

LVIII INTERNATIONAL COUNCIL MEETING

WORKING MATERIALS

Alanya, Turkey

24th - 31st of October 2010



ELSA International partners:

Corporate Partner of ELSA International



English Language Partner of ELSA International



The European Law Students' Association

GENERAL INFORMATION

FOREWORD

Dear ICM participants, dear ELSA family,

It feels like we have just entered the ELSA House yesterday, and we are already making the final preparations for the upcoming International Council Meeting. It has been a great ride so far, and we are looking forward to meet you all in Alanya to work together to improve our beloved ELSA.

We are proud to present you the Working Materials for the LVIII International Council Meeting. We hope that these documents will help you prepare for the upcoming workshops and plenary in the best possible way. As you can see we have also planned trainings for all the areas, and we hope that they will increase your knowledge and skills in order to improve your work in general. We also hope that this event will “charge your motivation batteries” and will prepare you for all the challenges that may appear during your term in office.

During this ICM we will discuss several important issues, like the 30th Anniversary, the Market Research, implementation of the new IFP topic, applications for Membership and Observership, proposals, etc. Make sure you are prepared for all of them, because they will change our Association. And quoting Isaac Asimov “*No sensible decision can be made any longer without taking into account not only the world as it is, but the world as it will be.*”

This ICM couldn't be possible without the amazing OC, so my special “teşekkür ederim” (thank you) goes to Gulce Peker, Mahmut Can Senyurt and the rest of the OC, for all your work and dedication, I'm convince this will be one of the best ICMs ever.

I want to address my special gratitude to all my six fellow board members. Thank you for always being there for me.

To all the participants, I hope that you will embrace the ELSA Spirit, participate actively in the discussions, and that you will have “The time of your life!”.

On behalf of ELSA International 2010/2011



Filipe Manuel Cavaco Bismarck
Secretary General
ELSA International

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REMINDERS

General Reminders

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 previous ICMs ;
- Read the Statutes and Standing Orders of ELSA International carefully;
- Read and bring with you a copy of the 30th edition of the Decision Book;
- Bring your Marketing Materials so you can promote your events;
- Bring the One Year Operational Plan of the International Board of ELSA (OYOP 2010-2011)

You can file the majority of the files mentioned above in ELSA Online Archive.

To be prepared for the stay...

- Check out the ICM Website at <http://www.elsa-turkey.org/icm/> and make sure you have taken note of all the Organising Committee's instructions;
- Make travel arrangements to be in Alanya, Turkey in time for the opening of the ICM at 14.00 on Sunday 24th of October (It takes about two hours from Antalya airport to Alanya);
- Bring smart clothes for the Plenary;
- Rehearse your performance for the ELSA VISION CONTEST!

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

- Consider being a Workshop secretary;
- Consider being a Plenary secretary;
- Consider hosting the IPM in summer 2011;
- Consider hosting the ICM Autumn 2011 or the ICM Spring 2012
- Consider running for the Treasurer of the International Board 2010/2011;

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

- Bring your National Drinks!
- Bring good mood and happy smiles!
- Bring all your **ELSA Spirit!**

The deadline for nominations for:
TREASURER OF THE INTERNATIONAL BOARD 2010/2011,
is Monday, October 25th at 23:59 (CET+1)
and

The deadline for nominations for:
INTERNATIONAL PRESIDENTS' MEETING HOST SUMMER 2011,
COUNCIL MEETING HOST AUTUMN 2011
COUNCIL MEETING HOST SPRING 2012
is Tuesday, October 26th at 23:59 (CET+1)
and

for the deadline for nominations for:
COUNCIL GUESTS ICM POZNAN 2010
is Friday October 29th at 23:59 (CET+1)

The Council Meeting Guide for freshers 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, 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 seven 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 Presidents.

Internal Management (IM) – supervised by the Secretary General of ELSA International and attended by National Secretaries General.

Financial Management (FM) – supervised by the Director for Financial Management of ELSA International and attended by National Treasurers.

Marketing (MKT) – supervised by the Vice President Marketing of ELSA International and attended by National Marketing officers.

What is a Workshop officer?

There are *four* Workshop officers. They are the *Chair*, the *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 or her absence.

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

If you would like to be a Workshop officer, please contact the relevant member of ELSA International as soon as possible to volunteer. You are expected to attend a training provided by ELSA International on Sunday evening to acknowledge the detailed guidelines for your task.

What is a Council Meeting officer?

There are from seven to nine ICM officers. They are the Chair, the Vice Chair, two to four secretaries, two tellers, and three members of the nominations committee. The ICM officers ensure that some of the most important tasks in an ICM 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 or her 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 in case 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.

Obligations of National Groups

Important information!

In accordance with article 11.5 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. Please be sure that the SotN Inquiry on behalf of your National Group is submitted 7 (seven) days before the ICM to facilitate the procedure during the ICM. If you need any clarifications regarding the SotN, please contact the Secretary General at secgen@elsa.org.

Call for Treasurer of the International Board 2010/2011



The European Law Students' Association

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

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

Ever dreamt of living in the ELSA House??

This is your opportunity:
“Join the Drill Team!”

MAKE A DIFFERENCE FOR ELSA:

**RUN FOR THE POSITION OF
TREASURER OF THE
INTERNATIONAL BOARD
2010/2011!!!**

Call for the International Council Meeting host, Autumn 2011, Spring 2012 and the International Presidents' Meeting host, Summer 2011



The European Law Students' Association

**AUTUMN ICM 2011
SUMMER IPM 2011
SPRING ICM 2012**

Do you want to have your name written in the ELSA History?

Imagine the best ELSA experience ever!

**Everything at one place - law students, perfectly organised workshops
and trainings!**

**Do you wonder how it feels to be the host of an international meeting
consisting of workshops, fun, joy, and amazing people from all over
Europe?**

Did you think that this event can happen in your country?

**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!!**

**SEE THE DRAFT CONTRACTS ANNEXED TO THESE
WORKING MATERIALS**

Pre call for Area Meetings hosts



The European Law Students' Association

Do you want to host an International
Event?

With participants from all over Europe?

Then stay connected with the mailing lists
because the International Board will send a
call for **AREA MEETINGS** soon!!!

This is your opportunity:

MAKE A DIFFERENCE FOR ELSA

Pre call for Train The Trainers Week



The European Law Students' Association

Are you facing an end in your ELSA career?

But you still want to support the Network?

**This is your opportunity, join the
International Trainers' Pool**

**Embrace the opportunity to visit ELSA
members and help them!!!**

Stay connected with the mailing lists
because the International Board will send a
call soon!!!

For more information contact:
training@elsa.org

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 Inquiries of your National Group and confirm the debt situation with the Director for Financial Management of ELSA International prior to the ICM.

ii. You have delivered the **letter of authorisation** to the Secretary General of ELSA International. Please complete the letter of authorisation that was sent to all National Boards together with the ICM Working Materials.

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 hold 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 (if needed, 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

Please be ready to prepare an act and/or 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 the Treasurer of the International Board 2010/2011

The Treasurer is in charge of the financial management of ELSA and is responsible for the accounting, property, and payments and for the arrangement of internal financial control. These tasks include budget control, budget making, accounting, bookkeeping and preparation of both interim accounts and final accounts of ELSA International. The Treasurer is the Chairman in the Executive Committee of the ELSA Development Foundation and additionally he or she is also working actively in the field of grants.

A person running for the Treasurer position in the International Board must be nominated by a National Group, and seconded by another National Group. National Groups with Observer status cannot nominate or second nominations. It is possible to be nominated by one's own National Group, but common practice is that one is nominated by other National Groups.

The nominations must be handed in to the Nominations Committee by the set deadline for nominations to be able to run for the International Board.

Election of hosts for the International Council Meeting Autumn 2011 and Spring 2012

The host for the next ICM has been appointed. The Spring ICM 2011 will take place in Poland, organised by ELSA Poznan. If you are thinking about organising an ICM in your National Group in Autumn 2011 or Spring 2012, this is the right moment to apply! Prepare a proposal containing a draft programme and a draft budget, present it to the International Board and sign the contract that you can find annexed to these Working

Materials 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 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 work at the Plenary, we hereby present some rules for National Groups that want to give Presentations during Plenaries:

- The demonstration 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 *5 minutes*;
 2. Be in accordance with *ELSA's Principles*;
 3. Be given to the Chair or the Vice Chair before *6 p.m.* of the day before they are to be shown.
- The priority of acceptance will be as follows:
 1. Statutory Meetings Presentations;
 2. International Area Meetings (non-statutory);
 3. Training Events;
 4. ELSA core activities and events;
 5. Social Events;
 6. Others.

DRAFT AGENDAS AND TIMETABLES**ICM TIMETABLE**

AGENDA

| Time | Sun 24th | Mon 25th | Tue 26th | Wed 27th | Thu 28th | Fri 29th | Sat 30th | Sun 31st |
|-------|-----------------------------|----------------|----------------|----------------|----------------|----------------|---------------|-------------------------------|
| 08:00 | Arrival of the participants | Breakfast | Breakfast | Breakfast | Breakfast | Breakfast | Breakfast | Breakfast |
| 08:30 | | | | | | | | |
| 09:00 | | | | | | | | |
| 09:30 | | | | | | | | |
| 10:00 | | Workshops | Workshops | Workshops | Workshops | Workshops | Final Plenary | Departure of the participants |
| 10:30 | | | | | | | | |
| 11:00 | | | | | | | | |
| 11:30 | | | | | | | | |
| 12:00 | | Lunch | Lunch | Lunch | Lunch | Lunch | Lunch | |
| 12:30 | | | | | | | | |
| 13:00 | | | | | | | | |
| 13:30 | | | | | | | | |
| 14:00 | Opening Plenary | Workshops | Mid Plenary | Workshops | Conference | Sightseeing | Final Plenary | |
| 14:30 | | | | | | | | |
| 15:00 | | | | | | | | |
| 15:30 | | | | | | | | |
| 16:00 | | Reporting Time | | Reporting Time | Dressing time | Reporting time | | |
| 16:30 | | | | | | | | |
| 17:00 | | | | | | | | |
| 17:30 | | | | | | | | |
| 18:00 | Opening Workshops | Reporting Time | Reporting Time | Dressing time | Reporting time | | | |
| 18:30 | | | | | | | | |
| 19:00 | | | | | | | | |
| 19:30 | | | | | | | | |
| 19:30 | Officers & Freshers | Reporting Time | Reporting Time | Dressing time | Reporting time | | | |
| 20:00 | | | | | | | | |
| 20:30 | | | | | | | | |
| 21:00 | | | | | | | | |
| 21:30 | Party | Party | Party | Party | Gala ball | Dinner | Dinner | |
| 22:00 | | | | | | | | |
| 22:30 | | | | | | | | |
| 23:00 | | | | | | | | |
| 23:30 | | | | | | | | |
| 23:30 | | | | | | | | |
| 23:30 | | | | | | | | |
| 00:00 | | | | | | | | |

PLENARY**Draft Agenda**

Opening Plenary, Sunday, October 24th, 2010 (14:00 – 17:30)

Morning **Arrival and registration of the participants**

13:00 Payments due to ELSA International, delivery of Letters of Authorization

14:00 Introduction of the members of the International Board 2010/2011

Gülce Peker, Head of Organising Committee

Mahmut Can Şenyurt, President of ELSA Turkey

14:10 Opening of the Council Meeting by the President of ELSA International

Óscar A. Lema Bouza

14:15 Presentation of the Directors & Assistants of ELSA International

Óscar A. Lema Bouza

14:25 Welcoming of Council Guests and Externals

Óscar A. Lema Bouza

14:35 Presentation and Information by the Organising Committee of the Council Meeting

Gülce Peker, Head of the Organising Committee

14:45 Presentation of ICM Sponsors/Partners

Gülce Peker, Head of the Organising Committee

15:00 Announcement of the list of votes by the Secretary General of ELSA International

Filipe Bismarck

15:15 Reading out of the agreement between ELSA Greece and ELSA Republic of Macedonia (Council Decision PLE 01/99 II)

Filipe Bismarck

15:20 Election of the Chair of the Plenary

Filipe Bismarck

- 15:30 **Election of the other plenary officers: Vice Chair, two to four secretaries, two tellers, three members of the nominations committee**
Chair
- 16:00 **Approval of the Council Meeting Agenda and presentation of the Council Meeting structure**
Chair
- 16:20 **Approval of the Minutes of the LVII International Council Meeting in Malta, Spring 2010**
Chair
- 16:25 **Report from the International Presidents' Meeting in Lisbon, Portugal**
Chair of the International Presidents' Meeting in Lisbon
- 16:35 **Report from the United S&C and AA Meeting in Chernivtsi, Ukraine**
Chairs of the United S&C and AA Meeting
- 16:45 **Report from the International STEP and Marketing Meeting in Kolobrzeg, Poland**
Chairs of the International STEP and Marketing Meeting
- 16:55 **Report from the Joint Internal and Financial Management Meeting in Helsinki, Finland**
Chairs of the Joint Internal and Financial Management Meeting
- 17:05 **Presentation of the Workshops during the ICM by the members of ELSA International**
Chair and the International Board
- 17:15 **Information on the Officers' and Freshers' Training**
Filipe Bismarck
- 17:30 **End of the Plenary session**

Mid-Plenary, Tuesday, 26th of October 2010 (14.30-19.30)

- 14:30 **Revision of the List of Votes**
Filipe Bismarck
- 14:50 **Information from the Organising Committee**
Organising Committee
- 15:05 **Announcement of Nominations**
Nominations Committee
- 15:15 **Presentation and Approval of the BEE Workshop related proposals**
Chair and Workshop Chair
- 15:35 **Presentation and Approval of the IM Workshop related proposals**
Chair and Workshop Chair
- 15:45 **Membership Application of ELSA Bosnia & Herzegovina**
Chair
- 16:00 **Observership Application of initiator group from Azerbaijan**
Chair
- 16:15 **Presentation and Question and Answer time for the candidate (s) for the position of Treasurer of ELSA International 2010/2011**
Chair and candidates
- 16:45 **Presentation of the voting procedure**
Chair
- 16:50 **Handing out of ballot sheets**
Filipe Bismarck
- 17:00 **Break and casting of the votes**
- 17:15 **"Our Rights, Our Freedoms" Award Ceremony**
- 17:45 **Presentation of the International Presidents' Meeting in Tbilisi, Georgia, Winter 2011**
Organising Committee
- 18:00 **Q&A ELSA International**
Chair

18:50 **Announcement of the results of the elections**
Chair

19:00 **End of the Plenary Session**

Final Plenary, Saturday, 30th of October 2010 (10.00 – 20.00)

- 10:00 **Revision of the List of Votes**
Filipe Bismarck
- 10:20 **Announcement of Nominations**
Nominations Committee
- 10:30 **Presentation and Approval of the AA Workshop Report and recommendations**
Chair and Workshop Chair
- 10:40 **Presentation and Approval of the S&C Workshop Report and recommendations**
Chair and Workshop Chair
- 10:50 **Presentation and Approval of the STEP Workshop Report and related proposals and recommendations**
Chair and Workshop Chair
- 11:20 **Presentation and approval of the Final Accounts 2009/2010 Auditors' Report**
Opinion of the Financial Management Workshop
Chair, Auditors and the Financial Management Workshop Chair
- 11:50 **Report from the President of the International Board 2009/2010**
Leonid Cherniavskyi
- 12:20 **Relief of Responsibility of the International Board 2009/2010**
Chair
- 12:30 **Presentation of ELSA Development Foundation Report**
Olga Sendetska
- 13:00 **Lunch Break**
- 14:30 **Revision of the list of votes**
Filipe Bismarck
- 14:40 **Presentation and Approval of the BEE Workshop Report and related proposals and recommendations**
Chair and Workshop Chair

- 15:00 **Presentation and Approval of the IM Workshop Report and recommendations**
Chair and Workshop Chair
- 15:10 **Presentation and Approval of the FM Workshop Report and related proposals and recommendations**
Chair and Workshop Chair
- 15:40 **Presentation and Approval of the MKT Workshop Report and recommendations**
Chair and Workshop Chair
- 16:00 **Presentation of the Partners of ELSA International**
Óscar A. Lema Bouza
- 16:20 **Presentation by the IPM Host Candidate(s), Summer 2011**
Chair and Candidates
- 16:30 **Questions and Answers to the IPM Host Candidate(s), Summer 2011**
Chair and the Council
- 16:35 **Presentation by the ICM Host Candidate(s), Autumn 2011**
Chair and Candidates
- 16:45 **Questions and Answers to the ICM Host Candidate(s), Autumn 2011**
Chair and the Council
- 16:50 **Presentation by the ICM Host Candidate(s), Spring 2012**
Chair and Candidates
- 17:00 **Questions and Answers to the ICM Host Candidate(s), Spring 2012**
Chair and the Council
- 17:10 **Presentation of the candidates for Council Guests for the Spring ICM 2011**
Nomination Committee
- 17:25 **Presentation of the voting procedure**
Chair
- 17:30 **Handing out of ballot sheets**
Filipe Bismarck
- 17:45 **Break and casting of the votes**

- 18:05 **Presentation of ELS**
ELS Executive Committee and ELS members
- 18:25 **Presentation of the upcoming ICM Poznan, March 2011**
Organising Committee
- 18:40 **Presentation of the Train The Trainers Week 2011**
Organising Committee
- 18:40 **Presentation of the Opening IFP Conference Prague, Czech Republic, February 2011**
Organising Committee
- 18:50 **Presentation of the Final Oral Round of the ELSA Moot Court Competition on WTO Law, Geneva, Switzerland**
International Organising Secretariat
- 19:00 **Announcement of the results of the elections**
Chair
- 19:15 **Miscellaneous**
- 19:55 **Closing of the LVIII International Council Meeting**
Óscar A. Lema Bouza

ACADEMIC ACTIVITIES WORKSHOP**Timetable**

| Time | Sun 24th | Mon 25th | Tue 26th | Wed 27th | Thu 28th | Fri 29th |
|--------|-----------------------------|-------------------------------|--|--------------------------|---|---------------------------|
| 08:00 | Arrival of the participants | Breakfast | Breakfast | Breakfast | Breakfast | Breakfast |
| 08:30 | | | | | | |
| 09:00 | | | | | | |
| 09:30 | | | | | | |
| 10:00 | | Area Definition + AA tools | Training: Planning & Project Management | SPEL | Joint AA, S&C & STEP: CoE | LRGs |
| 10:30 | | SotN | | EMC ² | Joint AA, S&C and STEP: Health Law as an IFP Topic | |
| 11:00 | | OYOP | | | | |
| 11:30 | | Strategic Goals + AR USA | | | | Evaluation and Closing |
| 12:00 | | | | | | |
| 12:30 | | | | | | |
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| 14:00 | Opening Plenary | Lunch | Lunch | Lunch | Lunch | Lunch |
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| 18:00 | Introductory WS | Training: Communication | Mid Plenary | IFP Essay Competition | Conference | Sightseeing |
| 18:30 | | | | Teambuilding | | |
| 19:00 | Joint AA & STEP: SAP | | | | | |
| 19:30 | Joint BEE&AA EMC2 | Dressing time | | | | |
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Preparations and reminders for the Academic Activities workshop

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

- Statutes and Standing Orders, in force after the LVII Council Meeting of ELSA;
- Council Meeting Decision Book, 30th Edition;
- Working Materials;
- Minutes of ICM Malta and ICM Sinaia;
- Please prepare a written Activity Report to distribute to the workshop on the introductory session;
- Adaptor for your computer, flash disk and other necessary electronic devices.

Make sure to read the Minutes from at least the two previous International Council Meetings. This is of great importance for the procedure, discussions and outcome of the Workshop sessions. If you bring your laptop with you, it is recommendable that you have these minutes downloaded on your computer.

All documents/materials can be found in the ELSA ONLINE Archive: <https://website.elsa.org>. If you have difficulties accessing the archive, please contact the Secretary General of ELSA International at secgen@elsa.org.

Please prepare an Activity Report for distribution to the National Groups and ELSA International (meaning 40 copies of your written Activity Report). Please send it also as an electronic copy to vpaa@elsa.org or to the AA mailing list. If you are a national representative at the workshop, you should include both the things that you have worked on as an AA officer during your term in office and the major projects that are taking place in your National Group.

Please read this draft agenda carefully; should you need any clarifications, please do not hesitate to contact the Vice President Academic Activities of ELSA International at vpaa@elsa.org.

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

Enjoy the AA Workshop!

Draft Agenda

Sunday, October 24th (18:00 – 20:00)

18:00 – 19:00

Introductory Workshop

Aim: To present the Agenda for the upcoming week and to approve it, to agree upon the Workshop rules, to express our expectations for the upcoming week, to share the general view of the 3rd USA Meeting which was held in Ukraine, to elect the Workshop officers and to get to know each other.

Means:

- Introduction of the participants
- Voting upon the Workshop Chair and Vice Chair as well as the Secretaries
- Deciding upon the Workshop rules
- Presentation of the Draft Agenda by ELSA International
- Approval of the Agenda
- Roundtable: expectations of the participants
- Distribution of Activity Reports
- Presentation of the 3rd USA Meeting by the Chair of the workshop.

Preparations: Bring your written Activity Report to all the participants already to this first Workshop in order to give people some time to get familiar with the reports. The Activity Reports will be presented at the session on Strategic Goals on Monday. National representatives should include both their own activities and the activities taking place in the respective country.

19:00 – 20:00

Officers' Trainings

Aim: To train officers on their fundamental tasks and responsibilities during the ICM. Workshop chairs and secretaries will participate in these trainings.

Means:

- Chair training is delivered by the Chair and Vice Chair of the Plenary
- Secretary training is delivered by the Secretary General of ELSA International

19:00 – 20:00

Introductory Workshop for Freshers

Aim: To give a general overview of ELSA, The International Board and the ICM to the freshers. All the participants that are in their first ICM will participate in this workshop that will be delivered by the International Board.

Means:

- To give an understanding of the main functions of ELSA
- To foster mutual understanding and cultural diversity
- To get answers to the questions arising

Monday, October 25th (10:00 – 18:30)

10:00 – 11:00

Area Definition

Aim: To explain the role of the AA area to the freshers and remind the experienced National AA officers about their main tasks.

Means:

- Presentation by ELSA International
- Roundtable discussion

Comments: During this session you will find out what the AA area in ELSA means and what kind of possibilities there are for the AAers. You will also receive the AA tools in related parts of the AA area.

Preparations: Please read the Academic Activities part of the Decision Book and the AA Handbook. Please bring a flash disk to receive the necessary AA tools.

11:00 – 11:30

State of the Network (SotN)

Aim: To present the results of the State of the Network enquiries filled in before the ICM Malta, and to inform the participants of the current status quo of AA in the Network.

Means:

- Presentation by ELSA International
- Open discussion

Comments: ELSA International will present the SotN Report related to AA area. The 8th SotN Report is drawn up based upon the information that's submitted by the National Groups.

Preparations: Please read the Strategic Goals section of the Decision Book. Please read the SotN Report related to the AA area. ELSA International will inform about the publishing through the officers' mailing lists.

11:30 - 12:00

One Year Operational Plan (OYOP)

Aim: To share the OYOP from the National AA officers within the AA Team, to be aware of the upcoming events within the Network and to remind the importance of planning for the term in office.

Means:

- Presentation of the AA part of the OYOP by ELSA International
- Presentation of OYOPs by the National Officers
- Open discussion

Comments: It is very important to plan for your term in office, not only for time management but also for evaluation. OYOP is a very useful tool to create your agenda and evaluate your work by the end of your term if the goals you set up are reached or not.

Preparations: Please be prepared to present your OYOP. You can find the OYOP of ELSA International in ELSA Online. If you have problems in accessing ELSA Online, please contact the Secretary General of ELSA International at secgen@elsa.org.

12:00 – 13:00

Strategic Goals and Activity Reports

Aim: To raise awareness of the Strategic Goals of ELSA for 2013. To update the officers about the past and upcoming activities in the Network and to gain inputs from each other.

Means:

- Presentation by ELSA International
- Roundtable on the Activity Reports and upcoming activities
- Open discussion

Comments: The Strategic Goals for 2013 focuses on international events, events related to International Focus Programme (IFP) and Human Rights.

Preparations: Please read the Strategic Goals section of the Decision Book. Please read the Activity Reports that were distributed during the Introductory Workshop and be prepared to present your own previous and upcoming activities. National representatives should include both their own activities and the activities taking place in the respective country.

14:30 – 18:30

Training on Communication

Aim: To raise awareness of the importance of communication in a team and teamwork.

Means:

- Training will be given by an ITP Trainer.

Comments: Communication is one of the most important sides of teamwork. It doesn't only effect the management of the event but the dynamics and motivation of the team. This training will focus on the benefits of communication and sharing.

Tuesday, October 26th (10:00 – 13:00)

10:00-13:00

Training on Planning and Project Management

Aim: To improve the planning skills of the AA officers, as well as the event related management skills.

Means:

- The training will be given by an ITP Trainer

Comments: Planning process of an event is crucial for the overall conduction of the event. The AA officers will be presented with this training in the beginning of their terms in order to provide necessary soft skills for their projects.

Wednesday, October 27th (10:00 – 18:30)

10:00 – 11:00

Selected Papers on European Law (SPEL)

Aim: To evaluate the current situation of SPEL and to come up with new restructuring ideas.

Means:

- Presentation of the statistics of contributions by ELSA International
- Roundtable discussion on evaluation
- Open discussion on possible restructuring

Comments: The discussion about SPEL and how to increase the contributions has been going on for a long time in the Network and with no improvements. The main reason for not improving the amount of contributions is because there is no concrete goal to work towards and SPEL is often forgotten as a project within the Network. It's time for an evaluation and criticising the reasons of its' current situation.

Preparations: Visit the SPEL section of the website at www.elsa.org/spel and go through the SPEL section of the Decision Book under Academic Activities. Please make a research on different kinds of law reviews and think of different ways of making SPEL attractive for students' and for professors. Remember to use the AA mailing list for discussion.

11:00 – 13:00

ELSA Moot Court Competition on World Trade Organization Law (EMC²)

Aim: To present the 9th edition of the EMC² and increase the EMC² knowledge within the ELSA Network.

Means:

- Presentation by ELSA International
- 9th edition of the EMC²
- Presentations by the NGs that are planning a NR
- Open discussion

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 complementing their formal legal education.

The competition has been going through some major changes in the past two years and after almost being cancelled just two years ago it is now running on its 9th edition. ELSA International is in cooperation with ELSA Switzerland to organize the Final Oral Round (FOR) in Geneva, bringing the FOR closer to ELSA this year. Therefore we have to increase the number of ELSA Teams participating in the competition and represent ELSA to the globe in the best way through EMC². Some of the National Groups are planning

their National Rounds for the 9th edition, which is a good start for the Network. Our goal has to be to increase the amount of the National Rounds within the Network.

Preparations: Please visit the official website www.elsamootcourt.org and go through the EMC² section of the AA Handbook. Most importantly read the input paper on the 9th edition of ELSA Moot Court Competition on WTO Law that is in the Working Materials. Prepare a short presentation of how you promote EMC² in your NG. The National Groups that are planning to organize a NR may present their event by informing the VP AA of ELSA International prior to the ICM. Please pay attention to the presentation by EI, the participants will present EMC² to the Presidents in the joint BEE Workshop.

14:30 – 15:30

IFP Essay Competition

Aim: To present the 3rd edition of the IFP Essay Competition, which will, for the first time, have Health Law as the topic and to share the international essay competitions that are planned or ongoing in the Network.

Means:

- Presentation by ELSA International
- Presentations by National AA officers
- Open discussion

Comments: ELSA International will launch the 3rd IFP Essay Competition during the conference in ICM Alanya. International essay competitions are a great opportunity to implement the Strategic Goals for 2013 in AA area. National Groups will have the opportunity to present their international essay competitions during this session.

Preparations: Please read the Essay Competition part of the AA Handbook and the Decision Book. You can find relevant information about the 3rd IFP Essay Competition in www.elsaessaycompetition.org. Please inform the VP AA of ELSA International prior to the ICM, if you'd like to present your International Essay Competitions.

15:30 – 16:00

Teambuilding

Aim: To form a devoted AA Team that's in close cooperation between each other and full of ELSA Spirit!

Preparations: Bring a fresh, motivated and open mind! Do not forget about the energizers.

16:00 – 17:30

Joint Workshop AA+STEP: Studies Abroad Programme

Aim: To evaluate the Studies Abroad Programme (SAP) and raise awareness.

Means:

- Presentation by ELSA International
- Working Groups

Comments: Studies Abroad Programme is a mentoring programme for Students studying abroad. However, we are facing a lack of continuity in it. As this programme contains reception in its structure like STEP, we will discuss the way to co-operate with STEP officers and come up with solutions to improve it.

17:30 – 18:30

Joint Workshop AA+BEE: Fundraising for the ELSA Moot Court Competition on WTO Law (EMC²)

Aim: To discuss the current financial situation of EMC² as well as the future of EMC² from a financial perspective in order to help it fulfil its aims towards legal education. It is also aimed to raise awareness of the competition as an ELSA project which should be a part of all National Group OYOP's.

Means

- Presentation of general EMC² knowledge by AA workshop
- Presentation of the EMC² budget by ELSA International
- Working Groups
- Roundtable discussion

Comments: During the ICM Malta the issue about fundraising for EMC² problems was raised and as a conclusion a working group on fundraising was brought up, however there hasn't been enough interest when the call was made for a working group. ELSA International will present the current budget of the competition; hopefully the workshop will come up with concrete ideas on how to support ELSA teams with fundraising in order to gather more ELSA Teams in the competition and to fundraise for National Rounds. When it comes to fundraising part of the competition, it is necessary for officers to be in close cooperation with their presidents, therefore during this session the workshop will focus on the fundraising strategy of EMC².

Preparations: Please visit www.elsamootcourt.org and be prepared to present EMC² to the BEE workshop after the session on EMC².

Thursday, October 28th (10:00 – 13:00)

10:00 – 11:00

Joint Key Areas Workshop: Council of Europe and Health Law

Aim: To present the cooperation possibilities with the Council of Europe with regard to Health Law as the new topic for the International Focus Programme.

Means:

- Presentation by ELSA International
- Presentation by a representative of the Council of Europe

Comments: An expert from the Council of Europe will be present, explaining the activities of the Council related to Health Law.

11:00 – 13:00

Joint Key Areas Workshop: Health Law as the new International Focus Programme topic

Aim: To present the officers with the possibilities of cooperation and the subtopics to be covered under Health Law within IFP. To promote the upcoming events on IFP.

Means:

- Presentation by ELSA International
- Presentation of upcoming international projects on IFP
- Open discussion

Comments: ICM Alanya is the first Council Meeting falling within the implementation of Health Law as the new IFP topic. The Director for IFP will inform the participants about the current hot topics within Health Law, suggest possible partnerships and give general tips on the organization of IFP events. Some events, which are already on an advanced stage of planning will be presented, including the IFP Opening Conference, which will be held in Prague between the 22nd and the 27th of February 2011.

Preparations: Read the IFP Handbook. The groups have the chance to present their IFP related projects during the workshop (max 3 minutes, inform the Director for IFP before the beginning of the ICM).

Friday, October 29th (10:00 – 13:00)

10:00 – 11:30**Legal Research Groups**

Aim: To focus on the ongoing LRGs in the Network and keep the interest alive towards LRGs.

Means:

- Presentation by ELSA International
- Presentation of the LRG Handbook
- Presentation of the ILRG that are ongoing in the Network
- Questions and answers

Comments: LRGs has been left aside for the past years and during ICM Malta 3 international LRGs have been established which are still running. The high interest of students in the LRGs shows us that we shall consider this way of contribution to legal education as a part of our OYOPs. A working group was created after ICM Sinaia to work on a LRG Handbook. As a result of this working group, the current LRG Handbook was created. The LRG Handbook aims to help the AA officers as a guide tool.

Preparations: Please read the LRG Handbook and the LRG part of the Decision Book. Please prepare a presentation of the ongoing or planned LRGs in your NGs. Contact the VP AA of ELSA International prior to the ICM, if you are willing to present the LRG of your NG.

11:00 – 11:30**Miscellaneous and Q&A**

Aim: To give the workshop participants the opportunity to clarify issues that were not included in the Workshop Agenda.

Means:

- Q&A
- Roundtable discussion

12:00 – 13:00**Evaluation and Closing of the Workshop**

Aim: To give feedbacks about the week, to conclude the AA workshop and to approve the minutes of the workshop.

Means:

- Round table discussion
- Speak up to evaluate

Preparations: Attend the workshops during the week and think about your opinion for the evaluation. Do not forget to review the printed copies of the minutes and to sign them before the commencement of the Final Plenary.

SEMINARS AND CONFERENCES WORKSHOP**Timetable**

| Time | Sun 24th | Mon 25th | Tue 26th | Wed 27th | Thu 28th | Fri 29th |
|-------|-----------------------------|-------------------------------|----------------------------------|----------------------------------|--|------------------------|
| 08:00 | Arrival of the participants | Breakfast | Breakfast | Breakfast | Breakfast | Breakfast |
| 08:30 | | | | | | |
| 09:00 | | | | | | |
| 09:30 | | | | | | |
| 10:00 | | Area definition | Training: Project Fundraising | Delegations | Joint AA, S&C & STEP: CoE H. L. | Promoting Delegations |
| 10:30 | | Activity reports | | Joint S&C & MKT: Presenting ELSA | Joint AA, S&C and STEP: Health Law as an IFP Topic | Misc. and Q&A |
| 11:00 | | Strategic Goals and SotN | | | | Evaluation and Closing |
| 11:30 | | | | | | |
| 12:00 | | | | | | |
| 12:30 | | | | | | |
| 13:00 | | Lunch | Lunch | Lunch | Lunch | Lunch |
| 13:30 | | | | | | |
| 14:00 | Opening Plenary | Training: Project Planning | Mid Plenary | S&C Tools | Conference | Sightseeing |
| 14:30 | | | | | | |
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| 18:00 | | Introductory WS | | Reporting Time | Reporting Time | Dressing time |
| 18:30 | | | | | | |
| 19:00 | Officers & Freshers | | | | | |
| 19:30 | | | | | | |

Preparations and reminders for the Seminars & Conferences Workshop

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

- Statutes and Standing Orders, in force after the LVII Council Meeting of ELSA
- Council Meeting Decision Book, 30th Edition
- One Year Operational Plan (OYOP) 2010/2011 of ELSA International
- Working Materials
- Minutes of the ICM Malta
- Please prepare a written Activity Report to distribute to the workshop on the introductory session

Make sure to read the Minutes from at least the two previous International Council Meetings. This is of great importance for the procedure, discussions and outcome of the Workshop sessions. If you bring your laptop with you, it is recommendable that you have these minutes downloaded on your computer.

All documents/materials can be found in the ELSA ONLINE Archive: <https://website.elsa.org>. If you have difficulties accessing the archive, please contact the Secretary General of ELSA International in secgen@elsa.org.

Please prepare an Activity Report for distribution to the National Groups and ELSA International (meaning 40 copies of your written Activity Report). Please send it also as an electronic copy to vpssc@elsa.org or to the S&C mailing list. If you are a national representative at the Workshop, you should include both the things that you have worked on as an S&C officer during your term in office and the major projects that are taking place in your National Group.

Please read this Draft agenda carefully; should you need any clarifications, please do not hesitate to contact the Vice President Seminars & Conferences of ELSA International at vpssc@elsa.org.

Another possibility is to use the S&C mailing list (ELSA-SC@LISTSERV.ELSA.ORG) and start a discussion before the LVII International Council Meeting in Malta.

Welcome to the S&C Workshop!

Draft Agenda**Sunday, October 24th (18:00 – 20:00)**

18:00 – 19:00

Introductory Workshop

Aim: To present the Agenda for the upcoming week and to approve it, to agree upon the Workshop rules, to express our expectations for the upcoming week, to elect the Workshop officers and to get to know each other.

Means:

- Introduction of the participants
- Voting upon the Workshop Chair and Vice Chair as well as the Secretaries
- Presentation of the Workshop rules
- Presentation of the Draft Agenda by ELSA International
- Approval of the Agenda
- Roundtable: expectations of the participants
- Distribution of Activity Reports

Preparations: Bring your written Activity Report to all the participants already to this first Workshop in order to give people some time to get familiar with the reports. National representatives should include both their own activities and the activities taking place in the respective country.

19:00 – 20:00

Officers' Trainings

Aim: To train officers on their fundamental tasks and responsibilities during the ICM. Workshop chairs and secretaries will participate in these trainings.

Means:

- Chair training is delivered by the Chair and Vice Chair of the Plenary
- Secretary training is delivered by the Secretary General of ELSA International

19:00 – 20:00

Introductory 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 in their first ICM will participate in this workshop that will be delivered by the International Board.

Means:

- To give an understanding of the main functions of ELSA
- To foster mutual understanding and cultural diversity
- To get answers to the questions arising

Monday, October 25th (10:00 – 18:30)

10:00 – 11:00

Area Definition

Aim: To explain the main role of a VP S&C of an ELSA Board for freshers, and to remind more experienced officers of the realities and possibilities in concern to their role in a team.

Means:

- Presentation by ELSA International
- Roundtable discussion

Comments: During this session you will find out what the S&C Area in ELSA means and what kind of possibilities there are for the S&Cers.

Preparations: Please read the Seminars & Conferences part of the Decision Book and the S&C Handbook.

11:00 – 12:00

Activity Reports

Aim: To update the officers about the past and upcoming activities in the Network and to gain inputs from each other.

Means:

Presentation by ELSA International
Roundtable on the Activity Reports and upcoming activities
Open discussion

Preparations: Please read the Activity Reports that were distributed during the Introductory Workshop and be prepared to present your own past and upcoming activities. National representatives should include both their own activities and the activities taking place in the respective country.

12:00 – 13:00

Strategic Goals and State of the Network (SotN)

Aim: To raise awareness of the Strategic Goals of ELSA for 2013 and the goals related to the S&C area in the One Year Operational Plan of ELSA International. To present the results of the State of the Network enquiries filled in before the ICM in Malta, and to inform the participants of the current status quo of S&C in the Network.

Means:

- Presentation by ELSA International
- Open discussion

Comments: The Strategic Goals for 2013 include S&C related events and programmes, such as International Study Visits, International Institutional Study Visits, International Events, the International Focus Programme (IFP) and Human Rights. Following the ICM in Malta, the International Board drew up the 8th SotN Report based on the information submitted by the National Groups.

Preparations: Please read the Strategic Goals section of the Decision Book. Please read the SotN Report related to the S&C area. This report can be found from the ELSA Online Archive 14 days before the ICM. ELSA International will inform about the publishing on the officers' mailing lists.

14:30 – 18:30

Training: Project Planning

Aim: To give the S&C officers skills in planning their ELSA events and projects and encourage them in focusing on the academic outcome of the event.

Comments: The training will be held by an ITP Trainer.

Tuesday, October 26th (10:00 – 13:00)

10:00 – 13:00

Training: Project Fundraising

Aim: To give the S&C officers skills in fundraising for their ELSA events and projects.

Comments: The training will be held by an ITP Trainer.

Wednesday, October 27th (10:00 – 18:30)

10:00 – 11:00**ELSA Delegations**

Aim: To update the officers with regard to the developments in the structure supporting ELSA Delegations to International Institutions and the plans for enlarging their scope. To brainstorm about the possibilities for further development.

Means:

- Presentation by ELSA International
- Discussion and Q&A

Preparations: Please read the input paper on Delegations, which can be found in the Working Materials.

11:00 – 13:00**Joint Workshop S&C & MKT: Presenting ELSA**

Aim: To present the officers with different angles and possibilities in promoting ELSA and its activities. To give the officers skills in presenting ELSA, their projects and themselves towards externals (sponsors, institutions, universities etc.) when they are planning and realising S&C Events.

Means:

- Presentation by ELSA International
- Working groups and presentations
- Discussion and evaluation

Comments: It is important to always be ready to present ELSA and adjust the way we do it according to the person we are talking to and the situation. Part of it is represented also by the proper choice and use of marketing materials.

14:30 – 16:30**S&C Tools**

Aim: To raise awareness of the different tools available to the S&C officers to support their work. To underline the importance of S&C part of the Decision Book as a roadmap for quality in the organization of S&C events.

Means:

- Presentation by ELSA International
- Working groups
- Presentations by the Working groups
- Open discussion

Comments: During this session we will go through the tools that are available for planning and managing your S&C Events. The participants will also get the chance to work on the planning of an event using the Decision Book as a mean of support.

Preparations: Please read the S&C part of the Decision Book in order to know what kind of requirements there are for an S&C event in ELSA in order to ensure the quality and uniformity of the events.

16:30 – 18:30

Study Visits

Aim: To provide S&C officers with skills and knowledge on the preparations for the organization of an international Study Visit, focusing on the structuring of a research to find the best partner.

Means:

- Presentation by ELSA International
- Working groups
- Presentations by the Working groups
- Open Discussion

Comments: Study Visits are one of the most developed activities in the Network. Yet, they have a lot of unreached potential mostly concerning the planning and matching phase. Putting focus on that stage of organisation is a priority to increase the number of organised International Study Visits.

Preparations: Please read the Study Visit Handbook and be ready to present the Study Visit activities your group has planned or is opened to organize in this term.

Thursday, October 28th (10:00 – 13:00)

10:00 – 11:00

Joint Key Areas Workshop: Council of Europe and Health Law

Aim: To present the cooperation possibilities with the Council of Europe with regard to Health Law as the new topic for the International Focus Programme.

Means:

- Presentation by ELSA International
- Presentation by a representative of the Council of Europe

Comments: An expert from the Council of Europe will be present, explaining the activities of the Council related to Health Law.

11:00 – 13:00

Joint Key Areas Workshop: Health Law as the new International Focus Programme topic

Aim: To present the officers with the possibilities of cooperation and the subtopics to be covered under Health Law within IFP. To promote the upcoming events on IFP.

Means:

- Presentation by ELSA International
- Presentation of upcoming international projects on IFP
- Open discussion

Comments: ICM Alanya is the first Council Meeting falling within the implementation of Health Law as the new IFP topic. The Director for IFP will inform the participants about the current hot topics within Health Law, suggest possible partnerships and give general tips on the organization of IFP events. Some events, which are already on an advanced stage of planning will be presented, including the IFP Opening Conference, which will be held in Prague between the 22nd and the 27th of February 2011.

Preparations: Read the IFP Handbook. The groups have the chance to present their IFP related projects during the workshop (max 3 minutes, inform the Director for IFP before the beginning of the ICM).

Friday, October 29th (10:00 – 13:00)

10:00 – 11:00

Promoting Delegations

Aim: To raise awareness within the Network about the Delegations representing ELSA in the meetings and sessions of International Organisations.

Means:

- Presentations of the Working Groups created in the previous session on Delegations
- Roundtable discussion
- Conclusions

Comments: The increase in the number of calls for Delegations should be followed by a parallel increasing of the applications to participate. During this session we will work on ways to improve the promotion of this activity.

11:00 – 12:00

Miscellaneous and Q&A

Aim: To give the Workshop participants the opportunity to clarify issues that were not included in the Workshop Agenda.

Means:

- Q&A
- Roundtable discussion

Preparations: Be ready to bring up issues, questions and doubts that were not addressed during the week.

12:00 – 13:00

Evaluation and closing of the workshop

Aim: To give feedback on the Workshops and evaluate the issues discussed.

Means:

- Roundtable discussion
- Filling in the Evaluation form

Preparations: Attend the Workshops during the week and think about your opinion for the evaluation.

STUDENT TRAINEE EXCHANGE PROGRAMME WORKSHOP**Timetable**

| Time | Sun 24th | Mon 25th | Tue 26th | Wed 27th | Thu 28th | Fri 29th | | | | | | |
|-------|-----------------------------|---|------------------------|------------------------------|--|----------------------------------|--|--|--|--|--|--|
| 08:00 | Arrival of the participants | Breakfast | Breakfast | Breakfast | Breakfast | Breakfast | | | | | | |
| 08:30 | | | | | | | | | | | | |
| 09:00 | | | | | | | | | | | | |
| 09:30 | | | | | | | | | | | | |
| 10:00 | | Training: Area definition & Time Management | Job Hunting Evaluation | Training: Project Management | Joint AA, S&C & STEP: CoE H. L. | DB Proposals | | | | | | |
| 10:30 | | | Student Hunting | | Joint AA, S&C and STEP: Health Law as an IFP Topic | | | | | | | |
| 11:00 | | | | | | Evaluation and Closing of the WS | | | | | | |
| 11:30 | | | | | | | | | | | | |
| 12:00 | | | | | | | | | | | | |
| 12:30 | | | | | | | | | | | | |
| 13:00 | | Lunch | Lunch | Lunch | Lunch | Lunch | | | | | | |
| 13:30 | | | | | | | | | | | | |
| 14:00 | Opening Plenary | Activity reports | Mid Plenary | Joint BEE & STEP- AIESEC | Conference on Health Law | Sightseeing | | | | | | |
| 14:30 | | | | | | | | | | | | |
| 15:00 | | | | | | | | | | | | |
| 15:30 | | | | | | | | | | | | |
| 16:00 | | OYOP & STEP Calendar | | Joint AA & STEP: SAP | | | | | | | | |
| 16:30 | | SotN & Strategic Goals | | | | | | | | | | |
| 17:00 | | ELSA Online | | Dressing time | | | | | | | | |
| 17:30 | | | | | | | | | | | | |
| 18:00 | Introductory WS | Reporting Time | | Reporting Time | Dressing time | Reporting time | | | | | | |
| 18:30 | Officers & Freshers | | | | | | | | | | | |
| 19:00 | | | | | | | | | | | | |
| 19:30 | | | | | | | | | | | | |

Preparations and reminders for the Student Trainee Exchange Programme Workshop

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

- Statutes and Standing Orders, in force after LVII International Council Meeting of ELSA
- Council Meeting Decision Book, 30th Edition
- Working Materials for the ICM Alanya
- Minutes of the ICM Sinaia and ICM Malta
- Please prepare a written **Activity Report** to distribute to the workshop on the introductory session

It is important to be aware of all of these documents in order to understand the procedure, discussions and the outcome of the Workshop sessions. If you bring your laptop with you, it is recommendable that you have these minutes downloaded on your computer.

All documents/materials can be found in the ELSA ONLINE Archive: <https://website.elsa.org>. If you have difficulties accessing the archive, please contact the Secretary General of ELSA International at secgen@elsa.org.

Please prepare an Activity Report for distribution to the National Groups and ELSA International (meaning 40 copies of your written Activity Report). Please send it also as an electronic copy to your ELSA International officer. You should include both the things that you have worked on as a VP STEP during your term in office and the major projects that are taking place in your National Group.

Please read this draft agenda carefully; should you need any clarifications, please do not hesitate to contact the Vice President Student Trainee Exchange Programme of ELSA International at vpstep@elsa.org.

Another possibility is to use the STEP mailing list (ELSA-STEP@LISTSERV.ELSA.ORG) and start a discussion before the LVIII International Council Meeting in Alanya, Turkey.

Welcome to the STEP Workshop! ☺

Draft Agenda**Sunday, October 24th (18:00 – 20:00)**

18:00 – 19:00

Opening Workshop

Aim: Within this workshop, we will elect the workshop officers and approve the draft agenda. We will also try to get to know each other and have a roundtable about our expectations.

Means:

- Presentation of officers
- 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
- Round-table: expectations of the participants

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

19:00 – 20:00

Officers' Trainings

Aim: To train officers on their fundamental tasks and responsibilities during the ICM. Workshop chairs and secretaries will participate in these trainings.

Means:

- Chair training is delivered by the Chair and Vice Chair of the Plenary
- Secretary training is delivered by the Secretary General of ELSA International

19:00 – 20:00

Introductory 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 in their first ICM will participate in this workshop that will be delivered by the International Board.

Means:

- To give an understanding of the main functions of ELSA
- To foster mutual understanding and cultural diversity
- To get answers to the questions arising

Monday, October 25th (10:00 – 18:30)

10:00 – 13:00

Training: STEP and Time Management

Aims: To gain soft skills that are useful for planning our term in office.

Means:

- Training provided by an ITP Trainer

Comments: It is important for STEP officers to manage their time and have a scheduled year as STEP is an ongoing project for whole year.

14:00 – 15:00

Activity reports

Aim: To present the Activity reports of each National Group, so we can have an overview of the status quo in STEP.

Means:

- Presentation by ELSA International
- Presentation of the National Groups Activity Reports
- Q&A

Preparations: Please bring your activity reports to distribute to the WS.

15:00 – 15:30

ISMM Update

Aim: To answer the questions about ISMM minutes and report.

Means:

- Presentation by ELSA International
- Presentation by Chair of the STEP WS in ISMM
- Q&A

Preparations: Please read through the ISMM Kolobrzeg STEP WS Minutes. Prepare questions that you might have.

15:30 – 16:30

OYOP & STEP Calendar

Aim: To evaluate the OYOP (One Year Operational Plan) of ELSA International 2010/2011 and promote and implement the STEP Calendar.

Means:

- Presentation of OYOP of ELSA International 2010/2011 by ELSA International
- Presentation of OYOPs of National Groups
- Q&A

Comments: It is crucial to have a plan for our term in office in order to be more efficient in STEP, and achieve the aim of having long-term co-operations, we have the tool of STEP Calendar to help us plan our terms in office. Within this workshop we will discuss the evaluation of STEP Calendar and we will see the implementation of it in the OYOPs.

Preparations: Please read through the OYOP of ELSA International 2010/2011.

17:30 – 18:30

SotN & Strategic Goals

Aims: To present the State of the Network (SotN) report after ICM Malta and evaluate the status quo about Strategic Goals.

Means:

- Presentation by ELSA International;
- Working Groups and discussion

Comments: Statistics are the most important tool for the Network in order to understand and see where we are standing. It is also important to be aware of our goals, and what should we do to achieve them.

Tuesday, October 26th (10:00 – 13:00)

10:00 – 11:30

Job Hunting Evaluation

Aims: To evaluate the job hunting so far and try to solve the problems we are facing.

Means:

- Roundtable discussion
- Working groups

Comments: We will identify what are the most common problems when we are approaching employers. With the working groups we will try to solve such problems.

11:30 – 13:00

Student Hunting

Aims: To analyse the current situation including the problems that are occurring in this area.

Means:

- Presentation by ELSA International
- Working groups
- Presentations

Comments: This workshop intends to identify problems that may occur in the Student Hunting area. By solving these together in working groups, we will be one step closer to a better contact with the students as well as an increased number of applications to STEP.

Wednesday, October 27th (10:00 – 18:30)

10:00 – 13:00

Training on Project Management

Aim: To gain soft skills on project management and find ways to implement it in the STEP area.

Means:

- Training provided by an ITP trainer

Comments: This training is aimed at giving STEP officers a different kind of point of view on our programme and think outside of the box.

14:30 – 16:00

Joint BEE & STEP: AIESEC Co-operation

Aim: To present and evaluate the pilot project so far.

Means:

- Presentation by ELSA International
- Discussion and inputs
- Conclusion

Comments: In June 2010, the agreement between AIESEC and ELSA has been signed and ELSA and AIESEC became “Exchange Partner Associations”. It is aimed to have 50 traineeships at the end of this year as an outcome. It is very crucial to work with Presidents to have the best results from this co-operation.

Preparations: Please read the agreement between ELSA and AIESEC, the officers’ guidelines, minutes from ISMM Kolobrzeg and IPM Lisbon.

16:00 – 17:30

Joint Workshop AA+STEP: Studies Abroad Programme

Aim: To evaluate the Studies Abroad Programme (SAP) and raise awareness.

Means:

- Presentation by ELSA International
- Working Groups

Comments: Studies Abroad Programme is a mentoring programme for Students studying abroad. However, we are facing a lack of continuity in it. As this programme contains reception in its structure like STEP, we will discuss the way to co-operate with STEP officers and come up with solutions to improve it.

17:30 – 18:30

ELSA Online

Aim: To present and answer all the questions about the new ELSA Online system.

Means:

- Presentation by ELSA International
- Q&A

Comments: The new ELSA Online system will be up and running very soon and all the forms will be filled via this system. Within this workshop, the new ELSA Online system will be presented to make officers familiar to the system.

Thursday, October 28th (10:00 – 13:00)

10:00 – 11:00

Joint Key Areas Workshop: Council of Europe and Health Law

Aim: To present the cooperation possibilities with the Council of Europe with regard to Health Law as the new topic for the International Focus Programme.

Means:

- Presentation by ELSA International
- Presentation by a representative of the Council of Europe

Comments: An expert from the Council of Europe will be present, explaining the activities of the Council related to Health Law.

11:00 – 13:00

Joint Key Areas Workshop: Health Law as the new International Focus Programme topic

Aim: To present the officers with the possibilities of cooperation and the subtopics to be covered under Health Law within IFP. To promote the upcoming events on IFP.

Means:

- Presentation by ELSA International
- Presentation of upcoming international projects on IFP
- Open discussion

Comments: ICM Alanya is the first Council Meeting falling within the implementation of Health Law as the new IFP topic. The Director for IFP will inform the participants about the current hot topics within Health Law, suggest possible partnerships and give general tips on the organization of IFP events. Some events, which are already on an advanced stage of planning will be presented, including the IFP Opening Conference, which will be held in Prague between the 22nd and the 27th of February 2011.

Preparations: Read the IFP Handbook. The groups have the chance to present their IFP related projects during the workshop (max 3 minutes, inform the Director for IFP before the beginning of the ICM).

Friday, October 29th (10:00 – 13:00)

10:00 – 11:30

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 in the Working Materials and the 30th Edition of the Decision Book, which can be find in the ELSA Online Archive.

11:30 – 12:00

Miscellaneous and Q&A

Aim: To give the Workshop participants the opportunity to settle unresolved issues during other Workshop sessions.

12:00 – 13:00

Evaluation and closing of the WS

Aim: To evaluate the Workshop and to approve the Minutes.

BOARD MANAGEMENT, EXTERNAL RELATIONS AND EXPANSION WORKSHOP

Timetable

| Time | Sun 24th | Mon 25th | Tue 26th | Wed 27th | Thu 28th | Fri 29th |
|-------|-----------------------------|-------------------------|------------------------|--------------------------------|---------------------------------------|------------------------|
| 08:00 | Arrival of the participants | Breakfast | Breakfast | Breakfast | Breakfast | Breakfast |
| 08:30 | | | | | | |
| 09:00 | | | | | | |
| 09:30 | | | | | | |
| 10:00 | | Activity Reports | Special Status | ELS & Anniversary | Joint BEE&IM-ISIC | Annual Report |
| 10:30 | | | Application Azerbaijan | Cooperation with NGOs | Joint BEE&FM: Fundraising regulations | Q&A and Misc. |
| 11:00 | | SotN and SG | Joint BEE&IM-ELSA BiH | Joint BEE & FM ELSA H. | | Evaluation and closing |
| 11:30 | | | | | | |
| 12:00 | | | | | | |
| 12:30 | | | | | | |
| 13:00 | | Lunch | Lunch | Lunch | Lunch | Lunch |
| 13:30 | | | | | | |
| 14:00 | Opening Plenary | Cross-Cultural Training | Mid Plenary | Joint BEE & STEP- AIESEC | Conference | Sightseeing |
| 14:30 | | | | Joint MKT & BEE & IM Market R. | | |
| 15:00 | | | | | | |
| 15:30 | | | | Joint BEE&AA EMC2 | | |
| 16:00 | | | | | | |
| 16:30 | | | | | | |
| 17:00 | | | | | | |
| 17:30 | | Introductory Workshop | Reporting Time | Reporting Time | Dressing time | Reporting time |
| 18:00 | | | | | | |
| 18:30 | Officers & Freshers | Reporting Time | Reporting Time | Dressing time | Reporting time | |
| 19:00 | | | | | | |
| 19:30 | | | | | | |

Preparations and reminders for the BEE Workshop

Please read and bring the following materials to the workshop sessions:

- Statutes and Standing Orders, in force after LVII Council Meeting of ELSA
- Council Meeting Decision Book, 30th Edition
- One Year Operational Plan (OYOP) 2010/2011 of ELSA International
- One Year Operational Plan (OYOP) 2010/2011 of your National Group
- Working Materials
- Minutes of the ICM Malta
- Minutes of the IPM Lisbon
- Fundraising materials from your National Group

Make sure you 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.

Please, prepare an Activity Report for distribution to the National Groups and ELSA International (meaning 44 copies of your written Activity Report). Please send it also as an electronic copy to the BEE mailing list (ELSA-BEE@LISTSERV.ELSA.ORG). If you are a national representative at the workshop, you should include both the things that you have worked on as a President during your term in office and the major projects that are taking place in your National Group.

You may find all the materials on the ELSA Online archive(<https://website.elsa.org>). If you have difficulties accessing the archive, please contact the Secretary General of ELSA International at secgen@elsa.org.

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

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

Welcome to the BEE Workshop!

Draft Agenda**Sunday, October 24th (18:00 – 20:00)**

18:00 – 19:00

Introductory 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 of the Workshop Chair, Vice Chair and Secretaries
- Workshop rules
- Presentation of the Agenda by ELSA International
- Approval of the Agenda
- Roundtable: expectations of the participants

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

19:00 – 20:00

Officers' Trainings

Aim: To train officers on their fundamental tasks and responsibilities during the ICM. Workshop chairs and secretaries will participate in these trainings.

Means:

- Chair training is delivered by the Chair and Vice Chair of the Plenary
- Secretary training is delivered by the Secretary General of ELSA International

19:00 – 20:00

Introductory 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 in their first ICM will participate in this workshop that will be delivered by the International Board.

Means:

- To give an understanding of the main functions of ELSA
- To foster mutual understanding and cultural diversity
- To get answers to the questions arising

Monday, October 25th (10:00 – 18:30)

10:00 – 11:00

Activity reports

Aim: To get an impression of the status of the board management, expansion and external relations at the international and national level.

Means:

- Presentation by ELSA International
- Roundtable presentation by the participants
- Q&A and open discussion

Preparations: Please, read the Activity Report of the President of ELSA International and prepare your activity report to be presented to the other participants in the workshop.

11:00 – 13:00

OYOP, State of the Network Report ICM Malta and Strategic Goals 2013 Report (2009/2010)

Aim: To highlight some statistics from the 8th State of The Network Inquiry conducted before ICM Malta spring 2010 and to give some statistics from current status of our Network. To get an overview on the current level of achievement of the Strategic Goals 2013 from the presentation on the results of the 3rd Strategic Goals' Questionnaire conducted in August-September 2010. To present the OYOP of ELSA International 2010/2011. To share and analyse the OYOPs 2010/2011 of National Groups. To be a good starting point and initiator for productive discussions during the upcoming week.

Means:

- Presentation by the President of ELSA International of the SotN statistics and Strategic Goals' 2013 Questionnaire statistics
- Q&A
- Presentation by the President of ELSA International of the One Year Operational Plan (OYOP) 2010/2011 of ELSA International.
- Q&A
- Presentation by National Presidents
- Q&A
- Discussion

Preparations: Please, read the 8th State of the Network inquiry conducted before ICM Malta, the Strategic Goals' 2013 Questionnaire and the Guidelines for filling in the SG2013 Questionnaire. Get acquainted with the OYOP of ELSA International

2010/2011, especially the general and the BEE part. Prepare to present the OYOP of your National Group as well as your previous achievements within Strategic Plan of ELSA.

14:30 – 18:30

Training: Cross-Cultural Skills for the European lawyer of tomorrow.

Aims: The session is designed to provide attendees with:

- A more sophisticated understanding of the potential cultural differences, variations (and similarities) that exist when working across cultures.
- Cultural insights to reduce possible misunderstandings in the modern-day international workplace.
- Practical skills to ensure effective cross-cultural communication in a wide range of legal situations.

Means:

- What is culture? Some definitions and models
- Cultural attitudes to the law around the world
- Your international colleagues and clients – how they will judge you
- The cross –cultural skills senior lawyers expect you to possess
- How your communication style fits into a global world
- British English, Your English, Offshore English
- Summary, Q&A and conclusions

Comments: the session will be conducted as an interactive workshop. Training methodology used will be varied: Powerpoint presentation, critical incident analysis, guided small-group discussions, mini role plays; quizzes and pair work.

Underpinned by academic research, the session content will be kept lively and relevant through the use of real-life examples and personal anecdotes.

The session will be provided by Mr. Sam Thompson, trainer from the English Language Partner of ELSA International, the London School of English.

Tuesday, October 26th (10:00 – 13:00)

10:00 – 11:00

Special Status in ELSA

Aims: To discuss and vote upon the proposal to change the Statutes of ELSA by ELSA Belgium and ELSA Lithuania.

Means:

- Presentation of the Proposal
- Q&A and discussion
- Amendments
- Voting

Comments: The idea of a new status in ELSA was the result of an active approach from law students in Israel with a request to participate in ELSA and the discussion on expansion during the IPM in Kyiv. Presidents reaffirmed the approach that ELSA membership is limited only to the European States, thus, making it impossible for Israel to attain any status in ELSA. However, after further analyses the participants came up with an idea to create a new status within ELSA. This idea was elaborated further by the Working Group on Expansion created during the IPM, which prepared its inputs for ICM Malta. After discussion, the WG continued its work and presented draft regulations on IPM Lisbon. Even though the IPM decided not to make a proposal, ELSA Belgium and ELSA Lithuania have done so.

Preparations: Read the minutes from the session on Expansion from the IPM Kyiv, ICM Malta and IPM Lisbon; read the Input Paper by the Working Group on Expansion in the Working Materials of ICM Malta. Read the proposal in these Working Materials.

11:00 – 12:00

Observership application from the national organisation from Azerbaijan.

Aim: To consider and vote upon the application from the national organisation from Azerbaijan.

Means:

- Opening words and procedure by ELSA International
- Presentation of the Observership application from Azerbaijan
- Q&A
- Voting

Comments: ELSA has received an application from a national organisation from Azerbaijan to become part of the ELSA Network. The application, for which the group was in close contact with ELSA International, is included in these Working Materials. Should it be approved, it would bring the number of National Groups in the Network to forty-two, increasing the presence of ELSA in Europe.

Preparations: Please, read the Expansion Regulations in the Statutes and the Decision Book. Read the application from the “Applications” part of these Working Materials.

12:00 – 13:00

Joint Workshop BEE & IM: Membership application of ELSA Bosnia and Herzegovina

Aim: In this workshop the Membership application of ELSA Bosnia and Herzegovina will be presented and voted.

Means:

- Opening words and procedure – ELSA International
- Presentation of membership by ELSA Bosnia and Herzegovina
- Questions and answers to ELSA Bosnia and Herzegovina
- Voting on the application

Preparations: Read carefully the part “Applications” in these Working Materials.

Wednesday, October 27th (10:00 – 18:30)

10:00 – 11:00

ELS cooperation and anniversary

Aim: To present the current cooperation with ELS. To present the shape of the future cooperation between ELSA and ELS. To present the activities for anniversary and how cooperation with alumni is going to be carried out for it.

Means:

- Presentation by ELSA International
- Presentation by ELS
- Q&A
- Presentations by Presidents of National Groups
- Discussion

Preparations: Please, read the ELSA-ELS agreement and the minutes from the ELSA-ELS session in the IPM Lisbon.

11:00 – 12:00

Cooperation with other non-governmental organizations

Aim: To analyse the current status, opportunities and benefits of cooperation with other non-governmental organisations. To discuss future possibilities for cooperation.

Means:

- Presentation by ELSA International
- Discussion

Preparations: Please, read the Memorandum of Understanding between ELSA and ALSA and the Cooperation agreement between ELSA and AIESEC. Prepare your inputs on the cooperation you had with other non-governmental organisations in you National Groups.

12:00 – 13:00

Joint WS BEE & FM: ELSA House

Aim: To present the current situation of the ELSA House and debate a possible move of the House.

Means:

- Presentation of ELSA International
- Q&A
- Discussion

Comments: The question of the ELSA House has been raised in the past. As there has been little research on what is the optimal place for ELSA International to have its office at, discussion should be brought up in the Network to be able to look at the possible locations with the defined set of requirements to be met and whether it is feasible to move the office of ELSA International

Preparations: Please, read the input paper from ELSA International about the ELSA House. Read the minutes from the ELSA House Costs from ICM Nuremberg.

14:30 – 16:00

Joint BEE & STEP: AIESEC Co-operation

Aim: To present and evaluate the pilot project so far.

Means:

- Presentation by ELSA International
- Discussion and inputs
- Conclusion

Comments: In June 2010, the agreement between AIESEC and ELSA has been signed and ELSA and AIESEC became “Exchange Partner Associations”. It is aimed to have 50 traineeships at the end of this year as an outcome. It is very crucial to work with Presidents to have the best results from this co-operation.

Preparations: Please read the agreement between ELSA and AISEC, the officers' guidelines, minutes from ISMM Kolobrzeg and IPM Lisbon.

16:00 – 17:30

Joint BEE, IM & MKT: Market Research

Aim: To present the market research of 2010/2011, the timeline and what the officers need to do in order to make the research a success in the Network.

Means:

- Presentation by ELSA International
- Roundtable discussion

Comments: The market research, as stated in the Council Meeting Decision Book, has to be conducted by ELSA International every three years. It is important for the officers to be informed about the research, and the possibilities the final result will give to the Network.

Preparations: Please, read the minutes from the workshop sessions about Market Research from ICM Sinaia and ICM Malta. Look at the Market Research conducted in 2007, which can be found in the ELSA Archive, <https://website.elsa.org>.

17:30 – 18:30

Joint Workshop AA&BEE: Fundraising for the ELSA Moot Court Competition on WTO Law (EMC²)

Aim: To discuss the current financial situation of EMC² as well as the future of EMC² from a financial perspective in order to help it fulfil its aims towards legal education. It is also aimed to raise awareness of the competition as an ELSA project which should be a part of all National Group OYOP's.

Means

- Presentation of general EMC² knowledge by AA workshop
- Presentation of the EMC² budget by ELSA International
- Working Groups
- Roundtable discussion

Comments: During the ICM Malta the issue about fundraising for EMC² problems was raised and as a conclusion a Working Group on Fundraising for EMC² was brought up, however there hasn't been enough interest when the call was made for a working group. ELSA International will present the current budget of the competition; hopefully the workshop will come up with concrete ideas on how to support ELSA teams with fundraising in order to gather more ELSA Teams in the competition and to fundraise for National Rounds. When it comes to fundraising part of the competition, it is necessary for

officers to be in close cooperation with their presidents, therefore during this session the workshop will focus on the fundraising strategy of EMC².

Preparations: Please visit www.elsamootcourt.org and be prepared to present EMC² to the BEE workshop after the session on EMC².

Thursday, October 28th (10:00 – 13:00)

10:00 – 11:00

Joint Workshop BEE & IM: ISIC

Aim: to present the development of cooperation with ISIC and the possible creation of a co-branded ELSA/ISIC card; to discuss the way of implementation of the card.

Means:

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

Comments: the introduction of a co-branded ELSA/ISIC card that provides benefits for its holders and serves as a proof of membership in ELSA is a project that is currently being discussed and that was presented in both the IPM in Lisbon and the JIF in Helsinki. The project is in the stage of discussion and preparation, and it is necessary to gather more inputs in order to define the project and the involvement of National Groups.

Preparations: Please, read the minutes from the ISIC session from the IPM and the JIF. Read the input paper on the introduction of the ISIC-ELSA Card in these Working Materials.

11:00 – 13:00

Joint WS BEE & FM: Fundraising regulations

Aim: To present and discuss the current fundraising regulations and the proposal by ELSA International.

Means:

- Presentation by ELSA International
- Presentation of the proposal by ELSA International
- Discussion
- Voting

Comments: Fundraising regulations have been a hot topic in the Network since ICM Malta. After the work of the Working Group created there, the discussion during IPM Lisbon, and the WG appointed there, ELSA International has presented a proposal to update the regulations.

Preparations: Please, read the input paper by ELSA International for ICM Malta; read the minutes from the fundraising regulations session during ICM Malta; read the input paper from the Working Group for IPM Lisbon; read the minutes from the fundraising regulations session during IPM Lisbon.

Friday, October 29th (10:00 – 13:00)

10:00 – 11:00

Annual Report

Aim: To present the Annual Report of the International Board 2009/2010. To answer the questions concerning the term in office of the International Board 2008/2009.

Means:

- Presentation by the President of ELSA International 2009/2010 on behalf of the previous International Board
- Q&A

11:00 – 12:00

Q&A and Miscellaneous

Aim: To settle the issues unresolved during other Workshop sessions.

12:00 – 13:00

Evaluation and closing of the WS

Aim: To evaluate the workshop and approve the Minutes.

INTERNAL MANAGEMENT WORKSHOP**Timetable**

| Time | Sun 24th | Mon 25th | Tue 26th | Wed 27th | Thu 28th | Fri 29th | | | |
|-------|-----------------------------|-------------------------------|-----------------------|--------------------------------|-------------------|-------------------|----------------|--|--|
| 08:00 | Arrival of the participants | Breakfast | Breakfast | Breakfast | Breakfast | Breakfast | | | |
| 08:30 | | | | | | | | | |
| 09:00 | | | | | | | | | |
| 09:30 | | | | | | | | | |
| 10:00 | | Activity reports & Area Def | Human Resources | Training on Time Management | Joint BEE&IM-ISIC | Joint IM &FM- NSS | | | |
| 10:30 | | JIF update & SotN | SO Proposal | | ELSA Online | Training | | | |
| 11:00 | | | Area Meetings | | | IM-Manual | | | |
| 11:30 | | Anniversary | Joint BEE&IM-ELSA BiH | | | Miscellaneous | | | |
| 12:00 | | | | | | Closing of WS | | | |
| 12:30 | | Lunch | Lunch | Lunch | Lunch | Lunch | | | |
| 13:00 | | | | | | | | | |
| 13:30 | | | | | | | | | |
| 14:00 | Opening Plenary | Training on Motivation Skills | Mid Plenary | Joint IM & FM- Debts | Conference | Sightseeing | | | |
| 14:30 | | | | Joint MKT & BEE & IM Market R. | | | | | |
| 15:00 | | | | | | | | | |
| 15:30 | | | | Joint MKT& IM- Recruit | | | | | |
| 16:00 | | | | Dressing time | | | | | |
| 16:30 | | | | | | | Reporting Time | | |
| 17:00 | | | | | | | | | |
| 17:30 | Introductory WS | Reporting Time | | Reporting Time | | Reporting time | | | |
| 18:00 | | | | | | | | | |
| 18:30 | Officers & Freshers | Reporting Time | | Reporting Time | Dressing time | Reporting time | | | |
| 19:00 | | | | | | | | | |
| 19:30 | | | | | | | | | |

Preparations and reminders for the Internal Management Workshop

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

- Statutes and Standing Orders, in force after LVII Council Meeting of ELSA
- Council Meeting Decision Book, 30th Edition
- One Year Operational Plan (OYOP) 2010/2011 of ELSA International
- Working Materials
- Minutes of the ICM Malta
- Please prepare a written Activity Report to distribute to the workshop on the introductory session

Make sure to read the Minutes from at least the two previous International Council Meetings. This is of great importance for the procedure, discussions and outcome of the Workshop sessions. If you bring your laptop with you, it is recommendable that you have these minutes downloaded on your computer.

All documents/materials can be found in the ELSA ONLINE Archive: <https://website.elsa.org>. If you have difficulties accessing the archive, please contact the Secretary General of ELSA International at secgen@elsa.org.

Please prepare an Activity Report for distribution to the National Groups and ELSA International (meaning 40 copies of your written Activity Report). Please send it also as an electronic copy to the Internal Management mailing list. You should include both the things that you have worked on as a Secretary General during your term in office and the major projects that are taking place in your National Group.

Please read this Draft 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 LVIII International Council Meeting in Alanya.

Welcome to the IM Workshop!

Draft Agenda**Sunday, October 24th (18:00 – 20:00)**

18:00 – 19:00

Introductory Workshop

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

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: During this session Internal Management Workshop will summon for the first time, gather all participants together, go through the Agenda and get everyone acquainted with the ICM-procedure.

19:00 – 20:00

Officers' Trainings

Aim: To train officers on their fundamental tasks and responsibilities during the ICM. Workshop chairs and secretaries will participate in these trainings.

Means:

- Chair training is delivered by the Chair and Vice Chair of the Plenary
- Secretary training is delivered by the Secretary General of ELSA International

19:00 – 20:00

Introductory 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 in their first ICM will participate in this workshop that will be delivered by the International Board.

Means:

- To give an understanding of the main functions of ELSA
- To foster mutual understanding and cultural diversity
- To get answers to the questions arising

Monday, October 25th (10:00 – 18:30)

10:00 – 11:00

Activity Reports & Area Definition

Aim: To get an impression of the status of internal management in member countries through activity reports presented in the workshop. To find common elements in the work of the National Secretaries General to define what is Internal Management.

Means:

- Presentation of the Activity Report from ELSA International
- Presentation of Activity Reports from the participants
- Roundtable about what is the IM area

Comments: All the participants should bring 40 copies of their activity reports to distribute to the other participants. This session is important for the participants in order for them to acquire a general over view of the IM in other member countries.

11:00 - 12:00

JIF Update and SotN

Aim: To provide the officers an overview of the previous IM meeting, to highlight some statistics from the 8th State of the Network Report conducted before ICM Malta in spring 2010 and to give some statistics from the current status of our Network.

Means:

- Presentation of the JIF Report by the chair of the IM workshop in that meeting.
- Questions and answers
- Presentation of the SotN report by ELSA International
- Questions and answers

Comments: This session will be dedicated to provide knowledge to the participants, in order for them to understand what has been done in the past.

12:00 – 13:00

Anniversary

Aim: To present the Anniversary Team, to present the current plan for the celebrations of the 30th Anniversary of ELSA and to inform the National Officers about the possibilities they have to embrace the celebrations.

Means:

- Presentation of the Anniversary Team by ELSA International
- Presentation of the Anniversary plan by ELSA International
- Questions and answers
- Discussion on the possibilities for National Groups.

Comments: With this session ELSA International expects to provide information to the officers about the Anniversary celebrations, and to involve them in the plan for the year 2011.

14:30 – 18:30

Training session on Motivation Skills**Means:**

- Training given by an ITP Trainer

Tuesday, October 26th (10:00 – 13:00)

10:00 – 11:00

Proposal for amending the IM-section of Human Resources in the Decision Book

Aim: To discuss and vote upon the proposal on Amendments of ELSA Germany, ELSA Portugal and ELSA Finland to the IM-part of the Council Meeting Decision Book, regarding Human Resources.

Means:

- Presentation by the Working Group
- Q & A
- Discussion
- Voting

Comments: Read the Proposal regarding Human Resources on these Working Materials.

11:00 – 11:30

Standing Orders Proposal regarding articles 2, 13 and 18

Aim: To update our regulations, improving some of the parts that make reference to the Board and correcting mistakes.

Means:

- Presentation of the proposal by ELSA International
- Questions and answers
- Voting

Preparations: Read carefully the proposal from these Working Materials.

11:30 – 12:00

Area Meetings

Aim: To improve the quality and the number of participants in the Area Meetings.

Means:

- Presentation by ELSA International
- Questions and answers
- Discussion

Preparations: Read carefully the input paper from these Working Materials.

12:00 – 13:00

Joint Workshop BEE & IM: Membership application of ELSA Bosnia and Herzegovina

Aim: In this workshop the Membership application of ELSA Bosnia and Herzegovina will be presented.

Means:

- Opening words and procedure – ELSA International
- Presentation of membership by ELSA Bosnia and Herzegovina
- Questions and answers to ELSA Bosnia and Herzegovina
- Voting on the application

Preparations: Read carefully the part “Applications” from these Working Materials.

Wednesday, October 27th (10:00 – 18:30)

10:00 – 13:00

Training session on Time Management

Means:

- Training given by an ITP Trainer

14:30 – 16:00

Joint workshop IM&FM: Demotion and debts

Aims: To discuss the proposals for the Decision Book on debts regulations proposed by ELSA Germany and ELSA Portugal and the proposal on the demotion of ELSA Russia.

Means:

- Presentation by ELSA International on debts situation
- Presentation by ELSA Germany and ELSA Portugal
- Demotion of ELSA Russia
- Discussions and Q & A
- Amendments
- Voting
- Conclusion

Preparations: Please read the proposals on Standing Orders amendment concerning Article 3 – Demotion, Termination & Expulsion, Standing Orders amendment concerning Article 18 – Responsibility of Members and Observers, Statutes amendment concerning Article 7 – Demotion by ELSA Germany and ELSA Portugal in the working materials and the parts of Statutes, Standing Orders. Please read the proposal on the demotion of ELSA Russia.

16:00 – 17:30

Joint BEE, IM & MKT: Market Research

Aim: To present the market research of 2010/2011, the timeline and what the officers need to do in order to make the research a success in the Network.

Means:

- Presentation by ELSA International
- Roundtable discussion

Comments: The market research, as stated in the Council Meeting Decision Book, has to be conducted by ELSA International every three years. It is important for the officers to be informed about the research, and the possibilities the final result will give to the Network.

Preparations: Please, read the minutes from the workshop sessions about Market Research from ICM Sinaia and ICM Malta. Look at the Market Research conducted in 2007, which can be found in the ELSA Archive, <https://website.elsa.org>.

17:30 – 18:30

Joint IM and MKT: Recruitment Strategies

Aims: To discuss and evaluate recruitment strategies of ELSA, and inspire each other with to make good strategies for the upcoming year:

Means:

- Presentation by ELSA International
- Working Groups
- Roundtable and evaluation

Comments: Recruitment is an ongoing issue of ELSA, as human resources are vital to keep the organization going. ELSA International has prepared recruitment materials as stated in the Council Meeting Decision Book, to help the National Groups in their recruitment strategies for the upcoming year in office.

Preparations: Look at the recruitment strategy of your Local or National Group.

Thursday, October 28th (10:00 – 13:00)

10:00 – 11:00

Joint Workshop BEE & IM: ISIC

Aim: to present the development of cooperation with ISIC and the possible creation of a co-branded ELSA/ISIC card; to discuss the way of implementation of the card.

Means:

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

Comments: the introduction of a co-branded ELSA/ISIC card that provides benefits for its holders and serves as a proof of membership in ELSA is a project that is currently being discussed and that was presented in both the IPM in Lisbon and the JIF in Helsinki. The

project is in the stage of discussion and preparation, and it is necessary to gather more inputs in order to define the project and the involvement of National Groups.

Preparations: Please, read the minutes from the ISIC session from the IPM and the JIF. Read the input paper on the introduction of the ISIC-ELSA Card in these Working Materials.

11:00 - 13:00

ELSA Online

Aim: To present the new online system to the participants, and to teach them how to use it.

Means:

- Presentation by ELSA International
- Testing of the new system
- Q & A
- Discussion

Comments: The previous online system that we are using at the moment is not working according to all the needs of the Network. Because of that the Council decided to implement a new one. The new system will be almost ready in the end of November, so it's the ideal situation to show it to the National Secretaries General since they will be the officers in charge of the system.

Friday, October 29th (10:00 – 13:00)

10:00 – 11:00

Joint Workshop IM & FM: Network Support System (NSS)

Aim: To present the NSS to the participants and to create pilot projects.

Means:

- Presentation by ELSA International
- Q & A
- Discussion
- Creation of pilot projects between the National Groups

Comments: The Network Support System (NSS) is regulated in the Decision Book since spring 2007 but so far there have not been any organised projects under the NSS. It is time

to start using this great system to achieve our vision. It is extremely important that the National Groups support each other for the common good of the Network.

Preparations: Please, read through and get familiar with the current regulations concerning the Network Support System in the Decision Book.

11:00-11:30

International Training Events

Aim: To present the results from the Working Group

Means:

- Presentation by the Working Group
- Q & A
- Discussion

Comments: International Training Events are a great tool to improve the skill of our members and officers, and they can also be used a tool to motivate our members to become more active in the International level of ELSA.

11:30 – 12:00

IM manual

Aim: To present the results of the Working Group established after the Joint Internal and Financial Management Meeting.

Means:

- Presentation by the Working Group
- Q & A
- Discussion

Comments: The previous Secretaries General of ELSA International started a project in order to create a new Internal Management Manual for the Network by making a draft since the existing manual for Internal Management is quite old, outdated and too technical for the needs of Internal Management today. As the manual will be a tool for all the Secretaries General, ELSA International recognises the need to involve the Network to this project and that was the reason to establish a Working Group for the IM Manual. This session is to summarise and discuss the results of the Working Group and to present the content of the IM manual.

12:00 – 12:30

Miscellaneous and Q&A time

Aim: To give a chance to the participants in the Internal Management Workshop to pose questions that were not answered during the previous sessions and also to go through matters that rose during the meeting or were not properly covered during the sessions due to a lack of time or any other reason.

Means:

- Discussion led by the chair of the Workshop

12:30 – 13:00

Closing of the Workshop

Aim: To sign minutes and close the Internal Management Workshop in the LVIII ICM Alanya.

Means:

- Final words and notifications
- Finishing and signing of the Workshop Minutes
- Closing the Internal Management Workshop

FINANCIAL MANAGEMENT WORKSHOP**Timetable**

| Time | Sun 24th | Mon 25th | Tue 26th | Wed 27th | Thu 28th | Fri 29th | |
|-------|-----------------------------|--|------------------|---------------------------------|------------------------|---------------------------------------|---------------------------------------|
| 08:00 | Arrival of the participants | Breakfast | Breakfast | Breakfast | Breakfast | Breakfast | |
| 08:30 | | | | | | | |
| 09:00 | | | | | | | |
| 09:30 | | | | | | | |
| 10:00 | | Area definition & Communication training | Activity reports | Grants | EDF | Joint IM&FM: NSS | |
| 10:30 | | | OYOP, SotN | | Joint BEE & FM ELSA H. | Joint BEE&FM: Fundraising regulations | Final Accounts |
| 11:00 | | | Candidates | Joint BEE & FM ELSA H. | | | Joint BEE&FM: Fundraising regulations |
| 11:30 | | | | | | | |
| 12:00 | | | | | | | |
| 12:30 | | | | | | | |
| 13:00 | Lunch | Lunch | Lunch | Lunch | Lunch | | |
| 13:30 | | | | | | | |
| 14:00 | Opening Plenary | Training on Decision Making | Mid Plenary | Joint IM&FM: Demotion and debts | Conference | Sightseeing | |
| 14:30 | | | | | | | |
| 15:00 | | | | | | | |
| 15:30 | | | | | | | |
| 16:00 | | | | Fees | | | |
| 16:30 | | | | | | | |
| 17:00 | | | | | | | |
| 17:30 | | | | | | | |
| 18:00 | Introductory WS | Reporting Time | Reporting Time | Dressing time | Reporting time | | |
| 18:30 | | | | | | | |
| 19:00 | Officers & Freshers | Reporting Time | Reporting Time | Dressing time | Reporting time | | |
| 19:30 | | | | | | | |

Preparations and reminders for the FM Workshop

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

- Statutes and Standing Orders, in force after LVII Council Meeting of ELSA;
- Council Meeting Decision Book, 30th Edition;
- One Year Operational Plan (OYOP) 2010/2011 of ELSA International;
- The State of the Network Report from ICM Malta;
- Working Materials;
- If you are a National Group officer please prepare a written Activity Report to distribute to the workshop on the introductory session;

Do also read the Minutes from at least the two previous International Council Meetings (Sinaia and Malta) related to Financial Management. All documents/materials can be found in the ELSA ONLINE Archive: <https://website.elsa.org> or provided upon request to treasurer@elsa.org

The abovementioned documents are highly important for the discussions of the topics on the Agenda and the plenary sessions.

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

A possibility is to use the FM mailing list (elsa-fm@listserv.elsa.org) and start a discussion before the International Council begins.

Welcome to the FM workshop!

Draft Agenda

Sunday, October 24th (18:00 – 20:00)

18:00 – 19:00

Opening workshop

Aim: To present the agenda for the week 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
- Workshop rules
- Presentation of the agenda by ELSA International
- Amendments and 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' Trainings

Aim: To train officers on their fundamental tasks and responsibilities during the ICM. Workshop chairs and secretaries will participate in these trainings.

Means:

- Chair training is delivered by the Chair and Vice Chair of the Plenary
- Secretary training is delivered by the Secretary General of ELSA International

19:00 – 20:00

Introductory 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 in their first ICM will participate in this workshop that will be delivered by the International Board.

Means:

- To give an understanding of the main functions of ELSA
- To foster mutual understanding and cultural diversity
- To get answers to the questions arising

Monday, October 25th (10:00 – 18:30)

10:00 – 13:00

Area definition and Communication training

Aim: To provide a short FM area definition for FM officers and train them in communication skills to improve the team spirit among the Financial Management officers in the Network.

Means:

- Area definition and Communication training provided by an ITP trainer

Comments: Communication skills are an important part of the work of every officer of the ELSA Network and sharing experiences and knowledge is even more important for FM officer. This training was chosen in order to prepare the officers for the upcoming ELSA year to be active in their communication between each other.

14:30 – 18:30

Training on Decision Making

Aim: To train FM officers in decision making skills

Means:

- training provided by an ITP trainer

Tuesday, October 26th (10:00 – 13:00)

10:00 – 11:00

Activity reports

Aim: To inform about the past and present work of the Director for Financial Management of ELSA International, to receive an update of activities of FM officers of the Network.

Means:

- Presentation by ELSA International
- Presentation by the participants of Activity Reports
- Discussion, Q&A

Comments: The purpose of this workshop is to share knowledge and know-how on what has been the main tasks for you as officer during your term until now as a National Group

officer. The Activity Report should include the projects you have taken part in and in what way you have cooperated with your fellow board members.

Preparations: Please bring your Activity Report in paper format to all the participants of the FM workshop or preferably in a USB memory stick, and be ready to present your report. Also read the section of the Decision Book connected to the Financial Management area.

11:00 – 12:00

One Year Operational Plan, State of the Network report

Aim: To present the OYOP of ELSA International and the FM part of the State of the Network Report after the ICM in Malta and to inform the participants of the workshop on the current status quo of FM in the Network.

Means:

- Presentation of OYOP by ELSA International
- Presentation of SotN by ELSA International
- Discussion, Q&A

Comments: Following the ICM in Malta, the International Board 2009/2010 has conducted the 8th SotN report based on the information submitted to it by the National Groups before the ICM Malta.

Preparations: Please read the OYOP of ELSA International 2010/2011 as well as the SotN report related to the FM area.

12:00 – 13:00

Presentation of the candidate(s) for Treasurer of ELSA International 2010/2011

Aim: To receive a presentation and to interview the candidate(s) for the position of Treasurer of ELSA International 2010/2011.

Means:

- Presentation of the candidates
- Questions and Answers to the candidates

Comments: During this workshop Treasurers in the Network are given an opportunity to interview the candidate(s) for the position of Treasurer of the International Board 2010/2011, just before the mid-plenary.

Preparations: Read the candidature materials of the respective candidate(s) and be prepared to ask questions. The material is normally distributed during the ICM week.

Wednesday, October 27th (10:00 – 18:30)

10:00 – 12:00

Grants

Aim: To improve the quality of grant applications from ELSA groups and to provide training on what grants to look for and how to apply for specific grants from institutions, in particular European institutions. To discuss the proposal for the Decision Book on Grants regulations proposed by ELSA International.

Means:

- Presentation by the Assistant for Grants of ELSA International
- Working groups on grant applications
- Presentation of the results of working groups
- Presentation of the proposal on Grants by ELSA International
- Discussion, Q&A
- Amendments
- Voting
- Conclusion

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 and partnerships, institutional grants now offer a steady and more secure method of financing an association existence.

This workshop 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.

Preparations: Please read the minutes from the previous ICM in Malta, Decision Book part on Grant Regulations, Proposal on Grant Regulations from ELSA International as well as the Grant Handbook.

12:00 – 13:00

Joint WS BEE & FM: ELSA House

Aim: To present the current situation of the ELSA House and debate a possible move of the House.

Means:

- Presentation of ELSA International
- Q&A
- Discussion

Comments: The question of the ELSA House has been raised in the past. As there has been little research on what is the optimal place for ELSA International to have its office at, discussion should be brought up in the Network to be able to look at the possible locations with the defined set of requirements to be met and whether it is feasible to move the office of ELSA International

Preparations: Please, read the input paper from ELSA International about the ELSA House. Read the minutes from the ELSA House Costs from ICM Nuremberg.

14:30 – 16:00

Joint workshop IM&FM: Demotion and debts

Aims: To discuss the proposals for the Decision Book on debts regulations proposed by ELSA Germany and ELSA Portugal and the proposal on the demotion of ELSA Russia.

Means:

- Presentation by ELSA International on debts situation
- Presentation by ELSA Germany and ELSA Portugal
- Demotion of ELSA Russia
- Discussions and Q & A
- Amendments
- Voting
- Conclusion

Preparations: Please read the proposals on Standing Orders amendment concerning Article 3 – Demotion, Termination & Expulsion, Standing Orders amendment concerning Article 18 – Responsibility of Members and Observers, Statutes amendment concerning Article 7 – Demotion by ELSA Germany and ELSA Portugal in the working materials and the parts of Statutes, Standing Orders. Please read the proposal on the demotion of ELSA Russia.

16:00 – 17:30

Decision Book proposals on Fees regulations

Aims: To discuss the proposal for the Decision Book on Fees regulations proposed by ELSA International. To discuss the proposal for the Decision Book on ELSA Online Fee regulations proposed by ELSA Germany and ELSA Portugal.

Means:

- Presentation by ELSA International
- Presentation by ELSA Germany and ELSA Portugal
- Discussions and Q & A
- Amendments

- Voting
- Conclusion

Preparations: Please read the Decision Book proposal by ELSA International on Fees regulations in the Working Materials and the part of the Decision Book regarding the proposal. Please read the Decision Book proposal by ELSA Germany and ELSA Portugal on ELSA Online Fee in the Working Materials, the Input paper by ELSA International and the part of the Decision Book regarding the proposal.

17:30 – 18:30

Revision of the Budget of ELSA International 2010/2011

Aims: To revise the current budget of ELSA International according to the updated financial situation.

Means:

- Presentation of the Budget proposed by ELSA International
- Discussions and Q & A
- Amendments
- Voting
- Conclusion

Comments: The financial reality of ELSA International is changing constantly. ELSA International is therefore proposing a revised budget for the year 2010/2011. The details of the changes can be seen in these Working Materials. During the workshop all the changes will be explained in details.

Preparations: Please read the proposal for the revision of the budget from ELSA International 2010/2011.

Thursday, October 28th (10:00 – 13:00)

10:00 – 11:00

ELSA Development Foundation

Aim: To present the status quo of the Foundation and discuss the future use of its resources. To discuss the proposal for the Decision Book on the ELSA Development Foundation regulations proposed by ELSA International.

Means:

- Presentation by ELSA International
- Discussion and Q&A
- Amendments
- Voting
- Conclusion

Preparations: Please read the Final Accounts part on ELSA Development Foundation and EDF regulations in the Decision Book. Please read the Decision Book proposal by ELSA International on ELSA Development Foundation regulations in the Working Materials.

11:00 – 13:00

Joint WS BEE & FM: Fundraising regulations

Aim: To present and discuss the current fundraising regulations and the proposal by ELSA International.

Means:

- Presentation by ELSA International
- Presentation of the proposal by ELSA International
- Discussion
- Voting

Comments: Fundraising regulations have been a hot topic in the Network since ICM Malta. After the work of the Working Group created there, the discussion during IPM Lisbon, and the WG appointed there, ELSA International has presented a proposal to update the regulations.

Preparations: Please, read the input paper by ELSA International for ICM Malta; read the minutes from the fundraising regulations session during ICM Malta; read the input paper from the Working Group for IPM Lisbon; read the minutes from the fundraising regulations session during IPM Lisbon.

Friday, October 29th (10:00 – 13:00)

10:00 – 11:00

Joint Workshop IM & FM: Network Support System (NSS)

Aim: To present the NSS to the participants and to create pilot projects.

Means:

- Presentation by ELSA International
- Q & A
- Discussion
- Creation of pilot projects between the National Groups

Comments: The Network Support System (NSS) is regulated in the Decision Book since spring 2007 but so far there have not been any organised projects under the NSS. It is time to start using this great system to achieve our vision. It is extremely important that the National Groups support each other for the common good of the Network.

Preparations: Please, read through and get familiar with the current regulations concerning the Network Support System in the Decision Book.

11:00 – 12:00

Approval of the Final Accounts 2009/2010

Aims: To approve the Final Accounts for the financial year of 2009/2010.

Means:

- Presentation by the Treasurer of ELSA International 2009/2010
- Presentation by the Auditors of ELSA International 2009/2010
- Q & A
- Voting
- Conclusion

Preparations: Please read through the Final Accounts 2009/2010 as well as the Auditors Report in the Working Materials.

12:00 – 13:00

Miscellaneous, Q&A and closing of the Workshop

Aim: To raise any questions by National Groups not yet answered during the week, and to discuss any questions left unanswered relating to any topics, to evaluate the FM workshop, the trainings and the International Council Meeting in general as well as close the FM workshop.

Means:

- Questions and Answer
- Miscellaneous
- Evaluation
- Closing of the Workshop

Comments: The floor is open for all participants to ask questions to ELSA International or the other participants regarding unsolved matters.

MARKETING WORKSHOP**Timetable**

| Time | Sun 24th | Mon 25th | Tue 26th | Wed 27th | Thu 28th | Fri 29th | | |
|-------|-----------------------------|----------------------------------|----------------------------|-------------------------------------|--------------------------|--|--------------------------------|--|
| 08:00 | Arrival of the participants | Breakfast | Breakfast | Breakfast | Breakfast | Breakfast | | |
| 08:30 | | | | | | | | |
| 09:00 | | | | | | | | |
| 09:30 | | | | | | | | |
| 10:00 | | Training: Presentation Skills | Promoting 30th Anniversary | Synergy | Training: Fundraising | Marketing Handbook | | |
| 10:30 | | | | Joint S&C & MKT: Presenting ELSA | | Misc. and Q&A | | |
| 11:00 | | | | | | | | |
| 11:30 | | | | | | | | |
| 12:00 | | | | | | Evaluation and Closing of the Workshop | | |
| 12:30 | | Lunch | Lunch | Lunch | Lunch | Lunch | | |
| 13:00 | | | | | | | | |
| 13:30 | | | | | | | | |
| 14:00 | Opening Plenary | Area Definition | Mid Plenary | ELSA Online | Conference | Sightseeing | | |
| 14:30 | | | | | | | Joint MKT & BEE & IM Market R. | |
| 15:00 | | | | | | | | |
| 15:30 | | | | | | | | |
| 16:00 | | | | CI | | | Joint MKT& IM Recruit | |
| 16:30 | | Marketing Material | | Dressing Time | | | | |
| 17:00 | | | | | | | | |
| 17:30 | | Reporting Time | | Reporting Time | Reporting time | | | |
| 18:00 | Introductory WS | | | | | | | |
| 18:30 | Officers & Freshers | | | | | | | |
| 19:00 | | | | | | | | |
| 19:30 | | | | | | | | |

Preparations and reminders for the Marketing Workshop

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

- Statutes and Standing Orders, in force after the LVII Council Meeting of ELSA;
- Council Meeting Decision Book, 30th Edition;
- Working Materials;
- Minutes of the LVII International Council Meeting in Qawra;
- Please prepare an Activity Report to present to the workshop on the introductory session;
- Marketing materials from your country to be presented in the workshop.

Make sure to read the Minutes at least from the previous two International Council Meetings. This is of great importance for the procedure, discussions and outcome of the Workshop sessions. If you bring your laptop with you, it is recommendable that you have these minutes downloaded on your computer.

You may find all materials in the ELSA ONLINE Archive (<https://website.elsa.org>). If you are struggling with your access to the archive, please contact the Secretary General of ELSA International at secgen@elsa.org.

Please also prepare an Activity Report for distribution to the National Groups and ELSA International (Meaning 40 copies of your written Activity Report). Please send it also as an electronic copy to your ELSA International officer.

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

Another possibility is to use the Marketing mailing list (ELSA-MARKETING@LISTSERV.ELSA.ORG) and start a discussion before the LVIII International Council Meeting in Alanya.

Welcome to the MKT workshop!

Draft Agenda

Sunday, October 24th (18:00 – 19:00)

18:00 – 19:00

Introductory Workshop

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

Means:

- Presentation of officers
- Election and voting on the Chair and Vice Chair as well as the Secretaries
- Presentation of the Workshop rules
- Presentation of the Draft 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. Please also bring your written activity report to all the participants already to this first workshop in order to give people some time to get familiar with the reports.

19:00 – 20:00

Officers' Trainings

Aim: To train officers on their fundamental tasks and responsibilities during the ICM. Workshop chairs and secretaries will participate in these trainings.

Means:

- Chair training is delivered by the Chair and Vice Chair of the Plenary
- Secretary training is delivered by the Secretary General of ELSA International

19:00 – 20:00

Introductory 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 in their first ICM will participate in this workshop that will be delivered by the International Board.

Means:

- To give an understanding of the main functions of ELSA
- To foster mutual understanding and cultural diversity
- To get answers to the questions arising

Monday, October 25th (10:00 – 18:30)

10:00 – 13:00

Training on Presentation Skills.**Means:**

- Training will be provided by an ITP trainer.

14:30 – 15:30

Area Definition

Aim: To define what it means to be a Marketer in ELSA, what the purpose and general tasks are, as well as gaining a deeper understanding on the different tasks within the area of each country.

Means:

- Roundtable discussion
- Conclusion by ELSA International

Preparations: Think of your tasks in office, what is expected from the Marketer in your National Group and what you believe should be within the field of marketing in ELSA. Read the Marketing section in the Council Meeting Decision Book.

15:30 – 16:30

Activity Reports

Aim: To update each other about the status within the marketing area in the different National Groups.

Means:

- Roundtable with updates from the participants and ELSA International

Preparations: Prepare a written activity report of your National Group. If you are a Local Group member representing your country request to receive one from your National Board.

16:30 – 17:00

Corporate Identity

Aims: To increase awareness about the Corporate Identity and discuss its contents.

Means:

- Presentation by ELSA International
- Running discussion

17:00 – 18:30

Marketing Material

Aim: To share our ideas and get inspiration for the future making of marketing material. To emphasize the importance of uniformity within our Network.

Means:

- Presentation by ELSA International
- Presentation by the participants
- Roundtable discussion

Preparations: Bring with you, preferably in a USB memory stick, examples of the marketing materials you have done since ICM Malta or since you started your term in office. Keep in mind the CI handbook discussed in the earlier session.

Tuesday, October 26th (10:00 – 13:00)

10:00 – 13:00

Promoting 30th Anniversary

Aims: Discussing the 30th Anniversary, and the opportunities it raises in terms of events, and fundraising.

Means:

- Presentation by ELSA International
- Working Groups
- Discussion and evaluation

Comments: 2011 is the year of the 30th Anniversary of ELSA. It will be a great opportunity to promote ELSA, and attract new active members and partners.

Preparations: Think about what you would like to do in your National or Local Group to celebrate the Anniversary.

Wednesday, October 27th (10:00 – 18:30)

10:00 – 11:00

Synergy

Aim: To evaluate the 48th edition of Synergy in order to keep improving the magazine for the next edition.

Means:

- Presentation by ELSA International
- Roundtable discussion
- Conclusion

Comments: In order to continue developing Synergy and to ensure that the Network will use and benefit from the magazine we must include the national officers in the evaluation of it.

Preparations: Look through the two latest editions of Synergy. They can be found in a digital version at www.elsa.org/aboutelsa/publications/synergy.html

11:00 – 13:00

Joint Workshop S&C & MKT: Presenting ELSA

Aim: To present the officers with different angles and possibilities in promoting ELSA and its activities. To give the officers skills in presenting ELSA, their projects and themselves towards externals (sponsors, institutions, universities etc.) when they are planning and realising S&C Events.

Means:

- Presentation by ELSA International
- Working groups and presentations
- Discussion and evaluation

Comments: It is important to always be ready to present ELSA and adjust the way we do it according to the person we are talking to and the situation. Part of it is represented also by the proper choice and use of marketing materials.

14:30 – 16:00

ELSA Online

Aims: To present the new ELSA Online to Marketers in the Network, so they will be informed of what it is and the idea behind it, as well as the possibilities it opens for them.

Means:

- Presentation by ELSA International
- Roundtable discussion

Comments: The new ELSA Online system will be launched during this year, therefore, it is important for everyone to be aware of what it means for the work in the Network.

16:00 – 17:30

Joint BEE, IM & MKT: Market Research

Aim: To present the market research of 2010/2011, the timeline and what the officers need to do in order to make the research a success in the Network.

Means:

- Presentation by ELSA International
- Roundtable discussion

Comments: The market research, as stated in the Council Meeting Decision Book, has to be conducted by ELSA International every three years. It is important for the officers to be informed about the research, and the possibilities the final result will give to the Network.

Preparations: Please, read the minutes from the workshop sessions about Market Research from ICM Sinaia and ICM Malta. Look at the Market Research conducted in 2007, which can be found in the ELSA Archive, <https://website.elsa.org>.

17:30 – 18:30

Joint IM & MKT: Recruitment Strategies

Aims: To discuss and evaluate recruitment strategies of ELSA, and inspire each other with to make good strategies for the upcoming year:

Means:

- Presentation by ELSA International
- Working Groups
- Roundtable and evaluation

Comments: Recruitment is an ongoing issue of ELSA, as human resources are vital to keep the organization going. ELSA International has prepared recruitment materials as stated in the Council Meeting Decision Book, to help the National Groups in their recruitment strategies for the upcoming year in office.

Preparations: Look at the recruitment strategy of your Local or National Group.

Thursday, October 28th (10:00 – 13:00)

10:00 – 13:00

Training on fundraising

Means:

- Training will be held by an ITP Trainer.

Friday, October 29th (10:00 – 13:00)

10:00 – 11:00

Marketing Handbook

Aim: To discuss the results of the Working Group, and evaluate on what is the current status of the work.

Means:

- Presentation by the Working Group
- Discussion and evaluation

Comments: The Marketing Handbook has been a work in progress since ICM Budva of 2009, it is important that we finish it this term, in order to present the next generation of Marketers with valuable information on basic Marketing to ease transition.

11:00 – 12:00

Miscellaneous and Q&A

Aim: To discuss various topics and questions that arose during the week, and to clarify on points that might have seemed unclear.

Means:

- Roundtable discussion
- Questions and Answers

12:00 – 13:00

Evaluation and Closing of the Workshop

Aims: To evaluate upon the past week, the experiences and the topics brought up for discussion. And prepare for ICM Poznan in spring 2011.

To close the workshop.

Means:

- Roundtable discussion
- Closing of the workshop

Comments: Think about what you liked and disliked the past week, and bring your constructive comments to the table.

ACTIVITY REPORTS

THE INTERNATIONAL BOARD 2009/2010

Amanda Bertilsdotter Nilsson, Vice President Academic Activities

Post ICM Malta

The ICM Malta was a motivation boost on a high level for all of us and seeing the high presence in the AA workshop, all very active and eager to develop the area of Academic Activities, amazed me. I want to take the opportunity to once more thank all Absolutely Amazing officers who were there and gave me the inspiration for my last 4 months in office. An ICM cannot be mentioned without mentioning the hard working Organising Committee, they did a fantastic job and also had the energy to take care of us after all the participants left. Thank you for showing us the heart of Malta, the hospitality!

ELSA Moot Court Competition – the EMC²

During my term in office the EMC² has taken up most of my time and now after it is all over I have to say that I simply love this project as if it was my own little baby. The competition brought me knowledge and experience within so many areas, which cannot be taught by anyone. Many sleepless nights and thousands of e-mails, but more important great friendships, organisational skills, external contacts, legal advices and a magnificent year! Even though the 8th edition had not been concluded we started with hunting for a Final Oral Round partner for 2011 already before the FOR and after hours and hours of discussion we finally made the decision in favour of ELSA Switzerland. Since then, more than a year before the actual event we have been working closely with the newly created OC and also went to Geneva for a personal meeting. This year we cooperated with COLADIC-RD, based in Dominican Republic and this of course made the communication a bit harder than if in Europe, but in the end (with some ‘fire fighters’ jumping in last second) we managed to complete another year of EMC² history with success with 16 teams from all over the world participating. I would like to mention some special people who made this success possible, first of all my director, Mr Morten Rydningen, who not only did a terrific job during the year but was also a great friend and gave that little extra, which is always needed. Secondly, the three wonder women, the Academic Supervisors for the competition. Last but not least the ELSA Organising Secretariat, which you will be seeing more of during the next year. My last word about this competition is that this is beyond doubt one of the biggest challenges I’ve stepped into and it was definitely worth every second. To all of you -Join the global challenge, for the 9th edition!

Our Rights, Our Freedoms competition

During the ICM Malta we launched the Our Rights, Our Freedoms competition. The competition is one of ELSA’s cooperation’s with the Council of Europe, and created in

connection to the 60th anniversary of the Human Rights convention. The competition is split into two competitions, one Essay Competition and one Photo Competition, both focusing on Human Rights. At this very moment the deadline for both competitions has been prolonged till 15th of August, but the number of contributions is looking very good and you can see that organising an international essay competition is all about finding the right topic. When this is printed we are about to finalise the results and I hope that the cooperation with Council of Europe will be even more noticed by the Network.

International Focus Programme (IFP)

During the last week of April, the final IFP Conference was held in Munich, Germany. The week was filled with lectures and workshops and attended by more 90 participants. I was one of five members from the International Board who had the pleasure to attend the conference and feel the never beatable ELSA Spirit. I would like to thank the OC for an incredible week. Since the ICM Malta I have together with my dearest Sofia and Nina (Director for IFP) worked on the Final IFP Publication. It has been hard work to collect the information from three years back in time and unfortunately we did not manage to have it printed before leaving our term in office.

Travels and Coaching Countries

After the ICM Malta I had the opportunity to attend the NCM of ELSA Italy, hosted in Ischia an island outside of Napoli. As always the Italian network warmly welcomed me and even though we were only two international guests, Zosya from ELSA Ukraine and me, they all did an amazing effort to include us. As one of the highlights of the year I was elected as an honorary member of ELSA Italy and I can promise you that I will definitely come back and visit you even after I end my term in office. I was also very grateful that Peter bought me a bus ticket to Geneva and not a flight, as the flight was cancelled due to the ash cloud and my bus ticket was worth a lot, I got to attend the NCM of ELSA Switzerland. During a weekend in the middle of April some 30 ELSA members gathered in Berne for the first two days long NCM of ELSA Switzerland in many years. It was a great weekend and everyone agreed upon continuing the two day long NCM in the future. Unfortunately I didn't manage any other trips to my coaching countries -ELSA Georgia, ELSA Romania, ELSA Norway and ELSA Republic of Macedonia, but it has been a genuine pleasure to be your international coach and I am positive that I will have the chance to visit you all in the future.

Thank you

Last but far from least I want to give the biggest hug and love to the best board that anybody can have. Every single one of you made this year the most unique and valuable experience in my life. I cherished every single moment with you and I am so proud to have been a part of particularly this board. We had the time of our lives, we joined the joyride but you know what, we are not getting off... the joyride will continue! Thank you and love you!

Sofia Kallio, Vice President Seminars & Conferences**International Focus Programme (IFP)**

Even though the decision for the new IFP topic was made during ICM Malta, the spring of 2010 was the time when the topic of Intellectual Property Law had its peak. I was in close contact with the Organising Committee (OC) of the Final IFP Conference which was held in Munich, Germany 27th April – 2nd May 2010. I would like to thank the OC for the marvellous work and for their great ELSA Spirit! In addition, I worked together with my board and the Director for IFP, Nina Prantl on the Final IFP Publication which gathers the three years of implementation of the topic. I would like to thank all the people who contributed to the Final IFP Publication for their articles and efforts.

In addition to the conclusions of the new topic, we made the plan for the implementation of the next topic, Health Law, and researched the possibilities regarding projects and partnerships. We decided on the IFP Logo and on the IFP Opening Conference which will be held in Prague, Czech Republic between the 22nd and the 27th of February 2011. The cooperation with the Organising Committee started successfully and I am sure that it is going to be a wonderful event. I was happy to see that there are many projects planned on Health Law for the coming year and I hope that the Network will put a great effort into the topic.

S&C Tools and S&C Officers

The updated edition of the S&C Handbook was published in April and I hope it serves as a tool especially for those S&C officers who didn't receive a sufficient transition. I would like to thank my dear S&Cers who kept me motivated throughout the term: remember that you are the essence of ELSA!

International Events, Study Visits and Institutional Study Visits

I advised and supported the Organising Committees of international events by promoting the events, providing contacts to speakers and giving them guidelines for the practicalities of the organising process. I also encouraged the officers to send in evaluations of the different S&C Events, so that we can share best practices. During the year our board was happy to welcome 23 ELSA groups at the ELSA House in 239, Boulevard Général Jacques, Brussels for a presentation and some pizza & beer.

External and Institutional Relations

I was in close contact with our Human Rights partner the Council of Europe for speakers, visits and materials, and I participated in a transition meeting in July. Also, I attended meetings with the International Criminal Court (ICC) in The Hague, the International Organisation for Migration (IOM) in Geneva and the International Labour Organisation (ILO) in Geneva to discuss our cooperation. In addition, I was in close contact with the International Trademark Association (INTA) and our Media Partner European Voice.

ELSA Delegations

After ICM Malta there were no calls for ELSA Delegations, but instead it was the time to develop the concept. In addition, I did the administrative work for the ELSA Delegations that participated in the sessions of WIPO in the springtime. I would like to thank Astrid Løseth, Oleksandr Bulayenko and Stefanie Geiss for their great inputs in updating the Delegations' Handbook and in working on the concept of academic coordinators.

Coaching countries and travels in the Network

I had the pleasure to cooperate throughout the year with my coaching countries ELSA Belgium, ELSA Bosnia & Herzegovina, ELSA Bulgaria, ELSA Czech Republic, ELSA Portugal, ELSA Slovenia and ELSA Ukraine. I would especially like to thank ELSA Belgium, who organised a magnificent ELSA House Training Week with the International Organising Committee. Also, I would like to thank ELSA Ukraine for hosting me at the National Council Meeting, ELSA Czech Republic for inviting me to their 20th Anniversary celebrations in Prague and ELSA Budapest for hosting me and my successor at the Summer Law School on EC Competition Law in July.

Transition

I think that the most important task of an ELSA officer is to provide the successors with a proper transition. I hope that the transition time in the ELSA House remains as one of the best ELSA memories for the International Board of 2010/2011, since it sure was a special month for me. I would like to thank my successor, Paolo Amorosa for his patience and hard work during transition, and I wish him all the best for the whole term.

Thank you

I would like to thank Nina, our Director for IFP for her magnificent work and friendship. There are also six other people who deserve a special mention: Amanda, Frida, Leo, Mirko, Peter and Timo, my family for a year in the ELSA House and the ones who will live in my heart forever. Thank you for the greatest joyride of my life and for being simply the best!

Mirko Djukovic, Vice President Student Trainee Exchange Programme**Post ICM Malta work**

After an amazing ICM we had, being back to Brussels was a motivation to work on tasks given by the best workshop officers. First of all both me and Annamari were concentrated on finishing the STEP Handbook that was presented during the ICM, with final inputs we got from the STEPers. Besides that my every day work was enriched with plenty of new traineeships coming up from all over the Network so making new Newsletter almost every week was great task. Of course following the regulations delivering the statistics for the current year was our task as well and therefore, together with the Director for STEP I was working on arranging those statistics and leaving the clear situation to our successors.

One of the major tasks was cooperation with AIESEC and therefore I had 2 meetings in Rotterdam where we managed to finalize our Agreement and to launch the project. As it took so much time to fix every single detail during the last two months it was decided to start with TN hunting in July with focus on September as many officers in both associations are starting their term in office.

I also had the pleasure to attend final IFP Conference in Munich and give my support to our EI team and the OC who did an amazing job. Making final steps towards closing of the IFP topic included the collection of the articles for the final IFP publication. Giving my assistance to Sofia and also working on the preparation for the new IFP topic was my main task in this field.

Besides this my work was mainly focused on giving administrative support to our officers in preparation of transition, new traineeships, reception and evaluations. Preparations for the Transition month started and we had to work on making it so that Elif can take over my tasks in the board smoothly by doing a lot of follow up on many pending selections in the Network.

Meetings

As one of our goals as a board was to ensure institutional cooperation, I had the pleasure of having meetings at the International Criminal Court in The Hague. ICC representatives were interested in wider cooperation with ELSA International so Sofia and I had a very promising meeting and hopefully the next board will succeed in cooperation with ICC. Besides this meeting we had meeting in Geneva with International Organisation for Migration representatives and International Labour Office. Both IOM and ILO were interested in certain cooperation with ELSA.

Representation on National events

As a coach of ELSA France I was invited by ELSA Paris to take part at their meeting in Paris and I had a chance to meet students from other cities interested in establishing LG in France. It was a perfect opportunity to give presentations on General ELSA knowledge, Board structure and tasks of the board members and of course updates on status quo of ELSA France. Besides that I was welcomed in Sweden on the NCM held in Goteborg where I had opportunity to have presentation on Strategic Goals and strategic planning. In

the following period of the NCMs in our Network I had a chance to meet ELSA Russia in Saint Petersburg and to give presentation on General ELSA knowledge.

Coaching System

As the coach for the following ELSA Groups ELSA Denmark, ELSA Estonia, ELSA France, ELSA Iceland, ELSA Russia, ELSA Spain and ELSA Sweden I had a pleasure to cooperate with the officers in the respective countries and would like to thank all of them for the great cooperation. Special thanks go to those that hosted me in Denmark, France, Russia, Spain and Sweden but also to all the other countries I had a chance to be in and to meet ELSA people. I wish all of the ELSA groups that I was in charge of the best of luck and especially to those struggling to recover.

Transition

In the month of July, I was mainly working on passing the knowledge to my successor, Elif Yıldırım. We had an opportunity to meet AIESEC in Rotterdam and meet representatives of the Council of Europe, where we discussed about cooperation we had and cooperation to follow in Elif's term in office.

I would like to thank her for the great cooperation, patience to listen and learn, ELSA Spirit and I wish her a great year and fruitful work. I am sure she will do an amazing job.

Other

In the end I would like to thank all the STEPers in this Network that I have been cooperating with during this year, for doing a tremendous job, for the great inputs, devotion and motivation to work in STEP. You were my motivation and you were the ones making my year the best experience a STEPper can wish in its area.

Also I would like to thank ISMM and ICM hosts during our term in office for doing such a great job and making our lives so much easier. Of course special thanks I have to give again to Karina Sultanova and Pierangelo Graziani ITP trainers that have helped our board to become stronger and motivated to carry out all the tasks we had.

Last but not the least I would like to thank my ONE BOARD, my Brussels family for the wonderful job and the great year spent in the ELSA House, thank you for being such a great people, for teaching me so many things and for sharing joy ride we enjoyed a lot. Big thank you goes to all of our Directors that had enough motivation and patience to work with us this year.

At the very end there is one special and amazing person I will always be grateful to. My Director for STEP Annamari Männikkö for the amazing support in my work and in the work of all the STEP officers as well. Thank you for your friendship and devotion you had.

Leonid Cherniavskiy, President**Board management**

The level of cooperation and communication in the board has been on a high level after the ICM Malta. We have especially improved the efficiency of communication and of the decision-making process. The board meetings were held regularly. The board was really motivated to work in the second half of the term as we knew our goals in each area and were determined to achieve them together. Team-building session arranged as a short holiday together in June was an outstanding tool to boost our motivation and team spirit as well as to plan the transition for the next International Board.

External Relations

In the field of external relations we continued the policy of searching for long-standing general partners in order to develop deep sustainable relationship with them as well as looking for project partners to ensure success of certain projects. We have found the new auditing partner for ELSA International – Mazars. The auditing partnership agreement was finalised and signed in July and Mazars already planned the audit of the Final Accounts of the International Board of ELSA 09/10.

The idea of an English Language Partner for ELSA has proven to be successful and we signed the cooperation agreement with the London School of English (LSE) in March. The evaluation meeting in London in July showed that the LSE was very satisfied with the cooperation and was looking forward to attend the ICM in Alanya to give a training on intercultural communication to the members of ELSA.

The joint ELSA-CBL International China Law School appeared to be a very successful initiative and it raised quite a lot of interest from the ELSA Network. As a result 17 ELSA members attended the law school in Shanghai and Beijing in August.

The idea to sign a cooperation agreement with a renowned law school to become the Law School Partner of ELSA was developed in the end of our term in office. We have approached the Queen Mary School of Law with this offer, had a meeting with them in July and were delighted to get a confirmation that they were ready to become the Partner of ELSA International.

In the field of cooperation with other Associations and NGOs we have continued the cooperation with the Asian Law Students' Association and arranged an online transition meeting with the International Board of ALSA in July. Besides that we have initiated the negotiations about the possibilities of cooperation with the International Law Students' Association and reached the stage when we have sent the draft of the Memorandum of Understanding for their approval at the end of July.

I have also worked on fundraising for the Final IFP Publication during the months of March – July.

Furthermore, we continued the cooperation with our long-standing supporters – CMS Legal Services and the Council of Europe. We have been, jointly with the Council of Europe, running the essay and photo competition for law students and the traineeship programme within the area of STEP. The evaluation meeting in July confirmed our stable

and fruitful relationship and gave new ideas for future cooperation. I have also worked a lot on the relationship with the Corporate Partner of ELSA – CMS Legal Services which again expressed their satisfaction with the cooperation at the evaluation meeting in July in Frankfurt-am-Main. Besides, we have looked into the possibilities to further develop the cooperation with CMS during our meeting with Mr. Duncan Weston, the managing partner of CMS Cameron McKenna, in particular in the field of STEP. This initiated the idea to start a traineeship programme in CMS Cameron McKenna in London for European law students.

We have also maintained good relations with the Media Partner of ELSA – European Voice and Legal Magazine Partner – Corporate International.

I have been coordinating the negotiations with all the parties involved in the ELSA Online project. Bmotion were chosen as the contractor for the system. I was responsible for drafting of the Agreement between ELSA International and Bmotion which was signed in June.

Expansion

Close cooperation with the students from Ireland led to their successful application at the ICM Malta. After that I continued to support the newly established observer group in order for them to arrange their first National Council Meeting and trainings from the ITP trainers for their members. In the last months of my term in office I was in a very promising communication with law students from Azerbaijan and they were planning to apply for the Observers' status already in ICM Alanya.

Working Groups

I have been coordinating the working group on the new status in ELSA as well as initiated the Working Group on fundraising which carried out work on improving fundraising regulations in the Decision Book of ELSA International.

Representation during national and international events

I have participated in the NCM of ELSA Poland holding presentations on Strategic Goals and Human Rights in ELSA. I was also delighted to attend the Final IFP Conference in Munich, Germany. Besides that I was a member of the ELSA Team at the Final Oral Round of the EMC² on WTO Law in Santo Domingo, Dominican Republic fulfilling the duties of the timekeeper during the pleading rounds.

Transition

During July I had a pleasure to give transition to my successor Óscar A. Lema Bouza. I held general transition sessions to the whole of the IB 2010-2011 as well as gave individual transition to Óscar. We have attended meetings with the current and potential partners of ELSA International in Strasbourg, Frankfurt and London and I have also made sure that all the current projects in the BEE area are passed over to him.

Other

In the end I want to thank to all of my wonderful board members for their hard work and amazing spirit. I am also thankful to the ELSA Network for your support and dedication to the ELSA Vision which I hope will be the motivation for the next International Board to develop further and improve the association.

Timo Kortesoja, Secretary General**Post ICM and Transition preparations**

After the ICM Malta my agenda and desk in the office was filled with the post-ICM work with finalising the minutes and updating the regulations according the decisions of the Council. Also the planning of the transition agenda for the newly elected International Board 2010/2011 resulted in its first drafts. The preparation work was carried out between April and June when my Board and I produced the whole programme for the upcoming July 2010 that covered almost every hour and minute of the next board's first month in Brussels.

Transition 09/10 – 10/11

The spring months went relatively fast and so came the month of the transition. All the members of the next International Board were present at the ELSA House in Brussels by the 5th of July due to some Visa challenges that were conquered at the end. The Transition programme that was prepared during the spring consisted of the general transition and the individual transition. The general transition contained the main overview and updates in order to guarantee that every member of the next International Board will have the same grounds and the latest information about every area of function, projects and practical details. The individual transition for each and every member of the next International Board was carried out by the respective member of the International Board 2009/2010. With the individual transition the most challenging phase was probably settling all the visits to our partners and representational occasions. However, we successfully managed to fit everything in the schedule. Finally, I believe we also managed to offer the next International Board a balanced mixture of the work, social programme and a hint of spare time to get acquainted with the environment.

Pre-ICM work with ELSA Turkey and the Pre-ICM Visit

As usual after one ICM is over the next one is about to start - the preparation work of the ICM Alanya started from ICM Sinaia where the host of the autumn ICM 2010, ELSA Turkey, was elected. Since then the International Board, mainly the Treasurer with financial matters and the Secretary General with the other practicalities provided the assistance and knowledge that ELSA Turkey needed for their preparations for the ICM. During the transition in July I and my successor carried out the pre-ICM visit with extremely delightful results. We had the pleasure to visit the venues of the ICM and get acquainted with the thorough organisational state of the upcoming ICM. We also had an extraordinary chance to visit a university in Antalya that is about to establish a new ELSA Local Group. Based on the invitation from ELSA Turkey we gave a presentation about ELSA to the law students and some professors that were interested in establishing an ELSA Group. For me, this was a true pleasure: first of all to have the chance to see the ICM preparations and secondly to have the "final" chance as a Secretary General to try to give some motivation to - hopefully – upcoming ELSA people. I am extremely happy to see that

ELSA Turkey has done such a great work with relatively small amount of people involved so far – I am sure that again this ICM will be one of the legendary ones!

Human Resources

At the beginning of the term in office the International Board set the goal for implementing the Network Cycles, organise the Area Meetings for all functional areas as well as to initiate and promote Regional Trainings. When it comes to the Network Cycles, I focused on making this planning tool more concrete and easily understood in practice. I had workshops on both ICMs and together with my board we worked to promote idea of the Network Cycles as a planning tool for the term in office and potential life cycle of a member in ELSA. In this way we have a link to the recruitment tools and by mentioning this I believe we managed to create an understanding how the National and Local Groups can implement the Cycles in their active work. The International Board 2009/2010 also made calls for Area Meetings (USA, ISMM and JIF) and all these meetings were settled during the second half of our term in office. Furthermore, we made call for Regional Trainings and promoted the idea of having these international training events between two or more National Groups but unfortunately at the end there were no groups, who were interested in organising this kind of training event. However, our yearly traditional training event that can be classified as a Regional Training, the ELSA House Training Week (EHTW) was successfully carried out by ELSA Belgium with the strong support of the whole International Board. We were happy to see ELSA Belgium in action and I want to thank them for their work in order to keep the EHTW tradition alive.

International Trainers' Pool (ITP)

As part of the Human Resources Strategy trainings and the International Trainers' Pool (ITP) were one of the focus areas for the term 2009/2010. Together with my amazing Director for Training, Ana Vouk we initiated some new ideas and practices for the promotion and development of the ITP. Especially promotion, visibility of the ITP and possibilities of the EDF funding for the trainings were our main targets throughout the year. Gladly, I can say that this strategy increased the amount of the trainings given by the ITP trainers as you can read from the Activity Report of my Director for Training. All in all, I am satisfied with the results comparing them to the goals set at the beginning of my term in office and previous years.

ELSA Online

ELSA Online -project can be counted as one of the biggest projects on the agenda of the International Board 2009/2010. Comparing to the goals of our One Year Operational Plan, we actually managed to achieve much more than was expected. At the beginning of the year 2010 we set the agreement with a potential contractor for the developing the system and at the same time we finalised the specifications for the system. I had the pleasure to be involved in the finalisation of the specifications for the system and also partly involved when the actual development work of the system started. At the end of my term in

office the schedule showed that the new system should be finalised by November – December 2010.

IM Handbook

I was coordinating the work of the Working Group for IM Handbook. All in all, this proved to be more time consuming task than I could imagine at the beginning. The first version of the handbook was discussed and briefly analysed during the ICM Malta. However, the plan made during this ICM proved to be too tight since according to the new schedule, the IM Handbook was suppose to be finished by the end of May. Unfortunately this did not happen. I am still glad that the work was started and as my successor was involved in the working group I am sure the work will be finished and that the finished Handbook will serve its purpose towards the Secretaries General.

Communication

Coaching system was a very important tool for the International Board as well as to all National Groups. I believe that this system provided us with a better overview of the whole Network and we had great insight to the development and updates from the National Groups. Based on the feedback from the National Groups this system also served their needs better since they had more approachable and closer contact with the International Board. The International Board also paid special attention to the Observer Groups and together with the Coach, the President and the Secretary General we tried to provide the Observers with the best possible help and assistance needed in their development towards becoming full members of the Network. Furthermore, the members of the International Board participated on numerous NCMs and other events throughout the Network as well as hosted many visits to the ELSA House. In every one of these events and visits the core values and current activities were promoted and shared with members and upcoming members of ELSA all over the Europe. We also saw that the work done returned its fruits in various forms and I am happy that I had a chance to be part of this work for one whole year.

ELSA Lawyers' Society (ELS)

Since January 2009 the administration of the ELS members and the Directory has been the task of the International Board. As Secretary General I was responsible for the administration of the Directory, mailing list and the invoicing of the new members of ELS throughout the year. As we concluded that there is a high amount of non-paying members and low amount of actual members that are registered in the ELS Directory, we saw the need for ensuring that the Directory is fully updated. Therefore in June I sent out a reminder to every registered person in the system in order to promote the benefits of ELS and update the Directory so that benefits of every ELS member are guaranteed.

Final words

As my final words I want to thank all the Secretaries General that were part of the IM Team 09/10! Without you my work would not be worth doing. I was extremely glad to see

so many of you in the workshops during the ICMs and giving the full dedication to the work you committed to. Thank you once more! I also want to thank all the ITP Trainers for such a fruitful year – you did great! Furthermore, I want to thank all ELS members for their support to my board and to me, especially Brigitte Vrij-Vanatova, who helped me with the registration of the board and Statutes of ELSA under the Dutch Law. I also want to thank my dear board – you were my support in every situation. It was truly the best year of my life and I would not change a day – not even the hardest one because that thought me the most. Finally, I want to express my special and warmest thanks to my dear and lovely Director for Training, Ana Vouk. She did remarkable work that can only be achieved with such a strong attitude and dedication – Thank you! I wish the best of luck to every new officer and member starting or continuing their ELSA career and for those, who are leaving I hope we will see around the Network and keep the connections up and running!

Peter Christian Binau-Hansen, Treasurer**General Financial Administration**

The task of a treasurer is very diverse. You are not only in charge of the obvious tasks such as financial control, stability and accounting, but you also need to take care of other tasks such as logistics, fundraising, grants, risk analysis and the day-to-day management of the ELSA House and office.

Accounting / Budgeting / Bookkeeping

All through the term all documents have been sorted and archived in the FM archive in the ELSA House. All invoices, financial statements and claim forms have been made available to the auditors during the interim auditing and the final auditing in August. Furthermore ELSA has signed an agreement with Mazars making them our External Auditing Partner. Mazars will be in Brussels on the 12th of October to audit the accounts and their report will be made available to the Council before the opening plenary. The final accounts have had several developments, which we will be explained during the FM workshop.

ELSA International's auditors during this term have contributed with enormous knowledge and I have truly appreciated their comments, suggestions for improvements and swift answers to financial questions.

ELSA Development Foundation

As Chairman of the Executive Committee I have been the direct contact person for the groups applying for EDF support and assisted them the best possible way regarding questions and clarification. I have presented each application to the Committee and given my recommendations before a decision was taken. My last task regarding EDF was to completely separate the bookkeeping of EDF and ELSA, which can be seen in the final accounts under EDF.

Grants

I have been evaluating the grant opportunities I have been made aware of and forwarded the most suitable of them to the FM mailing list. With the help of the Network, ELSA International achieved this year to get enough points to receive a grant from the European Commission of 24.100€ which will be used to realise several projects benefitting the whole network. I would like to express my gratitude to my board and the national FM officers without whose help this would not have been realised.

ELSA Moot Court Competition

Together with the Vice President Academic Activities I have been working on the financial part of the competition including preparing budgets, producing invoices for the teams as well as sponsors. Together with the VP AA I have accepted the budgets and financial reports for the Regional Rounds and the Final Oral Round of this year's competition and in cooperation with the Director for EMC² I have been invoicing and monitoring all payments made by the participating teams in our flagship, EMC².

ELS agreement

According to the agreement with the ELSA Lawyers Society the International Board will take care of the daily management of the ELS members and is responsible for invoicing the members. In return ELSA is entitled to 50% of the net income from membership fees. In January over 600 electronic invoices were prepared using the merging functions for Excel, Word and Outlook.

ELSA earned in my term 5.541,78€ from the cooperation with ELS which was far more than budgeted (3.000€). I see great potential for this cooperation and hope the future IB's will continue a strong cooperation between the two associations.

Coaching System

As coach of the National Groups ELSA Armenia, ELSA Austria, ELSA Lithuania, ELSA Poland, ELSA Serbia and ELSA Turkey I have been the contact person in the International Board and been available to assist them upon any request. I had during my term the great experience of visiting several of my groups in relation to NCM's or larger events. The visits have been of huge importance for the IB's work in all areas and knowledge collected during the visits has been passed on to the new board during transition.

ELSA Online

During the term 09/10 several steps were made towards completing the new online system. In cooperation with my SecGen and ELSA Germany the specifications from last term were updated, a tender was sent out, proposals were collected and discussed and a company was chosen to build the system. Parallel with this I was working on finding the around 50.000€ needed to finish this project. I am pleased that the funds have been found, the first payment made and the first milestone of the project has been completed before the end of my term.

Transition

One of my last responsibilities as International Board member was to pass on my knowledge to the subsequent board and in particular the next person responsible for the financial management of the association. I have been a great pleasure for me to work together with Olga Sendetska during July; passing on all my knowledge, documents and communication and at the same see my work from a new perspective through her eyes. From what I have experienced during July I am sure Olga is fully capable of fulfilling the position as responsible for the financial management of ELSA.

Other

Besides my day-to-day tasks as treasurer I have assisted my fellow board members in the best way possible. I have helped updating www.elsa.org and had the pleasure of daily updating ELSA's constantly growing Facebook page.

Lastly, I would like to take the opportunity to thank my great team, which made my year in Brussels absolutely amazing and unforgettable. Amanda, Frida, Leo, Mirko, Sofia and Timo; I am you forever grateful and have enjoyed every minute of this joyride with you. Together with Annamari, Ana, Morten, Nina and Stephanie I believe that we made a fantastic team and for that I am cheerful and highly motivated to keep up the work for ELSA – now as Assistant for ELSA Online.

Frida Orring, Vice President Marketing

As I write this activity report the International Board of 2009/2010 has left the headquarters after one month of transition during which I was thrilled to see the Board of 2010/2011 forming their team filled with motivation and determination to continue and further develop the Association from where we left it on the 31st July. Since the previous International Council Meeting in Malta spring 2010 in short my activities in office could be summed up as follows.

Council of Europe Competition

For the 'Our Rights, Our Freedoms' competition I have continued assisting in marketing related tasks such as promotion through the Network and ELSA International's communication channels.

CBL International – Summer Law School in China

I have assisted Leonid in the launching of a summer law school in China during the world exhibition 2010. Together with CBL International we are able to offer all members of ELSA a discount on this summer law school. As a result of our joint efforts we ended up with 16 participants and it seems as if the cooperation so far is a success for all parties and will most likely continue next year.

Synergy

After the evaluation of the 47th edition at the ICM in Malta I started preparations for the autumn edition of Synergy as well as continued following up on the distribution of the spring edition. Since my successor Laurits was elected I was able to include him in some of the work, making sure he had the final say about the content of this autumn edition.

Advertisements

I have been working closely together with the Director for Advertisements, Stephanie Denowell, in regards to advertisements both on our website and in Synergy. We have continued the system and timeline with approaches and send-outs to LL.M. programs and law firms all over the world. Whereas we have seen some new advertisers both form LL.M.s and law firms the final figures for advertisements sales have gone down during this term. Comparing the work and methods from our year with previous year's one cannot see any signs to explain the bad trend and still today I wouldn't be able to say what we could have done differently. Fortunately EI for the past two years has focused on having diversity in our sources of income so that changes in the market will not throw us off our feet, and this also shows in our final results for the year 2009/2010.

Website

As we congratulated ELSA Ireland as observers in ICM Malta there has of course been a lot of work with updating the information on our website and other information sources we have online. The work with keeping our website active and interesting has continued and

we can after this year see a substantial increasing number of visitors both on our website and on our Facebook fan page. I have continued encouraging and assisting national and local groups to implement our website solution. Even though there is still a long way to implementing the corporate design in all member countries I am very happy to see that throughout this year a lot of member groups have initiated the usage of our website solution and additionally more than 2/3 of our Network is using our brand colours on their websites.

Market Research

In the end we had to accept the fact that a market research today is not a project of interest to sponsors. There are so many online opportunities for reasonable prizes today that it is very common that companies and organizations make their own internal surveys online. Therefore we decided to move forward with the market research without a financial partner. Asking the officers through the mailing list I got the result that it would be most beneficial to launch it in the beginning of the autumn. The contact and the details for the project are explained to the online survey company Textalk. I finalized the survey and it is ready in their system to be launched. Together with Laurits, Timo and Filipe we started requesting the contact details for local coordinators in July.

Coaching Countries and meeting the network

I was the coach of ELSA Finland, ELSA Germany, ELSA Greece, ELSA Montenegro, ELSA the Netherlands and ELSA UK during my term in office. Since ICM Malta I have attended and given workshops in the NCM of ELSA Greece, ELSA the Netherlands and ELSA UK. I can proudly say that I have in particular seen great progress in these countries and hopefully all my coaching countries have felt my support throughout the year as it has been of high priority to me.

External contacts

The past months we have been evaluating the cooperation with our Media Partner European Voice and together with them worked on improvements of the agreement. During July we had an additional meeting where we brought our successors to meet our contact persons. When I left office in the end of July both EI and European Voice had gone through and adjusted the agreement but we left it up to the new board to finally agree and sign. In July I also attended evaluation meetings with our contact persons at the Council of Europe and we could both agree that this year has been very prosperous for both parties and we were all eager to continue and deepen the cooperation for years to come and of course to see the results of the 'Our Rights, Our Freedoms' Competition.

Transition

The final greater task as officer was of course to prepare and conduct the transition with the new International Board and in particular with my dear successor Laurits Ketscher. Besides going through all the tasks of the marketer with Laurits I also had a lot of general sessions with the entire board sharing my experience and knowledge in areas in which they would

all be involved in. Additionally we tried to give the new Board tools to build a strong team and show them how to stay strong throughout the year. By the end of July I left Brussels confident that we had left the ELSA head quarters in good hands and that they would continue the journey and reach even greater heights.

From the bottom of my heart I thank my board, Stephanie and all our Directors and the entire Network for the achievements and goals fulfilled during our year in office. I wish the International Board of 2010/2011 all the best for this year and I am certain that their hard work and devotion will show through great results.

DIRECTORS OF ELSA INTERNATIONAL 2009/2010

Morten Rydningen, Director for the ELSA Moot Court Competition (EMC²)

General

First of all I would like to congratulate everyone who took part in the 9th edition of the EMC² and the conclusion with the Final Oral Round in Santo Domingo, Dominican Republic.

I have been working closely with Ms. Amanda Bertilsson Nilsson during the year which has been a great adventure and cooperation.

After my last activity report which can be found in the working materials from the ICM in Malta, I have been attending the transition barbeque in Brussels and thus been part of the transition of Ms. Ezgi Kılınç.

I have also contributed towards the final report of the EMC², which can be found on www.elsamootcourt.org. As well as maintained the website and worked some overtime until Ms. Marje Mulder was elected.

Other

I would like to thank all members of the International Board 09/10 for giving me the chance to support them; you have done a good job Amanda, Sofia, Frida, Mirko, Peter, Timo and Leo.

Others who have been involved in the EMC² and whom I send my sincere gratitude towards, is my International Board 08/09; Ania, Ivana, Torkil, Jean Marc, Antti and Kamil, for saving the ELSA Moot Court Competition on WTO law after hours and hours of board meetings in Brussels, as well as making the EMC² a truly global event. And another person that should be mentioned is my assistant during the term 08/09, Mr. Koen Klootwijk, Thank you!

Good Luck Ezgi and Marje!

That's all folks!

Nina Prantl, Director for IFP**Support for LG/NG organizing IFP events**

I stayed in close contact with the Network to support Local and National Groups organizing IFP events and answered all their questions via email.

Preparation of the next IFP topic

During the ICM Malta the Legal Research Groups, who have been preparing the three different possible topics, presented their work. Furthermore we had academic workshops for the three different possible upcoming IFP Topics and the Marketers have been promoting the different possibilities on the ICM. The vote during the Final plenary was exiting and the new topic is: Health Law. I would like to thank once again the members and especially the coordinators of the three LRGs for their work. It was a pleasure for me to support your work.

After the ICM we started to prepare the upcoming topic: We launched a competition for an IFP Logo, we started to search for cooperation partners, we sent out a call for the IFP Opening conference and we updated the manual. You can find the IFP Logo and the updated manual within the ELSA Online Archive and the IFP Opening Conference will take place in Prague in February 2011.

Final IFP Conference

In April the Final IFP Conference took place in Munich. As Director for IFP I was in touch with the OC of ELSA Munich and especially Lena Mischau, Head of OC. Together with Peter Binau-Hansen and Sofia Kallio I had a Kick-Off meeting with the OC in September and I also had an update- meeting with Lena Mischau in December. Besides this Lena and I often talked about the development of the organization process and upcoming problems on the phone. We attended the Final IFP Conference with six members of ELSA International. It was a perfect event and I would like to thanks ELSA Munich once again for the wonderful organization: It was an unforgettable international conference, with an interesting academic programme: A highlight at the end of the current IFP Topic.

Final IFP Publication

It was our goal to publish a Final IFP Publication. One important part of it will be a statistic with all IFP events which have been taking place within the network the last three years. With the help of Jakub Cech I designed an online form to summarize all information for this final statistic. The publication on the one hand reports about different events which took place within the last three years and on the other hand contents academic essays about Intellectual Property Law.

I would like to thank the International Board, especially Sofia Kallio, for their great support. We have been a great team and I loved to work together with all of you! Now I will end my ELSA career as an active member after four years. ELSA gave me a lot, thanks to all people who have been part of my ELSA life the last years.

Annamari Männikkö, Director for STEP**ICM Malta**

During this week of ICM Malta, I was responsible for two workshops. The first one was concerning the STEP Handbook, as I underlined the importance of this new and useful tool, and tried to clarify the procedure. The second one was concentrated on student Hunting. After having positive feedback from the problem solving workshop in ICM Sinaia, we decided to use this method again. We consider it important for the officers to try to solve all the issues in practice, not only in theory. In addition, I tried to help Mirko in the preparations as much as he needed and gave him my inputs to make this ICM successful.

Application procedure

The spring was very efficient time with the student applications, as we received many and successfully filled all the traineeships. After every ICM, the amount of applications tends to grow and I hope the officers will do their best this year as well. The matching is still done manually but during the current term in office, the new online system will update this procedure. The summer time has been more silent in STEP due to the student vacations and I recommend the new officers to evaluate this summer carefully and consider not having many deadlines during these holidays in order to keep STEP working smoothly.

STEP Handbook

We had a clarifying workshop in the ICM Malta concerning the Handbook, where all the officers gave their last inputs for the working group. With the great help of STEP officers, we were able to finish the Handbook and provide the Network a practical and detailed tool to use in every day work. Whenever there is a question, Handbook should be the first place to check the answer. I hope all the officers will use this efficiently during their term in office and in transition.

Transition

I spent almost three weeks in the ELSA house during the transition month. I gave the new VP STEP Elif Yıldırım all the important knowledge and files I have, but due to the short time of our transition, and I am willing to support the new STEP Director and give the help she needs in the work. I wish Elif a year full of experiences and memories and a lot of moments of success.

Others

Mirko was an important support for me during my semesters, as I studied during my term in office. Although we kept in touch on a daily basis, I was happy to travel to Brussels a few times this year to update the current situation and help Mirko. I would like to thank the International Board 09/10 for the amazing year together, the other Directors for being such a great and efficient team and all the STEP officers for the motivation and memories they gave me. I wish good luck and all the best for the International Board 10/11!

Ana Vouk, Director for training**ICM Malta**

As the International Trainers' Pool was one of the focuses of the IB 09/10, my job at the ICM Malta was to make a presentation of ITP at the IM workshop and the Final Plenary. It was a great experience to be able to answer so many questions during the WS, hear what people thought of the ITP and what their suggestions for more ITP awareness were. There were also 9 ITP trainings facilitated during the ICM week and the quite a lot of ELSA groups approached me to get more information, especially on the available training topics and costs.

Number that matter - Final Statistics

After my full term in office, it is time to draw a line and count our victories and losses. I am proud to announce that the ITP was very successful this past year - there were 79 facilitated trainings based on 31 call outs. I am extremely proud of all the groups that approached me, of the ITP trainers that really worked a lot this year and of the cooperation between us and the entire Network. However, when speaking of the final statistic, I also need to mention two trainings that we couldn't find a trainer for. This shows there is always room for improvement, but this year truly was a victory for ITP trainings.

Veni, vidi, vici

With 79 trainings, it is hard to name here all the groups that had an ITP trainer present for their event or just to help them with some issue, even though that is my wish. These are the stories that tell the Network that it is possible to have an ITP trainer present, either with the help of EDF or not.

Maybe the best stories I need to point out are the two observer groups, ELSA Ireland and ELSA Bosnia and Herzegovina, who requested ITP trainers at their NCMs this year. Since they are new to the Network, it is exciting to see those two groups developing with the help of the ITP and I believe that they show us that when we need help, the ITP is one of the right ways to proceed.

ITP trainers then and now

When I started my term in office in October, there were 37 trainers in the International Trainers' Pool. At the time of ICM Malta, three of the trainers wrote their resignation to me. Two of the trainers left the ITP because they simply could not follow the call outs due to their family life and one trainer because of job obligations.

During my term in office, I had to make an overview of activities of each trainer, a preparation for my successor, who will have a TTTW - Train The Trainers weekend this year, welcoming new motivated trainers into ITP. The overview I made includes my year and the term of my predecessor Katrien.

I also made a questionnaire for the ITP trainers this year, asking them for their input on the improvement of ITP and what they see as the biggest obstacles when it comes to using and

promoting ITP. Hopefully, with having compiled the opinions of both sides, the trainers and the Officers in the Network (from ICM Malta), my successor will have an easier way of continuing searching solutions to make ITP more known and closer to the ELSA groups.

New Pre-training Questionnaire (PTQ)

This year, the new PTQ was made and uploaded to ELSA Online. Groups, who are requesting a trainer, must fulfil the PTQ and it was my wish that the form is more clear and easy to understand for everybody. You can also get the new PTQ from Director for Training and Secretary General of the International Board.

ITP Manual

As discussed in the ICM Malta, the Network needed some marketing materials for ITP and some more information to be public. Since then, Timo the Secretary General and I have been working on an ITP Manual, which will be available to the Network before ICM Alanya. Our main goal was to make a document, which would be short, easy to use and would make ITP more understood among the ELSA groups. Hopefully, the Manual provides enough information to help clarify what kind of training the ITP can provide, what to expect from a training and how to select the perfect training for your group. We believe by sending the ITP Manual to all groups, we will enable some to find courage and motivation to approach ITP. Moreover, the Manual can also be a marketing tool as it features personal introductions of the trainers etc.

So many ideas, so little time...the future

T.R.A.I.N. or Training resolves all internal needs should be our guideline in the future as well. ITP still needs more promotion material, lots of presentations (at ICMs and NCMs) and I hope that my successor will maintain this high number of trainings or even achieve more. Since this very active year, the trainers are excited to work and I believe that ITP is becoming more known in the Network.

In this term, there was also an 'Idea of defining relations between Trainers pools' sent to the IM mailing list. The relation between ITP, RTP and NTP is the question that Timo and I started working on, but will leave for the next International Board to follow up on it.

Thank you, my friends

Time for tears and goodbyes! I would like to thank my GREAT ITP babies, as I called them throughout the year, for all their efforts and for doing logistical miracles when I needed a trainer for a specific group (and all the pickles and chicken jokes). Thank you to the International Board 09/10 - Amanda, Sofia, Frida, Mirko, Peter and Leo, my fellow directors Annamari, Nina, Stephanie and Morten, my predecessor Katrien Willems for a great transition.

Timo, the biggest thank you for all your guidance regarding ITP and for being a great 'boss', mentor, person, friend, boyfriend! The perfect team! ☺

I wish the International Board 2010/11 and their Directors an unforgettable year. And lastly, to my successor, I wish that he does a great job for the Network and ITP. And remember, more information about Director for Training and ITP trainings are always available at training@elsa.org.

THE INTERNATIONAL BOARD 2010/2011**Ezgi Kılınç, Vice President Academic Activities**

The International Board has started their term in office in the 1st of August, 2010. As the first task as a Board, we have worked on our One Year Operational Plan (OYOP) and finalized it. This period has been very challenging for us, since it was our first task as a team. However those challenges were the ones that created this Team. As a part of this Board, I can see that a wonderful year awaits us, with wonderful people living and working together.

Transition

During the month of July, we have gone through a tough and fun term called transition in which we received all the ELSA knowledge and the work of the International Board from the former IB. We participated in the EHTW not only with the presentation of our own areas and general ELSA presentation, but also during the social programme. It was a good opportunity for us to have the first contact with the Network as the IB for 2010/2011. I would like to thank the former IB for the amazing month they planned for us and the transition we had..

I would like to give my special thanks to a very experienced ELSA member, a former IB member and an ITP Trainer, Tiago Moreira Alves, for the teambuilding sessions and trainings that helped us to become one team and a family.

Communication

As a board member and a part of the ELSA Network, I believe communication is one of the most important parts of teamwork; therefore, I am keeping the National AA officers updated about the work I have done in the past month under the name “Key Area Updates”. I have received e-mails in return from some of the National VP AAs and I encourage all of you to contribute in this communication channel.

ELSA Moot Court Competition on WTO Law (EMC²)

Even before the transition month in July, I have been involved in the Final Oral Round (FOR) in Santo Domingo and more generally in EMC² by my predecessor Amanda Bertilsdotter Nilsson, so I can say I have started my transition earlier.

By the beginning of July, the EMC² took a big part of my transition agenda, as I took over the 9th edition from my predecessor, I have been working together with the previous Director for EMC², Morten Rydningen and the Academic Supervisors for launching the 9th edition of EMC² on WTO Law. Finally on the 15th of September, the 9th edition of the EMC² was launched.

ELSA International has got into an agreement with Content5 for the design, print and the shipping of EMC² posters to the NGs. We have received requests from 27 NGs within the ELSA Network.

I have been working on the sponsors' strategy for the 9th edition of EMC² and am happy to say that we entered into a new sponsorship agreement with Appleton Luff International Lawyers.

Marje Mülder was appointed as the Director for EMC² and the ELSA Organising Secretariat (EOS) was appointed by EI. The EOS consists some familiar faces and some new members. Those are Amanda Bertilsdotter Nilsson, Zinaida Chkhaidze, Joelle Joosten, Henrike Landgraf, Afroditi Giovanopoulou and Liisa Oravisto. I have been having weekly meetings with the EOS and drafting our strategic plan for the 9th edition of EMC².

As a final remark for EMC², please visit the website www.elsamootcourt.org and contribute in promotion.

Coaching Countires

I am happy to be the coach of ELSA Poland, ELSA Portugal, ELSA Hungary, ELSA Switzerland, ELSA Albania and ELSA Romania. I have been in close contact with all of them except for ELSA Albania. I will be attending the NCM of ELSA Portugal but unfortunately I won't have the opportunity to attend the NCM of ELSA Poland since the dates of both autumn NCMs are the same. In the meantime I would like to congratulate the National Board of ELSA Hungary for their elections and wish them a good term in office. I also feel lucky to be the coach of ELSA Switzerland and ELSA Romania, since the Final Oral Round and one of the Regional Rounds of EMC² is going to be hosted by these National Groups. I believe it will strengthen our cooperation.

The 3rd United S&C and AA Meeting (USA)

The 3rd USA Meeting was held in Chernivtsi, Ukraine between the 3-9th of August 2010. I would like to thank all of the participants of the 3rd USA Meeting, for their participation in the workshop and their presence. Almost all of the workshops were prepared jointly with the S&C workshops, because we believe that the cooperation between the key areas should be focused on. There were 12 participants present at the meeting from 4 NGs. The Chair for the joint workshops and for the AA workshop was Claudia Kayser, the VP AA of ELSA Germany and the Vice-Chair of the joint workshops was Zosya Stankovskaya. The Head of OC was Zosya Stankovskaya, whom I would like to thank for organizing a great event.

Selected Papers on European Law (SPEL)

As one of my main goals for my term in office is to improve the recognition of SPEL, I am focusing on this project of ELSA International together with the appointed Assistant for SPEL, Sonia Vigdorovits. In that matter we have been discussing on various possibilities to improve SPEL, looking into possible formats for the project and increasing the recognition in the academic society. Also, together with the VP S&C of ELSA International, Paolo Amorosa we are looking into cooperation possibilities between S&C and SPEL in this matter.

Legal Research Groups (LRG)

There are 4 International LRGs going on within the Network at the moment; Immigration, Freedom of Speech, Corruption and Biotechnology. I have been helping the coordinators with necessary information they need. There has been a call for the coordinator of the LRG on Immigration. Please take that into consideration and pass the call to your Local Officers.

IFP

The new IFP Topic has been decided by the Council in ICM Malta as Health Law for the term 2010-2013. In the first year of the new IFP Topic we are in progress of the implementation. In the meantime we, the key area officers, together with the President Óscar A. Lema Bouza, worked on the proposals for IFP partners. The appointed Director for IFP, Sofia Kallio, has been included in the work and finalising the proposal. Hopefully we will soon come up with good news.

ELSA International will launch the 3rd IFP Essay Competition on Health Law, in ICM Alanya. At the moment we are looking into Institutional IFP Partners for the 3 year period. Please find more information in www.elsaessaycompetition.org

Our rights Our Freedoms

Since the deadline for the competition was extended, I have been working on the evaluation process of the competition, in cooperation with CoE. The pre-selection of the best 20 essays is concluded. The announcement of the winners will take place during ICM Alanya and the Award Ceremony will take place in Strasbourg in November 2010.

Paolo Amorosa, Vice President for Seminars & Conferences**Transition**

On 1st of July me and my fellow board members were welcomed by the International Board 2009/2010 in the ELSA House to start with an exciting, challenging and demanding month of transition. The knowledge transfer was made through general sessions, attended by the whole Board, and individual sessions I had with my predecessor, Sofia Kallio. During the month I was involved in transition meetings with partners such as Council of Europe, INTA and European Voice. During the visit we paid to the Council of Europe Headquarters we also had the chance to interview Johan Callewaert, deputy Registrar of the Grand Chamber at the European Court of Human Rights, on the process of accession of the European Union to the European Convention of Human Rights, interview which resulted in an article I drafted for the 48th edition of Synergy. Together with Sofia, I also travelled to Hungary to attend the Summer Law School on European Competition Law organised by ELSA Budapest, where we gave a presentation on the international opportunities for ELSA members.

One Year Operational Plan – OYOP

At the end of July, we brainstormed and started structuring the One Year Operational Plan (OYOP) for the International Board, which was presented in its main points in the Area Meetings in August and sent to the Network in its final written version in September. The main general focus points are represented by the fulfilment of the Strategic Goals for 2013, the implementation of the new IFP topic, the celebrations of the 30th Anniversary of ELSA and the devising and installing of a Human Resources strategy. With regard to the specific goals in the Seminars & Conferences Area, they are an increased number and academic quality of International Events, improving the communication and the flow of information between the officers at every level and the enlargement of the scope of ELSA Delegations to International Institutions.

USA Meeting III

The term in office for the S&C Area started with the United S&C and AA Meeting (USA III) in Chernivtsi, Ukraine. Given the low amount of officers present, most of the sessions were joint between the two areas. The meeting resulted to be very productive, we managed to cover at length the most important topics within S&C and AA, the discussions have been interesting, with very good inputs from the participants.

Delegations

The creation of the structure of support for the management of the ELSA Delegations proposed in ICM Malta has been created in the beginning of our term by appointing an Assistant for Delegations, Simin Yalcintas, and four Academic Coordinators in charge of the preparations of the delegates and the supervision of the academic outcome of the participation in the sessions. Oleksandr Bulayenko is tasked with supporting delegations to the World Intellectual Property Organization, Olga Terefenko for the United Nation

Commission on International Trade Law, and Serife Gocmen and Adam Dampc for the United Nation Economic and Social Council. In this first part of the term, nine calls for Delegations were sent out, most of the delegates for those have already been appointed and the preparations are proceeding very well, at different stages according to the dates of the sessions to be attended.

International Focus Programme – IFP

Since the 1st of August the IFP topic is Health Law and the International Board has been working since the entering into office on its implementation, receiving very good response by the Network. Together with the President of ELSA International and Sofia Kallio, who was appointed as Director for IFP, I have been in charge of the strategy and proposals for IFP partners. The IFP Handbook it is now updated. I have also been in touch with the Organising Committee for the Opening IFP Conference that will take place in Prague 22nd –27th February 2011, task that has been taken over by Sofia after her appointment.

Study Visits and Institutional Study Visits

The International Board decided to appoint an Assistant for Study Visits, who was found in Anna Kolloch. In this first part of her term she has been working primarily on the updating of the Study Visits Handbook, cooperating with the Director for Financial Management and the Assistant for Grants for the updating of the Grants Handbook, supported me for the preparations for the ICM workshop session on study visits and administrated the study visits Facebook group.

Everyday work

I have advised the National and Local officers about their upcoming projects, made requests for speakers and patronages for international events in the Network. I have also been the main contact person in the International Board for the relations with the Council of Europe and INTA. Moreover, I performed my tasks as a board member by participating in board meetings and helping out my fellow board members.

Coaching Countries and Travels

I established contact and been in touch with all my coaching countries, ELSA Bulgaria, ELSA Estonia, ELSA France, ELSA Slovakia, ELSA Spain, ELSA Sweden. I also made arrangements to be present at the autumn NCMs of some of them. Moreover I represented ELSA, together with the VP STEP and the President of ELSA International, at the conference on Institutional Management of Higher Education of the Organisation for Economic Co-operation and Development, held in Paris between 13th and 15th September.

ICM Preparations

Another important and demanding task was to plan and prepare for the ICM. Adding to the work related to the S&C Workshop, I have been in charge of supporting the OC in organising the ICM Conference and made the arrangements for the participation of the Council of Europe and their contribution with promotional material.

Other

I would like to thank the team of Directors and Assistants of ELSA International for their precious support, with a particular thought to my Assistants Anna and Simin, constantly helping me in carrying out my tasks. A big thank you goes also to the International Board 2009/2010 for being such a great inspiration and for their contribution to the development of ELSA, especially to my friend and predecessor Sofia, who I have the honour and the pleasure to keep working with in her new position as a Director. Last but not least, I would like to thank the other members of the International Board 2010/2011. Ezgi, Elif, Óscar, Filipe, Olia, Laurits, you are not only professional and dedicated persons, so rewarding to be working with, but also the most amazing friends I could have asked for.

A. Elif Yıldırım, Vice President Student Trainee Exchange Programme**Transition**

During transition month in July 2010, I was overwhelmed with lots of information and I was able to see much undiscovered areas of ELSA and STEP in general. I visited Council of Europe and AIESEC and figured out more ways to improve our co-operation. I had a very good transition from my predecessor Mirko Djukovic, who was also amazingly good at motivating and supporting me during this intense month. He gave all the general and individual information that I need to start the best year of my life. Besides, of course the whole old International Board showed us the team spirit they had and passed it through to us.

OYOP

We had the OYOP sessions with Mr. Tiago Moreira Alves with very good inputs about teambuilding and OYOP planning. We agreed to focus within the STEP area on the following: STEP Calendar, STEP Strategy and Student Hunting. We decided to take out the STEP Calendar from STEP Strategy and have a special focus on it this year as we saw very good results of implementation in the Network. STEP Strategy will be focusing on mostly selling STEP as a product. Student Hunting will have a new dimension such as promoting countries and traineeships in general in order to receive more applicants.

Job Hunting

I provided recommendation letters from ELSA International for National Groups to help their Job Hunting.

We had only one traineeship provided by ELSA Georgia which was a re-promotion of the traineeships from the previous term. As all of the officers were on vacations, job hunting didn't start efficiently yet, but I am trying to encourage all the officers to start as soon as possible.

Student Hunting

There were traineeships that didn't have selection results from previous term. I mainly focused on following them up and get the selection results and doing matching for the ones who had deadlines in August. I also want to thank to Annamari Mannikkö for being the best director ever during these months and helping me with the follow up.

Evaluation

Evaluation is one of the most important tools to develop the traineeships realised. For that reason I tried to push evaluation as much as I can through every communication channel. And I succeed to get 11 evaluation forms which I find as a good amount for the first month during my term in office. All of the evaluation forms have been rewarded with a STEP Certificate.

Communication

I am really happy with the communication I have with the officers till now. I am trying to use the mailing list often, and encouraging all the officers to use it as well. Beside that I am trying to use Skype and other communication possibilities to be available for everyone to answer their questions, erase their doubts and give advice.

As the IB, we also decided to send a monthly “Key Area Update” to the mailing list in order to keep all the officers updated about what’s happening in the international level.

ISMM

ISMM that has been held in Kolobrzeg, Poland was a very good start for my term in office in order to meet the new officers and of course practice my soft skills that I get from the trainings during transition and before transition. We had an agenda based on basic knowledge about STEP, like forms, Handbook, Job Hunting Strategies and STEP Calendar. We also had an interesting joint training on “Sales” techniques for STEP by ITP Trainer Marcin Lukasz Krzysko. Joint Workshop with Marketing about promoting STEP towards students was a very successful one which was based on showing another point of view of Student Hunting.

Director for STEP

Malin Andreasson, previous VP STEP of ELSA Sweden has been appointed for the directorship position. She will receive transition in Brussels between the dates of 24th-26th of September. She will also receive transition from the previous Director for STEP Annamari Mannikkö about the matching process, tips & hints. She will be responsible for the matching process and the overall coordination of STEP Cycle in the network.

AIESEC Co-operation

We had a meeting with AIESEC during transition about the evaluation of the pilot project. We agreed that both boards should focus on the promotion of the pilot project, and to join each of our conferences in order to reach this aim and improve communication. Co-operation is improving on the National Group basis, we received some news from some National Groups such as ELSA Italy that they met with AIESEC officers in Italy and they are eager to work together. Also in accordance with the discussions during ISMM, it has been agreed to update the guidelines with more practical information.

Council of Europe Traineeships

During transition I had the chance to have a meeting with the Council of Europe again and we evaluated the co-operation so far. They are very happy to receive qualified ELSA members as trainees. The main discussion point of the meeting was the deadline of the traineeships and we agreed to have the deadline of all the traineeships on 25th of November. The CoE also agreed to offer short traineeships to ELSA members during the year. The annex to the agreement will be signed before ICM Alanya.

Coaching Countries

My coaching countries are ELSA Bosnia and Herzegovina, ELSA Czech Republic, ELSA Finland, ELSA Iceland, ELSA Latvia and ELSA Slovenia. I am corresponding with all of them. I already visited ELSA Bosnia & Herzegovina's NCM and they are going to apply for membership status during ICM Alanya. I was supporting them when they were drafting and sending the application for membership. I am going to visit ELSA Czech Republic after ICM Alanya. I am pretty satisfied with the communication with all my coaching countries; I want to thank them all for their motivation.

Other

Besides that everyday work in ELSA is intense, endless but also fun. I want to thank to my amazing board for their dedication, motivation and above all for their friendship. I cannot wait to have our first ICM together and meet with our Network!

Óscar A. Lema Bouza, President**Transition**

I took part in the transition for the new Board during the month of July. Apart from the general transition, in which all the members of the new Board took part, I had individual transition, which had a special focus on the external relations in ELSA, especially with our partners. Transition, including trainings by ITP trainers Rudolph Christoph Reiet, András Szilagyi and Tiago Moreira Alves, played a big role in the board becoming a team, and made us develop the coordination and good chemistry we have now. I must underline the good planning and carrying out of transition which gave answers to a lot of questions and addressed the most important parts of the work to be carried out by each and every one of us.

OYOP and Strategic Goals

As part of our transition and planning for the year, we received a training on planning by ITP trainer Tiago Moreira Alves, that helped us develop the strategy for the year, which, after a lot of ideas, discussion and drafts crystallised in the One Year Operational Plan (OYOP) of ELSA International 2010/2011, that will be the guiding light for our term in office.

I also worked on the collection of the Strategic Goals' Questionnaire, a tool that is very important for us in order to evaluate the progress of the implementation of the Strategic Goals 2013. This is a crucial step, especially in this year, entering the mid-term of their five-year long life.

International Presidents' Meeting (IPM) in Lisbon, Portugal

On just my third day as the President of ELSA International I travelled to Lisbon to take part in the IPM. It was a very productive meeting, which allowed the new Presidents – most of the attendees – to get to know each other and discuss topics such as external relations, expansion, fundraising regulations or cooperation with AIESEC, for which we had the presence of Hugo Pereira, President of AIESEC International. The overall evaluation of the event was very positive, including a very impressive job by the Organising Committee. I believe in this as one of the most important meetings in the Network, and I am sure that the next one, to be held in Georgia between the 9th and the 13th of February, 2011, will be an absolute success.

External Relations

I was introduced to the partners of ELSA International during transition, by taking part in travels to Strasbourg, where I attended meetings with the Council of Europe; Frankfurt, for a partnership evaluation meeting with CMS; London, where, together with my predecessor, Leonid Cherniavskyi, we had meetings with current and potential partners, including our new auditing partner, Mazars, which agreement was signed in July, as well as with former patron of ELSA, Mr. Russell Denoon Duncan; Rotterdam, to discuss our cooperation with AIESEC; and to Amsterdam, for a meeting with ISIC on a possible project. I also met C5

Group and European Voice in Brussels, therefore having met all our current general partners.

Since then, I have been working on planning the strategy for our term, finalizing the contract with Queen Mary School of Law, and preparing and starting contacts for the IFP Institutional Partner and Final Publication. I have also attended, together with Elif Yildirim, VP STEP of ELSA International 2010/2011 and Paolo Amorosa, VP S&C of ELSA International 2010/2011, the Institutional Management of Higher Education meeting, held by the Organisation for Economic Cooperation and Development (OECD) in Paris, between the 13th and the 15th of September, which was very useful for our external image, as well as to meet other student organisations.

As a part of the Working Group on Fundraising, I have helped discussed the current regulations and the different possibilities to change them, in order to improve the current ones, as discussed and agreed after ICM Malta.

Another side of external relations is cooperation with other NGOs. It is included in our OYOP as one of the focuses the BEE area must have during this year. I have contacted different organizations, including, but not limited to, ALSA, AIESEC (both of which are currently partners of ELSA), AEGEE, EESTEC, ESTIEM, ESU, IPSF, ISHA, ILSA, with which we are working on a Memorandum of Understanding, or JADE. Communication is stable, and I have been using all possible chances to look for different ways of cooperation with them.

Alumni

I believe that alumni are one of the most important assets of any organisation. For this reason, I have been trying to improve the cooperation with our alumni. In this sense, I have had meetings with the President of ELS, the official alumni association of ELSA, Tiago Mayan Gonçalves, and we have appointed a Director for Alumni, Laura Schmitt, to whom I have given transition, and with whom I am working in order to improve the current situation, and establish a long-term plan that increases the role and the links of former members with the Network.

After updating the Directory with all the ELS members that have paid during the year 2010, we have decided to contact the applicants who had not done so, giving them a deadline to confirm their interest in joining the ELSA Lawyers' Society, in order to proceed to "clean" the Directory after this date, so that it can become a really effective tool as soon as possible.

I have also studied possibilities to extend some of the benefits available for ELSA members, such as the discounts for the London School of English or Corporate International, to ELS Members. We believe that this could be a great incentive to join the Society, therefore expanding our alumni network.

Board Management

As the responsible for the management of the IB, my first task was working on creating a team atmosphere, that contributed to our success for the year, and that we worked on since the start of transition. I also have coordinated the efforts of the members of the Board

towards common goals, and helped each of them when needed, as well as supervising their work. We are having regular Board Meetings on Wednesdays, in order to update each other and take decisions that require the consent of the whole Board, and for which I am preparing the agenda

Expansion

I have dealt with approaches from Azerbaijan and Belarus, cooperating with the Initiative Group from Azerbaijan in the preparations for their application for Observership, which they have presented in order to be voted upon during ICM Alanya. I have also dealt with the initiative for special status, and approaches from Argentina, India, Israel, Kosovo, South Africa and the United States of America.

Coaching Countries

As the coach for ELSA Austria, ELSA Denmark, ELSA Greece, ELSA Ireland and ELSA Serbia I have been in contact with all of these National Groups, trying to help, assist and support them, as well as bringing them closer to the international level of our organisation. I get regular updates from them, and it is my wish and expectation to be able to visit all of them, if possible during their National Council Meetings or an International Event, during my term in office.

Final word

I would like to thank my Board, who are making this year unforgettable with their dedication, hard work and, especially, their friendship. I also want to thank my Director for Alumni, Laura Schmitt, whose work and effort are helping me tremendously. Finally, I would like to thank all of the Presidents in the Network, for being there when needed. I am sure you will be one of the BEEst teams ever!

Filipe Bismarck, Secretary General**Transition**

I arrived in Brussels on the 30th of June, and during July I attended the transition of the International Board. During July I learned the role of the Secretary General of the IB, and also the main tasks of my team. It was a great experience, and I have to thank the previous board for the work they have done to provide it to us. I had the opportunity to travel to the NCM of ELSA Austria, to some meetings and to Turkey for the pre ICM visit.

IPM

On the 2nd of August I travelled to Lisbon to be present at the International President's Meeting. I went there to support Óscar A. Lema Bouza, the President of ELSA International and to provide some presentations to the participants. I discussed with them the Human Resources Strategy, the ELSA Online system and the possibility to establish cooperation with ISIC.

ICM preparations

I went to Alanya, Turkey on the last days of July to make the pre ICM visit. I had some sessions with the OC, where we discussed many issues about organising this event; I visited the venues where we are going to meet, including the hotel, some clubs, the airport, and others. I can tell you that everything seems fine, and we will have a great meeting there. The Working Materials that you are now reading are also a part of my preparations for the ICM.

JIF

I started the preparations for the Joint Internal and Financial Management Meeting before the beginning of my term to make sure we had a proper agenda, with useful information and discussions. The meeting started on the 25th of August, and it was a pleasure to work with all the participants. If you want to know more about it, please check the Working Materials and the Minutes. I was expecting more participants in the workshop, but I was happy with the ones that were present. Everyone was really well prepared, read the Working Materials, and knew our internal regulations. The event was great also because the OC did an amazing job, every detail was covered, and our working conditions were perfect.

ELSA Estonia

After the JIF I visited Estonia for two days. On the first one Olga Sendetska, the Director for Financial Management of ELSA International, and I had a few sessions with the new National Board, explaining them the responsibilities of a National Group, presenting them our ideas for the upcoming term, and providing them with some teambuilding sessions. On the second day, we went to the University of Tallinn to give a speech about ELSA. It was a great experience and I hope it helped ELSA Estonia recruitment campaign.

Contacts

I have been working on contacts since the 1st of August. I'm trying to get in contact with all the National Groups to make sure that all of them send me back the contact sheet I sent before. I have at the moment more than half of the contacts but I am still waiting for many countries to send them.

Training

With the help of the previous Director for Training, we manage to send trainers to all our internal meetings, and planned some more trainings for the Network. With the help of Arvind Rattan, the current Director for Training, we start planning the Refreshment Weekend and the Train the Trainers Weekend to make sure that these two events will improve the ITP.

Call for Directors & Assistants, Appointment of new Directors & Assistants

During August we sent the calls for Directors and Assistants, and we appointed three that will work with the Internal Management part of ELSA. The Director for Anniversary, Kim-Julia Zamljen, will coordinate the Anniversary team and will plan the upcoming year, with special attention to the celebrations of the 30 years of ELSA. The Director for Training, Arvind Rattan, will be in charge of our trainers pool, and of course he will be the person that will assist our groups to request trainers for their events. The Assistant for ELSA Online, Peter Christian Binau-Hansen, will help us testing and implementing our new online system, and will support the National Groups upon request. I can tell you that I have already discussed the most important issues with all of them, and I'm sure that they will be of great help for the Network during the upcoming term.

During September the Directors for Anniversary and Training were in the ELSA House, and I was focused on providing them with transition, and to help them planning the upcoming term. It was a great experience, and I'm sure they will both do a tremendous job.

Anniversary

Since I believe that long term planning is the best solution to do things properly I already started working on the Anniversary. I had some discussions with my board, and other members of ELSA to establish an action plan. Kim-Julia Zamljen, the Director for Anniversary, was in the ELSA House for a planning weekend in September and we managed to write a great plan for the year 2011, we will present it to the Network, and we hope to celebrate our 30th Anniversary with the help of the whole Network. We also appointed an Anniversary Team that will help us to prepare all the events, so I would to thank to Anna Napierala, Antti Husa, Bolgar Tudor, Martina Berger, Sara Lema Bouza and Zinaida Chkhaidze for being part of the Team.

ELSA Online

At the moment we are working with both systems, the old and the new one. On the old one I'm just updating the boards in order for them to have access to the archive. We start testing the new system on the beginning of August, and we are already going to the third

stage. The communication with the company has been great, and I believe we will be able to accomplish our deadlines. This is a huge project, and I'm glad I can count with the great help, of our Assistant for ELSA Online, Peter Christian Binau-Hansen; Olga Sendetska, the Director for Financial Management of ELSA International, and with the help of the IT-team from ELSA Germany.

OYOP

On late July and the beginning of August, we did our OYOP. Regarding the IM area I will be focusing on International Trainers' Pool, Network Support System and ELSA Online. On the general part my main tasks will be Anniversary and the Human Resources Strategy.

Market Research

I have been working with the Vice President for Marketing, Laurits Ketscher, to make sure the survey will be useful to improve the work of all our officers. We are still trying to find a partner for the Market Research, and a timeline for it has been made.

Coaching countries

My coaching countries are: ELSA Armenia, ELSA Germany, ELSA Kazakhstan, ELSA Lithuania, ELSA Norway and ELSA the Netherlands. I manage to communicate with all of them, and I'm looking forward to a fruitful year. I hope I will manage to establish good communication channels with them, and also to make sure I'm able to help them in case they need.

Registration

I started working in the Registration in the beginning of August. The first thing is the statutes, which were changed in Malta. They are now registered and uploaded in the ELSA Online archive. We had some problems with the registration of our board, but with the precious help of Mrs. Brigitte Vanatova we finally managed to register.

Finally I would like to thank the IM team, for being active and hardworking, we are the "Invisible Masterminds" and it's really a privilege to work with all of you.

I want to express my special thanks to my new team, and especially to my fellow board members, it has been quite a ride, and I couldn't have done it without you.

Olga Sendetska, Director for Financial Management**Transition**

The preparation for my term in office as Director for Financial Management of ELSA International 2010/2011 started in July with transition in the ELSA House in Brussels.

I have been involved in the general as well as in the area transition and followed the International Board of 2009/2010 in its day-to-day activities and tasks. The Treasurer of ELSA International Peter Christian Binau-Hansen provided me with individual sessions on the main responsibilities of the Director for Financial management in ELSA International according to the internal regulations and an update on the current financial situation of ELSA International. During the month of August, we worked on ELSA-ELS cooperation agreement – and discussed further development of cooperation during an evaluation meeting with the President of ELS –, European Commission grant agreement, auditing, budgeting, accounting, bookkeeping, archiving, etc.

The transition month also included our participation in the ELSA House Training Week and, for me, an evaluation meeting with our corporate partner, : CMS as well as our IT and Marketing Partner C5 together with the current President and VP Marketing as well as Treasurer and President of the previous Board

OYOP (One Year Operational Plan)

The last week of transition was occupied with planning the One Year Operational Plan (OYOP) for the 2010/2011 term in office. During this week we have received training on OYOP and teambuilding from an ITP trainer Tiago Moreira Alves whom I would like to thank very much for his great job.

The board has planned its main points of focus for the year in an OYOP that was now made available for the Network. In Financial Management area it includes such goals and points of focus as financial stability, development of grant applications and research on grant possibilities as well as development of ELSA Development Foundation.

Joint Internal and Financial Management Meeting (JIF)

This year the area meeting for IM and FM officers took place from 25th till 29th of August in Helsinki, Finland. As Director for Financial Management of ELSA International I was responsible for the preparations of the draft workshop agenda and my main goal was to make the topics as interesting and benefiting to the participants as possible in order to prepare them for the ELSA year ahead of them. 11 participants of the FM workshop had a chance to discuss such topics as area definition, OYOP and SotN, grants, auditing, budget, EDF or ELS, and had a training on Financial Planning and Budgeting provided by two ITP trainers: András Perlaki and András Szilagyi.

Working Groups

Since the beginning of my term in office I have been a part of the Working Group on fundraising and the Working Group on debts helping the participants of the groups with advice on drafting the proposals to be presented in the Council Meeting.

General Financial Administration

Everyday tasks of an FM officer consist of ensuring financial stability, optimization of the cash flow, accounting, bookkeeping, budgeting, providing updates on financial matters to every member of the team as well as organization of life in the ELSA House and office, which I have been carrying out successfully so far

Accounting/Budgeting/Bookkeeping

After carefully analyzing the archives of my predecessors I have organized and started an archive for the financial year of 2010/2011 taking the best experience from previous years and optimizing it when required. I have also had a chance to observe the auditing of the final accounts of 2009/2010 from the 20th till the 22nd of August and optimize the bookkeeping and accounting in accordance to the recommendations made by the auditors in their report.

ELSA Development Foundation

Being the Chairman of the Executive Committee of ELSA Development Foundation I have been handling all the approaches for grant support from the National Groups of the Network and taking care of closing the grants from previous term.

As the Foundation has now become a separate legal entity and the accounts of EDF have been separated from ELSA's during the auditing weekend I have been engaged in separating the bank accounts for the Foundation from ELSA's to complete the establishment of the Foundation which has been successfully completed.

Grants

Seeing grant possibilities as one of the priorities for this ELSA year ELSA International has appointed an Assistant for Grants, Angelica Bertino, from ELSA Italy, who has engaged in her work with a lot of enthusiasm and motivation. We are currently working together on the Youth in Action 4.1 operational grant application for the year of 2011, which will be submitted to the Commission before the ICM in Alanya, as well as researching on other grant possibilities for ELSA International and National Groups. I would like to take a chance to thank Angelica for her devotion and express my high hopes for her for the upcoming year.

Coaching countries

According to the Coaching Countries system in ELSA International I was appointed a coach of ELSA Belgium, ELSA Georgia, ELSA Italy, ELSA Luxembourg, ELSA Montenegro and ELSA Russia. We have established a good communication with all of the aforementioned groups and I am helping them in any questions that arise in their work.

I have also visited ELSA Estonia for their National Board teambuilding session to provide a session on responsibilities of National Groups and hold a speech at the University of Tallin in front of the new students. In October I will visit ELSA Bulgaria on their NCM to provide sessions on OYOP, planning, transition, Network Support System and take the

chance to discuss with the newly elected National Board on the possibilities they have to improve their financial situation and cover the debt towards ELSA International.

Other

Last but not least I would like to thank my board for making the transition period and these first months of our work into an unforgettable experience and most importantly for their friendship, understanding and support.

Laurits Ketscher, Vice President Marketing

As this report is being written, I have been in office for two and a half months. I would like to say that this has been an amazing experience and opportunity, and the chance to get to work with so great people as those who are in my board only comes once in a lifetime.

Transition

In July I had the honour of joining my current board and the previous one in the ELSA House in Brussels for transition. This consisted of getting to know my old board, receiving individual transition from my dear predecessor, Frida Orring, and general transition for the whole IB, as well as a solid social program. During August we were also present at the ELSA House Training Week, giving a presentation on our areas and about ELSA in general, as well as being present at the social events. I was also present at meetings with externals such as the Council of Europe, European Voice, Content 5 and CMS. I also attended an NCM of ELSA the Netherlands.

I would like to thank everyone involved during the transition, for making it an unforgettable time of my life.

Board Work

From August to September we have had to familiarize with ourselves as a board and as different people living closely together. A part of my work has consisted of board meetings and ICM meetings, the board meeting is held on a weekly basis.

OYOP

We have, during August, worked hard on finalizing our OYOP, and have it now written down and available. This was a big group effort, where each individual brought their part to the table in order to be able to present one collection of goals for this year.

International STEP and Marketing Meeting (ISMM)

In August, the International STEP and Marketing Meeting was held in Kolobrzeg, Poland. There were around 36 different participants from the Network. It was my responsibility to prepare and hold the academic part, in relation to the marketing workshop at the meeting, as well as evaluate on it afterwards with the OC and the International Board. I would like to thank the participants, the trainer from the ITP and the OC for making the ISMM a truly fantastic experience.

Directors and assistants

The Director and Assistant working under the Marketing area this year is Viltė Kristina Steponėnaitė (Director for Advertisements) and Katarzyna Stecko (Assistant for Market Research).

I have been planning transition with Viltė both online with the previous Director for Advertisement – Stephanie Denowell, and a transition at the ELSA House in Brussels.

With Katarzyna, I am having several meetings online with her, and we are currently working on a package of documents and information necessary to complete the tasks laid out for her.

Content 5 and European Voice cooperation

I have been working closely together with our marketing partner Content 5, in relation to printing posters for the EMC², the banner to bring to ICM, and the 48th edition of Synergy. We have a very strong and fruitful cooperation.

With European Voice, we have been working on updating the contract for media partnership for next year, we are currently waiting to sign the final agreement.

Website, Facebook and Twitter

An ongoing task is to update the website of ELSA International, www.elsa.org, which I do on a regular basis, with news and events, as well as updating with links and on the new ELSA International Team.

I am the person responsible for putting news and updating the ELSA Facebook page, I am happy to say we now have reached more than 8000 followers. I also created a twitter account where I not only post news, but also follow the news of different ELSA Groups, partners and international organisations.

Synergy

During the first week of September I finalized the 48th edition of Synergy. The work started in August, when I collected articles that were missing and hunted for advertisements, as well as finished the shipping list of Synergy. A big part of the work was proofreading all the articles, and making them fit with the pictures in the magazine. It was then uploaded to Content5, who finished the layout and will send it back to me for evaluation and comments before finally being printed and shipped in 10.000 copies to National and Local Groups all over Europe.

Advertisements

For the 48th edition of Synergy, I hunted for additional advertisers. It was a long process that required a new strategy for selling advertisement positions in the publication. However we managed to get 3 additional advertisers in 2 days, as well as a request for an online advertisement link.

Coaching Countries

My coaching countries are ELSA Malta, ELSA Ukraine, ELSA Croatia, ELSA Republic of Macedonia, ELSA Turkey and ELSA the United Kingdom. I am working on establishing good contacts with them, in order to coach them as well as possible, and help them with their ELSA endeavours. I also plan to visit them throughout the term in office.

PROPOSALS

THE INTERNATIONAL BOARD

Standing Orders amendment concerning articles 2, 13 and 18

The International Board proposes the following to the Council:

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 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~~ 5 of the Statutes.

The written application referred in paragraph ii of Article 5 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~~ 6 of the Statutes.

(...)

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 and communication within of the Council and the International Board, planning, and execution of external relations. The President represents the Association towards externals and is responsible for the communication with them.

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. The Secretary General is also in charge to direct the work of the Council.

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 Articles ~~13~~14 and 15 of the Statutes and Article 19 of the Standing Orders and for the arrangement of internal financial control.

(...)

Finance

Article 18 – Responsibility of the Members and Observers

(...)

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~~14 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~~14 of the Statutes.

Comments:

With this amendments the International Board wants to correct the wrong remissions identified in the Standing Orders. The other amendment concerns the role of the President and the role of the Secretary General. External relations, which were previously omitted, are now included in the role of the President. Since it is a responsibility of the Secretary General to direct the work of the Council, we intend to change it.

Decision Book amendment to the External Relations-section of the BEE-part (BEE 02/10 I):

The International Board proposes the following to the Council

1. Definitions

~~The term fundraising in ELSA covers the attempt to obtain a sponsorship.~~

~~The term sponsorship covers the support of an external relation, either in money or in kind.~~

~~The term in kind covers a service or donation that has a market value (e.g. training or the donation of office equipment).~~

~~The term general sponsorship covers fundraising with the aim to achieve financial support to cover the cost of running the ELSA group.~~

~~The term project sponsorship covers fundraising with the aim to achieve financial support for a specific programme, project or event.~~

~~The term international contact covers an external contact, which forms part of a legal entity, situated in more than one country and has more than 30 000 employees or a yearly turnover of more than EURO 3 billion. Also, law firms with 300 lawyers or more are to be considered as an international contact.~~

~~The term legal entity covers a network of offices that uses a common brand name or a common policy and decision making as regards sponsorships~~

~~The term main office refers to the office of a Contact that defines itself as being the main or head office. In the case of law firms, the office listed as Main Office on the Martindale-Hubbel Lawyers Locator [www.martindale.com] shall be considered as Main Office.~~

~~If the definition of the office is not found through the Martindale-Hubbel Lawyers Locator or in case of doubt as to whether the international office in question is the Main Office, it shall not be considered as such until the status of the office has been clarified by the respective company within one week's notice.~~

~~The term national contact refers to any contact that is not an International Contact. Law firms with less than 300 lawyers and whose financial administration is independent from the main office are considered to be national contacts.~~

~~The term national group refers to any national group and its local groups.~~

~~The term fundraising does not cover an approach to an external contact for the purpose of advertising. The term advertising shall cover promotion and not include participation.~~

2. General Sponsorship – Procedures

~~A. — ELSA International shall approach the main office of an international contact.~~

- ~~B. National groups shall approach a national or international contact with the exception of the main office of an international contact.~~
- ~~C. A national group shall not approach an external contact situated in a country different from its own. Within the country the national group shall regulate the approaches.~~
- ~~D. ELSA International approaching an external contact classified as National or International.~~

~~Before approaching an external contact that is classified as national or international which is not the main office, ELSA International shall inform the respective national group of the location of the office it intends to contact by e-mail.~~

~~The national group shall respond within two weeks from time of receiving the e-mail, whether or not one of the following reasons would exclude the approach.~~

- ~~(i). The national group gives a concrete reason why the approach would jeopardise the national group's current sponsorship with the external contact.~~
- ~~(ii). The national group gives a concrete reason why the approach would jeopardise the national group's pending approach with the external contact.~~
- ~~(iii). The national group shows a concrete plan to approach the external contact within the following two months.~~
- ~~(iv). The national group has been refused by the external contact within the last — six months.~~

~~ELSA International can proceed once the national group agrees to the approach, or the deadline has expired or none of the above-mentioned conditions have been met.~~

- ~~E. A national group approaching the main office of an international contact.~~

~~Before approaching an external contact that is classified as main office of an International contact, the national group shall inform ELSA International the location of the office it intends to contact by e-mail to the President of ELSA International.~~

~~ELSA International shall respond within two weeks from the time of receiving the e-mail, whether or not one of the following reasons would exclude the approach.~~

- ~~(i) ELSA International gives a concrete reason why the approach would jeopardise ELSA International's current sponsorship with the external contact~~
- ~~(ii) ELSA International gives a concrete reason why the approach would jeopardise ELSA International's pending approach with the external contact.~~
- ~~(iii) ELSA International shows a concrete plan to approach the external contact within the following two months.~~
- ~~(iv) ELSA International has been refused by the external contact within the last six months.~~

~~The national group can proceed once ELSA International agrees to the approach, or the deadline has expired, or none of the above-mentioned conditions have been met.~~

- ~~F. Once an office of an external contact, regardless of classification, is the sponsor of ELSA International or a national group, an approach shall follow 2.D or 2.E.~~
- ~~G. When approaching an International contact, the National group shall inform ELSA International of the location of the office it intends to contact by e-mail to the President of ELSA International.~~

~~ELSA International shall respond within two weeks from the time of receiving the notification, whether or not one of the following reasons would exclude the approach;~~

- ~~(i) ELSA International gives a concrete reason why the approach would jeopardise ELSA International's current sponsorship with the external contact~~
- ~~(ii) ELSA International gives a concrete reason why the approach would jeopardise ELSA International's or a national group's pending approach with the external contact.~~
- ~~(iii) ELSA International or a national group shows a concrete plan to approach the external contact within the following two months.~~
- ~~(iv) ELSA International has been refused by the external contact within the last six months.~~

~~The national group can proceed once ELSA International agrees to the approach, or the deadline has expired or none of the above-mentioned conditions have been met.~~

3. Project Sponsorship – Procedure

~~The Organising Committee of a project organised by ELSA International or an event organised or co-organised by ELSA International (e.g. ICM, IPM, ISM, EHTW, EMC2) is not bound by the fundraising regulations of their country, but shall be considered as ELSA International for the purposes of these regulations.~~

~~Approaches towards a National contact or an International contact not being the Main Office, for a programme or project undertaken by ELSA International shall follow the Regulations in 2.D, (i) and (ii).~~

~~All approaches made by national groups to International contacts shall follow the fundraising procedures for national groups.~~

4. Timelines

~~In the event of a successful approach but not a finalized written agreement regarding the co-operation within the three month deadline stipulated, the said deadline should be extended and shall not be refused unless a concrete reason is given by the respective group.~~

~~In case of disagreement, ELSA International if approached shall attempt to settle the dispute, and if no amicable solution can be found, then it is up to ELSA International alone to decide on the matter at its discretion.~~

5. Registration

~~Before approaching a contact, which is currently a partner of ELSA International, the respective group or organising committee shall agree with the International Board on the approach.~~

~~All approaches to international contacts shall be formulated in a registration sheet by the ELSA group and shall be sent to ELSA International within four weeks.~~

~~The registration sheet shall be provided by ELSA International.~~

~~ELSA International shall send out the registration sheet in question to the ELSA group which is approaching the same international contact next.~~

6. Sanctions

~~If any ELSA Group or ELSA International violates these fundraising regulations the involved groups should, within six months from the time the harmed group was informed, reach an agreement on a suitable sanction. The Council shall be informed about the sanction agreed on and a copy of this agreement shall be sent to ELSA International. The agreement cannot be object of any discussion or decision by Council. In case no agreement is reached the Council shall decide on a suitable sanction.~~

~~A sanction can in no case exceed the amount fundraised. The sanction shall be paid to the ELSA Group whose rights were violated. If the rights of ELSA International were violated, the sanction shall be paid to ELSA International. Until the payment, the debt will be considered a debt towards ELSA International for the purpose of article 9.5 of the Statutes.~~

~~In case of a sanction imposed on a local group, the respective national group shall be considered the group involved and is liable for the sanction.~~

1. Definitions

- 1.1.The term fundraising in ELSA covers the attempts to obtain contributions in monetary or in-kind form.
- 1.2.The term general sponsorship means an external contribution which goes to the general budget of an ELSA group and is not assigned to any specific project as the initial condition of providing of the contribution.
- 1.3.The term international contact covers a law firm situated in more than four countries with a yearly revenue equal to or higher than EURO 150,000,000, according to the Euro 100, UK 200 and Global 100 lists, as published by *The Lawyer* magazine.
- 1.4.Companies that do not qualify as law firms, and which are present in more than eight countries are to be considered international contacts.
- 1.5.The term national contact refers to any contact that is not an International Contact.
- 1.6.The term National Group refers to any National Group and its Local Groups.

2. General Sponsorship – Procedures

- 2.1.Only ELSA International has the right to approach international contacts.

- 2.2. Only National Groups have the right to approach national contacts.
- 2.3. A National Group shall not approach an external contact situated in a country different from its own. Within the country the National Group shall regulate the approaches.
- 2.4. ELSA International approaching an external contact classified as national
- 2.4.1. Before approaching an external contact that is classified as national, ELSA International shall inform the respective national group of the location of the office it intends to contact by e-mail.
- 2.4.2. The National Group shall respond within two weeks from time of receiving the e-mail, whether or not one of the following reasons would exclude the approach.
- (i) The National Group gives a concrete reason why the approach would jeopardise the National Group's current sponsorship with the external contact.
 - (ii) The National Group gives a concrete reason why the approach would jeopardise the National Group's pending approach with the external contact.
 - (iii) The National Group shows a concrete plan to approach the external contact within the following two months.
- 2.4.3. The National Group must provide ELSA International with all the available information about the sponsor that is being approached, including refusals within the last six months.
- 2.4.4. ELSA International can proceed once the National Group agrees to the approach, or the deadline has expired or none of the above-mentioned conditions have been met.
- 2.5. A National Group approaching an international contact.
- 2.5.1. Before approaching an external contact that is classified as international contact, the National Group shall inform ELSA by an e-mail to the President of ELSA International.
- 2.5.2. ELSA International shall respond within two weeks from the time of receiving the e-mail, whether or not one of the following reasons would exclude the approach.
- (i) ELSA International gives a concrete reason why the approach would jeopardise ELSA International's current sponsorship with the external contact

- (ii) ELSA International gives a concrete reason why the approach would jeopardise ELSA International's pending approach with the external contact.
- (iii) ELSA International shows a concrete plan to approach the external contact within the following two months.
- 2.5.3. ELSA International must provide the National Group with all the available information about the sponsor that is being approached, including refusals within the last six months.
- 2.5.4. The National Group can proceed once ELSA International agrees to the approach, or the deadline has expired, or none of the abovementioned conditions have been met.
- 2.6. Once an external contact, regardless of classification, addresses ELSA International or a National Group, an approach shall follow 2.4 or 2.5.

3. Project sponsorship – procedure

- 3.1. The Organising Committee of a project or event organised or co-organised by ELSA International (e.g. ICM, IPM, EHTW, EMC2) is not bound by the fundraising regulations of their country, but shall be considered as ELSA International for the purposes of these regulations.

4. Timelines

- 4.1. In the event of a successful approach but not a finalized written agreement regarding the cooperation within the three month deadline stipulated, the said deadline should be extended and shall not be refused unless a concrete reason is given by the respective Group.
- 4.2. In case of disagreement, ELSA International, if approached, shall attempt to settle the dispute, and, if no amicable solution can be found, it is up to ELSA International alone to decide on the matter at its discretion.

5. Registration

- 5.1. All approaches to international contacts shall be formulated in a registration sheet by the ELSA Group and shall be sent to ELSA International within four weeks since the approach was realised.
- 5.2. The registration sheet shall be provided by ELSA International.
- 5.3. The registration sheets shall be available for any Group willing to approach the same international sponsor, following article 2.5.

6. Sanctions

- 6.1.If any ELSA Group or ELSA International violates these fundraising regulations the involved Groups should, within six months from the time the harmed Group was informed, reach an agreement on a suitable sanction. The Council shall be informed about the sanction agreed on and a copy of this agreement shall be sent to ELSA International. The agreement cannot be object of any discussion or decision by Council. In case no agreement is reached the Council shall decide on a suitable sanction.
- 6.2.A sanction can in no case exceed the amount fundraised. The sanction shall be paid to the ELSA Group whose rights were violated. If the rights of ELSA International were violated, the sanction shall be paid to ELSA International. Until the payment, the debt will be considered a debt towards ELSA International for the purpose of article 9.5 of the Statutes.
- 6.3.In case of a sanction imposed on a Local Group, the respective National Group shall be considered the Group involved and is liable for the sanction.

Comments:

Based on the work done by both of the Working Groups on Fundraising, created after ICM Malta and IPM Lisbon, ELSA International has decided to propose the update of the fundraising regulations in ELSA.

We believe that the current regulations are too complex and cannot be easily implemented, as they are hardly comprehensible. Furthermore, some aspects of the regulations are not currently applied, as a result from the abovementioned characteristics.

For this reason, we have tried to simplify the wording and give some structure in the form of articles. This way, a clearer way to reference and understand the regulations can be achieved. Furthermore, we have set a new threshold in order to classify international and national contacts, with different criteria depending on whether the approach is done to a law firm or another company. The source to find out the referenced figures is also specified, in order to minimise the possibility of diverging interpretations, creating a more uniform procedure in the Network.

Decision Book amendment to the Fees-section of the FM-part (FM 02/10 I):

The International Board proposes to the Council the following:

Fees

(...)

5. List of Favoured Countries

5.1 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.

5.2 The list of favoured countries consists of any country with real GDP per capita equal to or lower than 18.000 USD.

5.3 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.

5.4 Any country not found in the list of the “Human Development Report” will be considered as a favoured country.

5.5 Members of ELSA’s Partner Students’ Associations can attend events in the Network paying a participation fee equal to the fee of non-favoured countries.

5.6 The International Board, ~~and~~ its Directors and Assistants shall be considered to be from a favoured country when participating in an event in relation to their work. Trainers from the International Trainers’ Pool shall be considered to be from a favoured country when participating in an event in order to give one or more training sessions.

Comments:

The International Team consists not only of the International Board and its Directors, but in addition to that also of its Assistants,. Therefore, and as attending events is part of their work, paying a favoured country fee, like any other member of the International Team of ELSA is fair, and gives the job done by them the importance and treatment it deserves.

.

Decision Book amendment to the The ELSA Development Foundation-section of the FM-part (FM 02/10 II):

The International Board proposes to the Council the following:

The ELSA Development Foundation

(...)

6. Payment Procedure

(...)

(a) Procedure

- (i) Within four weeks of the submission of the accepted receipts and activity report, the Executive Committee 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 Executive Committee by the applicant or ITP trainer within ~~six months~~ four weeks 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. This provision shall have retrospective effect.

Comments:

The point that is proposed to amend in the regulations for the ELSA Development Foundation has been a double deadline for submitting receipts and activity report for the grant received from the Foundation. The main deadlines for submission of these documents are set respectively in part (a) Receipts, point (i) and part (b) Activity report, Point (i) for “within four weeks of the conclusion of the event or activity”. Meanwhile

point (iv) of part (c) Procedure gives a second deadline “if either the accepted receipts or activity report have not been submitted to Executive Committee 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”.

As the situation is right now every granted amount has to be “frozen” for 6 months and therefore it is impossible to grant new applications until the previous grants expire. We believe that as well as all grants provided by institutions, foundations, NGOs, etc. ELSA Development Foundation grants should have defined deadlines and the reports of the project and activities should be submitted on time. Amending this regulation will provide ELSA Development Foundation with more flexibility on granting the submitted applications.

Decision Book amendment to the Grants Regulations-section of the FM-part (FM 02/10 III):

The International Board proposes to the Council the following:

Grants Regulations

1. Definition

- 1.1. Grants are funds obtained from private or public foundations, governmental organisations, non-governmental organisations or institutions for a purpose specified by the donor. The term national grant covers a grant for which only one national group is eligible under the criteria set out by the organisation providing the grant. The term international grant covers a grant for which one or more national groups and/or ELSA International is eligible under the criteria set out by the organisation providing the grant.

2. Procedure

- 2.1. ELSA International will apply for international grants.
- 2.2. National groups will apply for national grants.
- 2.3. Within the country the National Groups shall regulate the applications for national grants.
- 2.4. A National Group applying for the international grant.

Before applying for an international grant, the National Group shall inform ELSA International by e-mail to Treasurer of ELSA International on:

- The entity to which the Group wishes to apply to
- The deadline for applications
- The purpose for which the grant is to be used
- The amount requested

ELSA International shall respond within two weeks from the time of receiving the e-mail, whether or not one of the following reasons would exclude the application:

- (i) ELSA International gives a concrete reason why the application would jeopardise ELSA International's current international grant.
- (ii) ELSA International gives a concrete reason why the application would jeopardise ELSA International's pending application for an international grant.
- (iii) ELSA International shows a concrete plan to apply for an international grant within following two months.

The National Group can proceed once ELSA International agrees to the approach, or the deadline has expired, or none of the above-mentioned conditions have been met.

~~2.1. National groups shall inform ELSA International of their intention to apply for an international grant at least two weeks before the application is submitted.~~

~~2.2. When the national board informs ELSA International of its intention to apply for an international grant it shall include the following information in its communication;~~

- ~~• The entity to which the group wishes to apply to~~
- ~~• The deadline for applications~~
- ~~• The purpose for which the grant is to be used~~
- ~~• The amount requested~~

3. Registration

- 3.1. All applications for international grants shall be formulated in a registration sheet by the ELSA Group and shall be sent to ELSA International within two weeks since the application was submitted.
- 3.2. The registration sheet shall be provided by ELSA International.
- 3.3. The registration sheets shall be available for any Group willing to apply for the same international grant, following article 2.4.

Comments

National Groups as well as ELSA International have become more active on grant applications and are succeeding in the field more and more with every year.

It is therefore important to regulate the applications for grants as some of them might fall into the interests of different parties and later on jeopardise the received grants or future applications for grant programs.

The proposed amendment is similar to the external relations part as grant applications to institutions, foundations, governmental and non-governmental organizations very much are alike external relations and therefore should be similar to the regulations we have for them.

Decision Book amendment to the STEP Procedure section of the STEP-part (STEP 02/10 I)

The International Board proposes the following to the Council:

STEP Procedure

1. Traineeships

1.1 General Regulations

The aim of a traineeship is to provide the student with

- a positive learning experience
- practical skills in a foreign environment to complement his/her education
- interaction with a new social and cultural environment
- preparation for future responsibilities as a member of the legal society
- opportunity to apply skills, knowledge and attitudes to work for the good of society
- development of the student's awareness and knowledge of social issues and different practices of the host country

1. Duration

Traineeships have a minimum duration of two weeks and a maximum duration of ~~seventy-eight weeks~~ two years.

2. Compensation

Traineeships have to be paid. The compensation shall cover the general living costs during the time of traineeship.

3. Issuing a traineeship

Employers can only issue a traineeship by filling in the Traineeship Form provided by ELSA International.

4. Internationality

STEP-traineeships are international.

(...)

Comments: During negotiations of ELSA International, it has been noticed that in some countries, there is a possibility to have a working license in that respective country after a two year traineeship period. In order to give the best opportunities to our members the necessity of changing the duration of the traineeship time appeared. ELSA International recommends this proposal in order to have various and better options for our members who want to have a traineeship experience abroad.

ELSA International also thought that it will be better to write it as “two years” instead of “a hundred and eight weeks” in order to avoid any confusion.

Decision Book amendment to STEP Procedure section of the STEP-part (STEP 02/10 II)

The International Board proposes the following to the Council:

STEP Procedure

1. Traineeships

(...)

1.2 Specific Regulations

Unpaid traineeships

- a. Notwithstanding I Nr. 2. traineeships may be unpaid if the National or Local Group offering can provide the trainee with accommodation and/or food or if they are covering the compensation themselves.
- b. Notwithstanding I Nr. 2. traineeships may be unpaid if the employer issuing the traineeship engages mainly volunteers to reach its aims or is prohibited to pay the trainee by law. In these cases the National or Local Group shall try to fundraise a suitable compensation and/or accommodation.
- c. Notwithstanding I Nr. 2. traineeships may be unpaid in international institutions under the discretion of ELSA International if the benefit for ELSA members outweigh the lack of payment.

(...)

Comments:

This amendment is about the clarification of the local groups' duties when they provide an unpaid traineeship. According to the current regulation, local groups have to provide food and accommodation for the trainee at the same time. As this regulation brings a financial burden to the hosting group, most of the local groups are following it by providing either accommodation or food. ELSA International recommends this amendment in order to regulate the practice.

NATIONAL GROUPS

Statutes amendment concerning article 5; proposed by ELSA Belgium and ELSA Lithuania

ELSA Belgium and ELSA Lithuania propose the following to the Council:

Article 5 – Observers & permanent Observers

5.1 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 Council with a two thirds majority

5.2 Permanent Observers

5.2.1 A national organization, representing law students, that is eligible to become a member of ELSA as not from a European state, as defined by the statutes, but complies with the rest of the requirements of Article 5 of the statutes of ELSA, may apply for the statutes of a Permanent Observer provided the following requirements:

- (i) the organization that is applying for Permanent Observership is not a member of other international association of law students; and
- (ii) the organization that is applying for Permanent Observership is not eligible to become a member of a regionally based partner law students' association of ELSA; and
- (iii) the written application for Permanent Observership is submitted to the international board in which the national organization states that it supports the aims and activities of ELSA; and
- (iv) the national organization submits its statutes and standing orders in English to the International Board and those statutes and standing orders are compatible with those of ELSA; and

(v) the application for Permanent Observership is approved by the Council with two thirds majority

5.2.2 Permanent Observer shall not be considered as ELSA Groups for any purpose.

5.2.3 Permanent Observer shall not use "ELSA" or "The European Law Students"; Association" in its name or use ELSA's Logo as its own.

5.2.4 Right and Obligations of Permanent Observer:

5.2.4.1 Permanent Observer of ELSA has the right to:

- (i) participate in the statutory and area meetings of ELSA;
- (ii) participate in event organised by any ELSA groups;
- (iii) advertise events organised by them to ELSA network; and
- (iv) have a logo with a short description and a link to their website in ELSA's websites;
- (v) Participate in STEP within the limitation of filling in STEP positions nominative to the positions that will be open in the state of the permanent observer.
- (vi) Participate in events and delegations organized by ELSA International.

5.2.4.2 Permanent Observer shall:

- (i) participate in the statutory and area meetings of ELSA at least once a year;
- (ii) open participation in the events they organize to ELSA members;
- (iii) advertise events organised by ELSA or any of its groups;
- (iv) promote ELSA Moot Court Competition on WTO law (EMC^2);
- (v) have ELSA's logo with a short description and a link to <http://www.elsa.org> on their website.

5.2.5 A Permanent Observer shall automatically be expelled if it has:

- (i) violated the statutes, the standing orders, decisions taken by the Council or acted against the interest of ELSA; or;
- (ii) not paid any fees or amounts due to ELSA for one year; or
- (iii) caused considerable harm to ELSA, any of its Members or Observers or anyone within their responsibility.
- (iv) ceased to support the aims and activities of ELSA or to otherwise satisfy the requirements of Article 4 and 5 of the statutes; or
- (v) ceased to take appropriate measures in case anyone within the organisation's responsibility violets point i,iii and iv of the above; or
- (vi) used "ELSA" or "The European Law Student's Association" in its name; or
- (vii) used ELSA's Logo as its own logo; or
- (viii) has not attended any statutory meetings for one year.

Statutes amendment concerning Article 7, proposed by ELSA Germany and ELSA Portugal

ELSA Germany and ELSA Portugal propose the following to the Council:

Article 7 - Demotion

Membership can be demoted to Observership with a two third majority vote by the Council if that Member has either:

- (i) not paid any of the fees or amounts due to ELSA for two consecutive Council Meetings; or
- (ii) ceased to support the aims and core activities of ELSA;or
- (iii) has submitted a request for demotion in the form of proposal to the Council Meeting and not paid any of the fees or amounts due to ELSA for one Council Meeting.

Comments:

We carefully considered and analysed the concrete debt situations regarding the current state of debtors and decided to propose the amendment presented.

We see the need for a National Group to be able to demote itself in order to improve its financial situation by not paying the Membership fee and in this way stop its debts from growing. The main reason of this proposal is to stop debts from increasing and we find that there is no one better than the National Group itself to know the financial status and to propose to the Council its own demotion when the situation needs it with a lower threshold for the proposal of demotion being unable to pay any fees or amounts due to ELSA for one Council Meeting, which will give the group a required flexibility on the matter.

By proposing its own demotion a Member can sign to the Network that it is not able to handle the fees anymore but willing to work on that situation since it gives up its voting rights voluntarily. It is also important for the Groups to be able to demote itself as this would not seem as a decision imposed on them by the Council, but rather their free will and choice.

Standing Orders amendment concerning Article 3; Proposed by ELSA Germany and ELSA Portugal

ELSA Germany and ELSA Portugal propose the following to the Council:

Article 3 – Demotion, Termination & Expulsion

3.1 A demotion of membership by reason of not paid fees or amounts as referred to Article 7 of the Statutes of ELSA International shall be interpreted as being unable to cover the whole amount of fee due at the respective Council Meeting.

~~3.1~~ 3.2 A termination of membership as referred to in Article 8 (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~~ 3.3 In order for a demotion or expulsion to be valid in accordance with Article 7 and Article 9 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 of the Statutes was sent to the Member or Observer, thereby giving it adequate opportunity.

Comments:

As a result of the not clearly stated regulations and to make a better understanding of article 7 of the Statutes we decided to propose the amendment presented.

This kind of clarification provides to ELSA Groups well defined situations and will face the situations related to "half payments" of the whole amount. It gives the Council the possibility to consider a proposal for demotion of a Group even if it paid a few Euros on

the last ICM. On the other hand a Group can try hard to pay at least some of the amounts due to ELSA even though they would like to become an Observer. Therefore it will be up to the Council to decide whether the amount pay back is sufficient to consider a Group as financially capable of covering the rest of the debt.

After demotion a Group will be able to stop the debts from growing and consider a strategy for paying back the rest of the amount due.

Standing Orders amendment concerning Article 18; proposed by ELSA Germany and ELSA Portugal

ELSA Germany and ELSA Portugal propose the following to the Council:

Article 18 – Responsibility of 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 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 Article 15 of the Statutes.

The Council may agree to write off any amount of debts a National Group has towards ELSA International with a two third majority vote. The Council shall adapt the budget of ELSA International to the depreciation at the same time. The proposal for writing off debts shall be submitted to the Council by the National Group itself and its Network Support System partners together with the following documents::

- A detailed description of the Network Support System project including planned actions, timeline and responsible persons;
- A detailed action plan for the following year including planned activities, expected results, timeline and responsible persons;
- An activity report from the past six months including the activities, their results and impact on the situation of the Group;
- A payment agreement signed with ELSA International regarding handling the rest of the debt, if any remains;

- A detailed fundraising plan for the following year including description of the actions to be taken, timeline and responsible persons.

In case the writing off of the debts is accepted by the Council the National Group in question will:

- Report to ELSA International on a monthly basis about the execution of the Network Support System project, action plan and fundraising plan;
- Fulfill the payment agreement.

Comments:

We propose this additional regulation in order to deal with high debts National Groups have towards ELSA. The history shows that for some Groups it is nearly impossible to pay back their debts and at the same time deal with the increase of the debt on their own without any external help. That leads to the situation that those groups are not able to hold as much ELSA activities as they would like to and to become Members again. With the possibility of depreciation approved by the Council these groups can get back on track and have a promising new start. We want to tie the depreciation down to this requirements because with the writing off ELSA International has to waive its right to that amount. We require an NSS project to secure that the respective group will stick to the plans they make and will receive support from other active National Groups to guide them through the process.

All in all we think having some high and strict requirements is the only way to ensure that Groups won't utilize the possibility of depreciation without working hard on their return to the Network. Furthermore we see the necessity to require an action and a fundraising plan and activity reports. An activity report shows the will of the group to do ELSA work and to not give up. The fundraising plan is required because a group shall not rest on the depreciation of its debts but try hard to get financial stability back – the NSS partners could help to work out such a plan. Last but not least activity reports are very important. Since the writing off of debts is a serious matter it shouldn't be approved only based on promises. The group shall be able to report that they are trying hard and to show results.

Having a constant change of human resources in the Network on all levels brings us to the situation when Groups might have been inactive for a few years which caused the creation of debts and when new motivated officers enter their term the state of debt situation may influence their motivation to continue the work. Having support from the Network will surely show them that they are not seen by other National Groups as “problematic”, but that they can actually receive the help they need to come back as a full member.

Decision Book amendment to the Human Resources section of the IM-part (IM 02/10 I) proposed by ELSA Finland, ELSA Germany and ELSA Portugal

ELSA Finland, ELSA Germany and ELSA Portugal propose the following to the Council:

Human Resources

1. Definition, goal and responsibilities of the Human Resources Strategy of ELSA

- 1.1 The Human Resources strategy is a process that has its presence in every area, as well as every level of action in the association. Every ELSA- event ranging from international to national level is to be tied into a structured strategy as it follows in this part of the decision book.
- 1.2 The primary goal of the Human Resources Strategy of ELSA is to increase the quality and quantity of ELSA members in the member countries of ELSA. The long-term goal for the strategy is to get a better recognition for ELSA as an ~~I~~nternational ~~S~~tudents' ~~A~~ssociation.
- 1.3 ELSA International is the main responsible for the execution and administration of the Human Resources Strategy in the Network.
 - a. The Secretary General of every National Group in cooperation with the Director for Human Resources, (if appointed), is responsible for implementing this Human Resources Strategy in the National Groups of ELSA.

2. Key factors of the Human Resources Strategy of ELSA

- 2.1 The ~~three~~four Key Factors of the Human Resources Strategy of ELSA are as follows:
 - a.) Recruitment
 - b.) ~~Network~~Activities
 - c.) Training
 - d.) Transition

~~The purpose of these Key Factors is to work as individual parts of the network-wide strategy that is implemented and revised by the Council and~~

~~governed by ELSA International.~~ Both training and transition are part of the Activities but they are also individual Key Factors due to their importance.

3. Recruitment

- 3.1 Recruitment is an ongoing process in all levels of ELSA. However there shall be an emphasis on recruitment at the beginning of the academic year, which is the period between August and October.
- 3.2 ~~ELSA International shall do preparatory work for the network recruitment in June/July. This includes preparation of promotion and recruitment materials and inputs concerning network-wide promotion as well as recruitment for ELSA.~~ prepare promotion and recruitment materials, and shall provide them to all the officers through ELSA Online.

4. ~~Network a~~Activities

- 4.1 ELSA offers two kinds of activities: core activities and activities for officers. A core activity is everything organised within a key area (e.g. STEP, seminar, conference, moot court competition, study visit, L@W, legal writing). Activities for officers include International, National and Local Council Meetings, Transition, Trainings and Area Meetings and their primary goal is to discuss the state of the network in order to keep its strength and enhance its development, as well as to perfect the knowledge of the officers.
- 4.12 ~~In order to work as a unified network, ELSA International, and the National Groups of ELSA and the Local Groups of ELSA~~ should ~~organise their work and events following the network activities structure described in this article.~~ in accordance with the core activities. This will reinforce the concept of ELSA as an international students' association towards our members and potential partners.
- 4.3 Core activities play an essential role in the Human Resources Strategy of ELSA: they motivate potential members to join and to remain in our network and to become active.
- 4.24 ~~The ELSA Network organises its activities for officers should be organised in accordance with the following structural order of event periods:~~
~~August-September: Transition and o~~ Officers trainings and Area Meetings
~~August-October: First recruitment period~~
~~October-November: First Council Meeting period~~

~~November-January: First period of academic events and study visits~~

~~February-March: Second recruitment period and Regional~~
~~Trainings~~

March-April: Second Council Meeting period

~~March-May: Second period of academic events and study visits~~

June-July: ~~STEP traineeship period and t~~Transition

~~These network activity periods are to be followed by the network as guidelines.~~

- 4.35 ELSA International is the main responsible for the promotion and administration of structured activities in the network. National and Local Groups are responsible to implement their activities ~~in line with the Network Activities structure as described~~ according to what is stated in this article, taking nonetheless into account their own overall circumstances.

5. Training

- 5.1 Officers training is a priority in all three levels of ELSA in order to make ~~network~~ activities qualified; ~~and in order~~ to give value to the active membership in ELSA ~~and in order to maintain ties between ELSA members and ELSA alumni strong.~~
- 5.2 The International Trainers' Pool is the main Trainer body of ELSA. The National Groups can also establish Trainer Pools on the National level or regionally. The Secretary General of ELSA International administers International Trainers' Pool. This responsibility can be delegated also to the director appointed for their specific purpose.
- 5.3 ELSA International has the responsibility to organise annual international training events for all functional areas of ELSA. The hosts for these events shall be appointed by ELSA International at least six months prior to the events. The dates for the events shall be set and communicated to the network at least three months prior to the event.
- 5.4 Every National Group should annually organise at least ~~one members' training event and one officers' training event for its members and officers~~ to enhance the skills needed in the officers' tasks.
- 5.5 Every National Group should annually organise at least one members' training event and encourage its Local Groups to organise them as well for their members. Through these events ELSA members can enhance their soft skills.

6. Transition

- 6.1 Transition is the process of passing on know-how and experiences from the preceding board to the succeeding board. Transition ensures that a certain level of quality is maintained during the instructions of the new board members and that no information gets lost due the change of the people in charge. It therefore guarantees an ongoing development within the local group and the national network, but also within the ELSA network as a whole.
- 6.2 The Transition should focus on two major factors important for the work as an officer:
- a.) The handover of general knowledge and information
 - b.) Motivation of the new board and teambuilding
- 6.3 General knowledge and information should not only contain data and facts regarding the current status of the board within the network but also all skills required for the work as an officer. Essentially, the handover of knowledge happens on a two levels basis: general and area transition. General transition knowledge and information should contain general data and facts regarding the current status of the board within the network. During the area transition the previous officer should transfer specific information regarding the area the upcoming officer is working in.
- 6.4 Transition also has to ensure that the succeeding board is motivated and confident to be responsible for a whole term. It is also the time when the new board gets to know each other and turns into a team. Therefore, when preparing the transition, the previous board should consider teambuilding elements.

67. Evaluation and development of the Human Resources Strategy of ELSA

- 67.1 The ELSA Human Resources Strategy shall be evaluated at each spring International Council Meeting.
- 67.2 Evaluation shall consist of at least the evaluation of the ~~three~~four ~~Key~~Key ~~Factors~~Factors described in this article and it shall include some concrete figures from the most recent State of the Network -report.

- 67.3 After the evaluation in the International Council Meeting, ELSA International is responsible to follow up results of the evaluation and to draft a strategy for recruitment and Human Resources in the network for the following term. The strategy is to be distributed to the IM list and put at disposal in ELSA Online. Execution of this strategy shall begin on August 1st of the current year and finish on July 31st of the following year.

Comments:

This proposal was born from the discussion during Joint Internal and Financial Management Meeting in Helsinki. This proposal keeps most of the basic principals from the current regulation, but just adding and changing it also at the same time to make it work even better for our Network.

There are some superficial changes that don't truly affect anything. For example in 1.2 the "International Students' Association" is altered to have low case first letters as it is a description and not a name.

The Key Factors would now consist of four areas instead of three, since the need to raise more attention to also transition makes it now one of the Key Factors. The purpose -part of it is removed as it only states something that is regulated in Statutes and Standing Orders concerning the whole Decision Book.

Recruitment is an ongoing process and this proposal wants to keep it that way as it should reach also other than just new students. Although there is an emphasis on recruitment in the beginning of the academic year, which means informing new students about ELSA in different ways.

The main goal of the network activities was to unify the whole network, also making it more transparent when it comes to marketing. The fact that everyone has similar tasks and is working at the same time all around ELSA member countries gives the image of a strong network. However, if the timelines, despite being guidelines, are not followed by the National and Local Groups the purpose of unity is not truly fulfilled: the number of participants in each event is lower than expected and the benefits of the events are not as widespread as they should be.

Therefore, it would be better to divide the activities into core activities and activities for officers, as only the second ones should be fit into a timeline. The core activities are to be held by the whole ELSA Network, in accordance with every National and Local Groups own circumstances, and taking into consideration the events organised by the other National and Local Groups. These are the activities that motivate potential members to join ELSA and, afterwards, to become active by participating in and organising activities themselves.

On the other hand, the activities for officers aim to: gather inputs from the Network in order to keep it strong as well as to develop it, and to give the officers enough knowledge and motivation for their term in office. Thus they should be held within a defined period, so that every officer can work at the same level.

National officers' and members' training events would now be now separate points to highlight the difference in the two types of training events. The meaning of training the officers is to aid them to do their tasks even better. The members' trainings of soft skills are a one more thing ELSA can offer to its members. It doesn't mean that the officers' trainings do not include soft skills, but it means that the soft skills are those that are an aid in their specific area. The soft skill trainings for members are instead meant to enhance the skills they need in their own life. Although of course even members can have a training with ELSA topic, usually it being general ELSA knowledge.

Transition concentrates mostly on two aspects: what belongs to a transition and how it is divided into general and area transition.

**Decision Book amendment on the Fees section of the FM-part (FM 02/10 IV)
proposed by ELSA Germany and ELSA Portugal**

ELSA Germany and ELSA Portugal propose the following to the Council:

Fees

3. ELSA Online Fee

The annual ELSA ONLINE Fee is for the use, administration and maintenance of ELSA ONLINE.

The total amount of ELSA ONLINE Fee shall be determined when deciding upon the Budget of ELSA International. It shall be calculated using the same formula used to calculate the Membership Fee, only adjusted to the budgeted amount.

ELSA ONLINE Fee will be paid by National Member Groups. National Observer Groups shall be excluded from the calculation.

The maximum ELSA ONLINE Fee paid by the National Groups shall not exceed a total amount of 15,000 Euro.

Comments:

We are proposing to delete the respective sentence since the ELSA ONLINE Fee is normally clearly higher than the Administration Fee Observers are obliged to pay, in some cases even a few times higher. ELSA ONLINE Fee is a big reason for the fast growing of National Group's debts even while they are still Observers and are working on establishing their activities and financial stability. Without the obligation to pay the ELSA Online fee those Groups will concentrate on building a strong network and will be able to apply for full Membership prepared for their financial obligations towards ELSA.

Proposal on Demotion of ELSA Russia

ELSA Russia proposes to the Council the following:

Demotion of ELSA Russia**Comments:**

Over the recent years, the situation in ELSA Russia was difficult. In 2009 the new board manage to solve existing problems, managed the general situation and made new strategic plan of development.

However during the last year situation got crucial. One of the main problems was raising debts. Financial monitoring of all local groups showed inability in regular payment. Besides, there were problems inside of National Board, lack of new human recourses and general deterioration of the situation.

After consultations with the ELSA International we decided that in this situation the best decision for ELSA Russia is the transition to the status of Observers. It will stop the growth of debt and give the necessary time to recover the situation and implement the development plan.

We believe even in the other status we will stay the part of the Network and keep connection with all the other ELSA Groups and ELSA International.

INPUT PAPERS

THE INTERNATIONAL BOARD

Input paper on Area Meetings

Background

Area Meetings are one of the best tools the ELSA Network has in order to improve communication and officers' skills. Since the introduction of the Area Meetings, in 1999 with the International STEP Meeting, they have reached a level of stability that has allowed to turn them into annual events that the whole Network appreciates and sees as important.

However, we have experienced in the last years some unsuccessful meetings, mainly because of the lack of participants, which was due to short notice, not enough promotion and the selection of not the most adequate dates and venues.

Possibilities for the future

The International Board 2010/2011 believes that Area Meetings are useful and have a great potential. However, in order to fully benefit from them, it is necessary to analyse the current status and present new possibilities for their development.

We believe that the current lack of participants and Groups that are willing to host these meetings could be solved, in the first place, by reducing the number of meetings from three, namely, the Joint Internal Management and Financial Management Meeting (JIF); the United Seminars and Conferences and Academic Activities Meeting (USA); and the International STEP and Marketing Meeting (ISMM), to only two: International Key Areas Meeting (KAM or IKM) and the International Supporting Areas Meeting (SAM or ISM).

Furthermore, by restructuring the meetings in this way, we will achieve a better cooperation between STEP and the other two key areas (AA and S&C), which has been lacking in the past, as well as between Marketing with FM and, especially, IM, with which its collaboration is crucial for the human resources part.

Timeline

The International Board plans to send a call for hosts right after the ICM Alanya, so they can be appointed and communicated to the Network in January, complying with the deadline set in article 5.3. of the Human Resources section of the IM part of the Decision Book.

Therefore, we would like to encourage all ELSA Groups to think about organising one of these meetings, which can be a good chance, not only to organise an international event, but also to gather many ELSA officers and live the true ELSA Spirit.

Input paper on Cooperation with other NGOs

Background

In the same way that law is related to almost any aspect of our everyday life, ELSA can carry out activities that deal with a broad scope of fields. Therefore, in order to achieve a better quality and reach out to more and more people, with the aim of fulfilling our vision, ELSA has, in the past years, developed cooperation with other Non-Governmental Organisations, European or not, and both in the field of law and others.

ALSA

This effort has crystallised in the signing, in December 2009, of a Memorandum of Understanding between the Asian Law Students' Association (ALSA) and ELSA, for which ELSA and ALSA reach compromises in regards to communication, promotion of each other's events and law reviews, organisation of joint events, including study visits, and the field of exchange. The results of this cooperation are seen in the increased presence of ALSA members at ELSA events, that we hope is mutual very soon, as well as the launching of ALSA's exchange programme, for which ELSA will provide assistance due to our experience with STEP.

AIESEC

Another cooperation that has been established by the International Board 2009/2010 was the agreement with AIESEC in the field of exchange. This pilot project, with the goal of achieving fifty (50) traineeships, is designed as a joint effort in job hunting by both associations in the National and Local level, with focus on some countries: Czech Republic, Italy, Poland, Romania, Spain, Finland, Turkey and Ukraine. In order to achieve this goal, we have had the presence of the president of AIESEC, Hugo Pereira, at the International Presidents' Meeting in Lisbon, and ELSA will be present at AIESEC's European Presidents Meeting. We also expect AIESEC to be attending the International Council Meeting in Alanya.

Other cooperations

As one of the main goals for this term, ELSA International has included in its OYOP for 2010/2011 the cooperation with other NGOs. Currently, ELSA is developing a Memorandum of Understanding with the International Law Students Association (ILSA). We are also working into developing cooperation with NGOs from fields different from law, especially those related to the new International Focus Programme (IFP), such as the International Pharmaceutical Students Federation (IPSF). However, in order to achieve good results, efforts must be made from all the levels of the Association, including local and national, as they may realise concrete joint projects in an easier way than on an international scale.

Input Paper on ELSA Delegations

ELSA Delegations

ELSA Delegations represent ELSA in the meetings and sessions of international organisations. The delegations consist of members of ELSA or its alumni association appointed by the International Board after an open call for applications. The delegates should have a solid ELSA background and active participation in ELSA's activities as well as an academic competence in the field of law connected to the work of the institution and the topic of the event.

The ELSA Delegations have the following tasks and responsibilities:

- Represent ELSA in a professional manner;
- Be academically well prepared;
- Observe the proceedings of the event, attend all meetings and prepare working materials if requested;
- Carry out legal research in the framework of the event on the legal topics;
- Distribute revised editions of relevant ELSA materials to other delegations and organisations;
- Inform ELSA International in advance of any official positions or statements the Delegation wishes to make, attaching a summary of the scientific background (the positions or statements can be announced only after the approval of ELSA International);
- Attend briefings and meetings organised by the Head of Delegation and report all activities carried out;
- Forward all the contacts made during the event to ELSA International to ensure that the Network can benefit from them;
- Give feedback to ELSA by:
 - Submitting a report and an evaluation questionnaire to ELSA International within a month after the end of the event;
 - Being available to give a presentation to requesting Local Groups in the applicant's country.

Benefit for the Network

ELSA International is in charge of selecting the events and meetings that the ELSA Delegations will attend and of appointing the delegates. There are numerous administrative tasks connected to the appointment, preparations and coordination of the delegations. This

is one of the reasons why the ELSA Delegations need to bring benefits to the whole ELSA Network, in addition to being a great opportunity for the participating delegates individually. It should also be remembered that the more prepared the delegation is, the more it also can contribute to the work of the institution.

The responsibilities of ELSA delegates include such activities as carrying out legal research and being available to give a presentation to Local Groups in the person's country. This clearly means that the delegates should actively prepare themselves by organising for example local seminars on the topic of the event, starting a Legal Research Group, writing an article to the Selected Papers on European Law (ELSA SPEL) or holding a lecture for the local ELSA members. In addition to creating responsibilities for the delegates, the Local Groups should be aware of and feel the responsibility of requesting the delegates to hold such presentations in their events.

Background

During ICM Malta the previous International Board presented a project of expansion of the human resources in charge of Delegations, in order to ensure a benefit for the Network in terms of academic outcome, its continuity and the image of ELSA. The current International Board pursued this endeavour also looking at it as the best way to support the enlargement of the scope of Delegations and the increasing of the number of calls we are aiming at in our OYOP.

Current Developments

The support structure has been created by nominating an Assistant for Delegations, whose help will make possible for the International Board to handle the numerous administrative tasks connected to Delegations even with an increased number of calls and applications, and 4 Academic Coordinators, one preparing delegates at WIPO, one at UNCITRAL and two for UN ECOSOC, where there is the largest potential for improvement. Indeed a call has already been sent and the related delegation appointed for a Committee within ECOSOC in which ELSA has until now never been represented (Committee of Experts on International Cooperation in Tax Matters). Moreover, the first step for enlargement found is again related to the ECOSOC Consultative Status ELSA holds: it will be represented by sending delegations to the Human Rights Council, being its work obviously very much related to the human rights commitment ELSA has, and the International Law Commission, in which the most important experts in Public International Law throughout the world debate on the development of it and draft proposals for conventions which often end up to be agreed upon within UN organs by the largest part of the International Community.

S&C workshop during ICM Alanya

The further steps to be taken for the improvement of ELSA Delegations will be discussed during the S&C Workshop in ICM Alanya. The International Board believes that the main point is now to set up a strategy for deciding which Institutions to contact in order to get more special status for ELSA, the implementation of the new IFP topic can serve as an asset

also in that respect and the workshop session will be the perfect occasion to receive input from the Network on how to proceed. Another session will be dedicated to the development of promotion and the raising of awareness about ELSA Delegations throughout the Network.

Input paper on the Demotion of ELSA Russia

Demotion of this National Groups has been proposed before to the Council in Budva and was rejected at that time. Since then the situation of the National Group has not improved although there is a constant flow of communication between some representatives of the National Group and ELSA International.

In spring 2009 ELSA Russia held their NCM and managed to elect a new National Board but the next NCM held in spring 2010 did not have a quorum and therefore did not elect the next Board of ELSA Russia, the old Board decided to stay until the new one could enter into office.

Currently the National Group faces problems with the registration of Local Groups as well as the National Board; ELSA International has good contact with only one person of the previous National Board and together has developed a strategy of getting the National Group back on track.

As ELSA Russia has submitted the proposal for its Demotion to the Council Meeting in Alanya we support their wish to stop the debts from growing and gain time for working on the problems they have. As the proposal for demotion is submitted by the National Groups itself it is our opinion that this shows motivation to keep on working as well as putting an effort into ELSA while being an Observer. We also believe that this will not affect their motivation in any way.

Please refer to the following table to review the current debt situation of ELSA Russia.

| | Debt on 31.07.2009 | Membership Fee 09/10 | Paid in 2009/2010 | Debt on 31.01.2010 | ELSA Online fee 09/10 | Membership Fee 10/11 | Paid in 2009/2010 | EDF Contribution 09/10 debt | Debt on 31.07.2010 | Paid in 2010/2011 | Debt on 20.09.2010 |
|-------------|-----------------------|-------------------------|----------------------|-----------------------|--------------------------|-------------------------|----------------------|-----------------------------------|-----------------------|----------------------|-----------------------|
| ELSA Russia | 974,94 | 470,24 | 174,00 | 1 271,18 | 412,87 | 531,52 | 0,00 | 0,00 | 2 215,57 | 0,00 | 2 215,57 |

Input paper on the ELSA House

Financial situation

The question of changing the location of the ELSA House was last brought up during ICM Nuremberg, where the International Board opened a call for proposals from National Groups to move the ELSA House. Unfortunately none of the proposals were satisfactory in their financial aspects to fit the budget of ELSA International. Therefore, it was decided to allocate money for the improvement of the ELSA House.

Since ICM Nuremberg the budget assigned for the repairs of the House has been increased and all the costs of the improvements are split in half with the landlord which allows making the state of the House more and more satisfactory every year.

As the situation is at the moment it has been impossible to find a House in Brussels also which would be cheaper or at least the same price in its upkeep and therefore affordable for ELSA International.

Given the multinational dimension of ELSA, as well as the possible benefits that hosting the Headquarters of an organization like this could bring to an area, public financing opportunities could be looked upon, such as grants or support from local institutions, in terms, among others, of aid to find a house or discounts for NGOs.

Requirements

So far there has not been a proposal which is suitable for both the budget of ELSA International as well as the requirements that are set for the headquarters of ELSA. Being mainly:

- Accessibility to main transport connection routes: railway, bus, airports
- Proximity to international institutions
- Use of Euro as currency
- Location with a general knowledge of English.
- An office big enough for seven people
- A separate meeting room
- Seven rooms, one for each of the board members
- Common area big enough to host Study visits
- Landlord willing to rent a House to seven students coming from different countries in Europe
- Presence of an ELSA Group or, at least, proximity

Possible locations

Taking into account the abovementioned requirements, some locations could be proposed, although they would not act as a limit, as more possibilities could be discussed.

- **Brussels:**
Keeping our seat in Brussels has, as advantages, being the seat of European Institutions, namely, the European Commission and the Council of the European Union, as well as many sessions from the European Parliament, therefore allowing for numerous study visits and contacts with them. On the other hand, these are EU Institutions, and not every ELSA Group comes from an EU country. Wide knowledge of English is not that widespread. Furthermore, there is an ELSA Local Group in Brussels and there is good contact with ELSA Belgium. It is close to international airports, including some with low-cost flights, and it is easy to reach.
- **The Hague:**
The Hague is the international judicial capital of the world. Some international institutions that seat in this Dutch city are the International Court of Justice (ICJ), the International Criminal Court (ICC), in which creation ELSA played a major role, OPCW or Eurojust. However, some of these institutions, although international, are not necessarily focused in Europe. Average level of English is good. On top of that, there are ELSA Groups close, such as ELSA Leiden. It is close to various international airports with low-cost flights, and transportation is good.
- **Luxembourg:**
Luxembourg serves as the seat for some institutions, which include the European Court of Justice, the European Commission or the secretariat of the European Parliament. As in Brussels, they are EU institutions, and not focus on Europe as a whole. There is ELSA presence, with the National Group of ELSA Luxembourg. It is close to airports, but it is not as easy to reach as other possible locations.
- **Paris:**
Aside from the French capital, Paris hosts many international institutions, such as UNESCO, in which ELSA has consultative status, OECD, with which we have briefly cooperated, or the International Chamber of Commerce. They are not necessarily European focused institutions, and English is not widespread. There is a Local Group of ELSA, ELSA Paris, and ELSA France also has its seat in this city. It is a major airport hub, has low-cost flights and transportation by different means is good.
- **Strasbourg:**
Strasbourg serves as the seat of many international institutions, such as the Council of Europe, Human Rights Partner of ELSA, the European Parliament, or the European Ombudsman. They are mostly European oriented institutions. The average level of English is not very good. There is no ELSA presence in the city but there are numerous close ELSA Groups, especially from Germany and Switzerland.

Input paper concerning the International Focus Programme (IFP)**Introduction**

The International Focus Programme (IFP) was introduced in 1994 to provide the network with an opportunity to work together on a hot legal topic, thus creating a pan-European forum that allows continuity within ELSA and setting a common focus to work towards. During the International Council Meeting in Malta in spring 2010 the topic Health Law was selected for the period 2010-2013. The IFP should be implemented in all key areas of ELSA, meaning that the projects should include, for example, moot courts, essay competitions, seminars, institutional study visits and STEP traineeships. The IFP is also mentioned in the Strategic Goals for 2008-2013: "At least one IFP event per country per year should be organised".

International projects

ELSA International coordinates two major international projects during the year 2010/2011. The IFP Opening Conference will be held in Prague, Czech Republic 22nd – 27th February 2011. The annual IFP Essay Competition will be launched in autumn 2010 and more information will follow during the ICM Alanya.

Promotion

After an open competition ELSA International would like to thank Mr. Julian Wypasek from ELSA Poland for his winning contribution. The IFP logo can be used in the promotion of the IFP events in all levels and it creates uniformity in the promotion.



Questions: How have you promoted the new topic of the IFP in your country? What kind of feedback have you received of the topic from your members? How are you going to promote the international events on IFP?

Tools for implementation

As a tool for implementation ELSA International will launch the IFP Handbook which will be updated on a regular basis as the three-year project develops. As regards experts, the Speakers' Database will be updated with a focus on the expertise on Health Law. As regards STEP, the officers are encouraged to create new ways of implementing the IFP and to

cooperate with medical and pharmacy students' associations in order to share contacts. The director for IFP is available for help in creating academic programmes and in developing new tools for implementation and promotion.

Questions: What kind of additional tools are needed? How have you included STEP in the plan for implementation?

Partnerships

ELSA International is searching for both institutional and financial partners for IFP. The partnership offers are currently pending, and more information will follow during the ICM Alanya. The cooperation with the Human Rights Partner, Council of Europe, will be deepened in the area of Health Law, since the topic is also in their focus. The IFP is taken into account when searching for advertisers for Synergy and the website www.elsa.org.

Questions: Have you formed any partnerships in your country? What kind of feedback have you received of the topic from your current partners?

**Input paper on the proposal by ELSA Germany and ELSA Portugal on Decision
Book amendment on ELSA Online Fee**

As there was a proposal submitted by ELSA Germany and ELSA Portugal for the consideration of the International Council Meeting of ELSA in Alanya to cancel the ELSA Online Fee for Observers I would like to hereby provide the calculations on how the proposal would influence the current financial situation of the National Groups and what extra costs it would impose on the Members.

Below you will be able to find calculations on the current state of payments of ELSA Online Fee by the National Groups (table 1), the amendments that would be made to the calculation of the Fee (according to the current number of Members and Observers) if the proposal is approved (table 2) as well as the difference between the two aforementioned (table 3).

Table 1

| | National Groups: | No. of LG (X) | GDP (x) HDI 2008 | GDP per LG | Fee (x)09/10 | |
|----|------------------------------|------------------|---------------------|---------------|-----------------|---|
| 1 | ELSA Albania | 1 | 7,041 | 7,041 | 47,92 | € |
| 2 | ELSA Armenia | 1 | 5,693 | 5,693 | 46,03 | € |
| 3 | ELSA Austria | 4 | 37,370 | 149,480 | 361,33 | € |
| 4 | ELSA Belgium | 5 | 34,935 | 174,675 | 434,64 | € |
| 5 | ELSA Bosnia & Herzegovina | 1 | 7,764 | 7,764 | 48,93 | € |
| 6 | ELSA Bulgaria | 1 | 11,222 | 11,222 | 53,77 | € |
| 7 | ELSA Croatia | 4 | 16,027 | 64,108 | 241,94 | € |
| 8 | ELSA Czech Republic | 4 | 24,144 | 96,576 | 287,35 | € |
| 9 | ELSA Denmark | 2 | 36,130 | 72,260 | 177,20 | € |
| 10 | ELSA Estonia | 1 | 20,361 | 20,361 | 66,55 | € |
| 11 | ELSA Finland | 3 | 34,526 | 103,578 | 259,07 | € |
| 12 | ELSA France | 2 | 33,674 | 67,348 | 170,33 | € |
| 13 | ELSA Georgia | 1 | 4,662 | 4,662 | 44,59 | € |
| 14 | ELSA Germany | 43 | 34,401 | 1479,243 | 3705,78 | € |
| 15 | ELSA Greece | 2 | 28,517 | 57,034 | 155,90 | € |
| 16 | ELSA Hungary | 4 | 18,755 | 75,020 | 257,20 | € |
| 17 | ELSA Iceland | 1 | 35,742 | 35,742 | 88,06 | € |
| 18 | ELSA Ireland | 1 | 44,613 | 44,613 | 100,46 | € |
| 19 | ELSA Italy | 17 | 30,353 | 516,001 | 1368,84 | € |
| 20 | ELSA Kazakhstan | 3 | 10,863 | 32,589 | 159,79 | € |
| 21 | ELSA Latvia | 1 | 16,377 | 16,377 | 60,97 | € |
| 22 | ELSA Lithuania | 3 | 17,575 | 52,725 | 187,95 | € |
| 23 | ELSA Luxembourg | 1 | 79,485 | 79,485 | 149,23 | € |

| | | | | | | |
|----|------------------------|-----|--------|---------|-----------|---|
| 24 | ELSA Malta | 1 | 23,080 | 23,080 | 70,35 | € |
| 25 | ELSA Montenegro | 1 | 11,699 | 11,699 | 54,43 | € |
| 26 | ELSA Norway | 3 | 53,433 | 160,299 | 338,39 | € |
| 27 | ELSA Poland | 15 | 15,987 | 239,805 | 906,43 | € |
| 28 | ELSA Portugal | 8 | 22,765 | 182,120 | 559,26 | € |
| 29 | ELSA Rep. of Macedonia | 1 | 9,096 | 9,096 | 50,79 | € |
| 30 | ELSA Romania | 6 | 12,369 | 74,214 | 332,22 | € |
| 31 | ELSA Russia | 7 | 14,690 | 102,830 | 410,31 | € |
| 32 | ELSA Serbia | 6 | 10,248 | 61,488 | 314,42 | € |
| 33 | ELSA Slovakia | 5 | 20,076 | 100,380 | 330,74 | € |
| 34 | ELSA Slovenia | 2 | 26,753 | 53,506 | 150,97 | € |
| 35 | ELSA Spain | 5 | 31,560 | 157,800 | 411,04 | € |
| 36 | ELSA Sweden | 6 | 36,712 | 220,272 | 536,48 | € |
| 37 | ELSA Switzerland | 8 | 40,658 | 325,264 | 759,45 | € |
| 38 | ELSA The Netherlands | 6 | 38,694 | 232,164 | 553,11 | € |
| 39 | ELSA Turkey | 3 | 12,955 | 38,865 | 168,57 | € |
| 40 | ELSA Ukraine | 3 | 6,914 | 20,742 | 143,22 | € |
| 41 | ELSA United Kingdom | 5 | 35,130 | 175,650 | 436,00 | € |
| | TOTAL | 197 | | 5 363 | 15 000,00 | € |

Table 2

| | National Groups: | No. of LG (X) | GDP (x) HDI 2008 | GDP per LG | Fee (x)09/10 | |
|----|---------------------------|---------------|------------------|------------|--------------|---|
| 1 | ELSA Albania | | 7,041 | 0,000 | 0,00 | € |
| 2 | ELSA Armenia | | 5,693 | 0,000 | 0,00 | € |
| 3 | ELSA Austria | 4 | 37,370 | 149,480 | 387,50 | € |
| 4 | ELSA Belgium | 5 | 34,935 | 174,675 | 466,02 | € |
| 5 | ELSA Bosnia & Herzegovina | | 7,764 | 0,000 | 0,00 | € |
| 6 | ELSA Bulgaria | 1 | 11,222 | 11,222 | 57,46 | € |
| 7 | ELSA Croatia | 4 | 16,027 | 64,108 | 258,80 | € |
| 8 | ELSA Czech Republic | 4 | 24,144 | 96,576 | 307,75 | € |
| 9 | ELSA Denmark | 2 | 36,130 | 72,260 | 190,01 | € |
| 10 | ELSA Estonia | 1 | 20,361 | 20,361 | 71,23 | € |
| 11 | ELSA Finland | 3 | 34,526 | 103,578 | 277,76 | € |
| 12 | ELSA France | | 33,674 | 0,000 | 0,00 | € |
| 13 | ELSA Georgia | 1 | 4,662 | 4,662 | 47,57 | € |
| 14 | ELSA Germany | 43 | 34,401 | 1479,243 | 3973,13 | € |
| 15 | ELSA Greece | 2 | 28,517 | 57,034 | 167,06 | € |
| 16 | ELSA Hungary | 4 | 18,755 | 75,020 | 275,25 | € |
| 17 | ELSA Iceland | 1 | 35,742 | 35,742 | 94,42 | € |
| 18 | ELSA Ireland | | 44,613 | 0,000 | 0,00 | € |

| | | | | | | |
|----|------------------------|-----|--------|---------|--------------|---|
| 19 | ELSA Italy | 17 | 30,353 | 516,001 | 1467,04 | € |
| 20 | ELSA Kazakhstan | 3 | 10,863 | 32,589 | 170,75 | € |
| 21 | ELSA Latvia | 1 | 16,377 | 16,377 | 65,23 | € |
| 22 | ELSA Lithuania | 3 | 17,575 | 52,725 | 201,10 | € |
| 23 | ELSA Luxembourg | | 79,485 | 0,000 | 0,00 | € |
| 24 | ELSA Malta | 1 | 23,080 | 23,080 | 75,33 | € |
| 25 | ELSA Montenegro | 1 | 11,699 | 11,699 | 58,18 | € |
| 26 | ELSA Norway | 3 | 53,433 | 160,299 | 363,26 | € |
| 27 | ELSA Poland | 15 | 15,987 | 239,805 | 969,60 | € |
| 28 | ELSA Portugal | 8 | 22,765 | 182,120 | 598,86 | € |
| 29 | ELSA Rep. of Macedonia | 1 | 9,096 | 9,096 | 54,25 | € |
| 30 | ELSA Romania | 6 | 12,369 | 74,214 | 355,12 | € |
| 31 | ELSA Russia | 7 | 14,690 | 102,830 | 438,80 | € |
| 32 | ELSA Serbia | 6 | 10,248 | 61,488 | 335,93 | € |
| 33 | ELSA Slovakia | 5 | 20,076 | 100,380 | 354,02 | € |
| 34 | ELSA Slovenia | 2 | 26,753 | 53,506 | 161,74 | € |
| 35 | ELSA Spain | 5 | 31,560 | 157,800 | 440,58 | € |
| 36 | ELSA Sweden | 6 | 36,712 | 220,272 | 575,29 | € |
| 37 | ELSA Switzerland | 8 | 40,658 | 325,264 | 814,64 | € |
| 38 | ELSA The Netherlands | 6 | 38,694 | 232,164 | 593,22 | € |
| 39 | ELSA Turkey | 3 | 12,955 | 38,865 | 180,21 | € |
| 40 | ELSA Ukraine | 3 | 6,914 | 20,742 | 152,89 | € |
| 41 | ELSA United Kingdom | | 35,130 | 0,000 | 0,00 | € |
| | TOTAL | 185 | | 4 975 | 15 000,00 | € |

Table 3

| | National Groups: | Difference |
|----|---------------------------|------------|
| 1 | ELSA Albania | -47,92 |
| 2 | ELSA Armenia | -46,03 |
| 3 | ELSA Austria | 26,16 |
| 4 | ELSA Belgium | 31,38 |
| 5 | ELSA Bosnia & Herzegovina | -48,93 |
| 6 | ELSA Bulgaria | 3,69 |
| 7 | ELSA Croatia | 16,86 |
| 8 | ELSA Czech Republic | 20,40 |
| 9 | ELSA Denmark | 12,81 |
| 10 | ELSA Estonia | 4,69 |
| 11 | ELSA Finland | 18,69 |
| 12 | ELSA France | -170,33 |
| 13 | ELSA Georgia | 2,98 |
| 14 | ELSA Germany | 267,35 |

| | | |
|----|------------------------|---------|
| 15 | ELSA Greece | 11,15 |
| 16 | ELSA Hungary | 18,05 |
| 17 | ELSA Iceland | 6,36 |
| 18 | ELSA Ireland | -100,46 |
| 19 | ELSA Italy | 98,20 |
| 20 | ELSA Kazakhstan | 10,96 |
| 21 | ELSA Latvia | 4,25 |
| 22 | ELSA Lithuania | 13,15 |
| 23 | ELSA Luxembourg | -149,23 |
| 24 | ELSA Malta | 4,98 |
| 25 | ELSA Montenegro | 3,74 |
| 26 | ELSA Norway | 24,87 |
| 27 | ELSA Poland | 63,17 |
| 28 | ELSA Portugal | 39,60 |
| 29 | ELSA Rep. of Macedonia | 3,46 |
| 30 | ELSA Romania | 22,90 |
| 31 | ELSA Russia | 28,49 |
| 32 | ELSA Serbia | 21,52 |
| 33 | ELSA Slovakia | 23,28 |
| 34 | ELSA Slovenia | 10,77 |
| 35 | ELSA Spain | 29,54 |
| 36 | ELSA Sweden | 38,82 |
| 37 | ELSA Switzerland | 55,19 |
| 38 | ELSA The Netherlands | 40,11 |
| 39 | ELSA Turkey | 11,64 |
| 40 | ELSA Ukraine | 9,67 |
| 41 | ELSA United Kingdom | -436,00 |

Input paper on the 9th edition of ELSA Moot Court Competition on WTO law (EMC²)**Background**

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 complimenting their formal legal education. When the ELSA Moot Court Competition was incepted in 2002-2003, the goal was for it to expand in Europe, with more national rounds and more and more involvement from the ELSA Network. ELSA as an organization felt that it should be organizing an international moot court competition. Many other student organizations were successfully organizing moot courts, and ELSA needed a flagship to rely on. The topic of the moot court, WTO law, was chosen because there were no other moot courts on WTO law, WTO was growing and of topical interest at the time, and it was not usually in the curriculum of European universities which enabled it to expand the legal knowledge of European law students.

After many years of preparatory work ELSA's biggest and most far reaching event in its history became a reality in 2002/2003, when the first edition was launched with participants from 38 countries worldwide, 5 National Rounds and the big Final Oral Round at the WTO Centre in Geneva, Switzerland.

For the next five editions the Final Oral Round was held in Geneva, organised by ELSA International. The competition grew to become one of the world's largest moot courts, and the largest moot court in the world on WTO Law. Unfortunately, the development of the EMC² in Europe did not go as initially hoped. While the competition itself grew outside Europe, the engagement and commitment from ELSA groups and people slowly faded. In the end the competition was of much bigger interest to people outside ELSA than its actual members. This meant that while the interest and involvement from the Network went down year by year, the workload on the International Board still increased due to the success of the competition in the rest of the world. Instead of making a profit for ELSA the competition made a financial loss. All of this led to a proposal from the IB 2007/2008 to cancel EMC² at ICM Lisbon, spring 2008. The proposal did not go through and the 6th edition was held at the WTO headquarters in Geneva, fortunately without any loss, but a profit, for the first time. It is also important to notice the fact that no board really predicted whether ELSA would have a profit or loss, cause the final expenditures were depending on many different circumstances on which ELSA very often didn't have influence (like teams not showing up). That is also one of the reasons behind the decision of board of 07/08 to cancel it—they did not know until after the competition that they had made a profit during the 6th edition.

Over the last years the loss of EMC² has been covered over the general budget. In total the first five editions made a loss of €64.950,25 which was all covered by ELSA Internationals budget. Due to the loss of a corporate partner in 2008 ELSA International was put in a very tight economical situation. The board of 2008/2009 could not afford to cover any loss from the general budget without the risk of bankruptcy (at the time not knowing that the 6th edition made a profit). Therefore, the Board of 2008/2009 decided to put the competition on hold.

As stated by the network at the ICM in Lisbon, EMC² is something we want as one of our core projects and the International Board of 2008/2009 worked hard to find a solution to secure the financial stability of the EMC².

The solution was to outsource the organisation of the Final Oral Round to one of our Regional Round organisers, ACWH (Asian Center for WTO and International Health Law and Policy) in Taipei, Taiwan but still keeping ELSA as the co-organisers together with ACWH. Following the 7th edition, the 8th edition of the EMC² was organized in cooperation with COLADIC-RD in Santo Domingo, Dominican Republic. Outsourcing the Final Oral Round turned out to be a big success and the Networks scepticism was proved wrong. EMC² was ready to face the global challenge with a global expansion and this thanks to the involvement of ELSA on all stages and very good communication between the organisers.

The 9th edition of EMC² 2010/2011

The current situation of the competition is that its recognition around the world is huge among students as well as WTO practitioners. In the last edition we had teams competing from every continent. Unfortunately the competition is far from being as well recognised in ELSA as it is outside of ELSA. During the upcoming year we will focus on raising the awareness of this project on National and Local level and hopefully organise more than one National Round within the network (as last year). Therefore the International Board has appointed 6 motivated girls for the EOS – ELSA Organising Secretariat, to help out with the promotion of the competition within ELSA.

In order to bring the FOR close to the Network, ELSA International made a call for a hosting ELSA Group for the 9th edition of EMC². The FOR of the 9th edition will be organized in cooperation with ELSA Switzerland, which gives a big opportunity for ELSA to be present. The current communication with the Network shows that the location of FOR gave motivation to some of the NGs to organize NRs. Hopefully in this edition ELSA will increase the number of NRs within the Network. The 9th edition was launched on the 15th of September 2010. The two ELSA Regional Rounds will be held in Vilnius, Lithuania and Cluj Napoca, Romania in March 2011.

General information about the structure of the competition

The Selection Rounds consists of Oral Rounds and an International Written Round.

- The Selection Rounds:

The Oral Selection Rounds take the form of National Rounds and Regional Rounds. The Regional Rounds being either ELSA or non-ELSA Regional Rounds. The selection phase commences when The Case is issued 1st of September and concludes with the Regional Rounds in March. Teams also prepare Written Submissions setting out their pleadings on behalf of both the Complainant and the Respondent as per WTO Dispute Settlement Procedure.

The Regional Round is the round aimed at qualifying teams for the Final Oral Round (FOR) of the EMC². In addition, selection to the Final Oral Round may be done through the International Written Round. This entry mechanism allows teams that come from the countries, which are not territorially attributed to a particular Regional Round, to submit a Complainant and Respondent Written Submission for marking.

Final Oral Round, FOR

Normally the finalists of all Selection Rounds will proceed to the Final Oral Round. The FOR team allocation is revised and published on www.elsamootcourt.org every year at the beginning of the competition. The FOR normally consists of 16-20 teams. During the FOR the teams will go through Preliminary Rounds, Semi Finals and Grand Final.

Registration & Participation fee

The **Registration fee** for ELSA teams is €250 and this fee is paid once by all teams entering the competition. The fee is a payment for the service provided by the EMC² team - ELSA International, Academic Supervisors, Regional Round Organisers, so to say ELSA International's administration fee for running the competition. The money that is not used for the competition is spent on other international projects, such projects that were neglected support during the first five years when the competition made a huge loss for ELSA International, i.e. ELSA Online project.

Apart from the registration fee the team will have to pay a **Participation fee** when entering the selection rounds (National and Regional) as well as one if entering the Final Oral Round (FOR) in Geneva, Switzerland. The normal favoured/non-favoured fee does not regulate this fee and the organisers are therefore allowed to freely decide upon the participation fee. The budgeted fee has to be approved by ELSA International in order to keep it equal in all rounds.

Input paper on ISIC card

Introduction

Every organisation has a need to keep track of the number and identity of its members. As such, it is a common practice for many of them to have some kind of token that allows proving this membership. In many cases a card is used to do this. In ELSA, however, there has not been so far a proof of membership, more than the registration in ELSA Online, which worked for some time before the system went down.

For this very reason, there have been some initiatives to start a membership card in some ELSA Groups, but there has never been a global approach that addresses this issue as one Network.

The International Board 2009/2010 started the contacts with the International Student Identity Card (ISIC) organisation during this year, in order to introduce a co-branded ISIC-ELSA Card, that would not only be a proof of membership, but that would also provide the benefits of the ISIC card to its holders. These benefits cover a wide range of offers, mainly consisting in discounts in various kinds of services, from theatres or museums to train tickets.

Pilot project

After holding a meeting with ISIC in July, which was attended by Leonid Cherniavskiy, President of ELSA International 2009/2010, Óscar A. Lema Bouza, President of ELSA International 2010/2011, and Filipe Bismarck, Secretary General of ELSA International 2010/2011, it was agreed to launch a pilot project to introduce the card in some Groups that represent, at least, 1,500 members. During the IPM in Lisbon, there was some interest, and it is our plan to launch the cooperation at the start of the year 2011.

This project would be linked to the implementation of ELSA Online to get the data. However, as the new system is not launched yet, all the necessary information would be collected by ELSA International and sent to ISIC in order to produce the cards.

The card has a cost, which varies depending on the country from which the holder is studying in. However, ELSA would get a 25% discount in the producing of the card. Our belief is that the benefits achieved from having this card heavily outweigh the cost, and, from that point of view, we advocate for its implementation. Furthermore, a way to finance the card, including a card partner or sponsor could be a way to give the card for free for the ELSA members. Some other difficulties, such as that are only available for full-time students, or its validity of eighteen months could be overcome by the benefits provided.

For all the aforementioned, we would like to support the ELSA Groups that decide to introduce the card, and we believe it is the necessary step ahead our association needs in terms of member management.

NATIONAL GROUPS

Input Paper on Permanent Observer Status by ELSA Belgium and ELSA Lithuania

Input Paper

Introduction

Other countries want to participate in ELSA

During the last years Canada, South Africa and Israel have approached ELSA in requests to participate in ELSA activities. The Israeli national law students organization even submitted an Observership application to The International Presidents' Meeting ("IPM") held on the 7th February 2010 at Kyiv.

IPM Decision to change ELSA's statutes

The IPM decided that Israel cannot gain observer statues due to the fact that observer statue is a temporary statue before becoming a full member. **Israel will not be able to gain full member statues** because Israel is not located in the European topographic border (as ELSA's Statutes determined). Thus, **IPM decided to appoint a work group that will advise about the legal way to cooperate with Israel and other counties as mentioned above.**

ICM in favor

In the last ICM held in Malta 2010, **the work group recommended changing the statutes & Orders of ELSA and enacting a new special statue. The ICM voted on the question: Should special statues be forged in favor.**

Work group finalized the draft paper - time to vote

The work group continued to work on the draft proposal for special statue and recommended that the **legal basis for this statue named: "Permanent Observer"**. The draft paper is enclosed in annex A.

In the last IPM held in Lisbon, The working group found number of countries that **may** (or - **may not**) fit the definition of "permanent observer" such as:

- Australia
- New Zealand
 - Both of them will not fit if they will be a part of a regional body, Since Australia is a continent, and both of the countries can take part in a pacific regional association.
- South Africa

- May not fit if it will take part in Africa regional organization in the future.
- States in USA
 - Until there will an American Law student association.
- Israel

Never the less, **ELSA is not binned**. Meaning that, for every application of such country the ICM will address the concrete Issue and vote after discussion whether to give such a country a permanent observer status or not.

This special statue enable to ICM to cooperate faster with this countries without re-thinking every time what kind of rights and duties such a country can poses.

Justification for changing the statutes

We believe that changing the statutes is within ELSA's Aims as followes:

1. A "Just world"

ELSA's Aims and Activities clause in ELSA's Statue, Article 3 reads:

Vision

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

ELSA Should not focus on a European change only, but also to bear in mind that Europe has a responsibility towards other nations worldwide and to human kind as a whole.

The Legal conversation, Idea changing, and cooperation is what unite the EU today and should be thought worldwide.

Disengaging from other countries which share the same vision will weaken the ability of ELSA Vision to come true. Thus, In order to expend ELSA's vision there is a need to cooperate with other states.

Example 1: Inviting Israeli students to seminars can change their point of view and in the future- the Israeli Judicial system and even the policy of Israel towered the others that will change the middle east from grass roots and therefore will make it a better world.

2. ELSA's ability to solve legal problems.

ELSA's Preamble described in ELSA's statutes as followed:

EXPRESSING that within this competence, the supreme aims of ELSA are to encourage and facilitate direct contacts and co-operation, individually and collectively, whether privately or officially, between persons from different states involved in the field of Law and to promote the usefulness of foreign legal experience by expanding the knowledge and understanding of the different concepts and solutions to legal questions developed in the member states;

Meaning that- ELSA recognizes the fact that co-operation and promoting the usefulness of foreign legal experience can solve legal questions inside the members states.

ELSA, like any organization suffers from ups and downs in every single moment. In order to gain strength, a mutual help is need.

Counties from outside Europe already experienced some of the difficulties that European countries have trouble to cope up with. Thus, those countries can help European countries and vice versa.

Example 1: South Africa change in Human rights area can be a lesson for all ELSA's students.

Example 2: USA "war against terror" policy can open the discussion for changing the evidence law in European countries.

3. **ELSA can be a leading law student body in the world**

If ELSA will give up this opportunity to embrace under its organization other countries, as mention in part A, ELSA will lose the opportunity to be the leading force in Law Students Association and future policy making.

It is the first time that European body can gain a strong and a worldwide leading point in policy making (in field of Law) that will change the world, without any competition.

If not, there is always the possibility that American Law Students association will be formed and will embrace Canada, Australia, South Africa and Israel. And will have the ability to change policies in almost every continent upon earth.

Changing policy (towards a just world) starting with education!

Student's power is the first component in revolutions. Thus, ELSA should make all efforts in order for European law (including human rights) will be used as a role model worldwide.

Example 1: Based in Europe, seminars and statutory meetings will held in Europe, so more European students can participate and be educated, and the European influence will be bigger.

4. Future prospective:

Missing this opportunity will cause a wrong effect

All sides- ELSA, and the national law students organizations in others countries (especially Israel), have wasted 1.5 years in meetings and negotiations. Revising this decision will transmit to all of these countries a message that cooperation is not wanted by ELSA.

From Passive to Active

So far, ELSA acted in a passive way saying "yes" or "no" to each country (so far just "no") which approached ELSA. ELSA didn't make any effort to say out loud: we would like cooperate under our terms. This is the opportunity to say so!

Or:

Why not to make a cooperation agreement with each state?

Cooperation agreement is done by International board (IB)

The ICM usually is not aware of all the aspects of the other national organizations trying to make a cooperation, and the standing right of these organizations is diminished.

Furthermore, there is no point in wasting the time of the IB if it is going to be discussed in the ICM as well.

The IB will still be in charge of cooperation agreements with other international (such AISEC) and regional organizations (such as ALSA).

Setting out the legal basis for a future cooperation

In one time discussion at the ICM it will become clearer for all the other countries what they can gain in cooperation with ELSA and what is the procedure for that, and no discrimination claims can be heard by any Country. Also, ELSA will not have to discuss each time on the right and duties of each country.

Passive to Active

Declaring ELSA's vision out in the open can bring more cooperation and make ELSA more transparent. All of these, Instead of signing different partnership agreements with each different state.

Conclusions

As aforesaid, we believe that changing the statutes is within ELSA's Aims and objective and keep ELSA on the right track toward "A Just world" and be a leading law student body in the world

The changes:

1. The current name of article 5 will be changed into Article 5 – Observers & permanent Observers.
2. The current article 5 content will be numbered as Article 5.1
3. The draft paper of the WG will be enacted as Article 5.2
4. Two inputs will be added to draft paper (marked here in red).

The Proposal to change article 5 of the Statutes Draft Statutes proposal

Article 5 – Observers & permanent Observers

5.1 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 Council with a two thirds majority

5.2 Permanent Observers

5.2.1 A national organization, representing law students, that is eligible to become a member of ELSA as not from a European state, as defined by the statutes, but complies with the rest of the requirements of Article 5 of the statutes of ELSA, may apply for the statutes of a Permanent Observer provided the following requirements:

- (i) the organization that is applying for Permanent Observership is not a member of other international association of law students; and
- (ii) the organization that is applying for Permanent Observership is not eligible to become a member of a regionally based partner law students' association of ELSA; and
- (iii) the written application for Permanent Observership is submitted to the international board in which the national organization states that it supports the aims and activities of ELSA; and
- (iv) the national organization submits its statutes and standing orders in English to the International Board and those statutes and standing orders are compatible with those of ELSA; and
- (v) the application for Permanent Observership is approved by the Council with two thirds majority

5.2.2 Permanent Observer shall not be considered as ELSA Groups for any purpose.

5.2.3 Permanent Observer shall not use "ELSA" or "The European Law Students"; Association" in its name or use ELSA's Logo as its own.

5.2.4 Right and Obligations of Permanent Observer:

5.2.4.1 Permanent Observer of ELSA has the right to:

- (i) participate in the statutory and area meetings of ELSA;
- (ii) participate in event organised by any ELSA groups;
- (iii) advertise events organised by them to ELSA network; and
- (iv) have a logo with a short description and a link to their website in ELSA's websites;
- (v) Participate in STEP within the limitation of filling in STEP positions nominative to the positions that will be open in the state of the permanent observer.
- (vi) Participate in events and delegations organized by ELSA International.

5.2.4.2 Permanent Observer shall:

- (i) participate in the statutory and area meetings of ELSA at least once a year;
- (ii) open participation in the events they organize to ELSA members;
- (iii) advertise events organised by ELSA or any of its groups;
- (iv) promote ELSA Moot Court Competition on WTO law (EMC²);
- (v) have ELSA's logo with a short description and a link to <http://www.elsa.org> on their website.

5.2.5 A Permanent Observer shall automatically be expelled if it has:

- (i) violated the statutes, the standing orders, decisions taken by the Council or acted against the interest of ELSA; or;
- (ii) not paid any fees or amounts due to ELSA for one year; or
- (iii) caused considerable harm to ELSA, any of its Members or Observers or anyone within their responsibility.
- (iv) ceased to support the aims and activities of ELSA or to otherwise satisfy the requirements of Article 4 and 5 of the statutes; or
- (v) ceased to take appropriate measures in case anyone within the organisation's responsibility violates point i,iii and iv of the above; or
- (vi) used "ELSA" or "The European Law Student's Association" in its name; or
- (vii) used ELSA's Logo as its own logo; or
- (viii) has not attended any statutory meetings for one year.

Annex A:

Draft regulations proposal from the Working Group on Expansion

Permanent Observer

2.1 A national organization, representing law students, that is eligible to become a member of ELSA as not from a European state, as defined by article 5.2 of the statutes, but complies with the rest of the requirements of Article 5 of the statutes of ELSA, may apply for the statutes of a Permanent Observer provided the following requirements:

- (i) the organization that is applying for Permanent Observership is not a member of other international association of law students; and
- (ii) the organization that is applying for Permanent Observership is not eligible to become a member of a regionally based partner law students' association of ELSA; and
- (iii) the written application for Permanent Observership is submitted to the international board in which the national organization states that it supports the aims and activities of ELSA; and
- (iv) the national organization submits its statutes and standing orders in English to the International Board and those statutes and standing orders are compatible with those of ELSA; and
- (v) the application for Permanent Observership is approved by the Council with two thirds majority

2.2 Permanent Observer shall not be considered as ELSA Groups for any purpose.

2.3 Permanent Observer shall not use "ELSA" or "The European Law Students' Association" in its name or use ELSA's Logo as its own.

2.4 Right and Obligations of Permanent Observer:

2.4.1 Permanent Observer of ELSA has the right to:

- (i) participate in the statutory and area meetings of ELSA;
- (ii) participate in event organised by any ELSA groups;
- (iii) advertise events organised by them to ELSA network; and
- (iv) have a logo with a short description and a link to their website
in ELSA's websites;

2.4.2 Permanent Observer shall:

- (i) participate in the statutory and area meetings of ELSA at least
once a year;
- (ii) open participation in the events they organize to ELSA
members;
- (iii) advertise events organised by ELSA or any of its groups;
- (iv) promote ELSA Moot Court Competition on WTO law (EMC^2);
- (v) have ELSA's logo with a short description and a link to
<http://www.elsa.org> on their website.

2.5 A Permanent Observer shall automatically be expelled if it has:

- (i) violated the statutes, the standing orders, decisions taken by the
Council or acted against the interest of ELSA; or;
- (ii) not paid any fees or amounts due to ELSA for one year; or
- (iii) caused considerable harm to ELSA, any of its Members or
Observers or anyone within their responsibility.
- (iv) ceased to support the aims and activities of ELSA or to otherwise
satisfy the requirements of Article 4 and 5 of the statutes; or
- (v) ceased to take appropriate measures in case anyone within the
organisation's responsibility violets point i,iii and iv of the above; or
- (vi) used "ELSA" or "The European Law Student's Association" in its
name; or
- (vii) used ELSA's Logo as its own logo; or
- (viii) has not attended any statutory meetings for one year.

APPLICATIONS

MEMBERSHIP APPLICATION

Application for Membership of ELSA Bosnia and Herzegovina

REQUEST

TO: EUROPEAN LAW STUDENTS' ASSOCIATION
INTERNATIONAL BOARD

Dear International Board of ELSA!

Dear ELSA Network!

After being approved with the Observer status during the ICM in Budva, we have been working hard to accomplish the ELSA vision and goals in Bosnia and Herzegovina and now can proudly say that we believe we are ready to become full member of wonderful ELSA family.

During the second NCM of ELSA Bosnia and Herzegovina we have unanimously decided:

1. To fully support the aims and activities of ELSA;
2. To present the application to become member of ELSA to the International Board and to the International Council Meeting of ELSA in Alanya.

We guarantee you that we will continue to represent ELSA in Bosnia and Herzegovina seriously and with dignity if we are accepted as Member.

We hope to have your support in order to successfully accomplish goals and aims of ELSA and provide our students with student life and opportunities they deserve.

On behalf of the European Law Students' Association from Bosnia and Herzegovina,

Nevena Jevremović

President

ELSA Bosnia and Herzegovina

Sarajevo, 18.09.2010.

ACTIVITY REPORTS**Amela Vejzović, Vice President Academic Activities**

During my work as VPAA I have focused on activities which main purpose is to attract students and get them interested in a somewhat different face of law. I focused on projects and activities of small range in order to prepare students for the ones which require more time and dedication.

One of the simplest, but important activities was organization of two institutional study visits:

1. one was with the Supreme Court of Federation of Bosnia and Herzegovina
2. the second was with the Court of Bosnia and Herzegovina

Both of them were successfully realized and students got deeper insight in the work of two of the highest judicial bodies in Bosnia and Herzegovina.

Since practice is the best of way of learning I focused my activities on realization of two internship projects:

One with local office of Council of Europe – one student was selected for the position of internee for a period of two months and was required to do a research on a certain topic. The selected student performed internship in more than a successful way and did research on constitutional structure in Bosnia and Herzegovina and necessary reforms ahead of us.

Second in cooperation with the law faculty of Sarajevo, Supreme Court of Federation of Bosnia and Herzegovina, Constitutional Court of Bosnia and Herzegovina and Tužilaštvo of Bosnia and Herzegovina –this project includes one month internship in the mentioned three institutions. The students are to be selected in cooperation with the law faculty of Sarajevo.

Following activity, which is still ongoing, is rather a complex one and focuses on implementing various ways of non formal education activities on law faculties in Bosnia and Herzegovina. In that sense the AA team is working on creation and establishment of following non formal ways of education:

- Debate club
- Moot court competitions
- Legal magazine

However, as stated before, this is a rather complex activity which still requires lots of time, funds and hopefully will be realized during the year to come.

Finally my work also included promotion of international academic ELSA events: from EMC2 to essay competition. It is with great honour that I can say that one student from Sarajevo has won second place on the Essay Competition on IFP Topic of Intellectual Property Law.

Yours Sincerely,

Amela Vejzović

VP Academic Activities

ELSA Bosnia and Herzegovina

Samra Čardaković, Vice President Seminars and Conferences**Introduction**

We are proud to present you our activity report of ELSA Bosnia and Herzegovina and hope that this report will help you to understand things we did last year. In this report you will find our project that we realized and projects yet to come.

Realized projects

1. **ICM Budva**, our first ICM on which we gained our observer status and got motivated for working in ELSA. Also, very important thing we got to know people from network.
2. **Holocaust and war crime prosecution conference in Brno**, 19 members attended the conference. It was valuable experience for us because it was our first international ELSA conference. We had double gain from it: important information on war crime topics and also we used opportunity to see ourselves how we have to make our future seminars/conferences.
3. **One day seminar on Verdict Sejdić - Finci** in cooperation with Mrs. Caroline Ravaud, Special representative of Secretary General of Council of Europe. We made a seminar for students from BH to raise their awareness on human right issues. The Verdict Sejdić- Finci was great opportunity to start with seminars and promote ELSA among BH students.
4. **ELSA Ex YU Conference** in Novi Sad conference where our members met with colleagues from ELSA groups in the Ex-Yugoslavia area. This was important for our networking and also exchanging experience on organizing events and making ELSA groups functional.
5. **Mock Trials** in collaboration with Council of Europe. Mr. Čedomir Ljubnić from the European Court of Human Rights and Mr. Francisco Empis from CoE helped our students with their work. The concept is imagined, hypothetical situation in which a country (Bosnia and Herzegovina) prohibited public viewing of certain film

because its theme was delicate and would raise some issues. The authors of the film were raising a complaint before the European Court of Human rights. The groups were divided on three smaller groups to discuss the topic and work on their tasks.

Future plans

1. **Study visit with ELSA Amsterdam** which is planned to take place in April 2011. ELSA Amsterdam delegation will come first to Sarajevo, and we are planning to return the visit. We are already planning the visit and we are very excited towards seeing their law system as well as institutions which are crucial to Dutch law. Also we heard that they are truly interested in our legal system as well as our university education. Furthermore is that will be our first study visit so we will do our best to try to show them how our legal system works and we are expecting the same from them. We have already planned and contacted several Bosnian legal institutions such as Supreme Court of Federation of Bosnia and Herzegovina as well as the Bosnia and Herzegovina Constitutional court.
2. **Conference about Euthanasia**, which will take place in the end of February in 2011. This will be an international conference for all ELSA countries. This project is about euthanasia and European law in terms of both moral and legal issues. As we know euthanasia is a very controversial subject, and this question has been debated a lot in last few years. Definition of euthanasia is "a deliberate intervention undertaken with the express intention of ending a life, to relieve intractable suffering. "As we can see from the definition medical opinion itself, however from a legal point of view, an intervention undertaken with the express intention of ending a life, even to relieve intractable suffering, is considered homicide. Our main goal for the conference will be to explore as many aspects of euthanasia as possible, within the European Law. Therefore, we assume that this will be an extremely interesting topic among the student population. There will also be a video

presentation for this conference on the next ICM which will take place in Alanya Turkey.

3. **National mini seminars** which were planned for the last year but due to financial problems as well some member problems we were not able to finish this projects. These seminars would take place each month in different local groups on different topics form European law.

Yours Sincerely,

Samra Čardaković

VP Seminars and Conferences

ELSA Bosnia and Herzegovina

Tarik Ajanović, Vice President Student Trainee Exchange Programme

My ELSA career started in the initiation group of ELSA Bosnia and Herzegovina in January 2009. Although I did not know enough at the time about ELSA and STEP as well, I decided to apply for the position of the future STEP coordinator in ELSA Bosnia and Herzegovina. I was assigned to the position by the initiation group president, Nevena Jevremović.

Before going to the ICM where we applied for observership, Ms Jevremović and I held a meeting with a company that provides free legal help in Sarajevo. They were interested in getting a graduate trainee but could not offer any kind of compensation for the student so it was put on hold.

During my attendance to the Spring ICM Budva 2009, I was a part of the STEP workshop where I gained valuable advices and first-hand experiences from other officers which I found very useful. Although a newcomer to this world, I had managed to provide a few inputs and advices for the creation of the new application form and general strategy due to my previous experience.

After coming back home, I was mostly involved in the registration of ELSA Bosnia and Herzegovina and setting up other sectors so the real STEP work began in July of 2009.

At that time, we had managed to provide cooperation with the biggest law student website in the country and they provided us with space to promote STEP. From that day until today, we have access to more than 6000 of their members who have all the latest info about the STEP traineeships and ELSA in general. Since we concluded that STEP is probably going to attract most of the interest from other students, we focused on promoting the traineeships online amongst fellow students. We focused on our Facebook group with regular updates, biggest forums in the country and individual forums of the

universities who had law schools. The response for this kind of self-development was satisfactory so we had almost daily requests for information on how to apply.

Since September 2009 we have started to advertise STEP locally at the University of Sarajevo. At that time, the official registration of ELSA Bosnia and Herzegovina was finished with the local authorities so we could start negotiating possible traineeships in Bosnia and Herzegovina. Also, we made a mailing list for law students and through it we distribute the latest newsletters and advices on how to apply for STEP traineeships.

In December 2009 we held interviews for new members that are going to help us in setting up ELSA Bosnia and Herzegovina. In that period, the STEP team gained 4 new members.

During January and February of 2010, I had conducted a series of meetings where I tried to explain the basis and purpose of STEP and train them in the art of negotiating and business approach. One of the members was also a member of AIESEC who provided valuable advices on job hunting since he holds a similar position there.

Since we noticed that people are somehow “scared“ of applying for STEP traineeships, we changed our approach a bit and started offering tips on how to gain language certificates for those who contacted us about STEP but were unsure about their language level and about proper CV writing. The month of April saw an opportunity to provide one traineeship for the local students in Sarajevo. We had managed to provide a one-month traineeship in the Sarajevo office of the Council of Europe. One 4th year student from the University of Sarajevo was selected for the traineeship.

In March 2010 we approached the biggest youth organization in the country which is dealing with dozens of projects at the same time. Considering that fact, we offered them a chance to become one of our STEP employers by taking one student for their office.

Although initially interested, they rejected our offer due to lack of funds for any kind of financial compensation or fringe benefits such as an apartment rent.

During the month of May, we approached one big insurance company about a possible traineeship. We had several contacts with their HR manager and general manager but in the end they decided to pass on our offer.

Our shortlist of possible employers was finished in around that time. It had some 50 top-companies and lawyers who had an international outlook and would be suitable for the role of a STEP employer.

In June we contacted one of the biggest law firms in Sarajevo and held a meeting with them. Their president was really interested in what we had to say but pointed out that our laws do not allow students to work as volunteers in solicitors' offices. The only persons who can volunteer are the ones who graduate and even they have to be officially registered as full-time trainees for the period of two years. He suggested that we should model our future approaches more along the lines of a "study visit to an office" rather than a "traineeship" due to our laws. After contacting the former VP STEP of ELSA International, Mirko Duković, we concluded that a solution could be reached in the right circumstances.

Although we were contacting the possible employers from our list the whole time, none of them showed interest in offering a traineeship. Some of the offers were made by the President of ELSA Bosnia and Herzegovina, Nevena Jevremović, during her meetings with other companies about a possible cooperation.

During the last summer break, we had contact with the representatives of the Sarajevo branch of "Wolf Theiss" about a possible traineeship. They also pointed out the legal problem as before and advised us to try to contact other companies and institutions which could be more suitable. After that, I had a meeting with the president of the Municipal

court of Zenica and offered her a chance to gain foreign students and graduates as volunteers. As she explained, they really had no use for foreign students and even had trouble providing enough spaces for local graduates in her court.

As of September 2010, we have 9 Bosnian applicants for the STEP traineeships abroad. Although it is not a big number, I am satisfied with it as we have managed to become the most active Ex-Yugoslavian country together with FYR Macedonia. I believe that we have the potential to improve the number of applicants and to finally offer one traineeship to the Network.

I am on one hand disappointed with not getting a traineeship for the Network but on the other hand proud for establishing the brand of ELSA and STEP relatively quickly with very limited resources. I am sure that in the future, with more experience we gain, we will achieve more.

Yours Sincerely,

Tarik Ajanović

VP Student Trainee Exchange Programme

ELSA Bosnia and Herzegovina

Nevena Jevremović, President

I am proud to present you a small summary of my activities. The report wants to provide for a general overview about my National Group and especially the BEE area during this year after we became the Observer country of ELSA.

Being the President of the National Group of one of the most outstanding Associations throughout the world it is great honour for me apart the huge range of the responsibilities.

Due to this Activity Report you will get to know the current situation in ELSA Bosnia and Herzegovina.

Foundation the Association

After the ICM in Budva one of the first and most important issues which needed to be dealt with was the establishment of the association in accordance with our national legislation. Due to specific structure and legal regulations of Bosnia and Herzegovina this was not an easy and quick process – quite the opposite. However we have successfully brought the registration process to an end and ELSA Bosnia and Herzegovina was formally established and began its work in August 2009.

During this period of time ELSA Bosnia and Herzegovina has become well respected and acknowledged students association, popular not only with students in Sarajevo, but also with students in the whole country.

During the first year of our work I have set several issues as key ones, necessary to be fulfilled:

- The Popularization of ELSA in Bosnia and Herzegovina;
- Supervise the working directions to the Staff of ELSA Bosnia and Herzegovina;
- Bringing the Active students in our Association;

- Having good technical resource;
- Formulate well-structured Association.

I can freely say that we have fulfilled the above set criteria more than successfully. We raised the awareness of ELSA not only among the student population, but also among the rest of the law related population. Currently ELSA Bosnia and Herzegovina has over 100 members and has very good cooperation and collaboration with highest legal institutions and organizations.

Overall interest in student association such as ELSA has grown extremely high. The number of students interested in working actively for ELSA increases on a daily basis. On our side we are working hard to enable them to use the best of ELSA and give their best in order to make ELSA Bosnia and Herzegovina an even better association.

As for the technical resources we can proudly say that we have been supported for our Law Faculty and especially from our Dean Mr. Borislav Petrovic who has recognized and supported the aims and activities of ELSA and without whose help and support we would not be able to conduct our work properly.

Board Management

Board Management as the main tool to create the well-structured association is very significant for me. Therefore I call Board Meetings twice a month (every two weeks). As the President I prepare the Agenda and comment the parts that I think may need to be explained. On Board Meetings we discuss about all important issues in detail and check in our duties to carry out the obligations of the members of NB well. Atmosphere within the Board has been more than fantastic.

Expansion

Expansion has been the focus of not only my work as the President of NB, but also the focus of our entire work of the ELSA BH NB during the previous year. It is my personally belief that

the expansion is the second most important issues that needs to be dealt with and which needs to be successfully realized. Local Groups represent the core of the ELSA Bosnia and Herzegovina's work and successfully realized activities. They are the key tool for the creation of a strong network of law students in Bosnia and Herzegovina which can then act as one body and fully commit to the achievement of the ELSA vision and values.

The number of ELSA BH local groups will be seven. We held presentations before students of Sarajevo, Eastern Sarajevo, Tuzla, Zenica, Bihać and Mostar. Currently we have applications by 4 Groups in BH: ELSA Tuzla, Zenica, Mostar, Eastern Sarajevo and Sarajevo which have taken the first steps in establishing the LG in their working areas. Their status will be decided during the 2nd NCM of ELSA Bosnia and Herzegovina in September 2010.

We are still working closely with students from the remaining three initiative groups from Bihać, Eastern Sarajevo and Banja Luka, and hopefully they will soon be a part of the ELSA Network.

External Relations

External Relations are also very important to me. Therefore I have contacted numerous potential partners and sponsors and can say that we have general cooperation and collaboration with several highly respected organization in the areas of Human Rights, and have established cooperation and collaboration with several leading legal institutions such as Supreme Court of the Federation of BH and Court of BH as well as leading organizations such as "Pravnik".

We have also introduced the Sponsors Package initiative after ICM in Malta. However this is still an ongoing activity.

International Level

As the President I am responsible to stay in touch with the Network and ELSA International. I attended both ICMs (ICM Budva, ICM Malta) and sent a representative to IPM Lisbon. The contemporary methods of communication give me chance to be online at all necessary time and be active on my electronic line.

Yours Sincerely,

Nevena Jevremović

President

ELSA Bosnia and Herzegovina

Armela Ramić, Secretary General

Human Resources & Membership

The core of every youth organization/association are motivated, enthusiastic and hard working members who are ready and willing to give their best in order to make the organization/association in question better and better. This is also the case with every ELSA group and is the case with ELSA Bosnia and Herzegovina.

Fortunately we did not face problems in this area of our work. Law students see ELSA as a tool of improving and developing their own personal skills, but also as a tool of making changes in their academic surrounding.

It is important to point out here that we have two types of membership and, thus, two types of members: active and passive. The first group is one of smaller number and includes students who are actively working as project coordinators together with VPs. Other group is one of a larger number and includes students from all Bosnia and Herzegovina who are not interested in active involvement but who want to use the best of ELSA for their own personal improvement and development.

In the short period of time of ELSA Bosnia and Herzegovina's existence we have around 100 members, all of which are young and prosperous students. This number increases and will increase in the future as ELSA Bosnia and Herzegovina grows and is able to provide students with even bigger scope of possibilities and options.

Expansion

Expansion has been one of the most important focus areas of my own work and work of entire NB. We see expansion as a way of approaching as many students as possible in order to show them in which way they can use ELSA for their own good and in which way they

can become a part of ELSA family and contribute to the status of generations of students to come.

Therefore we focused more on expansion itself rather than on project realization, although these areas have not been neglected.

Before I go into details regarding our expansion project I need to point out that there are 8 public universities in BH, out of which two are in Mostar. The universities are:

- University of Sarajevo
- University of Eastern Sarajevo
- University of Tuzla
- University of Zenica
- University of Bihać
- University of Banja Luka
- University of Mostar
- University Džemal Bijedić from Mostar

Expansion project or “Networking” as call it was realized in two parts:

First cycle lasted from April till July 2010, and included following activities:

- Visits to 5 public Universities in Bosnia and Herzegovina
- Promotion presentation before interested students
- Handing promotional material and Synergy
- Meeting with the management of the faculty in question

All of the activities went more than well. We had the honour of meeting enthusiastic young law students from different faculties in Bosnia and Herzegovina who are passionate about

ELSA, although they are aware of the difficulties ahead. Furthermore we presented ourselves to the management of the faculties and explained in short our purpose, vision and goals, as well as our plans for the future – the result was positive and managements recognized the values and necessity of working closely with ELSA both on national and future local level and provided support for their local students in their future ELSA work.

Second part included one day training for representatives of faculties from Bihać, Tuzla, Zenica, Mostar, Eastern Sarajevo and Sarajevo. The training was held on 7th of July and included a three part presentation and follow up discussions:

- Detailed explanation of ELSA, ELS and EDF
- Detailed explanation of the process of establishing LG
- Detailed explanation of future project which need to be realized through the LG with the supervision and coordination of the NB
- Handing out promotional material and CD's with relevant documentation

Out of 8 public Law faculties in Bosnia and Herzegovina we reached out to 7 of them. For your better comprehension of the situation, there are 8 public Universities in BH, out of which there are two in Mostar. We visited students in Mostar in one day and held presentation before students from both of the Universities, since there can only be one ELSA LG there. Mostar is a divided city and we do not want to contribute to the current situation, but rather to help and enable students there to work together and as one LG commit to the values and vision of ELSA in general. We are in constant contact with the students' groups from the mentioned faculties and currently we have 4 applications for observer status within ELSA Bosnia and Herzegovina which will hopefully be approved during the second NCM of ELSA Bosnia and Herzegovina. The initiative groups in question are from:

- University of Tuzla

- University of Zenica
- University Džemal Bijedić from of Mostar and University of Mostar
- University of Sarajevo

Hopefully initiative groups from Eastern Sarajevo, Bihać and Banja Luka will soon join our ELSA BH family and our expansion process will be successfully finished.

Legal Aspects

When it comes to legal aspects of our association I must point out that our situation is a rather specific one. Since ELSA Bosnia and Herzegovina already existed and was registered as a non-profit, non-political, non-governmental students' association our work was focused on re – registration procedure. Statues and Standing orders of ELSA BH were adopted and are in accordance with the International Council regulation. However since the NG already existed and was registered, the legal documentation was already in the archive of the authorized Ministry of Justice and there was no need for us to submit the identical legal documentation to the Ministry in order to be registered. Our job was to finish the re-registration process in accordance with our national regulation. The mentioned process was successfully finished and ELSA BH is registered as a non-profit, non-political, non-governmental students' association within the Ministry of Justice of BH. Our first NCM was one of a small range since at that time we were at our sole beginnings and did not have capacity or means to organize a large scale NCM. It was held after the ICM in Budva and included a group of 15 members who choose the NB and adopted the plan of activities for the future period.

ELSA Bosnia and Herzegovina will have its second NCM from 17th - 19th of September in Sarajevo. The aim of the NCM is to present the previous work and accomplishments of the current NB, to adopt new Statues and Standing orders as well as the Decision Book and at last but not the least the goal is also to elect the new NB members. It is planned to have the first two days of training and the last day of the plenary session. The participants will be

law students - member of local initiator groups from Bosnia and Herzegovina as well as the members of NB and current active members.

We want to have trainings during the NCM because the great majority of our members, active as well as passive, will be present. It is very important for our future work to provide them with quality ELSA training and therefore prepare them for their future involvement in ELSA. For the old/active members is important to gain new knowledge in order to make their work more efficient and in order to motivate them for their future activities. When it comes to new members it is important that they gain a thorough knowledge of ELSA so they can find their place and also to motivate them to be actively involved.

We want to furthermore educate our active/old members regarding their specific area of work as well as regarding supportive skills.

When it comes to our new members the purpose of the training is to give them a thorough general training about ELSA in order to enable their efficient work.

Future plans

Improvement in the area of human resources and communication between members and board as well as the NB and the future LG will be the key issues which will need to be dealt with.

In that sense new strategy for attracting new freshers and making them active members will be implemented. It will include again presentation to the freshers of the law faculties, creation of new sector teams, organization of ELSA info desks and open day events. It will also include creation of contact list of old ELSA members and creation of an alumni network.

Communication level will be increased and will include not only communication via telephone, but also msn, skype, social networks, and periodical meetings.

Hopefully in the future, with new students' power to come, ELSA Bosnia and Herzegovina will become one of the most successful students' association both on national and international level.

Yours Sincerely,

Armela Ramić

Secretary General

ELSA Bosnia and Herzegovina

Tatjana Perić, Treasurer

ELSA Bosnia and Herzegovina has right to following sources of income in accordance with the Statutes and Standing orders and also in accordance with the BH national regulation:

1. Membership fees – In order for a law student from Bosnia and Herzegovina to become an ELSA member membership fee must be paid. The exact amount which need to be paid by a student depends on his/hers year of study. Therefore we have following structure of fees (1 Euro = 2 BAM appr.):
 - First year students are requested to pay 20 BAM
 - Second year students are requested to pay 15 BAM
 - Third year students are requested to pay 10BAM
 - Forth year students are requested to pay 5 BAM
 - Students in their master studies and young lawyers are requested to pay 20 BAM

Membership fee can be paid only through bank transfer; the confirmation of the performed payment together with the filled application is sent to the Secretary General and once the full application documentation is received the student in question receives a confirmation letter on his/her membership status.

In a period of less than three months we had 800 BAM of membership fees. These funds are used for the purpose of small events organization and usually cover costs of promotional material, refreshments and travel costs when visiting law students from Bosnia and Herzegovina.

2. Grants – ELSA Bosnia and Herzegovina has received five grants, out of which three were from Sarajevo City Hall, one was from the Municipality Center of Sarajevo and one was from Shuller Helfen Leaben foundation.

City Hall grants were used for the following purposes:

- Participation at ICM Budva - grant covered travel and accommodation expenses for three member delegation.
- Participation at IPM Lisbon – grant covered travel and accommodation expenses of one ELSA Bosnia and Herzegovina representative at the mentioned event
- Second NCM of ELSA Bosnia and Herzegovina – grant covered the accommodation expenses of participants

Municipality Center of Sarajevo grant was used for the purpose of attending the ELSA Ex YU conference held in November 2009, and covered the travel and accommodation expenses of the three member delegation.

SHL grant was used for a networking project and covered the travel expenses, promotional material expenses and one day training seminar expenses (accommodation and refreshments of the participants).

3. donations –ELSA Bosnia and Herzegovina has received donations from the Law faculty of Sarajevo, which were used for the purposes of:
 - Attending the ICM Malta and covered the travel and accommodation expenses for a three member delegation
 - Organization of second ELSA Bosnia and Herzegovina NCM and covered the refreshments of the participants.

4. other incomes allowed by the law

Unfortunately financial situation in Bosnia and Herzegovina affects financial situation of almost every NGO group, and ELSA as a students' association is not left out. We have faced and are facing a lot of problems in the financial sector. However we have decided to introduce two novelties in our future work, for which we hope will make financial situation easier:

1. One is the establishment of a constant fundraising team whose main task is to actively follow grant calls and other ways of finance and continually inform the national network on different ways of finance
2. Second is the introduction of a sponsors' package which will enable ELSA Bosnia and Herzegovina a new source of income but also bring potential sponsors closer to the ELSA in Bosnia and Herzegovina in general.

In general overview one can conclude following:

Financial situation of ELSA Bosnia and Herzegovina has improved during the previous year which is result of increase of new members. However these financial means we use for promotional material, organization of events such as one-day seminars, networking needs (travel and promotional material costs), etc. Also ELSA Bosnia and Herzegovina has established very good relations with the Law faculty of Sarajevo and other organization and institutions which have financially supported some of our activities (for example SHL foundation which has financed our expansion activities and the creation of initiator local groups).

At this moment ELSA Bosnia and Herzegovina is working on finding permanent sponsors and partners by offering sponsors packages who will invest in our future growth and development. However, considering the fact that this is a new approach in the work of NGOs in Bosnia and Herzegovina, we do not have any significant results yet but we believe that we will succeed in this fundraising activity.

Yours sincerely,

Tatjana Perić

Treasurer

ELSA Bosnia and Herzegovina

Jasmina Bosto, Vice President Marketing

Marketing area is a specific one in a way that one of its main functions is to help promote the work and activities of other areas.

During the first year of ELSA work in Bosnia and Herzegovina the marketing area has worked actively in order to promote ELSA in general among law students and general public, but also to make a quality promotion background for other activities.

In that sense it is my great honour and pleasure to present the following activity report:

September 2009 – the first half of ELSA Bosnia and Herzegovina work was dedicated to the goal of raising awareness and interest within law students in Sarajevo in order to present ELSA as a prospective young student association and in order to make a quality human resources background for future work. In this period the activities of Marketing sector were focused on preparation of presentations before law students at law faculty of Sarajevo, organization of trainings for new members and organization of first promotional parties. Therefore, the marketing area:

- Established cooperation with professors and teaching assistants in order to have presentations during the classes when the concentration of student population is at its peak
- Preparation of presentations itself which included general information about ELSA, its aims, goals and structure, information regarding ELSA Bosnia and Herzegovina, its future plans and activities, information about benefits which membership in ELSA gives to law students
- Preparations of promotional material which included design for flyers, posters, etc.
- Preparations for ELSA Bosnia and Herzegovina webpage which has been functional in a while, but needs to be updated

Furthermore the marketing sector has established cooperation with leading law portals such as www.bh-pravnici.com where we have a special segment dedicated for ELSA and promotion of its activities and ongoing projects.

After the first round of presentation was finished, basic contact information of students preset was collected and a mailing contact list was created. Since then students have been continuously informed on the work of ELSA Bosnia and Herzegovina, but also on the work and ongoing project of the entire network. Also students have been informed and updated on relevant ELSA issues through our Facebook group, which is a must have since Facebook is one of the biggest social network groups in the world and as such provides quick and constant access to necessary information.

December 2009 – during this period a general call for active membership was published. All students interested in active work within ELSA Bosnia and Herzegovina applied and around 25 students were selected to work in specific sector in accordance with their interest. We were, and still, are aware of the fact that VP's need help and backup team in order to conduct their work successfully, therefore one of the main goals of this activity was to create a quality work teams for each sector which will then, under the guidance of their VP, realize planed activities.

A three day training for new active members was organized which included presentation on ELSA, training on project management and creation of action guideline or to be more precise creation of a list of priorities which need to be realized in the following period of one year.

This event was covered by the media, and was also followed by an ELSA New Year Party.

April – July 2009-During this period the focus of marketing area was preparation of presentations which were held before law student in other law faculties' aside law faculty of

Sarajevo. Our job was again to prepare presentation itself and to prepare the promotional material which was to be distributed before law students in the mentioned faculties.

May 2009 – In this period, the marketing area organized a social event “ELSA Beer Marathon” whose aim was to get as many students as possible in one place and make ELSA connecting people philosophy come true.

All of the abovementioned activities were realized more than successfully and we can proudly say that the number of students interested in ELSA grows and that the information flow and access to all relevant information regarding ELSA network works almost perfectly.

Yours sincerely,

Jasmina Bosto

VP Marketing

ELSA Bosnia and Herzegovina

ELSA Bosnia and Herzegovina

After presenting the activity report of each sector we can say that in an overall analysis ELSA Bosnia and Herzegovina has fulfilled its duties as an Observer and now is fully ready to become a member of the Network and make the ELSA dream even more real for students in Bosnia and Herzegovina.

Before we present a short summary of our duties as an observer and realized activities we would like to point out that on one hand we have faced lots of unpredictable problems and obstacles during our first year of work. All of them have been successfully overcome, but unfortunately have affected our work in a sense that we still have some gaps to fill and still have a long way to go. However we can proudly say that in the given circumstances and under given conditions we gave our best and are ready and willing to give even more in order to make ELSA in Bosnia and Herzegovina even better and more successful.

Obligations of an Observer of ELSA

1. **To organise the first Council Meeting of your ELSA-group. In the first Council Meeting the following things should be decided:**
 - a. *To enforce the draft Statutes and Standing Orders of your National Group;*

Statutes and Standing orders of ELSA Bosnia and Herzegovina have been adopted during the first ELSA Bosnia and Herzegovina NCM, and have been registered within the authorized Ministry of Justice. The Statutes and Standing orders of ELSA BH are the ones currently in force.

- b. *To elect the first National Board according to the positions that is defined in the Council Meeting Decision Book;*

The National Board was elected and we got officers on every board position as follows:

- President: Nevena Jevremović
- Secretary General: Armela Ramić
- VP AA: Amela Vejzović
- VP S&C: Samra Čardaković
- VP STEP: Tarik Ajanović
- VP Marketing: Jasmina Bosto
- Treasurer: Tatjana Perić

Every VP has a team of 5 people which works under the guidance of VP in question.

c. To elect auditors and present the first draft budget for the first operational year;

We contacted to several firms that are doing external auditing but at that point we didn't have the financial funds for that. But right now, we are about to have an agreement with a firm and auditing will be done by ICM Alanya and be presented to the national council.

d. To do all the responsibilities that has to be done in a founding meeting of an association according to your national legislation.

All necessary steps were taken in order to register ELSA within authorized Ministry of Justice. ELSA Bosnia and Herzegovina is registered as "*Europska Asocijacija Studenata Prava u BiH*" with ID RU-19/03.

2. Obligation to pay the observer fee of 50 EUR/calendar year which was met both for year 2009. and 2010.

Following responsibilities were fulfilled in period from September 2009 till September 2010.

3. To start working in accordance with the Statutes and Standing Orders of ELSA International and Council Meeting Decision Book of ELSA International

ELSA Bosnia and Herzegovina

Our activity from the very beginning until today is in full compliance with ELSA regulations. We run ELSA Bosnia and Herzegovina absolutely with ELSA standards and try to be active in every direction. Firstly, our structure is completely identical to this defined in Statutes and Standing Orders. We have a full board and each sphere is really active. During this one year of our existence we have realised:

AA Area:

- Institutional Study visit Supreme Court Federation of Bosnia and Herzegovina
- Institutional Study visit Court of Bosnia and Herzegovina
- Promotion of essay competition
- Implementation of non-formal ways of education

SC Area:

- ELSA EX YU conference, Novi Sad 2009
- “Holocaust and war crime prosecution conference”, Brno 2010.
- One day seminar “Sejdić Finci Verdict – Future of the BH Constitution”
- ECHR Mock Trials

STEP Area:

- Established cooperation with leading students website
- Established cooperation and collaboration with several law offices
- Promotion of STEP
- Guidance for application
- 9 applications for foreign traineeships

4. Obligation to communicate and cooperate with the ELSA Network as a part of the International Network of ELSA-groups.

- ICM Budva
- ICM Malta
- IPM Lisbon
- ELSA EX YU
- Brno Conference

Statutes and Standing Orders



The European Law Students' Association
BOSNIA AND HERZEGOVINA

Statutes
And
Standing Orders

Registered within Ministry of Justice of Bosnia and Herzegovina, ID number RU-19/03 as
“Europska Asocijacija Studenata Prava u BiH”

Sarajevo, 2010.

STATUTES OF ELSA BOSNIA AND HERZEGOVINA*Scope of association**Article I - Name*

The name of this organization is ELSA Bosnia and Herzegovina where ELSA acronym stands for European Law student association.

Article II – Official Seat

ELSA Bosnia and Herzegovina has its domicile in Law Faculty of University of Sarajevo, street Obala Kulina bana 7, Sarajevo and operates on entire Bosnia and Herzegovina territory.

Article III – Aims and Activities

Elsa Bosnia and Herzegovina is 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 Bosnia and Herzegovina with their colleagues in different states and legal systems, thereby equipping them for professional life in an international environment.

In order to fulfil its main aims ELSA Bosnia and Herzegovina's main fields of activities are:

- a) Academic activities with main purpose of improving existing legal education and practice and enabling international dialogues on relevant legal issues between students from Bosnia and Herzegovina and other legal systems.
- b) Seminars and Conferences with main purpose of improving and furthermore developing students legal skills as well as raising consciousness and understanding of important legal, social, economical and ecological issues on international and national level.

- c) The Student Trainee Exchange programme (STEP) with main purpose of enabling law students and young lawyers to work abroad and to provide traineeships for foreign law students in Bosnia and Herzegovina and in Bosnia and Herzegovina legal system.

Membership

Article V – Members

Member of ELSA Bosnia and Herzegovina can be every undergraduate, graduate law student in Bosnia and Herzegovina, as well as young layers till the age of 30.

Members must contribute to realisation and accomplishment of ELSA aims and goals by actively participating in its work.

The right and duty of each member is to elect and be elected into organization organs, to give initiative and suggestion regarding realisation of aims and activities of ELSA Bosnia and Herzegovina, to participate in ELSA Bosnia and Herzegovina projects, to pay participation fee and to ask question regarding the work of organisation.

Honourable members are members of ELSA Bosnia and Herzegovina who have contributed to work of ELSA and realisation of its aims and activities. For their contribution they get official recognition from ELSA Bosnia and Herzegovina.

The honourable members do not represent the quorum nor have right to elect and be elected into ELSA Bosnia and Herzegovina bodies.

Article VI – Termination of membership

Membership of ELSA Bosnia and Herzegovina is terminated when:

- a) a Member notifies the National Board in writing that it wishes to terminate its Membership;
- b) a Member is expelled in accordance with Article 7 of these Statutes;

Article VII – Expulsion of members

A member can be expelled from ELSA Bosnia and Herzegovina on a two-third majority vote by the Council if that member has either:

- a) Violated these Statutes, the Standing orders or the interests of ELSA Bosnia and Herzegovina
- b) Ceased to support the aims or activities of ELSA Bosnia and Herzegovina
- c) Not paid the fee to ELSA Bosnia and Herzegovina.

Organs

Article VIII – Organs

The National Council and The National Board are the principal organs of ELSA Bosnia and Herzegovina.

Other necessary organs will be established by the Council.

Article IX – The National Council

National Council is the supreme decision making body of ELSA Bosnia and Herzegovina whose decisions are obligatory to all associations' organs as well as to all it's members.

The Council shall meet twice a year, in spring and autumn, at a time fixed by the National Board.

In plenary sessions the council is fully competent only when there is participation in accordance with **article 5** when at least one half of the members are present and able to vote.

- i) The Spring National Council Meeting's main tasks are to: -
 - a) discuss and decide about any questions or matters within the scope of the present Statutes and Standing Orders;
 - b) review and approve the interim activity reports of the National Board members presented at that Council Meeting;
 - c) approve the interim accounts presented by the treasurer;
 - d) review and re-approve the budget that was approved in the Summer National Council Meeting;

- e) elect the National Board members for the following term of office;
 - f) Appoint auditors for the purposes of Article XIII of these Statutes.
- ii) The Autumn National Council Meeting's main tasks are to: -
- a) discuss and decide about any questions or matters within the scope of the present Statutes and Standing Orders;
 - b) review and approve the annual activity reports of the National Board members presented at that National Council Meeting;
 - c) approve the accounts and the auditor's report and relieve the outgoing National Board from their responsibilities;
 - d) review and approve the budget presented by the treasurer;
 - e) elect National Board members to vacant posts on the Board in accordance with the proviso of Article X of these Statutes;
 - f) Officially hand-over all the responsibilities to the National Board elect;

Unless these statutes specify the contrary, decisions by the Council shall be determined by an absolute majority of the votes. Abstentions shall not be included in the number of votes. Only the members of ELSA Bosnia and Herzegovina can vote at National Council meetings. Each member has one vote. A member will not be allowed to vote if it has not fully met its financial obligations towards ELSA Bosnia and Herzegovina.

The council shall be summoned by means of written invitations sent by the President of the National Board to all the members and any person appointed by the Council at least 21 days before the opening of the Council meeting.

Extraordinary meetings can be requested by the National Board or by at least one-third of all the members.

Article X – The National Board

The National Board is the supreme executive body of ELSA Bosnia and Herzegovina. Its main duty is to execute the council decisions, to promote and supervise ELSA Bosnia and Herzegovina's field of activities, to advance the aims and efficiency of ELSA Bosnia and Herzegovina and to represent the ELSA Bosnia and Herzegovina.

The president of the National Board or any other Board member who has delegated authority has the right to sign agreements in the name of ELSA Bosnia and Herzegovina.

The National Board consists President, Secretary General, Treasurer and four Vice Presidents as follows; Vice President Academic Activities, Vice President Marketing, Vice President Seminars and Conferences and Vice President Student Trainee Exchange Program.

The National Board can function when at least positions of President, Secretary General and Treasurer are occupied.

The National Board is responsible for the general work and management of ELSA Bosnia and Herzegovina, for the execution and implementation of the Council decisions related to ELSA Bosnia and Herzegovina fields of activity and will bear responsibilities towards the council for the undertaken decisions and activities.

Members of the National Board can appoint any person to do a specific work, if the members of national Board ELSA are not eligible to do specific work.

The members of the National Board will be elected by the Council for a period of one year from the day of the election.

If a member of the National Board resigns, the Board will be responsible for the activity of the vacancy and can collectively appoint a temporary substitute to accomplish the duty up to the new elections.

A national board member may be dismissed by the council by a majority of two-thirds of the votes cast if:

- a) The national board member doesn't do his/her job in a satisfactory way;
- b) The national board member violates these Statutes or interests of ELSA Bosnia and Herzegovina.

Finance

Article XI – Source of funding

The cost of running the activities of ELSA Bosnia and Herzegovina are to be funded by annual membership fees, 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 Bosnia and Herzegovina or if they are otherwise not in interests of ELSA Bosnia and Herzegovina.

Article XII – Accounts

The financial year of ELSA Bosnia and Herzegovina is from the first day of August until the thirty-first day of July.

The audited final accounts shall be submitted to the Autumn National Council Meeting for the previous financial year.

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.

Each member of ELSA Bosnia and Herzegovina is obliged to pay an annual membership fee for each financial year membership to ELSA Bosnia and Herzegovina, the amount of which is decided by the council.

All the funds raised for ELSA Bosnia and Herzegovina shall be accounted by the Treasurer of the National Board.

Article XIII – Audit

One Auditors and one Vice Auditor shall be elected by the 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.

The Auditor shall be a person independent from the National Board and with necessary experience in accounting and finance or a society of chartered auditors. Their tasks are to:

- a) examine the accounts of all revenue and expenditure and
- b) the financial management of ELSA Bosnia and Herzegovina, according to the generally accepted auditing standards
- c) provide a certification as to the reliability of the accounts and the legality and regularity of the underlying transactions.
- d) present their auditing report and certification concerning the final accounts to the Council.

*Statutes and Standing Orders**Article XIV – Standing orders*

The Council will further regulate affairs of ELSA Bosnia and Herzegovina, the rights and obligations of the Members towards ELSA Bosnia and Herzegovina 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 XIV – Amendments

Any amendments of the statutes may be made if supported by two-third of the votes cast by the council.

Any amendments to the standing orders may be made if supported by two-third of the votes cast.

*Dissolution**Article XV – Dissolution*

ELSA Bosnia and Herzegovina may be dissolved by unanimous decision of the Council.

In order to be valid, a decision by the Council to dissolve ELSA Bosnia and Herzegovina must be preceded by a proposal to that effect on the Council Meeting agenda.

The council shall upon a decision to dissolve ELSA Bosnia and Herzegovina elect 2 liquidators and shall subsequently decide about the destination of the net assets and property of ELSA Bosnia and Herzegovina, if any.

STANDING ORDERS OF ELSA BOSNIA AND HERZEGOVINA

In order to clarify and explain the statutes of ELSA Bosnia and Herzegovina, the members thereof agree to adopt the following Standing Orders:

Section I – Expulsion**Article 1**

In order for a dismissal or expulsion to be valid, in accordance with articles 6, 7 and 33 of the Statutes, any person so charged must be given adequate opportunity to explain his/her acts and to reply to any allegation made against him/her.

Section II - The National Council Meeting

Article 2

A National Council Meeting is opened by the President of ELSA Bosnia and Herzegovina, or any other person authorised by him/her to do so.

Article 3

After the opening of the National Council Meeting, the following officers are appointed:-

- Chairperson
- Secretary
- Two tellers

Article 4

The role of the Chairperson of the National Council Meeting is to ensure that the National Council Meeting agenda is respected and adhered to, to invite persons to address the National Council Meeting, to decide when to put proposals to a vote, to supervise the voting process, to announce the result of the voting process, to bring the meeting to order and to resolve any question concerning the procedure of the National Council Meeting;

Provided that he/she shall also possess, where it is necessary for him/her to fulfil the above-mentioned duties, the power to expel anybody from the National Council Meeting.

The role of the tellers of the National Council Meeting shall be to verify the number of members present and voting at any time during such meeting, to count the number of votes cast, to compare the results of the counting process and inform the Chairman of the result.

Article 5

After the appointment of the officers of the National Council Meeting, the agenda as proposed by the national Board, shall be accepted and adopted, although it may, where necessary, be amended by a majority vote.

Article 6

All reports by National Board members, as well as copies of these Statutes and Standing Orders and minutes of the previous National Council Meeting, are to be made available to all members during the National Council Meeting.

Article 7

Where the National Council Meeting deems fit, by a simple majority, any reports or minutes may be taken as read.

Article 8

The voting procedure for any proposals, motions, amendments or additions to the Statutes and Standing Orders shall be as follows:-

- (i) the Chairperson shall ask for any arguments in favour or against the proposal, motion, amendment or addition to be presented, as well as any proposed amendments thereto; following a list of speakers, he/she shall possess discretion whether or not to call for speakers subsequently;
- (ii) if any amendments thereto are proposed, the Chairperson shall ask the Council to vote on the amendments. The Chairperson shall ask for votes in favour, against and abstentions, and will announce the result of the vote;
- (iii) the original proposal, motion, amendment or addition and any amendment thereto, which has been accepted, will then be proposed to the Council for voting, the same process as above being adopted.
- (iv) if there are two or more proposals, amendments, motions, or additions, regarding the same issue and none of them obtains an absolute majority in the first vote, the Chairperson may ask for a new vote on the two proposals, amendments, motions or additions that obtained the highest number of votes.

Article 9

No member of ELSA - Bosnia and Herzegovina shall be permitted to enter or leave the National Council Meeting whilst any matter that is to be put to a vote is being discussed and during the vote thereon.

Article 10

Any member present and voting at the National Council Meeting may request that a secret vote be taken. In all other cases, voting in the National Council Meeting will be carried out by a show of hands.

Article 11

Council decisions, including amendments to the Statutes and Standing Orders come into force at the end of the National Council Meeting during which they were made, unless the National Council Meeting decides, by a four-fifths majority of members present and voting, to the contrary.

Article 12

National Council Meeting working materials, which must be read at the beginning of every National Council Meeting, are to include:-

- (i) National Board members' reports;
- (ii) any other report submitted to the National Council Meeting;
- (iii) all proposals, motions, amendments and additions submitted to the National Council Meeting together with the results of the voting process;
- (iv) any other documents deemed to be necessary by the Secretary General.

Provided that in the Summer National Council Meeting the minutes shall also include the Auditor's Report.

Article 13

The National Council Meeting minutes are to be drawn up by the Secretary General in conjunction with the secretary appointed by the National Council Meeting. It is not permitted that the Secretary General be appointed secretary of the National Council Meeting.

Article 14

Where it appears necessary for the efficient running of ELSA Bosnia and Herzegovina, the National Board shall call an extraordinary National Council Meeting for the purposes of the stipulations mentioned hereunder, and if this necessity arises during a National Council Meeting, that National Council Meeting itself shall, by a majority of four-fifths of the members present and voting, be able to suspend these Statutes and Standing Orders for a

specific period of time established by the National Council Meeting, in order to enable proceedings. Such a vote shall be called for at the discretion of the Chairperson.

Section III – The National Board

Article 15

- i) A person contesting for a post on the National Board must be nominated and seconded by any paid-up members of ELSA Bosnia and Herzegovina;
- ii) Such person contesting must have been a paid-up member of ELSA Bosnia and Herzegovina for a period of two months prior to the date of the nominations.

Article 16

No person who holds an executive post on a board or committee of a political movement will be permitted to hold a post on the National Board of ELSA Bosnia and Herzegovina.

Article 17

The President is in charge of the overall co-ordination of ELSA Bosnia and Herzegovina work, planning and direction of the work of the National Council Meeting and the National Board.

Article 18

The President is the Chairperson of the National Board.

Article 19

The President has the supreme right to represent ELSA Bosnia and Herzegovina. In default of this, the remaining board members will themselves appoint an acting President.

Where the President is to be temporarily unable to fulfil the functions of his office, he shall appoint another Board Member to fulfil these duties.

Article 20

The Secretary General shall act as the Secretary of the National Board meetings.

Article 21

The Treasurer is in charge of the finances of ELSA Bosnia and Herzegovina, being responsible for book-keeping, preparation of the accounts, property, payments and fund-raising, as is specified elsewhere in these Statutes and Standing Orders.

Article 22

The Treasurer shall be responsible for billing and collecting the annual membership fees together with any other amounts due to ELSA Bosnia and Herzegovina.

Article 23

The other officers serving on the National Board are responsible for the overall planning, co-ordination and supervision of their fields of activity; they are responsible for the propagation and execution of the specific programs and projects that the Council Meeting initiated within their field of activity.

Article 24

When appointing a person in terms of Article 24 of the Statutes of ELSA Bosnia and Herzegovina, the Secretary General, in the name of the National Board shall deliver a letter to the appointee, which letter shall contain the following:

- a) The name and surname of the appointee;
- b) The title of the post;
- c) A description of the tasks assigned;
- d) The term of duration of the office, whether it be in terms of time, or in terms of completion of the tasks assigned;
- e) The name of the National Board member responsible for the appointee; the accountability of the National Board towards the National Council Meeting remaining unaffected.

Upon termination of office, appointees shall present the National Board with a written report of their performance.

Article 25

When appointing an Organizing Committee in terms of Article 25 of the Statutes of ELSA Bosnia and Herzegovina, the relevant Board Member shall present the National Board with a list of names and surnames of all the persons constituting this Organizing Committee, together with a general description of the tasks assigned.

The relevant Board Member, in the name of the National Board, shall deliver a letter to the appointees, which letter shall contain the following:

- (a) the name and surname of the appointee;
- (b) the title of the post;

- (c) a description of the tasks assigned;
- (d) the term of duration of the office, whether it be in terms of time, or in terms of completion of the tasks assigned;
- (e) the name of the Board member responsible for the appointee; the accountability of the National Board towards the National Council Meeting remaining unaffected.

Upon termination of office, appointees shall present the National Board with a written report of their performance.

Section IV - International Finance

Article 26

ELSA Bosnia and Herzegovina shall pay the annual membership fee as established from time to time by the International Council of ELSA at International Council Meetings.

Article 27

ELSA Bosnia and Herzegovina shall ensure that where fees of levies are due to ELSA International as a result of any of the members of ELSA Bosnia and Herzegovina participating in any international event, these fees of levies will be paid to ELSA International.

Uvidom u priloženu dokumentaciju utvrđeno je da su ispunjeni uslovi u skladu sa Zakonom o udruženjima i fondacijama Bosne i Hercegovine i Pravilnikom o načinu vođenja registra udruženja i fondacija Bosne i Hercegovine i stranih i međunarodnih udruženja i fondacija i drugih neprofitnih organizacija («Službeni glasnik BiH», broj 9/02) za upis promjena u Registru udruženja. Stoga je riješeno kao u dispozitivu.

Na ovo Rješenje naplaćena je administrativna taksa u iznosu od 50.00 KM za upis promjena u Registar udruženja Ministarstva, u skladu sa članom 29. stav b. navedenog Pravilnika.

Putka o pravnom lijeku: Protiv ovog Rješenja može se uložiti žalba Komisiji za žalbe, u roku od 15 dana od dana prijema istog. Žalba se podnosi u tri primjerka, putem ovog Ministarstva.



Dostavljeno:

- EVROPSKOJ ASOCIJACIJI STUDENATA
PRAVA U BOSNI I HERCEGOVINI
Ulica Obala Kulina bana broj 70, 71 000 Sarajevo;
- Zbirka ispreva;
- a/a.

BOSNA I HERCEGOVINA
Ministarstvo pravde**БОСНА И ХЕРЦЕГОВИНА**
Министарство правде

Broj: 01/6-80-RS/02
Sarajevo, 25.08.2009. godine

Ministarstvo pravde Bosne i Hercegovine, rješavajući Zahtjev EVROPSKE ASOCIJACIJE STUDENATA PRAVA U BOSNI I HERCEGOVINI, sa sjedištem u Sarajevu, ulica Obala Kulina bana broj 7/I, za upis promjena u Registru udruženja, na osnovu člana 43. stav 2. Zakona o udruženjima i fondacijama Bosne i Hercegovine («Službeni glasnik BiH», br. 32/01, 42/03 i 63/08), donosi

RJEŠENJE

1. U Registru udruženja Ministarstva pravde Bosne i Hercegovine, kod EVROPSKE ASOCIJACIJE STUDENATA PRAVA U BOSNI I HERCEGOVINI, sa sjedištem u Sarajevu, ulica Obala Kulina bana broj 7/I, upisane pod registarskim brojem RU-19/03, knjiga I Registra, dana 18.04.2003. godine, upisuju se promjene, kako slijedi:
 - Prestaju ovlaštenja za zastupanje i predstavljanje Udruženja u pravnom prometu, Predsjedniku Upravnog odbora Udruženja, Ahbabović Asmiru, sa danom 25.08.2009. godine.
 - Lice ovlašteno za zastupanje i predstavljanje Udruženja u pravnom prometu je: Predsjednik Upravnog odbora Udruženja, Jevremović Nevena, ulica Ibrahima Ljubovića broj 1.
 - Promjena i imenovanje Upravnog odbora Udruženja.
2. Ostali upisi u Registru izvršeni na osnovu Rješenja broj: RU-19/03, od 18.04.2003. godine ostaju neizmjenjeni.
3. Ovo Rješenje će se objaviti u „Službenom glasniku BiH“.

Obrazloženje

EVROPSKA ASOCIJACIJA STUDENATA PRAVA U BOSNI I HERCEGOVINI, sa sjedištem u Sarajevu, ulica Obala Kulina bana broj 7/I, u predmetu upis promjene u Registar udruženja, upisano je u Registar udruženja kod Ministarstva pravde Bosne i Hercegovine pod registarskim brojem: RU-19/03, knjiga I Registra, dana 18.04.2003. godine.

Udruženje je dana 21.08.2009. godine podnijelo zahtjev za upis promjene u Registar udruženja ovog Ministarstva.

Udruženje je uz zahtjev priložilo slijedeću dokumentaciju: Odluku o razrješenju predsjednika Skupštine Udruženja, broj: 01/09 od 23.07.2009. godine, Odluku o imenovanju predsjednika Skupštine Udruženja, broj: 02/09 od 23.07.2009. godine, Odluku o razrješenju predsjednika Upravnog odbora Udruženja, broj: 03/09 od 23.07.2009. godine, Odluku o imenovanju predsjednika Upravnog odbora Udruženja, broj: 04/09 od 23.07.2009. godine, Odluku o razrješenju lica ovlaštenog za zastupanje i predstavljanje Udruženja u pravnom prometu, broj: 05/09 od 23.07.2009. godine, Odluku o imenovanju lica ovlaštenog za zastupanje i predstavljanje Udruženja u pravnom prometu, broj: 06/09 od 23.07.2009. godine, Odluku o razrješenju članova Upravnog odbora Udruženja, broj: 07/09 od 23.07.2009. godine, Odluku o imenovanju članova Upravnog odbora Udruženja, broj: 08/09 od 23.07.2009. godine, ovjerenu fotokopiju lične karte lica ovlaštenog za zastupanje i predstavljanje Udruženja u pravnom prometu i ovjerene fotokopije ličnih karata članova Upravnog odbora Udruženja.

OBSERVERSHIP APPLICATIONS

Observership Application from the Initiative group of Azerbaijan



The European Law Students' Association

DECLARATION

ELSA AZERBAIJAN

08 September 2010
Baku, Azerbaijan

Dear ELSA Family,

A group of law students from various universities were inspired and really thrilled about ELSA's opportunities.

Taking account there is no existing ELSA member or observer in Azerbaijan, we decided to take initiative to establish one of the successful ELSA groups in Azerbaijan.

As a result of successful corresponding with ELSA staff, we have got all the necessary information about application procedures and questions which is aimed to know whether or not there is a real interest of students of the law faculty (ies) to establish ELSA. By looking at this presentation, it is easy to note that the majority of the law students are specifically interested in increasing their knowledge base, participating in various events in Europe and expanding their network and connections by setting up professional relationships with the members of this organization abroad.

We believe that law students will gain academic quality with foreign legal systems and business practices through the wide range of activities and international cooperation of ELSA. Global challenging, good administration, management and teamwork skills, practical business experience and sharing European values will be some of new opportunities for Azerbaijan law students.

We hereby declare that, we will share the same goals and objective with ELSA and will stay very committed to our partnership

On behalf of the

National initiative group,

Kamal Jafarov

Baku, Azerbaijan

Draft Statutes



The European Law Students' Association
AZERBAIJAN

Statutes and Standing Orders

Authenticated by:
Kamal Jafarov
ELSA Azerbaijan

Preamble

WHEREAS the European Law Students' Association (ELSA) is an independent, non-political and non-profit making international organization of law students and young lawyers which was founded on 4th May 1981 in Vienna, Austria;

RECALLING that the aims of ELSA are to develop professional and student relations of an international character in the field of law, to prepare its members for professional life in an international environment, to contribute to the exchange of scholarly experience and to stimulate mutual understanding and friendship on the principle of equality of all its members;

CONSCIOUS that continually expanding international relations in the fields of trade and industry, legislation and state administration make growing demands on all professionals, especially lawyers;

REALISING that the European legal professions not only have to recognize the importance of growing international co-operation, but also have to prepare themselves for the demands created by this development;

CONVINCED that in order to satisfy all these demands and to broaden and improve the international aspect of education, practice and exchange, the existence of an international organization of law students and young lawyers is recommended;

EXPRESSING that within this competence, the supreme aims of ELSA are to encourage and facilitate direct contacts and co-operation, individually and collectively, whether informally or officially, between persons from different states involved in the field of law and to promote the usefulness of foreign legal experience by expanding the knowledge and understanding of the different concepts and solutions to legal questions developed in the member states;

REAFFIRMING, moreover, that ELSA hopes to encourage initial understanding and peaceful cooperation between member states in the spirit of the final act of the OSCE Conference concluded in Helsinki;

THEREFORE the following statutes and standing orders are adopted by ELSA Azerbaijan in order to further these above-mentioned principles and aims, in the spirit of the Statutes and Standing Orders of ELSA.

Statutes

Section I – Name

Article 1

This association shall be known as the European Law Students' Association – Azerbaijan, and shall be abbreviated to ELSA Azerbaijan

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Section II - Aims and Fields of Activity

Article 2

ELSA Azerbaijan, in accordance with ELSA International, is a non-political, independent, nonprofit making association whose aims are to promote, establish and develop mutual understanding, cooperation 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.

Article 3

ELSA Azerbaijan shall endeavor to achieve the aims laid down in the Preamble and Statutes of ELSA International, by participating in any field that shall promote those aims. Moreover, the main fields of activity shall be the following, without any priority in order:

the Student Trainee Exchange Programme (STEP), involving the exchange of trainees and providing work experience in foreign legal systems;

Seminars and Conferences (S&C), including among other things the promotion and organization of law schools, study visits, seminars and conferences on legal issues, systems and skills;

Academic Activities (AA), including among other things the publication of law reviews, promoting essays and moot court competitions, Legal Research Groups (LRGs) and an information bank on studies abroad.

Section III - Language

Article 4

Since ELSA is an international organization, the official language of ELSA Azerbaijan shall be English; this, however, shall not in any way preclude the use of the Azerbaijani language where this is necessary.

Section IV - Membership**Article 5**

The following persons are eligible to qualify for membership in ELSA Azerbaijan:

(i) all students enrolled in any year of the courses offered by the Faculty of Laws at the Universities of Azerbaijan;

(ii) those graduates who have acquired a qualification from the Faculty of Laws that is referred to in (i) above, at the University of Azerbaijan; till up to three (3) years following graduation;

(iii) any students who are regularly enrolled in a law faculty outside of Azerbaijan, but who are at a given time resident in Azerbaijan;

(iv) any graduates who are in possession of a law qualification from a faculty outside of Azerbaijan, but who are, at any given time, resident in Azerbaijan, up to three years following graduation;

(v) all students pursuing courses offered by the International Maritime Law Institute.

Provided that no memberships shall be issued or renewed at any moment following the commencement of a National Council Meeting, and until it is brought to a close.

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Article 6

A member shall automatically and immediately cease to be a member of ELSA Azerbaijan, thereby renouncing to the consequences of membership, if that member either: -

(i) tenders his resignation in writing to the National Board;

(ii) is expelled in accordance with these Statutes, following a decision taken by the National Board of ELSA Azerbaijan;

(iii) fails to renew membership following the expiry of such membership as described in Article 35 of these Statutes;

(iv) in any other way, ceases to fulfill the requirements of Article 5.

Article 7

A member who is not at the time on the National Board shall be expelled from ELSA Azerbaijan following a decision taken by the National Council Meeting of ELSA Azerbaijan, when that member has either:-

- (i) violated these Statutes, Standing Orders or the interests of ELSA or ELSA Azerbaijan;
- (ii) caused considerable harm to the organization or name of ELSA or ELSA Azerbaijan;
- (iii) ceased to support the aims and activities of ELSA or ELSA Azerbaijan.

Section V - Organs

Article 8

There are established as the principle organs of ELSA Azerbaijan, the National Council Meeting and the National Board.

Section VI - The National Council Meeting

Article 9

The National Council Meeting is the supreme decision making organ of ELSA Azerbaijan whose decisions are binding on the National Board. A Council decision can only be overturned by a subsequent Council decision.

Article 10

The National Council Meeting in ordinary session shall convene twice a year on the dates established by the National Board.

The Winter Council Meeting shall be held between the 20th February and the 20th March, inclusive of these two dates.

The Summer Council Meeting shall be held between the 25th July and the 25th August, inclusive of these two dates.

Article 11

- i) The Winter National Council Meeting's main tasks are to: -
- discuss and decide about any questions or matters within the scope of the present Statutes and Standing Orders;
 - review the interim activity reports of the National Board members presented at that Council Meeting;
 - approve the interim accounts presented by the treasurer;
 - review and re-approve the budget that was approved in the Summer National Council Meeting;
 - elect the National Board members for the following term of office;
 - appoint auditors for the purposes of Article 38 of these Statutes.

ii) The Summer National Council Meeting's main tasks are to: -
discuss and decide about any questions or matters within the scope of the present Statutes and Standing Orders;
review the annual activity reports of the National Board members presented at that National Council Meeting;
approve the accounts and the auditor's report and relieve the outgoing National Board from their responsibilities;
review and approve the budget presented by the treasurer;
elect National Board members to vacant posts on the Board in accordance with the proviso of Article 29 of these Statutes;
officially hand-over all the responsibilities to the National Board elect;
discuss and approve the One-Year Operational Plan (OYOP) presented by the board-elect.

Article 12

The National Board shall inform all members of ELSA Azerbaijan that a National Council Meeting is to be held, by forwarding an agenda (by post or by electronic mail) of such meeting by not later than fifteen (15) running days prior to the established date;
a copy of the agenda will, within the same abovementioned period, be affixed to the ELSA Azerbaijan Notice Board.

Provided that together with the agenda of the National Council Meeting there shall also be included a call for nominations for the elections to be held during that National Council Meeting.

Article 13

A National Council Meeting is only fully competent when it has been summoned in accordance with these Statutes and at least two-third of all members of ELSA Azerbaijan is present:

Provided that where the number of members specified above is not reached, the Council shall be fully competent within half an hour (30 minutes) of the appointed time.

Article 14

All those who are members of ELSA Azerbaijan, in accordance with these statutes, have the right to attend National Council Meetings, as well as to vote at such Meetings.

Article 15

All those possessing the right to attend National Council Meetings shall have the right of audience.

Article 16

The National Board whose activity reports are being reviewed for approval shall not be permitted to participate in any vote that is to be taken regarding such reports during the National Council Meetings. They shall, however, be permitted to vote on any other issue except that provided for in Article 11 (ii) (c) of these Statutes.

Article 17

Except in the cases where the contrary is indicated by these Statutes, decisions by the Council shall be determined by an absolute majority of the votes cast.

Article 18

The National Board shall have the right to invite certain guests to attend the National Council Meetings.

Article 19

There may also be Extraordinary National Council Meetings if requested by the National Board or by at least one-third of all members communicating such a need to the National Board, which will then be bound to convene an Extraordinary National Council Meeting within sixteen (16) days of such decision or request, in accordance with the procedures laid down for a Council Meeting, in Article 12.

Section VII - The National Board of ELSA Azerbaijan

Article 20

The National Board is to be the supreme executive body of ELSA Azerbaijan, whose tasks are to carry out the decisions of the Council Meeting, to promote the aims and efficiency of ELSA Azerbaijan, to represent ELSA Azerbaijan, and to ensure that all is run in accordance with these Statutes, Standing Orders, guidelines and policies of ELSA International.

Article 21

The President of the National Board or any other person nominated to that effect by the National Board, has the right to sign agreements on behalf of ELSA Azerbaijan, where it has been agreed by the National Board that such agreement should be entered into.

Article 22

The National Board shall consist of the following posts: -

The President

The Secretary General

The Treasurer

The Vice-President for Academic Activities

The Vice-President for Marketing

The Vice-President for Seminars and Conferences

The Vice-President for the Student Trainee Exchange Programme

Article 23

The National Board shall be accountable to the National Council Meeting for its actions and decisions.

Article 24

The National Board may appoint any person to carry out a specific task and will be accountable to the National Council Meeting for the activities of this person.

Article 25

The National Board may empower one of the Board Members to form an Organising Committee for the carrying out of a particular task; that Board Member shall possess discretion in the composition of that Organising Committee and the National Board will be accountable to the National Council Meeting for the activities of this Organising Committee.

Section VIII - The Electoral Process

Article 26

To be eligible for a post on the National Board a person must be nominated and seconded in accordance with Article 15 of the Standing orders of ELSA Azerbaijan on a Nomination Sheet as provided for in Schedule 1 of these Statutes.

Each candidate has the right to contest to only one post on the ELSA Azerbaijan National Board.

Article 27

Nominations of candidates contesting elections for the posts on the National Board, as stipulated in Article 22 of these Statutes, shall be submitted to the Chairman of ELSA Azerbaijan. Provided that if the Chairman intends to contest elections, the National Board shall appoint any other person to receive such nominations, so long as such person is not contesting the elections. Nominations will be received at any time between notification of the National Council Meeting according to Article 12 of the Statutes and 24 hours prior to the appointed time for this National Council Meeting.

Article 28

The elections will be held during the Winter National Council Meeting and will start with the reading out of all nominations, received in accordance with Articles 26 and 27 of these Statutes, by the Chairman of the National Council Meeting.

Provided that if at the time of the Summer National Council Meeting, a post on the National Board shall be vacant, an election may take place for the purpose of filling the vacant post, and in accordance with the statutory provisions regulating the election of the members of the National Board.

Article 29

Each candidate shall be given time for a short presentation to the Council regarding the post/s that such candidate is contesting. After each presentation the Council shall be given opportunity to question the candidate. Candidates standing for the same post on the National Board must leave the room during the presentation and hearing of their competitors.

Article 30

Once all the presentations are made the Council shall proceed to vote on the various posts. The votes must be done by secret ballot on ballot sheets purposely prepared by the Chairman of ELSA Azerbaijan.

One ballot sheet including all the posts on the board and the names of each candidate contesting these posts shall be handed over to each member present and voting at the Winter National Council Meeting, who shall then vote by indicating the candidate of their preference for each respective post on the ballot sheet.

Provided that according to Article 26 one candidate cannot contest more than one post.

A person will be elected to the National Board if he/she obtains an absolute majority of the votes cast.

Article 31

If, after the election no person obtains an absolute majority of the votes cast for a particular post on the National Board, 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, that post will remain vacant.

Not with standing Article 30 (iii) of these Statutes, if, at the first election there was only one candidate for the post and no absolute majority of the votes cast is obtained that post shall remain vacant. If a post on the National Board remains vacant after regular elections, the other newly elected National Board members will be jointly responsible for the activities of the vacant National Board post until the next National Council Meeting, where upon an election for the post in question shall be held. Such election will last until the end of the current term of the National Board. This does not affect the right of the National Board to appoint a person to perform the said duties, as provided for under Article 24 of these Statutes.

Article 32

If a National Board Member resigns from his or her place on the National Board, the vacated post shall remain vacant until the next elections and it will be the responsibility of the other National Board Members to perform the duties pertaining to the vacant post. This does not affect the right of the National Board to appoint a person to perform the said duties, as provided for under Article 24 of these Statutes.

Article 33

A National Board member may be dismissed by a National Council Meeting by a majority of two-thirds

of the votes cast, if either: -

- (i) that Board Member does not satisfactorily perform his/her tasks; or
- (ii) that Board member violates these Statutes, the Standing Orders or the interests of ELSA Azerbaijan;
- (iii) that Board member acts in any way that is detrimental to the name and image of ELSA as an international organisation.

Section IX – Finance

Article 34

The costs of running the activities of ELSA Azerbaijan are to be funded by annual membership fees, sales and advertisements, any levies approved by the National and International Council Meetings, fund-raising 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 and ELSA Azerbaijan or if they are not in the interests of ELSA and ELSA Azerbaijan.

Article 35

Each member of ELSA Azerbaijan shall pay an annual membership fee, established by the National Board.

Article 36

All funds raised for the benefit of, or payable to, ELSA Azerbaijan, shall be managed by the Treasurer.

Without prejudice to the foregoing section, the Secretary General of ELSA Azerbaijan shall be responsible for the administration of memberships, and together with the Treasurer, shall be jointly responsible for the collection of membership fees.

Article 37

The financial year of ELSA - Azerbaijan shall be from the 1st January to 31st December

Article 38

Interim accounts are to be presented by the treasurer to the Winter National Council Meeting.

Final accounts are to be presented by the Treasurer at the Summer National Council Meeting and are to have been approved by the auditor who is to have been appointed by the Winter National Council Meeting.

Article 38A

The Treasurer of ELSA Azerbaijan is to submit a budget for the following financial year to the Summer National Council Meeting after having worked on it with the Treasurer of the board-elect. The Summer National Council Meeting is to decide upon this Budget, which is to be revised in the following Winter National Council Meeting.

Section X - Standing Orders

Article 39

The National Council Meeting will further regulate the internal affairs of ELSA Azerbaijan in its Standing Orders. In the event of any conflict, the Statutes are to take precedence over the Standing Orders.

Section XI - Amendment of Statutes and Standing Orders

Article 40

Any proposed amendment or addition to these Statutes or Standing Orders is to be sent to the National Board at least thirty (30) running days before the National Council Meeting.

Article 41

Any amendments or additions to these Statutes and Standing Orders may be made if supported by two-thirds of the members present and voting; with the exception of this Article 40 and Article 41 which require a four-fifths majority of members present and voting in order to be amended.

Article 42

Any amendments to these Statutes and Standing Orders come into force at the end of the National Council Meeting during which they were accepted, unless the National Council Meeting decides otherwise.

Section XII - Dissolution and Liquidation

Article 43

ELSA Azerbaijan may be dissolved by a decision approved by not less than two-thirds of all the paid-up members of ELSA Azerbaijan Provided that such dissolution and liquidation is communicated to the International Board of ELSA in due course; in this manner ELSA Azerbaijan will withdraw its membership from ELSA.

Article 44

The National Council Meeting, upon a decision to dissolve ELSA Azerbaijan, shall elect two liquidators and shall decide about the destination of the net assets and property of ELSA Azerbaijan, if any.

Article 45

The liquidators appointed by the National Council Meeting as specified in the Statutes, shall make an inventory of all assets, property, debtors and creditors of ELSA Azerbaijan, claim outstanding debts and pay debts due, they shall thereafter divide the net assets and property according to the directions given by the National Council Meeting.

Standing Orders

In order to clarify and explain the statutes of ELSA Azerbaijan, the members thereof agree to adopt the following Standing Orders:

Section I – Expulsion**Article 1**

In order for a dismissal or expulsion to be valid, in accordance with articles 6, 7 and 33 of the Statutes, any person so charged must be given adequate opportunity to explain his/her acts and to reply to any allegation made against him/her.

Section II - The National Council Meeting**Article 2**

A National Council Meeting is opened by the President of ELSA Azerbaijan. In case of absence or of any other important hindrance of the President, one of the Vice Presidents as nominated by the President shall assist the President and stand in for the President in the event.

Article 3

After the opening of the National Council Meeting, the following officers are appointed:-

Chairperson

Vice-Chair

Two secretaries

Two tellers

Article 4

The role of the Chairperson of the National Council Meeting is to ensure that the National Council Meeting agenda is respected and adhered to, to invite persons to address the National Council Meeting, to decide when to put proposals to a vote, to supervise the voting process, to announce the result of the voting process, to bring the meeting to order and to resolve any question concerning the procedure of the National Council Meeting;

Provided that he/she shall also possess, where it is necessary for him/her to fulfil the above-mentioned duties, the power to expel anybody from the National Council Meeting.

The role of the tellers of the National Council Meeting shall be to verify the number of members present and voting at any time during such meeting, to count the number of votes cast, to compare the results of the counting process and inform the Chairman of the result.

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

Article 5

After the appointment of the officers of the National Council Meeting, the agenda as proposed by the national Board, shall be accepted and adopted, although it may, where necessary, be amended by a majority vote.

Article 6

All reports by National Board members, as well as copies of these Statutes and Standing Orders and minutes of the previous National Council Meeting, are to be made available to all members during the National Council Meeting.

Article 7

Where the National Council Meeting deems fit, by a simple majority, any reports or minutes may be taken as read.

Article 8

The voting procedure for any proposals, motions, amendments or additions to the Statutes and Standing Orders shall be as follows:-

(i) the Chairperson shall ask for any arguments in favor or against the proposal, motion, amendment or addition to be presented, as well as any proposed amendments thereto; following a list of speakers, he/she shall possess discretion whether or not to call for speakers subsequently;

(ii) if any amendments thereto are proposed, the Chairperson shall ask the Council to vote on the amendments. The Chairperson shall ask for votes in favor, against and abstentions, and will announce the result of the vote;

(iii) the original proposal, motion, amendment or addition and any amendment thereto, which has been accepted, will then be proposed to the Council for voting, the same process as above being adopted.

(iv) if there are two or more proposals, amendments, motions, or additions, regarding the same issue and none of them obtains an absolute majority in the first vote, the Chairperson may ask for a new vote on the two proposals, amendments, motions or additions that obtained the highest number of votes.

Article 9

No member of ELSA - Azerbaijan shall be permitted to enter or leave the National Council Meeting whilst any matter that is to be put to a vote is being discussed and during the vote thereon.

Article 10

Any member present and voting at the National Council Meeting may request that a secret vote be taken. In all other cases, voting in the National Council Meeting will be carried out by a show of hands.

Article 11

Council decisions, including amendments to the Statutes and Standing Orders come into force at the end of the National Council Meeting during which they were made, unless the National Council Meeting decides, by a four-fifths majority of members present and voting, to the contrary.

Article 12

National Council Meeting working materials, which must be read at the beginning of every National Council Meeting, are to include:-

- (i) National Board members' reports;
- (ii) any other report submitted to the National Council Meeting;
- (iii) all proposals, motions, amendments and additions submitted to the National Council Meeting together with the results of the voting process;
- (iv) any other documents deemed to be necessary by the Secretary General.

Provided that in the Summer National Council Meeting the working materials shall also include the Auditor's Report.

Article 13

The National Council Meeting minutes are to be drawn up by the Secretary General in conjunction with the secretaries appointed by the National Council Meeting. It is not permitted that the Secretary General be appointed secretary of the National Council Meeting.

Section III - The National Board

Article 14

- i) A person contesting for a post on the National Board must be nominated and seconded by any paid up members of ELSA Azerbaijan;
- ii) Such person contesting must have been a paid-up member of ELSA Azerbaijan for a period of two months prior to the date of the nominations.

Article 15

No person who holds an executive post on a board or committee of a political movement will be permitted to hold a post on the National Board of ELSA Azerbaijan.

Article 16

The President is in charge of the overall co-ordination of ELSA Azerbaijan work, planning and direction of the work of the National Council Meeting and the National Board. And also he/she is responsible for organization's external relations

Article 17

The President is the Chairperson of the National Board.

Article 18

The President has the supreme right to represent ELSA Azerbaijan.

Where the President is to be temporarily unable to fulfil the functions of his office, one of the vice presidents as nominated by the President will fulfill these duties.

Article 19

The Secretary General shall act as the Secretary of the National Board meetings.

Article 20

The Treasurer is in charge of the finances of ELSA Azerbaijan, being responsible for book-keeping, preparation of the accounts, property, payments and fund-raising, as is specified elsewhere in these Statutes and Standing Orders.

Article 21

The Treasurer shall be responsible for billing and collecting the annual membership fees together with any other amounts due to ELSA Azerbaijan.

Article 22

The other officers serving on the National Board are responsible for the overall planning, co-ordination and supervision of their fields of activity; they are responsible for the

propagation and execution of the specific programmes and projects that the Council Meeting initiated within their field of activity.

Article 23

When appointing a person in terms of Article 24 of the Statutes of ELSA Azerbaijan, the Secretary General, in the name of the National Board shall deliver a letter to the appointee, which letter shall contain the following:

The name and surname of the appointee;

The title of the post;

A description of the tasks assigned;

The term of duration of the office, whether it be in terms of time, or in terms of completion of the tasks assigned;

The name of the National Board member responsible for the appointee;

the accountability of the National Board towards the National Council Meeting remaining unaffected.

Upon termination of office, appointees shall present the National Board with a written report of their performance.

Article 24

When appointing an Organizing Committee in terms of Article 25 of the Statutes of ELSA Azerbaijan, the relevant Board Member shall present the National Board with a list of names and surnames of all the persons constituting this Organising Committee, together with a general description of the tasks assigned.

The relevant Board Member, in the name of the National Board, shall deliver a letter to the appointees, which letter shall contain the following:

the name and surname of the appointee;

the title of the post;

a description of the tasks assigned;

the term of duration of the office, whether it be in terms of time, or in terms of completion of the tasks assigned;

the name of the Board member responsible for the appointee;

the accountability of the National Board towards the National Council Meeting remaining unaffected. Upon termination of office, appointees shall present the National Board with a written report of their performance.

Section IV - International Finance

Article 25

ELSA Azerbaijan shall pay the fees established by the Council of ELSA in due time.

Article 26

ELSA Azerbaijan shall ensure that where fees of levies are due to ELSA International as a result of any of the members of ELSA Azerbaijan participating in any international event, these fees of levies will be paid to ELSA International.

Letters of Recommendation

**AZERBAIJAN
LAWYERS CONFEDERATION**

Baku AZ 1073, Azerbaijan, Mikayil Mushiq str.15/17
Phone: (994 12) 537 12 23, Fax: (994 12) 537 12 24
e-mail: office@ahk.az
www.ahk.az

« 02 » September 2010 il

No 431/K

Mr. Oscar A. Lema Bouza

**President
European Law Students Association**

As the Azerbaijan Lawyer Confederation, we are very interested in the establishment of regional group of ELSA in Azerbaijan. New regional group will create opportunities for law students and young lawyers to develop their management and teamwork skills in international environment. It will also enlighten young population about the actual human rights problems and formation of public opinion. ELSA Azerbaijan will also serve to ensure the integration of the Azerbaijani law students and young lawyers to the international community

We are ready to accept ELSA Azerbaijan as the member of Azerbaijan Lawyer's Confederation and support them to organize international or national events. ALC will provide connections for ELSA Azerbaijan to integrate to the Azerbaijan Law Community and state bodies. We are pleased to welcome ELSA Azerbaijan to our law association.

Should you have any further questions about the support letter, please do not hesitate to contact me anytime.

Sincerely,

Dr. Nadir Adilov
Secretary of General
Azerbaijan Lawyers Confedeation

www.aylu.az
Email: office@aylu.az



No 019

Tarix « 03 » sentyabr 2010-cu il

Óscar A. Lema Bouza

President
ELSA International 2010/2011

First of all, I believe it would be great opportunity for law students to get international experience in the field of law. European Law Students Association will definitely help Azerbaijani law students to get professional law skills in the international arena.

Therefore, ELSA will play the role of bridge among European law students; distance in the area of law will be reduced. Through ELSA Network law students and young lawyers will gain first-hand experience of the substantive and procedural law as well as the culture of another country.

As the president of Azerbaijan Young Lawyer's Union, I consider, it is positive case and we, all the law community should support the establishments of local branch of ELSA. And I am ready to provide organizational support for the local branch of ELSA such as office where the members of this entity could meet with other law students. And also I would be glad to inform AYLUs members about ELSA and its activities. We could do some joint projects with the local branch of ELSA in future.

Best regards,

Elmari Mamishov
Chairman of AYLUs



Mirəli Qaşqay 63 A, mənzil 17
AZ-1007. Bakı, Azərbaycan

Fon: (99 412) 441 34 79
Faks: (99 412) 449 94 14

Letter of Support:

To Whom It May Concern:

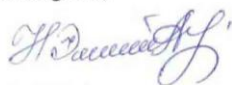
I am writing this letter in support of the establishment of the local branch of ELSA at Baku State University. I am pleased to learn that there is a solid growing interest among our students to establish new connections with European Institutions. After examining mutual potential rewards and opportunities that can be harvested from this cooperation, it becomes clear that the need for the local branch of ELSA has long existed in Azerbaijan. Establishment of the local branch of ELSA will not only be advantageous for our institution but it will also be very beneficial for the improvement of the law system in Azerbaijan in the long run.

As a young independent country, the law community in Azerbaijan is in great need of the new professionals who can bring in new views and new perspectives. Lack of expertise in this field generates substantial barriers and a big gap in the learning process of the younger generation which in turn hinders the future progress. This gap can be filled by establishing new connections and learning from each other. This is why, the local branch of ELSA is a unique opportunity in a sense that it will open up a new stream of educational opportunities for the better future.

There have been several attempts in the past by our students to establish new connections with European Institutions most of which turned out to be not successful; sometimes due to lack of determination by our students and sometimes due technical problems that arouse along the way. Progress with establishing the local branch of ELSA is very good and we can already see a measurable success. As a university, we are excited to provide necessary support for the local branch of ELSA. Project funding, faculty support, provision of necessary resources- computers, class rooms and etc., are some of the things that we will provide to ensure the future success of this organization.

In conclusion, Baku State University fully supports the establishment of the local branch of ELSA. This initiative will benefit the students and will be a good investment for the future.

Best Regards,



Elshad Nasirov
Deputy Dean of Law faculty,
Chief Professor of Constitution Department
Baku State University

Letter of support:

Name: Academy of Public Administration under the President of Azerbaijan Republic

To whom it may concern:

The Academy of Public Administration under the President of Azerbaijan Republic was established in the direction of preparation specialists in the field of public administration. Naturally, international experience is strongly required in this work for our academy. Generally integration to international experience is provided through several international organizations. Growth of number of this kind of organizations stimulates students to benefit from experience that they provide. Mutual cooperation, exchange of knowledge and experience in different areas offer a number of advantages and perspectives to the sides. ELSA is one of these organizations that offer these benefits.

Initiative for establishment of the local branch of ELSA is highly appreciated and supported by The Academy of Public Administration under the President of Azerbaijan Republic. The need for international organizations for the students of Law faculties in Azerbaijan has always existed. As a young state, Azerbaijan is interested in gaining experience of international institutions. This experience will provide further development of Institutions in Azerbaijan, including The Academy of Public Administration under the President of Azerbaijan Republic.

For supporting establishment and further activity of the local branch of ELSA in Azerbaijan the Academy of Public Administration is ready to offer its resources for the members of ELSA. These resources include class rooms, computers, library, etc. As support, Academy's Professors' lectures and advice, also technical support to different projects will be offered to the local branch of ELSA. These lectures will be organized in the direction of improving students' different skills on Law related to public administration. Surely, our Academy also intends to benefit from this cooperation with ELSA. These benefits will include international experience of different schools of Law and other Institutions, learning of International Law systems, their structures and features, application of international Law experience to the local Law system.

In conclusion, I would like to state again that, the Academy of Public Administration under the President of Azerbaijan Republic is completely ready to support the local branch of ELSA in Azerbaijan.

Best Regards,

Asif Gadirov
Deputy Chief of legal supply of
state governance department
Academy of Public Administration
under the President of Azerbaijan Republic



Recommendations explanation

Dear ELSA family,

As I stated in presentation report that we have strong support for the establishment of ELSA group in Azerbaijan from the law professors and law community.

First of all, I will give brief information about organizations and universities which provided us with recommendations and support letters for the establishment of ELSA Azerbaijan.

Therefore, I will provide you with official support letters from following organizations:

Azerbaijan Young Lawyers' Union - (AYLU) has been founded in February 19, 1999 and officially registered by the Ministry of Justice in March 19, 1999. AYLU is a non-governmental and non-profit, independent youth organization. AYLU unites about 700 law students, masters and young practicing lawyers around itself since today.

The mission of AYLU is reinforcing of human rights situation through promotion and research of human rights, freedoms and legal issues in Azerbaijan and for the contemporary period. (you can find detailed information about AYLU in www.aylu.az)

Azerbaijan Lawyers' Confederation- was registered with the participation of lawyers and non-governmental organizations involved in the juridical field. The Confederation obtained state registration at the Azerbaijani Juristic Ministry.

Ali Huseynov, chairman of the Azerbaijan Parliament's commission on Legal Policy and State Building and member of the Azerbaijani Juridical Council is the chairman of ALC. The members of board consist of congressmen, law professors, judges and other high state officials.

The key objective of the Confederation is to propagate the superiority of the law, assist in the development of juridical profession, work towards improving the professional skills of lawyers and coordinate their activities.

Baku State University- is known as a leader of educational institutions has a rich history and today it is known as one of the most famous scientific and educational centers of Azerbaijan Republic. The University has been the center of thought and national thinking. Azerbaijan's famous politician, Heydar Aliyev and thousands of well-known scientists, intellectuals, and outstanding diplomats were graduated from this university.

The decision on foundation of university in Baku and the acceptance of its statutes was made on 01 September 1919 during the assembly of the Azerbaijan Democratic Republic's Parliament – there was created a new educational center where Europe and Asia jointed. The University started its 1st educational year with two faculties – faculty of philology and medical faculty and with 1094 students. The 1st rector was the professor of the Kazan University, well known surgeon V.I. Razumovski

Today, Baku state University offers students 16 majors with 55 bachelor and 153 master degrees

The Academy of Public Administration under the President of the Republic of Azerbaijan or simply The Academy of Public Administration is a state-run institution for undergraduate and graduate studies in Baku, Azerbaijan. It also serves as a training centre by offering full and short-term courses to the civil servants in order to improve their professionalism. Admissions are around 250 undergraduates and 50 graduates per year.

It was created by a presidential decree from January 3, 1999 on the basis of Baku Institute of Social Administration and Political Science

ANNEXES**Annex 1 – Final Accounts of ELSA International 2009/2010****Balance Sheet
31st July 2010**

| Assets | 31/07/10 | 31/07/09 | Liabilities | 31/07/10 | 31/07/09 |
|----------------------------------|-------------------|-------------------|--|-------------------|-------------------|
| | EUR | EUR | | EUR | EUR |
| Fixed Assets | | | Capital | | |
| Software + Fonts | 766,38 | 1.532,75 | Opening Balances 01.08.09 | 23.028,71 | 22.823,84 |
| Office Equipment | 592,63 | 361,96 | Retained Profit/Loss | 0,00 | 0,00 |
| Total Fixed Assets | 1.359,01 | 1.894,71 | Profit/Loss | 5.003,69 | 204,87 |
| | | | | 28.032,40 | 23.028,71 |
| Current Assets | | | EDF Reserves | 14.405,01 | 20.123,40 |
| Debtors Control Account | | | Profit EDF | -14.405,01 | -9.218,39 |
| Receivables to EDF | 754,45 | 2.554,50 | Provision | 0,00 | 3.500,00 |
| Receivables from Members | 27.646,20 | 28.894,15 | Total EDF | 0,00 | 14.405,01 |
| Accounts Receivable | 34.469,72 | 34.873,84 | Provision for bad debts | 4.524,63 | 4.000,00 |
| | 62.870,37 | 66.322,49 | Use of provision | -3.516,60 | -975,37 |
| Deposits and Cash | | | Provision | 0,00 | 1.500,00 |
| Bank Current Account | 16.123,11 | 8.426,89 | Total Provision for bad debts | 1.008,03 | 4.524,63 |
| General Savings Account | 2.588,72 | 2.539,94 | Provision for ELSA House | 1.000,00 | 1.000,00 |
| EMC ² Current Account | 963,59 | 67,01 | Use of provision | 0,00 | 0,00 |
| Rent Deposit Bank Account | 13.838,01 | 13.619,09 | Total ELSA House | 1.000,00 | 1.000,00 |
| Petty Cash | 292,42 | 38,50 | Total Capital & Reserves | 30.040,43 | 42.958,35 |
| EDF Current Account | 596,36 | 3.230,64 | Liabilities | | |
| EDF Savings Account | 2.835,20 | 7.728,83 | Creditors Control Account | | |
| EDF Foundation Account | 4.990,00 | 0,00 | IMISO | 5.609,03 | |
| | 42.227,41 | 35.650,90 | Accounts Payable (EDF) | 14.594,58 | 2.553,35 |
| Prepayments | 1.240,91 | 1.347,14 | Accounts Payable | 841,98 | 4.036,59 |
| Total Current Assets | 106.338,69 | 103.320,53 | Credit Card bill | 1.269,67 | 2.718,94 |
| Total Assets | 107.697,70 | 105.215,24 | Deferred Revenue | 55.342,01 | 52.948,01 |
| | | | Total Liabilities | 77.657,27 | 62.256,89 |
| | | | Total Capital & Liabilities | 107.697,70 | 105.215,24 |

General income and expenditures

1st August 2009 - 31st July 2010

| General Income | 31/07/10 | Budget Malta | Difference |
|-----------------------------|-------------------|-------------------|-----------------|
| Non Project Related | 101.399,83 | 84.850,00 | 16.549,83 |
| EMC ² | 21.024,34 | 21.200,00 | -175,66 |
| Synergy | 38.200,00 | 39.400,00 | -1.200,00 |
| Projects | 500,00 | 8.000,00 | -7.500,00 |
| Income total | 161.124,17 | 153.450,00 | 7.674,17 |
| General Expenditures | | | |
| Non Project Related | 120.244,65 | 109.100,00 | 11.144,65 |
| EMC ² | 3.937,41 | 3.000,00 | 937,41 |
| Synergy | 30.919,40 | 32.150,00 | -1.230,60 |
| Projects | 1.019,02 | 9.200,00 | -8.180,98 |
| Expenditures total | 156.120,48 | 153.450,00 | 2.670,48 |
| Profit / Loss | | | |
| Non Project Related | -18.844,82 | -24.250,00 | 5.405,18 |
| EMC ² | 17.086,93 | 18.200,00 | -1.113,07 |
| Synergy | 7.280,60 | 7.250,00 | 30,60 |
| Projects | -519,02 | -1.200,00 | 680,98 |
| Total | 5.003,69 | 0,00 | 5.003,69 |

Detailed income and expenditures 1st August 2009 - 31st July 2010

| Income | 31/07/10 | Budget Malta | Difference |
|---------------------------------|-------------------|------------------|------------------|
| Externals | 12.916,00 | 20.000,00 | -7.084,00 |
| Membership Fee | 18.000,01 | 18.000,00 | 0,01 |
| Observership Administration Fee | 350,00 | 350,00 | 0,00 |
| ELSA Online (EO) Fee | 14.999,97 | 15.000,00 | -0,03 |
| ELSA Germany contribution to EO | 7.500,00 | 0,00 | 7.500,00 |
| Links Project | 21.787,63 | 21.000,00 | 787,63 |
| European Commission Grant | 14.105,00 | 0,00 | 14.105,00 |
| Bank Interest | 304,25 | 400,00 | -95,75 |
| Miscellaneous Income | 2.378,59 | 2.600,00 | -221,41 |
| ELSA Lawyers' Society (ELS) | 5.541,78 | 3.000,00 | 2.541,78 |
| Provision for bad debts | 3.516,60 | 3.500,00 | 16,60 |
| Provision for the ELSA House | 0,00 | 1.000,00 | -1.000,00 |
| Income total | 101.399,83 | 84.850,00 | 16.549,83 |
| Expenditures | | | |
| The ELSA House | 32.787,87 | 33.900,00 | -1.112,13 |
| Rent | 27.090,00 | 27.100,00 | -10,00 |
| Heating | 1.051,72 | 1.000,00 | 51,72 |
| Electricity | 2.670,00 | 3.000,00 | -330,00 |
| Water | 840,27 | 800,00 | 40,27 |
| Repairs | 537,16 | 500,00 | 37,16 |
| Fire insurance | 411,00 | 0,00 | 411,00 |
| Improvement of the ELSA House | 187,72 | 1.500,00 | -1.312,28 |
| Office: | 2.504,90 | 2.500,00 | 4,90 |
| Day to day office supplies | 2.036,57 | 1.500,00 | 536,57 |
| Upgrade office facilities | 468,33 | 1.000,00 | -531,67 |

| | | | |
|---|------------------|------------------|------------------|
| Communication | 3.413,44 | 3.100,00 | 313,44 |
| Phone and Fax | 2.259,32 | 2.000,00 | 259,32 |
| Internet and E-mail | 831,01 | 700,00 | 131,01 |
| Post | 323,11 | 400,00 | -76,89 |
| ELSA Online Administration | 32.441,26 | 20.700,00 | 11.741,26 |
| Housing of Server | 2.159,57 | 2.000,00 | 159,57 |
| ELSA Online upgrades & maintenance | 30.281,69 | 18.700,00 | 11.581,69 |
| Bank Charges | 201,04 | 250,00 | -48,96 |
| Contribution ELSA Development Foundation | 1.200,00 | 1.200,00 | 0,00 |
| International Council Meetings (ICM) | 4.257,29 | 4.150,00 | 107,29 |
| Travel Autumn ICM | 1.758,29 | 1.800,00 | -41,71 |
| Accommodation Autumn ICM | 667,80 | 700,00 | -32,20 |
| Materials for ICM | 235,22 | 250,00 | -14,78 |
| Travel Spring ICM | 983,07 | 1.000,00 | -16,93 |
| Accommodation Spring ICM | 359,00 | 200,00 | 159,00 |
| Materials Spring ICM | 253,91 | 200,00 | 53,91 |
| Internal Meetings | 1.418,53 | 1.500,00 | -81,47 |
| Summer IPM (Presidenns) | 122,40 | | |
| Winter IPM (Presidents) | 159,84 | | |
| USA2 Meeting (VP AA + S&C) | 551,24 | | |
| ISMM (VP STEP + MKT) | 144,59 | | |
| JIF (SecGens and Treasurers) | 440,46 | | |
| Travel | 12.416,04 | 9.000,00 | 3.416,04 |
| Meetings with externals | 2.513,90 | 2.000,00 | 513,90 |
| Meetings within the Network | 9.902,14 | 7.000,00 | 2.902,14 |
| Allowance of the International Board | 16.800,00 | 16.800,00 | 0,00 |
| Representation | 432,00 | 500,00 | -68,00 |

| | | | |
|------------------------------|-------------------|-------------------|------------------|
| Directors | 1.825,58 | 2.500,00 | -674,42 |
| Director for STEP | 494,36 | | |
| Director for Training | 311,99 | | |
| Director for IFP | 542,00 | | |
| Director for EMC2 | 158,46 | | |
| Director for Advertisement | 318,77 | | |
| Auditing | 2.005,65 | 1.700,00 | 305,65 |
| ICM Travels | 1.398,69 | 1.000,00 | 398,69 |
| Auditing weekends | 606,96 | 700,00 | -93,04 |
| Miscellaneous | 0,00 | 0,00 | 0,00 |
| Annual Report 2008/2009 | 463,60 | 500,00 | -36,40 |
| Miscellaneous | 1.808,45 | 1.000,00 | 808,45 |
| Marketing Budget | 1.071,32 | 1.000,00 | 71,32 |
| EI 2008/2009 | 1.681,08 | 1.300,00 | 381,08 |
| Write off bad debts | 3.516,60 | 3.500,00 | 16,60 |
| Provision for the ELSA House | 0,00 | 1.000,00 | 1.000,00 |
| Contingency | 0,00 | 3.000,00 | -3.000,00 |
| Expenditures total | 120.244,65 | 109.100,00 | 12.144,65 |
| Administrative Profit | -18.844,82 | -24.250,00 | 4.405,18 |

Synergy (Area budgets) 1st August 2009 - 31st July 2010

| Synergy | 31/07/10 | Budget Malta | Difference |
|----------------------------|------------------|------------------|------------------|
| Income | | | |
| Synergy Magazine 46 | 20.080,00 | 20.080,00 | 0,00 |
| Synergy Magazine 47 | 18.120,00 | 19.320,00 | -1.200,00 |
| Income total | 38.200,00 | 39.400,00 | -1.200,00 |
| Expenditures | | | |
| Synergy Magazine 46 | 14.223,70 | 14.300,00 | -76,30 |
| Design, Printing | 8.700,00 | | |
| Distribution | 5.523,70 | | |
| Synergy Magazine 47 | 16.695,70 | 17.850,00 | -1.154,30 |
| Design, Printing | 10.353,00 | | |
| Distribution | 6.342,70 | | |
| Expenditures total | 30.919,40 | 32.150,00 | -1.230,60 |
| Synergy Profit | 7.280,60 | 7.250,00 | 30,60 |

ELSA Moot Court Competition and Projects

1st August 2009 - 31st July 2010

| ELSA Moot Court Competition (EMC ²) | 31/07/10 | Budget Malta | Difference |
|---|------------------|------------------|------------------|
| Income EMC² | | | |
| EMC ² Advertising | 6.200,00 | 6.200,00 | 0,00 |
| EMC ² Registration | 14.824,34 | 15.000,00 | -175,66 |
| Income total | 21.024,34 | 21.200,00 | -175,66 |
| Expenditures EMC² | | | |
| Administration | 3.937,41 | 3.000,00 | 937,41 |
| Expenditures total | 3.937,41 | 3.000,00 | 937,41 |
| EMC² Profit | 17.086,93 | 18.200,00 | -1.113,07 |

| Projects | 31/07/10 | Budget Malta | Difference |
|---------------------------|-----------------|------------------|------------------|
| Income | | | |
| Final IFP Publication | 500,00 | 8.000,00 | -7.500,00 |
| Income total | 500,00 | 8.000,00 | -7.500,00 |
| Expenditures | | | |
| ITP Refreshment Weekend | 786,80 | 800,00 | -13,20 |
| Final IFP Publication | 0,00 | 7400 | -7.400,00 |
| OYOP Weekend | 232,22 | 1.000,00 | -767,78 |
| Expenditures total | 1.019,02 | 9.200,00 | -8.180,98 |
| Projects Profit | -519,02 | -1.200,00 | 680,98 |

ELSA International Receivables from ELSA Members

| National Group | Debt on 31.01.2010 | ELSA Online fee 09/10 | Membership Fee 10/11 | Paid in 2009/2010 | Debt on 31.07.2010 |
|-----------------------------|-----------------------|--------------------------|-------------------------|----------------------|-----------------------|
| ELSA Albania | 98,96 | 48,19 | 50,00 | | 197,15 |
| ELSA Armenia | | 46,29 | 50,00 | | 96,29 |
| ELSA Austria | -300,00 | 363,86 | 468,93 | 832,79 | -40,00 |
| ELSA Belgium | | 437,66 | 563,99 | 437,66 | 563,99 |
| ELSA Bosnia and Herzegovina | 5,00 | 49,21 | 50,00 | 54,21 | 50,00 |
| ELSA Bulgaria | 2.250,96 | 54,09 | 69,62 | | 2.374,67 |
| ELSA Croatia | 322,50 | 243,47 | 313,46 | | 879,43 |
| ELSA Czech Republic | | 289,26 | 372,59 | 289,26 | 372,59 |
| ELSA Denmark | | 178,43 | 229,95 | 178,43 | 229,95 |
| ELSA Estonia | | 66,98 | 86,26 | 153,23 | 0,01 |
| ELSA Finland | | 260,87 | 336,16 | 260,87 | 336,16 |
| ELSA France | 4.222,80 | 171,51 | 50,00 | | 4.444,31 |
| ELSA Georgia | | 44,84 | 57,67 | 44,84 | 57,67 |
| ELSA Germany | | 3.731,49 | 4.808,50 | 3.731,49 | 4.808,50 |
| ELSA Greece | -0,55 | 156,96 | 202,22 | 157,00 | 201,63 |
| ELSA Hungary | | 258,86 | 333,33 | 258,86 | 333,33 |
| ELSA Iceland | 736,36 | 88,67 | 114,27 | | 939,30 |
| ELSA Ireland | | 50,00 | | | 50,00 |
| ELSA Italy | | 1.378,19 | 1.775,72 | 1.378,19 | 1.775,72 |
| ELSA Kazakhstan | 916,81 | 160,75 | 206,89 | | 1.284,45 |
| ELSA Latvia | 1.202,55 | 61,36 | 79,00 | 61,36 | 1.281,55 |
| ELSA Lithuania | 0,33 | 189,15 | 243,55 | 189,15 | 243,88 |
| ELSA Luxembourg | | 150,36 | 50,00 | 50,00 | 150,36 |
| ELSA Montenegro | | 54,76 | 70,48 | 119,19 | 6,05 |
| ELSA Norway | | 340,86 | 439,45 | 780,30 | 0,01 |
| ELSA Poland | | 912,16 | 1.174,40 | 912,16 | 1.174,40 |
| ELSA Portugal | | 562,95 | 634,45 | 562,95 | 634,45 |
| ELSA Rep. Of Macedonia | 182,85 | 51,09 | 65,74 | 233,94 | 65,74 |
| ELSA Romania | | 334,25 | 430,23 | 334,25 | 430,23 |
| ELSA Russia | 1.271,18 | 412,87 | 531,52 | | 2.215,57 |
| ELSA Serbia | | 316,30 | 339,21 | 316,30 | 339,21 |
| ELSA Slovenia | | 151,99 | 195,80 | 151,99 | 195,80 |
| ELSA Spain | | 413,86 | 533,26 | 413,86 | 533,26 |
| ELSA Sweden | | 540,23 | 696,20 | 540,23 | 696,20 |
| ELSA Ukraine | | 144,05 | 185,31 | 144,05 | 185,31 |
| ELSA United Kingdom | 50,00 | 439,03 | 50,00 | | 539,03 |
| Total | 10.959,75 | | | | 27.646,20 |

ELSA Development Foundation (EDF) Balance Sheet on 31st July 2010 (under ELSA)

| Current Assets | EUR | Capital & Liabilities | EUR |
|--------------------------------|------------------|--|------------------|
| Deposits and Cash | | Capital | |
| Claim on the bank | 5.418,57 | Opening Balance | 14.405,01 |
| EDF Current Account | 596,36 | Profit EDF | -14.405,01 |
| EDF Savings Account | 2.835,20 | Total EDF | 0,00 |
| EDF Foundation Account | 4.990,00 | | |
| Total | 13.840,13 | | |
| Debtors control account | | Liabilities | |
| ELSA Albania | 14,00 | Creditors Control Account | |
| ELSA Armenia | 13,50 | Pending EDF | 1.025,00 |
| ELSA Bulgaria | 25,00 | Accounts Payable to Foundation | 13.569,58 |
| ELSA Croatia | 62,50 | Total Liabilities | 14.594,58 |
| ELSA Kazakhstan | 622,00 | | |
| ELSA United Kingdom | 17,45 | | |
| Total | 754,45 | | |
| Total Current Assets | 14.594,58 | Total Capital & Liabilities | 14.594,58 |

ELSA Development Foundation (EDF) Balance Sheet on 31st July 2010 (outside ELSA)

| Current Assets | EUR | Capital & Liabilities | EUR |
|--------------------------------|------------------|--|------------------|
| Deposits and Cash | | Capital | |
| Petty Cash | 0,00 | Opening Balance | 0,00 |
| Total | 0,00 | Net income | 13.569,58 |
| Debtors control account | | Total EDF | 13.569,58 |
| ELSA International | 13.569,58 | Liabilities | |
| Total | 13.569,58 | Pending EDF | 0,00 |
| | | Accounts Payable to Foundation | 0,00 |
| | | Total Liabilities | 0,00 |
| Total Current Assets | 13.569,58 | Total Capital & Liabilities | 13.569,58 |

EDF Profit and Loss

1st August 2009 - 31st July 2010

| Income EDF | EUR | Expenditures EDF | EUR |
|------------------------|------------------|---------------------------|-------------------|
| Bank Interest | 106,37 | Bank Fees | 48,13 |
| Not Claimed EDF Grants | 1.553,00 | Belgium Foundation Taxes | 89,00 |
| ELSA Armenia | 13,50 | Modes of support | |
| ELSA Austria | 260,00 | EDF Project Support | 2.284,51 |
| ELSA Croatia | 12,50 | EDF Training support | 5.423,02 |
| ELSA Czech Republic | 202,98 | EDF Network Support | 3.691,00 |
| ELSA Estonia | 37,13 | Expired Grants | 700,00 |
| ELSA Finland | 25,00 | EDF Macedonia 08/09 | 121,00 |
| ELSA Georgia | 53,08 | Transferred to Foundation | 13.569,58 |
| ELSA Germany | 5.699,02 | | |
| ELSA Hungary | 18,50 | | |
| ELSA Italy | 50,00 | | |
| ELSA Latvia | 70,00 | | |
| ELSA Lithuania | 524,21 | | |
| ELSA R. of Macedonia | 8,35 | | |
| ELSA The Netherlands | 100,00 | | |
| ELSA Norway | 209,13 | | |
| ELSA Poland | 187,50 | | |
| ELSA Slovakia | 70,00 | | |
| ELSA Spain | 125,00 | | |
| ELSA Sweden | 373,49 | | |
| ELSA Switzerland | 605,02 | | |
| ELSA United Kingdom | 17,45 | | |
| ELSA International | 1.200,00 | | |
| Total Income | 11.521,23 | Total Expenditures | 25.926,24 |
| | | EDF Loss | -14.405,01 |

Granted EDF applications by mode of support (1st August 2009 - 31st July 2010)

| | Benefitting Group | Name project | Requested | Granted | Paid Amount | Paid out at | Total Amount | Still open |
|-----------------------------|-------------------------------|--|--------------------|-------------------|-------------------|-------------|--------------------|-------------------|
| EDF Project Support | ELSA Austria | Winter NCM ELSA Austria in Linz | € 1,545,00 | € 300,00 | € 0,00 | Expired | € 2,520,00 | € 0,00 |
| | ELSA Czech Republic 1 | Study visit with ELSA Georgia | € 700,00 | € 250,00 | € 0,00 | Expired | € 1,700,00 | € 0,00 |
| | ELSA Czech Republic 2 | Holocaust & War Crime Prosecution Conference | € 2,000,00 | € 350,00 | € 350,00 | 02/04/10 | € 11,670,00 | € 0,00 |
| | ELSA Finland | International Conference in Helsinki | € 2,000,00 | € 700,00 | € 700,00 | 01/03/10 | € 13,078,00 | € 0,00 |
| | ELSA Ireland | First NCM of ELSA Ireland | € 400,00 | € 336,00 | € 336,00 | 24/06/10 | € 400,00 | € 0,00 |
| | ELSA Italy | ITP Trainer at NCM ELSA Italy | € 275,00 | € 275,00 | € 0,00 | Open | € 37,275,00 | € 275,00 |
| | ELSA Russia 3 | ITP Trainer at ICM ELSA Russia | € 350,00 | € 263,51 | € 263,51 | 09/05/10 | € 350,00 | € 0,00 |
| | ELSA Romania 3 | Train The Trainers Event | € 441,00 | € 360,00 | € 360,00 | 19/05/10 | € 2,214,00 | € 0,00 |
| | Total Project Support | | € 7,711,00 | € 2,834,51 | € 2,009,51 | | € 69,207,00 | € 275,00 |
| EDF Training Support | ELSA Slovenia | Extraordinary NCM ELSA Slovenia | - | € 451,98 | € 451,98 | 09/09/09 | € 451,98 | € 0,00 |
| | ELSA Sweden | ITP Trainer for NCM ELSA Sweden | € 520,00 | € 300,00 | € 300,00 | 17/05/10 | € 3,763,00 | € 0,00 |
| | ELSA International | ITP Trainer - IPM Amsterdam | - | € 195,23 | € 195,23 | 15/09/09 | € 195,23 | € 0,00 |
| | ELSA International | ITP Trainer - USA2 Meeting | - | € 339,68 | € 339,68 | 26/08/09 | € 339,68 | € 0,00 |
| | ELSA International | ITP Trainer - ISMM Meeting | - | € 563,22 | € 563,22 | 26/08/09 | € 563,22 | € 0,00 |
| | ELSA International | ITP Trainer - JIF Meeting | - | € 345,64 | € 345,64 | 30/08/09 | € 345,64 | € 0,00 |
| | ELSA International | ITP Trainer - ICM Sinaia | - | € 720,57 | € 720,57 | 26/11/09 | € 720,57 | € 0,00 |
| | ELSA International | ITP Trainer - ICM Malta | - | € 1,245,07 | € 1,245,07 | 06/04/10 | € 1,245,07 | € 0,00 |
| | ELSA International | ITP Trainer - IPM Kiev | - | € 62,00 | € 62,00 | 14/07/10 | € 62,00 | € 0,00 |
| | ELSA International | ITP Trainers - ELSA House Training Week | - | € 1,199,63 | € 1,199,63 | 30/07/10 | € 1,199,63 | € 0,00 |
| | Total Training Support | | € 520,00 | € 5,423,02 | € 5,423,02 | | € 8,886,02 | € 0,00 |
| EDF Network Support | ELSA Czech Republic 4 | NB to IPM Lisbon | € 465,00 | € 200,00 | € 0,00 | Open | € 465,00 | € 200,00 |
| | ELSA Denmark | NB to ICM Sinaia | € 800,00 | € 500,00 | € 500,00 | 08/01/10 | € 2,350,00 | € 0,00 |
| | ELSA Latvia | NB to ICM Malta | € 538,00 | € 200,00 | € 0,00 | Open | € 538,00 | € 200,00 |
| | ELSA Portugal | NB to ICM Sinaia | € 250,00 | € 100,00 | € 100,00 | 07/01/10 | € 451,00 | € 0,00 |
| | ELSA Rep. Of Macedonia | NB to ICM Malta | € 1,134,00 | € 900,00 | € 900,00 | 02/04/10 | € 3,444,00 | € 0,00 |
| | ELSA Romania 2 | NB to ICM Malta | € 657,00 | € 150,00 | € 150,00 | 14/04/10 | € 1,416,00 | € 0,00 |
| | ELSA Russia 2 | NB to ICM Malta | € 349,00 | € 200,00 | € 0,00 | Open | € 349,00 | € 200,00 |
| | ELSA Serbia | NB to ICM Malta | € 1,377,00 | € 400,00 | € 400,00 | 04/05/10 | € 1,377,00 | € 0,00 |
| | ELSA Slovakia 2 | NB to ICM Malta | € 189,00 | € 150,00 | € 0,00 | Open | € 416,00 | € 150,00 |
| | ELSA Slovenia | NB to IPM Kiev | € 150,00 | € 150,00 | € 0,00 | Expired | € 240,00 | € 0,00 |
| | ELSA Sweden | NB to ICM Sinaia | € 3,075,00 | € 500,00 | € 500,00 | 18/01/10 | € 3,075,00 | € 0,00 |
| | ELSA Ukraine 1 | NB ICM Sinaia | € 647,00 | € 91,00 | € 91,00 | 27/03/10 | € 1,538,00 | € 0,00 |
| | ELSA Ukraine 3 | NB to ICM Malta | € 378,00 | € 300,00 | € 300,00 | 13/05/10 | € 1,138,00 | € 0,00 |
| | Total Network Support | | € 10,009,00 | € 3,841,00 | € 2,941,00 | | € 16,797,00 | € 750,00 |
| TOTAL | | | € 9,167,00 | € 6,228,32 | € 3,716,32 | | € 27,630,32 | € 2,512,00 |

ELSA Development Foundation
Open, cancelled and refused EDF Applications

| Benefitting Group | Name project | Requested | Granted | Paid Amount | Paid out at | Total Amount | Still open |
|---|--|-------------------|-------------------|-------------------|-------------|--------------------|---------------|
| Open EDF applications for the term 2008/2009 | | | | | | | |
| ELSA Poland | IFP Conference ELSA Gdansk | - | € 700,00 | € 700,00 | 03/03/10 | € 16.171,00 | € 0,00 |
| ELSA The Netherlands | IPM Amsterdam | € 1.519,00 | € 750,00 | € 750,00 | 24/02/10 | € 9.941,00 | € 0,00 |
| Total | | € 1.519,00 | € 1.450,00 | € 1.450,00 | | € 26.112,00 | € 0,00 |
| Cancelled or refused EDF Applications | | | | | | | |
| ELSA Denmark 2 | Withdrawn - NCM ELSA Denmark | € 600,00 | - | - | - | € 600,00 | - |
| ELSA Denmark 3 | Disapproved - NB to ICM Malta | € 600,00 | - | - | - | € 3.250,00 | - |
| ELSA Belgium | The ELSA House Training Week | € 1.000,00 | € 1.000,00 | - | - | € 11.918,00 | - |
| ELSA Czech Republic 3 | Withdrawn - NCM ELSA Czech Republic | € 240,00 | - | - | - | € 4.228,00 | - |
| ELSA Montenegro | Withdrawn - NB to ICM Sinaia | € 300,00 | € 200,00 | - | - | € 339,00 | - |
| ELSA Montenegro 2 | Withdrawn - NB to JIF | € 600,00 | € 300,00 | - | - | € 900,00 | - |
| ELSA Slovakia | Disapproved - NB to ICM Sinaia | € 420,00 | - | - | - | € 762,00 | - |
| ELSA Sweden 2 | Disapproved - NB to ICM Malta | € 1.828,00 | - | - | - | € 1.828,00 | - |
| ELSA Romania | Disapproved - Hosting ICM Sinaia | € 1.000,00 | - | - | - | € 67.187,00 | - |
| ELSA Russia | Withdrawn - NB to ICM Sinaia | € 251,00 | - | - | - | € 441,00 | - |
| ELSA Turkey | Withdrawn - International Law School | € 2.250,00 | - | - | - | € 4.950,00 | - |
| ELSA Ukraine 2 | Disapproved - International conference | € 200,00 | - | - | - | € 2.566,00 | - |
| ELSA United Kingdom | Withdrawn - NB to ICM Sinaia | € 417,00 | - | - | - | € 417,00 | - |
| Total | | 9.706,00 | 1.500,00 | 0,00 | 0,00 | 99.386,00 | 0,00 |

Final Accounts 2009/2010

Annex 2 – The Auditor's Report for the Final Accounts 2009/2010

We, Gökhan Günes, Jan Moritz Lang and Jean-Marc Lauwers, Auditors of ELSA-International for the operational year 2009-2010, have audited the financial papers presented to us by Peter Christian Binau-Hansen, Treasurer of ELSA International. We have been to the ELSA House in Brussels from the 20th to the 22nd of August.

As a summary, we had an overview about most of the bank statements and bank transaction lists, nominal activity reports of banking transactions, claim forms, invoices received and sent out as well as credit card statements, grant documents and all supporting documents submitted to us by the Treasurer of EI. The audit also included the ELSA Development Foundation's accounts and related documents.

1 – General assessment of the quality of the financial management

With the exception of the bank statements, the filing and transparency of documents and information of the accounts were satisfactory and practical for us to go through easily. At this section, we would like to share our input about the folders relating to financial management of EI with you.

Folders:**a. Claim Forms:**

We noticed that some of the claim forms were not signed by the claimants and we do think that the claimants should not be getting paid unless they send the version of their claim forms digitally or manually signed to treasurer of EI. The treasurer of the International board 09/10 has begun to hand in his claim forms to a fellow board member for their signature as requested by us in the auditing report relating to the interim accounts. We are also glad to notice that the treasurer of EI has followed up the recommendation of the auditors 08/09 on having exchange rate documentation of the transactions performed in currencies other than Euro.

b. Credit Card Bills:

We are generally satisfied with the way credit card bills were conducted and kept. The bills were classified date by date and any supporting documents were attached in a numeric order therefore it was so easy to go through them and understand their content.

c. Invoices In:

As already reported in the auditing report relating to the interim accounts, we noticed that explanations on the reasons of the expenditures were not indicated clearly on the received invoices, some of which were solely issued in French and thus required more effort to check. This lack of transparency became especially clear in regard to the purchase of day-to-day office supplies at a nearby supermarket. Thus it would be preferable, if the treasurer of EI provided a summary for the items purchased in English attached to those bills/invoices.

We also noticed that some of the invoices were still issued under the name of former EI officers, we believe updating our service and product suppliers regularly by the beginning of each operational year can solve this problem and provide us an opportunity of having up-to-date documentation system.

The treasurer of ELSA International has been able to obtain a previously missing receipt by the Belgian Embassy in Bucharest, Romania. We were satisfied to see that in this regard he followed our remarks in the auditing report relating to the interim accounts.

d. Invoices Out:

The membership fee invoices have been sent out on the 25th of July 2010 and thus provided the national groups with the opportunity to pay within the deadline set in the decision book. We were glad to see that our recommendations in the auditing report relating to the interim accounts and the EDF and ELSA Online fee were followed. It was however dissatisfying to see that a lot of the groups did not manage to pay in time.

Paid and unpaid invoices were stated clearly and were separated area by area; necessary explanations were done for the invoices for making them easily understood for us.

We have seen that in some of the invoices sent to third parties regarding links, there were substantial amounts of discounts. I.e. an invoice sent to xxxx, was reduced to € 800 EUR from € 1750 EUR. (Meaning, € 950 EUR was discounted). Treasurer of EI has indicated that there is no expenditure for links therefore such a discount was not a real loss for EI and it was discounted at the discretion of the board.

Although we have seen that most of the invoiced amounts were collected without spending additional time and effort on them; we recommend to council to discuss remedies for collecting unpaid/delayed invoices from the debtors as fast as possible.

e. Bank Receipts/Statements:

The treasurer of ELSA International has managed to obtain most of the bank statements by now. However, the bank statements for the Current Account, the EMCC Current Account, and the EDF Current Account only showed transactions until the 22nd of July. No bank statements were provided for the General savings and the EDF savings accounts. The activity on these accounts has been controlled with the help of transaction lists received via the homepage of the bank in question. We strongly urge the treasurer of ELSA International 2010/2011 to ensure that bank statements are received monthly and for all the accounts.

2 – Bookkeeping

In terms of bookkeeping, after a few necessary adjustments during the auditing weekend, we believe the balance reflects the actual financial situation. A few outgoing and incoming (from the end of the term from Toledo, Belgacom, Voo and Content5) issued invoices were not included in the bookkeeping, but after notification by the auditors the Treasurer made the required adjustments. Also was there a mixture between two ELSA countries in the bookkeeping. Two invoiced countries got the correct invoice about their EDF contributions but unfortunately in the bookkeeping the wrong country got booked as

invoiced. The Treasurer of ELSA International corrected this after the notification by the auditors. Apart from this, the bookkeeping was done by time and was properly performed. We suggested to the Treasurer to improve bookkeeping records so they match exactly with the posting dates on the bank statements to make the transactions more transparent.

3 – Overall financial situation

The income budgeted in Malta has been reached and exceeded. Unforeseen income has especially been a grant by the European Commission. We were glad to see that the association was considered eligible for the grant. The income goal for externals has not been reached due to a practice carried out by previous treasurers of ELSA International. So far the money received by general sponsors has always been booked as an income of the year it has been received in - even though the sponsorship agreements state terms differing from those of the ELSA term. This year the money has been split according to the terms stated in the sponsorship agreements and thus reducing the income of this fiscal year.

The International Board has decided to cover parking and speeding tickets in the amount of 15,00 € and 140,00 € Euros respectively. These decisions have been taken during a board meeting and the speeding ticket has been explained in an annex to the fine invoice with the necessity to be on time to a meeting with externals. The delay allegedly has not been the fault of the International Board but was connected to holdups at the car rental place. A similar situation has already occurred in the previous term in office (2008/2009). We therefore strongly recommend to the Council to create guidelines for the reimbursement of claims such as and comparable to those at hand. We also believe that our expenditure claim and refund mechanism should not be perceived as an encouragement for infringement of the laws as a law students association.

Also, we noticed that some of the expenditure items could not be achieved as they were estimated during ICM. The most substantial difference has showed up in 'meetings with the Network' and the difference with the estimation and materialized was approx. € 3000 EUR. Since our network is getting larger year by year and the importance of bringing EI Officers with national and local ELSA Groups together has brought a great motivation to our association, we believe that budget estimations on this expenditure as well as on others should be estimated realistically and/or EI should create funds available for this goal.

4 – EDF

The separation of EDF and ELSA within the bookkeeping program has been carried out during the auditing weekend. Since the ELSA Development Foundation did not have a functioning bank account during this term in office EDF grants have been paid out via the ELSA bank accounts. As the EDF now is its own legal entity, this procedure is highly dissatisfactory and should be amended as soon as possible.

We noticed a few minor issues regarding EDF applications and concluding procedures. Our network needs the feedback or input of the EDF applicant whom was successful and managed to get the fund. This is meant to be provided by an activity report which has to be

prepared and submitted by the EDF applicant whom received the grant. However in some of the applications, we noticed that the applications were not concluded by the applicants in terms of activity reports. We think that the Council and all boards must take necessary steps to bring standardization to this procedure.

The regulations of the Foundation and the ELSA Decision book regulate that the foundation shall be capitalized by 6% on an annual basis, meaning that 94% of the annual income of the Foundation could be spent by the Executive Committee. ELSA received 11.521,23 € Euros in this term on behalf of the foundation and has spent 12.356,66 € thus exceeding the limit with a total ratio spent of approx. 107,25 % of the income. The financial planning for EDF faces the problem that the income remains uncertain until the EDF reports are received in the end of January. This year however a lot of money has been spent after this deadline and thus the Executive Committee has been able to calculate the money remaining for grants and could have acted in accordance with the regulations.

5 - Miscellaneous

The Treasurer of ELSA International has once reclaimed money from ELSA that has been spent for personal use. One claim form contained a receipt from Colruyt - a local supermarket - for sparkling water and multivitamin tablets. The total amount invoiced and claimed was 3,43 €. The claim form had been signed by a fellow board member and has been paid out. The Treasurer informed us that this has been an accidental mistake and paid back the money during the auditing weekend.

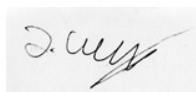
We were happy to see that an inventory list was prepared for the fixed assets of EI in the house.

Conclusion

In accordance with above explanations we are glad to inform the Council that we give a positive recommendation to approve the final accounts of the IB of EI for the operational term 09-10. We rely on the work carried out by the Treasurer. Folders and documents were kept properly with a few small exceptions. Bookkeeping is satisfactory. We believe that the work, which will be performed by the Treasurer can be improved in accordance with the information suggested.

We recommend the Council to approve the Final Accounts 2009/2010.

Best regards to the Council,



Jan Moritz Lang
Auditor ELSA International



Gökhan Günes
Auditor ELSA International



Jean-Marc Lauwers
Vice Auditor ELSA International

Annex 3 – Proposed Revision of the Budget of ELSA International 2010/2011

The International Board proposes to revise the budget of ELSA International 2010/2011 as follows:

All amounts are in Euro (€)

| <i>General Income</i> | <i>2009/2010 as approved in Malta</i> | <i>2010/2011 as approved in Malta</i> | <i>2010/2011 proposal Alanya</i> |
|------------------------------------|---|---|--|
| Not project | 88 350,00 | 77 800,00 | 92 925,00 |
| EMC ² | 21 200,00 | 20 000,00 | 21 200,00 |
| Synergy | 39 400,00 | 40 700,00 | 38 100,00 |
| Projects | 8 000,00 | 0,00 | 7 400,00 |
| <i>General Income total</i> | 156 950,00 | 138 500,00 | 159 625,00 |
| <i>Expenditures</i> | | | |
| Not project | 112 600,00 | 102 000,00 | 111 225,00 |
| EMC ² | 3 000,00 | 3 000,00 | 3 000,00 |
| Synergy | 32 150,00 | 30 000,00 | 34 000,00 |
| Projects | 9 200,00 | 3 500,00 | 11 400,00 |
| <i>Expenditures total</i> | 156 950,00 | 138 500,00 | 159 625,00 |
| Profit / Loss | | | |
| Not project | -24 250,00 | -24 200,00 | -18 300,00 |
| EMC ² | 18 200,00 | 17 000,00 | 18 200,00 |
| Synergy | 7 250,00 | 10 700,00 | 4 100,00 |
| Projects | -1 200,00 | -3 500,00 | -4 000,00 |
| <i>Total profit/loss</i> | 0,00 | 0,00 | 0,00 |

| <i>General Income</i> | <i>2009/2010 as approved in Malta</i> | <i>2010/2011 as approved in Malta</i> | <i>2010/2011 proposal Alanya</i> |
|------------------------------------|---|---|--|
| Externals | 20 000,00 | 20 000,00 | 23 500,00 |
| Membership Fee | 18 000,00 | 18 000,00 | 18 000,00 |
| Observership Administration Fee | 350,00 | 300,00 | 350,00 |
| ELSA ONLINE Fee | 15 000,00 | 15 000,00 | 15 000,00 |
| Links Project | 21 000,00 | 20 000,00 | 20 000,00 |
| Bank Interest | 400,00 | 400,00 | 400,00 |
| Miscellaneous Income | 2 600,00 | 600,00 | 600,00 |
| ELS | 3 000,00 | 3 500,00 | 5 000,00 |
| European Commission grant | | | 10 075,00 |
| OECD contribution | | | 500,00 |
| Provision for claims and bad debts | 3 500,00 | 0,00 | |
| Provision for ELSA House | 1 000,00 | 0,00 | |
| Provision for EDF | 3 500,00 | 0,00 | |
| <i>General Income total</i> | 88 350,00 | 77 800,00 | 93 425,00 |

| <i>Expenditures</i> | | | |
|----------------------------|------------------|------------------|------------------|
| The ELSA House: | 33 900,00 | 35 500,00 | 35 230,00 |
| Rent | 27 100,00 | 28 000,00 | 27 500,00 |
| Heating | 1 000,00 | 1 500,00 | 1 500,00 |
| Electricity | 3 000,00 | 3 500,00 | 3 000,00 |
| Water | 800,00 | 500,00 | 800,00 |
| Repairs | 500,00 | 500,00 | 500,00 |
| Fire insurance | | | 430,00 |
| Improvement of the house | 1 500,00 | 1 500,00 | 1 500,00 |
| Office: | 2 500,00 | 2 000,00 | 2 500,00 |
| Day to day office supplies | 1 500,00 | 1 500,00 | 2 000,00 |
| Upgrade Office facilities | 1 000,00 | 500,00 | 500,00 |
| Communication: | 3 100,00 | 3 200,00 | 3 100,00 |
| Phone and Fax | 2 000,00 | 2 000,00 | 2 000,00 |
| Internet and E-mail | 700,00 | 700,00 | 700,00 |
| Post | 400,00 | 500,00 | 400,00 |
| | | | |

| | | | |
|---|------------------|------------------|------------------|
| ELSA ONLINE Admin. | 20 700,00 | 18 200,00 | 24 000,00 |
| Housing of Server | 2 000,00 | 2 000,00 | 2 000,00 |
| ELSA ONLINE | 18 700,00 | 16 200,00 | 22 000,00 |
| Bank Charges | 250,00 | 250,00 | 250,00 |
| EDF contribution by EI | 1 200,00 | 1 200,00 | 1 410,00 |
| ICMs: | 4 150,00 | 5 400,00 | 5 000,00 |
| Travel Autumn ICM | 1 800,00 | 2 000,00 | 2 200,00 |
| Accommodation Autumn ICM | 700,00 | 200,00 | 400,00 |
| Materials for ICM | 250,00 | 500,00 | 250,00 |
| Travel Spring ICM | 1 000,00 | 2 000,00 | 1 500,00 |
| Accommodation Spring ICM | 200,00 | 200,00 | 400,00 |
| Materials for ICM | 200,00 | 500,00 | 250,00 |
| Internal Meetings | 1 500,00 | 1 500,00 | 1 900,00 |
| Travels: | 9 000,00 | 7 500,00 | 9 500,00 |
| Meetings with externals | 2 000,00 | 1 500,00 | 2 000,00 |
| Meetings within the Network | 7 000,00 | 6 000,00 | 7 000,00 |
| OECD Conference | | | 500,00 |
| Allowance of the International Board | 16 800,00 | 16 800,00 | 16 800,00 |
| Representation | 500,00 | 500,00 | 500,00 |
| Directors | 2 500,00 | 1 500,00 | 2 100,00 |
| General directors | | 1 200,00 | 1 800,00 |
| Director for Anniversary | | 300,00 | 300,00 |
| Auditing: | 1 700,00 | 1 450,00 | 1 935,00 |
| ICM Travels | 1 000,00 | 750,00 | 750,00 |
| Auditing weekends | 700,00 | 700,00 | 1 185,00 |
| Miscellaneous | 0,00 | 0,00 | |
| Annual Report 2008/2009 | 500,00 | 500,00 | 500,00 |
| Miscellaneous | 1 000,00 | 1 000,00 | 1 000,00 |

| | | | |
|------------------------------|------------|------------|------------|
| Marketing Budget | 1 000,00 | 500,00 | 1 000,00 |
| ELSA International 2008/2009 | 1 300,00 | 0,00 | |
| Write off bad debts | 2 000,00 | 2 000,00 | 2 000,00 |
| Provision for EDF | 3 500,00 | | |
| Provision for bad debts | 1 500,00 | | |
| Provision for the ELSA House | 1 000,00 | | |
| Contingency | 3 000,00 | 3 000,00 | 3 000,00 |
| <i>Expenditures total</i> | 112 600,00 | 102 000,00 | 111 725,00 |
| <i>Administrative Profit</i> | -24 250,00 | -24 200,00 | -18 300,00 |

| <i>EMCC</i> | <i>2009/2010 as approved in Malta</i> | <i>2010/2011 as approved in Malta</i> | <i>2010/2011 as approved in Malta</i> |
|-------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <i>Income EMCC</i> | | | |
| EMC ² Sponsorship | 6 200,00 | 5 000,00 | 6 200,00 |
| EMC ² Registration | 15 000,00 | 15 000,00 | 15 000,00 |
| <i>Income total</i> | 21 200,00 | 20 000,00 | 21 200,00 |
| <i>Expenditures EMCC</i> | | | |
| Administration | 3 000,00 | 3 000,00 | 3 000,00 |
| <i>Expenditures total</i> | 3 000,00 | 3 000,00 | 3 000,00 |
| <i>AA Profit</i> | 18 200,00 | 17 000,00 | 18 200,00 |

| <i>Synergy</i> | <i>2009/2010 as approved in Malta</i> | <i>2010/2011 as approved in Malta</i> | <i>2010/2011 as approved in Malta</i> |
|----------------|---------------------------------------|---------------------------------------|---------------------------------------|
|----------------|---------------------------------------|---------------------------------------|---------------------------------------|

| | | | |
|-----------------------------|-----------|-----------|-----------|
| <i>Income Synergy</i> | | | |
| Synergy 1st Edition | 20 080,00 | 20 350,00 | 17 750,00 |
| Synergy 2nd Edition | 19 320,00 | 20 350,00 | 20 350,00 |
| <i>General Income total</i> | 39 400,00 | 40 700,00 | 38 100,00 |
| <i>Expenditures Synergy</i> | | | |
| Synergy 1st Edition | 14 300,00 | 15 000,00 | 17 000,00 |
| Synergy 2nd Edition | 17 850,00 | 15 000,00 | 17 000,00 |
| <i>Expenditures total</i> | 32 150,00 | 30 000,00 | 34 000,00 |
| <i>Marketing Profit</i> | 7 250,00 | 10 700,00 | 4 100,00 |

| <i>Projects</i> | <i>2009/2010 as approved in Malta</i> | <i>2010/2011 as approved in Malta</i> | <i>2010/2011 proposal Alanya</i> |
|------------------------------|---|---|--|
| <i>Income projects</i> | | | |
| Final IFP Publication | 8 000,00 | | 7400 |
| <i>Income total</i> | 8 000,00 | | 7400 |
| <i>Expenditures projects</i> | | | |
| ITP Refreshment Weekend | 800,00 | | 2000 |
| Final IFP Publication | 7 400,00 | | 7400 |
| Train the Trainers Weekend | | | 2000 |
| Unspecified projects | 1 000,00 | | |
| <i>Expenditures total</i> | 9 200,00 | | 11400 |
| <i>Project profit</i> | -1 200,00 | | -4000 |

Annex 4 - Debtors of ELSA International

| National Group | Debt on 31.01.10 | ELSA Online fee 09/10 | Memb ership Fee 10/11 | Paid in 09/10 | EDF Contr ibutio n 09/10 debt | Debt on 31.07.10 | Paid in 10/11 | Debt on 23.09.10 |
|---------------------------|---------------------|--------------------------------|--------------------------------|------------------|--|---------------------|------------------|---------------------|
| ELSA Albania | 98,96 | 48,19 | 50,00 | 0,00 | 14,00 | 211,15 | 0,00 | 211,15 |
| ELSA Armenia | | 46,29 | 50,00 | 0,00 | 13,50 | 109,79 | 50,00 | 59,79 |
| ELSA Austria | -300,00 | 363,86 | 468,93 | 832,79 | 0,00 | -40,00 | 0,00 | -40,00 |
| ELSA Bulgaria | 2 250,96 | 54,09 | 69,62 | 0,00 | 25,00 | 2 399,67 | 0,00 | 2 399,67 |
| ELSA Croatia | 322,50 | 243,47 | 313,46 | 0,00 | 62,50 | 941,93 | 0,00 | 941,93 |
| ELSA France | 4 222,80 | 171,51 | 50,00 | 0,00 | 0,00 | 4 444,31 | 0,00 | 4 444,31 |
| ELSA Georgia | | 44,84 | 57,67 | 44,84 | 0,00 | 57,67 | 0,00 | 57,67 |
| ELSA Greece | -0,55 | 156,96 | 202,22 | 157,00 | 0,00 | 201,63 | 202,22 | -0,59 |
| ELSA Hungary | | 258,86 | 333,33 | 258,86 | 0,00 | 333,33 | 334,00 | -0,67 |
| ELSA Iceland | 736,36 | 88,67 | 114,27 | 0,00 | 0,00 | 939,30 | 0,00 | 939,30 |
| ELSA Italy | | 1 378,19 | 1 775,72 | 1 378,19 | 0,00 | 1 775,72 | 0,00 | 1 775,72 |
| ELSA Kazakhstan | 916,81 | 160,75 | 206,89 | 0,00 | 622,0 0 | 1 906,45 | 0,00 | 1 906,45 |
| ELSA Latvia | 1 202,55 | 61,36 | 79,00 | 61,36 | 0,00 | 1 281,55 | 79,00 | 1 202,55 |
| ELSA Luxembourg | | 150,36 | 50,00 | 50,00 | 0,00 | 150,36 | 50,00 | 100,36 |
| ELSA Montenegro | | 54,76 | 70,48 | 119,19 | 0,00 | 6,05 | 0,00 | 6,05 |
| ELSA Poland | | 912,16 | 1 174,40 | 912,16 | 0,00 | 1 174,40 | 0,00 | 1 174,40 |
| ELSA Portugal | | 562,95 | 634,45 | 562,95 | 0,00 | 634,45 | 0,00 | 634,45 |
| ELSA Rep. Of Macedonia | 182,85 | 51,09 | 65,74 | 233,94 | 0,00 | 65,74 | 0,00 | 65,74 |
| ELSA Romania | | 334,25 | 430,23 | 334,25 | 0,00 | 430,23 | 0,00 | 430,23 |
| ELSA Russia | 1 271,18 | 412,87 | 531,52 | 0,00 | 0,00 | 2 215,57 | 0,00 | 2 215,57 |
| ELSA Serbia | | 316,30 | 339,21 | 316,30 | 0,00 | 339,21 | 0,00 | 339,21 |
| ELSA Slovenia | | 151,99 | 195,80 | 151,99 | 0,00 | 195,80 | 0,00 | 195,80 |
| ELSA Ukraine | | 144,05 | 185,31 | 144,05 | 0,00 | 185,31 | 0,00 | 185,31 |
| ELSA United Kingdom | 50,00 | 439,03 | 50,00 | 0,00 | 17,45 | 556,48 | 0,00 | 556,48 |
| TOTAL | 10 959,75 | | | TOTAL | | 28 400,65 | TOTAL | 19 800,88 |

Annex 5 – Draft International Council Meeting Host Agreement

INTERNATIONAL COUNCIL MEETING HOST AGREEMENT

Between

The Organising Committee of the ____ International Council Meeting of ELSA
(Hereinafter the **OC**), represented by the Head of the OC

And

ELSA International
(Hereafter **EI**), acting by the members of the International Board
(Hereafter **IB**), represented by the Secretary General of ELSA International

Dates of the ICM**Article 1**

- 1.1 The dates of the International Council Meeting (hereinafter the **ICM**) will be from ____ of _____ to ____ of _____ 201_.
- 1.2 EI authorizes the OC to host the ICM on the terms and conditions set out in this Agreement.

Venue and Logistics**Article 2**

- 2.1 The venue of the ICM will be _____.
- 2.2 The logistical requirements annexed to this agreement are to be ensured by the OC.
- 2.3 The logistics of the ICM must be assured until at least upon arrival of the IB.

Financial Implications**Article 3**

- 3.1 The OC shall host the ICM on its own account. Any profit or loss arising from the organisation of ICM shall be kept by or covered by the OC.
- 3.2 No exclusivity can be proposed to any sponsor of an ICM since the sponsors of ELSA International have the right to be featured during the ICM.
- 3.3 Nothing in this Agreement is intended to or shall operate to create a partnership or joint venture of any kind between EI and the OC, or to authorise the OC to act as agent for EI, and the OC shall not have authority to act in the name or on behalf of or otherwise to bind EI in any way (including but not limited to the making of any representation or warranty, the assumption of any obligation or liability and the exercise of any right or power).
- 3.4 The OC shall comply with Council Decision FM 01/07 I “Maximum Participation Fee for Statutory Meetings and International Internal Meetings” when charging the participation fee.
- 3.5 The OC is not allowed to charge additional fees for accommodation, food or reception. However, a maximum fee of 50€ per participant may be charged covering the Gala Ball, Social Programme and Sightseeing. It is under discretion of OC to decide how these three fees shall be split.
- 3.6 According to the IM Policies, the participation fee for 9 members of ELSA International shall be covered by the OC. This fee includes accommodation for ten nights, meals and special fees requested from other participants.
- 3.7 The OC shall cover accommodation for a maximum of two nights for two speakers.
- 3.8 The OC shall cover accommodation for a maximum of eight nights for the Chair and Vice-Chair of the plenary.

- 3.9 The OC shall cover the Gala Ball fees of 9 delegates of ELSA International, the Chair and the Vice-Chair.

Responsibilities of the OC

Article 4

The OC shall act in the utmost good faith in the organisation and management of the ICM on behalf of EI, and shall in particular be responsible for:

- 4.1 Appointing one person to be responsible for the communication and report to the IB before as well as during and after the ICM.
- 4.2 Informing the IB about the members of the OC and their responsibilities in the OC.
- 4.3 Fundraising for the ICM in order to have a sufficient financial basis for the event.
- 4.4 Providing all necessary information to the Network about the application procedure and practical information including general promotion of the event.
- 4.5 Ensuring that invitations and other necessary documents are provided for participants in need of visa.
- 4.6 Providing adequate reception upon arrival of the participants and external guests.
- 4.7 Providing accommodation, food and social programme for the participants as well as external guests. The guests shall be liable for the accommodation, food and social programme fees directly to the OC. The OC shall not be limited by the Decision Book "Event Fees" and Annex II hereto when charging the external guests with the accommodation, food and social programme fees.
- 4.8 Fulfilling the logistical requirements annexed to this agreement.
- 4.9 Arrange a sponsor's fair in which also the Sponsors of ELSA International can participate.
- 4.10 Send regular reports to the IB on the organisation before the aforementioned event.
- 4.11 Submit financial report after the ICM upon request by the IB in accordance with art. 4.8 in the Standing Orders of ELSA.
- 4.12 Stay available and respond upon request from the IB within one week from the receipt of the request.
- 4.13 To provide receipts, upon request, to all the participants.

Responsibilities of EI

Article 5

EI shall be responsible for:

- 5.1 Appointing one person to be responsible for the communication and report to the OC before as well as during and after the ICM.

- 5.2 Supporting the OC in fundraising by providing contacts as well as help in drafting proposals if requested by the OC. The IB shall also as far as considered appropriate present the ICM to external contacts of ELSA International.
- 5.3 Advising the OC in budgeting and accounting if requested.
- 5.4 Sending statutory invitations to the Member Groups.
- 5.5 Preparing the Working Materials and the plan for the Workshops and Plenary sessions of the ICM.
- 5.6 Ensuring the well-functioning of the Workshops during the ICM and make sure that the Internal Regulations are followed as well as that the Meeting is minuted properly.
- 5.7 Keeping the OC regularly updated about scheduled meetings as well as additional requirements that might be needed. EI shall cover the costs of such additional requirements that are not mentioned in Annex I of this ICM Host Agreement Requirements.
- 5.8 Keeping the OC updated about external guests as well as any specific arrangements that have to be made for these guests. EI shall cover all costs of specific arrangements, except the accommodation for the speakers
- 5.9 Staying available and respond upon request from the OC within one week from the request is received.

Discharge of ICM Host/OC

Article 6

- 6.1 If any problems occur before, during or after the ICM, which might jeopardize any of the points regulated in this agreement the OC is to inform the International Board immediately.
- 6.2 When such problems are reported, the IB is to take necessary measures to help find solution to these problems together with the OC.
- 6.3 The International Board can immediately discharge the OC in case of violation of the following points: 4.1, 4.4, 4.10 and 4.12.
- 6.4 Should the OC fail to fulfil any other responsibilities the IB shall inform the OC by e-mail or letter followed by a phone call, stating the responsibility which is not being fulfilled. The OC shall send the IB a plan for how they will improve the situation within five days from the phone call was received.
Should the OC not send such report or the report should not include a satisfactory action plan the IB may discharge the OC. The IB may also discharge the OC in case such plan is not followed by the OC.
From the time when the IB has correctly informed the OC of the occurred problems the IB may also take necessary measures to remedy the damage. Any costs incurred by such remedies shall be split between the IB and the OC.

_____, __ of _____

Filipe Bismarck
Secretary General
ELSA International

Head of OC

Annex I to the ICM Host Agreement for the ____ International Council Meeting**List of Logistical Requirements for International Council Meeting****Plenary hall**

- 1 hall, seating all participants and guests, approximately 9 delegates x 41 groups + externals = 400 persons;
- 1 head-table to accommodate 7 IB members + Chair + Vice-Chair - with appropriate name placards/place names;
- 1 table for plenary secretaries (2 to 4 persons);
- 1 video projector to be used for PowerPoint presentations and/or Video presentations (compatible with Windows Vista/Windows 7/Mac operating system);
- 1 additional computer, attached to beamer projector, to be used for PowerPoint presentations (compatible with MS Office 2007 and Windows 7);
- 1 ELSA _____ banner, depicting the ELSA logo. If you wish, you may also write the name, number and date of the Council Meeting;
- 1 video player and CD player, connected to sound system;
- 1 sound system, which should include one or two fixed microphones on the head table, and a number of cordless microphones circulating amongst the floor

Note: Please bear in mind that ELSA International is obliged to hang banners and posters of its sponsors in the Plenary Hall. Please check with the IB beforehand on this point, and also check with the IB before hanging up sponsor banners of your own. Bear in mind the Fundraising Regulations when contacting sponsors of your own.

Workshops

- 7 rooms seating all participants around 35-50 people;
- 2 or 3 larger rooms to accommodate joint workshops composed of one, two or even three areas.

WS room should be equipped with:

- Enough tables to accommodate all workshop participants
- 1 flip-chart, flip-chart paper and markers
- Beamer for presentations
- 1 computer for workshop secretaries
- Disposable cups
- Refreshments

Additional equipment

- 2 spare flipcharts on self-supporting stands (for externals)
- 1 printer
- Sufficient printing paper (for 1000 prints)
- Internet access

➤ **Note:** It is also useful to have a number of spare flipcharts on self-supporting stands. These will almost certainly be used by externals that will come to give training sessions, and will probably prepare their charts beforehand. The stands will therefore be carried around from the one workshop to another.

IB Room

The IB room should be accessible three days before the ICM for the IB to use during preparations.

- 1 printer,
- Sufficient printing paper (for 1000 prints)
- Transparencies (that can be used with printer above)
- 1 conference-table with possibility to accommodate the IB and NB's during meetings (i.e. approximately 14-18 people)
- 1 flip-chart on stand + coloured markers
- 1 telephone line, with possibility to make international calls
- Internet access.

VERY IMPORTANT NOTE:

Please ensure that all computers are virus-free and are equipped with updated virus protection, and that in case of emergency, virus protection may be reinstalled on location.

Annex II to the ICM Host Agreement for the ____ International Council Meeting

In case the group is applying to the Autumn ICM they also have to host the Refreshment Weekend (hereinafter RW) for the trainers of the International Trainers Pool.

Responsibilities of the OC:

1. Host the RW on the weekend before the ICM starts
2. Provide Transportation from and to nearby stations, ports, and airports for participants and organizers
3. Provide accommodation for the participants and organizers
4. Provide an appropriate room for the meeting, with the same materials as the workshops rooms, mention in the previous annex
5. Expect around 25 participants for the event
6. Charge a participation fee not higher than 25 euros per day, per participant

Responsibilities of EI

1. Ensure Financial Responsibility for the whole event, including participation fees
2. Communicate with the OC
3. Collect all the information from the participants
4. Invite all the trainers from the International Trainers' Pool

Annex 6 – Draft International Presidents' Meeting Host Agreement

INTERNATIONAL PRESIDENTS' MEETING HOST AGREEMENT

Between

The Organising Committee of the __ International Presidents' Meeting of ELSA
(Hereinafter the OC), represented by the Head of the OC

And

ELSA International
(Hereafter EI), acting by the members of the International Board
(Hereafter IB), represented by the Secretary General of ELSA International

Dates of the IPM**Article 1**

1.1 The dates of the International Presidents' Meeting (hereinafter the **IPM**) will be from the ____ to the ____ of _____.

1.2 EI authorizes the OC to host the IPM on the terms and conditions set out in this Agreement.

Venue and Logistics**Article 2**

2.1 The venue of the IPM will be _____.

2.2 The logistical requirements annexed to this agreement are to be ensured by the OC.

2.3 The logistics of the IPM must be assured until at least upon arrival of the IB.

Financial Implications**Article 3**

3.1 The OC shall host the IPM on its own account. Any profit or loss arising from the organisation of IPM shall be kept by or covered by the OC.

3.2 Nothing in this Agreement is intended to or shall operate to create a partnership or joint venture of any kind between EI and the OC, or to authorise the OC to act as agent for EI, and the OC shall not have authority to act in the name or on behalf of or otherwise to bind EI in any way (including but not limited to the making of any representation or warranty, the assumption of any obligation or liability and the exercise of any right or power).

3.3 The OC shall comply with Council Decision FM 01/07 I "Maximum Participation Fee for Statutory Meetings and International Internal Meetings" when charging the participation fee.

3.4 The OC shall cover all expenses for the President of EI and one extra IB member in connection to IPM, except for travel expenses. The accommodation and meals costs of the President and the extra IB member covered by the OC include the days of the IPM and maximum 3 extra nights per each one of them.

3.5 The OC shall cover all extraordinary fees of the President of EI and one extra IB member.

Responsibilities of the OC**Article 4**

The OC shall act in the utmost good faith in the organisation and management of the IPM on behalf of EI, and shall in particular be responsible for:

- 4.1 Appointing one person to be responsible for the communication and report to the IB before as well as during and after the IPM.
- 4.2 Informing the IB about the members of the OC and their responsibilities in the OC.
- 4.3 Fundraising for the IPM in order to have a sufficient financial basis for the event.
- 4.4 Providing all necessary information to the Network about the application procedure and practical information including general promotion of the event.
- 4.5 Ensuring that invitations and other necessary documents are provided for participants in need of visa.
- 4.6 Providing adequate reception upon arrival of the participants and external guests.
- 4.7 Providing accommodation, food and social programme for the participants as well as external guests. The guests shall be liable for the accommodation, food and social programme fees directly to the OC. The OC shall not be limited by the Decision Book "Event Fees" and Annex II hereto when charging the external guests with the accommodation, food and social programme fees.
- 4.8 Fulfilling the logistical requirements annexed to this agreement.
- 4.9 Send regular reports to the IB on the organisation before the aforementioned event.
- 4.10 Submit financial report after the IPM upon request by the IB in accordance with art. 4.8 in the Standing Orders of ELSA.
- 4.11 Stay available and respond upon request from the IB within one week from the receipt of the request.
- 4.12 To provide receipts, upon request, to all the participants.

Responsibilities of EI**Article 5**

EI shall be responsible for:

- 5.1 Appointing one person to be responsible for the communication and report to the OC before as well as during and after the IPM.
- 5.2 Supporting the OC in fundraising by providing contacts as well as help in drafting proposals if requested by the OC. The IB shall also as far as considered appropriate present the IPM to external contacts of ELSA International.
- 5.3 Advising the OC in budgeting and accounting if needed.
- 5.4 Sending invitations to the Member Groups via e-mail.
- 5.5 Preparing the Working Materials and the plan for the Workshops and Plenary sessions of the IPM.

- 5.6 Ensuring the well-functioning of the Workshops during the IPM and make sure that the Internal Regulations are followed as well as that the Meeting is minuted properly.
- 5.7 Keeping the OC regularly updated about scheduled meetings as well as additional requirements that might be needed. EI shall cover the costs of such additional requirements that are not mentioned in Annex I of these IPM Host Agreement Requirements.
- 5.8 Keeping the OC updated about external guests as well as any specific arrangements that have to be made for these guests.
- 5.9 Staying available and respond upon request from the OC within one week from the request is received.

Discharge of IPM Host/OC

Article 6

- 6.1 If any problems occur before, during or after the IPM, which might jeopardize any of the points regulated in this agreement the OC is to inform the International Board immediately.

When such problems are reported, the IB is to take necessary measures to help find solution to these problems together with the OC.

- 6.2 The International Board can immediately discharge the OC in case of violation of the following points: 4.1, 4.3, 4.4, 4.9 and 4.11.
- 6.3 Should the OC fail to fulfil any other responsibilities the IB shall inform the OC by e-mail or letter followed by a phone call, stating the responsibility which is not being fulfilled. The OC shall send the IB a plan for how they will improve the situation within three days from the phone call was received.
 - Should the OC not send such report or should the report not include a satisfactory action plan the IB may discharge the OC. The IB may also discharge the OC in case such plan is not followed by the OC.
 - From the time when the IB has correctly informed the OC of the occurred problems the IB may also take necessary measures to remedy the damage. Any costs incurred by such remedies shall be split between the IB and the OC.

_____, __ of _____

Filipe Bismarck
Secretary General
ELSA International

Head of the OC

Annex I to the IPM Host Agreement for the ____ International Presidents' Meeting**List of Logistical Requirements for International Presidents' Meeting****Workshops**

1 room seating all participants around 35-50 people

- 1 ELSA _____ banner, depicting the ELSA logo. If you wish, you may also write the name, number and date of the Presidents' Meeting

WS room should be equipped with:

- enough tables to accommodate all workshop participants
- 1 flip-chart, flip-chart paper and markers
- Beamer for presentations
- Disposable cups
- Refreshments

Additional equipment

- 1 spare flipcharts on self-supporting stands (for externals)
- 1 printer
- Sufficient printing paper and ink
- Internet access