ELSA International by the 31st of January of the year of invoicing, even if the National Group had not obtained any money through general sponsorship in the previous calendar year.
- (iii) If the National Group does not inform the International Board by the date mentioned above, the International Board shall invoice the National Group based on the last information ELSA International has regarding the National Group's contribution towards the EDF.
- (iv) The information to which ELSA International can refer to in the previous sub-article shall be no older than three years prior to the date of invoicing.
- (v) Any EDF invoices left unpaid shall be considered as a debt to ELSA International, and to all intents and purposes, will be treated in the same manner as all other debts to ELSA International.
- (vi) If the National Group does not agree with the invoiced amount, it may contest the amount within two weeks of invoicing by appealing to the International Board and supplying it with the correct information.

8. Administration of the Fund

- (i) The Treasurer of ELSA International is responsible for the administration of the ELSA Development Fund.
- (ii) The fund shall be deposited and administered on a separate ELSA bank account. It may also be kept on two separate bank accounts; one current, one savings, both of which dedicated solely to EDF.
- (iii) The Treasurer of ELSA International shall give an oral report on the income, expenditure and current status of the EDF in a plenary session at every International Council Meeting.
- (iv) The Treasurer of ELSA International shall also give a written report of the EDF to all participants of the FM workshop at every International Council Meeting, where the figures may be discussed and evaluated.

9. Auditing of the Fund

- (i) The administration of the account of the ELSA Development Fund shall be part of the general examination carried out by the internal auditors of ELSA International.

Voting result for this Council Meeting Decision Book Amendment was following:

72 votes in favour

0 against and

9 abstentions

Internal Management Financial Management List of Favoured Countries

The list of favoured countries is based on the real GDP per capita as published in the issue of the annual "Human Development Report" published by UNDP.

The list of favoured countries consists of any country with real GDP per capita equal to or lower than 18.000 USD.

This demarcation number shall be indexed at the end of each year, with the average increase in real GDP per capita of all national ELSA groups. The average increase in real GDP per capita shall be based on the issue of the "Human Development Report" compared to the issue of the previous year.

Any country not found in the list of the "Human Development Report" will be considered as a favoured country.

The International Board is to publish the list of favoured countries by the end of each year.

Annex I: List of favoured countries (updated July 2008)

<u>ELSA National Group</u>	<u>HDI 2007/2008</u>
	<u>GDP per capita (\$)</u>
<u>Favoured Countries</u>	
<u>Montenegro*</u>	<u>n/a*</u>
<u>Serbia*</u>	<u>n/a*</u>
<u>Albania</u>	<u>5,316</u>
<u>Ukraine</u>	<u>6,848</u>
<u>Republic of Macedonia</u>	<u>7,200</u>

<u>Kazakhstan</u>	<u>7,857</u>
<u>Turkey</u>	<u>8,407</u>
<u>Bulgaria</u>	<u>9,032</u>
<u>Romania</u>	<u>9,060</u>
<u>Russian</u> <u>Federation</u>	<u>10,845</u>
<u>Croatia</u>	<u>13,042</u>
<u>Latvia</u>	<u>13,646</u>
<u>Poland</u>	<u>13,847</u>
<u>Lithuania</u>	<u>14,494</u>
<u>Estonia</u>	<u>15,478</u>
<u>Slovakia</u>	<u>15,871</u>
<u>Hungary</u>	<u>17,887</u>
<u>Malta</u>	<u>19,189</u>
<u>Portugal</u>	<u>20,410</u>
<u>Czech</u> <u>Republic</u>	<u>20,538</u>

Non-favoured countries:

<u>Slovenia</u>	<u>22,273</u>
<u>Greece</u>	<u>23,381</u>
<u>Spain</u>	<u>27,169</u>
<u>Italy</u>	<u>28,529</u>
<u>Germany</u>	<u>29,461</u>
<u>France</u>	<u>30,386</u>
<u>Belgium</u>	<u>32,119</u>
<u>Finland</u>	<u>32,153</u>
<u>Sweden</u>	<u>32,525</u>
<u>The Netherlands</u>	<u>32,684</u>
<u>Austria</u>	<u>33,700</u>
<u>Denmark</u>	<u>33,973</u>
<u>Switzerland</u>	<u>35,633</u>
<u>Iceland</u>	<u>36,510</u>
<u>Norway</u>	<u>41,420</u>

Annex II: Participation Fees

The maximum participation fee for ICMs, IPMs, ISM and S&C events in the year 2008 is:

<u>Non-favoured countries:</u>	<u>€ 30 (changed from € 29)</u>
<u>Favoured countries:</u>	<u>€ 26 (changed from € 25)</u>

LIV ICM Nuremberg, Germany
26th October – 2nd November 2008

Explanation:

The forecasted inflation rate for 2008 by the European Central Bank (ECB) was last announced in January. The inflation rate was then estimated to be 2.0%, and this figure has been used in the calculations above. For further details regarding the ECB inflation forecast, please have a look at:

http://www.ecb.int/stats/prices/indic/forecast/html/table_hist_hicp.en.html

This part was annexed to the Decision book and it didn't require voting

Marketing Uniformity

The ELSA Logo

The ELSA logo shall be used only in a way, which is beneficial for ELSA. It should not be used in a way that would damage the positive image of ELSA or in any other way that would harm the reputation of the association.

ELSA has two logos: one with design and subtitle and the other only with the design. The second one can only be used when relatively small and when the policies specifically indicate the usage.





All ELSA groups shall use the ELSA logo, which is the logo above, and no other, except for project logos shall be used when promoting ELSA.

Although for specific reasons dimensions should be altered, its proportions should not.

- 1.5 This logo consists of two parts: the design and the subtitle. Only when the design and the subtitle appear together in the correct proportions and colours may it be called the ELSA logo, unless the exception 1.7 applies.
- 1.6 The subtitle accompanying the logo should be perfectly centred and should appear only in English. If there is a legal obligation to put the subtitle in national language, this should be given secondary importance to the ELSA logo as described in point 1.3.
- 1.7 For a specific reason, the logo can be featured without the subtitle when relatively small in which case it shall not be used in combination with any other subtitle or name. Relatively small means that the size of the logo is 45 per cent or less of the size of the logo described in point 1.3.
- 1.8 The exception in point 1.7 does not apply for business cards, letter heads, envelopes and the homepage of a website.
- 1.9 The name of the national group or of the local group must be written in capital letters, in ~~Times New Roman~~ Garamond regular font and must be perfectly centred and in the same colour as the logo. Eg: as shown below:

- 1.10 The written version of the logo is: ELSA
- 1.11 The logo must be featured in:
PMS Reflex Blue (equivalent to HKS 42) CMYK 100 95 0 0, black CMYK 0.0.0.100 or ~~white grey~~ CMYK 0.0.0.60.
The logo may also be used in the negative form. This means that the white (CMYK 0.0.0.0) version of the logo can be used when the logo is to be placed against a dark background. Any colour background can be used.
- 1.12 The logo shall not be used in connection with any state or national symbol of any country.
- 1.13 The logo shall not be animated in any way.

2. Business cards

- 2.1. Dimensions, Logo and Format.
- 2.1.1 The size of business cards is ~~50 x 90 mm or 55 x 90 mm~~. 85 x 55 mm. The business cards are organized according to a consistent grid with reference to the print space in two columns.
- 2.1.2 The ELSA logo must be featured on business cards. It must be ~~perfectly centred, right aligned on the top~~ placed in the position at the height equal to the length of the logo itself, from the bottom of the business card. one third of the business card.
- 2.1.3 ELSA business cards must have a horizontal format.
- 2.2 Text on the Business card
- 2.2.1 The name of the ELSA group must be featured on the card and written in compliance to the logo rules in point 1.9.
- 2.2.2 The name and the title of the owner must be featured.
- 2.2.3 The name and the title of the owner must be ~~perfectly centred~~ left aligned.
- 2.2.4 When the business card is of the ELSA group, there is neither name nor title on the business card.
- 2.2.5 The title shall be featured in the full version, but it is possible to use the title in the respective language.
- 2.2.6 Fonts:
The name of the owner is written in ~~capital letters~~ capital letters ~~Times New Roman, Garamond regular, 11 points~~, The title of the owner is written in ~~Times New Roman Garamond regular, 8 points~~ The name of the national or local groups must be written in ~~Times New Roman Garamond regular, 8 points~~
- 2.3 Contact Data
- 2.3.1 Contact data must be placed on business cards, ~~right left aligned, in the first of the two columns that the business card is divided into. in two columns to create a balance:~~
~~The left column must be aligned left.~~
~~The right column must be aligned right.~~
- 2.3.2 The font used shall be ~~Times New Roman~~ Garamond regular, 8 points.
- 2.4 Colours of the text

- 2.4.1 The text on business cards must be in:
PMS Reflex Blue
or
Black.
- 2.5 Paper
- 2.5.1. The preferable weight of the paper is 250 g/m²
- 2.5.2. The background colour of the paper used for production of business cards must be ~~either~~ either grey with a white border or white ~~Ivory or White.~~
- 2.6 There shall be no background pictures of any kind featured on business cards.

3. Letterheads

- 3.1. Logo and the Name of the ELSA Group
- 3.1.1 The ELSA logo must be featured in the heading of the letterhead.
- 3.1.2 The name of the ELSA group must be written in compliance with the logo rules point 1.9.
- 3.2. Pre-printed text should be written in
PMS Reflex Blue
or
Black.
- 3.3. Body Text
- 3.3.1. Font
The body text should preferably be written in a ~~Sans-Serif fonts,~~ preferably Times New Roman or Book Antiqua. Helvetica for title text and Garamond for body text.
- 3.3.2. The colour of the body text must be black.
- 3.4. Paper
- 3.4.1. The weight of the paper is preferably 100 g/m²
- 3.4.2. The background colour of the paper used for production of letterhead must be ~~either:~~ either: grey or white ~~Ivory or White.~~

4. Envelopes

- 4.1. The ELSA logo should be featured on envelopes.
- 4.2. Both the colours of the logo and pre-printed materials shall be
PMS Reflex Blue
or
Black
- 4.3. The name of the ELSA group must be written in compliance with the logo rules as described in point 1.9

Voting result for this Council Meeting Decision Book Amendment was following:

69 votes in favour
0 against and
12 abstentions

Market Research

3. Market Research in Strategic Planning

In order for there to be effective strategic planning, and evaluation of how strategic goals are being reached in the network, it is necessary to have an International Market research carried out at three year intervals.

It is the responsibility of ELSA international to retrieve and evaluate the market research results, in the first year after the year when the market research has been carried out.

It is the responsibility of ELSA International to find financial support and cooperation with project partners during the second year after the last market research has been carried out.

It is the responsibility of ELSA International, with the active help of national groups, to coordinate the research directly at the local group level, in order to involve as many local groups as realistically possible in the International market research. This will be done in the third consecutive year after the year in which the last market research has been carried out.

Voting result for this Council Meeting Decision Book Amendment was following:

78 votes in favour
0 against and
3 abstentions

Synergy

1. General

1.1 Synergy is ELSA International's members' magazine which shall be printed as a hardcopy twice a year. ~~Each edition is to be printed and sent within 3 weeks after each spring and autumn ICM.~~ The autumn edition shall be printed and sent at the earliest during the month of September and at the latest during the month of October. The spring edition shall be printed and sent at the earliest during the month of February and at the latest during the month of March.

Voting result for this Council Meeting Decision Book Amendment was following:

78 votes in favour
0 against and

3 abstentions

4. Voting Results from the elections

IPM Host Autumn 2009: ELSA Istanbul: 81 in favour, 0 against and 0 abstentions. - elected

ICM Host Autumn 2009: ELSA Bucharest: 79 in favour, 0 against and 2 abstentions - elected

Council Guest: Rui Miguel Macedo: 75 in favour, 0 against, 6 abstentions. - elected

Joana Barata Lopes: 75 in favour, 0 against, 6 abstentions – elected.

Vanessa Gaspar: 81 in favour, 0 against, 0 abstentions -elected.

Auditor: Gokhan Gunes: 77 in favour, 4 against, 0 abstentions – elected.

Auditor: Filippo Siciliano: 69 in favour, 4 against, 8 abstentions – elected.

Vice-auditor: Simen Blaker Strand 68 in favour, 0 against, 13 abstentions – elected.

VP AA: Morten Rydningen: 77 in favour, 4 against, 0 abstentions – elected.

VP S&C: Kamil Szymanski: 53 in favour, 18 against, 10 abstentions – elected.

President: Anna Ziemnicka: 66 in favour, 7 against, 8 abstentions - elected.

VP Marketing: Torkil Norstrøm: 77 in favour, 1 against, 3 abstentions – elected.

VP STEP:

Martina Smilevska: 33 in favour – not elected.

Ivana Buric: 45 in favour – elected.

3 not valid votes

SecGen:

Ozlem Bakirci: 7 in favour – not elected.

Oksana Zolotaryova: 26 in favour – not elected.

Antti Husa: 45 in favour – elected

3 not valid votes

Proposal to amend statutes of ELSA

The International Board proposes the following to the Council:

Statutes of ELSA International will be amended as stated in following proposal. Every section with underlined text will be added to the Statutes of ELSA International. Every section with ticked over text will be removed from the Statutes of ELSA International.

Scope of Association

Article 1 – Name

The name of the association is “ELSA”, which stands for “the European Law Students' Association”.

Article 2 – Official Seat

ELSA has its domicile in Amsterdam, the Netherlands and also has office in Brussels, on 239 Boulevard General Jacques, 1050 Brussels, Belgium.

Article ~~2~~ 3 - Aims and Activities

3.1 ELSA is a non-political, independent, non-profit-making association the aims of which are to promote, establish and develop mutual understanding, co-operation and personal contacts between law students and young lawyers from different states and legal systems, thereby equipping them for professional life in an international environment.

3.2 With respect to the realisation of the above aims, ELSA will be guided by the following philosophy statement:

Vision

A just world in which there is respect for human dignity and cultural diversity.

Purpose

To contribute to legal education, to foster mutual understanding and to promote social responsibility of law students and young lawyers.

Means

To provide opportunities for law students and young lawyers to learn about other cultures and legal systems in a spirit of critical dialogue and scientific co-operation.

To assist law students and young lawyers to be internationally minded and professionally skilled.

To encourage law students and young lawyers to act for the good of society.

3.3 In order to reach its aims as set out in the Preamble and above ELSA's main fields of activity are:

The Student Trainee Exchange Programme (STEP), providing opportunities for law students and young lawyers to gain work experience in a foreign legal system while learning about other cultures.

Seminars and Conferences (S&C) involving the acquisition of knowledge through exposure to professionals and foreign cultures.

Academic Activities (AA) involving the development of legal knowledge through guided practical activities.

Article 3 4 – Organisation

To achieve the said aims and activities ELSA and its related organisations (hereinafter also: "ELSA Network") is organised on three levels: local, national and international.

On a local level the ELSA Network is organised in local groups, in conformity with the legal order permitted by national laws and subscribing themselves to the aims and activities of ELSA. Local groups are bound to respect any decisions taken in accordance with these Statutes.

On a national level the ELSA Network is organised in national groups being the organisations, which confederate local groups present in each respective country. They represent ELSA nationally and represent their local groups in the international network. National groups are members of ELSA in the context of these statutes.

Internationally ELSA is represented by the International Board.

Members and Observers

Article-4 5 – Observers

A national organisation, with members being local groups present at law faculties, or law students and young lawyers, which supports the aims and activities of ELSA, may become an Observer of ELSA provided the following requirements are met:

- (i) in the country of the organisation that is applying for Observership there is no existing Member or Observer; and
- (ii) a written application for Observership is submitted to the International Board in which the national organisation states that it supports the aims and activities of ELSA; and
- (iii) the national organisation submits its statutes and standing orders to the International Board and these statutes and standing orders are compatible with those of ELSA; and
- (iv) the application for Observership is approved by the Council with a two thirds majority.

Article 5 ~~6~~ – Members

5.1 Membership of ELSA is open to Observers of ELSA that have proved to support and work for the aims and activities of ELSA providing the following conditions are met:

the Observer can apply for membership no earlier than at the second Council Meeting immediately following the Council Meeting where the status of Observership was attained; and

a written application for membership is submitted to the International Board in which the observer states the methods and means by which it has been supporting the aims and activities of ELSA thus far; and

the Observer submits its statutes and standing orders to the International Board and these statutes and standing orders are compatible with those of ELSA; and

the application for membership is approved by the Council with a two thirds majority.

5.2 In accordance with Article 2.2 of the Standing Orders, a direct Membership application can be put to vote to the Council by an active Local Group or a group of active Local Groups that wishes to apply as a National Group when its geographic location is no longer considered part of a State that was previously considered as such.

The applicant shall follow the procedures stated on Article 5.1 (ii), (iii) and (iv) of the Statutes.

Article 5~~a~~ 7 - Demotion

Membership can be demoted to Observership with a two third majority vote by the Council if that Member has either:

not paid any of the fees or amounts due to ELSA for two consecutive Council Meetings; or

ceased to support the aims and core activities of ELSA.

Article 6 8 – ~~Termination~~ End of Observership or Membership

Membership or Observership immediately ends if:

an Observer did not apply for membership or was rejected as member for 4 consecutive Council Meetings following the Council Meeting where the observer can apply for membership;

a Member or Observer notifies the International Board in writing that it wishes to terminate its Membership or Observership;

a Member or Observer is expelled in accordance with Article 7 of these Statutes.

Article 7 2 – Expulsion

A Member or Observer can be expelled from ELSA on a two-thirds majority vote by the Council if that Member or Observer has either:

violated these Statutes, the Standing Orders, decisions taken by Council or the interests of ELSA; or

not paid any fees or amounts due to ELSA for four consecutive Council Meetings; or

caused considerable harm to ELSA, any of its Members or Observers or anyone within their responsibility; or

ceased to support the aims and activities of ELSA or to otherwise satisfy the requirements of Articles ~~4 5~~ and ~~5 6~~ above; or

ceased to take appropriate measures in case anyone within the Member's or Observer's responsibility violates point i, iii, and iv above.

~~ceased to satisfy the requirements of Article 4 and 5 above; or~~

~~ceased to take appropriate measures in case anyone within the Member's or Observer's responsibility violates point i, iii, and iv above~~

Organs

Article 8 ~~10~~ - Organs

The principal organs of ELSA are:
The Council
The International Board.

Article 9 ~~11~~ - Council

9~~11~~.1 Role of the Council

The Council represents the members of ELSA and is the supreme decision-making body of ELSA the decisions of which are binding on the entire organisation as defined in Article 3 ~~4~~ in these Statutes.

The Council shall decide on any questions or matters within the scope of the present Statutes and Standing Orders except for those assigned to other organs by these same Statutes and Standing Orders.

9~~11~~.2 Summoning of Council

The Council shall meet twice a year, in spring and in autumn, at a time fixed by the International Board. Extraordinary meetings can be requested by the International Board or by at least one-third of all the Members.

The Council shall be summoned by means of written invitations sent by the International Board to all Members, Observers, Auditors, and any person appointed by the International Board or Council to carry out a specific task at least ~~42~~ twenty-eight days before the opening of the Council Meeting in question.

9~~11~~.3 Right to make proposals

The following have the right to make proposals to the Council:
The International Board
Members
The Presidents' Meeting

9~~11~~.4 Quorum and validity of decisions

The Council in Plenary session is only fully competent when it has been summoned in accordance with Article 9~~11~~.2 of these Statutes and when at least one-half of the Members are represented and able to vote.

Unless these Statutes specify the contrary, decisions by the Council shall be determined by an absolute majority of the votes cast by a competent Council. Abstentions shall not be included in the number of votes cast with the exception of elections, as provided for in Article 12.5 paragraph 3 of the Standing Orders.

11.5 Voting rights

Each Member has three (3) votes in Council, irrespective of the number of delegates or representatives attending the Council Meeting.

The voting rights of a member are suspended if a member either has not fully fulfilled its financial obligations towards ELSA or has not submitted the State of the Network Inquiry to ELSA International.

In case of any disagreement on the fulfilments of the obligations specified above, between a member and ELSA International, the member has the right to address the Chair of the Council Meeting. If the Chair has not yet been elected, the member instead has the right to address the President of ELSA International. ELSA International is then obliged to state the reasons why the obligations are not considered fulfilled. If the member does not accept the statement given by ELSA International, the member has the right to address the Council with its own statement on the reasons why the obligations should instead be considered fulfilled.

The respective statements shall be followed by a call for votes from the Council. The call for votes is made by the Chair or the President of ELSA International. The call for votes is to determine whether the obligations of the member are to be considered fulfilled or not. All members having fulfilled the requirements according to article 5.4 of the Standing Orders shall have the right to vote upon this matter.

If a simple majority of the members decides that the obligations are to be considered fulfilled, ELSA International shall not, according to this article, suspend the voting rights of the member.

This right of appeal can only be claimed once for each member during the Council Meeting.

Article 102 – The International Board

102.1 The Role of the International Board

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

The International Board consists of the President, the Secretary General, Treasurer, the Vice President in charge of Marketing, the Vice President in charge of Academic Activities, the Vice President in charge of Seminars and Conferences, and the Vice President in charge of the Student Trainee Exchange Programme.

In order to be legally representative at least four of the International Board positions has to be occupied.

102.2 Elections

The Council shall elect the International Board members during the Spring Council Meeting for a period of one year, starting the 1st of August in the year of election and terminating 31st of July of the following year.

102.3 Composition

There may not be more than two persons with a substantial connection to the same Member on the International Board.

102.4 Dismissal

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

Presidents' Meeting

The International Presidents' Meeting

Article 143 – Presidents' Meeting

143.1 Role of the Presidents' Meeting

The Presidents' Meeting is a horizontal meeting of the Presidents of the Members and Observers which meets on a bi-annual basis, once in winter, once in summer.

The aims of the Presidents' Meeting are to exchange experience, information and ideas existing in the National Groups, to learn from other National Groups, to contribute to the implementation of the Council Meeting decisions and to prepare for the Council Meeting.

143.2 Right to attend

The President or his substitute of each Member or Observer has the right to attend the Presidents' Meeting.

The President of the International Board or his substitute must attend the Presidents' Meeting.

The members of the International Board, their Directors and Secretaries are permitted to attend the Presidents' Meeting and shall enjoy the right to address the Meeting.

143.3 Right to submit proposals

The Presidents' Meeting has the right to submit proposals to the Council.

A qualified majority of two-thirds of the Members present at a Presidents' Meeting must approve such a proposal.

Any proposal by the Presidents' Meeting to be submitted to the Council, must be sent to the Secretary General of ELSA International in accordance with Article 5.2 of the Standing Orders of ELSA.

Any proposal submitted by the Presidents' Meeting to the Council shall detail the number of the votes in favour, against or abstentions.

~~113~~.4 Voting Rights

Each President or his or her substitute, of each Member, has one vote irrespective of the number of the representatives attending the Presidents' Meeting.

Finance

Article ~~124~~ – Source of Funding

~~124~~.1 The costs of running the activities of ELSA are to be funded by annual membership fees, observer administration fee and special activity fees, sales and advertisement revenues, fundraising from private and public bodies and organisations, public subsidies and donations whether in cash or in kind, provided however that such funds must not be accepted if they are tied to conditions contrary to the aims and principles of ELSA or if they are otherwise not in the interests of ELSA.

~~124~~.2 Each Member of ELSA is obliged to pay an annual membership fee for each financial year of membership to ELSA, the amount of which is decided by the Council from time to time.

Article ~~135~~ – Accounts

The financial year of ELSA is from the ~~1st~~ first day of August until the ~~31st~~ thirty-first day of July.

The audited final accounts shall be submitted to the Council Meeting in the financial year immediately following the year to which they refer.

The audited interim accounts covering the first six (6) months of each of ELSA's financial years shall be submitted to the Council Meeting following the 6 months period in the financial year to which they refer.

Article ~~146~~ – Audit

Two Auditors and one Vice Auditor shall be elected by Council for a period of one year starting the 1st day of August and terminating with the final decision of the Council on the financial accounts. They shall not be granted discharge until the financial accounts are approved. The Auditor shall be a person independent from the International Board and with necessary experience in accounting and finance or a society of chartered auditors. In the case of selecting a society of chartered auditors, the society of chartered auditors shall announce the person responsible for carrying out the audit.

The Auditors shall examine the accounts of all revenue and expenditure of ELSA and the financial management of ELSA, according to the generally accepted auditing standards. The Auditors shall provide a certification as to the reliability of the accounts and the legality and regularity of the underlying transactions. The Auditors shall present their auditing report and certification concerning the final accounts to the Council.

Statutes and Standing Orders

Article 157 – Standing Orders

The Council will further regulate internal affairs of ELSA, the rights and obligations of the Members towards ELSA and such other affairs that may appear to the Council in its discretion to require further regulation in its Standing Orders. In the event of conflict, these Statutes shall take precedence over the Standing Orders.

Article 168 – Amendments

18.1 Any amendment to these Statutes may be made if supported by two-thirds of the votes cast by the Council and provided the proposed amendment was sent out to everybody referred to in Article 9.2 at least 28 days before the opening of the Council Meeting.

Any amendments to the Statutes take effect only when a notarial deed containing the amendments has been executed. Every member of the International Board is entitled to have such a notarial deed signed and executed.

18.2 Any amendment to the Standing Orders may be made by the Council Meeting if supported by two-thirds of the votes cast.

Article 179 – Arbitration

Any dispute or difference arising out of or in connection with these Statutes shall be settled by arbitration in accordance with the UNCITRAL Arbitration Rules as may be currently in force.

Dissolution

Article 1820 – Dissolution

ELSA may be dissolved by unanimous decision of the Council.

In order to be valid, a decision by the Council to dissolve ELSA must be preceded by a proposal to that effect on the Council Meeting agenda.

The Council Shall upon a decision to dissolve ELSA elect ~~2~~ two liquidators and shall subsequently decide about the destination of the net assets and property of ELSA, if any.

~~In order to be valid, a decision by the Council to dissolve ELSA must be preceded by a proposal to that effect on the Council Meeting agenda.~~

Comments:

Statutes of ELSA International have been corrupted during past few council meetings because of reckless formatting and lack of respect on behalf of both Council and the International Board. The International Board 2007/2008 tried to register Statutes of ELSA International in Dutch Chamber of Commerce after the LIII International Council Meeting Lisbon, but Chamber of Commerce rejected to approve the amendments, since there were numerous mistakes with simple formatting of statutes and article numbers were not in accordance with the registered Statutes of ELSA International.

Therefore International Board 2008/2009 had to restructure formatting of the Statutes in order to be in accordance with the registered statutes currently in force in the Dutch Chamber of Commerce. In the previous pages you may find the statutes of ELSA International as a whole. As it is already stated before, every section with underlined text will be added to the Statutes of ELSA International. Every section with ticked over text will be removed from the Statutes of ELSA International.

Most of the amendments in the Statutes are proposed only in order to make formatting to be in accordance with the registered Statutes of ELSA International. However, the international Board 2008/2009 has also made following additions to the statutes of ELSA International:

102.1 The Role of the International Board

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

The International Board consists of the President, the Secretary General, Treasurer, the Vice President in charge of Marketing, the Vice President in charge of Academic

Activities, the Vice President in charge of Seminars and Conferences, and the Vice President in charge of the Student Trainee Exchange Programme.

In order to be legally representative at least four of the International Board positions has to be occupied.

Last paragraph of this section is proposed in order to make the International Board legally representative in situations, which one or more board positions will be vacant after election in spring International Council Meeting. According to our current Statutes the International Board is not legally in the office if it doesn't consist all seven positions. Therefore de facto the International Board hasn't been legally representative according to our statutes during their first six months in the office, after the International Board 2003/2004.

Therefore the ELSA International proposes to add the third paragraph to the article "Role of the International Board" in order to bypass this problem in the future.

Another substantial amendment to the statutes concerns following article:

911.2 Summoning of Council

The Council shall meet twice a year, in spring and in autumn, at a time fixed by the International Board. Extraordinary meetings can be requested by the International Board or by at least one-third of all the Members.

The Council shall be summoned by means of written invitations sent by the International Board to all Members, Observers, Auditors, and any person appointed by the International Board or Council to carry out a specific task at least ~~42~~ twenty-eight days before the opening of the Council Meeting in question.

ELSA International proposes to amend the deadline of written invitations from 42-days to 28 days since according to the Dutch law if an association wants to amend its statutes it needs to be mentioned in the written invitations sent to the members of the Council. Therefore ELSA International wishes to delay send out deadline for written invitations to the same day with ICM-package deadline in order to make preparation procedure easier in terms of amending statutes of ELSA.

Proposal to amend Standing Orders of ELSA**The International Board proposes the following to the Council:**

Standing orders of ELSA International will be amended as stated in following proposal. Every section with underlined text will be added to the Standing orders of ELSA International. Every section with ticked over text will be removed from the Standing orders of ELSA International.

Scope of Association

Article 1 – ELSA as a faculty-based association

Local groups of ELSA can only be established in the presence of a law faculty. The term “law faculty” shall be interpreted as meaning an educational institution offering courses that enable the students enrolled thereto to enter a kind of legal profession. The education shall contain a substantial amount of law thus enabling students to carry out the aims of ELSA

Members and Observers

Article 2 – Application for Membership or Observership

- 2.1 Any application for Membership, direct Membership or Observership as referred to in Articles 5, 6 and 7 ~~4 and 5~~ of the Statutes must be submitted to the International Board at least 35 days prior to opening of a Council Meeting.

An application for Observership must include the documents referred to in Article 5 ~~4~~ of the Statutes.

The written application referred in paragraph ii of Article 4 of the Statutes must include:

- i) a declaration by means of which the applicant group expresses its commitment to the aims and activities of ELSA and its will to become an Observer;
- ii) a report stating by whom the state of the organisation that is applying for Observership is recognised.

An application for Membership must include the documents referred to in Article 6 ~~5~~ of the Statutes.

An application for direct Membership must include the documents referred to in Article 6 5 (ii), (iii) and (iv) of the Statutes.

The written application referred in paragraph ii of Article 6 5 of the Statutes must include:

- i) a declaration in which the applicant group expresses its commitment to the aims and activities of ELSA and its will to become a Member;
- ii) a report stating the applicant group's activities during its period as an Observer or its period as a Local Group/group of Local Groups;;
- iii) a report on the organisational structure of the Observer or Local Group/group of Local Groups that is applying for Membership, including guarantees for continuity;
- iv) a report stating by whom the state of the organisation that is applying for Membership is recognised.

2.2 Observership, direct Membership or Membership is open to organisations established in a state that is recognised as such by a formal act of a United Nations Body and under the same name.

2.3 The International Board shall recommend to the Council whether to accept or decline an application for Observership or Membership. The International Board shall consider the organisation's statutes compliance with the statutes and standing orders of ELSA and shall present a report regarding this to the Council.

Article 3 – Demotion, Termination & Expulsion

3.1 A termination of membership as referred to in Article 8 6 (ii) of the Statutes shall be effective when the International Board receives either:

- a) a written notification, signed by all elected board members, of the decision stating the intention of termination taken in accordance with the member's or observer's Statutes and the Domestic Law of the country in which the group is based; or
- b) a notification of the member's or observer's dissolution, as decided by the National Council of the member or observer in accordance with its Statutes and the domestic law of the country in which the group is based; or
- c) a notification of the member or observer's dissolution, as decided by a supreme domestic decision-making instance whereby the dissolution takes effect according to domestic law.

- 3.3 In order for a demotion or expulsion to be valid in accordance with Article ~~7 5a)~~ and Article ~~9 7~~ of the Statutes, the Member or Observer must be given adequate opportunity to explain its acts and to reply to any allegation made against it.

The International Board must prove to the Council that the respective letter of invitation according to the Article ~~11.2 9.2~~ of the Statutes was sent to the Member or Observer, thereby giving it adequate opportunity.

The Council

Article 4 – Council Meeting Host

- 4.1 The International Board is responsible for choosing the date and for the organisation of each Council Meeting. The Council shall however elect a Council Meeting host responsible for the practical organisation of the Council Meeting.
- 4.2 Eligible applicants
Any national or local ELSA group is eligible for applying to host a Council Meeting.
- 4.3 Application to host a Council Meeting
A written application to host a Council Meeting shall be handed in to the International Board. The application shall contain name of venue, a draft budget, a draft programme and can be supplemented with other relevant material. The application shall be handed in to the International Board not later than the third day of the Council Meeting where a vote on the application in question is scheduled to take place.

No decision can be taken upon the application earlier than eighteen months before the Council Meeting the group has applied to host.

- 4.4 An election of a Council Meeting host shall be taken by means of an absolute majority of votes, including abstentions in accordance with Article 11.4 ~~9.4~~ of the Statutes.
- 4.5 Each Council Meeting host shall sign a contract with the International Board that is agreeable to both parties under the following headings:
- Dates of the Council Meeting;
 - Venue and logistics;
 - Financial implications;
 - Responsibilities of both parties;
 - Discharge of Council Meeting host.

This contract shall be signed upon acceptance of application to host a Council Meeting.

- 4.6 *Force Majeure*

In case of *force majeure* the International Board has the right to delegate the practical organisation of a Council Meeting to a national group, local group or an organising committee. This decision by the International Board can in such cases overturn a Council decision to delegate the organisation.

The venue stated in the application to host a Council Meeting can only be changed upon agreement with the International Board in case of *force majeure*.

- 4.7 Presentation of Council Meeting accounts
Every Council Meeting host shall submit a financial report to the Treasurer of the International Board upon request.
Within six weeks after the Council Meeting, the Council Meeting host shall present a report listing all the income and expenses of the Council Meeting to the International Board and the Members and Observers.

Article 5 – Requested Information

- 5.1 Invitations
The written invitation to the Council Meeting referred to in Article ~~11.2~~ 9.2 of the Statutes shall specify the date, venue, participation fee and any other relevant information concerning the Council Meeting.
- 5.2 Submitting proposals and other information to the Council
All proposals, activity reports, financial documents and other materials that are to be submitted to Council must be sent to the Secretary General of the International Board at least 35 days before the opening of the Council Meeting.
- 5.3 Working materials
The Secretary General of the International Board shall send to all those referred to in Article ~~11.2~~ 9.2 of the Statutes the agenda of the Council Meeting, information about organisations applying for Observership or Membership, all proposals and the activity reports of all International Board members at least 28 days before the opening of the Council Meeting.
- 5.4 Letters of authorisation
To be allowed to participate in the Council, the delegates representing the Members must be duly authorised to vote in Council on behalf of the Members and must therefore present to the Secretary General of the International Board letters of authorisation duly issued and signed by two (2) board members of their respective national group.

The letters of authorisation shall be accompanied with a list of local groups that are currently members or observers of the respective national group.

- 5.5 Number of delegates

Members and Observers have the right to send nine delegates to each Council Meeting. The host of the Council Meeting in agreement with the International Board may increase this number.

If a Member or Observer can not fulfil all nine positions with its own members, the respective group can give free positions from its delegation to the members from other Member or Observer groups. Member or Observer groups giving its' positions to the members from other groups shall bear the responsibilities towards the Organising Committee upon the financial responsibilities of members of other Member- or Observer groups participating in the Council Meeting in its delegation.

Article 6 – Council Meeting General Procedure

6.1 Opening of the Council Meeting

The President of the International Board shall open the Council Meeting.

The Secretary General shall announce the Members and Observers represented, and shall announce those Members entitled to vote following due to authorisation.

The President shall announce any guests and Council Guests present.

6.3 Election of Council Meeting officers

After the opening of the Council Meeting the following officers of the Council Meeting must be elected:

- a) Chair
- b) Vice-chair
- c) Two (2) to four (4) secretaries
- d) Two (2) tellers
- e) A nomination committee consisting of three (3) persons.

6.4 Approval of the Council Meeting agenda

The agenda of the Council Meeting shall be approved by the Council after the opening of the Council Meeting and the election of the Council Meeting officers. It may be amended by the Council upon a seconded proposal.

6.5 Proposals not sent to the Secretary General of ELSA International in accordance with Article 5.2 of these Standing Orders will only be allowed to be submitted to Council at the absolute discretion of the Chair of the Council.

6.6 Amendments to proposals sent to the Secretary General of ELSA International in accordance with Article 5.2 of these Standing Orders will be allowed to be submitted to Council by the Members and the International Board.

6.7 All proposals to Council by those referred to in article ~~11.3~~ 9.3 of the Statutes, submitted in accordance with Article 5.2 of these Standing Orders, shall be presented and voted upon by Council.

6.8 A revision of the list of votes shall be taken at the commencement of all sessions and adjournments of the Council Meeting. Should national groups

subsequently leave/join the session, they shall inform the Chair of their absence/presence and this shall be recorded in the minutes.

- 6.9 At the commencement of all sessions of the Council Meeting, the Chair shall inform delegates of these procedures and about the possibility for a Member to be represented by proxy according to article 8 of these Standing Orders.

Article 7 – Council Meeting Voting Procedure

- 7.1 The voting procedure shall be as following:
- (i) The Chair asks the Council for arguments in favour and against a proposal and any proposed amendments thereto.
 - (ii) If any amendments are proposed, the Chair asks the Council to vote on the amendments.
The Chair asks for votes in favour, votes against and abstentions. The Chair announces the result of the voting process.
 - (iii) The Chair asks the Council to vote on either the original proposal or the amended proposal, depending on whether any amendment was accepted.
The Chair asks for votes in favour, the votes against and abstentions. The Chair announces the result of the voting process.
 - (iv) If there are two or more proposals on the same issue and neither of them obtains an absolute majority in the first vote, the Chair may ask for a new vote on the two proposals that obtained the most votes.
 - (v) The Chair may reverse the voting procedure on non-disputed or procedural votes. The Chair asks for votes against and for abstentions. The Chair announces the result of the voting process.

- 7.2 Secret Voting
Voting in Council shall be carried out by written and secret vote (ballots) whenever there is an election or any one voting delegate requests a secret vote. In all other cases voting in Council shall be carried out by a show of hands.

Whenever secret voting takes place, counting of votes shall be conducted publicly by the Chair and the tellers.

Only one delegate per each national group is allowed to be present in the room during the counting of vote. The delegates allowed to watch the counting of the votes have to stay in silence and cannot disturb the counting procedure.

- 7.3 When voting, the Members shall be allowed to split their three (3) votes as referred to in Article 11.5 ~~9.5~~ of the Statutes.

Article 8 – Rules for Proxies

8.1 General rules

- 8.1.1 In order for a Member to be able to authorise another Member to be represented by proxy it has to have fulfilled its financial obligations towards ELSA International, either through agreement or by settling its debts.
- 8.1.2 A proxy vote has to be correctly signed by two (2) board members of the Member giving such a proxy vote, clearly stating the date of signature and the accepting Member, which is appointed as well as the ICM for which the proxy is valid.
- 8.1.3 Only a Member can act as proxy; it will be its delegates who have the right to speak and vote on behalf of the proxy-giver. Delegates are to be understood as the delegates stated in the Letter of Authorisation of the Member acting as proxy.
- 8.1.4 A delegation can only hold the votes of one (1) other Member in addition to its own.
- 8.1.5 A letter of authorisation cannot be used as proxy.

8.2 Submission

- 8.2.1 A proxy vote has to be addressed directly to the Secretary General of ELSA International.
- 8.2.2 A proxy vote can only be used in Council after it has been received and the Secretary General of ELSA International has confirmed its receipt.
- 8.2.3 When submitting a proxy vote by fax or letter the proxy vote shall state the phone number to be used to confirm its receipt. The Secretary General has to confirm receipt of the proxy vote as soon as it reaches him or her.
- 8.2.4 A proxy vote can be submitted by fax, letter, e-mail with a scanned document attached or handed in directly.
- 8.2.5 A proxy vote can be withdrawn at any time following the same procedure as for submission.

8.3 Proof in Case of Doubt

In case of doubt of the authority of the signatories of the proxy vote, the International Board shall request proof from signatories of the proxy vote that they have been duly elected to the National Board of the relevant Member.

8.4 Relations between the Proxy and the Represented Group

- 8.4.1 The Member acting as proxy must follow any instructions, oral or written, given by the Member represented by proxy. For this reason the proxy vote should explicitly state the content and instructions given to the proxy.
- 8.4.2 The voting of the Member acting as proxy is valid, independently whether the instructions were followed or not.
- 8.4.3 Any misuse of a proxy vote shall remain a matter between the Member acting as proxy and the Member represented by proxy.
- 8.4.4 If a delegate is temporarily unable to vote, his vote may be used by a fellow delegate.

Article 9 - The Council Meeting Officers

- 9.1 The Role of the Council Meeting Officers
- (i) The role of the Chair of the Council Meeting is to ensure that the Council Meeting agenda is respected and adhered to, to supervise and assist the other Council Meeting officers, to invite persons to address the Council, to decide when to put proposals to a vote, to supervise the voting process, to announce the result of the voting process, to supervise the election process, to bring the meeting to order and to resolve any question concerning the procedure of the Council Meeting.
 - (ii) The role of the Vice-Chair is to assist the Chair and stand in for the Chair in the event of his absence.
 - (iii) The role of the Secretaries of the Council Meeting is to take the minutes of the meeting. The secretaries are responsible to the Secretary General of the International Board.
 - (iv) The role of each teller is to count the votes, compare the results of the counting process and inform the Chair of the result. Tellers may not be voting delegates.
 - (v) The role of the Nomination Committee is to receive nominations for the elections and to announce the nominations to the Council.
- 9.2 Dismissal of Council Meeting Officers
- A Council Meeting officer may be dismissed by the Council upon a seconded proposal by a majority of two-thirds of the votes cast if the officer does not satisfactorily perform his/her tasks. Abstentions shall be included in the number of votes cast.

Article 10 - Decision Book and Minutes

- 10.1 The coming into force of Council decisions
- Council decisions come into force when the updated Decision Book has been made available to the Network, unless the Council decides otherwise.
- 10.2 Decision Book
- The Decision Book is an official record of all decisions currently in force taken by the Council. When taking new decisions Council must state which decisions

are put out of force or amended. The updated Decision Book shall be made available to the Network no later than 60 days after the Council Meeting.

10.3 The Minutes

The Minutes of the Council Meeting shall be drawn up by the Secretary General of the International Board from the draft minutes prepared by the Secretaries of the Council. The Minutes shall be sent out to all those mentioned in Article 9.2 of the Statutes no later than 6 weeks from the end of the Council Meeting.

The Minutes shall be approved, with amendments if necessary, by the next Council Meeting and then be signed by the Secretary General of the International Board.

The Minutes are not to be regarded as an incontrovertible record of Council Meeting decisions until they are signed by the Secretary General.

The following shall be included in the Minutes:

- a) All proposals submitted to Council and amendments thereto, together with the results of the voting process;
- b) The Auditors' report;
- c) Budget,
- d) A list of the nominations received, together with the results of the voting process;
- e) Any other relevant documents the Secretary General of the International Board judges necessary to include in the minutes.

Article 11 – Council Guests

11.1 The Council at each Council Meeting shall elect a maximum of three individuals as Council Guests for the next Council Meeting.

11.2 The International Board may invite guests to attend Council Meetings.

The International Board

Article 12 – Elections

12.1 To be eligible for a post on the International Board, a person must be nominated by a Member and seconded by another Member. The nomination must specify who is nominated for which post and contain the names and signatures of the nominator, the seconder and the nominee.

12.2 To be taken into account at the elections, nominations must be received by the Nominations Committee before midnight on the second day of the Council Meeting. The time when the nomination was received shall be recorded on the nomination sheet. If there is no candidate for one or more posts on the

International Board, the Council can with a two-thirds majority reopen the nomination for these posts.

- 12.3 The nominee must prepare a personal presentation in writing and distribute this to the Members before midnight on the day before the final Plenary session. This presentation must include personal curriculum vitae, an ELSA curriculum vitae and a programme of action.
- 12.4 The elections start with the reading out of all nominations received in accordance with this Article of these Standing Orders by the Nomination Committee.

Each candidate for a post on the International Board shall be given five (5) minutes for a short presentation to the Council. After each presentation, the Council shall be given ten (10) minutes to question the candidate. Candidates standing for the same board position must leave the meeting room during the presentation and hearing of their fellow candidates. During the presentation and hearing, no person shall leave the meeting room.

After the presentation and hearing of all candidates, the delegates shall be given considerable time to discuss how to vote.

- 12.5 A person will be elected to the International Board if he/she obtains an absolute majority of the votes cast.

If after the first election for a post on the International Board no person obtains an absolute majority of the votes cast, another election shall be held for which only the two candidates who obtained the most votes in the first election shall be eligible.

If, in the second election, no person obtains an absolute majority of the votes cast, a third election shall be held in which abstentions shall not be included in the number of the votes cast.

If, at the first election there was only one candidate for the post, new candidates can be nominated for election.

- 12.6 If a post on the International Board remains vacant after regular elections, the other newly elected International Board members will be jointly responsible for the activities of the vacant International Board post until the next Council Meeting when an election to fill in the vacant post must take place. Such election will last until the end of the term.

Article 13 – Role of the Board Members

- 13.1 The President
The President is in charge of the overall co-ordination of ELSA work, execution of expansion, planning and direction of the work of the Council and the International Board.
- 13.2 The Secretary General

The Secretary General is responsible for directing, organising and maintaining the internal structure of the Association, and shall consequently be responsible for ensuring that decisions to this effect are implemented and respected by all ELSA groups. The Secretary General shall also be responsible for identifying any non-observance in this field, and shall make all necessary resources available so as to correct any inconsistency.

13.3 Treasurer

The Treasurer is in charge of the financial management of ELSA being responsible among other things for the accounting, property, and payments pursuant to Article ~~15~~ 13 of the Statutes and Article 19 of the Standing Orders and for the arrangement of internal financial control.

The Treasurer is responsible for billing and collecting the annual membership fees together with any special fees, levies or other amounts due to ELSA from the Members, Observers or any third parties.

The Treasurer shall present interim accounts and the final accounts to the Council according to Article 19 of the Standing Orders.

13.4 The Vice Presidents

The Vice Presidents are responsible for the overall planning, co-ordination and supervision of their respective field of activity; they are responsible for the stimulation and execution of the specific programmes and projects that the Council initiates within their respective field of activity.

Article 14 – Representation

ELSA is represented by the members of the International Board jointly and severally. Furthermore the President of the International Board can appear on behalf of ELSA on any deed.

The International Board or the President of the International Board can authorise one or more persons to represent ELSA by means of a limited or unlimited power of attorney.

The International Board may appoint any person to carry out a specific task under its responsibility. The International Board shall be accountable to the Council for the activities of this person.

Article 15 – Quorum and Decisions

Each member of the International Board is to have one vote within the International Board.

The International Board is only fully competent when at least four members are present after the entire Board has been duly summoned.

Decisions will be implemented by means of a simple majority. If a simple majority is not reached, a second vote will take place. If the draw persists, the President's vote will prevail.

Article 16 – Resignation or termination of office

If an International Board member resigns before or during his or her period of office, the International Board will be collectively responsible for the activities of the vacant International Board post and may immediately collectively appoint an interim replacement to hold office until the next Council Meeting when an election must take place. The afore-mentioned interim replacement will not become a member of the International Board.

If an international Board member resigns during a Council Meeting, an election to fill the vacant post must take place at that same Council Meeting.

The International Presidents' Meeting

Article 17 – Procedure of the International Presidents' Meeting

17.1 Application to host a Presidents' Meeting

Any National or Local ELSA Group is eligible for applying to host a Presidents' Meeting.

A written application to host a Presidents' Meeting shall be handed in to the International Board. The application shall contain name of venue, a draft budget, a draft programme and can be supplemented with other relevant material. The application shall be handed in not later than the third day of the Council Meeting where a vote on the application in question is scheduled to take place.

No decision can be taken upon the application earlier than eighteen months before the Presidents' Meeting the group has applied to host.

17.2 Election

The Council shall elect a Presidents' Meeting host responsible for the practical organisation of the Presidents Meeting.

The election of the winter Presidents Meeting shall take place at the spring Council Meeting and the election of the summer Presidents' Meeting shall take place at the autumn Council Meeting.

An election of a Presidents Meeting host shall be taken by means of an absolute majority of votes, including abstentions in accordance with Article 9.4 of the Statutes.

17.3 Responsibilities

The International Board is responsible for choosing the date of each Presidents Meeting with the input from the ELSA Group organising the Presidents' Meeting.

The Presidents' Meeting host will be responsible for providing all participants with accommodation and a social programme. Wherever possible, the host group in co-ordination with the International Board shall provide training for the participants.

Each Presidents' Meeting host shall sign a contract with the International Board that is agreeable to both parties under the following headings:

- Dates of the Presidents Meeting;
- Venue and logistics;
- Financial implications;
- Responsibilities of both parties;
- Discharge of Presidents Meeting host.

This contract shall be signed upon acceptance of application to host a Presidents' Meeting.

Every President's Meeting host shall submit a financial report to the Treasurer of the International Board upon request. Within six weeks after the Presidents' Meeting, the Presidents' Meeting host shall present a report listing all the income and expenses of the Presidents' Meeting to the International Board and the Members and Observers.

17.4 Force Majeure

In case of *force majeure* the International Board has the right to delegate the practical organisation of a Presidents Meeting to a National Group, Local Group or an Organising Committee. This decision by the International Board can in such cases overturn a Council decision to delegate the organisation.

The venue stated in the application to host a Presidents Meeting can only be changed upon agreement with the International Board in case of *force majeure*

Finance

Article 18 – Responsibility of the Members and Observers

- 18.1 The Members and Observers may organise their finance independently and are not in any respect responsible to, or under the supervision of, the Treasurer of the International Board other than as provided for in the Statutes and these Standing Orders and the Decision Book.
- 18.2 Special fees
Members and Observers that participate, or whose individual members participate, in any of the activities of ELSA and for which a special fee is payable (as determined by the Council) or for which other moneys are due, are obliged to pay such fees to ELSA.
- 18.3 Payment of the membership fee
The annual membership fee must be paid before the 31st of July of the year preceding the year for which the membership fee is due.
- 18.4 Delaying and waiving amounts due
The International Board may agree to delay receiving payment of any fees or other amounts due under Article ~~15~~ ~~13~~ of the Statutes or agree to receive payment other than in cash, in which case the value of the non-cash payment must be at least equal to the amount of cash that would have been received.
- The Council may agree to waive or reduce any amounts due by member or observer groups under Articles ~~15~~ ~~13~~ of the Statutes.

Article 19 – Budget and Audit

- 19.1 The Council decides on the budget of the next following financial year submitted by the Treasurer of ELSA International during the Spring Council Meeting.
- 19.2 The Auditors shall be elected according to the electoral procedure of the International Board, but will not be required to provide a programme of action.
- 19.3 All funds raised for the benefit of, or payable to, ELSA shall be paid into the ELSA International account and be properly and accurately accounted for by the Treasurer of the International Board.

Article 20 – Liquidation

The liquidators shall make an account of all assets, property, debtors and creditors of ELSA, claim outstanding debts and pay debts due. They shall thereafter divide the net assets and property, if any, equally between ELSA's Members unless the Council decides otherwise.

Comments:

Most of the amendments in these Standing orders are proposed only in order to make formatting to be in accordance with the registered Statutes of ELSA International.

However, the international Board 2008/2009 has also made following addition to the Standing Orders of ELSA International:

5.5 Number of delegates

Members and Observers have the right to send nine delegates to each Council Meeting. The host of the Council Meeting in agreement with the International Board may increase this number.

If a Member or Observer can not fulfil all nine positions with its own members, the respective group can give free positions from its delegation to the members from other Member or Observer groups.

Member or Observer groups giving its' positions to the members from other groups shall bear the responsibilities towards the Organising Committee upon the financial responsibilities of members of other Member- or Observer groups participating in the Council Meeting in its delegation.

International Board proposes to add the second paragraph article 5.5 in the Standing Orders of ELSA in order to ensure that all the delegates participating ICM in National Group delegations will be ELSA-members. International board also proposes to add third paragraph to the same article in order to clarify financial responsibilities in the possible payment-disputes regarding delegate fees.

Decision Book Amendment to amend EMC² -regulations**ELSA International proposes following to the Council:**

Athens 16 th -23 rd March 2003	In Force
AA 02/03 I	Principles of the ELSA Moot Court Competition
Amended by 05/03 II, 01/04 I	

Principles of the
ELSA Moot Court Competition

1 Organisation

- 1.1 ~~The ELSA Moot Court Competition on the Law of the World Trade Organization (EMC²) is the annually organised international moot court competition of The European Law Students' Association (ELSA). The EMC² consists of the Written Rounds, ELSA Regional Rounds, non-ELSA Regional Rounds and Final Oral Round, with the exception of the ELSA National Rounds where, according to these Principles, the winners qualify for the ELSA Regional Rounds.~~

Prague, 25 th March – 1 st April 2007	In force
AA 01/07 II	EMC²

1 Organisation

- 1.1 ~~The ELSA Moot Court Competition on the Law of the World Trade Organization (EMC²) is the annually organised international moot court competition of The European Law Students' Association (ELSA). The EMC² consists of the Written Rounds, ELSA Regional Rounds, non-ELSA Regional Rounds and Final Oral Round, with the exception of the ELSA National Rounds where, according to these Principles, the winners qualify for the ELSA Regional Rounds.~~

1.2 ~~Aim~~

~~The aim of the EMC² is to develop ELSA as a pioneer in legal education by providing its members the possibility to discuss legal systems in a spirit of critical dialogue and scientific co-operation and assisting them to be better internationally minded and professionally skilled.~~

1.3 ~~The International Organising Committee~~

~~International Organising Committee of the EMC² (the IOC), as appointed by the International Board of ELSA, is to act as an autonomous but not independent organiser of the EMC². The IOC is primarily responsible for maintaining the autonomous organisational structure and financial sustainability of the Competition.~~

~~The Head of the IOC shall be the Vice president Academic Activities ELSA International or the person delegated to be head of IOC by the International Board of ELSA. The Head of the IOC shall call for the IOC members and further involve the IOC.~~

~~The IOC is responsible for the overall organisation including drafting the Case, nominating the Panel, issuing and interpreting the Rules of the EMC², advertising the EMC², organising the applications of the teams, organising the Clarifications to the Case, setting up the Timeline of the EMC² and supporting the Local Organising Committee and the Regional Organising Committees according to the Memorandums of Understanding.~~

1.4 — The Local Organising Committee

~~The Local Organising Committee (LOC) is responsible for all logistical aspects related to the organisation of the Final Oral Round of the EMC². The IOC is responsible for the constitution of the LOC.~~

1.5 — The Regional Organising Committees

~~The Regional Organising Committees (ROC), whether for ELSA or non-ELSA Regional Rounds, shall be responsible for the organisation and financing of the respective Regional Rounds subject to prior agreement and consultation with the IOC.~~

— Relations between the IOC, LOC and the ROC

~~Between the IOC, the LOC and the ROC a Memorandum of Understanding shall be established determining all aspects of the organisation of the EMC², that is the Final Oral Round and the Regional Rounds.~~

1.6 — Timeline

~~The IOC will issue a detailed Timeline for the EMC².~~

2. Rules

2.1 — Issuing the Rules of the EMC²

~~The IOC shall issue the Rules for the EMC² one month before issuing the Case. The Rules shall be written in accordance with the principles contained herein and shall take into consideration all recommendations made by the Council.~~

2.2 — Language

~~The EMC² shall be conducted entirely in the English language.~~

2.3 — Scores

~~The scores of all Rounds will be kept on official scoring sheets. They shall be kept confidential at all times.~~

3. Structure

~~The EMC² shall be divided into two principle rounds: Selection Rounds and a Final Oral Round~~

3.1 — Selection Rounds

~~This round shall have the aim of selecting teams for the Final Oral Round taking the forms of the Written Round or the Oral Rounds.~~

~~3.1.1 Written Round~~

~~The Written Round of the EMC² shall serve to select teams for the Final Oral Round where the selection through an Oral Round shall not apply. However, where it is not possible to apply the ELSA Regional Rounds, the National Rounds shall serve as Selection Rounds for the Final Oral Round.~~

~~3.1.2 Oral Rounds~~

~~The Oral Rounds shall take the form of Regional Rounds, being either ELSA or non-ELSA Regional Rounds. Regional Round shall be the round aimed at determining teams qualified for the Final Oral Round of the EMC².~~

Prague, 25th March – 1st April 2007	In force
AA 01/07 I	EMC²

3.2. ELSA Regional Rounds

~~3.2.1 There shall be four ELSA Regional Rounds organised for each year's EMC². The geographical scope of the ELSA Regional Rounds shall be limited to the European continent and the territory of the ELSA member countries. No less than eight and no more than twelve teams shall participate in each ELSA Regional Round. The IOC may choose to reduce the number of ELSA Regional Rounds during the implementation of this Structure of the EMC².~~

~~3.2.2 The Applicants for the Regional Organising Committees may be national or local ELSA groups. ELSA Regional Rounds shall be organised subject to the signing of an agreement with the IOC at least 8 months prior to the date of the ELSA Regional Round. The IOC together with Applicants for the Regional Organising Committees shall determine, inter alia, the deadline for organisation and the terms of financing of such ELSA Regional Rounds.~~

~~3.2.3 Team selection for the ELSA Regional Rounds shall take the form of either selection through assessment and ranking of the written memorials or organisation of National Rounds. The planned organisation of the National Round of the EMC² shall be communicated to the IOC within one month after the Rules and the Case of the IOC are issued. The IOC shall register such National Round of the EMC² and allocate the winning team of that National Round to a particular ELSA Regional Round. In National Rounds where more than eight (8) teams participate, the winner and the runner-up shall progress to the same ELSA Regional Round. The national/local ELSA group which shall undertake to organise the National Round of the EMC² shall be bound by its decision to select a team for the ELSA Regional Rounds of the EMC² as agreed with the IOC.~~

~~3.3 Non-ELSA Regional Round~~

~~3.3.1 There shall be a maximum of six non-ELSA Regional Rounds organised in the following geographical areas:~~

- a) North America
- b) Central and Southern America
- c) Africa
- d) Asia I
- e) Asia II
- f) Oceania

~~3.3.2 The applicants for the non-ELSA ROC shall be selected by the IOC upon invitation or application, assessment being subject to certain criteria issued by the IOC.~~

~~3.4 The Final Oral Round~~

~~The IOC shall determine the number of teams being admitted to the Final Oral Round of the EMC² each year on the basis of applications received from and the actual availability of the various Selection Rounds. Final Oral Round shall be the round aimed at declaring an overall winner of the particular edition of the EMC².~~

~~3.4.1 Contents~~

~~The Final Oral Round shall consist of a number of sessions where paired teams will plead their arguments in front of a panel. These rounds shall progress from preliminary rounds to elimination rounds.~~

~~The IOC can in cooperation with the LOC as early as possible before the case is published decide to reduce the dimensions of the competition from the prior year if the size causes financial or logistical difficulties that cannot be overcome.~~

~~3.4.2 Venue~~

~~The venue for the Final Oral Round of the EMC² shall be in Geneva, Switzerland. Should an agreement for the organisation of the Final Oral Round of the EMC² at the WTO Headquarters not be available the IOC shall consider other suitable venues reflecting the theme and aims of the EMC².~~

~~3.4.3 Time~~

~~The IOC shall fix the dates of the Final Oral Round in cooperation with the LOC.~~

~~3.5 Disclaimer~~

~~Until the above structure can be fully implemented it is subject to the IOC discretion to adopt a Structure of the Competition on a yearly basis making sure that these Principles serve as strictly as basis for such interim solutions.~~

4. Case

~~WTO law experts, upon request of the IOC, shall draft the case. The case shall be published according to the timeline of the EMC².~~

5. Panel

~~5.1 The judges forming the Panel of the EMC² shall be WTO law experts nominated by the IOC. The ROC shall select the judges upon consultation with the IOC~~

~~whereupon the latter shall officially nominate the panel of each respective Regional Round.~~

~~5.2 — Fairness~~

~~The IOC shall endeavour to ensure that the bench is perceived as being neutral and fair.~~

6. Participation

~~6.1 — Team Composition~~

~~Each team shall be composed of two to four members. There shall not be more than one team per University. Participation in the EMC² shall be open to all universities located in the territory of the WTO Member States.~~

~~6.2 — Team Members~~

~~Any student enrolled at a law school, accredited under national law, that awards a degree that permits to its graduates to enter in a legal profession is eligible for team membership. This includes students of undergraduate and masters programmes only. Doctorate students are excluded.~~

~~6.3 — Grounds of Exclusion~~

~~Persons that are engaged in the practice of law or any work of a nature that would provide them a significant or unfair advantage and persons that have previously participated in the Final Oral Rounds of the EMC² are not eligible for team membership. Persons involved in the organisation of the EMC² or of any moot court connected to it are excluded from participation.~~

~~6.4 — Team Assistance~~

~~Teams shall be encouraged to receive outside assistance that does not overly interfere with their work.~~

~~6.5 — Registration~~

~~Teams are to register with the IOC within the specified time.~~

~~6.6 — Fees~~

~~Every team will pay an Administration Fee on registration.~~

~~Teams participating in Oral Rounds may also be required to pay an additional Participation Fee. Where this is charged, this will include an academic and social programme, accommodation, meals, and administration costs.~~

~~ELSA International shall establish both the administrative and participation fee taking into account the budget and the nature of the event. The participation fee for an Oral Round shall be established together with the OC for that Oral Round.~~

~~6.7 — Team Identification and Anonymity~~

~~In accordance with the best tradition of the international moot court competitions, the IOC, LOC, ROC and the National and Local ELSA Groups will take all necessary measures in order to assure the anonymity of the participants.~~

7. The ELSA Network

The EMC², being a project for the entire ELSA Network, requires cooperation and communication between the IOC, LOC, ROCs and the National and Local ELSA Groups.

ELSA Groups are to be involved in finding participants for the EMC² making their members aware of the Case and the Rules, including but not limited to, the Timeline and the Structure of the Competition. Where ELSA Groups are actively involved in finding participants and fundraising for them, they must ensure that the team members are satisfactory representatives of their university and the ELSA Group. For this reason they should ensure the proper coaching of teams.

The IOC, LOC and ROCs safeguard the interests of the ELSA members throughout the organisation of the EMC².

Through the EMC² ELSA shall also strive to develop a moot court tradition in all member states. In all matters concerning EMC² ELSA member states should be given priority. The aim of this is so that we reach a situation where most member countries take part in the EMC².

Budva, 18th – 26th October 2003

In Force

AA 04/03 I

Future of the ELSA Moot Court Competition

Future of the
ELSA Moot Court Competition

1. Geographical Scope and Goals of the Competition

Henceforth the Moot Court Competition of the European Law Students' Association (ELSA) on the law of the World Trade Organisation (WTO) Law (EMC²) shall seek to become an international moot court competition assisting law students in Europe and around the globe in becoming professionally skilled and internationally minded. The EMC² shall be open to all WTO member states, unless grave circumstances deem it unfeasible.

2. The International Organising Committee

International Organising Committee of the EMC² (the IOC) is to act as an autonomous but not independent organiser of the EMC². The IOC safeguards the interests of ELSA members throughout the organisation of the EMC². The IOC is primarily responsible for maintaining the autonomous organisational structure and financial sustainability of the Competition.

3. The Competition and ELSA Members

~~In conjunction with the above, through the EMC² ELSA shall strive to provide its members and the entire law student body in Europe with an opportunity to effectively study international trade law in surroundings which call for dedication, active research and development of basic skills and knowledge on behalf of law students; involvement of various ELSA groups; beneficial cooperation with relevant externals etc.~~

~~Through the EMC² ELSA shall also strive to develop a moot court tradition in all member states. In all matters concerning EMC², ELSA member states should be given priority. The aim of this is so that we reach a situation where most member countries take part in the EMC²~~

4. Concluding Provisions

~~Goals and objectives stated herein shall be sustained throughout the years to come via the work of the IOC and evaluation of the implementation of the Two Year Tactical Plan 2003/ 2005, as well as by including provisions, relevant to implementation of this Council Decision, in the Two Year Tactical Plan 2006/ 2008.~~

Budva 18th-26th October 2003

In Force

AA 05/03 II

Structure of the ELSA Moot Court Competition

Structure of the ELSA Moot Court Competition

~~Hereby the Council determines the structure of the ELSA Moot Court Competition on the law of the World Trade Organisation (the EMC²). Terms and abbreviations as set forth in the Rules and Principles of the EMC² shall forthwith bear the same meaning in this IB Proposal.~~

1. Selection Rounds

1.1 ~~The EMC² shall have two forms of Selection Rounds: Written Round and Oral Rounds.~~

1.2 ~~The Written Round~~

~~The Written Round of the EMC² shall be employed to select teams for the Final Oral Round where the selection through Oral Round shall not apply.~~

1.3 ~~The Oral Rounds~~

~~Oral Rounds of the EMC² shall bear the form of Regional Rounds. There shall be ELSA and non-ELSA Regional Rounds.~~

2. ELSA Regional Rounds

2.1 ~~There shall be four ELSA Regional Rounds organised for each year's EMC². The geographical scope of the ELSA Regional Rounds shall be limited to the European continent and the territory of the ELSA member countries. No less than eight and no more than twelve teams shall participate in each ELSA~~

~~Regional Round. The IOC may choose to reduce the number of ELSA Regional Rounds during the implementation of this Structure of the EMC².~~

- ~~However, where that shall be the case the proportion in the number of teams coming through to the Final Oral Rounds from ELSA countries, as opposed to the number of teams allocated in the Final Oral Rounds to the teams from the Non-ELSA Regional Rounds, shall always be in favor and advantage for the ELSA countries.~~
- ~~2.2 The Applicants for the Regional Organising Committees may be national or local ELSA groups. ELSA Regional Rounds shall be organised subject to the signing of an agreement with the IOC at least 8 months prior to the date of the ELSA Regional Round. The IOC together with Applicants for the Regional Organising Committees shall determine, inter alia, the deadline for organisation and the terms of financing of such ELSA Regional Rounds.~~
- ~~2.3 Team selection for the ELSA Regional Rounds shall take the form of either selection through assessment and ranking of the written memorials or organisation of national rounds. The planned organisation of the National Round of the EMC² shall be communicated to the IOC within one month after the Rules and the Case of the IOC are issued. The IOC shall register such National Round of the EMC² and allocate the winning team of that National Round to a particular ELSA Regional Round. In National Rounds where more than eight (8) teams participate, the winner and the runner-up shall progress to the same ELSA Regional Round. The national/local ELSA group which shall undertake to organise the National Round of the EMC² shall be bound by its decision to select a team for the ELSA Regional Rounds of the EMC² as agreed with the IOC.~~
- ~~2.4 Where no National Round of the EMC² is held, the teams shall be accepted for the selection to the ELSA Regional Rounds through the assessment and ranking of the written memorials.~~

~~3. Non-ELSA Regional Rounds~~

- ~~3.1 Non-ELSA Regional Rounds shall be organised, subject to agreement with the IOC signed at least 6 months before the deadline for organisation of such Oral Round, to select teams for the Final Oral Round from these geographical areas:~~
- ~~1) North America (US and Canada);~~
 - ~~2) Central and Southern America;~~
 - ~~3) Africa;~~
 - ~~4) Asia I;~~
 - ~~5) Asia II;~~
 - ~~6) Oceania (Australia, New Zealand and others).~~
- ~~3.2 For the purposes of the EMC², the IOC shall issue a list of countries, WTO members, prescribed to each of the above listed geographical areas. Teams of law students from all universities based and functioning in these WTO member states shall be eligible for participation in the EMC², subject to relevant rules.~~
- ~~3.3 The non-ELSA Regional Round organisers shall be selected by the IOC on a yearly basis upon invitation or application. The criteria for selection of the non-~~

~~ELSA Regional Round organisers shall be reliability, extent of relations with ELSA, ability to financially sustain the organisation of the non-ELSA Regional Round, apparent experience of the Applicants for the non-ELSA Regional Organising Committees in the organisation of similar events, academic credibility and other relevant issues.~~

4. The Final Oral Round

~~The number of teams coming through to the Final Oral Round from the Written Round, ELSA and non-ELSA Regional Rounds shall be determined by the IOC on a yearly basis depending on the availability of human and financial resources within ELSA available for the EMC².~~

5. Closing provisions

~~The gradual implementation of the stated Structure of the EMC² shall commence with the transfer of the above provisions in the Principles of the EMC² as embedded in the AA Policies in the Spring ICM 2004. Accordingly, all relevant changes to the Principles of the EMC² shall be made to accommodate the Structure of the EMC² as agreed herein.~~

Comments from ELSA International:

This section of the Decision Book (DB) is outdated, and it should not be regulated in the decision book as moot court competitions is already under the AA-section, page 12 – Bridging theory and practice – point 1: Moot Court Competitions.

The rules of the EMC² contains all of these regulations, and they are up to date as they are being changed every year in accordance with the evolution of the competition and the changes needed in order to be competitive towards other moot court competitions. To keep up with those needs a decision made by ELSA International is needed as a decision of the Council is only possible two times a year.

Under the section of the “Future of the ELSA moot court competition”, it includes referrals to the previous used two year tactical plans (TYTP) of 2003/2005 and 2006/2008, and as we all are aware of the TYTP is no longer in use. For the present we are all aiming for the Strategic Goals of 2013 which includes legal education. For the Regional Rounds the implementation time for the EMC² must in our opinion has passed as the competition goes into its 7th edition, and the total number of regional rounds was two last year (Romania and Hungary as hosts), due to 19 teams coming from Europe through the described geographical area designated to enter into the ELSA Regional Rounds.

The time limit given in advance for when the regional- and final round must have the MOA done, is a limitation of the potential of the competition as it does not give room for flexibility in case the competition should be delayed, and therefore the MOA's cannot be signed on time. Again this shows the lack of flexibility to react on a change in realities under immediate and necessary circumstances.

The different geographical areas have also changed, as there are no longer two Asian regional rounds (ARR) but only one. The Oceanic round is now known as the Pacific regional round in accordance to the latest rules of the EMC². ELSA International is not even able to force our external partners to organise those regional rounds.

As the EMC² has developed the DB has unfortunately not kept up with its time. Thereby being an outdated part, and double regulation of moot court competitions. ELSA International therefore feels it necessary to adopt the EMC² to the current realities, and remove it from the decision book.

The newest version of the Rules (45 pages) can be available on the demand to the International Board.

General Remarks:

Over the years the Decision Book has slowly grown to include a lot more than what is actually needed. This makes peoples miss the important parts. As a law students association we have been a bit too enthusiastic when it comes to regulating ourselves. This proposal is there to remove some of the parts, which are not necessary.

ELSA International would also like to reason these amendments with reference to the standard regulations in IM-part of Decision book as follows:

2. Council Meeting Decision Book

2.1 The Decision Book is the collection of all in force decisions taken by the Council.

2.2 When taking new decisions, the Council must state what decisions are put not in force.

2.3 At every Council Meeting, all workshops have to review the decisions related to their area and propose to the Council what decisions are to be removed.

Decision Book amendment on National traineeships**ELSA International proposes following to the council:**

STEP Policies

(…)

8. National traineeships~~8.2. National Traineeships shall not be actively hunted~~~~8.3. National Traineeships offered by National or Local Groups of ELSA towards its own members shall not be accepted.~~

(…)

Comment:

Since the ICM In Regio di Calabria 2007 there has been a discussion in the Network on in which direction our organization is going. During the mentioned ICM on the proposal of the ELSA International, the Council decided to cancel the Two Year Tactical Plan. However the BEE workshop felt the need to put some frames and directions of our organization. Therefore following statement was presented:

STATEMENT

“The Presidents of ELSA Switzerland, ELSA Norway, ELSA UK, ELSA Poland, ELSA Sweden, ELSA Ukraine, ELSA Hungary, ELSA the Netherlands, ELSA Belgium, ELSA Croatia, ELSA Italy, ELSA Lithuania, ELSA Germany, ELSA Finland, ELSA Denmark and ELSA Spain would like to make a statement. The current situation of ELSA International shows that we need strategic planning to work on consolidation in an effective way. In our opinion TYTP failed in this field and because the timelines were too short there was no professional research on the network’s needs. In our opinion to make strategic planning more effective we should start our work with the network. That is why we have decided to start a working group with the presidents from ELSA Switzerland, ELSA Norway, ELSA UK, ELSA Poland, ELSA Sweden, ELSA Ukraine, ELSA Hungary, ELSA the Netherlands, ELSA Belgium, ELSA Croatia, ELSA Italy, ELSA Lithuania, ELSA Germany, ELSA Finland, ELSA Denmark and ELSA Spain with the support of the President of ELSA International. The working group will focus on strategic planning and the results will be presented during upcoming IPMs and ICMs.”

Therefore during the following IPM in Mavrovo, Republic of Macedonia, the workshop was mainly focused on creating the main points that shall be included in the draft of the future Strategic Goals 2013. All the presidents agreed that one of the main core activities of our Association should be Student Trainee Exchange Programme seen as International Programme focused on providing the exchange among the students from Europe and creating the possibilities for the students to expense life and work in a different environment and have the insight in the foreign legal system.

On the IPM was agreed that after presenting the draft of the Plan to the board of each National group, the Network shall start putting the main focus in each country on the core activities set in Mavrovo, among which Is STEP.

Finally during the ICM in Lisbon, whole Network worked hard to finalize the Strategic Goals 2013 as the main focus of our association for the next five years.

As one of the main focuses of ELSA is STEP and therefore the following goals were set :

1.1 STEP is an International Programme

1.2 Online system

1.2.1 The online system will be working and running at latest SPRING ICM 2009

1.2.2 All traineeships registered in the online system

1.2.3 All STEP applications registered in the online system

1.2.4 Accessible for every STEP officers according to their tasks/role

1.3 Matching process regulated by the online system, under administration of the STEP officer

1.4 The number of traineeship increase with at least one traineeship in average on a national level per each local group.

1.5 Every STEP traineeship shall be evaluated by the trainee and the employer.

1.6 Majority of employers shall be repeat employers _ long-term cooperation

Currently in the Decision Book we have regulated the following:

8. National traineeships

8.1. National Traineeships shall not be actively hunted.

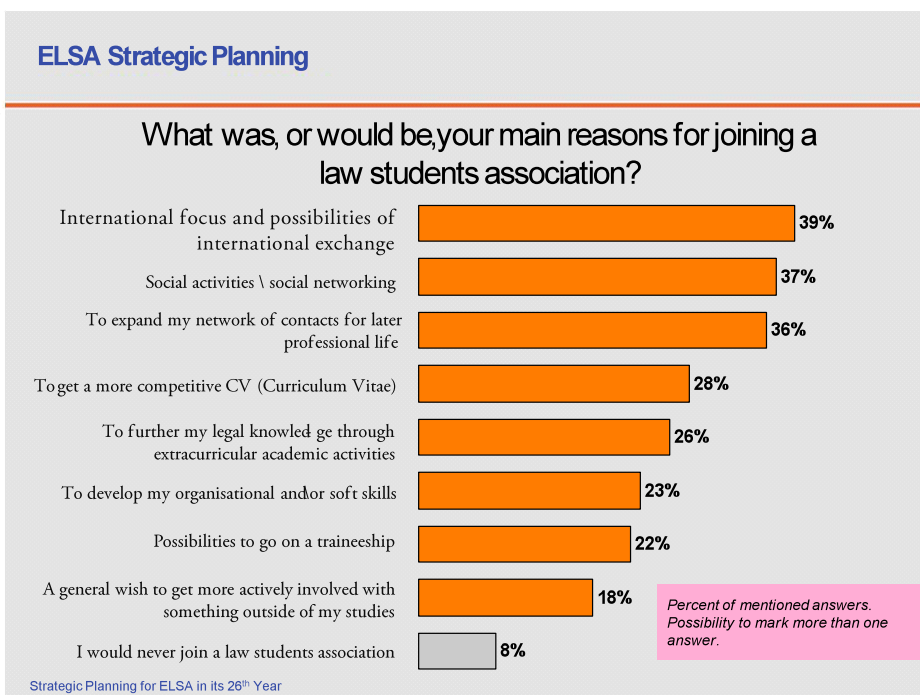
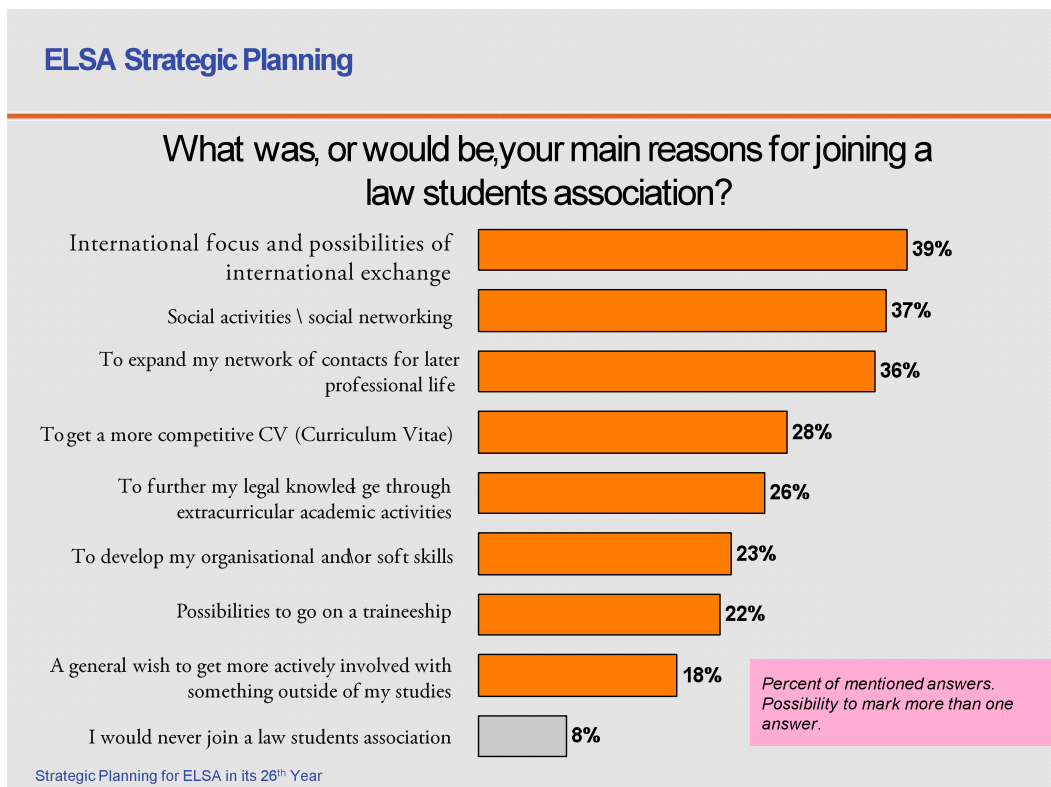
8.2. National Traineeships offered by National or Local Groups of ELSA towards its own members shall not be accepted.

As in the Strategic Goals explicitly is stated that STEP is the International Programme, the National traineeships are basically of no interest of ELSA International and should be regulated by National Groups. Therefore there is no need to keep this regulation in the Decision Book.

If we look at the statistics from the previous year 07/08 we would see the increase in the number of traineeships offered before ICM in Reggio di Calabria 2007 and after Lisbon ICM 2008, from 25 to 80 traineeships which shows that after the first draft of the Goals, National groups started to plan their activities towards fulfillment of these goals.

<u>ICM Reggio di Calabria</u>	<u>ICM Lisbon</u>	<u>June 2008</u>
25 traineeships offered	46 traineeships offered	80 traineeships offered

Finally if we take into consideration the Market research from 2006/07 we can see the following:



Conclusion:

As the word “international” in the STEP exchange has been emphasized frequently and as ELSA International has to focus mainly on the international activities, we can all agree that National traineeships, as stated in its name are not part of “international”. STEP is a trainee exchange programme that enables law students and young lawyers to gain first hand experience of the substantive and procedural law as well as the culture of another country. STEP gives increased knowledge of a particular legal system or area of law, thus strengthens the professional skills of the trainee. As important as the academic and professional skills are, the improved language abilities and the experience of another culture that the trainee gains while participating in STEP are invaluable.

Therefore these regulations should be excluded from the Decision book, because otherwise every national event such as national conferences or seminars should be regulated as well. This does not mean that National Traineeships cannot exist in National Group because it has proven that it does not directly influent on STEP success. For Instance ELSA Poland, managed to offer four traineeships in just one month even though they have a National Exchange Programme. It is just not going to be regulated on the International level but in the regulations of each country and shall not be directly associated with STEP but can be ELSA activity under the other name (i.e. National Exchange).

Decision Book amendment on STEP Quality Standards

Quality Standards

Responsibilities for Quality in STEP

(...)

21. Preparation

All applicants for a STEP traineeship shall have the following preparation before going abroad.

- a) Information about the host country and territory
- b) Knowledge of their role as representative of ELSA
- c) If the traineeship is on a specific topic, specific information shall be provided by the hosting local group to the trainee
- ~~d) If the traineeship is on a specific topic, specific information shall be provided by the hosting local group to the trainee.~~

(...)

Implementation of the STEP Policies

and Quality Standards

(...)

25. The STEP Mailing List

(...)

25.3 Mailing list functioning

The STEP Mailing list is open to all VP STEP of National Boards and Local Groups. ~~The report format for e-mails sent to this list must include the following:~~

- ~~a) The Traineeship Form and the Student Application Form codes of the parties involved~~
- ~~b) A clear and concise description of the problem that has occurred:~~
 - ~~a. Description of the problem or situation~~
 - ~~b. The members involved in the situation~~
 - ~~c. Possible solutions~~
 - ~~d. The steps taken so far in trying to solve the problem.~~

~~ELSA International is responsible for documenting the cases shared over the distribution list and the solutions provided for each and to present a report about all the cases and solutions to the next International Council Meeting.~~

(...)

Comment:

There is no real need to strictly regulate the conversation and information flow on the STEP Mailing list as it should stay open, available and easily approachable by each STEP officer and place to exchange ideas and experiences as the main communication tool among officers and should not be so strictly regulated.

Decision Book amendment to STEP-policies**ELSA International proposes following to the council:**

STEP Policies

(…)

2. Registration of STEP Application Policies

2.1 Every traineeship shall be registered in the Traineeship Form and submitted to ELSA International by National and Local ELSA Groups.

~~2.2. Every STEP Application Form shall be submitted by the National or Local Group and administrated by ELSA International.~~

2.2 Every application shall be registered in the Student application form and submitted to ELSA International by National and Local ELSA Groups.

~~2.3. The traineeship form shall be submitted by National and Local ELSA groups and administrated by ELSA International.~~

~~2.4. The STEP application form shall be submitted by the National or Local ELSA group and administrated by ELSA International.~~

2.3 The Local Groups shall only approve STEP Applications and Traineeship forms that

have met the minimum criteria set by the STEP Policies. ~~This approval or rejection shall be done within two weeks from the date of submission of the STEP Application Form and the Traineeship forms have been submitted.~~

Comment:

In this proposal we are changing the formulation, in order to clarify the application process. In the last article, as we do not have the ELSA Online system anymore and we are only “submitting” the applications to the VP STEP of ELSA International, the approval or rejection of the application shall be done before they are sent to ELSA International.

3. Application Policies

~~3.1 Every law student and young lawyer shall have the opportunity of applying for a STEP traineeship that takes place in a country different from his own. This policy does not apply to positions in international institutions.~~

(…)

- 3.3 The hosting groups should try to find another traineeship of the same type for the applicant in the case that the original traineeship is cancelled after the student's acceptance. This policy does not apply if the selected applicant does not have the qualifications required by the employer. ~~If the hosting group cannot replace the traineeship, the employer shall compensate the applicant for all travel costs.~~

Comment:

This regulation is not respected in practice, as it is extremely hard to convince the employer to offer a traineeship at the first place. Therefore considering the current status of Job Hunting in the Network, we can not afford to have this regulation as obligatory for the employer.

4. Matching Policies

(...)

- 4.3 The applicant shall accept the traineeship he/she is selected for. The acceptance shall be confirmed within 2 weeks after notification to the hosting local group; otherwise, the penalty system of his /her local group shall apply and the second ranked applicant shall be considered selected for the traineeship. Each national group is responsible for implementing a penalty system necessary and proportionate, ~~and submitting it to ELSA International.~~

Comment:

There is no need for submission the penalty system to ELSA International, as it is on the discretion of the each country.

(...)

- 4.5 In the ~~event case~~ that matching policies are breached, the responsible local group shall deny the applicant or employer that violated the policy access to STEP ~~in the respective cycle.~~

Comment:

As it is not defined which is the respective cycle and it would be extremely hard to administer it from the International level, it should be on the discretion of each National group to regulate this point in accordance with the internal policies.

5. Preparation Policies

(...)

- 5.2 The sending group shall ensure that an official Student Acceptance Form is signed by the applicant and is sent to the hosting groups within 2 weeks from the selection.

Comment:

We need to know when the deadline of 2 weeks starts.

(...)

7. Institutional positions

(...)

~~7.3 Institutional positions may be unpaid.~~

(...)

9. Unpaid traineeships

9.1 A National Group may be exempted from 6.1 when ~~there is an established tradition of unpaid traineeships in the country and~~ there is either a low level of activities in the field of STEP or a weakness as determined by the International Board in any of the following areas:

- Human Resources in STEP
- Knowledge and know-how in STEP

Comment:

This is not a valid reason for accepting the unpaid traineeships, as it is hard to monitor from the International Level.

9.2 ~~The International Board~~ ELSA International shall, based upon the criteria set in 9.1, decide upon an application made by a National Group whether a National Group is eligible to offer unpaid traineeships ~~according to the criteria set in 9.1. and shall also set a timeframe for this.~~

(...)

~~9.4 When a decision mentioned in 9.2 is taken by the International Board it shall be communicated to the all of elsa step list together with the document specified in 9.3 within 30 days.~~

~~9.5 The national group exempted from 6.1 shall present a report on the development of STEP in their group to the International Board one year after the decision.~~

9.6 9.4. Upon request, ELSA International shall present a report on the situation of the member groups offering unpaid traineeships ~~in every Autumn Council Meeting.~~

Comment:

This rule and was never followed in practice, it puts more unnecessary work on the officers and can just negatively affect on STEP development.

Decision Book amendment to the "IFP" part in the Council Meeting Decision Book**ELSA International proposes the following to the council:**Malta, October 30th – November 6th 2005

In force

BEE 02/05 II**International Focus Programme**

International Focus Programme

1. Introduction

- 1.1 The aim of the International Focus Programme is to have a specific theme for whole ELSA over a fixed term. Therefore ELSA creates a forum where law students and young lawyers can gather and discuss a current theme at various activities. This will allow consolidating ELSA's work and producing concrete results of a high standard.
- 1.2 The theme reflects a 'hot legal topic' in Europe and the world, thereby enabling ELSA as the largest independent law students' organisation in the world by using the unique ELSA network to create awareness amongst today's law students, young lawyers, society and the international community.
- 1.3 The chosen theme considers that we, as law students and young lawyers, can have an impact on the environment we are living in, on the development of our own countries, Europe and even the world by giving law students and young lawyers all over Europe a voice and gathering all their diverse opinions and ideas.
- ~~1.4 During a fixed term the whole network of ELSA should emphasis on the theme of the IFP, which directly involves all local and national groups in the same topic included in various ELSA activities. This will allow consolidating ELSA's work and producing concrete results of a high standard.~~

2. Implementation of the IFP

- ~~2.1 Implementation of the IFP is solely a recommendation to the Network, and cannot, in any way, be enforced. However, ELSA International is responsible for making sure the Network is informed and stimulated to the utmost to organise IFP activities. The Network therefore is responsible for promotion of the IFP and organising activities as much as possible and feasible.~~
- ~~2.2 The IFP shall be promoted and implemented in at least the Key Areas S&C, AA and possibly STEP.~~
- ~~2.3 The IFP would be considered implemented if:~~
- ~~2.3.1. A minimum of 50 percent of national groups organises IFP events;~~
 - ~~2.3.2. While the total amount of organised IFP events in the network should be at least a minimum of 25 percent of all ELSA events organised in the national groups mentioned under 2.3.1.; and if~~

~~2.3.3. The IFP ended in a Final IFP Result as referred to in section 5.~~

3. IFP Discussion List

~~The IFP discussion list is set up to enable members of the association to gain information on the possibilities to implement the IFP, discuss issues amongst responsible officers and gather input to improve the current commitment to the topic.~~

4. Duration

~~The duration and timeline should be decided by the Council when deciding on the topic for the next IFP. The duration shall be not less than 1 year.~~

5. Final IFP Result

~~5.1. The Final IFP Result, whether a Final IFP Conference and/ or a Final IFP Publication, or neither of them, shall be decided when the topic and duration of the IFP is decided by the Council.~~

~~5.2. It is recommended that ELSA International prepares printed materials and assists in arranging the Final IFP Result (if any). ELSA International should prepare and publish materials in the ELSA ONLINE Archive.~~

~~5.3. In case of a Final IFP Conference, it shall have the duration of at least four working days and one social day. During the working days there will be lectures in plenary and sessions in workshops. The participants shall be law students or young lawyers, who have a good knowledge of the theme. Preferably they already put effort in previous relevant IFP events. A balance of geographical representation shall be sought in the Conference and in all workshops.~~

~~5.4. In case of a Final IFP Publication, it shall be sought to publish whether in writing, and/or in any digital format, or in any other appropriate and distributable way of communication, and to produce a high quality report of the IFP.~~

~~5.5. English shall be the working language of the Final IFP Result.~~

6. Evaluation

~~6.1 After each IFP event, the organising local group shall fill in and submit the IFP Event Evaluation Form for future evaluation of the IFP to their National Board.~~

~~6.2 After each IFP, every national group shall submit an Activity Report on the IFP implementation in the respective country for future evaluation of the IFP. These Activity Reports will serve as a basis for an Input Paper to be created by ELSA International and included in the Working Materials of the next International Council Meeting.~~

~~6.3 At that Council Meeting the Council shall evaluate the implementation of the IFP and decide on proposed changes (if any) for a better implementation of the Programme.~~

7. Responsibilities

7.1 Taking into consideration article 2.1, acknowledging the fact that the IFP is solely a recommendation to the Network, the responsibilities of ELSA International and the responsibilities of the national and local groups (if applicable) are:

7.2. Responsibilities of the local group• *Information:*

- Inform and advise members as well as other interested persons about available opportunities within the IFP.

• *Promotion:*

- Advertise the IFP events.

• *Organisation:*

- Participate in the research for finding the best “hot legal topic” and subtopics for the IFP;
- Implement the IFP by organising events within S&C and AA Key Areas;
- Contribute to the Final IFP Result (if any).

• *Evaluation:*

- Submit the completed IFP Evaluation Form and other relevant information to their National Board at the end of each event organised, for future evaluation;

7.3. Responsibilities of the national group• *Information:*

- Forward all information on the IFP received on the national level to the local groups;
- Provide necessary training, information and other assistance to local groups to organise IFP events;
- Ensure that all local groups are informed about the IFP discussion list;
- Ensure that all local groups are informed about the Final IFP Result (if any) and promote contribution.

• *Stimulation:*

- Encourage all local groups to organise IFP events.

• *Promotion:*

- Promote IFP events within the national group;
- Ensure that all local groups promote IFP events.

• *Organisation:*

- Participate in the research for finding the best “hot legal topic” and subtopics for the IFP;
- Appoint the Director for the IFP at the national level if necessary;
- Plan and coordinate the IFP activities within the National Group;
- Ensure that organising groups inform ELSA International about any changes of planned events.

• *Evaluation:*

- ~~Ensure that all local groups archive material and when receiving the material, send it to ELSA International;~~
- ~~Ensure that all local groups submit IFP Evaluation Forms to them at the end of each event organised;~~
- ~~Evaluate all the information received on the national level and submit the activity report to ELSA International at the end of the IFP.~~

7.4. Responsibilities of ELSA International

• *Information:*

- ~~Create and publish an IFP Manual on the Email list and the website, and keep it updated;~~
- ~~Ensure that the IFP Policies and the IFP discussion list are working properly;~~
- ~~Communicate with the national groups and suggest solutions for problems and issues that arise;~~
- ~~Make sure that all marketing and promotional material on the IFP is easily accessible through the ELSA ONLINE Archive;~~
- ~~Ensure that all national and local groups are informed about the Final IFP Result (if any) and promote contribution;~~
- ~~Report to the Network over the ELSA INFO list about the beginning and outcome of the IFP, and if necessary periodically in between about any other matter which is found necessary to share with the Network, so that everyone who is subscribed to the ELSA INFO list will be informed.~~

• *Stimulation:*

- ~~Encourage all national groups to implement the IFP in all Key Areas.~~

• *Promotion:*

- ~~Include the IFP events into the S&C Events Brochure and S&C Events Calendar, in addition highlight them with a different colour;~~
- ~~Encourage the publication of at least one article on the IFP in every issue of Synergy;~~
- ~~Publish and promote IFP events on the homepage of ELSA International and update this information.~~

• *Organisation:*

- ~~Overall coordination of the implementation of the IFP;~~
- ~~Set up and coordinate the research for finding the best "hot legal topic" and subtopics for the IFP;~~
- ~~Make sure during every first International Council Meeting after the period for an IFP is finished a proposal for a topic and subtopics will be put into voting according to the results of the before mentioned research;~~
- ~~Establish contacts necessary for the high standard of IFP events;~~
- ~~Encourage the national groups to apply for the host for the Final IFP Conference (if any) and assist in its organisation;~~
- ~~Ensure that the Final IFP Publication (if any) is finalised.~~

• *Evaluation:*

- ~~Collect all IFP Activity Reports, create an Input Paper based upon these Activity Reports for the first following ICM possible and prepare the information for evaluation;~~
- ~~Evaluate all the information received at international level and suggest and create ways to improve the IFP.~~

2. Implementation of the IFP

2.3 The Council decides upon the IFP topic, its duration and its Final IFP result.

2.4 The topic shall be decided on the following criteria:

<u>versatile</u>	<u>representing ELSAs cultural diversity</u>
<u>internationally relevant</u>	<u>we are an European Association</u>
<u>with discussion potential</u>	<u>for the Academic Focus</u>
<u>influence everyday life</u>	<u>generating interest, understanding</u>
<u>implementation</u>	
<u>attractive to sponsors</u>	<u>generating sponsors at all levels</u>

2.5 The duration will be not less than one year.

2.6 The Final IFP Result is decided by the Council when the topic and duration is set. The result can be a Final IFP Conference and/or a Final IFP Publication, shall be decided when the topic and duration of the IFP is decided by the Council.

2.7 Implementation of the IFP is solely a recommendation to the Network, and cannot, in any way, be enforced. However, ELSA International is responsible for making sure the Network is stimulated and informed to implement the IFP in all key areas. The Network therefore is responsible for promotion of the IFP and organising activities as much as possible and feasible.

2.8 The IFP shall be implemented in all Key Areas: AA, S&C and STEP.

2.9 The IFP would be considered implemented if: A minimum of 50 percent of national groups organises IFP events; when the total amount of organised IFP events in the network are at least 25 percent of all ELSA events organised; and if a Final IFP Result is concluded.

3. Evaluation

3.1 All IFP related events shall be evaluated. Local groups as well as National Groups assure that the evaluation forms are filled in and send to ELSA International in due time.

3.2 After each IFP, preferable at each ICM, every national group shall submit an Activity Report on the IFP implementation. These Activity Reports shall include the specific events organised and the evaluation forms of each of these events. They serve ELSA in future evaluation of the IFP and in finalizing the final IFP results.

4. Responsibilities

4.1 Taking into consideration article 2.5, acknowledging the fact that the IFP is solely a recommendation to the Network, the responsibilities of ELSA International and the responsibilities of the national and local groups (if applicable) are:

4.2. Responsibilities of the local group

- Inform and advise members as well as other interested persons about the IFP events and available opportunities within the IFP;
- Implement the IFP by organising events within AA and S&C Key Areas; and traineeships for STEP;
- Contribute to the Final IFP Result (if any), and
- Submit the completed IFP Evaluation Form and other relevant information to ELSA International and respective National Board at the end of each event organised.

4.3. Responsibilities of the national group

- Promote the IFP: the Final IFP Results, the Events organised throughout the entire network and stimulation of implementation of the IFP in all Key Areas;
- Forward all information on the IFP received to the local groups;
- Provide necessary training, information and other assistance to local groups to organise IFP events;
- Participate in the research for finding the best “hot legal topic” and subtopics for the IFP;
- Appoint the Director for the IFP at the national level if necessary;
- Evaluation: Ensure that all local groups submit Evaluation Forms to them at the end of each event organised, and
- Evaluate all the information received on the national level and submit the activity report to ELSA International at the end of the IFP and at every ICM including a list of the specific events organised and the evaluation forms of each of these events..

4.4. Responsibilities of ELSA International

- Overall coordination of the implementation of the IFP;
- Coordinate the research for finding the best “hot legal topic” and subtopics for the IFP;
- Make sure during every last International Council Meeting before the period for an IFP finishes a proposal for a topic and subtopics will be put into voting according to the results of the before mentioned research;
- Establish contacts necessary for the high standard of IFP events and communicate them to the network;
- Creating an IFP Manual, and keep it updated;
- Publish at least one article on the IFP in every issue of Synergy;
- Appoint the Director for the IFP, if necessary;
- Promote the IFP: the Final IFP Results, the Events organised throughout the entire network and stimulation of implementation of the IFP in all Key Areas;
- Provide necessary training, information and other assistance to national and local groups;
- Ensure that the IFP Policies are working properly;
- Evaluation: Ensure that all groups submit Evaluation Forms at the end of each event organised;
- Report to the Network over the ELSA INFO list about the beginning and outcome of the IFP, and if necessary periodically in between about any other matter which is found necessary to share with the Network;

- Encourage the national groups to apply for the host for the Final IFP Conference (if any) and assist in its organisation;
- Ensure that the Final IFP Publication (if any) is finalised, and
- Collect all IFP Activity Reports and prepare the information for evaluation;

General Remarks:

Over the years the Decision Book has slowly grown to include a lot more than what is actually needed. This makes peoples miss the important parts. As a law students association we have been a bit too enthusiastic when it comes to regulating ourselves. This proposal is there to remove some of the parts, which are not necessary.

ELSA International would also like to reason these amendments with reference to the standard regulations in Article 2.3 IM-part of Decision book as follows:

“2.3 At every Council Meeting, all workshops have to review the decisions related to their area and propose to the Council what decisions are to be removed.”

Comments

All double words are deleted and integrated in one another.

The chapters are reduced into just the important part: Introduction, Implementation and Evaluation.

The responsibilities are based on a few general ELSA and IFP principles:

1. we are a network
2. all levels are complementary and cooperative
3. we are keen on talking about foreign initiatives/events
4. we take initiative in implementing the IFP in every Key Area
5. IFP is a constant running programme

Decision Book amendment to the "IFP"-duration

ELSA International proposes the following to the council:

IFP Topic and Duration

The topic of the IFP shall be the following:
"Intellectual Property Law".

Duration would be between 1st November 2007 until spring ICM 2009 31st July 2010.
The final result of the IFP will be a conference and a publication.

Comments:

It is the wish of ELSA International to extend the current running IFP topic on
"intellectual property law".

First of all the topic, IP law, is still a 'hot legal topic' which are acknowledged by many law firms while more and more universities are starting study programs in the area with a focus on IP/IT. There are also active discussion forums. Some examples of current themes are gathered:

Copyright

1. Downloading, more artist are giving away their music
2. EU-related greenpaper: "Copyright in the Knowledge Economy", http://ec.europa.eu/internal_market/copyright/docs/copyright-infso/greenpaper_en.pdf (last viewed: 23rd September 2008)
3. Open Licenses Violations: <http://www.gpl-violations.org/>
4. Web 2.0 applications, such as blogs, podcasts, wiki, or video sharing, enable users easily to create and share text, videos or pictures, and to play a more active and collaborative role in content creation and knowledge dissemination. (Source: Copyright in the Knowledge Economy, page 19)
5. Increased use of Open Source and Creative Commons Licenses

Trademark

1. Counterfeit of Merchandise
2. Sale of Trademark Products on online market places (in France eBay responsible, elsewhere the user is responsible)
3. European Trademark may be effective instead of National Trademarks

Patents

1. Innovation awards (dutch television there is a show á la American Idol, Pop Idol, So you wanna be a pop star, etc.)
2. Potential Upcoming new Patent on "Traditional Knowledge" - traditional knowledge is knowledge that tribes have that are new to the 'western' society, now western society can
3. Patent them and prevent others to exploit the patent.
4. More innovations are patented each year, but quality of the patent reviews is decreasing by the day

5. International Patent Cooperation, reopening, after closing, of the Patent Cooperation Treaty sessions at WIPO
6. Software Patents
7. Open Source Patents

Many contacts have been established in the field of intellectual property law, though the wide range of the developed cooperation is not yet used.

The Organisations with whom ELSA International maintains contact at the moment are:

Council of Europe

Creative Commons International, Berlin, Germany / San Francisco, USA

European Patent Office, Munich, The Hague, Berlin, Vienna

European Youth Press, Brussels, Belgium / Berlin, Germany

European Medical Students' Association (EMSA)

European Pharmaceutical Students' Association (EPSA)

Free Software Foundation Europe (FSFE)

International Trademark Association (INTA), New York, USA / Brussels, Belgium

Institute für Rechtsfragen der Freien und Open Source Software (ifrOSS), Berlin, Germany

Max Planck Institute, Munich, Germany

WIPO Academy, Geneva, Switzerland

WIPO, Geneva, Switzerland

Youth Photos Projects, Berlin, Germany

Some concrete results so far:

Speakers of cooperative Organisations at events

Speakers for the ESDB:

- Ader, Axel (GER)
- Bruns, Carsten Florian (FIN/GER)
- Cullet, Phillippe (CH)
- Føyen, Arve (N)
- Ismen, Tolga (TUR)
- Jakobs, Joachim (GER)
- Paulillo Leonardo (ITA)
- Varney, Eliza (ROM)
- Zagouras, Georgios (GER/ GREECE)

Prices for the Essay Competition (Scholarship, Publication)

SPEL Entries

Start up cooperation on local level with other Students' Organisations

Seeing the above mentioned 'results so far' we strongly believe that we are at the start of properly implementing the current IFP theme. ELSA International realises that the current topic, with all its current established resources, cooperations and possibilities ahead of us, can put the network on a higher level if we have this topic for a longer period of time.

Suggestion:

- till may 2009 Final IFP Conference (for first IP IFP)
- Extension of the topic till 31st Juli 2010
- IPM Winter 2010 pre-Discussion à Proposal
- ICM Spring 2010 Decision new theme
- till june 2010 Essay competition
- till july 2010 Preparation time new theme
- till july 2010 Final IFP Conference (for extended IFP IP)
- 31st july 2010 Final IFP Publication online
- 1st august 2010 New theme comes into force

Decision Book amendment on IM -part in Council Meeting Decision Book

The International Board proposes the following to the council:

Council Meetings

1.4 The participation fee shall be paid no later than the ~~third~~ first day of participating the Council Meeting. A participant failing to do so shall be reported to the International Board.

Comment:

It has become a regular procedure that participation fees for the Council Meetings are paid beforehand. However some participants still prefer to pay their participation costs after reaching Council Meeting location for example because of high transaction costs with international payments. Yet there is no reason to delay payment after the first participation day. Organising Committee has plenty of tasks to fulfil during an event such as Council Meeting and therefore payment procedure should be set as simple as possible from Organising Committee's point of view.

Information systems

1. General

- 1.1 Each local and national board shall, within the board, appoint an administrator for ELSA ONLINE. If no one is appointed, the Secretary General shall be the administrator.
- 1.2 The data entered in ELSA ONLINE is collected and protected by ELSA International. ELSA International shall be registered as data controller.
- ~~1.3 The International Board, each national and local board, which accesses or processes personal data must do so strictly in accordance with the ELSA Privacy Statement.~~
- 1.4 Every member of the European Law Students' Association shall be registered in ELSA ONLINE. This means that the membership details of each member shall be registered in ELSA ONLINE.

Comment:

ELSA Privacy statement has for long time been a dead letter in the internal regulations of ELSA. Therefore the International Board sees no need to keep regulations stating about ELSA Privacy statement in the Council Meeting Decision Book.

(...)

3. ~~ELSA Address Book~~

- ~~3.1. Each national and local group shall establish a permanent mailing and email address.~~
- ~~3.2. All changes of board members and directors or addresses shall be entered in ELSA ONLINE within the following week.~~
- ~~3.3. The ELSA Address Book shall be for internal use only and shall not be copied or disclosed to a third party.~~

Comment:

ELSA Address Book has for long time been a dead letter in the internal regulations of ELSA. Therefore the International Board sees no need to keep regulations stating about ELSA Address Book in the Council Meeting Decision Book. Instead of ELSA Address Book ELSA International would like to address the network with alternative resolutions in order to overcome the problem with lack of effective communication. This discussion shall take place in the Internal Management workshop regarding communication in the network.

4. Discussion Lists

- ~~4.1 The netiquette shall be respected on all discussion lists and ELSA International shall be entitled to unsubscribe list members who repeatedly violate this netiquette, after due warning. The netiquette shall be distributed on all ELSA mailing lists at least once per 6 months.~~

Comment:

Since there is no such a thing as netiquette at the moment, ELSA-Info list is moderated by international board and officers lists have all their own policies, ELSA International sees no need to have regulations regarding netiquette in the Council Meeting Decision Book.

Human Resources

2. Member Educational Cycle

- ~~2.1 In order to reach the outlook and purpose of the association, a minimal knowledge about ELSA has to be provided to every member. Unless this knowledge is supported by a proper training in the field of personal skills, there can be no effective achievement of ELSA ideas and projects.~~
- ~~2.2 The Member Educational Cycle consists of the educational stages an ELSA member should go through during his/her activity in the association. It is structured in training stages, that reflect the knowledge, skills and attitude of the ELSA member.~~

Comment:

Member educational cycle has been a dead letter in the Decision Book since it was adopted. ELSA International recognizes the need for Human Resources strategy in the network but doesn't consider Member Educational Cycle as a right or effective tool in order to reach our goals related with Human Resources. Human Resources will be

further discussed in the respective workshop of Internal Management agenda and it is taken into account as one of the main objectives of ELSA International for the term 2008/2009.

Responsibilities for Quality Management

1. Responsibilities of the Local Groups

- Comply with the Statutes and Standing Orders of ELSA International, as well as with the Council Decisions.
- ~~Ensure that individuals, who on behalf of the local groups access and process data collected in ELSA ONLINE, comply with the ELSA Privacy Statement.~~
- Submit the updated local board address and officers list to the national board
- Ensure that the web sites fulfil the guidelines set forth by Council, and are updated on a regular basis
- Implement the Member Educational Cycle
- Support its alumni by keeping them updated about recent developments, achievements and projects planned by the local group.

Comment:

ELSA Privacy statement has for long time been a dead letter in the internal regulations of ELSA. Therefore the International Board sees no need to keep regulations stating about ELSA Privacy statement in the Council Meeting Decision Book.

2. Responsibilities of the National Board

- Ensure that the Statutes and Standing Orders of ELSA International, as well as Council Decisions, are known and implemented by the national group and all local groups.
- ~~Ensure that individuals, who on behalf of the national group access and process data collected in ELSA ONLINE, comply with the ELSA Privacy Statement.~~
- ~~Ensure that the ELSA Privacy Statement is known and followed by the local groups.~~
- Submit the information gathered at the ICM to all the local groups
- Ensure that there are uniform Statutes and Standing Orders in all local groups
- Ensure that the English version of the Statutes and Standing Orders is submitted to ELSA International
- Ensure that the web sites fulfil the guidelines set forth by Council, and are updated on a regular basis
- Promote international activities on the local level, thus increasing the awareness of ELSA as an international association
- Inform ELSA International periodically about local and national activities
- ~~Ensure that the IM inquiry for their National Group is submitted to ELSA International on the first day of each Council Meeting at the latest~~
- ~~Complete the State of the Network Inquiry and submit it to ELSA International~~

- Submit the applications for the ICM to the OC in compliance with the set requirements
- Ensure that all delegates at the ICM are duly prepared and equipped with the necessary materials
- Organise training meetings in order to improve the board's attitudes, skills and ELSA knowledge
- Implement the Member Educational Cycle
- Support alumni in the country by keeping them updated about recent developments, achievements and projects planned by the groups in the country
- Ensure that the State of the Network Inquiry for their National Group is submitted to ELSA International through e-mail seven days before the beginning of each Council Meeting the at the latest. Should the Quorum of the Plenary of the International Council Meeting be at risk, it is at the discretion of the Secretary General of ELSA International to accept the State of the Network Inquiry of a National Group until the beginning of the Opening Plenary

Comment:

ELSA Privacy statement has for long time been a dead letter in the internal regulations of ELSA. Therefore the International Board sees no need to keep regulations stating about ELSA Privacy statement in the Council Meeting Decision Book.

IM-inquiry is not a necessary evaluation tool since State of the Network inquiry was introduced in ICM Alanya II/06.

Ticked over part Concerning State of the Network is useless since it was later amended in revised format that can be found from the last paragraph of aforementioned article.

3. Responsibilities of ELSA International

- Make available to the Network the updated version of the Statutes and Standing Orders, as well as the Council Meeting Decision Book
- Ensure that all member and observer groups comply with statutory and council regulations
- Provide support in managing ELSA ONLINE.
- ~~• Provide guidelines for the specifics of the ELSA Privacy Statement~~
- ~~• Ensure that the ELSA Privacy Statement is known and followed by all member and observer groups.~~
- Ensure the good functioning of the ICM
- Prepare and distribute the State of the Network Inquiry 28 days before each Council Meeting.
- Evaluate all the information received on the international level
- Update the ELSA International website
- Prepare training manuals and make these manuals available to the network.
- ~~• Implement the Human Resources Development Concept~~
- Provide guidelines for the specifics of the Member Educational Cycle and implement it
- Provide guidelines for the specifics of the International Trainers Pool
- Work with the national boards in suggesting solutions for the problems that arise
- ~~• Administrate the alumni section of ELSA ONLINE~~
- Support alumni in ELSA by keeping them updated about recent developments, achievements and projects planned by ELSA International.

Comment:

ELSA Privacy statement has for long time been a dead letter in the internal regulations of ELSA. Therefore the International Board sees no need to keep regulations stating about ELSA Privacy statement in the Council Meeting Decision Book.

Human Resources Development Concept was regulated but never executed. Therefore there is no need to keep this regulation in the Council Meeting Decision Book before there will be a newly introduced HR-concept.

ELSA Online Alumni section doesn't exist so there is no need to regulate it.

General Remarks:

Over the years the Decision Book has slowly grown to include a lot more than what is actually needed. This makes peoples miss the important parts. As a law students association we have been a bit too enthusiastic when it comes to regulating ourselves. This proposal is there to remove some of the parts, which are not necessary.

ELSA International would also like to reason these amendments with reference to the standard regulations in IM-part of Decision book as follows:

2. Council Meeting Decision Book

2.1 The Decision Book is the collection of all in force decisions taken by the Council.

2.2 When taking new decisions, the Council must state what decisions are put not in force.

2.3 At every Council Meeting, all workshops have to review the decisions related to their area and propose to the Council what decisions are to be removed.

Decision Book amendment on ELSA Development Fund regulations**ELSA International proposes following to the Council:**Lisbon, 30th March – 6th April 2008
FM 01/08 VIn force
EDF**The International Board proposes the following to the Council:****Current article:****2. Modes of Support**

The EDF may be used to support the following events and activities:

Project Support

- (g) financial assistance for events constituting a core activity of ELSA;
- (h) financial assistance for international and national training events, or events incorporating training sessions, organised to increase the awareness of ELSA, or dealing in specific ELSA areas;

Training Support

- (i) travel and/or accommodation expenses of ITP trainers for training sessions organised by ELSA International, National Groups or Local Groups;
- (j) travel and/or accommodation expenses of National Board members for training sessions organised by ELSA International, National Groups or Local Groups;

Network Support

- (k) financial assistance for established cooperation between National Groups within the Network Support System (NSS);
- (l) travel and/or accommodation expenses of National Board members to Statutory Meetings.

Proposal:**2. Modes of Support**

The EDF may be used to support the following events and activities:

Project Support

- (a) financial assistance for events constituting a core activity of ELSA;
- (b) financial assistance for international and national training events, or events incorporating training sessions, organised to increase the awareness of ELSA, or dealing in specific ELSA areas;

Training Support

- (c) travel and/or accommodation expenses of ITP trainers for training sessions organised by ELSA International, National Groups or Local Groups;

Should there be a situation that there is no ITP-trainer available for a training event, that was an object of an EDF application according to section 2 (c), the organising group may with the permission of ELSA International also appoint an external trainer that shall be granted through EDF.

- (d) travel and/or accommodation expenses of National Board members for training sessions organised by ELSA International, National Groups or Local Groups;

Network Support

- (e) financial assistance for established cooperation between National Groups within the Network Support System (NSS);
- (f) travel and/or accommodation expenses of National Board members to Statutory Meetings.

Comments:

ELSA International realized during the last year that sometimes it is extremely challenging to find suitable trainers for the internal events consisting trainers from the International Trainers' Pool. ELSA International feels that while the International Trainers' Pool is a gain for the network and remains to be used as a first option as it comes to the trainings in international, there is sometimes a need for supporting external trainers with EDF.

As it stands on the proposal, usage of external trainers will always be the last option for the organising group and it will only be possible to use in situations that despite all the attempts, it is simply not possible to use a ITP-trainer for the respective training event. For example during autumn 2008 there were more than just one training requests where the call was sent on time without any response from the ITP, that eventually led to some serious difficulties to the event organisers.

Decision Book amendment on FM-section point 3:

The International Board proposes the following to the Council:

3. ELSA Moot Court Competition on WTO Law Maximum Participation Fee

~~The maximum participation fee for participants of the ELSA Moot Court Competition on WTO Law shall not exceed EUR 100,00, calculated and charged per person per day.~~

~~The actual participation fee to be charged per person per day for the ELSA Regional Rounds and the Final Oral Round of the ELSA Moot Court Competition on WTO Law shall be published no later than one month prior to the registration deadline set by ELSA International for each successive year.~~

~~This participation fee shall include:~~

- ~~• the academic programme~~
- ~~• the social programme~~
- ~~• accommodation;~~
- ~~• meals;~~
- ~~• administration costs.~~

Comments from ELSA International:

This section is not in direct connection to the Financial Management purposes of the Decision Book. Therefore it is in the ambition of ELSA International to gather all the information and regulate the moot court in one document, namely the rules of EMC². This will make it easier to adapt and have clear guidelines for the regulations of EMC².

The participation fee should therefore be regulated in an appendix to the rules of each year as they should adapt to the market value. Therefore the maximum participation fee will be set anyways in the appendixes to the rules which an organiser has to obey when entering into a memorandum of agreement (MOA) with ELSA International in order to host a Regional Round (RR) or the Final Oral Round (FOR).

The participation fee is also mentioned in the AA-section of the decision book, and it states "ELSA International shall establish both the administrative and participation fee taking into account the budget and the nature of the event. The participation fee for an Oral Round shall be established together with the OC for that Oral Round." Thereby a double regulation of the participation fee which is unnecessary and not flexible.

The regulations of the rules every year will also take the participation fee under its consideration, as it is already regulating the team registration fee within it.

General Remarks:

Over the years the Decision Book has slowly grown to include a lot more than what is actually needed. This makes peoples miss the important parts. As a law students

association we have been a bit too enthusiastic when it comes to regulating ourselves. This proposal is there to remove some of the parts, which are not necessary.

ELSA International would also like to reason these amendments with reference to the standard regulations in IM-part of Decision book as follows:

2. Council Meeting Decision Book

2.1 The Decision Book is the collection of all in force decisions taken by the Council.

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2.3 At every Council Meeting, all workshops have to review the decisions related to their area and propose to the Council what decisions are to be removed.

Revision of the Budget – ELSA International Financial Year 2008/2009**The International Board proposes the following to the Council:***The Budget for the Financial Year 2008/2009 shall be revised as follows:*

<i>General Income</i>	<i>Budget ICM Lisbon</i>	<i>Revised Budget</i>	<i>Difference:</i>
Externals	49.000,00	25.000,00	-24.000,00
Membership and Adm. Fee	18.050,00	18.050,00	0,00
ELSA ONLINE Fee	10.000,00	15.000,00	5.000,00
Synergy	39.000,00	45.000,00	6.000,00
Links Project	8.000,00	10.000,00	2.000,00
EMC ² Sponsorships	37.000,00	0,00	-37.000,00
EMC ² Advertising	2.000,00	2.000,00	0,00
EMC ² Registration	9.000,00	18.000,00	9.000,00
EMC ² Participation	22.000,00		-22.000,00
Bank Interest	350,00	350,00	0,00
Miscellaneous Income	600,00	600,00	0,00
General Income total	195.000,00	134.000,00	-61.000,00
<i>Expenditures</i>			
The ELSA House:	34.000,00	34.000,00	0,00
Rent	26.600,00	26.600,00	0,00
Heating	2.500,00	3.000,00	500,00
Electricity	3.500,00	3.500,00	0,00
Water	900,00	400,00	-500,00
Repairs	500,00	500,00	0,00
Office:	3.500,00	2.500,00	-1.000,00
Day to day office supplies	2.500,00	1.800,00	-700,00
Upgrade Office facilities	500,00	400,00	-100,00
Cleaning costs	150,00	50,00	-100,00
Printing & Stationery	350,00	250,00	-100,00
Communication:	4.600,00	4.000,00	-600,00
Phone and Fax	3.500,00	2.900,00	-600,00
Internet and E-mail	700,00	700,00	0,00

Post	400,00	400,00	0,00
ELSA ONLINE Admin.	13.700,00	18.700,00	5.000,00
Housing of Server	3.700,00	3.700,00	0,00
ELSA ONLINE upgrades & maintenance	10.000,00	15.000,00	5.000,00
Bank Charges	700,00	250,00	-450,00
EDF contribution by EI	2.940,00	1.500,00	-1.440,00
ICMs:	4.760,00	4.873,70	113,70
Travel Nurnberg	1.400,00	1.400,00	0,00
Accommodation Nurnberg	700,00	700,00	0,00
Travel Budva	1.960,00	2.073,70	113,70
Accommodation Budva	700,00	700,00	0,00
IPMs and ISM:	900,00	900,00	0,00
Summer IPM	300,00	300,00	0,00
Winter IPM	300,00	300,00	0,00
ISM 2009	300,00	300,00	0,00
Travels:	5.500,00	3.000,00	-2.500,00
Meetings with externals	2.500,00	1.500,00	-1.000,00
Meetings within the Network	3.000,00	1.500,00	-1.500,00
Allowance of the International Board	16.800,00	16.800,00	0,00
Representation	800,00	500,00	-300,00
Directors	1.500,00	1.500,00	0,00
Train the Trainers Weekend & IIMM	300,00	300,00	0,00
Auditing:	2.000,00	1.000,00	-1.000,00
ICM Travels	1.000,00	500,00	-500,00
Auditing weekends	900,00	450,00	-450,00
Miscellaneous	100,00	50,00	-50,00

Synergy Magazine (eds. 44 & 45)	31.000,00	30.000,00	-1.000,00
Design, Printing & Distribution	30.000,00	30.000,00	0,00
Mailing to Externals	1.000,00	0,00	-1.000,00
EMC²:	69.000,00	3.000,00	-66.000,00
Accommodation Participants	40.000,00	0,00	-40.000,00
Conference Rooms & Receptions	5.000,00	0,00	-5.000,00
Travel Costs IOC	4.000,00	0,00	-4.000,00
Travel Costs Judges	4.000,00	0,00	-4.000,00
Meals	5.500,00	0,00	-5.500,00
Gala Ball dinner	2.500,00	0,00	-2.500,00
Marketing	5.000,00	0,00	-5.000,00
Administration	2.000,00	3.000,00	1.000,00
Contingency	2.000,00	0,00	-2.000,00
Annual Report 2007/2008	500,00	500,00	0,00
Miscellaneous	1.000,00	1000	0
Provision for EAC Grant claim	0,00	8.676,30	8.676,30
Contingency	1.500,00	1.000,00	-500,00
Expenditures total	195.000,00	134.000,00	-61.000,00

Comments:

General

The revision of the budget is mainly needed due to the termination of the contract by TransLegal and Microsoft meaning our revenues are lowered by 24000 Euros. Also the outsourcing of EMC² FOR has a big impact on the budget. (Expenditures went down with 66.000 EUR.

On the second hand there is the possibility of a claim by the European Commission (EAC) concerning an administrative grant of 2006, ELSA International was granted. The European Commission has in 2006 pre-financed 8.676,30 EUR to ELSA International for this grant. But after analysis of the final financial accounts they claimed the money back because on paper ELSA International made a profit of several thousand Euro. As this was not the case we are now appealing to this decision to avoid this payment. Although, ELSA International decide to propose to the council to make

an provision of the claimed amount in the budget. In case we manage our appeal we will propose a new revision of the budget to the council.

The expenditures are evaluated and reduced where possible to cover the loss at the income side. The big sacrifices proposed to the council are travels of the IB and the costs of the auditing weekends.

The cost of the travels of ELSA International can be reduced thanks to investments of the International Board 08/09 to cover ELSA travels with personal money. We have to realise that those investments are extremely abnormal.

To lower the costs of the auditing weekend might be extremely challenging, as the travels of the auditors are highly needed to manage to have a high quality of auditing.

Within the part of the ELSA House a correction was made for the water as the costs where during the last two years never that high, and on the other hand the oil price is growing. That's why we increased the budget for heating the house and lowered the costs of the water.

The biggest profit is made by EMC² as the costs and the risks are taken over by the ACHW and we kept the revenue of the Registration fee. The registration fee has been also doubled compared to last year.

Decision Book amendment to Guidelines for maps published by ELSA International

ELSA International proposes the following to the council:

Prague, 8th to 15th March 1997	In Force
MAR 04/97 I	Guidelines for maps published by ELSA International

~~ELSA International, due to its ever expanding nature, should adapt an all inclusive policy when drawing up maps concerning full ELSA member countries and ensure that it lays out the individual countries' boundaries according to well known atlases and clearly states that the map is only for clarification purposes and does not have any political implications.~~

Comments:

This article has not been followed lately. ELSA International will always do its best to have updated maps anyway. It will never be practical to put a statement to every map we use saying it is for clarification purposes.

General Remarks:

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ELSA International would also like to reason these amendments with reference to the standard regulations in IM-part of Decision book as follows:

2. Council Meeting Decision Book

2.1 The Decision Book is the collection of all in force decisions taken by the Council.

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2.3 At every Council Meeting, all workshops have to review the decisions related to their area and propose to the Council what decisions are to be removed.

Decision Book amendment to the Communication part in the marketing section

ELSA International proposes the following to the council:

Communication

1. Media

~~1.1 Media in these policies is understood as means of mass communication reaching the general public.~~

~~1.2 Media shall be used as a form of communication and to promote all areas of activities of ELSA.~~

Responsibilities for Media Communication

~~Responsibilities of the local and national groups and ELSA International~~

- ~~• Establish contacts with media and maintain good relationships~~
- ~~• Insert all media contacts in the Organisations Menu of ELSA ONLINE~~
- ~~• Ensure that media is informed of all ELSA activities taking place.~~

2. Production of Marketing Material

2.1 Each group shall produce marketing material reflecting a positive and professional image addressing a specific target group

2.2 The type of marketing material produced should be chosen in cooperation with the respective person under whose area the marketed activities in question fall.

2.3 The ELSA logo, following the uniformity rules, has to be featured on all Marketing Materials.

Responsibilities for Production of Marketing Materials

Responsibilities of the local group, national group and ELSA International

- Produce marketing materials and see to that they comply with the uniformity rules in order to reflect a positive and professional image of ELSA as an association.

3. Websites

3.1 Every group shall be encouraged to have a website and use it as a marketing tool

- 3.2 Every website shall feature the latest information on ELSA activities in order to be one of the basic sources of information externally and internally.
- 3.3 Every website shall have the ELSA logo (with the subtitle as described in Uniformity under point 1.3) featured on a prominent place of the homepage, meaning the opening page when you enter to the respective website of an ELSA group.
- 3.4 The ELSA logo shall be featured on all the pages of the website
- 3.5 Each website shall have a link to ELSA International's website.
- 3.6 The general information on every website in ELSA shall be coherent with the one provided on ELSA International's website and comply with all international regulations.
- 3.7 No website shall have a membership application possibility but redirect applying members to the ELSA ONLINE login page.
- 3.8 Each website shall have basic information available in English.

Responsibilities for Websites

1. Responsibilities of the Local and National Groups

- Ensure that the appearance of the website follows the uniformity rules
- Ensure that every website features the ELSA logo in accordance with the website rules 3.3 and 3.4
- Ensure that the exception in Uniformity, point 1.7 is never used on the homepage but only on other pages of the website
- Keep information on the website up to date
- Encourage members to use the website and ELSA ONLINE
- Correct the mistakes pointed out on their website immediately
- Ensure that ELSA's activities are marketed through ELSA International's website.

2. Responsibilities of ELSA International

- Keep information on ELSA International's website up to date
- Encourage groups to submit the latest news on their activities for publishing on ELSA International's website
- Analyse the websites of all groups and point out incompliance with the Marketing Policies at every International Council Meeting
- Encourage groups to make corrections immediately

4. E-mail communication

- 4.1 Every Group shall have an official signature and use it in all e-mail communication.
- 4.2 The signature shall consist of two segments: Contact Information and Promotion.

- 4.2.1 The Contact Information shall be in English and structured as follows:

Name
Position
Group

Address
Telephone and Fax number
Group webpage
E-mail

- 4.2.2 The Promotion part shall consist of Company Names the group wants to promote; should they be divided in more categories, these shall be highlighted differently.

- 4.3 The font of the signature shall be the same as the one in the body text, and in accordance to the Decision Book, Uniformity, 3.3.

5. Marketing Discussion List

The marketing discussion list has been set up to enable members of the association to gain clarity on the Marketing Policies, discuss and resolve quality issues amongst themselves and gather input to improve the current quality system. All quality issues related to marketing should be reported to this discussion list. This list consists of the persons involved in marketing.

Comments:

The clause about Media is more suited for a handbook than for the decision book.
The marketing discussion list point is moved from the "Quality in Marketing" part.

General Remarks:

Over the years the Decision Book has slowly grown to include a lot more than what is actually needed. This makes peoples miss the important parts. As a law students association we have been a bit too enthusiastic when it comes to regulating ourselves. This proposal is there to remove some of the parts, which are not necessary.

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Decision Book amendment to the “Quality in Marketing” Marketing section

ELSA International proposes the following to the council:

Quality in Marketing

~~Marketing as a supporting area has to work closely with all areas of ELSA in order to contribute to achieving the aims and goals set in the Philosophy Statement.~~

~~Marketing should see to that ELSA reflects a positive image as an association providing unique opportunities to its members and partners within the scope of ELSA's activities. Every marketer has to follow the standards set in order to ensure the highest possible quality of work.~~

~~The role of everyone involved in marketing should be to gather, analyse and present relevant information depending on the aims and goals supposed to be achieved. Marketing should build relationships with different target groups and make sure we present ELSA to them according to their needs. Marketing should aim towards improving what we offer and how we offer it to target groups. Furthermore marketing shall ensure that all contacts with ELSA are professional and pleasant.~~

~~Marketing should see to that the ELSA brand, one of our greatest assets, is protected. Furthermore Marketing shall make sure that we present ourselves as a European wide network and therefore ensure that uniformity rules are followed.~~

Quality in Marketing

~~Quality in Marketing is achieved when Market Research, Communication and Uniformity are brought into practice as described in these policies.~~

Marketing Discussion List

~~The marketing discussion list has been set up to enable members of the association to gain clarity on the Marketing Policies, discuss and resolve quality issues amongst themselves and gather input to improve the current quality system. All quality issues related to marketing should be reported to this discussion list. This list consists of the persons involved in marketing.~~

Comments:

This clause would be better in a handbook than in a decision book. It is not measurable or required in the Decision Book.

ELSA International proposes to move the clause about Marketing Discussion List to the other clause which concerns communication.

General Remarks:

Over the years the Decision Book has slowly grown to include a lot more than what is actually needed. This makes peoples miss the important parts. As a law students association we have been a bit too enthusiastic when it comes to regulating ourselves. This proposal is there to remove some of the parts, which are not necessary.

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Decision book amendment to Synergy part of the Marketing -section

ELSA International proposes the following to the council:

Synergy

1. General

- 1.1 Synergy is ELSA International's members' magazine which shall be printed as a hardcopy twice a year. The autumn edition shall be printed and sent at the earliest during the month of September and at the latest during the month of October. The spring edition shall be printed and sent at the earliest during the month of February and at the latest during the month of March
- 1.2 Synergy covers activities of ELSA throughout the network as well as external cooperation of ELSA International.
- 1.3 The Vice President Marketing of ELSA International is the editor of Synergy and responsible for the content.

2. Guidelines for Authors

- ~~2.1 Articles should primarily be about ELSA's activities throughout the network.~~
- ~~2.2 Authors should bear in mind that ELSA wants to project a positive and professional image as an association and the content of articles should support this aim.~~
- ~~2.3 Authors should bear in mind that the articles should be of interest to a broader audience. Anecdotes of sole interest to a closed group, internal language and jokes should therefore be avoided.~~
- ~~2.4 The length of articles should be approximately 2150 characters with spaces or 1780 characters without spaces. Exceptions can be made at the discretion of the editor.~~
- ~~2.5 Colour photos should accompany the articles. They should be submitted in JPG, PageMaker, Photoshop, Corel Draw or EPS format with a minimum resolution of 300 dpi at size 1:1.~~

3. Distribution

- 3.1 ELSA International is responsible for distributing copies of Synergy to the national groups. Both ELSA International and the national groups shall strive to keep the distribution costs to a minimum.

- 3.2 The number of copies of Synergy produced within the budget, except the requested additional copies, shall be equally distributed between the national groups in relation to the number of groups they cover.
- 3.3 Each national group is entitled to 20 copies of each Synergy issue for each local group plus additional 20 copies for the national group.
- 3.4 ELSA International is only financially responsible for distributing Synergy to the member countries which have settled their financial obligations towards ELSA International at the ICM prior to the printing of the magazine.
- 3.5 Printing and distribution costs of additional copies requested by the national groups will have to be financed by the requesting group.
- 3.6 A request for additional copies must be submitted to ELSA International before deadline for submission of articles to the relevant issue.

Comments:

The VP Marketing as editor is already giving out the guidelines for authors. These guidelines change over time. Per example the word count is no longer the one we use. It is ineffecient to change the decision book every time you want to change it. In the end it is still up to the editor to set the guidelines and approve or reject an article. So the clause is not needed.

General Remarks:

Over the years the Decision Book has slowly grown to include a lot more than what is actually needed. This makes peoples miss the important parts. As a law students association we have been a bit too enthusiastic when it comes to regulating ourselves. This proposal is there to remove some of the parts, which are not necessary.

ELSA International would also like to reason these amendments with reference to the standard regulations in IM-part of Decision book as follows:

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Decision book amendment to “Uniformity” in the Marketing part

ELSA International proposes the following to the council:

Uniformity

6. EMC² Logo

~~6.1 The EMC² logo shall be used in such a way that is beneficial for ELSA and the ELSA Moot Court Competition. It should not be used in a way that would damage the positive image of ELSA or of the ELSA Moot Court Competition on WTO Law or in any other way that would harm the reputation of the association.~~

~~6.2 The EMC² logo is presented below.~~



~~6.3 Although for specific reasons dimensions may be altered, its proportions shall not.~~

~~6.4 The logo shall not be used in connection with any state or national symbol of any country.~~

~~6.5 The logo shall not be animated in any way.~~

Comments: The EMC² logo is an event logo. It is mostly used by ELSA International and there is no reason to protect it in decision book in the same way as the normal ELSA logo.

General Remarks:

Over the years the Decision Book has slowly grown to include a lot more than what is actually needed. This makes peoples miss the important parts. As a law students association we have been a bit too enthusiastic when it comes to regulating ourselves. This proposal is there to remove some of the parts, which are not necessary.

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NATIONAL GROUPS**Decision Book Amendment on Quality in STEP by ELSA Montenegro**

ELSA Montenegro proposes the following to the Council:

STEP Mailing List

The STEP Mailing list has been established to enable members of the association to clarify STEP Policies and Quality Standards, discuss and resolve quality issues amongst themselves and gather input to improve the current quality of the system. All quality issues related to STEP shall be reported to the list. This list shall include the ~~V~~Ps STEP officers of National Boards and Local Groups

Decision Book Amendment on STEP Policies by ELSA Montenegro

ELSA Montenegro proposes the following to the Council:

3. Application Policies

3.3 Every applicant for a STEP traineeship is required to possess the necessary documentation such as diplomas, certificates, recommendations of professors or similar valid documents to prove the academic qualifications and language skills required in the STEP Application. The local VP STEP is responsible for accepting the application.

Those documents shall be submitted to the local VP STEP.

The local VP STEP is responsible for accepting the applicants so, the steps of the procedure are clearer.

9. Unpaid traineeships

9.7. National or Local STEP team offering UNPAID traineeship, even though exempted from regulation 6.1, should do the fundraising so that ELSA hosting the trainee can help him/her provide some benefits.

9.8. National or Local STEP team offering unpaid traineeship, if there are no possibilities to fundraise, should provide accommodation for student.

10. Exchange Process

10.2. The hosting group shall ~~periodically~~ evaluate the traineeship with the trainee and the employer after traineeship is finished. Periodical evaluation is needed only in case that this is précised in contract.

Decision Book Amendment on Quality Standards by ELSA Montenegro

ELSA Montenegro proposes the following to the Council:

14. Responsibilities of the hosting Local Groups

- a) Assist the employer in completing the Traineeship Form.
- b) Maintain continuous communication with the employer to inform them about the status of their traineeship offer.
- c) Inform the employer about the applications matched to its traineeship. Collect relevant information about the applicant and present it to the employer.
- d) Provide all the necessary information to the selected trainee about visa, insurance, work permit, and all other legal requirements.
- e) Provide adequate reception as laid out in the Quality Standards section
- f) Organise or inform the trainee about events in order to involve him/her in the local environment of the hosting country
- g) Give access to ELSA's network
- h) Give initial assistance to the trainee upon arrival for his/her traineeship (accommodation, bank account, first day at work, Local transportation, grocery shopping, etc.).
- i) Provide assistance and support to the trainee when he/she has problems with the employer or

any other aspect of his/her traineeship.

j) Give the trainee a Trainee Evaluation Form and ask him/her to fill it in and send it to the sending group.

k) Provide the trainee with a STEP certificate

l) The STEP certificate, besides the Local or national VP STEP, also should be signed by the employer, so the trainee can use it in his/her country as proof of working in some prestigious companies, banks, law firms etc.

Comment: Signing the certificate by the employer and VP STEP itself could have more serious influence in different countries and can help in making it stronger than it is.

Decision Book amendment to Strategic Goals 2008-2013 by ELSA Italy, ELSA Republic of Macedonia and ELSA Montenegro

ELSA Italy, ELSA Republic of Macedonia and ELSA Montenegro propose the following to the Council:

DECISION BOOK – STRATEGIC GOALS 2013

General Section – Strategic Plan of ELSA

GENERAL SECTION – STRATEGIC PLAN OF ELSA

Strategic Goals for 2013

Vision

A just world in which there is respect for human dignity and cultural diversity.

Purpose

To contribute to legal education, to foster mutual understanding and to promote social responsibility of law students and young lawyers.

Means

To provide opportunities for law students and young lawyers to learn about other cultures and legal systems in a spirit of critical dialogue and scientific co-operation.

To assist law students and young lawyers to be internationally minded and professionally skilled.

To encourage law students and young lawyers to act for the good of society.

With following three core activities we aim to focus on our Vision, Purpose and Means

1. STEP

1.1 STEP is an International Programme

1.2 Online system

1.2.1 The online system will be working and running at latest SPRING ICM 2009

1.2.2 All traineeships registered in the online system

1.2.3 All STEP applications registered in the online system

1.2.4 Accessible for every STEP officers according to their tasks/role

1.3 Matching process regulated by the online system, under administration of the STEP officer

1.4 The number of traineeship increase with at least one traineeship in average on a national level per each local group.

1.5 Every STEP traineeship shall be evaluated by the trainee and the employer.

1.6 Majority of employers shall be repeat employers _ long-term cooperation

2. Study Visits

2.1. International Study Visit; each Local Group visits and hosts a Local Group per year with a

minimum of 10 participants

2.2. Each National Group makes an international Institutional Study Visit per year with a minimum

of 10 participants.

2.2. International Study Visits are combined with an academic programme preferably including of

IFP or Human Rights topics.

2.4 There shall be an efficient online system working at latest SPRING ICM 2009.

2.4.1 The system will contain an evaluation system

2.4.2 The system will contain information about the groups who want to go on or host a study

visit.

3. Legal Education

3.1. Each Local Group shall organize at least one international event per year in addition to study visits.

3.2. At least one IFP event per country per year should be organised.

4 Human Rights

4.1 Each National Group shall have a director for Human Rights

4.2 National Groups and Local Groups shall promote idea of Human Rights in their respective national or local events at least twice per year

4.3 In addition to the events under 4.2, each National Group shall organise an International event on Human Rights Issues per year

4.4 The events under point 4.3 should be organised preferably in coincidence with the International Day of Human Rights (actually the 10th of December).

Comment by Secretary General of ELSA International:

All sentences with bolded font are amendments to the current Strategic Goals -section.

ELSA Sweden proposal on NSS-section in IM -part of Council Meeting Decision Book

ELSA Sweden is proposing Following amendments to the Council for the IM-part of Council Meeting Decision Book:

The Network Support System

2.1 The Network Support System (NSS) shall be an instrument to develop, consolidate and overcome structural weaknesses in the National Groups of ELSA.

2.1.1 Taking part in the NSS shall be voluntary.

2.1.2 Any National Group wishing to take part in the NSS can independently approach another National Group directly themselves or via ELSA International.

2.1.3 An NSS project may cover all of the Key areas and the Supporting areas, or may focus on a specific area only.

2.1.4 Secretary General of ELSA International shall be responsible for co-ordinating the NSS on international level.

2.2 Responsibilities of ELSA International

~~4.2.1 Secretary General of ELSA International shall be responsible for co-ordinating the NSS on international level.~~

2.2.2 To define more developed National Groups and less developed National Groups. ELSA International shall define the National Groups based on the the following information:

1. The National Group's General Level of Activity.
2. The National Group's Level of Activity within the Key areas and the Supporting areas.

The information, in particular, shall be based on the following:

- Communication between ELSA International and the respective NB
- Debt Situation
- ICM Attendance
- Statistics in the State of the Network Inquiry/Report
- The Status of the National Groups General ELSA Knowledge
- The Status of the National Groups Human Resources

2.2.3 To initiate communications and lead negotiations between more developed National Groups and less developed National Groups with the aim to create a match for further cooperation between the National Groups.

2.2.4 To create and update the NSS Handbook, using help from National Groups taking, or having taken, part in the NSS.

The NSS Handbook shall include guidelines on the following:

- How to make an NSS project successful
- The Action Plan referred to in 4.3.2
- The Final Report referred to in 4.3.3

The NSS handbook shall be updated with the information gathered within 1 month after the cooperation between the national groups has been completed.

2.2.5 To distribute the Final Report, referred to in 4.3.3, of particularly successful NSS projects to the Network.

2.2.6 To encourage National Groups having taken part in a particularly successful project to make an oral presentation about it for the Network during an international internal meeting .

2.2.7 ELSA International shall have the authority to decide which NSS projects are to be defined as particularly successful with a reference to 2.2.5 and 2.2.6.

2.3 Responsibilities of the National Groups

2.3.1 Secretary General of National Group shall be responsible for coordinating the NSS on National level.

2.3.2 To inform ELSA International of the aims and the means for the NSS project in a written Action Plan.

2.3.3 To send to ELSA International a written Final Report within 4 weeks after the end of the NSS project.

2.3.4 To assist ELSA International in creating and updating the NSS Handbook, referred to in 2.2.4, upon request.

Comments:

First amendment regarding article 4.2.1 is removed to the part 2.1.4 for the sake of clarification.

As it comes to second amendment in section 2.2.4 ELSA Sweden thinks that if you keep the NSS handbook updated at all times it will allow the cooperation between the NG's to run smoother because then the trials and errors will be known and we can learn from passed mistakes and successes when it comes to this area. And also the information will be fresh at all times. Another thing is that then everything will continuously be put on record so there is always a chance to go back and look for advice.

ELSA Sweden proposal on Responsibilities for Quality Management -section in IM -part of Council Meeting Decision Book

ELSA Sweden is proposing following to the council:

Responsibilities for Quality Management

(...)

2. Responsibilities of the National Board

- Ensure that the Statutes and Standing Orders of ELSA International, as well as Council Decisions, are known and implemented by the national group and all local groups.
- Ensure that individuals, who on behalf of the national group access and process data collected in ELSA ONLINE, comply with the ELSA Privacy Statement.
- Ensure that the ELSA Privacy Statement is known and followed by the local groups.
- Submit the information gathered at the ICM to all the local groups
- Ensure that there are uniform Statutes and Standing Orders in all local groups
- Ensure that the English version of the Statutes and Standing Orders is submitted to ELSA International
- Ensure that the web sites fulfil the guidelines set forth by Council, and are updated on a regular basis
- Promote international activities on the local level, thus increasing the awareness of ELSA as an international association
- Inform ELSA International periodically about local and national activities. To inform the International Board every time the dates are set for an upcoming, national activity.
- Ensure that the IM inquiry for their National Group is submitted to ELSA International on the first day of each Council Meeting at the latest
- Complete the State of the Network Inquiry and submit it to ELSA International
- Submit the applications for the ICM to the OC in compliance with the set requirements
- Ensure that all delegates at the ICM are duly prepared and equipped with the necessary materials
- Organise training meetings in order to improve the board's attitudes, skills and ELSA knowledge
- Implement the Member Educational Cycle
- Support alumni in the country by keeping them updated about recent developments, achievements and projects planned by the groups in the country
- Ensure that the State of the Network Inquiry for their National Group is submitted to ELSA International through e-mail seven days before the beginning of each Council Meeting at the latest. Should the Quorum of the Plenary of the International Council Meeting be at risk, it is at the discretion of the Secretary General of ELSA International to accept the State of the Network Inquiry of a National Group until the beginning of the Opening Plenary
- To create and update a transition handbook, on national level, which will be available to the LG's. The transition handbook shall be updated at least once every year.

Comments:

As it comes to the addition in ninth bullet point in aforementioned article, ELSA Sweden considers that if National Groups would continuously inform about upcoming events it gives members the opportunity to plan ahead so that they can more easily participate.

As it comes to the last bullet point added to the article “responsibilities of the National Board”, ELSA Sweden proposes as follows:

Since the transition is such an important part in making the ELSA-knowledge and spirit flow continuously ELSA Sweden considers that it would be a good idea to make a transition handbook. There, every transition is put on record, such as which information that has been passed and which obstacles and successes did the former board encounter? ELSA Sweden considers that this will make the work as a new board-member much easier if there are transition documents to fall back on. The transition handbook should also include (do’s and don’t’s) on how to make a transition successful from prior boards.

ELSA Sweden chose only national level here after figuring out that it’s easier to start at this level by first joining the LG’s with the NG’s and then (if the proposition is approved and successful) take it to an international level and make a joint transition handbook.

The reason that ELSA Sweden chose the time period once every year is that ELSA Sweden believes that it would be good if the handbook is updated at least once by every national board when in office.

ELSA Italy and ELSA Malta proposal on Long term Budgeting**ELSA Italy and ELSA Malta proposes following to the Council:****COMMENT.**

The Financial Management policies in ELSA, assigned to this area by our internal regulations, recognize to it two main functions:

- to ensure that the association's assets are managed;
- to be involved in projects and programmes as a supporting area.

The last reports and input papers of the International Board on the financial situation of the association showed that, during the last years, either the budget of several main events (e.g. the ELSA Moot Court Competition on WTO Law) or the budget of ELSA International suffered from an increase in costs and a decrease of incomes. As a result of this situation, during the IPM in Brno, the IB stated that *"ELSA International is struggling to fulfil its daily task"*.

According to our opinion, **this situation really compromises the efficiency and effectiveness of the whole network, jeopardizing its activities and its potential exponential growth.**

All the more so after the approval of the long term strategic plan, in order to ensure the necessary conditions to reach our strategic goals, **financial management in ELSA needs to improve its quality standards by adopting new forms of financial planning and auditing.**

In consideration of these elements, **ELSA Italy and ELSA Malta believe that a long term (at least three years) financial planning could help the International Board, present and future, to fulfil its tasks by serving as a very useful working tool to enable the International Board to act, plan and finalize its activities and goals;** on the other hand, the three-year financial plan could facilitate the transition between the treasurers of ELSA International improving the supporting and propellant function of their position.

ELSA Italy and ELSA Malta propose to the FM workshop of the LIV ICM, as a first option, to modify the Standing Orders and the Decisions concerning the financial management in ELSA by introducing the three-year budget.

Proposal n. 1

ELSA Italy and ELSA Malta propose the following to the Council:

Standing Orders: article 19 – Budget and Audit-

Standing Orders**1 Article 19 – Budget and Audit**

19.1 The Council decides on the budget of the next following financial year submitted by the

Treasurer of ELSA International during the Spring Council Meeting.

19.2 In addition to the said annual budget, the International Board presents a three-year

budget for approval to the Spring Council Meeting.

~~19.2~~ **19.3** The Auditors shall be elected according to the electoral procedure of the International Board, but will not be required to provide a programme of action.

~~19.3~~ **19.4** All funds raised for the benefit of, or payable to, ELSA shall be paid into the ELSA International account and be properly and accurately accounted for by the Treasurer of the International Board.

Proposal n. 2

ELSA Italy and ELSA Malta propose the following to the Council

Council Meeting Decision Book in Financial Management:

DECISION BOOK FM

Alanya, 5th -12th November 2006

In force

Responsibilities

--- *Omissis* ---

Responsibilities of ELSA International

- When presenting the final accounts include a balance report for all members and observers
- Administrate the EDF
- Pay to the EDF due at the 31st of January upon invoice
- Pay the monthly allowance of minimum 200 Euro to every member of the International Board
- Inform in January about the maximum amount to be charged as participation fee for Council Meetings and Presidents' Meetings and the S&C Maximum Participation Fee and annex it to the decision book Use the doubly-entry system of accounting
- Use a recognised accounting procedure
- Ensure that all financial activities outside the ELSA International accounts are reported
- Avoid use of abbreviations and cryptic references
- Ensure that refunding of claims is only made upon submission of original receipts. The reason for the expenditure shall be documented by the claimant. If no original receipt can be obtained, substantial proof shall be provided, documented and recorded.
- Submit **the annual and the three-year** a budget for approval at the Spring Council Meeting
- Prepare and present the interim and final accounts for their respective term in office
- Include in the Working Materials of each International Council Meeting a list with the concrete figures regarding outstanding debts toward ELSA International.

For the debts arising from NGs the following details shall be included in the list:

- The name of the NG that has a debt towards ELSA International
- The exact amount owned
- The source of the debt
- The reason why the debt was not covered
- The status of each outstanding debt (e.g. payment plan, delay of the payment).

The second option could consist in starting a discussion among the treasurers on this topic and, then, in creating a working group with the aim to find a better solution in order to improve the regulation on the budget and to create a “multi-year financial plan” more practical and more homogeneous with the concrete financial needs of the association. The results of the working group shall be used to set a proposal that should be definitely discussed and approved at the Spring ICM in Budva.

ELSA Czech Republic Decision Book amendment on Uniformity in MAR-section**ELSA Czech Republic is proposing following to the Council:**

ELSA Czech Republic does agree to the introduction of a new ELSA corporate identity in general, but we have to express strong objection to the acceptance of the new ELSA logo. Since both our national group and the local groups in Czech Republic have during passed years invested considerable amounts of money into marketing and propagation materials including banners, posters, leaflets, brochures, pens, t-shirts etc., and we suppose that other national groups have done so as well, we believe that the change of ELSA logo would bring much more complications and expenses (e.g. at least 2000 euro for ELSA Czech Republic) than the value of a new, maybe better looking logo might ever be. Moreover, ELSA Czech Republic has a feeling that in the present financial situation of ELSA International it is recommendable to make all efforts to save money throughout the whole network, rather than take unnecessary decisions bringing additional costs.

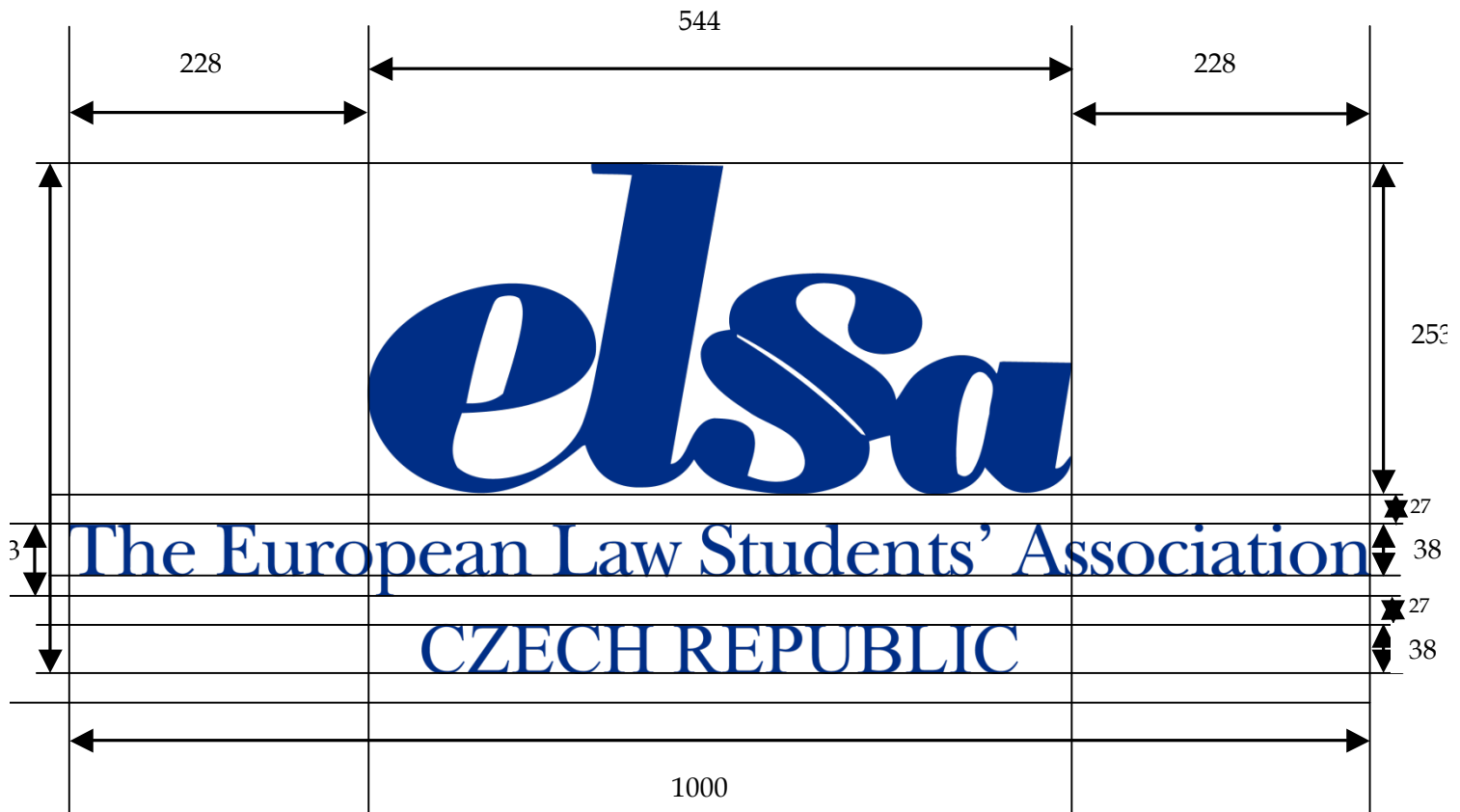
Proposal on Uniformity

1.1 The ELSA logo shall be used only in a way, which is beneficial for ELSA. It should not be used in a way that would damage the positive image of ELSA or in any other way that would harm the reputation of the association.

1.2 ELSA has two logos: one with design and subtitle and the other only with the design. The second one can only be used when relatively small and when the policies specifically indicate the usage.



The European Law Students' Association



1.3 All ELSA groups shall use the ELSA logo, which is the logo above, and no other, except for project logos shall be used when promoting ELSA.

1.4 Although for specific reasons dimensions should be altered, its proportions should not.

1.5 This logo consists of two parts: the design and the subtitle. Only when the design and the subtitle appear together in the correct proportions and colours may it be called the ELSA logo, unless the exception 1.7 applies.

1.6 The subtitle accompanying the logo should be perfectly centred and should appear only in English. If there is a legal obligation to put the subtitle in national language, this should be given secondary importance to the ELSA logo as described in point 1.3.

1.7 For a specific reason, the logo can be featured without the subtitle when relatively small in which case it shall not be used in combination with any other subtitle or name. Relatively small means that the size of the logo is 45 per cent or less of the size of the logo described in point 1.3.

1.8 The exception in point 1.7 does not apply for business cards, letter heads, envelopes and the homepage of a website.

1.9 The name of the national group or of the local group must be written in capital letters, in Garamond regular font or in Times New Roman regular font and must be perfectly centred and in the same colour as the logo. Eg: as shown below:



1.10 The written version of the logo is: ELSA

1.11 The logo must be featured in:

PMS Reflex Blue (equivalent to HKS 42) CMYK 100 95 0 0, black CMYK 0.0.0.100 or grey CMYK 0.0.0.60.

The logo may also be used in the negative form. This means that the white (CMYK 0.0.0.0) version of the logo can be used when the logo is to be placed against a dark background.

1.12 The logo shall not be used in connection with any state or national symbol of any country.

1.13 The logo shall not be animated in any way.

INPUT PAPERS

INPUT PAPERS BY ELSA INTERNATIONAL

Input Paper on Regional Trainings

As mentioned before in these working materials, the IM workshop has discussed a lot about training and how training can help to improve the current situation in the network in past ICMs. As result of these discussions there has been created a concept of Regional Trainings that could be an answer for having more international training events in the network and make our training system more structured and professional.

The achievement of this concept, which is geared on long-term profitability will be: More skilled people, more motivation, more activities, more active and better skilled members, even more motivation and more activities with more quality.

As it can be seen in our statistics (State of the Network inquiry after ICM Lisbon) at the moment our network is not entirely happy with the status of trainings offered throughout the network. Only 13 national groups received trainings regarding internal management between ICM Reggio di Calabria and ICM Lisbon, communication with director for Training was inexistent in 20 countries, and in contrary 21 countries felt a need to communicate more with the director for Trainings.

However communication is not the only problem that we face with trainings in the network. There have been plenty of concerns regarding lack of human resources and lack of participants in training events throughout the network. As an example quite recently, ELSA Switzerland had to postpone their National Training Days due to lack of participants.

ELSA International would like to initiate this regional trainings concept as an answer and as an input for our National Groups to start co-operating with regional training events.

ELSA International sees plenty of benefits in implementation of Regional Trainings:

First of all according to the Strategic Goals 2008-2013, one of our main objectives as a network is to increase number of International events in the network. Regional trainings would be a perfect example of International event serving our aims and objectives and contributing mutual understanding between law students and young lawyers within our members.

Secondly, making trainings International instead of national and/or local training events would be an attraction both to members and externals to participate and to contribute to our trainings and in the long run it would increase reliability and quality of our training-concept as a whole.

Finally, our International Trainers' Pool was originally founded to serve international co-operation and improvement of professional and ELSA-skills of ELSA-members throughout the network. ELSA International recognizes the concept of regional trainings as an optimal product to serve the aim and goals of ITP.

Regional Training Event

The target group for these events are the National Board members and regular members from each National Group. A division of Europe to the regions that would organize regional training could be for example as follows:



It is visible that the regions overlap and are not clearly divisible. But this is not a problem: We do not want to divide ELSA into five groups but want regions to come together and cooperation so there are no real borders. Naturally it is free choice for the National Boards to choose where they want to go in Europe, but we can act on the assumption that they will attend the geographically nearest event as

it has lower travel costs. Important is that a board comes as a whole to one event as just like this regional cooperation can arise in all areas.

According to this concept there should be one Regional Training Event in each section. These are the training events, which need regional cooperation and coordination to organise. The organisation has to be done – like usually – by one group but with the help of the other participating National Groups.

When should these Events be? There are different opinions regarding this matter: Some says it is the best to have them immediately after start of university – means October/November – others say its better to have them after some time – means January till March. This discussion is one we don't have to argue till the end as we can combine and have a net of events: some are earlier, some a bit later and the students can choose when where to go.

At the moment we already have couple of regional training events in the network. Here are few examples just to be mentioned:

- A ELSA Balcanic (planned event that fell due the lack of participants)
- B ELSA Russia: Baltic Training
- C ELSA Italy: ELSA Italy Training Days
- D ELSA House Training Week (ELSA Belgium)
- E ELSA Nordic Exchange (ELSA Finland, ELSA Sweden)

However at the moment we still lack a constructive concept how to plan these event, how to bring organising countries together and how to share organisational tasks between participating countries. Lack of effective promotion has also been seen as a challenge for organising groups. ELSA International believes however that having a consistent and structured concept for regional trainings would also raise the awareness among our members and attract our members with the “guiding invisible hand -effect”.

This input-paper is meant to be an initiator for the National Groups and ELSA International sincerely wishes that during the term 2008-2009 we will see this concept taken into account by the National Groups and as a result we will see considerable number of qualified and International training-events throughout the network.

At the end of the day everything in terms of final implementation of this concept depends on National Groups. ELSA International is glad to offer its help and guidance with initiating these projects, helping with the procedural issues and even giving guidance in practical issues. We, as ELSA International sincerely hope that National Groups will take this idea into consideration and start serious networking in terms of trainings within the network.

Input Paper on the costs of the ELSA House

Introduction

The evaluation of the costs of the ELSA House is a complex analysis of all kind of different elements in a budget. Please bear in mind that this analysis focused only on the general costs of the current house we have.

General Costs

The rent

The Annual Rent for the ELSA House is calculated on 26.000 Euros. The exact amount depends on the indexation of the rent every year. Indexation is a technique to adjust income payments by means of a price index. This means the rent goes up every year due to inflation. Inflation indexation is often applied to rents. The monthly rent is 2.200 Euros.

Heating

The budget for the heating is now 2.500 Euros.

The International Board can heat the house during one very cold month with one tank, during the less cold months during two months. The estimated costs of one tank is around 750 Euro.

In 2006-2007 the budget used for heating the house was 1.653,15 Euros. The price of the oil was at time around 0.5356 Euros a litre what means they used around 3090 Litres of oil.

In 2007-2008 the budget used for heating the house was probably around 2.835,91 Euros (As the final accounts aren't made yet). They bought around 4000 litre for a average price of 0,708978 Euros a litre. The oil was bought in October, to use in November, In November to use in December and January, in Beginning of February to use in February and March and in April to use in April and next winter.

In 2008-2009 the budget is 2.500 Euros what is less than last year and where the current price is 0.8121 Euros a litre today, the 27th of September. (Source: website of the supplier of oil of the house: <http://www.mazout-on-line.be/EvoPrix.asp>) This means that if we would buy as many oil as during the winter 2006-2007 we would pay around 2500 Euros for 3000 litres. This is not unrealistic as we start with an almost full tank of the previous board. Of course nobody can predict the price of the oil.

As the current Oil prices are still very high we proposed to revise the budget to 3000 Euros.

Electricity

The budget for electricity is 3500 Euros. That is certainly realistic as we are saving electricity by saving power lamps, strict rules about lights, personal lights in the rooms etc.

Water

The budget for water is 900 Euros. The cost for the last two years was around 200 Euros. For that reason we proposed to revise the budget to 400 Euros.

Repairs

The budget for repairs is 500 Euros. This budget is not used to improve the house but to fix broken things in the house.

ELSA International Input paper on the Financial Situation

This input paper is based on the financial report of ELSA International 2006/2007, approved at the ICM in Reggio Di Calabria, the financial report of ELSA International 2007/2008, the Budget ELSA International 2008/2009, approved at ICM in Lisbon and the revised budget proposed to the council in Nuremberg.

Quality in financial management is based on financial principles. These are the principle of truth, the principle of transparency, the principle of completeness and the principle of continuity. Therefore this Input paper is meant to give to the participants of the council have a clear view on the financial situation of ELSA.

Introduction

The financial situation of ELSA International turned for the worse during the last years. Not only EMC² but the entire budget of ELSA International suffered from decreasing income and increasing costs. This report should show where the financial priorities are for ELSA International in the following year and to show what the financial challenges are we, as a network, will have to cope with. We will show also where we created new financial opportunities.

General Income

Corporate Partners

The main part of the General Income is formed by the contribution of Externals. Based on a status quo of sponsor agreements of the last year, **49.000 EUR** was budgeted in the budget 08/09 approved by the Council in Lisbon. Unfortunately *Translegal* (**20.000 EUR**) and *Microsoft* (**4.000 EUR**) terminated their contracts so the budget needs to be lowered with 24.000 EUR to the amount of **25.000 EUR**. Only *CMS* (**20.000 EUR**) and *Deloitte* (**5.000 EUR** + Auditing of the accounts of ELSA International) are still Corporate Partners of ELSA International. The income from sponsors decreased with almost **50%** compared with the budget approved at the ICM in Lisbon.

During the last years many sponsors terminated their cooperation's with ELSA International. In the year 2004/2005 *Clifford Chance* and *Lexis Nexis* terminated their cooperation's with ELSA of **15000 EUR each**. In the year 2006/2007 *Thomson* terminated their cooperation with ELSA International as well. (**12.000 EUR**). And now *Translegal* and *Microsoft* made this list a little bit longer.

The International Board 08/09 is totally aware that the financial situation is dramatic and will work on new approaches to potential corporate partners, using the new sponsor materials prepared by the previous board. Although there are some reasons to assume that we might change this trend of losing partners, the budget that will be proposed to the council shall only include the partners we have at the moment we present the budget.

Member- and Observership fees

During the last years the Membership (**18.000 EUR** in total) and Observership fee(**50 EUR** per each Observer of ELSA International) were not changed by the council.

It's not the intention of the International Board to propose to change those amounts as we are totally aware of the fact that the Member-and Observership fees, together with the ELSA On Line Fee and the EDF Contribution constitute a big part of the budget of the national groups.

Synergy & links

ELSA International plans to continue the intensive hunt for advertisements for Synergy. Although in the year 2006/2007 Synergy made a small lost during the year 2007/2008 it became a real money-spinner, thanks to the hard work of the director for Advertisement and the Vice-President Marketing. The improved quality of the media cards, with the input of Content5, will hopefully increase the success of this part of the fundraising.

In the revised budget for the coming year, the income increased by **6.000 EUR** to **45.000 EUR** for Synergy, compared to the proposed budget in Lisbon (**39.000 EUR**). The explanation is that the Council Of Europe pays ELSA International **6.000 EUR** for advertisements in two Synergy's. Last year the income of Synergy was **40.570 EUR**. (The exact result will be available after the auditing by the internal auditors and Deloitte).

Also selling links on the current website will continue and will be hopefully the same success as last year.

ELSA On Line Fee

As the council made ELSA On Line as the main priority of the network for the upcoming year, the ELSA On Line Fee increased in the revised budget to the maximum of **15.000 EUR**. The total amount of this ELSA On Line fee will be invested in the cooperation with Content5.

Expenditures

The overhead of ELSA International is heavy and there are many fixed costs. Due to the financial setback we suffer ELSA International has to cut in to all their expenditures. Every single cost will be analyzed during the coming months and we will check for cheaper solutions. Also good financial planning will be the key word to have no avoidable costs.

The ELSA House

The ELSA House forms a big part of the expenditures of our association. Not only rent but also electricity, heating, water and repairs take in total a budget of **33.500 EUR**. Those costs were already calculated at the absolute minimum by the original budget so there was no space left to cut in this expenditure. (In the current budget there is only money to pay for three months of heating and normally people heat their houses for at least 5 months in Belgium).

Office

The daily cost of the office was budgeted with **28.57%** less than in the original budget what was already lower than last year's budget and a lot lower than the money spent two years ago. To be able to run the office with this amount ELSA International will introduce as much as possible digital archiving and the principles of the paperless office.

Communication

Also the communication budget has been reduced by 13% (**-37,50%** compared to the budget of last year) and to be able to manage this budget ELSA International will reduce the classic communication channels and increase the use digital communication (e-mail). Also we have a new phone company who offered us lower prices than the ones we used to pay.

ELSA On Line Admin

ELSA On Line investments will not be lowered as for the network this project became priority number one.

Travels

The budget for travelling decreased with a **dramatic 60%** compared to the budget of last year. This budget is meant to meet sponsors and local groups besides statutory meetings and ISM's. This is of course a dramatic lowering and again ELSA International will have to look for alternative ways of travelling, combined visits and private investments by board members. A decrease of visits to National Groups is any way inevitable.

EMC²

In this report EMC² wasn't taking into account, this due to the fact that this project has its own financial structure with very specific revenues and expenditures and should not influent the General Budget of ELSA. Although we want to point out that in the financial report 2006/2007 of ELSA International EMCC made a loss of **7.206,36 EUR**. Last year there was a profit made of **19168.78 EUR** thanks to extremely increase of the revenue from externals. This year it seemed that most of the externals lowered their support in a way that EMC² wasn't financial reasonable to organise. That was one of the reason for the International Board 2008/2009 to suspend EMC² until a new partner was found. ACHW was prepared to organise the final oral round of EMC² and take all the financial responsibilities for organising the FOR of EMC² and ELSA announced that EMC² would also take place this year. As the Registration fee doubled and our expenditures lowered the expected profit from EMC² is calculated around **15.000 EUR**, without any financial risk or investment.

In August we have written:

The financial situation became that worse that ELSA International not longer is able to fulfill its daily tasks. To be able to fulfill the expectations of the network ELSA International will increase the fundraising by allocating people to those fundraising tasks and will also work on reducing avoidable costs. We hope with those measures to be able to present better perspectives at the council meeting in Nurnberg.

Today we have to say that our financial situation became better. Very unexpected this is thanks to EMC². The forecast of a profit of more than 15.000 EUR has an important influence on our situation. Although we have to say that also new problems were discovered. The debt towards the European Commission is not that easy to avoid as said by the previous board. The risk to have to pay more than 8000 EUR back to the commission is very realistic. This is due to the fact that the means to correct the mistakes from the final report are very limited. Although ELSA International has invested significant efforts to avoid this payment. Until the result of this procedure is unknown it is very difficult to evaluate the financial situation of ELSA International. It is for that reason that ELSA International will keep the council update on any development on this matter.

ANNEXES

ELSA INTERNATIONAL

Affirmation Letter from Brigitte Vanatova regarding package sending dates

ELSA International
To: A.M. Husa
Boulevard Général Jacques 239
B-1050 Brussels
Belgium

Your reference:
Our reference: ELSA

Amsterdam, 25 September 2008

Re:

Dear ELSA International, dear Antti,

Hereby I confirm the following:

According to article 17.1 of the ELSA's Statutes, the statutes can be changed if the changes are supported by two-thirds of the votes cast by the Council and provided the proposed amendment was sent out to everybody referred to in article 10.2 at least 28 days before the opening of the Council Meeting.

The Council Meeting starts on 26th of October 2008. This day does not count in the mentioned 28 days. The term of 28 days starts on 28th of September and ends on 25th of October. This means that the proposal for changing the statutes must be sent not later than 27th of September 2008.

This issue was also discussed with and approved by the notary of Loyens & Loeff N.V. Further I would like to point out that association is established according to the Dutch law.

Kind regards,



Brigitte Vanatova

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