

# LVII INTERNATIONAL COUNCIL MEETING

## WORKING MATERIALS

Qawra, Malta

21st - 28th March 2010



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# elsa

The European Law Students' Association

## GENERAL INFORMATION

### FOREWORD

Dear ICM-participants, Dear friends,

As it feels like we have just ended our last International Council Meeting in Romania, it is almost unbelievable to think that we will gather again for the Spring International Council Meeting. The International Board of ELSA as well as the ELSAnians in 40 National Groups are enthusiastically waiting for this event that will take place in the sunny and attractive seafront Qawra on the island called Malta. This ICM will be the 57<sup>th</sup> International Council Meeting of ELSA and for our board it will be the second and final during our term in office.

The term in office 2009/2010 of the International Board has been a learning experience spiced with challenges, some surprises, endless moments of joy and laughter and moments of satisfaction but behind it all there is hard work of every single member of our board. We had our challenges in the beginning with the arrival of our President, Leonid, due to bureaucratic visa problems but we managed to come over this challenge and unite as one team working towards one goal. It is the team spirit that has held us up on our way through the days and weeks during these past months. It has been the ride of a lifetime and gladly we can still enjoy this joyride for some months.

This ICM will be full excitement with the elections of the new International Board and interesting proposals and discussions concerning the future of our association. We hope that every single participant of the ICM will allocate time to read these Working Materials and arrive to the ICM well-prepared. If there are any difficulties in understanding any particular parts of the agenda, we are always more than happy to offer clarifications to the agenda.

The International Board would like to thank everyone who contributed to these Working Materials with proposals, input papers or with other contributions. We would also like to thank Thomas Vella and the Organising Committee of this ICM for their efforts, patience and professional work in organising the logistics of the event. It has been a true pleasure to work with you.

Finally, I would like to quote Henry Ford in something that everytime reminds me about the ICM: *"Coming together is a beginning, staying together is progress, and working together is success."* Let's keep these words in mind during the week and let the cheerful ELSA-spirit fill up the atmosphere around us.

On behalf of the International Board 2009/2010,



Timo Kortesoja  
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 (you will find them in the ELSA ONLINE Archive);
- Read the Statutes and Standing Orders of ELSA International carefully;
- Read and bring with you a copy of the latest edition of the Decision Book (you will find it, as well, in the ELSA ONLINE Archive);
- Bring your Marketing Materials so you can promote your events;
- Bring the One Year Operational Plan of the International Board of ELSA (OYOP 2009-2010 [you will find it, again, in the ELSA ONLINE Archive]).

#### To be prepared for the stay...

- Check out the ICM Website at <http://www.icm-malta.com/> and make sure you have taken note of *all* the Organising Committee's instructions;
- Make travel arrangements to be in Malta in time for the opening of the ICM at 15.00 on Sunday 21<sup>st</sup> of March (It takes about 30 minutes from Luqa airport to Qawra);
- 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 Winter 2011;
- Consider hosting the ICM Autumn 2011;
- Consider running for the International Board 2010/2011;
- Consider running for the Auditor of ELSA International 2010/2011.

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

- Bring your NATIONAL DRINKS!
- Bring good mood and happy smiles!

**The deadline for nominations for:  
INTERNATIONAL BOARD 2010/2011,  
TWO AUDITORS AND VICE-AUDITOR OF ELSA INTERNATIONAL 2010/2011  
is Monday 22<sup>nd</sup> of March at midnight  
and  
The deadline for nominations for:  
INTERNATIONAL PRESIDENTS' MEETING HOST WINTER 2011,  
COUNCIL MEETING HOST AUTUMN 2011  
is Tuesday 23<sup>rd</sup> of March at midnight  
and  
for the deadline for nominations for:  
COUNCIL GUESTS ICM AUTUMN 2010  
is Friday 26<sup>th</sup> of March at midnight**

### **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 Treasurer of ELSA International and attended by National Treasurers.

***Marketing (MAR)*** – 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.



**Financial Obligations****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 Treasurer of ELSA International in due time to the ICM at [treasurer@elsa.org](mailto:treasurer@elsa.org).

All SotN Inquiries must be thoroughly filled out and submitted in one document to the Secretary General of ELSA International at <https://spreadsheets.google.com/viewform?formkey=dHNxSjdvOE9QRTIxVzNtSDBCY05SVXc6MA>. Please be sure that the SotN Inquiry on behalf of your National Group is delivered 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](mailto:secgen@elsa.org).

## Call for 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 joyride”*

**MAKE A DIFFERENCE FOR ELSA:  
RUN FOR THE  
INTERNATIONAL BOARD 2010/2011!!!**

**What is the role of the International Board?**

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

**Vice President Academic Activities**

The Vice President Academic Activities is responsible for the key area Academic Activities. This responsibility includes Legal Writing; the publishing of ELSA Selected Papers on European Law, and coordinating Essay Competitions, Bridging Theory and Practice; Lawyers at Work –events, Legal Debates, Moot Court Competitions as well as the overall responsibility of the organising of the ELSA Moot Court Competition on WTO Law, EMC<sup>2</sup>. The Vice President Academic Activities is also responsible, when called upon, to support and assist Local and National Groups in organising AA events in the Network as well as implementing Legal Education, Human Rights and the International Focus Programme in the activities of the key area Academic Activities.

**Vice President Seminars and Conferences**

The Vice President Seminars and Conferences is responsible for the key area Seminars and Conferences. This responsibility includes the main responsibility of Study Visits, Institutional Study Visits, Seminars, Conferences and Law Schools in the Network. Vice President Seminars and Conferences is also responsible for implementing Legal Education, Human Rights and the International Focus Programme in the activities of the key area Seminars and Conferences.

**Vice President Student Trainee Exchange Programme**

The Vice President Student Trainee Exchange Programme is responsible for the key area STEP. This includes co-ordination and supervising all STEP related information from the Network and making the information available for the Network. The Vice President Student Trainee Exchange Programme also co-ordinates the implementation of international partnerships that are STEP related and actively seeks for additional opportunities of the traineeship programme.

**President**

The President is in charge of the overall co-ordination of the work of the International Board, execution of expansion, planning and direction of the work of the Council and the International Board. The President is also the main contact person between ELSA International and externals, by representing ELSA International at official events and meetings, being responsible for maintaining contact and the flow of information to sister associations, other students' associations and other organisations (NGOs and international institutions). The President shall also have the overview of all contacts to sponsors and supporters of ELSA International.

**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 the main responsible for keeping in contact with International Trainers Pool and organising training sessions throughout the Network as well as main responsible for development of Human Resources and informational systems in the ELSA-network.

**Treasurer**

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.

**Vice President Marketing**

The Vice President Marketing is responsible for the supporting area Marketing. The tasks include amongst others coordination of advertisement hunting for various brochures and publications and for the website, the overall responsibility of production and editing of Synergy, produce internal presentation and marketing materials for the key areas, and to represent ELSA towards externals. One of the Vice President Marketing's main responsibilities is also to co-ordinate and conduct market analysis and to define marketing strategies for all matters related to ELSA and its activities.

**Procedure of elections to the International Board**

A person running for a 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. This deadline is set to midnight on the second day of the Council Meeting unless the Council decides to prolong the deadline.

The nominee shall prepare a personal presentation in writing and distribute this to the National Groups before midnight on the day before the final plenary session. The presentation shall include a personal CV, an ELSA CV and an Action Plan for the term in office. It is also recommended that the presentation includes a letter of motivation.

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

**Transition**

The elected International Board 2010/2011 has to be present in the ELSA House in Brussels from the 1<sup>st</sup> of July 2010 as the transition with the current International Board will start on this day. There will be no exceptions for arriving later than this date.

During the transition the International Board 2010/2011 will be taught the work on the International Level, such as ICM preparations, day-to-day work for ELSA, responsibilities of the International Board, and of course how it is to live in Brussels for 13 months. The transition will however also be filled with social events, team-building sessions and sightseeing-trips in Belgium. Next to this, both International Boards will take an active part in the ELSA House Training Week organised by ELSA Belgium.

**Call for the Auditors of ELSA International 2010/2011**

The European Law Students' Association

**Are you an accurate person and fond of pressing for accuracy especially if it concerns money?**

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

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

**AUDITOR OR VICE AUDITOR  
OF  
ELSA INTERNATIONAL 2010/2011**

**What is the role of the Auditors of ELSA International?**

The auditors are two to three persons neutral and independent to ELSA International, proofing the accounts of ELSA International.

The auditors are elected by the Council during the spring International Council Meeting. The auditors' team consists of two auditors and one vice-auditor. The two auditors are mainly responsible for controlling the Interim Accounts and the Final Accounts of their respective year they have been elected for; the vice-auditor is only active if one of the auditors is not able to fulfil its task.

The auditors are responsible for checking the documents and accounting in the headquarter in Brussels twice a year, one time for the Interim Accounts in February and another time for the Final Accounts after the term ended in August/ September.

**What are the general responsibilities of the Auditors?**

- Travelling to Brussels twice a year in order to control the accounts of ELSA International;
- Writing the Auditors' report about the auditing of ELSA;
- Presenting the Auditors' report in the Spring and the following Autumn International Council Meeting.

**What are the references/ qualifications to become an Auditor?**

- Basic knowledge in accounting;
- Basic knowledge in auditing;
- A certain interest in financial matters;
- An impartial person not involved in ELSA International.

Call for the International Council Meeting host, Autumn 2011 and the International Presidents' Meeting host, Winter 2011



The European Law Students' Association

## **AUTUMN ICM 2011 WINTER IPM 2011**

**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**



Call for ELSA Moot Court Competition Final Oral Round 2011

## FACE THE GLOBAL CHALLENGE



### The 9<sup>th</sup> edition of the ELSA Moot Court Competition on WTO Law (EMC<sup>2</sup>) 2010/2011

– *The Largest Moot Court on WTO law*

## HOST THE FINAL ORAL ROUND IN MAY 2011!!

Send your application to [vpaa@elsa.org](mailto:vpaa@elsa.org) before 15<sup>th</sup> April 2010.

More information can be found at

[www.elsamootcourt.org](http://www.elsamootcourt.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 Treasurer 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 authorization 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 enjoy what status);
  - Two signatures from the National Board members authenticating the letter.

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

## Reporting Time

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

- **delegates are on time, especially in the morning (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**

During the latest years a new slogan during ICMs has been introduced – One Board, One Desire. 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 hosts for the International Council Meeting Autumn 2011**

The host for the next upcoming ICM has been appointed. The Autumn ICM 2010 will take place in Turkey, organised by ELSA Turkey. If you are thinking about organising an ICM in your National Group in autumn 2011, 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 3 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 events;
  5. Social Events;
  6. Others.

**DRAFT AGENDAS AND TIMETABLES****ICM TIMETABLE - ELSA**

Time	Sun 21st March	Mon 22nd March	Tue 23rd March	Wed 24th March	Thu 25th March	Fri 26th March	Sat 27th March	Sun 28th March
8:00	Arrival of the participants	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
8:30								
9:00								
9:30								
10:00		Workshops	Workshops	Workshops	Workshops	Workshops	Final Plenary	
10:30								
11:00								
11:30								
12:00								
12:30								
13:00								
13:30	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch		
14:00								
14:30								
15:00								
15:30	Opening Plenary	Workshops	Mid-Plenary	Workshops	Sightseeing	Workshops	Final Plenary	
16:00						Conference		
16:30								
17:00								
17:30	Opening Workshops				Dressing time			
18:00								
18:30								
19:00	Officers & Freshers	Reporting time		Reporting time	Reporting time			
19:30								
20:00	Dinner	Dinner	Dinner	Dinner	Gala Ball	Dinner	Dinner	
20:30								
21:00								
21:30						Welcome Party	Party	Party
22:00								
22:30								
23:00								
23:30								
0:00								

## ICM TIMETABLE - ELS

Time	Thu 25th Mar	Fri 26th Mar	Sat 27th Mar	Sun 28th Mar
8:00	Arrival of Participants	Free time	Breakfast	Breakfast
8:30				
9:00				
9:30				
10:00				
10:30				
11:00				
11:30				
12:00	Lunch	Lunch at Traditional Maltese Restaurant	ELS Extraordinary Meeting	Departure of the participants
12:30				
13:00				
13:30				
14:00				
14:30				
15:00				
15:30				
16:00	Sightseeing	Harbour cruise	Drinks at Birgu Waterfront	
16:30				
17:00				
17:30				
18:00				
18:30	Dressing time	Dressing time	Free time	
19:00				
19:30				
20:00	Gala Ball	ELS/ELSA MLT Alumni Reception	Dinner	
20:30				
21:00				
21:30				
22:00		Party	Farewell Party	
22:30				
23:00				
23:30				
0:00				

**PLENARY****Draft Agenda****Opening Plenary, Sunday, 21<sup>st</sup> March 2010 (15.00 – 17.30)**

- |         |  |
|---------|--|
| Morning | <b>Arrival and registration of the participants</b>  |
| 13.30   | <b>Payments due to ELSA International, delivery of Letters of Authorization and the SotN Inquiry</b>   |
| 15.00   | <b>Introduction of the members of the International Board 2009/2010</b><br>Thomas Vella, Head of the Organising Committee  |
| 15.10   | <b>Opening of the Council Meeting by the President of ELSA International</b><br>Leonid Cherniavskyi  |
| 15.15   | <b>Presentation of the Directors of ELSA International</b><br>Leonid Cherniavskyi  |
| 15.25   | <b>Welcoming of Council Guests and Externals</b><br>Leonid Cherniavskyi  |
| 15.35   | <b>Presentation and Information by the Organising Committee of the Council Meeting</b><br>Thomas Vella, Head of the Organising Committee   |
| 15.45   | <b>Presentation of ICM Sponsors/Partners</b><br>Thomas Vella, Head of the Organising Committee   |
| 16.00   | <b>Announcement of the list of votes by the Secretary General of ELSA International</b><br>Timo Kortesoja  |
| 16.15   | <b>Presentation of the Council Meeting Procedure</b><br><b>Reading out of the agreement between ELSA Greece and ELSA Republic of Macedonia (Council Decision PLE 01/99 II)</b><br>Timo Kortesoja |
| 16.20   | <b>Election of the Chair of the Plenary</b>  |

- Timo Kortesoja
- 16.30     **Election of the other plenary officers: Vice Chair, two to four secretaries, two tellers, three members of the nominations committee**
- Chair
- 16.50     **Approval of the Council Meeting Agenda and presentation of the Council Meeting structure**
- Chair
- 17.00     **Approval of the Minutes of the LVI International Council Meeting in Sinaia, Autumn 2009**
- Chair
- 17.05     **Report from the International Presidents' Meeting in Kyiv, Ukraine**
- Óscar A. Lema Bouza, President of ELSA Spain
- Chair at the International Presidents' Meeting in Kyiv
- 17.15     **Presentation of the Workshops during the ICM by the members of ELSA International**
- Chair and the International Board
- 17.25     **Information on the Officer's and Fresher's Training**
- Timo Kortesoja
- 17.30     **End of the Plenary session**

**Mid-Plenary, Tuesday, 23<sup>rd</sup> of March (15.00-20.00)**

- 15.00      **Revision of the List of Votes**  
Timo Kortesoja
- 15.25      **Information from the Organising Committee**  
Organising Committee
- 15.35      **Announcement of Nominations**  
Nominations Committee
- 15.45      **Presentation of the Partners of ELSA International**  
Leonid Cherniavskiy
- 16.10      **Presentation and Approval of the BEE Workshop related proposals**  
Chair and Workshop Chair
- 16.20      **Presentation and Approval of the FM Workshop related proposals**  
Chair and Workshop Chair
- 16.30      **Presentation and Approval of the MAR Workshop related proposals**  
Chair and Workshop Chair
- 16.40      **Launching of “Our rights, our freedoms” -competitions**  
Amanda Bertilsdotter Nilsson and a representative from the Council of Europe
- 17.40      **Presentation by the Legal Research Groups on the IFP topics**  
Members of the Legal Research Groups
- 18.10      **Presentation of the International Events**  
Organising Committees of respective events
- 18.50      **Q&A ELSA International**  
Chair
- 19.30      **End of the Plenary Session**



**Final Plenary, Saturday, 27<sup>th</sup> of March 2010 (10.00 – 23.00)****10.00      Revision of the List of Votes**

Timo Kortesoja

**10.10      Announcement of Nominations**

Nominations Committee

**10.20      Presentation and Approval of the AA Workshop Report and related  
proposals and recommendations**

Chair and Workshop Chair

**10.35      Presentation and Approval of the S&C Workshop Report and related  
proposals 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

**11.05      Presentation and Approval of the BEE Workshop Report and related  
proposals and recommendations**

Chair and Workshop Chair

**11.20      Presentation and Approval of the IM Workshop Report and related  
proposals and recommendations**

Chair and Workshop Chair

**11.35      Presentation and Approval of the FM Workshop Report and related  
proposals and recommendations**

Chair and Workshop Chair

**11.50      Presentation and Approval of the Marketing Workshop Report and  
related proposals and recommendations**

Chair and Workshop Chair

- 12.05      **Presentation and Approval of the Interim Accounts 2009/2010**  
**Auditors' Report**  
**Opinion of the Financial Management Workshop**  
Peter Christian Binau-Hansen, Auditors and the Financial Management Workshop Chair
- 12.30      **Presentation of the ELSA Development Foundation Report**  
Peter Christian Binau-Hansen
- 12.40      **Demotion of ELSA Iceland**  
Chair of the joint BEE + IM + FM Workshop
- 12.50      **Observership Application of an initiator group from Ireland**  
Chair
- 13.00      **Lunch Break**
- 15.00      **Revision of the list of votes**  
Timo Kortesoja
- 15.10      **Address speech from the former patron of ELSA**  
Russel Denoon Duncan
- 15.30      **Presentation by IPM Host Candidate(s), Winter 2011**  
Chair and Candidates
- 15.40      **Questions and Answers to the IPM Host Candidate(s), Winter 2011**  
Chair and the Council
- 15.55      **Presentation by ICM Host Candidate(s), Autumn 2011**  
Chair and Candidates
- 16.05      **Questions and Answers to the ICM Host Candidate(s), Autumn 2011**  
Chair and the Council
- 16.20      **Presentation of the Council Guests for the Autumn ICM 2010**  
Nomination Committee
- 16.30      **Presentation of Candidates for the International Board 2010/2011**  
Chair

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- 19.00      **Presentation of Candidates for the Auditors and the Vice Auditor of ELSA International 2010/2011**  
Chair
- 19.20      **Presentation of ELS**  
ELS Executive Committee and ELS members
- 19.30      **Presentation of the voting procedure**  
Chair
- 19.35      **Handing out ballot sheets**  
Timo Kortesoja
- 20.00      **Dinner break and casting of the votes**
- 21.30      **Presentation time**
- 21.30      **Presentation of the upcoming ICM in Alanya, October 2010**  
Organising Committee
- 21.40      **Presentation of the upcoming Final IFP Conference in Munich, Germany, Spring 2010**  
Organising Committee
- 21.50      **Presentation of the ELSA House Training Week, Summer 2010**  
Organising Committee
- 22.00      **Presentation of the International Internal Meetings**  
Organising Committees
- 22.30      **Announcement of the results of the elections**  
Chair
- 22.45      **Miscellaneous**
- 23.00      **Closing of the LVII International Council Meeting**  
Leonid Cherniavskyi

**ACADEMIC ACTIVITIES WORKSHOP****Timetable**

Time	Sun 21st Mar	Mon 22nd Mar	Tue 23rd Mar	Wed 24th Mar	Thu 25th Mar	Fri 26th Mar	Sat 27th Mar
8:00	Arrival of the participants	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
8:30							
9:00							
9:30							
10:00		Area definition & Strategic Goals	OYOP evaluation & transition	DB proposal	LRG session II	Academic Workshops - new IFP Topics	Final Plenary
10:30				Joint AA + S&C -current IFP topic			
11:00		Activity Reports	Joint AA + S&C - Council of Europe	Joint AA + S&C + BEE - IFP proposals	EMC <sup>2</sup> - the future		
11:30		SotN					
12:00		National MCC's					
12:30							
13:00	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	
13:30							
14:00							
14:30							
15:00	Opening Plenary	Joint AA + S&C + MAR - Promotion International Events	Mid-Plenary	Training on presentation skills	Sightseeing	Presentation of candidate(s) + closing	Final Plenary
15:30							
16:00		SPEL					
16:30							
17:00	LRG session I						
17:30		Opening Workshops					
18:00							
18:30							
19:00	Officers & Freshers		Reporting time	Reporting time	Dressing time	Reporting time	
19:30							
20:00	Dinner	Dinner	Dinner	Dinner	Gala Ball	Dinner	Dinner
20:30							
21:00							

## Draft Agenda

### Preparations and reminders for the Academic Activities Workshop

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

- Working Materials;
- Statutes and Standing Orders, in force after 55<sup>th</sup> International Council Meeting of ELSA;
- Council Meeting Decision Book, 28<sup>th</sup> Edition, focus on the Strategic Goals 2008-2013 and the Academic Activities part;
- The State of the Network Report (SotN Report) from ICM Sinaia;
- All National Officers, please prepare a written Activity Report to distribute to the workshop on Sunday's introductory session and make sure to send it to [vpaa@elsa.org](mailto:vpaa@elsa.org) before the ICM starts;
- A USB memory stick (1 GB) to receive all the presentations and documents;
- Adaptor for your computer and other electronic devices.

Do also read the Minutes from at least the previous two International Council Meetings (ICM Budva & ICM Sinaia). All documents/materials can be found in the ELSA ONLINE Archive, [www.elsa.org](http://www.elsa.org) If you have difficulties accessing the archive, please contact the Secretary General of ELSA International at [secgen@elsa.org](mailto: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, at [vpaa@elsa.org](mailto:vpaa@elsa.org). You should include both the things that you have worked on as an AA'er during your term in office and the major projects that are taking place in your National Group. If you will not attend the International Council Meeting, make sure that your representative in the AA workshop have it and can present it.

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

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

A very good possibility and option is to use the AA mailing list ([elsa-aa@listserv.elsa.org](mailto:elsa-aa@listserv.elsa.org)) to start a discussion before the International Council Meeting starts.

Welcome to the AA workshop!

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**Sunday, 21<sup>st</sup> March (17.30 – 20.00)**

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17.30 – 19.00

**Opening 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
- Distribution of Activity Reports

**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 Training**

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

**Means:**

- Chairperson 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 participating in the ICM for the first time 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

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**Monday, 22<sup>nd</sup> March (10.00 – 13.00)**

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10.00– 11.00

**Area Definition & Strategic Goals**

**Aim:** To increase the knowledge of your responsibilities as a VP AA officer and your role in the team.

**Means:**

- Presentation by ELSA International
- Open discussion

**Comments:** The purpose of this workshop will be to explain the main roles of a VP AA of an ELSA board for freshers, to remind more experienced officers of the realities in concern to their role in a team and to share your activities with the other officers.

**Preparations:** Please read the section of the Decision Book connected to the AA-area, the Strategic Goals and the AA Handbook.

11.00 – 11.30

**Activity Reports**

**Aim:** To inform about the past and present status of the VP AA of ELSA International and the activity in the National Groups.

**Means:**

- Presentation of Activity Reports
- Open discussion

**Comment:** Through the Activity Reports you will learn about the past and ongoing activities in the network.

**Preparations:** Please read the Activity Reports that were distributed during the Introductory Workshop on Sunday, the Activity Report of the VP AA ELSA International, which can be found in the materials and be prepared to present your own past and upcoming activities.

11.30 – 12.00

### **State of the Network Report (SotN)**

**Aim:** To present the AA part of the State of the Network Report after the ICM in Sinaia, and to inform the participants of the workshop on the current status quo of the AA area in the Network.

**Means:**

- Presentation by ELSA International
- Open discussion

**Comments:** Following the ICM in Sinaia, the International Board drew up the 7<sup>th</sup> SotN Report based on information submitted by the National Groups before the ICM Sinaia.

**Preparations:** Please read the SotN Report related to the AA 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.

12.00 – 13.00

### **National Moot Court Competitions (NMCC)**

**Aim:** To discuss the previous and upcoming National Moot Court Competitions in the network.

**Means:**

- Presentation by ELSA International
- Presentation by National Groups
- Open discussion

**Comments:** National & Regional Moot Court Competitions are very popular within ELSA but they are rarely communicated to the network. By presenting the different National and Regional MCCs we can learn from the experience of other National Groups and improve our own.

**Preparations:** Please prepare a short presentation (5 min) of your previous or upcoming National Moot Court Competitions - the subject, the preparations and outcome, positive and negative criticisms. Please also inform the VP AA of ELSA International about your presentation before the ICM.



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**Monday, 22<sup>nd</sup> March (15.00 – 19.00)**

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15.00 – 17.00

**Joint Workshop AA, S&C and MAR**

**Aim:** To follow up on the Joint Workshop between AA, S&C and MAR in ICM Sinaia where we prepared a timeline and introduced the Event Specification Form (ESF) for the promotion of international events. To raise the awareness of the importance of long-term planning in regards to international projects. To present the upcoming International Events in the network.

**Means:**

- Presentation of the timeline for international events and the Event Specification Form (ESF)
- Work Stations
- Presentation by National Groups

**Comments:** International events that contribute to legal education are a part of the Strategic Goals for 2013. In order to organise successful international events, the promotion should be done on a long-term basis. In addition to the promotion done by the organising committee, it is important that the other National Groups promote the events through their communication channels.

**Preparations:** Please prepare a short (3 min) presentation of your upcoming international events, focusing on the planning of the event and comparing it to the timeline made at ICM Sinaia. Please read the Input Paper on the Promotion of international events in these working materials.

17.00 – 18.00

**ELSA Selected Papers on European Law - SPEL**

**Aim:** To evaluate the current state of SPEL in the network and possible venues for hunting for contributions.

**Means:**

- Presentation by ELSA International
- Round table discussion

**Comments:** Slowly our online law review ELSA SPEL is becoming known to the network again, however we need to discuss what can be done to make it an outstanding law review.

**Preparations:** Be prepared to present what you have done to promote SPEL among law students and academics in your country and list things that we have missed in the promotion.

18.00 – 19.00

### **Legal Research Group - session I**

**Aim:** To present results from the Legal Research Group working group formed after the previous ICM. To raise the awareness of the legal education that this tool gives to our members. To increase the knowledge about the possibilities and to start up possible new Legal Research Groups.

**Means:**

- Presentation by ELSA International
- Presentation by the Working Group
- Delegating the task of the week

**Comments:** Legal Research Group is a great ELSA project, which gives our members the opportunity to develop their skills within a certain subject and their practical skills in research. It is a project, which can be used more efficient on all three levels (local, national and international).

**Preparations:** Please prepare a presentation of any ongoing Legal Research Group or upcoming Legal Research Group in your National and/or Local Groups. Also read the part about Legal Research Groups in the Decision Book and the AA Handbook.

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### **Tuesday, 23<sup>rd</sup> March (10.00– 13.00)**

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10.00– 11.00

### **Mid One Year Operational Plan (OYOP) evaluation and Transition**

**Aim:** To go through the AA part of ELSA International's OYOP and discuss the goals which have been set. To raise the importance of mid evaluation of your Local or National OYOP. To prepare for the perfect transition.

**Means:**

- Presentation by ELSA International
- Open discussion about OYOP evaluation
- Working groups
- Presentation by Working Groups

**Comments:** To have an OYOP is very important in order to know what you want to achieve during your term in office in a Local or National Group. It is usually made with a lot of thought but then often ‘forgotten’ until the end of the term in office. We will point out the importance of having mid evaluation of your OYOP. After half a year in office it is also time to start thinking of your successors and to start planning the upcoming and extremely important transition. Transition is one of the most important tasks of an ELSA officer. It is only through successful transfer of knowledge that the successors will feel comfortable in their new positions. As many of the officers start their term in office in the beginning of August, it is time to discuss the proper ways for transition.

**Preparations:** Bring your National/Local Group’s OYOPs and take a look back at your own transition and think about ways to improve it.

11.00 – 13.00

### **Council of Europe**

**Aim:** To present the cooperation possibilities with the Council of Europe. To present the campaigns and the new International Essay and Photo Competitions on Human Rights in cooperation with the Council of Europe.

#### **Means:**

- Presentation by ELSA International
- Promotion of the Council of Europe
- Presentation of the new International Essay & Photo Competitions on Human Rights

**Comments:** The cooperation with the Council of Europe started when ELSA was granted a Participatory Status in the organisation in 2000. In 2008 the cooperation was deepened through the signing of a Human Rights partnership agreement. As the Human Rights Partner of ELSA the Council of Europe supports the Network in Human Rights activities. Therefore, we would like to present the cooperation possibilities that the members of ELSA have.

During ICM Malta we will launch a new project in cooperation with the Council of Europe: Our Rights, Our Freedoms – the International Human Rights Essay and Photo Competitions. The Competitions are organised in connection to the 60th Anniversary of the European Convention on Human Rights. The title of the Essay Competition is “What is the role of freedom of speech in a democratic society and where are its limits?” and the theme for the Photo Competition open for Local ELSA Groups is “The impact of the European Convention on Human Rights on the everyday lives of Europe’s citizens”.

**Preparations:** Please read the Guidelines for the cooperation with the Council of Europe (to be found in the ELSA ONLINE Archive) and visit the homepage of the Council of Europe in [www.coe.int](http://www.coe.int)

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**Wednesday, 24<sup>th</sup> March (10.00 – 13.00)**

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10.00 – 10.30

**Joint AA and S&C: Decision Book Proposal**

**Aim:** To discuss the Decision Book Proposal on the Event Specification Form which can be found in the working materials.

**Means:**

- Presentation of the proposal by ELSA International
- Discussion and Q&A
- Conclusion
- Voting

**Preparations:** Please read the proposal, which can be found in the working materials.

10.30 – 11.30

**Joint AA and S&C: current IFP topic**

**Aim:** To evaluate the implementation of the current IFP topic in the Network and to discuss the final results.

**Means:**

- Presentation by ELSA International
- Roundtable discussion
- Presentation by National Groups

**Comments:** The current IFP topic is coming to an end on the 31st of July 2010, and it is time for evaluation. The final results (the Final IFP Conference in Munich 27th April – 2nd May 2010 and the Final IFP Publication) of the IFP topic show the joint efforts of the whole Network throughout the past three years.

**Preparations:** Please bring the list of IFP events that you have submitted to the director for IFP prior to the ICM Malta. If you would like to promote your upcoming IFP event, please prepare a short (3 min) presentation.

11.30 – 13.00

**Joint AA, S&C and BEE – the new IFP proposal**

**Aim:** To discuss the proposal for the timeline and final result of the IFP. To raise the awareness of the IFP and to inform everyone about the three possibilities for the next IFP topic.

**Means:**

- Presentation by ELSA International
- Presentation of the proposals by ELSA International
- Discussion on the proposal for a timeline and a result for the IFP by the International Board
- Voting upon the proposal for a timeline and a result for the IFP by the International Board
- Q&A for the Legal Research Groups
- Open discussion on the proposal for a new IFP topic

**Comments:** During the Final Plenary we will vote upon the two proposals regarding the International Focus Programme. This will be an important decision for our network. Therefore everyone should be well informed.

**Preparations:** Please read the IFP section in the Decision Book. Please read the Input Paper by the International Board and the reports of the LRGs, which are annexed within these working materials. Prepare questions for the LRGs.

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**Wednesday, 24<sup>th</sup> March (15.00 – 19.00)**

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15.00 – 19.00

**Training on Presentation Skills**

**Comment:** To be able to present a project or yourself in the right way is very important when approaching sponsors, academics or other students. Even if you are used to talk in front of a big crowd this is a useful training for both your ELSA and personal career. Be there on time with a lot of energy! The training will be held by an ITP trainer.

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**Thursday, 25<sup>th</sup> March (10.00 – 13.00)**

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10.00 – 11.00

**Legal Research Group, session II**

**Aim:** To present the result of the task given on Monday.

**Means:**

- Presentation by the working groups
- Open discussion

**Comments:** Through the results presented in this workshop we can hopefully put some more focus back on the Legal Research Group as a project in line with our Strategic Goals and go back with concrete ideas for your National and Local groups.

**Preparations:** Take active part in the preparations during the week.

11.00 – 13.00

### **ELSA Moot Court Competition on WTO law – EMC<sup>2</sup> – the future**

**Aim:** To present and discuss the future of the largest project within the network. To make a Strategic Plan for EMC<sup>2</sup>.

**Means:**

- Presentation by ELSA International
- Presentation by ELSA Organising Secretariat (EOS) of EMC<sup>2</sup>
- Working groups
- Presentation of the working groups

**Comments:** The ELSA Moot Court Competition (EMC<sup>2</sup>) 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. EMC<sup>2</sup> Panels consist of WTO law experts and are referred to as Panellists. 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 a year ago it is now running on its 8<sup>th</sup> edition. The competition is still rather unknown for many ELSA members, even though it is the largest moot court competition in WTO law. The biggest change from the earlier years is the outsourcing of the Final Oral Round. New for this edition is ELSA's International EMC<sup>2</sup> team – ELSA Organising Secretariat – EOS.

For the EMC<sup>2</sup> to become an even bigger success within ELSA we need to structure the work and set up some goals for the future. The future of EMC<sup>2</sup> has recently been discussed by the EOS and VP AA of ELSA International and the result of these discussions will be presented in the workshop.

**Preparations:** Please visit [www.elsamootcourt.org](http://www.elsamootcourt.org) and become familiar with the competition and its structure. Make sure that you have been in touch with your EOS representative. If you do not know who is your EMC<sup>2</sup> coach please contact [vpaa@elsa.org](mailto:vpaa@elsa.org) at least two weeks before the ICM. Think of how you want the EMC<sup>2</sup> to develop in your country and where you want to see this ELSA project in the future.

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**Friday, 26<sup>th</sup> March (10.00 – 13.00)**

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10.00 – 12.00

**Three different Academic Workshops: The new IFP topic**

**Aim:** To give a broader view of the possibilities that the three topics can give to the ELSA Network. To gather inputs for the short report given by a participant during the ICM Conference on Friday afternoon.

**Means:**

- Interactive workshop with an expert on the topic

**Comments:** In order to deepen the academic programme of the ICM, the participants will be given the opportunity to attend one of the three workshops on the possible IFP topics given by a professional within the field. A participant of the workshop will give a short summary of the results from the morning session during the afternoon conference. The report will be followed by a presentation from the respective experts.

In order for your National Group to have enough information to make the decision on the new IFP topic during the final plenary, it is crucial for each member of your delegation to sign up and attend one of the three workshops as well as the ICM Conference in the afternoon. Be there!

**Preparations:** Please read the Input Paper by the International Board and the annexed final results of the three Legal Research Groups on the new IFP topic. Follow the discussions and promotion throughout the week, and please discuss the possible topics with your National Group. Remember to sign up for one of the three Academic Workshops and attend the ICM Conference!

12.00 – 13.00

**Question & Answer Time and Miscellaneous**

**Aim:** To give the workshop participants the opportunity to clarify issues that were not included in the Workshop Agenda. As well as settle issues unresolved during other workshop sessions.

**Means:**

- Roundtable discussion
- Evaluation

**Preparations:** Please write down any questions that have not been answered during the week. Think through the week and be prepared to evaluate what was good and less good.

**Friday, 26<sup>th</sup> March (15.00 – 19.00)**

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15.00 - 16.00

**Presentation of candidate(s) and Closing Workshop**

**Aim:** To present the candidate(s) for Vice President Academic Activities of ELSA International 2010/2011 and to close the AA workshop of the 57<sup>th</sup> International Council Meeting.

**Means:**

- Presentation of candidate(s)
- Questions & Answers
- Signing the minutes of the AA workshop
- Closing of the workshop

**Comments:** Good luck to all candidate(s)!

**Preparations:** Please read the candidature materials before the session.

16.00 – 19.00

**ICM Conference about the possible IFP topics**

**Aim:** To deepen and explore the field of the three different IFP topics.

**Means:**

- Short summary from the Academic workshops by a participant
- Presentation by academics within the field

**Comments:** Be there and be prepared!

**Preparations:** Please attend the Academic Workshop in the morning and prepare questions for the conference together with your board.



**SEMINARS AND CONFERENCES WORKSHOP****Timetable**

Time	Sun 21st Mar	Mon 22nd Mar	Tue 23rd Mar	Wed 24th Mar	Thu 25th Mar	Fri 26th Mar	Sat 27th Mar
8:00	Arrival of the participants	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
8:30							
9:00							
9:30							
10:00		Area Definition	S&C Tools	DB Proposal	Training on Presentation Skills	Academic Workshop: New IFP topic	Final Plenary
10:30				Joint AA + S&C: Current IFP topic			
11:00		Activity Reports	Joint AA + S&C: Council of Europe	Joint AA + S&C + BEE: IFP proposal		Miscellaneous and Feedback	
11:30							
12:00		Strategic Goals + SotN					
12:30							
13:00	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	
13:30							
14:00							
14:30							
15:00	Opening Plenary	Joint AA + S&C + MAR: Promoting International Events	Mid-Plenary	Project planning	Sightseeing	Presentation of candidate(s) + closing	Final Plenary
15:30				Study Visits 2			
16:00		Delegations and Institutional Relations		Transition	Dressing time	Conference	
16:30							
17:00	Opening Workshops	Reporting time		Reporting time	Reporting time		
17:30							
18:00							
18:30	Officers & Freshers						
19:00							
19:30							
20:00		Dinner	Dinner	Dinner	Gala Ball	Dinner	Dinner
20:30							
21:00							

## Draft Agenda

### 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 55<sup>th</sup> Council Meeting of ELSA;
- Council Meeting Decision Book, 28<sup>th</sup> Edition;
- Working Materials;
- Minutes of the ICM Sinaia;
- Please prepare a written Activity Report to distribute to the workshop on the introductory session;
- Adaptor for your computer and other 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: [www.elsa.org](http://www.elsa.org). If you have difficulties accessing the archive, please contact the Secretary General of ELSA International in [secgen@elsa.org](mailto: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](mailto: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](mailto: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!

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**Sunday, 21<sup>st</sup> March (17.30 – 20.00)**

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17.30 – 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 the officers on their fundamental tasks and responsibilities during the ICM. Workshop Chairs and Secretaries will participate in these trainings.

**Means:**

- Chairperson training is delivered by 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

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**Monday, 22<sup>nd</sup> March (10.00 – 13.00)**

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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. To present the results of the State of the Network enquiries filled in before the ICM in Sinaia, 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 Sinaia, the International Board drew up the 7<sup>th</sup> 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 through the officers' mailing lists.

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### **Monday, 22<sup>nd</sup> March (15.00 – 19.00)**

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15.00 – 17.00

### **Joint Workshop AA + S&C + MAR: Promoting International Events**

**Aim:** To follow up on the Joint Workshop between AA, S&C and MAR in ICM Sinaia where we prepared a timeline and introduced the Event Specification Form (ESF) for the promotion of international events. To raise the awareness of the importance of long-term planning in regards to international projects. To present the upcoming international events in the Network.

**Means:**

- Presentation of the timeline for international events and the Event Specification Form (ESF)
- Work stations
- Presentation by National Groups

**Comments:** International events that contribute to legal education are a part of the Strategic Goals for 2013. In order to organise successful international events, the promotion should be done on a long-term basis. In addition to the promotion done by the organising committee, it is important that the other National Groups promote the events through their communication channels.

**Preparations:** Please prepare a short (3 min) presentation of your upcoming international events, focusing on the planning of the event and comparing it to the timeline made at ICM Sinaia. Please read the Input Paper on the Promotion of international events in these working materials.

17.00 – 18.30

### **Delegations and Institutional Relations**

**Aim:** To raise awareness of the ELSA Delegations which represent ELSA in the meetings and sessions of international organisations. To develop the concept of ELSA Delegations. To discuss the institutional relations of ELSA and the importance of reporting of the contacts made with the institutions.

#### **Means:**

- Presentation by ELSA International
- Working groups
- Presentations by working groups
- Conclusions

**Comments:** ELSA has a special status with several international organisations, which gives us the possibility to attend their meetings and events. However, this also creates certain obligations of which the Network should be aware. When organising S&C Events, the officers are often approaching international institutions or selecting the topics in connection to their field. During this workshop we will discuss the possibilities and responsibilities in connection to the international organisations.

ELSA Delegations are an important part of ELSA's activities in the international legal community. In order to ensure that we have qualified applications and well-prepared delegates, ELSA International wants to raise the awareness of the ELSA Delegations.

**Preparations:** Please read the Input Paper on ELSA Delegations in these working materials. Please read the section concerning Institutional Relations in the Decision Book (under BEE) and the Delegations' Handbook.

18.30 – 19.00

### **Study Visits 1**

**Aim:** To match the Local Groups for Study Visits.

#### **Means:**

- Presentation by ELSA International
- Matching Local Groups with the help of "Directors for Study Visits"

**Comments:** International Study Visits, meaning visits between two or more ELSA groups, are a part of ELSA's Strategic Goals for 2013. Each Local Group should visit and host another group each year with a minimum of ten participants.

**Preparations:** Find out which Local Groups in your country are searching for a Study Visit partner and when they are willing to realise the event.

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**Tuesday, 23<sup>rd</sup> March (10.00 – 13.00)**

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10.00 – 11.00

**S&C Tools**

**Aim:** To raise awareness of the different tools that the S&C officers can use in their work. To evaluate the need for additional tools.

**Means:**

- Presentation by ELSA International
- Roundtable discussion

**Comments:** S&C tools, such as the S&C and the Study Visit Handbooks, the S&C Forms and the Speakers' Database are very useful in the work of an S&C officer. It is crucial that these tools are used and updated on a regular basis, so that the best practices for organising events are shared in the Network.

**Preparations:** Please read the S&C part in the Decision Book and make sure that you have access to ELSA ONLINE Archive.

11.00 – 13.00

**Joint Workshop AA + S&C: The Council of Europe**

**Aim:** To present the cooperation possibilities with the Council of Europe. To present the campaigns and the new International Essay and Photo Competitions on Human Rights in cooperation with the Council of Europe.

**Means:**

- Presentation by ELSA International
- Promotion of the Council of Europe
- Presentation of the new International Essay and Photo Competitions on Human Rights

**Comments:** The cooperation with the Council of Europe started when ELSA was granted a Participatory Status in the organisation in 2000. In 2008 the cooperation was deepened through the signing of a Human Rights partnership agreement. As the Human Rights Partner of ELSA the Council of Europe supports the Network in Human Rights activities. Therefore, we would like to present the cooperation possibilities that the members of ELSA have.

During ICM Malta we will launch a new project in cooperation with the Council of Europe: Our Rights, Our Freedoms – the International Human Rights Essay and Photo Competitions. The Competitions are organised in connection to the 60<sup>th</sup> Anniversary of the European Convention on Human Rights. The title of the Essay Competition is “What is the role of freedom of speech in a democratic society and where are its limits?” and the theme for the Photo Competition open for Local ELSA Groups is “The impact of the European Convention on Human Rights on the everyday lives of Europe’s citizens”.

**Preparations:** Please read the Guidelines for the Cooperation with the Council of Europe (to be found in the ELSA ONLINE Archive) and visit the homepage of the Council of Europe in [www.coe.int](http://www.coe.int).

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**Wednesday, 24<sup>th</sup> March (10.00 – 13.00)**

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10.00 – 10.30

**Joint AA and S&C: Decision Book Proposal**

**Aim:** To discuss the Decision Book Proposal on the Event Specification Form which can be found in the working materials.

**Means:**

- Presentation of the proposal by ELSA International
- Discussion and Q&A
- Conclusion
- Voting

**Preparations:** Please read the proposal, which can be found in the working materials.

10.30 – 11.30

**Joint Workshop AA + S&C: Current IFP topic**

**Aim:** To evaluate the implementation of the current IFP topic in the Network and to discuss the final results.



**Means:**

- Presentation by ELSA International
- Roundtable discussion
- Presentations by National Groups

**Comments:** The current IFP topic is coming to an end the 31<sup>st</sup> July 2010, and it is time for evaluation. The final results (the Final IFP Conference in Munich 27<sup>th</sup> April – 2<sup>nd</sup> May 2010 and the Final IFP Publication) of the IFP topic show the joint efforts of the whole Network throughout the past three years.

**Preparations:** Please bring the list of IFP events that you have submitted to the director for IFP prior to the ICM Malta. If you would like to promote your upcoming IFP event, please prepare a short (3 min) presentation.

11.30 – 13.00

**Joint Workshop AA + S&C + BEE: New IFP topic**

**Aim:** To discuss the proposal for the timeline and final result of the IFP. To raise the awareness of the IFP and to inform everyone about the three possibilities for the next IFP topic.

**Means:**

- Presentation by ELSA International
- Presentation of the proposals by ELSA International
- Discussion on the proposal for a timeline and a result for the IFP by the International Board
- Voting upon the proposal on a timeline and a result for the IFP by the International Board
- Q&A for the Legal Research Groups
- Open discussion on the proposal for a new IFP topic

**Comments:** During the Final Plenary we will vote upon the two proposals regarding the International Focus Programme. This will be an important decision for our Network. Therefore everyone should be well informed.

**Preparations:** Please read the IFP section in the Decision Book. Please read the Input Paper by the International Board and the reports of the LRGs, which are annexed within these working materials. Prepare questions for the LRGs.

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**Wednesday, 24<sup>th</sup> March (15.00 – 19.00)**

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15.00 – 16.30

**Project Planning**

**Aim:** To raise awareness of the importance of planning and the tools that are available for the ELSA Network. To encourage the organisers to concentrate on the academic outcome of the S&C events.

**Means:**

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

**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 try them out in practice.

**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 – 18.00

**Study Visits 2**

**Aim:** To share ideas for the Institutional Study Visit Handbook. To match groups for International Study Visits.

**Means:**

- Presentation by ELSA International
- Working groups
- Presentations by the Working groups
- Matching session for Study Visits

**Comments:** During the S&C Workshop in ICM Sinaia we discussed the need for a separate Handbook on Institutional Study Visits and drafted its content. During this workshop we will work on it more concretely in order to publish the final version shortly after the ICM. We will also have a short matching session for Study Visits to follow up on the first session.

**Preparations:** Please read the draft for an Institutional Study Visit Handbook that will be sent to the S&C mailing list before beginning of the ICM.

18.00 – 19.00

**Transition**

**Aim:** To discuss the importance of thorough transition and to create tools for successful transfer of knowledge. To share best practices with the other participants.

**Means:**

- Presentation by ELSA International
- Roundtable discussion

**Comments:** Transition is one of the most important tasks of an ELSA officer. It is only through successful transfer of knowledge that the successors will feel comfortable in their new positions. As many of the officers start their term in office in the beginning of August, it is time to discuss the proper ways for transition.

**Preparations:** Take a look back at your own transition and think about ways to improve it.

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**Thursday, 25<sup>th</sup> March (10.00 – 13.00)**

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10.00 – 13.00

**Training: Presentation skills**

**Aim:** To give the S&C officers skills in presenting ELSA, their projects and themselves towards externals (sponsors, institutions, universities etc.) when they are planning and realising S&C events.

**Comments:** The training will be held by an ITP trainer.

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**Friday, 26<sup>th</sup> March (10.00 – 13.00)**

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10.00 – 12.00

**Academic Workshops: The new IFP topic**

**Aim:** To give a broader view of the possibilities that the three topics can give to the ELSA Network. To gather inputs for the short report given by a participant during the ICM Conference on Friday afternoon.

**Means:**

- Interactive workshop with an expert on the topic

**Comments:** In order to deepen the academic programme of the ICM, the participants will be given the opportunity to attend one of the three workshops on the possible IFP topics given by a professional within the field. A participant of the workshop will give a short summary of the results from the morning session during the afternoon conference. The report will be followed by a presentation from the respective experts.

In order for your National Group to have enough information to make the decision on the new IFP topic during the final plenary, it is crucial for each member of your delegation to sign up and attend one of the three workshops as well as the ICM Conference in the afternoon.

**Preparations:** Please read the Input Paper by the International Board and the annexed reports of the three Legal Research Groups on the new IFP topic. Follow the discussions and promotion throughout the week, and please discuss the possible topics with your National Group. Remember to sign up for one of the three Academic Workshops and attend the ICM Conference!

12.00 – 13.00

### **Miscellaneous and Feedback**

**Aim:** To give the workshop participants the opportunity to clarify issues that were not included in the Workshop Agenda. To give feedback on the workshops and evaluate the issues discussed.

#### **Means:**

- Q&A
- Roundtable discussion
- Filling in the Evaluation form

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

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### **Friday, 26<sup>th</sup> March (15.00 – 19.00)**

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15.00 – 16.00

### **Presentation of Candidate(s) for the International Board 2010/2011 + Closing of Workshop**

**Aim:** To present the Candidate(s) for VP S&C ELSA International 2010/2011.

#### **Means:**

- Presentation by the Candidate(s)
- Q&A
- Closing of the S&C Workshop
- Signing of the minutes of the S&C Workshop

**Comments:** Good luck to the Candidate(s)!

**Preparations:** Please read the candidature materials before the session.

16.00 – 19.00

**Conference on the possible IFP topics**

**Aim:** To deepen and explore the field of the three different IFP topics.

**Means:**

- Short summary from the Academic Workshops by a participant
- Presentation by academics within the field

**Comments:** Be there and be prepared!

**Preparations:** Please attend the Academic Workshop in the morning and prepare questions for the Conference together with your board.

**STUDENT TRAINEE EXCHANGE PROGRAMME WORKSHOP****Timetable**

Time	Sun 21st Mar	Mon 22nd Mar	Tue 23rd Mar	Wed 24th Mar	Thu 25th Mar	Fri 26th Mar	Sat 27th Mar
8:00	Arrival of the participants	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
8:30							
9:00							
9:30							
10:00		SotN and Strategic Goals	AIESEC	Joint WS STEP and BEE	Training on Transition	New IFP topic - 3 different Academic WS's	Final Plenary
10:30		Activity Reports	Joint WS STEP and MAR				
11:00							
11:30							
12:00							
12:30	Erasmus and CoE Cooperation						
13:00	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	
13:30							
14:00							
14:30							
15:00	Opening Plenary	Job Hunting/ Calendar Evaluation	Mid-Plenary	ISMM Host	Sightseeing	Presentation of candidate(s) + closing	Final Plenary
15:30				Training on External Relations		Conference	
16:00		Statistics					
16:30							
17:00	Opening Workshops	Student Hunting problems					
17:30							
18:00		Dressing time		Reporting time			
18:30	Officers & Freshers				Reporting time		
19:00							
19:30	Dinner	Dinner	Dinner	Dinner	Gala Ball	Dinner	
20:00							
20:30							
21:00							

## Draft Agenda

### 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 55<sup>th</sup> International Council Meeting of ELSA
- Council Meeting Decision Book, 28<sup>th</sup> Edition
- Working Materials
- Minutes of the ICM Sinaia
- 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: <http://www.elsa.org>. If you have difficulties accessing the archive, please contact the Secretary General of ELSA International at [secgen@elsa.org](mailto: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 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 Vice President Student Trainee Exchange Programme of ELSA International at [vpstep@elsa.org](mailto:vpstep@elsa.org).

Another possibility is to use the STEP mailing list ([ELSA-STEP@LISTSERV.ELSA.ORG](mailto:ELSA-STEP@LISTSERV.ELSA.ORG)) and start a discussion before the LVII International Council Meeting in Malta.

**Finally, keep in mind that you need an adaptor for the contact plug since in Malta they use the three pin system.**

Welcome to the STEP Workshop! ☺

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**Sunday, 21<sup>st</sup> March (17.30 – 20.00)**

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17.30 – 19.00

**Opening Workshop**

**Aim:** To present and approve the Agenda for the upcoming week, to get to know each other, to have a round-table 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
- Round-table: expectations of the participants

**Preparations:** Bring your written activity reports to all the participants already to this first workshop, in order to give people some time to get familiar with the reports. Think about what you would like to be discussed so we can schedule it during the week.

19.00 - 20.00

**Officers' Trainings**

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

**Means:**

- Chairperson 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



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**Monday, 22<sup>nd</sup> March (10.00 – 13.00)**

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10.00 – 11.00

**SotN Report and Strategic Goals 2013**

**Aims:** To get acquainted with State of the Network report made in accordance with inquiries filled in by National Boards before ICM Sinaia and to inform the participants of the workshop about the current status quo of STEP in the Network. It is a tool to get updates on achievement of the Strategic Goals 2013 in our area.

**Means:**

- Presentation by ELSA International;
- Q&A.

**Comments:** The SotN Report is an essential and efficient tool to obtain an overview of the status quo of the Association. During this session we will analyse the results of the report, especially regarding the area of STEP. It is also beneficial as we are aiming towards achieving our SG 2013.

**Preparations:** Please read through the STEP part of the Report before this session and DB Strategic goals 2013 part.

11.00 – 12.00

**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.

12.00 – 13.00

**Erasmus and Council of Europe co-operation**

**Aim:** To present the current achievements of ELSA International, National and Local officers in establishing co-operation with Erasmus. Also it is good to have updates on Council of Europe co-operation and to answer any questions that might emerge.

**Means:**

- Presentation by ELSA International
- Presentation by officers
- Discussion and conclusions

**Comments:** ELSA International is constantly working on starting of an international co-operation with Erasmus. Some Local and National officers have already achieved some results. It is a perfect time to evaluate the co-operation we have had so far with the Council of Europe and once again answer all your questions.

**Preparations:** Please read through the ICM Sinaia and ISMM Prague STEP WS Minutes. Prepare your short reports, ideas and questions you might have.

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**Monday, 22<sup>nd</sup> March (15.00 – 19.00)**

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15.00 – 16.30

**Job Hunting and Calendar Evaluation**

**Aim:** To evaluate the Job Hunting done till ICM that is in line with the Calendar we set at the beginning of our terms in office.

**Means:**

- Presentation by ELSA International
- Analysing problems with National Groups
- Working groups' presentations and conclusions

**Comments:** Planning is fundamental at the beginning of every term in office. In this session we will analyse what is the importance of planning in the area of STEP. As team work is very important, sharing problems and evaluating our work together will improve our knowledge and give us a clearer image of our work.

16.30 – 17.30

**Statistics**

**Aim:** To update our team about the statistics in the STEP area.

**Means:**

- Presentation by ELSA International
- Q&A.

**Comments:** Statistics is a perfect tool for officers to always know where we are in our work and what we can offer to employers and students. According to the Decision Book ELSA International is responsible for obtaining this information.

17.30 – 19.00

### **Student Hunting**

**Aims:** To find solutions to the problems we are facing in this area.

**Means:**

- Roundtable discussion
- Working groups
- Working groups' presentations

**Comments:** After a short discussion we will identify what are the most common problems in the Network. Within the Working groups we will try to come up with joint solutions.

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## **Tuesday, 23<sup>rd</sup> March (10.00 – 13.00)**

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10.00 – 11.00

### **AIESEC Cooperation**

**Aims:** ELSA International is about to sign the contract with AIESEC International concerning the co-operation within STEP.

**Means:**

- Presentation of the pilot project by ELSA International
- Q&A

**Preparations:** Please read ELSA & AIESEC Guidelines for officers

11.00 – 13.00

### **Joint workshop STEP & MAR: STEP Partnership proposal**

**Aim:** To raise the awareness of STEP as a product that can be offered to Partners of ELSA throughout the network. To reach a conclusion on what the STEP partnership proposal should look like.

**Means:**

- Presentation by ELSA International
- Working groups
- Q&A

**Comments:** STEP is a product with huge potential and we should give inputs to each other on how we see that potential. We are the ones knowing our national networks and we know what we can offer to employers.

**Preparations:** Please bring with you marketing materials related to STEP from your country and think of how the approach is done today and what could be improved in the future.

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**Wednesday, 24<sup>th</sup> March (10.00 – 13.00)**

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10.00 - 11.30

**Joint WS with BEE: Evaluation and development of STEP Strategy**

**Aims:** To evaluate the current STEP strategy; to discuss and further develop the STEP strategy, which will ensure the achievement of the STEP related Strategic Goals of ELSA.

**Means:**

- Presentation by ELSA International
- Q&A
- Working groups
- Open discussion and conclusions

**Comments:** ELSA International sees STEP as one of the problematic areas within the Strategic Goals 2013. However, ELSA International also sees STEP as a great potential of our Association in terms of promotion of our Vision and Purpose and providing outstanding opportunities for our members to reach the world outside their countries. We would like to think outside of the box and arrange a brainstorming session to get some ideas which can lead us to new approaches towards this programme.

**Preparations:** Please prepare a list of possible employers whom you have approached together. Try to divide it into types of companies, (banks, law firms, legal departments, government bodies etc.)

11.30 – 13.00

**STEP Handbook**

**Aim:** To present the new STEP Handbook.

**Means:**

- Presentation by ELSA International
- Discussion and inputs
- Conclusion

**Comments:** In November ELSA International created a working group which prepared the new STEP Handbook. This Handbook should be a perfect tool for all the officers who are either experienced or new in STEP to get first hand information about our work and responsibilities. With this workshop we should all make final comments and suggestions so that we can start using it right after the ICM. There are numerous questions arising in every day work such as how we define graduation level, what is advanced and general knowledge in legal subjects, should we have open deadlines or not etc. Try to prepare inputs regarding these issues in accordance with your national or regional definitions.

**Preparations:** Please read the STEP Handbook that can be found in the ELSA ONLINE Archive.

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**Wednesday, 28<sup>th</sup> March (15.00 – 19.00)**

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15.00 - 15.30

**ISMM Host presentation**

**Aim:** To present the hosts of the next ISMM.

**Means:**

- Presentation by the ISMM hosts
- Q&A

15.30 - 19.00

**Training on External Relations**

**Aim:** To get inputs and skills useful in the future approaches to externals. STEP is one of the areas where we are concentrated a lot on external relations.

**Means:**

- Training provided by an ITP trainer

**Comments:** A good training is the best tool to help you understand various problems you are facing. Training can provide you with a completely new aspect of skills you do not or you do have. These skills will not only help you during your work in ELSA but also once you are a professional working in law.

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**Thursday, 25<sup>th</sup> March (10.00 – 13.00)**

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10.00- 13.00

**Training on Transition**

**Aim:** To gain skills in passing your knowledge and experience on to your successor.

**Means:**

- Training provided by an ITP trainer

**Comments:** A good training is the best tool to help you understand various problems or doubts you are facing. Transition is one of the main tasks once you are leaving office, as it is the crown of all your work and with a successful transition, you will secure the continuity in STEP.

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**Friday, 26<sup>th</sup> March (10.00 – 13.00)**

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10.00 – 12.00

**Three different Academic Workshops: The new IFP topic**

**Aim:** To give a broader view of the possibilities that the three topics can give to the ELSA Network. To gather inputs for the short report given by a participant during the ICM Conference on Friday afternoon.

**Means:**

- Interactive workshop with an expert on the topic.

**Comments:** In order to deepen the academic programme of the ICM, the participants will be given the opportunity to attend one of the three workshops on the possible IFP topics given by a professional within the field. A participant of the workshop will give a short summary of the results from the morning session during the afternoon conference. The report will be followed by a presentation from the respective experts.

In order for your National Group to have enough information to make the decision on the new IFP topic during the final plenary, it is crucial for each member of your delegation to sign up and attend one of the three workshops as well as the ICM Conference in the afternoon. Be there!

Please read the Input Paper by ELSA International and the annexed final results of the three Legal Research Groups on the new IFP topic. Follow the discussions and promotion throughout the week, and please discuss the possible topics with your National Group. Remember to sign up for one of the three Academic Workshops and attend the ICM Conference.

12.00 – 13.00

**Q&A and Miscellaneous**

**Aim:** To give the workshop participants the opportunity to settle unresolved issues during other workshop sessions and to clarify issues that were not included in the Workshop Agenda.

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**Friday, 26<sup>th</sup> March (15.00 – 19.00)**

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15.00 – 16.00

**Presentation of the candidate(s) / Evaluation and closing of the WS**

**Aim:** To present the candidate(s) for the position of VP STEP ELSA International 2010/2011. To evaluate the workshop and to approve the Minutes.

**Means:**

- Presentation by the Candidate(s);
- Q&A;
- Round table evaluation & closing of the WS.

16.00 – 19.00

**ICM Conference about the possible IFP topics**

**Aim:** To deepen and explore the field of the three different IFP topics

**Means:**

- Short summary from the Academic Workshops by a participant;
- Presentation by academics within the field.

**Comments:** Be there and be prepared!

**Preparations:** Please attend the Academic Workshop in the morning and prepare questions for the Conference together with your board.

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

Time	Sun 21st Mar	Mon 22nd Mar	Tue 23rd Mar	Wed 24th Mar	Thu 25th Mar	Fri 26th Mar	Sat 27th Mar
8:00	Arrival of the participants	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
8:30							
9:00							
9:30							
10:00		Activity Reports	Joint BEE + FM - Procurement regulations	Joint BEE + STEP - STEP Strategy	Joint BEE + IM - Ireland	Academic Workshops - new IFP Topics	Final Plenary
10:30			Expansion - Statutes and DB amendment		Joint BEE + AA + S&C - IFP proposals		
11:00		SG 2013: planning and promotion		ELSA-ELS cooperation		Joint BEE + FM - Budget	
11:30							
12:00							
12:30							
13:00	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	
13:30							
14:00							
14:30							
15:00	Opening Plenary	Joint BEE + FM - Fees within ELSA	Mid-Plenary	Training on Board & Conflict Management	Sightseeing	Presentation of the candidates + closing of the workshop	Final Plenary
15:30		Expansion- new status in ELSA				Conference	
16:00							
16:30							
17:00	Opening Workshops	External relations			Dressing time		
17:30							
18:00							
18:30	Officers & Freshers	Reporting time		Reporting time	Reporting time		
19:00							
19:30	Dinner	Dinner	Dinner	Dinner	Gala Ball	Dinner	
20:00							
20:30							
21:00							



## Draft Agenda

### Preparations and reminders for the Board Management, External Relations and Expansion Workshop

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

- Statutes and Standing Orders, in force after 55<sup>th</sup> International Council Meeting of ELSA
- Council Meeting Decision Book, 28<sup>th</sup> Edition
- Working Materials;
- Minutes of the ICM Sinaia;
- Minutes of the IPM Kyiv;
- Activity Reports.

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

Read this agenda carefully; should you need any clarifications, please do not hesitate to contact the President of ELSA International at [president@elsa.org](mailto:president@elsa.org).

Another possibility is to use the BEE mailing list ([ELSA-BEE@LISTSERV.ELSA.ORG](mailto:ELSA-BEE@LISTSERV.ELSA.ORG)) and start a discussion before the LVII International Council Meeting in Malta.

**Finally, keep in mind that you need an adaptor for the contact plug since in Malta they use the three pin system.**

Welcome to the BEE Workshop!

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**Sunday, 21<sup>st</sup> March (17.30 – 20:00)**

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17.30 – 19.00

**Introduction Workshop**

**Aim:** To present and approve the draft agenda for the upcoming week; to get to know each other, to have a roundtable discussion on the expectations for the upcoming week and to elect the workshop officers.

**Means:**

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

19.00 – 20.00

**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:**

- Chairperson 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

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**Monday, 22<sup>nd</sup> March (10.00 – 13.00)**

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10.00 – 12.00

**State of the Network Report and Activity Reports**

**Aim:** To present and analyse the State of the Network Report after ICM Sinaia; to present and discuss the Activity Reports of the President of ELSA International and of the national Presidents in the area of Board Management, External Relations and Expansion.

**Means:**

- Presentation by ELSA International
- Q&A and open discussion
- Presentation of the Activity Report by the President of ELSA International
- Presentation of the Activity Reports by the Presidents of the National Groups
- Open discussion

**Comments:** It is very important to carefully analyse the state of the ELSA Network on the whole and of the National Groups separately in order to share experiences and support each other in solving problems.

**Preparations:** Please prepare and bring with you your activity reports.

12.00 – 13.00

**Strategic Goals 2013: promotion and planning**

**Aim:** To share experiences in promotion of the Strategic Goals in the Local Groups and support the National Groups that face problems with it; to prepare for the planning of the next OYOP in accordance with the Strategic Goals 2013.

**Means:**

- Inputs by ELSA International
- Roundtable discussion

**Preparations:** Think about the level of awareness and support for the Strategic Goals in your Local Groups; prepare suggestions and ideas on ways of promotion of the Strategic Goals 2013; analyse the plans you have had for the current year in accordance with the Strategic Goals and if you have achieved them, prepare conclusions and recommendations for the planning of the next OYOP in the part of the Strategic Goals.

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**Monday, 22<sup>nd</sup> March (15.00 – 19.00)**

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15.00 – 16.00

**Joint BEE and FM: Fees within ELSA**

**Aim:** To discuss the fees related to both Statutory Meetings and S&C events in ELSA.

**Means:**

- Presentation of the Input Paper by ELSA Germany
- Round table discussion
- Presentation of the Proposal by the International Board
- Q&A and amendments
- Voting

**Comments:** In relation to the Input Paper by ELSA Germany we will discuss the current status when it comes to using the maximum participation fees for events as stated in the Decision Book. We will also discuss the proposal on the further development of the regulations on fees in ELSA.

**Preparations:** Please read the Input Paper by ELSA Germany (in this working materials) and the two sections “Fees” and “Event Fees” from page 38 on in the Decision Book. Please also research which fees are applied for the events taking place in your National and Local Groups. Carefully read the proposals on Fees by the International Board.

16.00 – 17.30

**Expansion: new status in ELSA**

**Aims:** To receive inputs from the participants on the idea of creation of a new status within ELSA; to work on the specific regulations that will define the proposed status.

**Means:**

- Introduction by ELSA International
- Presentation of the Input Paper by the Working Group on Expansion
- Q&A
- Working Groups
- Presentations by the Working Groups
- Open Discussion

**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 has prepared its inputs for this ICM.

**Preparations:** Read the minutes from the session on Expansion from the IPM Kyiv; carefully read the Input Paper by the Working Group on Expansion in these working materials.

17.30 – 19.00

### **External relations: update and regulations in the Decision Book**

**Aims:** To update the participants on the current state of the External Relations of ELSA; to discuss the current state of the External and Fundraising regulations in ELSA and to come up with ideas how to improve them; to discuss and vote upon the amendment of the External Relations regulations of the Decision Book.

#### **Means:**

- Presentation by ELSA International
- Q&A
- Presentation of the Input Paper by ELSA International
- Q&A and open discussion
- Working groups
- Presentation of the Proposal by ELSA International
- Amendments
- Voting

**Comments:** Many Presidents supported the opinion that the regulations of ELSA in the sphere of the External Relations need to be improved because of their ambiguity and incoherence. This session will be devoted to discuss the problematic provisions of the current regulations.

**Preparations:** Carefully read the Input Paper and Proposal by the International Board.

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**Tuesday, 23<sup>rd</sup> March (10.00 – 13.00)**

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10.00 – 11.00

**Joint Workshop BEE and FM: Procurement regulations in ELSA**

**Aims:** To discuss and vote upon the Decision Book proposal of the IPM in Kyiv on the Procurement regulations in ELSA.

**Means:**

- Presentation of the Proposal by the Chair of the IPM Kyiv
- Q&A and discussion
- Amendments
- Voting

**Comments:** The Working Group on Procurement was created after the ICM Sinaia and after more than two months of work the group wrote an Input Paper and a draft Proposal on Procurement regulations in ELSA. They were presented and discussed during the IPM in Kyiv. It was unanimously voted in favour by the participants of the IPM and, thus, proposed for adoption to the ICM in Malta. This workshop will involve Treasurers in the discussion and will result in the voting upon the proposal.

**Preparations:** Read the Input Paper by the International Board on Procurement from the Working Materials of the ICM Sinaia; read the Input Paper by the Working Group in the Working Materials of the IPM Kyiv; read the minutes of the IPM Kyiv; carefully read the proposal in these working materials.

11.00 – 12.00

**Amendments on the limits of expansion to the Statutes and Decision Book of ELSA**

**Aims:** To discuss and vote upon the proposal to change the Statutes and the Decision Book of ELSA by ELSA Finland, ELSA Lithuania, ELSA Norway, ELSA Portugal and ELSA Spain.

**Means:**

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

**Comments:** After the discussion on the Expansion regulations of ELSA during the IPM in Kyiv a Working Group on Expansion was created. It elaborated the proposal to clarify the regulations on expansion of ELSA in the Statutes and the Decision Book of ELSA. This proposal will be voted upon during this workshop session.

**Preparations:** Read the minutes of the session on Expansion from the IPM in Kyiv; carefully read the proposal in these working materials.

12.00 – 13.00

**ELSA-ELS Cooperation: support to ELSA, recruitment and promotion**

**Aims:** To discuss the support of ELS provided to ELSA; to work on the further strategy for recruitment and promotion of ELS; to elaborate on how ELSA can support ELS in providing benefits for the members of ELS.

**Means:**

- Presentation by the President of the ELSA Lawyers' Society Mr. Tiago Mayan Goncalves
- Q&A
- Inputs by ELSA International
- Roundtable presentations by the Presidents of the National Groups
- Open discussion

**Comments:** The cooperation with ELS provides both organisations with great benefits. Therefore we will evaluate the current state and recent developments of the ELSA-ELS cooperation and work on the new approaches for the strategy of recruitment and promotion of ELS.

**Preparations:** Read the Input Paper on the ELSA-ELS cooperation from the ICM in Sinaia, minutes from the ICM in Sinaia and the IPM in Kyiv and description of the ELS Granting Procedure from the working materials of the IPM in Kyiv; prepare suggestions for the national strategies of ELS promotion and recruitment.

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**Wednesday, 24<sup>th</sup> March (10.00 – 13.00)**

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10.00 – 11.30

**Joint Workshop BEE and STEP: evaluation and development of STEP Strategy**

**Aims:** To evaluate the current STEP strategy; to discuss and further develop the STEP strategy, which will ensure the achievement of the STEP related Strategic Goals of ELSA.

**Means:**

- Presentation by ELSA International
- Q&A
- Working Groups
- Open discussion and conclusions

**Comments:** ELSA International sees STEP as one of the problematic areas within the Strategic Goals 2013. However, ELSA International also sees STEP as a great potential of our Association in terms of promotion of our Vision and Purpose and providing outstanding opportunities for our members to reach the world outside their countries. We would like to think outside of the box and arrange a brainstorming session to get some ideas, which can lead us to new approaches towards this programme.

**Preparations:** Please prepare a list of possible employers whom you have approached together. Try to divide it into types of companies (banks, law firms, legal departments, government bodies etc.).

11.30 – 13.00

### **Joint Workshop BEE, AA and S&C: New IFP topic**

**Aim:** To discuss the proposal for the timeline and final result of the IFP. To raise the awareness of the IFP and to inform everyone about the three possibilities for the next IFP topic.

#### **Means:**

- Presentation by ELSA International
- Presentation of the proposals by ELSA International
- Discussion on the proposal for a timeline and a result for the IFP by the International Board
- Voting upon the proposal on a timeline and a result for the IFP by the International Board
- Q&A for the Legal Research Groups
- Open discussion on the proposal for a new IFP topic

**Comments:** During the Final Plenary we will vote upon the two proposals regarding the International Focus Programme. This will be an important decision for our network. Therefore everyone should be well informed.

**Preparations:** Please read the IFP section in the Decision Book. Please read the Input Paper by the International Board and the reports of the LRGs, which are annexed within these working materials. Prepare questions for the LRGs.

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### **Wednesday, 24<sup>th</sup> March (15.00 – 19.00)**

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15.00 – 19.00

### **Training on Board Management and Conflict Management**

**Aims:** To train the participants in board management and give a deep insight in conflict management tools.

#### **Means:**

- Training provided by an ITP trainer



**Comments:** Presidents have discussed their ideas in the preferred training for the ICM on the BEE mailing list and concluded that a logical topic after the training on leadership and public speaking during the IPM in Kyiv would be the training on Board Management and Conflict Management.

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**Thursday, 25<sup>th</sup> March (10.00 – 13.00)**

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10.00 – 11.00

**Joint Workshop BEE and IM: Expansion of the ELSA Network**

**Aims:** To consider and vote upon the observership application by the national organisation from Ireland.

**Means:**

- Opening words and procedure by ELSA International
- Presentation of observership applicant from Ireland
- Q&A for observership applicant from Ireland
- Voting on the observership application
- Final words by Chair

**Comments:** ELSA has received an interest from law students in Ireland in establishing an ELSA group in their country. The Input Paper about their plans regarding this was already presented and discussed at the IPM in Kyiv. In this workshop we will decide upon the observership application from Ireland.

**Preparations:** Read the Input Paper about establishing ELSA in Ireland from the Working Materials of the IPM in Kyiv and the minutes of it; carefully read the part “Applications” from these working materials.

11.00 – 12.00

**Joint Workshop BEE, IM and FM: demotion procedures in ELSA**

**Aims:** To analyse the demotion procedure in ELSA and to vote upon the proposal to demote ELSA Iceland by the International Board. To work on a future policy for the demotion procedures.

**Means:**

- Presentation by ELSA International
- Q&A and open discussion
- Presentation of the Proposal by ELSA International
- Q&A and open discussion
- Voting

**Comments:** It is necessary that the state of the Network is monitored constantly and the best solutions are adopted in order to support it and keep it stable. This workshop will focus on the National Groups that have problems with developing ELSA in their countries.

**Preparations:** Read Article 7 of the Statutes and Article 3 of the Standing Orders of ELSA; read the Input Paper by the International Board on Demotion and the Input Paper by the International Board on the question of demotion of ELSA Iceland and ELSA Kazakhstan.

12.00 – 13.00

### **Joint Workshop BEE & FM: Budget for the term 2010/2011**

**Aims:** To discuss the budget of ELSA International for the next term in office and to discuss the future strategy when it comes to income and expenditures of ELSA International.

**Means:**

- Presentation by ELSA International
- Comments by the Auditors of ELSA International
- Discussions and Q & A
- Amendments
- Voting
- Conclusion

**Comments:** The budget of ELSA International is, along with the OYOP, one of the most important guiding plans for every International Board. The International Board, its director and auditors are bound to follow the budget as approved by the Council and are obliged to strive to achieve both the incomes and expenditures as listed in the budget. The budget for ELSA International is therefore an indicator of the aims and goals for ELSA on the international level and is part of our future strategy.

While future budgets normally only are discussed in the FM workshop the International Board has this year chosen to involve the BEE workshop in order to shape the budget for next year in accordance with the goals of the whole Network.

**Preparations:** Please go through the budget for 2010/2011 proposed by the International Board, which can be found in these materials, and compare it to the budget of this year (both as approved in ICM Sinaia and the proposal for the revised budget for approval in ICM Malta).

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**Friday, 26<sup>th</sup> March (10.00 – 13.00)**

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10.00 – 12.00

**Academic Workshops: The new IFP topic**

**Aim:** To give a broader view of the possibilities that the three topics can give to the ELSA Network. To gather inputs for the short report given by a participant during the ICM Conference on Friday afternoon.

**Means:**

- Interactive workshop with an expert on the topic

**Comments:** In order to deepen the academic programme of the ICM, the participants will be given the opportunity to attend one of the three workshops on the possible IFP topics given by a professional within the field. A participant of the workshop will give a short summary of the results from the morning session during the afternoon conference. The report will be followed by a presentation from the respective experts.

In order for your National Group to have enough information to make the decision on the new IFP topic during the final plenary, it is crucial for each member of your delegation to sign up and attend one of the three workshops as well as the ICM Conference in the afternoon. Be there!

**Preparations:** Please read the Input Paper by the International Board and the three Legal Research Groups on the new IFP topic. Follow the discussions and promotion throughout the week, and please discuss the possible topics with your National Group. Remember to sign up for one of the three Academic Workshops and attend the ICM Conference!

12.00 – 13.00

**Miscellaneous and Q&A**

**Aims:** To discuss issues left unresolved during the workshop sessions and to ask questions to the Presidents of the International Board and National Groups.

**Means:**

- Open discussion
- Q&A

**Preparations:** Prepare to bring up issues that were not discussed during the workshop sessions.

**Friday, 26<sup>th</sup> March (15.00 – 19.00)**

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15.00 – 16.00

**Presentation of the candidates for President ELSA International 2010/2011 and Closing of the workshop**

**Aims:** To present the candidate(s) for President of ELSA International 2010/2011 To give the Presidents the possibility to ask questions to the candidate(s) for the International Board; to evaluate and close the workshop.

**Means:**

- Presentation by the candidate(s)
- Q&A
- Roundtable evaluation
- Closing words

**Preparations:** Carefully read the materials provided by the candidate(s) and prepare questions.

16.00 – 19.00

**ICM Conference about the possible IFP topics**

**Aim:** To deepen and explore the field of the three different IFP topics

**Means:**

- Short summary from the Academic workshops by a participant
- Presentation by academics within the field

**Comments:** Be there and be prepared!

**Preparations:** Please attend the Academic Workshop in the morning and prepare questions for the Conference together with your board.

**INTERNAL MANAGEMENT WORKSHOP****Timetable**

Time	Sun 21st Mar	Mon 22nd Mar	Tue 23rd Mar	Wed 24th Mar	Thu 25th Mar	Fri 26th Mar	Sat 27th Mar			
8:00	Arrival of the participants	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast			
8:30										
9:00										
9:30										
10:00		Training on Chairing	Evaluation of HR Strategy	ITP structure	Joint IM + BEE - Ireland	Academic Workshops - new IFP Topics	Final Plenary			
10:30					Joint IM + BEE + FM -Demotion					
11:00				Human Resources		Q&A and Miscellaneous				
11:30			IM Handbook		Transition					
12:00										
12:30										
13:00	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch				
13:30										
14:00										
14:30										
15:00	Opening Plenary	Activity Reports	Mid-Plenary	Training on Conflict Management	Sightseeing	Candidate(s) & Closing	Final Plenary			
15:30		7 <sup>th</sup> State of the Network Report				Conference				
16:00										
16:30										
17:00	Introductory Workshop	Member Management			Dressing time	Reporting time				
17:30										
18:00										
18:30	Officers & Freshers	Reporting time		Reporting time						
19:00										
19:30	Dinner	Dinner	Dinner	Dinner	Gala Ball	Dinner	Dinner			
20:00										
20:30										
21:00										

## Draft Agenda

### 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 55<sup>th</sup> International Council Meeting of ELSA
- Council Meeting Decision Book, 28<sup>th</sup> Edition
- Working Materials;
- Minutes of the ICM Sinaia;
- 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.

You may find all the materials from ELSA ONLINE Archive. If you have difficulties accessing the archive, please contact the Secretary General of ELSA International at [secgen@elsa.org](mailto: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 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](mailto:secgen@elsa.org).

Another possibility is to use the IM mailing list ([ELSA-IM@LISTSERV.ELSA.ORG](mailto:ELSA-IM@LISTSERV.ELSA.ORG)) and start a discussion before the LVII International Council Meeting in Malta.

**Finally, keep in mind that you need an adaptor for the contact plug since in Malta they use the three pin system.**

Welcome to the IM Workshop!

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**Sunday, 21<sup>st</sup> of March (17.30 – 20.00)**

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17.30 – 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 prepare ourselves for the week.

**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
- Distribution of the Activity Reports

**Comments:** During this session the Internal Management Workshop will summon for the first time, go through the agenda and get everyone acquainted with the ICM-procedures.

19.00 – 20.00

**Officers' Trainings**

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

**Means:**

- Chairperson 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

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**Monday, 22<sup>nd</sup> of March (10.00 – 13.00)**

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10.00 – 13.00

**Training on Chairing**

**Aim:** To provide the Secretaries General with essential skills on chairing that is not only going to be useful during the ELSA career but is also something valuable for the professional career in the future.

**Means:**

- Training given by ITP trainer

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**Monday, 22<sup>nd</sup> of March (15.00 – 19.00)**

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15.00 – 16.30

**Activity Reports**

**Aim:** To give the participants an overview about the things Secretaries General have worked on during their term in office and about the major projects that are taking place in their National Groups. Also to get an update about how well did the buddy groups work after ICM Sinaia.

**Means:**

- To get an impression of the status of internal management in member countries through activity reports presented in the workshop
- To get feedback regarding the buddy groups
- Open discussion

**Preparations:** Please prepare an Activity Report for distribution to the National Groups and ELSA International (meaning 40 copies of your written Activity Report) during the Introductory Workshop. 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 Secretary General during your term in office and the major projects that are taking place in your National Group. Also give a short update about the use of your buddy group that was formed in ICM Sinaia. In the workshop, there will be 2 minutes for every Secretary General to give an oral presentation based on the written Activity Report.

16.30 – 17.30

**7<sup>th</sup> State of the Network Report**

**Aim:** To give participants a realistic picture of the general state of the ELSA Network in autumn 2009 and to initiate a good starting point for the fruitful discussions during the upcoming week.



**Means:**

- To highlight some statistics from the 7<sup>th</sup> State of the Network Report conducted before the ICM in Sinaia autumn 2009
- To analyse and to make some conclusions about the status quo of our Network

**Preparations:** Please read the 7<sup>th</sup> State of the Network Report conducted before ICM Sinaia (to be found in the ELSA ONLINE Archive in the beginning of March 2010).

17.30 – 19.00

**Member Management**

**Aim:** To discuss about the current state of member management in the National Groups and to recognise the importance of the tools that we can use to the management of our members. Furthermore, we will take a look to the future and discuss about the implementation of the new online system from the member management point of view.

**Means:**

- Introduction by ELSA International
- Discussion on the current state of member management in National Groups
- Brainstorming on guidelines for the new online system
- Conclusions

**Preparations:** Please read the Input Paper on Member Management, which can be found in these working materials.

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**Tuesday, 23<sup>rd</sup> of March (10.00 – 13.00)**

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10.00 – 12.00

**Evaluation of the Human Resources Strategy**

**Aim:** To evaluate the implementation and usage of the Human Resources Strategy.

**Means:**

- Presentation by ELSA International
- Open discussion on the three main areas of the Human Resources Strategy
- Conclusion

**Preparations:** Please read the Human Resources Strategy from the Decision Book and prepare your analysis regarding the three main areas of the strategy as well as your suggestions.

12.00 – 13.00

### **IM Handbook**

**Aim:** To present the IM Handbook and to analyse it in order to amend it if needed.

**Means:**

- Presentation by the Working Group
- Open discussion and analysis
- Conclusions

**Preparations:** Please read the IM Handbook, which can be found in the ELSA ONLINE Archive before the ICM (the availability of the handbook will be announced on the IM mailing list).

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### **Wednesday, 24<sup>th</sup> of March (10.00 – 13.00)**

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10.00 – 11.30

### **International Trainers' Pool**

**Aim:** To evaluate the International Trainers' Pool (ITP) as a tool and to come up with suggestions on how to develop ITP towards better quality and efficiency that would benefit the whole Network the most.

**Means:**

- Roundtable/ open discussion
- Conclusions

**Comments:** By this workshop ELSA International aims to explore the point of views that the National Groups have about the International Trainers' Pool and to get inputs from the National Groups regarding the future development of the International Trainers' Pool.

**Preparations:** Please read the Input Paper in these Working Materials.

11.30 – 13.00

### **Human Resources**

**Aim:** To give the participants a possibility to exchange their experiences and practices regarding Human Resources. To recognise the tools that we have for strenghtening and developing our Human Resources. To provide the participants with some ideas for recruitment and to clarify the purpose and meaning of network cycles in connection to Human Resources.

**Means:**

- Initialisation by a National Group
- Q&A regarding the initialisation
- Discussion or roundtable on the topic
- Conclusions

**Comments:** During the ICM in Sinaia the Secretaries General were provided with a training on Human Marketing. Now we will discuss about the practical side of Human Resources and share our ways of doing things and learn from each other how we can develop our approaches.

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**Wednesday, 24<sup>th</sup> of February (15.00 – 19.00)**

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15.00 – 19.00

**Training session on Conflict Management**

**Aim:** To strengthen the knowledge and skills of Secretaries General as internal managers on conflict management.

**Means:**

- Training given by an ITP trainer

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**Thursday, 25<sup>th</sup> of February (10.00 – 13.00)**

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10.00 – 11.00

**Joint Workshop BEE and IM: Expansion of the ELSA Network**

**Aims:** To consider and vote upon the observership application by the national organisation from Ireland.

**Means:**

- Opening words and procedure by ELSA International
- Presentation of observership applicant from Ireland
- Q&A for observership applicant from Ireland
- Voting on the observership application
- Final words by Chair

**Comments:** ELSA has received an interest from law students in Ireland in establishing an ELSA group in their country. The Input Paper about their plans regarding this was already presented and discussed at the IPM in Kyiv. In this workshop we will decide upon observership application from Ireland.

**Preparations:** Read the Input Paper about establishing ELSA in Ireland from the Working Materials of the IPM in Kyiv and the minutes of it; carefully read the part “Applications” from these working materials.

11.00 – 12.00

### **Joint Workshop BEE, IM and FM: demotion procedures in ELSA**

**Aim:** To analyse the demotion procedure in ELSA and to vote upon the proposal of the International Board to demote ELSA Iceland. To work on a future policy for the demotion procedures.

**Means:**

- Presentation by ELSA International
- Q&A and open discussion
- Presentation of the Proposal by the International Board
- Q&A and open discussion
- Voting

**Comments:** It is necessary that the state of the Network is constantly monitored and the best solutions are adopted in order to support it and keep it stable. This workshop will focus on the National Groups, which have problems with developing ELSA in their countries.

**Preparations:** Read Article 7 of the Statutes and Article 3 of the Standing Orders of ELSA; read an Input Paper by the International Board on Demotion and an Input Paper by the International Board on the question of demotion of ELSA Iceland and ELSA Kazakhstan.

12.00 – 13.00

### **Transition**

**Aim:** To raise the awareness and skills of officers concerning good quality transition and to underline the importance of good administration and management of transition.

**Means:**

- Presentation by ELSA International
- Discussion or possible case study in groups

**Preparations:** Try to think of your own transition and evaluate it from the point of view how well it served your needs during your term in office and what you would do differently when it comes to the transition that you are about to give to your successor.

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**Friday, 26<sup>th</sup> of March (10.00 – 13.00)**

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10.00 – 12.00

**Three different Academic Workshops: The new IFP topic**

**Aim:** To give a broader view of the possibilities that the three topics can give to the ELSA Network. To gather inputs for the short report given by a participant during the ICM Conference on Friday afternoon.

**Means:**

- Interactive workshop with an expert on the topic

**Comments:** In order to deepen the academic programme of the ICM, the participants will be given the opportunity to attend one of the three workshops on the possible IFP topics given by a professional within the field. A participant of the workshop will give a short summary of the results from the morning session during the afternoon conference. The report will be followed by a presentation from the respective experts.

In order for your National Group to have enough information to make the decision on the new IFP topic during the final plenary, it is crucial for each member of your delegation to sign up and attend one of the three workshops as well as the ICM Conference in the afternoon. Be there!

**Preparations:** Please read the Input Paper by the International Board and the three Legal Research Groups on the new IFP topic. Follow the discussions and promotion throughout the week, and please discuss the possible topics with your National Group. Remember to sign up for one of the three Academic Workshops and attend the ICM Conference.

12.00 – 13.00

**Miscellaneous and Questions & Answers time**

**Aim:** To give a chance for the participants of the Internal Management Workshop to pose questions which 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 similar reason.

**Means:**

- Discussion led by the chair of the workshop

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**Friday, 26<sup>th</sup> of March (15.00 – 19.00)**

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15.00 – 16.00

**Presentation of the candidate(s) for the position of Secretary General of ELSA International 2010/2011 & Closing Workshop**

**Aim:** To present the candidate(s) for the position of Secretary General of ELSA International 2010/2011. To sign the minutes and close the Internal Management Workshop of the LVII ICM in Malta.

**Means:**

- Presentation of the candidate(s)
- Questions and Answers to the candidate(s)
- Final words and notifications
- Finishing and signing of the Workshop Minutes
- Closing the Internal Management Workshop

**Comments:** Like in every spring ICM, also at the end of LVII ICM in Malta, a new International Board is elected. During this workshop the Secretaries General in the Network are given an opportunity to interview the candidate(s) for the position of Secretary General exclusively before the final plenary.

**Preparations:** Read the candidature materials of the respective candidate(s) and be prepared to ask questions.

16.00 – 19.00

**ICM Conference about the possible IFP topics**

**Aim:** To deepen and explore the field of the three different IFP topics

**Means:**

- Short summary from the Academic Workshops by a participant
- Presentation by academics within the field

**Comments:** Be there and be prepared.

**Preparations:** Please attend the Academic Workshop in the morning and prepare questions for the Conference together with your board.

**FINANCIAL MANAGEMENT WORKSHOP****Timetable**

Time	Sun 21st Mar	Mon 22nd Mar	Tue 23rd Mar	Wed 24th Mar	Thu 25th Mar	Fri 26th Mar	Sat 27th Mar
8:00	Arrival of the participants	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
8:30							
9:00							
9:30							
10:00		Activity Reports	Training Conflict Management	FM + BEE - Procurement	Budget 2009/2010	Three Academic Workshops on new IFP	Final Plenary
10:30		SotN		Transition	FM + BEE + IM - Demotion		
11:00							
11:30							
12:00		NG debt situation	Grants	FM + BEE - Budget 2010/2011	Q&A and miscellaneous		
12:30							
13:00	Lunch	Lunch	Financial Management Lunch	Lunch	Lunch	Lunch	
13:30							
14:00							
14:30							
15:00	Opening Plenary	BEE + FM - Fees within ELSA	Mid-Plenary	Interim Accounts	Sightseeing	Presentation of candidate(s) + closing	Final Plenary
15:30		EDF I		Budgeting and accounting			
16:00							
16:30							
17:00	EDF II	Reporting time			Dressing time	Conference	
17:30				Opening Workshops			
18:00							
18:30							
19:00	Officers & Freshers	Reporting time	Reporting time	Reporting time			
19:30							
20:00	Dinner	Dinner	Dinner	Dinner	Gala Ball	Dinner	Dinner
20:30							
21:00							

## Draft Agenda

### 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 55<sup>th</sup> Council Meeting of ELSA;
- Council Meeting Decision Book, 28<sup>th</sup> Edition;
- Working Materials
- The proposal for the revised budget for the term 2009/2010
- The proposal for the budget for the term 2010/2011
- If you are a National Group officer please prepare **a written Activity Report** to distribute to the workshop on the introductory session.
- **Be aware:** you will need an adaptor for the electricity plug since in Malta they use the three pin system

Do also read the Minutes from at least the two previous International Council Meetings (Budva and Sinaia) related to Financial Management. All documents/materials can be found in the ELSA ONLINE Archive: [www.elsa.org](http://www.elsa.org) or given upon request to [treasurer@elsa.org](mailto:treasurer@elsa.org)

The above-mentioned 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 Treasurer of the International Board at [treasurer@elsa.org](mailto:treasurer@elsa.org)

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

**Welcome to the Financial Management workshop!**



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**Sunday, 25<sup>th</sup> October (18.30 – 20.30)**

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17.30 – 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. Write down!

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

19.00 - 20.00

**Officers' Trainings**

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

**Means:**

- Chairperson 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 at their first ICM will participate in this workshop that will be delivered by member of the International Board.

**Means:**

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

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**Monday, 22<sup>nd</sup> March (10.00 – 13.00)**

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10.00– 11.00

**Activity Reports**

**Aim:** To inform about the past and present status of the Treasurer of ELSA International.

**Means:**

- Presentation by ELSA International
- Presentation of Activity Reports
- Open discussion

**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 haven 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 on a USB memory, 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

**State of the Network Report**

**Aim:** To present the FM part of the State of the Network Report after the ICM in Sinaia, and to inform the participants of the workshop on the current status quo of FM in the Network.

**Means:**

- Presentation by ELSA International
- Open discussion

**Comments:** Following the ICM in Sinaia, the International Board 2009/2010 have conducted the 7<sup>th</sup> report based on the information submitted to by the National Groups before the ICM Sinaia.

**Preparations:** Please read the State of the Network Report related to the FM area.

12.00 – 13.00

### **National Group debt situation**

**Aim:** To discuss the current debt situation of National Groups that have debts to ELSA International, to furnish the participants with any developments that have taken place since the last ICM, and to discuss possible ways of dealing with the situation.

**Means:**

- Presentation by ELSA International
- Discussions and Q & A
- Conclusion

**Comments:** In order to keep all the National Groups updated on what is going on in the Network, this workshop will include an overview of the status quo of those National Groups with debts towards ELSA International. At the same time we will discuss possible ways of lowering their debts in the future.

**Preparations:** Documentation will be distributed in the workshop relating to this topic.

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### **Monday, 22<sup>nd</sup> March (15.00 – 19.00)**

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15:00 – 16.00

### **Joint BEE and FM: Fees within ELSA**

**Aim:** To discuss the fees related to both Statutory Meetings and S&C events in ELSA.

**Means:**

- Presentation of the Input Paper by ELSA Germany
- Roundtable discussion
- Presentation of the Proposal by the International Board
- Q&A and amendments
- Voting

**Comments:** In relation to the Input Paper by ELSA Germany we will discuss the current status when it comes to using the maximum participation fees for events as stated in the Decision Book. We will also discuss the proposal on the further development of the regulations on fees in ELSA.

**Preparations:** Please read the Input Paper by ELSA Germany (in this working materials) and the two sections “Fees” and “Event Fees” from page 38 on in the Decision Book. Please also research which fees are applied for the events taking place in your National and Local Groups. Carefully read the proposals on Fees by the International Board.

16.00 – 17.30

**The ELSA Development Foundation session I – Status quo**

**Aim:** To present the events the status quo of the Foundation and discuss the future use of its resources.

**Means:**

- Presentation by ELSA International
- Discussion and Q & A

**Preparations:** Please read the written report on the applications that has been approved by the Executive Committee of the Foundation during this term in office. Also read the EDF regulations in the Decision Book from page 42 on.

17.30 – 19.00

**The ELSA Development Foundation session II**

**Aim:** To provide solid training for participants on how to properly account for your association, and how to prepare for auditing at the end of the financial year.

**Means:**

- Introduction by ELSA International
- Presentation of the EDF rules and practices
- Presentation of the EDF application procedure
- Discussion regarding future changes and promotion

**Comments:** The ELSA Development Foundation is created in order to improve weaknesses within the ELSA network. In order to ensure that the foundation is in fact supporting the weakest areas in ELSA we need to evaluate the use and the promotion of the foundation. How can we ensure that the opportunities of EDF reach those groups who are in most need of it?

**Preparations:** Please read the chapter about the ELSA Development Foundation in the Decision Book under Financial Management.

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**Tuesday, 23<sup>rd</sup> March (10.00 – 13.00)**

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10.00 – 13.00

**Training on Conflict Management**

**Aim:** To train the FM officers in conflict management and to improve the team spirit among the Financial Management officers.

**Means:**

- Conflict management training given by an ITP trainer

**Comments:** Conflict management refers to the long-term management of intractable conflicts. It is the label for the variety of ways by which people handle grievances - standing up for what they consider to be right and against what they consider to be wrong. The training is chosen based on the majority of requests on the FM mailing list and is indeed an important soft skill to possess when working as a Treasurer.

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**Wednesday, 24<sup>th</sup> March (10.00 – 13.00)**

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10.00 – 11.00

**Joint Workshop BEE and FM: Procurement regulations in ELSA**

**Aim:** To discuss and vote upon the Decision Book proposal of the IPM in Kyiv on the Procurement regulations in ELSA.

**Means:**

- Presentation of the proposal by ELSA International
- Discussions and Q & A
- Voting

**Comments:** The Working Group on Procurement was created after the ICM Sinaia and after more than two months of work they prepared an Input Paper and draft Proposal on Procurement regulations in ELSA. They were presented and discussed during the IPM Kyiv. It was unanimously voted in favour by the participants of the IPM and, thus, proposed for adoption to the ICM Malta. This workshop will involve Treasurers in the discussion and will result in the voting upon the proposal.

**Preparations:** Please read the Input Paper by the International Board on Procurement from the Working Materials of the ICM in Sinaia; read the Input Paper by the Working Group in the Working Materials of the IPM in Kyiv; read the minutes of the IPM in Kyiv; carefully read the proposal in these working materials.

11.00 – 12.00

### **Importance of transition**

**Aim:** To ensure properly facilitated transition in the Network.

**Means:**

- Introduction by ELSA International
- Presentations by National Groups
- Discussions
- Conclusion

**Comments:** We are approaching a period of the year where many ELSA Groups will be having transition between the old and the new board. Continuity is a constant problem in a student association where entire boards often change every year. To decrease the risk of losing important information between the changes of boards and to increase the possibility of an improved continuity in our association, a successful transition is strongly needed. It is also essential that all the materials the officer might need are well archived, collected and lastly given to the successor by the predecessor. During this session, we will discuss transition in the area of FM and share ideas on how to give a successful transition to our successors.

**Preparations:** Please consider the transition you were given when entering your position and the transition that you intend to pass on to your successor.

12.00 – 13.00

### **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. Mainly attention will be given to the European Youth Foundation (EYF) from the Council of Europe (CoE) and the EAC Grant from the European Commission.

**Means:**

- Introduction by ELSA International
- Presentations by National Groups
- Discussions
- 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, 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 bring your recent grant application, both national and international ones. If you have not compiled any grant applications this year please research your opportunities as ELSA group in your country and which grants you would be able to apply for abroad.

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**Wednesday, 24<sup>th</sup> March (15.00 – 19.00)**

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15.00 – 16.30

**ELSA International Interim Accounts 2009/2010**

**Aim:** To discuss and approve the interim accounts; to discuss the auditing report by the Auditors of ELSA International.

**Means:**

- Presentation of the interim accounts by ELSA International
- Presentation by the Auditors of ELSA International
- Discussions and Q & A
- Amendments
- Voting
- Conclusion

**Comments:** The interim account gives the Council an update on the first half of the financial year of ELSA International from the 1<sup>st</sup> August 2009 to the 31<sup>st</sup> January 2010. Together with the auditors report the interim accounts indicate the financial situation and is the groundwork on which the discussion in the workshop will be based upon.

**Preparations:** Please take time to thoroughly go through the interim accounts annexed in these working materials and read the auditors report which will be sent to the FM mailing list before ICM Malta.

16.30 – 19.00

**Budgeting and Bookkeeping**

**Aim:** To provide solid training for participants on how to properly account for your association, and how to prepare for auditing at the end of the financial year.

**Means:**

- Introduction by ELSA International
- Theoretical and Practical Training
- Input from the Auditors of ELSA International
- Discussion and Q&A

**Comments:** Since ELSA is an association run by students studying law, the general situation is that National Group Treasurers are not familiar with proper accounting and auditing knowledge. Therefore, this training will focus on all the basic needs for a Treasurer to be able to properly account and prepare for the auditing of a non-profit making association. The theoretical training will focus on general accounting principles, planning and drawing up an annual budget, day-to-day bookkeeping, the closing off of accounts at the end of the financial year, the importance of auditing and how to prepare for it. The practical training will put all the skills gained in the theoretical part into practice. Therefore, participants will be given hypothetical situations in which to work out the correct courses of action and methods of application. This intense workshop will help to furnish the participants with the tools they need to work with for the year, and which they subsequently can pass on to their successors.

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**Thursday, 25<sup>th</sup> March (10.00 – 13.00)**

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10.00 – 11.00

**ELSA International budget for 2009/2010**

**Aims:** To revise the current budget of ELSA International to an up to date version after realising the expenditures that has already occurred during this term and to analyse which expenditures might arise during the rest of the term until 31<sup>st</sup> July 2010.

**Means:**

- Presentation by ELSA International
- Comments by the Auditors of ELSA International
- Discussions and Q & A
- Amendments
- Voting
- Conclusion

**Comments:** Following the interim accounts of ELSA International the International Board has made a proposal for a revised budget for the term 2009/2010. The aim of the budget is to reflect on the current situation and plan the expenditures and incomes expected for the rest of the term.

**Preparations:** Please read the proposal for revision of the budget for ELSA International 2009/2010 and compare them with the interim accounts as presented in the working materials. The audited interim accounts will be sent out to the FM mailing list after the auditing weekend in the end of February 2010.

11.00 – 12.00

**Joint Workshop BEE, IM and FM: demotion procedures in ELSA**

**Aim:** To analyse the demotion procedure in ELSA and to vote upon the proposal by the International Board to demote ELSA Iceland. To work on a future policy for the demotion procedures.



**Means:**

- Presentation by ELSA International
- Q&A and open discussion
- Presentation of the Proposal by ELSA International
- Q&A and open discussion
- Voting

**Comments:** It is necessary that the state of the Network is monitored constantly and the best solutions are adopted in order to support it and keep it stable. This workshop will focus on the National Groups that have problems with developing ELSA in their countries.

**Preparations:** Please read Article 7 of the Statutes and Article 3 of the Standing Orders of ELSA; read the Input Paper by the International Board on Demotion and the Input Paper by the International Board on the question of demotion of ELSA Iceland and ELSA Kazakhstan.

12.00 – 13.00

**Joint Workshop BEE & FM: Budget for the term 2010/2011**

**Aim:** To discuss the budget of ELSA International for the next term in office and to discuss the future strategy when it comes to income and expenditures of ELSA International.

**Means:**

- Presentation by ELSA International
- Comments by the Auditors of ELSA International
- Discussions and Q & A
- Amendments
- Voting
- Conclusion

**Comments:** The budget of ELSA International is, along with the OYOP, one of the most important guiding plans for every International Board. The International Board, its director and auditors are bound to follow the budget as approved by the Council and are obliged to strive to achieve both the incomes and expenditures as listed in the budget. The budget for ELSA International is therefore an indicator of the aims and goals for ELSA on the international level and is part of our future strategy.

While future budgets normally only are discussed in the FM workshop the International Board has this year chosen to involve the BEE workshop in order to shape the budget for next year in accordance with the goals of the whole Network.

**Preparations:** Please go through the budget for 2010/2011 proposed by the International Board and compare it to the budget of this year (both as approved in ICM Sinaia and the proposal for the revised budget for approval in ICM Malta).

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**Friday, 26<sup>th</sup> March (10.00 – 13.00)**

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10.00 – 12.00

**Academic Workshops (three different): The new IFP topic**

**Aim:** To give a broader view of the possibilities that the three topics can give to the ELSA Network. To gather inputs for the short report given by a participant during the ICM Conference on Friday afternoon.

**Means:**

- Interactive workshop with an expert on the topic

**Comments:** In order to deepen the academic programme of the ICM, the participants will be given the opportunity to attend one of the three workshops on the possible IFP topics given by a professional within the field. A participant of the workshop will give a short summary of the results from the morning session during the afternoon conference. The report will be followed by a presentation from the respective experts.

In order for your National Group to have enough information to make the decision on the new IFP topic during the final plenary, it is crucial for each member of your delegation to sign up and attend one of the three workshops as well as the ICM Conference in the afternoon. Be there!

**Preparations:** Please read the Input Paper by the International Board and the three Legal Research Groups on the new IFP topic. Follow the discussions and promotion throughout the week, and please discuss the possible topics with your National Group. Remember to sign up for one of the three Academic Workshops and attend the ICM Conference!

12.00 – 13.00

**Miscellaneous and Questions & Answers**

**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.

**Means:**

- Questions and Answer
- Miscellaneous

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

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**Friday, 26<sup>th</sup> March (15.00 – 19.00)**

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15.00 – 16.00

**Presentation of the candidate(s) for Treasurer ELSA International 2010/2011 + closing of the workshop**

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

**Means:**

- Presentation of the candidate(s)
- Questions and Answers to the candidate(s)
- Closing of the FM workshop

**Comments:** During this workshop Treasurers in the Network are given an opportunity to interview candidate(s) for the position of Treasurer exclusively before the final plenary.

**Preparations:** Read the candidature materials of the respective candidates and be prepared to ask questions. The material is normally distributed during the ICM week.

16.00 – 19.00

**ICM Conference about the possible IFP topics**

**Aim:** To deepen and explore the field of the three different IFP topics

**Means:**

- Short summary from the Academic Workshops by a participant
- Presentation by academics within the field

**Comments:** Be there and be prepared!

**MARKETING WORKSHOP****Timetable**

Time	Sun 21st Mar	Mon 22nd Mar	Tue 23rd Mar	Wed 24th Mar	Thu 25th Mar	Fri 26th Mar	Sat 27th Mar		
8:00	Arrival of the participants	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast		
8:30									
9:00									
9:30									
10:00		Area Definition	Market Research	Fundraising and External approaches	Synergy	Academic Workshop - New IFP topic	Final Plenary		
10:30		Activity Reports	Joint STEP + MAR - STEP Partnership Proposal		Marketing Handbook				
11:00				Marketing Material	Transition	Promotion Challenge Session II		Q&A and miscellaneous	
11:30									
12:00									
12:30									
13:00	Lunch	Lunch	Lunch	Marketers' Lunch	Lunch	Lunch	Lunch		
13:30									
14:00									
14:30									
15:00	Opening Plenary	Joint AA + S&C + MAR -Promotion International Events	Mid-Plenary	Training on Strategy and Planning	Sightseeing	Presentation of candidate(s) + Closing of WS	Final Plenary		
15:30						Conference			
16:00		Promotion Challenge Session I							
16:30									
17:00	Opening Workshops	DB Proposal			Dressing time				
17:30									
18:00		Reporting time		Reporting time					
18:30	Officers & Freshers								
19:00									
19:30	Dinner	Dinner	Dinner	Dinner	Gala Ball	Dinner	Dinner		
20:00									
20:30									
21:00									

## Draft Agenda

### 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 55th Council Meeting of ELSA;
- Council Meeting Decision Book, 28th Edition;
- Working Materials;
- Minutes of the 56th International Council Meeting in Sinaia;
- 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. **Keep in mind that most of you will need an adapter in order to use your laptop in Malta since they use the three pin system.**

You may find all materials in the ELSA ONLINE Archive. If you are struggling with your access to the archive, please contact the Secretary General of ELSA International at [secgen@elsa.org](mailto: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](mailto:vpmarketing@elsa.org).

Another possibility is to use the Marketing mailing list ([ELSA-MARKETING@LISTSERV.ELSA.ORG](mailto:ELSA-MARKETING@LISTSERV.ELSA.ORG)) and start a discussion before the LVII International Council Meeting in Malta.

**Welcome to the Marketing workshop!**

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**Sunday, 21<sup>st</sup> March (17.30 – 20.00)**

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17.30 – 19.00

**Opening 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 Training**

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

**Means:**

- Chairperson 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 participating in the ICM for the first time 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 questions arising

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**Monday, 22<sup>nd</sup> March (10.00 – 13.00)**

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10.00 – 11.00

**Area Definition**

**Aim:** To define the marketing area in ELSA. To raise the awareness of the differences between our member countries and to emphasize the core activities within the area.

**Means:**

- Open discussion
- Conclusion by ELSA International

**Comments:** This session does not only give new marketers knowledge about their area but it also serves as a preparation for the transition workshop on Wednesday.

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

11.00 – 12.00

**Activity Reports**

**Aim:** To update each other about the status within the marketing area in the different countries.

**Means:**

- Roundtable with updates from the participants and ELSA International

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

12.00 - 13.00

### **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 on a USB memory, examples of the marketing material you have done since ICM Sinaia or since you started your term in office. Go through the Corporate Identity Handbook, which can be found in the ELSA ONLINE Archive.

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### **Monday, 22<sup>nd</sup> March (15.00 – 19.00)**

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15.00 – 17.00

### **Joint Workshop AA + S&C + MAR: Promoting International Events**

**Aim:** To follow up on the Joint Workshop between AA, S&C, and MAR in ICM Sinaia where we prepared a timeline and introduced the Event Specification Form (ESF) for the promotion of international events. To raise the awareness of the importance of long-term planning in regards to international projects. To present the upcoming international events in the network.

**Means:**

- Presentation of the timeline for international events and the Event Specification Form (ESF)
- Work stations
- Presentation by National Groups

**Comments:** International events that contribute to legal education are a part of the Strategic Goals for 2013. In order to organise successful international events, the promotion should be done on a long-term basis. In addition to the promotion done by the organising committee, it is important that the other National Groups promote the events through their communication channels.

**Preparations:** Please prepare a short (3 min) presentation of your upcoming international events, focusing on the planning of the event and comparing it to the timeline made at the ICM in Sinaia. Please read the Input Paper on the Promotion of international events in these working materials.



17.00 – 18.30

### **Promotion Challenge, Session I**

**Aim:** To practice your skills and use your creativity when promoting an event.

**Means:**

- Presentation by ELSA International
- Working groups
- Reporting by the working groups

**Comments:** We will use the academic workshops on Friday as an object for our challenge. The working groups will have to think of ways to promote the three different workshops throughout this week. We will have a follow-up session during Thursday and additionally the results of the challenge will be concluded in the closing workshop on Friday where the winning team will receive an award.

**Preparations:** Think of how you have promoted events in your country and how an event most efficiently can be promoted with the limited time and tools that exists at an ICM. Feel free to start the discussion through the mailing list before the ICM. Be aware of that you will not know beforehand which one of the three academic workshops you will be promoting or what constellation of people there will be in your working group.

18.30 – 19.00

### **Proposal to amend the Council Meeting Decision Book by the International Board**

**Aim:** To discuss and vote upon the proposal from the International Board regarding the quality in marketing.

**Means:**

- Presentation by ELSA International
- Open discussion
- Voting

**Comments:** The proposal is partly based on the discussion regarding the abbreviation MAR vs. MKT that was raised during the ICM in Sinaia. After comparing the marketing section with other sections in the Decision Book it is clear that the marketing area is missing a general introduction part to give the reader some understanding for the area.

**Preparations:** Please read the proposal regarding the marketing area, which can be found in the working materials.

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**Tuesday, 23<sup>rd</sup> March (10.00 – 13.00)**

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10.00 – 11.00

**Market Research**

**Aim:** To update the network on the current situation regarding the network wide market research. To raise the awareness of market research as a tool within the field of marketing.

**Means:**

- Presentation by ELSA International
- Open discussion

**Comments:** Every third year ELSA International coordinates a network-wide market research.

**Preparations:** Please read the Input Paper in these working materials regarding the market research, which explains the current situation and future planning.

11.00 – 13.00

**Joint workshop STEP & MAR: STEP Partnership Proposal**

**Aim:** To raise the awareness of STEP as a product that can be offered to Partners of ELSA throughout the network. To reach a conclusion on what the STEP partnership proposal should look like.

**Means:**

- Presentation by ELSA International
- Working groups
- Q&A

**Comments:** STEP is a product with huge potential and we should give inputs to each other on how we see that potential. We are the ones knowing our national networks and we know what we can offer to employers.

**Preparations:** Please bring with you marketing materials related to STEP from your country and think of how the approach is done today and what could be improved for the future.

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**Wednesday, 24<sup>th</sup> March (10.00 – 13.00)**

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10.00 – 12.00

**Fundraising and external approaches**

**Aim:** To improve your tactical skills in external approaches and to raise the awareness of different kinds of approaches.

**Means:**

- Presentation by ELSA International
- Working groups
- Presentation by working groups

**Comments:** Together with Stephanie Denowell, current Director for Advertisements ELSA International – with the experience of being the previous President ELSA Germany – we will share our experiences and stimulate new ideas and improve your fundraising approaches.

**Preparations:** Think of how your group approaches externals today and what methods you have found successful.

12.00 – 13.00

**Transition**

**Aim:** To prepare for your transition and to make sure that your successor will have the best possible grounds to stand on when continuing your work.

**Means:**

- Presentation by ELSA International
- Presentation by the participants
- Comments and conclusion

**Comments:** It will be an interactive session where we will complement each other in thoughts on what should be included in a transition.

**Preparations:** Think of how it was for you when/if you received transition from your predecessor. Write down and bring with you what you consider to be valuable information to have in your upcoming transition.

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**Wednesday, 24<sup>th</sup> March (15.00 – 19.00)**

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15.00 – 19.00

**Training on Strategy and Planning**

**Aim:** To improve your knowledge and skills in terms of strategy and planning.

**Means:**

- The training will be given by a trainer from the International Trainers' Pool

**Comments:** To participate in a training session is a great opportunity for you to gain soft skills that will be useful not only in ELSA but also in your future professional career.

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**Thursday, 25<sup>th</sup> March (10.00 – 13.00)**

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10.00 – 11.00

**Synergy**

**Aim:** To evaluate the 47<sup>th</sup> edition of Synergy in order to keep improving the magazine for the next term in office.

**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](http://www.elsa.org).

11.00 – 12.00

**Marketing Handbook**

**Aim:** To evaluate and continue the development of the Marketing Handbook.

**Means:**

- Presentation by the Working Group for the Marketing Handbook
- Open discussion

**Comments:** We will see how far the working group has come and use the draft version to evaluate what needs to be further modified. Before the end of July 2010 we plan to have the final version distributed to the network.

**Preparations:** Read through the marketing section in the Council Meeting Decision Book and think of what basic information a fresh marketer would find useful in a handbook.

12.00 – 13.00

**Promotion Challenge, Session II**

**Aim:** To evaluate your skills and creativity when promoting an event. To prepare for the final object, the Academic Workshops on Friday.

**Means:**

- Presentation by the working groups
- Moderated discussion by ELSA International
- Conclusion

**Comments:** This session serves to evaluate how the working groups have proceeded in the challenge during the week. It will give the groups ideas and inputs on how to do the final promotion boost before the Academic Workshops take place.

**Preparations:** Work closely with your working group throughout the week towards your goal and bring with you a summary of what tips and tricks you have used so far and what your strategy has been and what reactions you have received from the participants of the ICM.

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**Friday, 26<sup>th</sup> March (10.00 – 13.00)**


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10.00 – 12.00

**Three different Academic Workshops: The new IFP topic**

**Aim:** To give a broader view of the possibilities that the three topics can give to the ELSA Network. To gather inputs for the short report given by a participant during the ICM Conference on Friday afternoon.

**Means:**

- Interactive workshop with an expert on the topic.

**Comments:** In order to deepen the academic programme of the ICM, the participants will be given the opportunity to attend one of the three workshops on the possible IFP topics given by a professional within the field. A participant of the workshop will give a short summary of the results from the morning session during the afternoon conference. The report will be followed by a presentation from the respective experts.

In order for your National Group to have enough information to make the decision on the new IFP topic during the final plenary, it is crucial for each member of your delegation to sign up and attend one of the three workshops as well as the ICM Conference in the afternoon. Be there!

**Preparations:** Please read the Input paper by the International Board and the three Legal Research Groups on the new IFP topic. Follow the discussions and promotion throughout the week, and please discuss the possible topics with your National Group. Remember to sign up for one of the three Academic Workshops and attend the ICM Conference!

12.00 – 13.00

**Questions & Answers and Miscellaneous**

**Aim:** To give the participants the opportunity to raise additional matters which have not been discussed during the week. To conclude and evaluate the Marketing workshop and, if possible, to approve the minutes from the workshops.

**Means:**

- Roundtable discussion
- Evaluation
- Approval of the Minutes from the Marketing workshop

**Preparations:** Please write down any questions that have not been answered during the week. Think through the week and be prepared to evaluate what was good and what could have been done better.

**Friday, 26<sup>th</sup> March (15.00 – 19.00)**

15.00 - 16.00

**Presentation of candidate(s) and Closing Workshop**

**Aim:** To present the candidate(s) for Vice President Marketing of ELSA International 2010/2011 and to close the Marketing workshop of the 57<sup>th</sup> International Council Meeting.

**Means:**

- Presentation of candidate(s)
- Questions & Answers
- Announcement of the result from the Promotion Challenge
- Closing of the workshop

**Comments:** Good luck to all candidate(s)!

**Preparations:** Please read the candidature materials before the session and prepare questions.

16.00 – 19.00

**ICM Conference about the possible IFP topics**

**Aim:** To deepen and explore the field of the three different IFP topics.

**Means:**

- Short summary from the Academic Workshops by a participant
- Presentation by academics within the field

**Comments:** Be there and be prepared!

**Preparations:** Please attend the Academic Workshop in the morning and prepare questions for the Conference together with your board.

## ACTIVITY REPORTS

### THE INTERNATIONAL BOARD 2009/2010

#### Amanda Bertilsson Nilsson, Vice President Academic Activities

##### Post ICM Sinaia

After a week in the mountains of Romania with an amazing and hardworking OC, ELSA International team and, last but not least, the true ELSA Spirit brought by all of you, returned back to a very cold house in Brussels with an unforgettable experience and many new ELSA friends. Most important is the motivation we all got from you to continue and improve our work here in the ELSA House.

##### ELSA Moot Court Competition – EMC<sup>2</sup>

One of the things emphasized in the AA workshop during the ICM Sinaia was the ELSA Moot Court Competition, also called the EMC<sup>2</sup>. With the help of the ELSA Organising Secretariat (EOS) and my Director for EMC<sup>2</sup>, Morten Rydningen, we managed (in despite of some distribution difficulties) to reach out with a poster and emails to the entire Network and this evolved in a higher amount of participating teams than ever before. Luckily the work with EMC<sup>2</sup> does not stop there; I have been busy with contacting previous and possible new sponsors, helping out the Regional Round Organisers, appointing Panellists for the ELSA Regional Rounds, preparing for a Strategic Plan of the EMC<sup>2</sup>, making calls for Regional Round 2011 and negotiating for a possible new Regional Round in the Middle East. As the VP AA of ELSA International I am the Head of the EMC<sup>2</sup> and this means that I use a lot of time in front of my computer, communicating daily with my director and weekly with the EOS and all three Academic Supervisors. Moreover, I regularly communicate with the Panellists, sponsors as well as the Regional and Final Oral Round Organisers. This is a fulltime job and I am very thankful for this year's great international team including Academic Supervisors, Regional and Final Oral Round Organisers, EOS and the Director for EMC<sup>2</sup>.

##### Council of Europe

Since the beginning of our term I have been in touch with the Council of Europe for a new project in connection to the 60<sup>th</sup> Anniversary of the Convention on Human Rights. The project will be launched at ICM Malta and consists of two competitions; an Essay Competition open for ELSA members and a Photo Competition open for ELSA Local Groups. I have also been attending the Conference of INGOs twice in Strasbourg with my fellow board members. During these two trips to the Council of Europe we have had the chance to meet with the commissioner for Human Rights, Thomas Hammarberg, our Marraine, Ms. Maud de Boer-Buquicchio and of course among many others our contact persons, Barbara Orkwiszewska and Sophie Lobey, to evaluate and deepen the cooperation with ELSA's Human Rights Partner.

##### SPEL

After the ICM Sinaia and the changes in the regulations on SPEL I have been working on two draft emails to be sent to the Network for further distribution to our members and academics. With the help from the VP AA of ELSA Turkey, I hope that this will be distributed to you before the ICM. We



published one new article after the ICM – *Non-contractual state liability in damages in the European Union* – by Artemis Malliaropoulou and there are at least two more on their way, currently being reviewed by the Editorial Board. Malte Beyer, the Head of the Editorial Board of SPEL, has also agreed to help out with the preselection of the essays for the Human Rights Competition. I believe a lot in SPEL as an online law review and I hope that we can achieve at least five new contributions before my term in office come to an end.

### **International Focus Programme – current and new**

The current International Focus Programme, IFP, is coming to an end and together with my board and the Director for IFP, Nina Prantl, I have been working on the Final IFP Publication, its timeline and content, which is to be published in June 2010. Thanks to the big promotion efforts made by the Network after the ICM in regards to the annual IFP Essay Competition we ended up with 17 very good essays. I am glad to see that the interest came from all over Europe and the final results will be given before the ICM. Although the amount of 17 essays was a big improvement I am sure that for the upcoming Human Rights Essay Competition and the next annual IFP Essay Competition we can do much better. Moreover, I have been helping the Director for IFP to coordinate the three Legal Research Groups, created after ICM Sinaia for the three possible new IFP topics. I want to thank them all for a great job, which can be seen in these working materials. I would like to encourage all of you to take actively part in the discussions during the ICM Malta.

### **Travels**

The month after the ICM usually means many travels for the International Board to the many NCMs in the Network and this post-ICM period was no exception for our board. I attended the NCM of ELSA Belgium, where I presented ELSA and the EMC<sup>2</sup>. In the middle of November I attended training days in Bulgaria. It was a very successful event with almost 50 freshers who worked hard for two days to understand the structure of ELSA and the possibilities of organising events. The week after my visit to Bulgaria I attended the NCM of my coaching country, ELSA Italy, in Milan. With more than 100 participants; freshers, alumni, international guests and a fabulous National Board, this weekend was a huge success, which ended with the elections of ELSA Italy's VP AA; congratulations! ☺ In the middle of the Christmas rush Timo and I went to Paris for a day and took the chance to meet up with the burning soul of ELSA Paris, Feriel Haddadi for a short and fruitful meeting at the cold but sunny Champs-Élysées.

My first travel in 2010 was to the most northern Local Group in the Network, Tromsø, situated in my coaching country, Norway, where I was invited to observe the finals of their National Moot Court Competition. The weekend impressed me a lot, not only the nature so far up north but also the hospitality and hosting by ELSA Norway and the impressive performance by the law students. With a pit stop in Brussels I continued my 'euro trip' to Strasbourg and the Conference of INGOs in the Council of Europe to end the week with a meeting in Frankfurt (Main) with our corporate partner CMS and a lunch stop at the ELSA House in Germany ☺. To develop the future of EMC<sup>2</sup> and to evaluate the cooperation with the WTO I had a one-day trip to Geneva for meetings with Riad al Khouri from Lebanon, Gerardo Thielen from WTO and Stefanie Allemann from WTI. Before we all meet in Malta I will have attended and conducted the two ELSA Regional Rounds of the EMC<sup>2</sup> in Leuven, Belgium and Helsinki, Finland.

Lastly I would like to thank some hard-working souls; the Director for EMC<sup>2</sup> Morten Rydningen, the amazing girls in the EOS, the Director for IFP Nina Prantl, amazing AA officers, Pierangelo Graziani for a very useful board training and my International Board aka 'teenage gang' who makes my life in Brussels a lifetime experience every day. We have had a blast together for almost eight months and I am glad that we have another five months to make history – 'One board, one desire'!

## **Sofia Kallio, Vice President Seminars & Conferences**

### **S&C Events**

A big part of my work is to be in contact with the S&C officers and other organisers of events in order to provide them information, guidance and contacts to speakers. Regarding promotion and reporting of international events, the S&C Specification Form (SSF) was changed into the Event Specification Form (ESF) in order to gather all the events under the same form. I have encouraged the officers to send in the ESFs for international events in order to promote them on the website and in Synergy. I am proud to say that we are currently promoting 24 international events on the website, and even more events have been planned for the upcoming months.

### **Study Visits and Institutional Study Visits**

I have provided the S&C officers with information and guidance on how to organise international Institutional Study Visits and Study Visits between the groups. I have also encouraged the organisers to send in their evaluation forms after the event in order to share best practices. Furthermore, I have been in contact with the groups visiting the ELSA House in Brussels during their Institutional Study Visits. We have so far hosted seven groups, and eleven groups have already confirmed a date for the upcoming months.

### **S&C Tools**

The 3<sup>rd</sup> edition of the Study Visit Guide and the Guidelines for the cooperation with the Council of Europe are now published. I began to work on a new Handbook for Institutional Study Visits and to update the S&C Handbook so that the S&C officers would have the tools ready once they start the transition with their successors. I updated the forms for Speakers' Database and other S&C Forms that are available in the ELSA ONLINE Archive. Before ICM Malta, I will start updating the Speakers' Database and the Delegations' Handbook, for which I have asked inputs from the previous Heads of Delegations.

### **External relations**

In January, I attended meetings with externals in London together with our President Leonid Cherniavskiy. I have been in contact with our Media Partner, European Voice regarding the EU Studies Fair that took place in Brussels 12<sup>th</sup> – 13<sup>th</sup> February. The event was participated by 50 members of ELSA, including the International Board and members from Austria, Poland, Belgium, Ukraine, Sweden and Norway. We hope to continue the cooperation with the European Voice regarding next year's edition of the EU Studies Fair. I have been in close contact with the International Trademark Association (INTA) concerning mutual promotion, Institutional Study Visits to the office in Brussels and the ELSA Delegation in the INTA Forum in Vienna in December.

### **Council of Europe**

During the past few months I have twice attended meetings with the representatives of the Council of Europe and attended the Conference of International Non-Governmental Organisations in Strasbourg. In September, we interviewed the Commissioner for Human Rights, Mr Thomas Hammarberg for an article published on the website and in Synergy, and in January we met ELSA's Marraine, Mrs. Maud de Boer-Buquicchio. I have also been in contact with the Council of Europe regarding materials and

speakers for international events, including the academic programme at the ICMs in Sinaia, Malta and Alanya.

I attended the Lisbon Forum (13<sup>th</sup> – 14<sup>th</sup> November), a conference on the topic “Creating a culture of human rights through education” organised by the North-South Center of the Council of Europe. I was one of the keynote speakers in the panel “Youth as agent of change in human rights education”, and had the privilege to speak on behalf of law students. The participation was a great opportunity for ELSA to take part in the human rights discussion and make contacts for possible future projects.

### **ELSA Delegations**

The following calls for ELSA Delegations were made: UNFCCC 15<sup>th</sup> Conference of the Parties (COP15); UNCITRAL Working Group VI Security Interests, 17<sup>th</sup> session; UN Commission for Social Development (CSD), 48<sup>th</sup> session; UN Commission on the Status of Women (CSW), 54<sup>th</sup> session; WIPO Standing Committee on the Law of Patents (SCP), 14<sup>th</sup> session; WIPO Standing Committee on the Law of Trademarks, Industrial Designs and Geographical Indications (SCT), 23<sup>rd</sup> session; WIPO Committee on Development and Intellectual Property (CDIP), 5<sup>th</sup> session; and WIPO Standing Committee on Copyright and Related Rights (SCCR), 20<sup>th</sup> session. In addition to making the calls, I have together with the board selected the delegates, provided them with the necessary information, invitations and confirmation letters, and made the reports available in the ELSA ONLINE Archive. The Guidelines for the selection of ELSA Delegations were updated on the basis of the changes made during the ICM in Sinaia.

### **International Focus Programme (IFP)**

As the current IFP topic is coming to an end, the Final IFP Conference (27<sup>th</sup> April – 2<sup>nd</sup> May in Munich) will be organised and the Final IFP Publication will be published this year. I have been in close contact with the Organising Committee of the Conference, for example having three meetings face-to-face, and supporting them in the arrangements. Together with my board and the director for IFP, Nina Prantl, we have created a concept for the Final IFP Publication. I would like to thank Nina for her outstanding work and support!

In addition to these issues related to the finalisation of this IFP topic, I attended the IPR & Human Rights Conference in Helsinki in November and held a session on team building and ELSA knowledge for the participants.

### **Coaching countries and visits**

I had the privilege to visit the NCMs of ELSA Belgium, ELSA Portugal and ELSA Germany, where I gave presentations on ELSA in general, strategic planning and S&C related issues, such as Study Visits. I also attended the transition of ELSA Finland during the Christmas break and had the chance to discuss with ELSA UK during my stay in London. I would like to thank my hosts during these events for their hospitality and great ELSA Spirit! Filipe, Laithe and the team in ELSA Munich, thank you!

I would like to thank my coaching countries ELSA Belgium, ELSA Bosnia & Herzegovina, ELSA Bulgaria, ELSA Czech Republic, ELSA Portugal, ELSA Slovenia and ELSA Ukraine for a good cooperation! I am looking forward to the ELSA House Training Week that we are working on with ELSA Belgium.

**Other**

In addition to the S&C officers, the Network, the externals and the directors, I share my life with the six people who make this experience unique. Amanda, Frida, Leo, Mirko, Peter and Timo, thank you for being the lovable and charming personalities you are! I would also like to thank Pierangelo Graziani for a great training and marvellous dinners, and for helping us become even better as a team. Together we complement and support each other, and I want to continue giving my best effort for making this experience one of the best in our lives – all for the benefit of our Baby, ELSA!

## **Mirko Đuković, Vice President Student Trainee Exchange Programme**

### **STEP after ICM Sinaia**

During the first half of the term I have been mainly focusing on training the National Groups and supporting them in Job Hunting, especially providing them with contacts of potential employers. I have been given positive feedback and hopefully it will turn out that we have more jobs offered.

Secondly, I have been helping our officers to use the new STEP Forms. As many of the officers are dealing for the first time with pdf-files that can be overwritten, I am satisfied with the results in this field and I can say that one of the reasons we are getting more and more applications is because of the forms.

In addition, I have been working on the STEP Newsletter changes in order to make it a good promotional tool and on new marketing materials for STEP in general. As a result after the ICM Sinaia we started promoting a possibility of placing employers' logos and a short description of the company in the Newsletter. Also we have a new section called "word from the employer" where a student can be addressed indirectly through this sort of promotion. With the help of our precious marketer Frida, who was an amazing support and who understood the needs of our officers we created a STEP Poster that can be printed on A3 format, which hopefully will attract students to apply too. A STEP media card and a STEP brochure for students are available in the archive in indd-file so that officers can easily create marketing materials using the example created by ELSA International.

### **Job Hunting and Long - term cooperation**

So far we have offered 39 traineeships, out of which 26 are from 11 different National Groups and we have had 211 applicants from 29 countries. This number is encouraging when we compare the results with the same period last year, and by this we can expect more traineeships and more applications. However, it is certainly not near the number we are aiming at according to our Strategic Plan. The results of the work done so far are not visible at the moment due to the lack of long-term planning and continuity in this area. Therefore this year I have tried together with my board to promote the importance of STEP Calendar that was recreated last year.

ELSA International made several approaches towards previous employers; one in USA with a positive outcome with two offered traineeships and one in UK with three traineeships. These specific traineeships were offered last year as well, and after the evaluations in the end of our term in office, this contact will hopefully be taken over by ELSA UK. Before ICM Sinaia we had STEP cooperation with Felsberg e Advogados in Brazil and as a result ELSA International has been approached again for the purpose of having a traineeship in their European office in Düsseldorf. After evaluation of the traineeship we hope that ELSA Germany (ELSA Düsseldorf) will take over this contact. At the moment we are in the process of negotiating more traineeships outside Europe, as many worldwide law firms are able to take part in STEP.

### **Council of Europe traineeships**

ELSA International had a pleasure to get positive feedback from Council of Europe representatives during our visit to Strasbourg in January. For the first traineeship period we had two trainees and for the second we have one selected trainee. I have been informed that there are seven trainees selected for the Short Traineeship Programme. Now we are in process of creating a good platform to strengthen our co-operation in this field as well. It was a pleasure to meet our Mairaine Mrs Maud de Boer-Buquicchio who expressed her satisfaction with our efforts and showed an interest in our activities, especially in the field of traineeship cooperation.

### **Statistics and Handbook**

Realising the lack of statistics and proper archiving and evaluation of STEP, I have concentrated on updating statistics (based on DB regulations) that can be found in ELSA ONLINE Archive. As well with the assistance of my lovely Director Annamari I am working on providing the Network concrete details on traineeships. Purpose of this is to have an exact data which we can mention to the new employers.

After ICM Sinaia we had a pleasure to have a wonderful team of people working on a new STEP Handbook which will be finalised in a workshop at this ICM. This Handbook will give firsthand information and help no matter if the STEP officer had experience and a transition or not.

### **ERASMUS and AIESEC co-operation**

As one of our goals is to have more groups co-operating with ERASMUS, ELSA International approached ERASMUS representatives in the Education and Culture Directorate-General of the European Commission. We are still developing our contact and we hope that concrete results will be presented during ICM Malta. We are receiving some updates from the officers in the Network and the cooperation with local offices of ERASMUS seems positive.

ELSA International is in process of starting up a pilot project with AIESEC International which is aiming towards working together in the field of Job Hunting. The pilot project will include eight countries from Europe and we are working on guidelines for STEP officers and exchange officers. The main goal is to exchange experiences in approaching the employers and to get 50 traineeships offered in the Network. At this moment the agreement is about to be signed, so all details will be known by the ICM Malta, where we will have session dedicated to this.

### **Coaching countries and representation in international and national events**

As a coach of the following ELSA Groups: Denmark, Estonia, France, Iceland, Russia, Spain and Sweden, I had the pleasure to work with the officers appointed as my contact persons in the respective countries and would like to thank all of them for the great co-operation. I have had the pleasure to attend the NCMs of ELSA Denmark and ELSA Spain, and to visit ELSA France, more precisely ELSA Paris. As a representative of ELSA International I also attended meetings with CMS. I have been invited by ELSA Germany to attend their NCM to help out with the STEP Workshops and I did it with a great pleasure. Therefore, I would like to thank all of them for the great hospitality and ELSA Spirit, as well as for the amazing job in hosting IB and making our stay enjoyable.

### **Other**

In the end I would like to thank all the STEPers in this Network for co-operating with me and doing a tremendous job, for keeping the spirit and the motivation up, for being professional all the time, for the great inputs for every proposal I had and all the motivation they gave me.

Last but not the least I would like to thank my board members as they become an unbreakable part of my life, for the wonderful job and co-operation we had through the year, for keeping up the spirit we brought together in the House. A special thanks goes to Pierangelo for great time he spent with us, giving us so much more than we thought we will gain. I would also like to thank our precious directors for helping us being a great team, especially Annamari Männikkö, the Director for STEP for the amazing support in our work and in the work of all the STEP officers.

**Leonid Cherniavskyi, President****Board management**

It was a pleasure to work with the members of the International Board as we have followed the rules we agreed upon in the beginning of our term in office. Board meetings were conducted on Tuesday every week and rescheduled when needed. We have also managed to arrange the information exchange better within the board, thus, improving the overall efficiency. The team-building training by the ITP trainer Pierangelo Graziani was also a great contribution for the forming and smooth performing of our team.

In the end of January weorganised an OYOP evaluation session which was very beneficial for seeing the results of our work so far as well as the areas where more focus is needed in the second half of the year.

**External Relations**

With respect to the new auditing partner, after termination of the cooperation with Deloitte in the Netherlands and preparing the final report on cooperation for them we were first trying to approach Deloitte in Belgium. However, the attempt to set up a meeting was not successful and by the middle of December we realised that we need to change the strategy. As a result, KPMG was approached with such a proposal. Later in January meetings with international accounting firms Mazars and BDO International were arranged in London. I would like to thank ELS Executive Board member TejaPicton Howell for valuable contacts and advice. Currently we are in the stage of negotiations with all three of the mentioned firms.

An idea of a Legal English Partner was elaborated and potential partners were approached. After two meetings in London we have proceeded with negotiations for the possible cooperation with the London School of English.

We have started a cooperation with CBL International on a joint project concerning the organisationof a law school in China and have a new partner – the magazine “Corporate International”.

In the field of cooperation with other associations and NGOs we have made the first major step towards deeper cooperation with other international law students’ associations by signing a memorandum of understanding with ALSA and finally formalising our relations. Along with VP STEP of ELSA International we have also worked on a cooperation agreement with AIESEC concerning job hunting. Besides that we have been in close contact with other students’ associations – AEGEE, ESN, BEST etc. Attempts to start cooperation with “Avocats sans Frontières” have not had any results so far. We have developed communication with the Expert Council on NGO Law through participation in the Conference of INGOs of the Council of Europe.

We were also working a lot on the cooperation with the Council of Europe. We have visited them twice – in the end of September and in the end of January – and attended meetings with our contact persons, our Marraine Mrs. Maud de Boer-Buquicchio andthe Commissioner for Human Rights Mr. Thomas Hammarberg. The cooperation with the Council of Europe has deepened due to the joint project – an international essaycompetition, which is going to be launched in ICM Malta.

I have also worked a lot on maintaining good cooperation with CMS. A half-term evaluation meeting was arranged in their office in Frankfurt (Main) in the end of January and CMS was satisfied with the cooperation with ELSA.

**Expansion**

I have worked closely with students from Ireland in order to support them with their application for observership in ELSA. I have also worked on approaches from Belarus. The communication with law students from Israel brought up to the Agenda the discussion regarding the new status of representation in ELSA.

**ELSA Online**

I have worked on arranging the tender procedure with regards to the search of a contractor for the ELSA ONLINE system. I have also participated in the negotiations with potential contractors.

**Working Groups**

I have initiated, supported the management and participated in the work of the working groups on Procurement and Expansion in ELSA, which resulted in two proposals and an Input Paper for this ICM.

**International Presidents' Meeting**

I have prepared the Agenda and arranged the work during the International Presidents' Meeting (IPM) in Kyiv in February 2010. The IPM finalised the work of the Working Group on Procurement by proposing the draft of the proposal to the ICM. We have also initiated discussions on the Expansion regulations and proposed an amendment to the Statutes and Decision Book of ELSA on the limits of expansion as well as an Input paper on the new status within ELSA.

**ELS cooperation**

I have been working closely with ELS with regards to elaboration of the ELS Granting System. I have also verified the ELS Directory in order to prepare it for the invoicing of the ELS members. We are constantly working on ideas for promotion of ELS, recruitment of its members and providing benefits to them. In addition I had the pleasure to write an article about members of ELS for the upcoming edition of Synergy.

**Representation in the national events**

I have participated in the NCM of ELSA Czech Republic in November where I prepared and conducted a session on leadership. During the NCM of ELSA Germany I have participated in the session on Board management of the BEE workshop.

**Other**

In the end I want to thank, firstly, my board members who were supporting each other and me in all the activities of the board. Secondly, I want to thank the presidents who were actively participating in the work on international level and taking part in drafting proposals and input papers as members of working groups. Finally, I want to thank the whole Network for the efforts that will result in the overall success of ELSA due to the progress in the achievement of the Strategic Goals 2013.



**Timo Kortesoja, Secretary General****Post ICM and general administration**

After the ICM my task as the Secretary General was naturally to compile all the results from the workshops of ICM Sinaia and do the follow up on the minutes. As a result I managed to publish the 366 pages of minutes on 13<sup>th</sup> December. Since December I have been hunting down the full contact information of Local Groups and for that purpose I have used both personal e-mails as well as the IM mailing list. I also created an online form in order to make it easier for the Local Groups to send their information. Based on the experiences in using the online form the International Board decided to carry out the State of the Network Inquiry as an online survey as well.

**Pre-ICM work with ELSA Malta**

Straight after the ICM Sinaia was finished the pre-ICM work with ICM Malta and the organising committee began. I have been working closely with Mr. Thomas Vella and his team with all practicalities concerning the ICM preparations. In the beginning of February I made my pre-visit to Malta and I was happy to see that yet another ICM is in professional hands.

**International Trainers' Pool (ITP)**

During the last two months of 2009 our Director for Training, Ana Vouk and I have been working on the materials for the promotion of ITP and we also initiated some ideas regarding the future development of ITP. We also made some improvements for the administrative side by creating a new Pre-Training Questionnaire that will be presented during the ICM.

**Refreshment Weekend (RW)**

When Ana started her term, the first challenge was the organisation of the Refreshment Weekend (RW) for the ITP trainers. Together with Ana we managed to make it come true despite the complications along the way. At the end there were six trainers participating in the RW that was held in Bucharest 23<sup>rd</sup> – 25<sup>th</sup> October 2009.

**NCM Slovakia**

In the middle of November I had the pleasure to visit one of my coaching countries, ELSA Slovakia. I was there to visit their NCM and gave a presentation in the plenary session on the work of the International Board and on general ELSA knowledge. I was really pleased to be a part of this Council Meeting.

**NCM Romania**

Due to the fact that the coach, Amanda, attended another NCM at the same time, I had the pleasure to visit ELSA Romania – for the third time – in their NCM that took place in Calimanesti at the end of November. I managed to deliver an interactive workshop for the freshers, to participate in IM, FM, BEE and STEP workshops and enjoy a well-organised event during my stay in Romania. I am still truly impressed with the level of organisation of this National Council Meeting and the amount of participants reaching in total to almost 300 persons.

**ELSA Online**

The International Board has been working with the new online system together with ELSA Germany. We prepared a tender in order to make sure that we could set clear and fair requirements on what we are going to base our decision on. This procurement procedure produced six offers and together with ELSA Germany we have excluded the ones that were not a match to our criteria. The final decision is still to be made and hopefully this will be clarified before the ICM.

**Human Resources**

As regards to the implementation of the Human Resources Strategy, I have encouraged the National Groups to pay attention to the three key factors of the strategy. During the ICM in Sinaia we discussed the recruitment materials together with Marketing workshop and had a training on human marketing. For the upcoming ICM in Malta, we will concentrate on sharing experiences and have a bit more thorough insight to human resources.

**Network Support System (NSS)**

I have also been coordinating the work of a Working Group for Network Support System. That has been a challenge since the work has been progressing slowly due to the fact that there are no previous projects established concerning the Network Support System. Therefore, the plan of the working group was to establish a project that would work as a basis for the future practices compiled into a NSS Handbook or guidelines. In relation to this we had a training during the ICM in Sinaia in which the Secretaries General were divided into small buddy groups, increasing the cooperation and exchange between the National Groups. I also wrote an article about NSS for the spring edition of Synergy and I am hoping that it will embolden the National Groups to establish projects within NSS.

**IM Handbook**

I have been coordinating the work of the Working Group for IM Handbook. Due to some delays within the work during November and December we were unable to finish the Handbook by the end of the year. However, according to the new schedule, the IM Handbook will be finished before ICM Malta and I will dedicate a workshop for analysing the results of the Working Group in order to ensure that the finished Handbook will serve its purpose towards the Secretaries General.

**Calls for Area Meetings and Regional Trainings**

As discussed and decided during the ICM Sinaia the International Board prepared the calls for hosts for Area Meetings 2010 and we also wanted to encourage National Groups to host the Regional Trainings. Therefore, we sent out the calls for Regional Trainings in 2010 and 2011. The International Board will continue working on the matter before the ICM and hopefully we will have the hosts settled by then.

**Coaching countries**

I have also enjoyed my position as a national coach of ELSA Albania, ELSA Croatia, ELSA Hungary, ELSA Kazakhstan, ELSA Luxembourg, ELSA Malta and ELSA Slovakia. I have done my best in terms of my time resources to keep up the relations with my countries and made my utmost effort to offer my help to all of them in case they needed it.

**ICM preparations for ICM Malta**

Today, as I am writing this report I am still in the middle of ICM preparations. The last week before the ICM package means 16-hour working days for every member of the International Board with endless agenda meetings. I would like to express my gratitude and admiration towards my dream team that has truly given me a lot of motivation and unforgettable experiences during this preparation time as well as during the whole period of eight months that we have spent together inside the walls of ELSA House at Boulevard General Jacques 239. I also want to thank my Director for training, Ana Vouk and the whole IM team members 09/10 for these past 8 months – working together is success!

**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 until now all documents have been sorted and archived in the FM archive in the ELSA House. All invoices, financial statements and claim forms will be made available to the auditors during the interim auditing in the last week of February. During this term all ELSA International's templates for invoices, claim forms and financial statements have been updated for more easy use.

**ELSA Development Foundation**

EDF has been a high priority of the International Board 2009/2010 and all board members have done their best to promote the Foundation all through the Network. 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 for the Committee and given my recommendations before a decision was taken. Additionally I have been assisting National and Local Groups regarding questions and clarification in the application procedure.

**Grants**

Since ICM Sinaia I have compiled a grant application for the Youth In Action programme of the European Commission. The grant application consists of information on events from 30 National Groups throughout the Network which was collected very efficiently using the coaching country system and the help of my fellow board members. 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. Furthermore, I am at the moment working on a grant application to an international foundation.

**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 for the Regional Rounds and the Final Oral Round of this year's competition and in cooperation with the Director for EMC<sup>2</sup> I have been invoicing and monitoring all payments made by the participating teams in our flagship, EMC<sup>2</sup>.

**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.

Besides the direct membership invoicing I have together with the Secretary General taken care of the many questions from the ELS members and continuously updated the ELS database of members.

## **Coaching System**

As coach of the National Groups Armenia, Austria, Lithuania, Poland, Serbia and Turkey I have been the contact person in the International Board and been available to assist them upon any request. I have until now had the pleasure of attending the NCM of ELSA Poland and visiting their office in Warsaw, attended the NCM of ELSA Austria and the National Board elections of ELSA Turkey. I have in addition given presentations during several workshops at the NCM of ELSA Germany.

## **Delegation**

Besides the travels within the Network I have had the great pleasure of representing ELSA at many external events, of where many took place in Brussels. The best experience though was to take part in ELSA's delegation to a conference held by the International Trademark Association (INTA) in Vienna, Austria. I can highly recommend all ELSA members to respond to the many calls for delegations sent out on [www.elsa.org](http://www.elsa.org).

## **Treasurer Newsletter**

After many draft versions the first edition of the newsletters for the treasurers was sent out to the FM mailing list in January 2010. The newsletter contains general information from the International Board together with useful tips and tricks on how to optimise the daily work of the treasurers in the Network. The newsletter also contained updates on the current tasks and goals of the International Board. More editions of the newsletter will be issued during the rest of this term.

## **IMISO**

ELSA was member of the Intersectorial Meeting of International Student Organisations also known as IMISO. After the organisation for many years was inactive it was dissolved but the assets of the organisation were not divided but remained on an account of IMISO. I have during my term, with the help from ELS, been able to finally close the account of IMISO and transfer the money to an account of ELSA. It is my intention to contact the other members and officially divide the assets during my term in office.

## **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](http://www.elsa.org) and have with great inputs from the board updated the current ELSA ONLINE system with a new design in cooperate identity. It has been a pleasure to take care of the daily updates on ELSA's constantly growing Facebook page.

Lastly, I would like to take the opportunity to thank my great team of hard working souls in Brussels: Amanda, Frida, Leo, Mirko, Sofia and Timo. Together with Annamari, Ana, Morten, Nina and Stephanie I believe that we make a fantastic team and for that I am cheerful and highly motivated to keep up the work for ELSA during the rest of my term!

**Frida Orring, Vice President Marketing**

As I write this activity report the International Board has been in office for almost seven months and it is worth mentioning that we have together throughout this time continued working as a team, complementing each other in the aspiration for an even greater association.

**Council of Europe Competition**

As a new project this year we are together with our Human Rights Partner Council of Europe launching a competition for members of ELSA. The project consists of an essay competition and a photo competition, both on the theme 'Our rights, our freedoms', emphasizing the 60<sup>th</sup> Anniversary of the European Convention on Human Rights. Amanda and I have worked closely with our representatives at Council of Europe and I have mainly assisted in terms of marketing material and the creation of a new website for the competition.

**Corporate International – Legal Magazine**

I have been the coordinator of a new cooperation initiated with Corporate International, a global publication which features an up-to-date commentary on a host of legal practice areas, sectors and market reviews from the leading experts in international business law. Apart from mutual promotion opportunities we are offering members of ELSA a 50% discount on the subscription. The cooperation will hopefully raise the awareness of ELSA in the professional legal sphere and it also offers interested members guidance and insights for their future career.

**CBL International – Summer Law School in China**

I have assisted Leonid in the launching of a summer law school for members of ELSA in China during the world exhibition 2010. Together with CBL International we are able to offer all members a discount on this summer law school.

**Synergy**

The final editing of the 47<sup>#</sup> edition of Synergy has just been made and the magazine is currently with our IT & Marketing Partner C5 Group and will be printed and distributed before the ICM, all in accordance to the new regulations implemented at the autumn ICM in Sinaia. For this year I wanted to bring ELSA's members' magazine closer to our members and doing so by including the national officers in the evaluation of the previous edition. As a result the 47<sup>#</sup> edition's content and layout has been influenced by the thoughts and inputs given in the autumn ICM in Sinaia. I could also tell that the national officers had greater understanding for the value of high quality articles and pictures for this edition and as a result I believe that we have taken the magazine to an even higher professional level.

**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 from previous years with approaches and send-outs to LL.M. programmes all over the world. Additionally we expanded the approach during this term in office by creating a specific media card for law firms and approached a substantial amount of suitable international law firms. Despite the thorough planning and persistent follow-up we have unfortunately experienced a decreased amount of interested sponsors for

Synergy. When it comes to the online links we have on the other hand seen a quite good response, so the advertising profile as such will need to be evaluated.

### **Website**

Ever since ICM Sinaia I have together with C5 Group and Peter continued the work with improving and updating the new website of ELSA. I have tried to motivate National Groups to use our website as a promotion tool for their international events and as a result I am proud to state that we currently have 24 upcoming international events displayed on our website. Additionally I have encouraged and assisted National and Local Groups to implement our website solution. Currently we have two groups who have launched the new website design, five National Groups and one Local Group in the process and another eight groups have showed their interest.

### **Market Research**

Since the previous activity report I continued the communication with the potential partners but unfortunately both the technical and the financial partner stepped down and the launching of the project is therefore put on hold until new partners have signed in. Hopefully we will be able to present these at the ICM in Malta. The inputs received by the national officers in ICM Sinaia have been taken into consideration when adjusting the questionnaire and the project plan.

### **Marketing Material**

I have created some new promotional material that can be useful for all groups of ELSA, as for instance an online banner, currently used on the website of Corporate International. I have also intensified the search and gathering of images for the archive that I started this autumn. In the ELSA ONLINE Archive a substantial amount of good quality pictures can be found and freely used by all officers.

### **Coaching countries and meeting the Network**

Being the coach of ELSA Finland, ELSA Germany, ELSA Greece, ELSA Montenegro, ELSA the Netherlands and ELSA UK I have paid extra attention and kept particularly close contact with these countries with the ambition of assisting them in further development and growth. I have attended and given workshops in the NCM of ELSA Germany, ELSA the Netherlands and ELSA UK, and hopefully I will be able to visit the rest of my coaching countries during this spring. Apart from this I also attended and gave workshops in the Swedish NCM and had a meeting with ELSA Paris while ELSA participated in the QS World Grad School Tour in Paris.

### **External contacts**

I initiated and coordinated the cooperation with the QS World Grad School Tour, which led to ELSA having free tables at the fair both in Amsterdam and in Paris. I have also attended meetings in Strasbourg with representatives from the Council of Europe and I attended the EU Studies Fair carried out by our Media Partner European Voice in Brussels, all in the purpose of strengthening and maintaining ELSA International's partnerships.

From the bottom of my heart I thank my board, Stephanie and all our directors, the ELSA soul Pierangelo and the entire Network for the achievements and goals fulfilled so far. I will eagerly continue our ELSA journey throughout this year together with you.

## THE DIRECTORS OF ELSA INTERNATIONAL 2009/2010

### Morten Rydningen, Director for the ELSA Moot Court Competition on WTO law (EMC<sup>2</sup>)

#### General

First of all I would like to congratulate the OC of the ICM in Sinaia for a wonderful event, and if you are reading this you have even survived the swine flu experience. Since ICM Sinaia the EMC<sup>2</sup> has been going like a steam engine with full thrust. Together with Amanda, the VP AA of ELSA International, I have been administrating the competition as the teams began to register themselves through the online registration on [www.elsamootcourt.org](http://www.elsamootcourt.org). It was a pleasant surprise to see that the interest among the European teams had grown bigger in this edition, but there is still a lot more potential in Europe and especially amongst the members of our glorious association called ELSA.

My work has consisted of maintaining the website, doing follow up on all requests from the participants as well having a day-to-day contact with the VP AA of EI for administrative purposes. I have attended the online meetings of the ELSA Organising Secretariat and had fruitful discussions in regards to the current, the past and the future of the EMC<sup>2</sup>.

I have also maintained contact with the Academic Advisors as well as the Regional Round organisers all over the world as EMC<sup>2</sup> is our only global event.

During the time you are reading this I have attended the Regional Round in Leuven, Belgium in order to support the Regional Round Organisers.

In addition I have supported the VP AA of EI with matters regarding the area of Academic Activities upon request.

#### 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.

Another group of people I need to mention is the ELSA Organising Secretariat which has consisted of Zinaida, Jöelle, Magdalena, Sari, Aphrodite and Natalie. Thank you for our weekly meetings and all your efforts to create a firm future for the EMC<sup>2</sup>.

I believe all ELSAnians should be proud of having a truly global event that offers our members as well as other law students a chance to take part in an academic activity that allows you to put your theoretical knowledge into practice.

And finally to conclude my activity report I have come to my last written official words for ELSA; enjoy the sun, a Cuba Libre and have a great time at the International Council Meeting in Malta.



**Nina Prantl, Director for International Focus Programme (IFP)****Support for Local/National Groups organising IFP events**

First of all I worked on updating the IFP manual. The aim was to have an updated, short and helpful manual that gives a first overview about IFP in general and the current topic – Intellectual Property Law. I presented the updated manual during ICM Sinaia and now you can find it in the ELSA ONLINE archive. Furthermore, I tried to stay in close contact with the Network to support Local and National Groups organising IFP events and answered all their questions via email.

**Preparation of the next IFP topic**

The biggest project within my term by now is the coordination work for the upcoming IFP topic. After the workshop in ICM Sinaia, where we narrowed down the possible IFP topics to three, I sent out a call for Legal Research Groups (LRG), who were given the task to prepare a report about the different topics. After this I appointed together with the International Board the members and coordinators of the three LRGs. Now it was my task to stay in touch with them and to support their work. After sending the mid-reports I gave them feedback and inputs for the work on the final report. Now I am happy that we can present you three well prepared reports so you can be informed before voting upon the IFP topic in ICM Malta. I would like to thank the members and especially the coordinators of the three LRGs for their work. It was a pleasure for me to support your work.

**Final IFP Conference**

The Final IFP Conference will take place in Munich 27<sup>th</sup> April – 2<sup>nd</sup> May. As Director for IFP I am 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 in December. Besides this Lena and I often talked about the development of the organising process and upcoming problems on the phone. I am trying my best to support ELSA Munich and I am sure it will be an amazing Final IFP Conference.

**Final IFP Publication**

During the ICM Sinaia we had a first brainstorming within the S&C & AA workshop for the content of the Final IFP Publication. After this I worked on a concept for this publication and now in the second part of the term we will start to work on the publication itself. One important part of it is a statistic with all IFP events that have taken place within the Network during the last three years. With the help of Jakub Cech, VP S&C ELSA Czech Republic, I designed an online form to summarise all information for this final statistic.

**Other projects connected to IFP**

Of course I also tried to support the international Essay Competition on IP Law and promoted it over the mailing lists and during the ICM Sinaia. Furthermore, I was working on the IFP related article for Synergy.

I would like to thank the International Board, especially Sofia Kallio, for their great support. We are a great team and I love to work together with all of you!

**Annamari Männikkö, Director for STEP****Transition**

As I was selected as Director for STEP in September, I was not able to participate in the actual transition period in July, nor the ISMM in Prague. Nevertheless, I travelled to Brussels in October and worked with Mirko Djukovic, the Vice President STEP of ELSA International for an intensive weekend. During these days, I was introduced to all the aspects of working on the international level. In order to keep up with the efficiency, we divided the work so that I am responsible for matching the applicants and assisting the national and local officers with the students' applications when needed. Also the previous Director for STEP, Oana-Maria Pop gave me helpful inputs and advice to prepare me for my upcoming term in office.

**Matching System**

At the moment all the matching is done manually, which means that I go through every application to make sure that they match properly with the traineeship requirements and also, that every applicant is matched according to their wishes. Due to the fact that the full-functioning online system is still under construction, a manual system is the key to secure that every application is sent and that there will not be traineeships without applicants.

**ICM Sinaia**

As I started my term in office close to the ICM, I was not able to help Mirko as much as I would have hoped, but I gave him my inputs regarding the agenda and content of the workshops. I also prepared a workshop concerning student hunting, which included working groups on problem solving. At the moment we have an increasing amount of traineeships, but we should also find a way to have enough students applying, meaning to have a sufficient amount of applicants for each traineeship. During the ICM, we sent an open call for members to join a working group on the STEP Handbook, which will be an essential working tool for all the STEP officers.

**Handbook**

After the ICM Sinaia, with a great help of STEP officers, I started to work on a STEP Handbook. However, to guarantee the quality of the handbook and the unanimity according to the Corporate Identity, the work has taken more time than expected. Nevertheless, the time and consideration that has been put into it will be seen in the results and we are able to offer the Network a tool they can use in every aspect of STEP.

**Others**

As I am also studying at the same time, Mirko was a great support to me during my exams in January. Luckily, I was able to travel to Brussels in February to give my inputs on the ICM materials and finish the work on the STEP Handbook. I would like to thank the International Board for their help and support and also to thank the other directors for being such a great team. I am very much looking forward to participate in the ICM Malta and have great STEP workshops during the week there.

## **Ana Vouk, Director for Training**

### **International Trainers' Pool Trainings and events**

After finishing my transition in Brussels in October, my first assignment was to help Timo with the preparations for the Refreshment Weekend. The Refreshment Weekend is an annual event for ITP trainers, with the aim of bringing the trainers together and giving them the chance to upgrade their knowledge and to share their experience. The Refreshment Weekend was held in Bucharest from the 23<sup>rd</sup> to the 25<sup>th</sup> of October 2009.

Since then, I strived to stay in personal contact with each trainer through emails and together we have successfully facilitated quite a strong number of trainings throughout the Network. My task was to stay in contact with the groups that requested an ITP trainer while they were in the application process, and I tried to answer all their questions and offer them help with either training related problems or issues concerning applying for support from EDF. It feels like a big success when I realise that the groups got the best trainers for their specific needs!

### **Presenting the ITP to the Network**

I believe that even now there are National and Local Groups that are not familiar with the existence and usefulness of ITP. That is why one of my focuses is to make the Network aware of the ITP and to connect the officers to the trainers. In order to promote the ITP, I had a presentation at the IM workshop at the ICM Sinaia. Together with Timo, we were available to answer all questions regarding trainings and listen to suggestions from the ICM participants.

In January, I wrote an article for Synergy regarding the ITP, trainings and how to invite a trainer to your country in hopes of giving a clear picture about the concept of the ITP. The article will hopefully reach many ELSA members in the Network and convince you that your group/event can benefit from the ITP.

As many officers requested to have more marketing materials, I have started making a flyer that gives the essential information about ITP. The flyer will be sent to all groups via email together with a link to a short movie about ITP that will be posted on the Youtube channel no later than the beginning of March 2010.

### **Out with the old, in with the new – preparation of the new materials for ITP**

At the ICM Malta, there will be some novelties to present. For the past two months, I have been working on a new ITP manual. Due to the fact that the old one is obsolete, the new ITP manual will be easy to use and a helpful tool that will present the trainers, contain updated information on the trainings and give the important details about ITP in a short and understandable way.

Another thing that needed a makeover was the Pre-training Questionnaire. As it was difficult for the groups to fill in and it did not give trainers enough information, the PTQ has been remodeled to be more effective. The new PTQ is a result of a joint effort by the trainers and me, and it will come into use after the ICM Malta.

My biggest thank you goes to the best 'boss' possible Timo Kortesoja and the whole IB for their support and patience. Thank you to the other four directors for their help, and I cannot forget to thank my great trainers for their cooperation and advice I truly appreciate!

**Stephanie Denowell, Director for Advertisements****Transition**

By starting a new position on another level in ELSA you normally receive a transition. So did I. Nils, my predecessor, and I met with Frida three days in the ELSA house for transition. Additionally to all the new things I learned, Frida and I had fruitful sessions with brainstorming and we made timelines for the upcoming year. We decided also to expand the target group of advertisers and we planned to contact also law firms all over the world to make ELSA even more popular and find new potential advertisers. After my return in Germany I started my work.

My main tasks are to interact with the current advertisers and approach new potential ones by sending them the updated Media Cards and reminders. I am updating the current database. Also I am coordinating basics like invoice and artwork between the advertisers and the International Board, in particular Frida and Peter.

**Day-to-day work**

My daily work comprises of answering the incoming emails and sending out the updated Media Card. When advertisers decide to book an advertisement I prepare the confirmation letter which they sign and send back. Afterwards Peter prepares the corresponding invoice which I send them again. Since not every university we have contact to answered for different reasons, I had to send two reminders in total. Those who advertised with us before and did not answer to the new offer, we followed up by calling to make sure they would not miss the deadline. For this task I was kindly supported by the International Board. Furthermore I have researched international law firms worldwide and contacted them. Unfortunately we have not been as successful as we hoped but I will continue with that project and research more potential law firms.

**Future**

After the Synergy edition 47 is printed I will focus on selling online advertisements. Additionally I will look for new advertisers for the next edition, to be published in autumn 2010. I will also start to prepare the database for transition to make sure that I can give equally as good transition as I received.

I would like to thank the ELSA International team, Peter and especially Frida for the great cooperation and the fact that I could always lean on you.

## PROPOSALS

### THE INTERNATIONAL BOARD

**Decision Book amendment to the IFP-section in Decisions relating to ELSA in general (GEN 01/10 I):**

**The International Board proposes the following to the Council:**

Prague, March 25th – April 1st 2007 PLE 00/07 I, BEE 02/08 I	In force IFP Topic and Duration
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The topic of the IFP shall be the following:

~~“Intellectual Property Law”.~~

- a) “Energy and Climate Law”.
- b) “Health Law”.
- c) “Internet Law”.

#### Comments:

During the last three months three Legal Research Groups (LRG) examined the three different possible IFP topics chosen during ICM Sinaia and prepared a report. You can find these reports annexed to the working materials.

The decision upon this proposal will be taken by a secret vote during Final Plenary. The LRGs will present their results during Mid-Plenary. Furthermore, there will be the possibility to ask them questions during a joint workshop session of BEE, AA and S&C on Wednesday. In addition, the academic programme during the Academic Workshops on Friday morning and the Conference during Friday afternoon will give the National Groups the chance to consider their choice carefully.

**Decision Book amendment to the IFP-section in Decisions relating to ELSA in general (GEN 01/10 II):****The International Board proposes the following to the Council:**

Prague, March 25th – April 1st 2007 PLE 00/07 I, BEE 02/08 I	In force IFP Topic and Duration
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(...)

~~Duration would be between 1st November 2007 until spring 31st July 2010~~ The duration is 1st August 2010 until 31st July 2013. The final result of the IFP will be a conference and a publication.

**Comments:**

Consequently to the new topic we have to decide about the duration period and about the final result. After the experience of the current IFP topic, the International Board considers that three years is a reasonable time period. During the first year contacts to professionals, institutions and sponsors should be settled. The second year is time for implementation and for developing the activities. Within the third year there is the evaluation period, the Final IFP Conference, the Final IFP Publication and the decision process upon the next topic.

According to the regulations on the IFP, the result can be a Final IFP Conference and/or a Final IFP Publication. As the topic gathers the activities organised in the Network for a period of several years, the International Board considers that the topic should be finalised by both a Final Conference and a Final Publication.

**Decision Book amendment to the Bridging Theory and Practice section of the AA part (AA 01/10 I):**

**The International Board proposes the following to the Council:**

## Bridging Theory and Practice

(...)

### **Responsibilities in Moot Court Competitions**

#### **Responsibilities of the Local Groups**

(...)

- Shall complete the ~~AA Events Specification Form~~ Event Specification Form for the oral pleadings of moot court competitions and send it to ELSA International in due time prior to the event

(...)

#### **Responsibilities of the National Groups**

(...)

- Shall ensure that the local groups submit the ~~AA Events Specification Form~~ Event Specification Form for the oral pleadings of moot court competitions to ELSA International in due time prior to the event

(...)

### **Responsibilities in Legal Debates**

#### **Responsibilities of the Local Groups**

- Should complete the ~~AA Events Specification Form~~ Event Specification Form for legal debates and send it to ELSA International in due time prior to the event

(...)

### Responsibilities of the National Groups

(...)

- Encourage the local groups to submit the ~~AA Events Specification Form~~ Event Specification Form for legal debates to ELSA International in due time prior to the event

(...)

### Responsibilities in L@W Events

#### Responsibilities of the Local Groups

- Shall complete the ~~AA Events Specification Form~~ Event Specification Form for L@W events and send it to ELSA International in due time prior to the event

(...)

### Responsibilities of the National Groups

(...)

- Shall ensure that the local groups submit the ~~AA Events Specification Form~~ Event Specification Form for L@W events to ELSA International in due time prior to the event

(...)

#### Comments:

During the previous ICM in Sinaia, the Event Specification Form (ESF) was introduced to replace the AA Events Specification Form and S&C Specification Form. The changes were made in order to make the reporting and promotion easier for the officers: now they can use one Specification Form for all events in the Network. The ESF can be found in the ELSA ONLINE Archive. The changes in the Decision Book are just technical so that the Decision Book is up to date at all times.



**Decision Book amendment to the S&C Policies and to the Responsibilities for Quality in S&C (S&C 01/10 I):**

The International Board proposes the following to the Council:

## S&C Policies

Lisbon 30th March – 6th April 2008  
S&C 01/08 II, S&C 01/08 III

In force

(...)

### 9. ELSA ONLINE Policies

- 9.1 Every S&C event shall be registered and updated in ELSA ONLINE. This means that every ~~S&C Specification Form (SSF)~~ Event Specification Form (ESF) shall be registered in ELSA ONLINE.
- 9.2 Local groups shall only approve S&C Applications and ~~SSF~~ ESFs that have met the minimum quality criteria set by the S&C Policies. This approval shall be done within 2 weeks after the form has been entered.

### 10. Presentation Policies

- 10.1 Every S&C event shall be specified in the ~~S&C Specification Form (SSF)~~ Event Specification Form (ESF).
- 10.2 Every organising group shall send the complete information in the ~~SSF~~ ESF to ELSA International. In case the information is not complete before the publication of the promotional materials, or the organising group wants to post the event on the website, the information submitted to ELSA International should at least contain:
- Title of the event;
  - Dates or at least month of the event;
  - Language of the event;
  - Registration deadline.
  - Contact details

(...)

# Responsibilities for Quality in S&C

## 1. Responsibilities of the Organising Group

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- Complete the ~~S&C Specification Form~~ Event Specification Form (ESF) for the S&C event and send it to ELSA International.

(...)

## 6. Responsibilities of the National Group

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(...)

- Ensure that all local groups submit ~~SSF~~ the ESF to ELSA International.

(...)

### Comments:

During the previous ICM in Sinaia, the Event Specification Form (ESF) was introduced to replace the AA Events Specification Form and S&C Specification Form. The changes were made in order to make the reporting and promotion easier for the officers: now they can use one Specification Form for all events in the Network. The ESF can be found in the ELSA ONLINE Archive. The changes in the Decision Book are just technical so that the Decision Book is up to date at all times.

**Decision Book amendment to the External Relations-section of the BEE-part (BEE 01/10 I):**

**The International Board proposes the following to the Council:**

**5. Registration**

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~~All sponsorships of all ELSA groups shall be entered in ELSA ONLINE and this shall be done as soon as an agreement has been reached.~~

~~Contacts to national entities, institutions, and foundations may be entered into ELSA ONLINE.~~

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.

**Comments:**

As ELSA ONLINE cannot be used for the purpose of registering fundraising approaches, the first two sentences are outdated and should be deleted.

In order to make the approaches of ELSA groups and organising committees coherent in the eyes of the current partners of ELSA, the International Board needs to possess the information regarding the approaches to these contacts made in the Network and coordinate them so that the contact is satisfied with the overall cooperation with ELSA. This information is also very important for preparing reports for the Partners of ELSA.

**Decision Book amendment to the Fees-section in the FM-part (FM 01/10 I):****The International Board proposes the following to the Council:****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 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.

~~5.5~~ 5.7 The International Board is to publish the list of favoured countries by the end of each year.

**Comments:**

5.5: In relation to the recent signed Memorandum of Understanding which entered into force at the beginning of the year 2010 between ELSA and The Asian Law Students’ Association (ALSA), the International Board proposes to incorporate in the Decision Book the participation fee for the members of ELSA’s Partner Students’ Association(s).

The participation fee for students attending ELSA’s events without being members is not regulated in the Decision Book and it is therefore up to the Organising Committee of every event to set a fee for external guests.

The current Memorandum provides a better communication between ELSA and ALSA, mutual promotion of events, cooperation within the international traineeship exchange programme as well as setting frames for the future developments such as joint initiatives within the ELSA Moot Court Competition and Law Reviews of the associations. The International Board sees it as a natural development to invite members of current, and future, Partner Students’ Associations to take part in ELSA events paying a fee equal to the fee of non-favoured countries. This development will also be a reason for potential Partner Students’ Association of ELSA to cooperate with us.

5.6: The International Board is invited to a large range of events and Internal Meetings during each term, and in most cases the Organising Committee covers the participation fee for the attending member of the International Board. There has for many years been a practice when it comes to the Statutory Meetings that the participation fee for the members of ELSA International has been invoiced

as coming from a non-favoured country as the fee is paid from the budget of ELSA International when the participation is in relation to the their work.

For the members of the International Trainers' Pool the practice has been the same as mentioned above with the significant difference that the participation fee of the trainers in many cases is covered by the ELSA Development Foundation and a fee based on the home country of the trainer seems to have no relevance to their work as a trainer in the Network.

**Decision Book amendment to the ELSA Development Foundation -section in the FM-part (FM 01/10 II):**

**The International Board proposes the following to the Council:**

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**4. Application Procedure**

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**(a) Application Form**

Every EDF applicant is to fill out the EDF Application Form, which will be provided to the applicant on ELSA ONLINE or by the Treasurer of ELSA International upon request.

Therein, they are required to specify the mode of support they wish to obtain, show that they fulfil the criteria for application under article 3, specify the reasons for the submission of the application, and briefly detail how they would benefit from the support of the EDF. Only one mode of support can be chosen for each application form.

**Comments:**

In relation to the experience of the Executive Committee of the ELSA Development Foundation the International Board proposes to add a sentence clearly stating that only one mode of support can be chosen for each EDF application.

In the second paragraph under 4. (a) the applicant is required to specify “the mode of support they wish to obtain”. This sentence indicates that it was the original idea only to allow one mode of support, also given the fact that the application procedure and requirements are different according to which mode has been chosen.

As a result of the not clearly stated regulations the Executive Committee receives a large amount of applications where several modes of support have been selected. The Executive Committee is every time forced to clarify the situation with the applicant, which means that precious time is lost especially if the application is sent exactly three weeks before the event.

**Decision Book amendment to the ELSA Development Foundation –section in the FM-part (FM 01/10 III):****The International Board proposes the following to the Council:****6. Payment Procedure**

In order for an applicant to be paid the amount granted to it, it must comply with the following regulations:

**(a) Receipts**

(i) Within four weeks of the conclusion of the event or activity, the applicant shall submit the receipts, ~~up to the value granted by the Executive Committee,~~ relating to the event or activity for which the grant was awarded.

(ii) The receipts submitted need not necessarily be originals, so long as they are copies of receipts issued by companies or competent authorities, with clearly legible dates, details and amounts.

(iii) The Executive Committee reserves the right unilaterally exclude a receipt or receipts from the final payment if they fail to fulfil the requirements detailed under the previous sub-article.

~~(iv) If the total value of the receipts is not equal to, or does not exceed the amount granted, then the applicant will only be refunded the amount equal to the value of the receipts submitted.~~

~~(iv) The applicant shall never profit on the event or activity supported by the Foundation.~~

**Comments:**

Example: With the current regulations an EDF application for an event with a budget of 2000€ in expenditures can be granted 200€ from EDF. When the event is over, the event host will only have to send in receipts for 200€ as this is the amount granted. The event itself can in the meantime only have had expenditures of 1500€ and the host would in that case have made a profit of 500€ on the event where as 200€ of this profit came directly from EDF.

In order to have the full overview of the realised event, both when it comes to the financial situation during the event and the necessity of the grant, the Executive Committee needs to receive all receipts in relation to the budget in the EDF application. EDF is established in order to develop the Network and should not offer the possibility of events making a profit and being financially supported at the same time – naturally we have many other events in need of support in the Network.

**Decision Book amendment to the Marketing-part (MAR 01/10 I)**

**The International Board proposes the following to the Council:**

## Preface

### 1. Introduction

The aim of marketing in ELSA is to raise the awareness of ELSA in society, to ensure that our association is rightfully reflected and that we remain an association striving towards our vision, as it is defined in article 3 of the Statutes, with the interests and needs of law students in mind.

As one of the supporting areas in ELSA we aim to provide for the best conditions possible for the realisation of the activities of our key areas, Academic Activities, Seminars & Conferences and Student Trainee Exchange Programme.

The marketing area in ELSA should, when needed, be referred to with the abbreviation “MKT”.

### 2. Marketing Discussion and Information list

The Marketing discussion and information mailing list exists to enable those working in this supporting area of ELSA to gain clarity on marketing and should be used as a forum for discussion and for the exchange of information and knowledge.

#### **Comments:**

This proposal contains a completely new paragraph named Preface. The Marketing-part in the Council Meeting Decision Book is lacking an introduction to the area which clarifies the basic reasons for, and meaning of, the Marketing area in ELSA. The proposed text is also meant to show some uniformity in regards to other area's parts in the Decision Book. Additionally the proposal contains a clarification on the abbreviation for Marketing in ELSA that should be used throughout the Network, something that was discussed and requested by the Marketing workshop in ICM Sinaia. By implementing this new paragraph we will hopefully make the Decision Book more understandable and clearer, especially for upcoming generations of marketers.



**Proposal on the Demotion of ELSA Iceland****The International Board proposes the following to the Council:**

ELSA Iceland is to be declared demoted; and therefore,

1 ELSA Iceland is demoted as a member of ELSA in accordance with Article 7 (i) and (ii) of the Statutes;

2 ELSA Iceland is considered to be an observer of ELSA.

**Comments:**

The International Board sees the need to support ELSA Iceland in its development and has carefully considered and analysed the arguments regarding the current state of affairs and decided to propose the demotion of ELSA Iceland.

The basic reason for this proposal is the existence of the circumstances stated as grounds for demotion of a National Group in the Article 7 of the Statutes of ELSA.

According to Article 11.2 of the Statutes, the International Board has been sending written invitations for the ICM hoping to see a delegation from ELSA Iceland. The latest participation of ELSA Iceland to the ICM was during the ICM in Nuremberg autumn 2008 to where the delegation consisted of one person.

ELSA Iceland has not been organising any events including NCMs at least since the year 2006. There is a lack of sufficient communication between ELSA Iceland towards the International Board and towards the rest of the Network (for more detailed information see the Input Papers on the demotion of ELSA Iceland and ELSA Kazakhstan and on Demotion in general).

Furthermore, the International Board has not been receiving important information from ELSA Iceland, such as State of the Network Inquiry or Strategic Goals questionnaire, which leads us to think that they face major difficulties in supporting the core activities of ELSA. Neither have they paid any fees for at least 4 consecutive ICMs nor updated the ELSA ONLINE.

The International Board would like to emphasise that the proposal is meant as a tool to put more focus on ELSA Iceland and to motivate and support them in becoming a stable ELSA group by giving them a chance to improve their ELSA activities, to show that the Network cares about them and discuss the situation they are facing as well as to lighten the debt burden of ELSA Iceland.

## NATIONAL GROUPS

**Proposal from ELSA Finland, ELSA Lithuania, ELSA Norway, ELSA Portugal and ELSA Spain regarding Statutes of ELSA and Decision Book amendment to the Expansion -section to the BEE-part (BEE 01/10 II):**

### PROPOSAL TO CHANGE THE STATUTES:

#### Article 5 – Observers

5.1 A national organisation, coming from any European State, 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~~in the country~~State 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 A European State shall be defined by its geographical location. Since the Eastern border of Europe is unclear the divisions between Asia and Europe occur at the Ural Mountains, Ural River and Caspian Sea in the east, the Caucasus Mountains and the Black Sea with its outlets, Bosphorus and Dardanells in the south. Armenia, Azerbaijan, Georgia, Kazakhstan, Russia and Turkey are considered part of both Europe and Asia.

#### Article 6 – Members

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

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

6.2 In accordance with Article 2.2 of the Standing Orders, a direct Membership application can be put to vote to the Council by an active Local Group or a group of active Local Groups that wishes to apply as a National Group when its geographic location is no longer considered part of a State that was previously considered as such but is still situated in a European State as defined in Article 5.2 of the Statutes.

The applicant shall follow the procedures stated on Article 6.1 (ii), (iii) and (iv) of the Statutes.

**PROPOSAL TO CHANGE THE DECISION BOOK:****Limits of expansion**

Expansion ~~in~~ of ELSA should continue until ELSA groups are present in all the universities teaching law in European States as defined in the Article 5.2 of the Statutes. ~~countries in Europe are members of ELSA.~~

~~Expansion of ELSA shall be limited to Europe defined by its geographical definition.~~

~~Since the Eastern border of Europe is unclear the divisions between Asia and Europe occur at the Ural Mountains, Ural River and Caspian Sea in the east, the Caucasus Mountains and the Black Sea with its outlets, Bosphorus and Dardanelles in the south. Armenia, Azerbaijan, Georgia, Kazakhstan, Russia and Turkey are considered part of both Europe and Asia.~~

**Comments:**

Discussion on the question of expansion has been a hot topic in ELSA quite often each year. However, the outcome of the discussion at least for the last two years has been the conclusion that ELSA is namely the *European* Law Students' Association. It means that the members of the Association can only come from a European country.

Therefore, in order to make this fundamental regulation of any organization (right to be a member) more stable and secure and avoid repeating of the same discussions in the future it proposed to move this regulation to the Statutes of ELSA. The wording "European State" has a spectacular meaning as it is supposed to pinpoint that some European States go beyond the geographical borders of Europe however Local groups can be still established in such non-European parts of European States.

Article 6 is amended accordingly as without the amendment proposed to it the following contradiction could have appeared. In a case when a European State splits or a part of this State which is situated outside geographical Europe becomes independent the new State which will appear will no longer be considered as a European State according to the definition in article 5.1. Without the proposed amendment former Local groups of ELA from this new non-European state would have a right to directly apply for membership in ELSA. This contradicts Article 5 of the Statutes which states that an organization coming only from a European State can become an observer of ELSA.

The amendment to the Decision Book is caused by the proposed amendments to the Statutes in the first place and aims to delete the regulations which were moved to the Statutes.

However, the reason of the new regulation of the limits of expansion is to further clarify the scope of the expansion of ELSA and to emphasize the importance of expansion on the national level in the States of Europe.

## INTERNATIONAL PRESIDENTS' MEETING

Proposal by the International Presidents' Meeting (in accordance with art. 13.3 of the Statutes)

Decision Book introduction to the BEE-part of the Decision Book (BEE 01/10 III)

# Procurement

1. Procurement is defined as the acquisition of goods and/or services at the best possible total cost of ownership, in the right quality and quantity, at the right time, in the right place and from the right source for the direct benefit or use of the Association via a contract.
2. The procurement procedure regulated below shall be used by ELSA International:
  - a. Mandatorily, when the purchased good or service's value is over 10.000€.
  - b. Discretionally, when the purchased good or service's value is between 5.000 and 10.000€ (inclusive).
3. Procedure:
  - a. Whenever procurement is to be used in order to acquire a good or service by ELSA International, the International Board shall advertise a Request for Proposals (RFP) through the mailing lists and other channels of communication it deems necessary.
  - b. The deadline to submit proposals shall be at least four weeks after advertising the RFP.
  - c. ELSA International shall have a four week period of time for negotiations with potential contractors. Thereafter ELSA International shall decide on the matter in one month time.
4. Criteria
  - a. In order to award the contract, ELSA will follow a competitive tendering procedure.
  - b. The criteria used to select the contractor shall be stated in the RFP.
  - c. The criteria shall be, but not limited to, the following:
    - i. Quality of the offered good
    - ii. Experience of the company
    - iii. Cost
    - iv. Timeline / delivery schedule
    - v. Affinity with ELSA
    - vi. Potential further cooperation
  - d. The selected contractor must be that with the highest score based on the weighting of the stated criteria. ELSA International can take into account facts not stated in the RFP if they could jeopardize the overall success of the project.
5. Contract
  - a. If a positive decision has been made, ELSA International shall negotiate and sign a contract.
  - b. Should the selected contractor deem incompetent to provide the good or service, the proposal with the second highest score should be considered.

6. Force Majeure: In the case of force majeure, ELSA International is allowed not to follow these regulations.

**Comments:**

After the input paper by ELSA International in ICM Sinaia, it was agreed by the BEE Workshop to create a Working Group on Procurement that would make a research and propose a regulation for the ICM.

The working group consisted of four members, the presidents of ELSA Germany, ELSA Italy, ELSA Slovakia and ELSA Spain, as well as the coordination and cooperation of the President of ELSA International.

The results from the Working Group were presented in an input paper at the International Presidents' Meeting in Kyiv, as well as a draft of the proposed regulation. After presenting and discussing them, it was decided to hold a vote on the proposal, and submit it, if approved by at least a two thirds majority of the NGs present at the IPM (according to article 13.3 of the Statutes) as a proposal from the IPM, and not the aforementioned members of the Working Group.

The proposal itself will be a huge milestone in ELSA's regulation, as it will allow to have a regulated procedure in order to acquire the most expensive goods or services, such as the backpage, or the ELSA House, thus leading to a more efficient and controlled way to do so.

The proposed regulation is the result of the thorough research and work done by the Working Group, as well as the precisions made by the IPM, which were of very much help indeed. For this reason, we believe they will be of great quality and they will improve the current situation where the procedure is not regulated.

Procurement is an important matter, as it was pointed out at the BEE Workshop on ICM Sinaia,

Finally, we must state that from the research of the Working Group, it was clear that no other International Students' NGO has regulations on this matter, ELSA will be a trailblazer and, let's hope, a trendsetter, on this kind of rules, which underlines the importance of having top quality regulation, which we believe is achieved with this proposal.

## INPUT PAPERS

### THE INTERNATIONAL BOARD

#### Input Paper concerning the International Focus Programme (IFP) by the International Board

##### Background

The idea behind the International Focus Programme (IFP) is to have a specific theme for the whole ELSA Network to focus its efforts on over a fixed term. The activities on a theme covering a “hot legal topic” give ELSA members on local, national and international level the chance to have an impact on society and the international community.

##### Aims:

- to use the ELSA Network to create awareness of the respective topic;
- involve all ELSA Groups in the same activity;
- create a forum to discuss a current theme;
- give law students and young lawyers all over Europe a voice regarding a “hot legal topic”;
- provide a common goal over a fixed term.

The IFP was introduced as an activity in ELSA in 1994. The previous IFP topics have been the following:

- “A Just World: A new role for lawyers, legal education and law in development” (1995–1997)
- “The Law of Peace in the year 2000 – current violations and effective enforcement of international law; the reform of international organizations” (1997–1999)
- “Information Society – the Legal Challenges: Application of New Technologies, Protection of Individuals and the Legislative Response” (2000–2002)
- “Trade Law – a Way for Sustainable Development” (2003–2005)
- “25 Years of Legal Development: UN in the 21<sup>st</sup> century; Environmental Law; harmonization of the EU Law in the transition of Legal Systems” (2006–2007).

The IFP is in the core of ELSA’s activities and therefore also a part of ELSA’s Strategic Goals for 2013 that the Network committed to in ICM Lisbon. According to the Goals, at least one IFP event per country should be organised. The IFP is also mentioned as a preferable topic for International Study Visits.

##### Current Topic and Activities 2009 – 2010

The duration of the current topic, Intellectual Property Law, is between 1<sup>st</sup> November 2007 and 31<sup>st</sup> July 2010. The timeline of the topic was extended at ICM Nuremberg in order to secure the implementation of the programme in the Network, to follow up on the contacts that were made and to have time for thorough research on the new topic.

The term in office 2009/2010 will be the last year of implementation for the current IFP. The final result of the IFP will be the Final IFP Conference in Munich 27<sup>th</sup> April – 2<sup>nd</sup> May 2010 and a following Final IFP Publication.

### **Requirements for the new IFP topic**

As the duration of the current topic will end on the 31<sup>st</sup> July 2010, the final decision for the following topic will be made during this ICM. The new topic has previously been discussed during the ICM in Budva, during the United S&C and AA Meeting (USA<sup>3</sup>) in Cagliari and during the ICM in Sinaia.

The Council will decide upon the new topic on the basis of the following requirements (see the Decision Book, Decisions relating to ELSA in general): The topic shall be:

- versatile, thereby representing ELSA's cultural diversity;
- internationally relevant;
- with academic discussion potential;
- with an impact on everyday life, thereby generating interest towards the topic;
- attractive to sponsors at all levels.

### **IFP during ICM Malta**

IFP will be one of the most discussed points during this ICM in Malta. There will be an IFP slot both during Mid- and Final Plenary. Also there will be workshop sessions for AA, S&C, STEP, Marketing and Presidents. Furthermore, the Academic Workshops and the Conference will deal with the three possible upcoming IFP topics. This programme is created in order to give the chance for the National Groups to gain knowledge on the topics and to have the necessary background information for making the decision.

You can find two IFP related proposals from ELSA International within this package: One concerning the duration and the final result of the next IFP topic and the other one concerning the election of the next topic. Both proposals will be discussed during a joint workshop of BEE, AA and S&C on Wednesday after the three LRGs have presented their research results during Mid-Plenary. At the Final Plenary we will vote upon both proposals. In the morning we will decide about the duration and the final results. The decision about the next topic will be taken with a secret vote.

Please make sure that you have prepared yourself for making a decision upon the topic for the IFP and that you know what it is all about before the ICM. Furthermore, please read the annexed reports of the LRGs carefully.

## Input Paper on Promotion of International Events by the International Board

During the ICM in Sinaia we had a joint workshop between AA, S&C and MAR discussing the planning of international events. After the inputs from the workshop the International Board created a timeline with critical points and other steps to keep in mind when organising an international event. During our term in office we have noticed that we have very good international events throughout the Network but many of the organisers are facing the problem of lack of international participants. This is why we will put focus on the promotion of international events during our follow-up workshop at ICM Malta. The key for good promotion is planning, and planning in good time prior to the event.

The planning depends on what kind of event you are organising, and you should see this circle as a guideline when organising and promoting your international events.

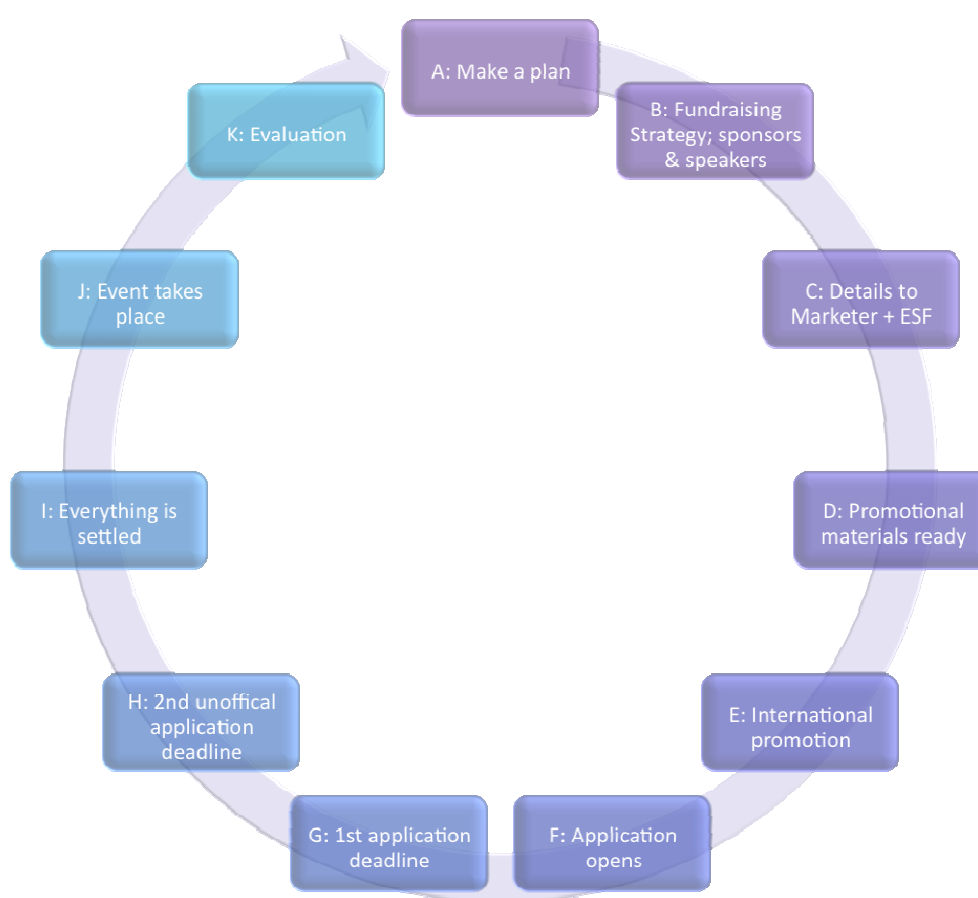
The planning is based on a 12-month timeline:

- A. 12 months prior to the event: starting with the making of a project plan by setting a date and researching the field of the project.
- B. 11 months prior to the event: make a fundraising strategy and start hunting sponsors and speakers (if needed).
- C. 10 months prior to the event: send the details of the event to the marketer for producing the promotion materials and send in the Event Specification Form (ESF) to ELSA International (can be found in the ELSA ONLINE Archive). Remember that there is a separate deadline for the Events' Calendar in Synergy.
- D. 9 months prior to the event: the marketing materials should now be ready for distribution on local and national level and if possible, they should also be sent to ELSA International who will publish them on [www.elsa.org](http://www.elsa.org). Remember to send the promotion messages to the international mailing lists (for example [ELSA-Marketing@listserv.elsa.org](mailto:ELSA-Marketing@listserv.elsa.org), [ELSA-SC@listserv.elsa.org](mailto:ELSA-SC@listserv.elsa.org), [ELSA-AA@listserv.elsa.org](mailto:ELSA-AA@listserv.elsa.org)).
- E. 8 months prior to the event: promote your event through other National Groups and all marketing channels like Facebook, Twitter, YouTube, university, professors, magazines etc.
- F. 6 months prior to the event: the application opens. This is a critical check point where you have to be sure that you can actually hold the event seen from a financial point of view and in regards to the content of the event.
- G. 3 months prior to the event: this is the first and only official application deadline. At this point you review if an extension of the application deadline is needed.
- H. 2 months prior to the event: this is the unofficial second application deadline, meaning if you saw the need to extend the first application deadline, you have made this one official.



- I. 1 month prior to the event: everything should be settled. Here you can send additional settled information to the participants to ensure their awareness and attendance in the event.
- J. Realisation of the event!
- K. 1 month after the event: this is the deadline for sending in the evaluation form to ELSA International and thanking academics and sponsors for their attendance.

At all times throughout the year: Remember to promote other groups' international events. You are always a crucial part of the chain of communication and the Network is depending on you!



## Input Paper on ELSA Delegations by the International Board

### 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 the ELSA Delegations 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.

### **Academic advisors for the ELSA Delegations**

As the International Board does not have the human resources to ensure that the ELSA Delegations are academically well prepared – this would mean staying constantly updated of the proceedings of at least six international institutions in addition to the other workload – it is necessary to create a structure to support the delegates and especially the Head of Delegation in the preparations. The structure should bring ELSA Delegations continuity and ensure that ELSA will be able contribute to the work of the institutions.

As the institutions where ELSA sends the delegations cover various fields of international law, it is necessary to appoint a person or a team who would be specialised in one institution. The International Board suggests to form a team of Academic advisors for the ELSA Delegations. These advisors should be members of ELSA or its alumni association, who have previously participated in an ELSA Delegation, and have an academic competence in the field of law connected to the work of the institution.

The task of the Academic advisors would be to prepare and support the ELSA Delegations in their work before, during and after the event. They would also assist when the report is being written and make sure that the following ELSA Delegation to the same institution will have all the information needed for follow-up. They would also make sure that the ELSA Delegations' Handbook is updated when there are changes occurring in the institutions. Ideally, the Academic advisors would also bring benefits to the Network by supporting and encouraging the Local and National Groups to organise events related to the work of the respective institution.

### **S&C workshop during ICM Malta**

The improvement of the concept of ELSA Delegations will be discussed during the S&C Workshop in ICM Malta. The International Board would like to ask the national delegations to gather their inputs already beforehand, so that the workshop session would be as fruitful as possible. We would like to ask you to discuss the following questions:

- How is your National Group (and Local Groups) benefiting from the ELSA Delegations?
- Do you ask the delegates to attend the events that are organised in your country and do you request presentations from them?
- Is there an interest in ELSA Delegations in your country and do you actively promote the calls for applications?
- What is your opinion on adding responsibilities for the ELSA Delegations, for example by requiring that they should prepare an article to ELSA SPEL beforehand or that they should first be a part of a Legal Research Group?

**Input Paper on the External Relations and Fundraising regulations by the International Board**

It has been acknowledged by the Network for a long time that the External Relations-section of the BEE-part of the Decision Book is unclear, illogical, incoherent and contradictory. There has been no unified interpretation of it and, in fact, no one has been able to interpret it in a way that would not be subject to further disputes. This problem is one of the issues in ELSA which is discussed every year without any substantial progress. Only during the past year the regulations in the matter were discussed at the IPM in Istanbul, ICM in Budva and mentioned at the IPM in Kyiv. After the IPM in Istanbul one of the National Groups was working on the improvement of the regulations. The new criterion for the definition of an international contact was proposed and in the end approved by the Council in the ICM in Budva. The new criterion was “financial independence of the administration of a law firm”. However, it didn’t clarify the definitions.

All the above mentioned circumstances have resulted in the absence of a functioning system for coordination of fundraising and registration of fundraising approaches; lack of uniformity in fundraising requests especially with regards to international contacts; problems with identification of what amount of funds is subject for the ELSA Development Foundation since they are based on the definition of an international or national contact.

Thus, it is a strong belief of the International Board that the External Relations -section of the BEE-part of the Decision Book needs to be fundamentally revised.

The first problem is the drawbacks of the definitions in the fundraising regulations. Such terms as “fundraising”, “sponsorship”, “general sponsorship” and “project sponsorship” are initially defined on the wrong premises. For instance, “fundraising” is defined as an attempt which is not corresponding to the actual meaning of this term. “General sponsorship” is defined as fundraising, while it means a contribution or wider type of a relation between ELSA and the sponsor, but definitely not the process of fundraising.

The next problem is in the definitions of the national and international contacts. It creates further and larger difficulties than the previous definitions as it has direct impact on the practice and overall functioning of the association. The fundraising approaches and their coordination depend on these definitions. Moreover, the contributions to the ELSA Development Foundation are also assessed by applying these definitions. The smooth functioning of the association in the field of external relations and filling of the ELSA Development Foundation depend on how well the definitions of the international and national contact are worded, understood and applied. The importance of the EDF for the overall growth and development of ELSA is remarkable.

The first question concerns the terms used in the definitions. One solution might be to change the term “turnover” into “revenue” as the latter is more widely used in the publicly accessible information sources of organisations such as websites or annual reports; therefore, it would create less ambiguities in practice. Besides, in most countries these terms are absolute synonyms.

The next issue concerns the distinction between law firms and other organisations. The revenues of law firms, even the largest ones, are much lower. For example, the yearly revenue of the international law firm Clifford Chance, which was rated as the first among 100 international law firms in 2007 by “The Lawyer”, amounted to \$ 2,660.5 million which is around 1,971 million euro. While the yearly revenue of PriceWaterhouseCoopers amounts to \$ 26,2 billion and the Coca-Cola Company’s revenue in 2008 was \$ 31,944 billion. Thus, it is obvious that there has to be a distinction in regulating their status within the fundraising approaches of ELSA.

Thirdly, there is an issue regarding the logical definition of an organisation that should be considered as an international contact. Internationality does not depend on the number of employees or revenues but on the scope of its operations. Another drawback of the current wording involves the word “situated”. Today an organisation does not have to be situated in more than one country in order to sell its products and services all over the world due to the development of communication technologies. What depends on the number of employees/lawyers and the revenues is definitely not the internationality but the size of a company. Another problem that now complicates the regulations in question is the multiple criteria used to define an international contact: internationality, number of lawyers and employees, turnover and financial dependence on the main office. In practice it creates contradictions on a daily basis. As already mentioned before the direct reasons to draw a line between an international and a national contact are the need to regulate differentiation of fundraising approaches between the International Board and the National Groups and to define the amounts that should be paid to the ELSA Development Foundation. Introducing a definition of a “large international contact” might offer a solution to the problem. The revenue would become the main criterion in defining a large international contact.

Furthermore, as fundraising includes all means of soliciting contributions in order to ensure the functioning of an organisation, the assertion that advertising approaches are not considered as fundraising does not correspond to reality. Fundraising is a broader term which includes all approaches aimed for getting resources in order to ensure the administration or projects of an organisation if their nature is advertisements or project sponsorship.

As a consequence the EDF regulations with respect to the contributions also need to be clarified and made more understandable. In the first place, currently there are no definitions of external relations as international or national. At the same time the current regulations state that:

“a) Source of the Foundation

(i) ELSA International and ELSA National Groups shall pay a yearly contribution to the EDF comprised of the following:

6 % of all money fundraised in one financial year as a general sponsorship from external relations that are classified as international;

2.5 % of all money fundraised in one financial year as a general sponsorship from external relations that are classified as national;”

This basically means that we do not know which percentage should be paid to the EDF because the classification of external relations does not exist. The idea behind the contributions to the EDF is that, firstly, percentage is only paid from a general sponsorship. This is explained by the fact that when an external supports ELSA by means of general sponsorship he eventually supports the idea of ELSA, our Vision, thus, ELSA on the whole. The other criterion for this should be the internationality of the contact (as EDF functions on the international level) and the size of a company. It means that the general sponsorship from companies with large revenues should be subject to EDF deductions.

On the whole, this should be a beginning of a discussion which will lead to the fundamental revision of the External Relations -section of the BEE-part of the Decision Book with an aim to organise the fundraising process in the ELSA Network, make it concrete and unambiguous for interpretation and in the end ensure the professional image of the whole association in the eyes of externals. Thus, it is recommended to create a Working Group on External Relations that will continue the work on these regulations and in the end prepare a proposal for the next ICM in Alanya.

## **Input Paper by the International Board on Demotion**

The demotion procedure was introduced in the Statutes and Standing Orders of ELSA in spring 2008 at the International Council Meeting in Lisbon, Portugal. Since then two proposals on demotion both by the International Board were voted upon by the International Council. During the ICM in Budva ELSA France was demoted while the proposal to demote ELSA Russia was not approved. On the whole this procedure has proven to be beneficial for the ELSA Network and for the countries being demoted. However, the International Board feels that more explanation on the nature and effects of demotion are needed in order for the Network to better understand this procedure.

### **Definition of demotion**

There is no official definition of demotion in the Statutes and Standing Orders of ELSA. A general definition of the demotion in ELSA implies a reduction of a National Group's status from a Member to the status of an Observer. With accordance to the general concept of demotion it also leads to the loss of certain rights distinctive for Members of ELSA. On the whole demotion is a useful tool as an alternative to Expulsion. Before, when only the procedure of Expulsion existed, it was only possible to expel a Member that was not paying fees or was not supporting the aims and core activities of ELSA. Demotion provides a possibility to give such a National Group a "second chance" to get back to the Network and to revive the ELSA activities as well as to pay back the debt to ELSA.

The grounds and requirements for demotion are regulated in the Statutes and Standing Orders of ELSA. Article 7 of the Statutes provides two independent grounds for the demotion of a Member. They can be used separately and existence of one of them is enough to propose the demotion of a Member. According to this Article a Member can be demoted to Observer with a two thirds 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.

### **Direct consequences of demotion**

The first direct consequence of demotion is of course reduction of the National Group's status from the Member to Observer. Hence, the country does not possess anymore the rights that a member country does. This means that a country is not able to:

- 1) Vote in the plenary of the International Council Meeting;
- 2) Vote at the International Presidents' Meeting;
- 3) Vote on statements, recommendations and proposals during the workshops of the International Council Meeting;
- 4) Make proposals to the International Council Meeting.

Therefore, a demoted National Group loses its voting and proposing rights. However, taking into consideration the practical situation of a National Group that is being demoted it is often so that this Group already has debts towards ELSA. As a result, at the moment of the proposal of a demotion the National Group is already deprived of its voting rights. Besides that, it is common that such groups do not fill in State of the Network Inquiries, which is another reason for them not to possess voting rights at the International Council Meeting.

Second major consequence of a demotion of a National Group concerns financial implications. The fee due to ELSA changes from membership fee to observership fee (50€ per year), which reduces the financial burden of the demoted group and prevent the debts of the group from growing fast. Though observer countries still pay the ELSA ONLINE fee and will still over time have to pay back its debts towards ELSA International.

Apart from this there are no other changes in the status of a demoted group which means that they have all the rights they used to have as a member, such as to attend all the events of ELSA, to speak and vote for procedural matters during the workshops of an International Council Meeting, to speak during plenary at an International Council Meeting and International Presidents' Meeting, to use ELSA name and ELSA logo, to organise events and promote them as ELSA events in the Network, to approach sponsors and partners as an ELSA group, to provide all the other benefits of ELSA to the members of the group.

### **Further consequences of demotion**

According to the Article 8 of the Statutes of ELSA an observership status immediately ends if an Observer did not apply for membership or was rejected as member for four consecutive Council Meetings following the Council Meeting where the observer can apply for membership. Under Article 6 of the Statutes an Observer can apply for membership no earlier than at the second Council Meeting immediately following the Council Meeting where the status of observership was attained. Thus, on the whole a status of an Observer is by nature a temporary status that can last for a maximum of six ICMs or normally three years. As a result, the demoted group finds itself in a situation where they have three years in order to become a Member again or to be out of the Network. This fact should be motivating for a group to activate their efforts and develop ELSA in their country. This is good for the health of the Network on the whole since inactive groups that do not work towards the full membership lose their right to be a part of the ELSA Network. Even consideration of the question of demotion in case of ELSA Russia made this group activate their work, arrange a National Council Meeting and start organising events and paying back some of their debt.

Another issue is the financial aspect of the demotion for ELSA. Every year the debt of some countries creates a loss for the budget of ELSA International. In a situation when a country is subject to demotion its debt is usually the highest and there is a big chance that it will never be paid back.. Thus, demotion for such countries is not only a tool to make their debt grow slower and help them to recover but also to avoid loss for the budget of ELSA International and by that decrease ELSA International's work towards the whole Network.

Furthermore, the situation in Observer groups is more often on the agenda and coaches of these countries from the International Board are paying more attention to support them. Hence, demotion of a National Group facing difficulties will actually emphasize the importance for the International Board as well as for other National Groups to support this group and help them improve the situation.



**Reasons to propose demotion**

Apart from the regulations on the grounds for demotion in the Statutes of ELSA there are some procedural matters of demotion regulated by Article 3.2 of the Standing Orders. It stipulates that a Member must be given adequate opportunity to explain its acts and to reply to any allegation made against it. Further the article states that 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. A question can be risen about the means and ways that would be enough and acceptable to prove this. However, generally these are all the existing regulations on demotion, thus, there are still a lot of ambiguities for the proposing party be it the International Board, International Presidents' Meeting or Members when deciding upon proposing or not demotion of a certain National Group.

When discussing the sufficiency of the reasoning for proposing demotion of a certain country the following issues can be raised:

- Is there a communication between the group and the International Board or the rest of the Network?
- If not, has the proposing party done enough investigation in the matter and attained enough facts to speak in favour of the demotion?
- Has the proposing party tried to motivate and help the group in question to revive their activities?
- Has the opinion of the group in question been asked for?

Besides, when deciding upon demotion some concerns can appear that the tool of demotion might have a negative impact and discourage the few active members of a group, even though the function and meaning of it is to activate and support the group.

There can be numbers of other matters considered while analyzing whether to propose the demotion; however, it is still a question whether the details of the sufficient reasoning of the demotion should be regulated or if it should be left for the discretion of the proposing party and eventually for the voting by the Council.

In the end, there is no doubt that when deciding upon demotion of a National Group the arguments for and against of this for both parties (the Network and the group in question) should be analysed and taken into thorough consideration.

**Input Paper by the International Board on the question of demotion of ELSA Kazakhstan and ELSA Iceland**

Expansion is always on the Agenda of the International Presidents' Meetings (IPM's) as one of the main areas of a President. During the recent IPM in Kyiv the question of demotion of ELSA Kazakhstan and ELSA Iceland has been discussed by the presidents of National Groups. The reasons for this discussion are the facts that both groups are struggling with the development of ELSA in their countries.

Of course, the basic and necessary reasons for this discussion are the existence of the circumstances stated as grounds for demotion of a National Group in the Article 7 of the Statutes of ELSA. The debt of ELSA Kazakhstan is currently amounting to 916,81 euro and it keeps growing at the level of 400 euro per year as it is now. ELSA Kazakhstan has not been paying any fees or amounts to ELSA for at least 4 consecutive ICMs. In the case of ELSA Iceland their debt is currently 736,36 euro and they have not been paying any fees for at least 4 consecutive ICMs either. With regards to supporting the aims and core activities of ELSA we have not received any information from ELSA Kazakhstan if they have organised any ELSA related activities in their country. ELSA Iceland has not been organising any events including NCMs at least since the year 2006.

Another reason to discuss this topic was the lack of sufficient communication between these two National Groups, the International Board or the rest of the Network. The coaches of these countries are struggling to receive any answer from these countries; there has been no sufficient communication between them and the rest of the Network. What is more important is that we have not been receiving important information from them as State of the Network Report or Strategic Goals questionnaire which leads us to think that they face major difficulties in supporting the core activities of ELSA.

The mentioned facts were put into reasoning when 18 national presidents, present at the Expansion workshop during the IPM, expressed their opinion, supporting a proposal of demotion of ELSA Iceland and 17 were in favour for proposing the demotion of ELSA Kazakhstan. The main reasons for this were the aspiration to motivate the respective groups to improve ELSA activities, to show that the Network cares about them and discusses the situation there as well as lighten the debt burden of these ELSA groups.

The International Board has carefully considered this issue and analysed the arguments regarding the current state of affairs and decided to propose the demotion of ELSA Iceland and not to propose the demotion of ELSA Kazakhstan.

The reason taken into consideration by the International Board to propose the demotion of ELSA Iceland apart from those mentioned above is the amount of resources and efforts applied by ELSA International to activate ELSA Iceland and support them. There has been a training organised for the board of ELSA Iceland. During the term of the previous International Board an ITP trainer and two members of the International Board were sent to Iceland to share ELSA knowledge and train them in the main skills needed to develop the activities of an ELSA group. Unfortunately no substantial results have come out of this. During the current term in office the coach of ELSA Iceland was doing his best to motivate ELSA Iceland to organise an NCM and to become more active but was struggling to receive response, and no concrete results have been achieved.

Thus, ELSA International concluded that there has been sufficient effort from the International Board to support ELSA Iceland but it was not perceived and realised by the respective National Group. The proposal is meant as a tool to put more focus on ELSA Iceland and to motivate and support them in becoming a stable ELSA group.

With regards to ELSA Kazakhstan we do not have the same information. Unfortunately no one from the International Board or trainers has been sent there recently and we do not hold enough information from this country in order to conclude that we have done everything to support ELSA Kazakhstan. Therefore, ELSA International concluded that a deeper look needs to be taken in the question of demotion of ELSA Kazakhstan, a concrete plan should be drafted and certain actions should be taken in order to find out the full picture of the situation in ELSA Kazakhstan. After this a conclusion should be prepared for the next ICM in Alanya regarding the question of demotion of ELSA Kazakhstan.

Debt history of ELSA Iceland and ELSA Kazakhstan:

#### ELSA Iceland

Debt on 31 <sup>st</sup> July 2008	392,79 €
Membership fee 2008/2009	122,89 €
ELSA Online fee 2008/2009	96,17 €
Membership fee 2009/2010	124,51 €

<b>Total</b> (February 14 <sup>th</sup> 2010)	<b>736,36 €</b>
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#### ELSA Kazakhstan

Debt on 31 <sup>st</sup> July 2008	343,51 €
Membership fee 2008/2009	193,26 €
ELSA Online fee 2008/2009	165,57 €
Membership fee 2009/2010	214,47 €

<b>Total</b> (February 14 <sup>th</sup> 2010)	<b>916,81 €</b>
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Besides the debt towards ELSA International the ELSA Development Foundation has a claim of 622€ towards the National Board of ELSA Kazakhstan in relation to their approved EDF application for attending the International Council Meeting in Nuremberg 2008.

## Input Paper by the International Board on Member Management

In the State of the Network Report after ICM Sinaia 25 countries out of 33 which delivered the SotN Inquiry to ELSA International state that they have a structured member register which in turn reaches all their Local Groups. However, there are still 15 countries that either do not have a member register or where there is not accurate information about the state of the country.

Since ELSA ONLINE has not been sufficient tool for member management for some years now, we have to rely on the systems existing in the National Groups. In the case mentioned above where there is no register of the members, it is impossible to say how large our European wide Network actually is.

This crucial lack of information affects to all our functions. It affects to the human resources management, to marketing and to the fundraising. Also being responsible for the Internal Management of the respective National Group, National Secretary General needs to know how many ELSA-members his/her national ELSA-network consists of.

To this challenge the help is on its way - ELSA International in cooperation with ELSA Germany is working on the new online system that is planned to be our main member management tool once it is created. The main goal when it comes to the online system and member management is to register every member of ELSA in the system as it is regulated in the Decision Book in the Internal Management section and Information Systems part article 1.4 as follows:

*“Every member of the European Law Students’ Association shall be registered in ELSA ONLINE. This means that the membership details of each member shall be registered in ELSA ONLINE.”*

Due to the extra costs that might occur from transferring the data from the old system to the new system it is decided that there will be no transfer of information between these systems. Now the question is how we will manage to get every member of ELSA to register to the system? It is easier to get the new members to register themselves but the existing members might be a challenge. Therefore, we have to have a solid plan or guidelines how we will proceed and implement the new system with our already existing members.

In order to prepare for the Workshop session please explore the situation in your National Group. Try to think what would be the most efficient way of getting the existing members to register to the new online system in your National Group.

## Input Paper – International Trainers' Pool

As it is defined in the Decision Book of ELSA the International Trainers' Pool (ITP), consisting of former active ELSA members, is the main trainer body of ELSA that is supervised and administrated by the Secretary General and the Director for Training of ELSA International. In order to clarify the procedures of administration the International Board has created ITP regulations for ELSA International that further regulates for example the selection of trainers and the membership in the ITP.

The International Trainers' Pool was established in year 2000 with an aim to support ELSA by providing trainings, which preserves and develops knowledge within ELSA as well as gives skills and knowledge for the professional life of an ELSA member.

More precisely this means to:

- provide knowledge about ELSA to every existing and upcoming ELSA group;
- support this ELSA knowledge with proper training within the field of personal skills;
- support ELSA groups in i.e. planning, moderation and problem solving;
- reactivate and benefit from experienced people with profound ELSA knowledge and the according skills;
- contribute to create increasingly internationally minded Local Groups.

The International Board still supports the concept and purpose of ITP as a main trainer body of ELSA. However, the International Board sees the need to further develop the quality of ITP and efficiency in the structure of ITP. More precisely this means the quality of the trainers in the pool and the availability of the trainings for the Network.

As the training itself is an interactive occasion that varies according to the purpose and aim of the training session it is important to concentrate on the trainers and their quality rather than to discuss about how we see training, since there are as many opinions as there are persons to answer. The International Board is therefore interested in the views of the National Groups on the development of the quality and efficiency of the ITP.

In order to be fully prepared for the workshop session, think through and discuss with your board the following questions and topics

- How well does the ITP fulfill its purpose and aims as a tool for the network from your point of view?
- How do you see the ITP in the future?
- Where would you improve the functions of our main trainer body?
- What would be the ways of improving the quality of ITP?
- How would you make ITP more useful concerning the needs of National and Local Groups?

**Input Paper regarding the market research by the International Board**

In the Council Meeting Decision Book under the marketing section it is stated that ELSA International is responsible for coordinating a network-wide market research based on a three-year cycle. This was decided in ICM Lisbon in March 2008 after the first edition had been carried out during 2007. The three-year cycle includes a first year of retrieving and evaluating the results from the market research previously done. The second year should be devoted to finding financial support and cooperation with project partners for the upcoming edition. Finally the third year, meaning 2009/2010, is the executive year when a new market research should be conducted. It is also included in the One Year Operational Plan of the International Board 2009/2010 to successfully execute and to finalise the network-wide market research by the end of our term in office.

As the International Board of 2009/2010 entered office we received the information from the previous board that the financial and technical partner contacts were initiated and we were given instructions on how to proceed. We created a project plan, including scope and timeline, for the project and we started making the Network aware of the project by dedicating a workshop on the topic already during the International STEP & Marketing Meeting in August. Unfortunately, due to circumstances unrevealed, the financial partner decided to step down, a decision that we received just after the autumn ICM in Sinaia. The communication with the potential technical partner, a university, didn't move forward so we decided to initiate a contact with another potential university who had already approached us for promotion opportunities. They were positive and it seemed as if we would reach an agreement with this university, especially since other sources indicated this as well. However, in December we were again reached by a negative final answer and we were back on square one in terms of cooperation partners.

For the project as such we have a clear plan and structure for how the market research will be carried out. We have a questionnaire influenced by the feedback we received from the workshop in ICM Sinaia and we have researched different online survey options as well as compared our project with similar ones in other student organisations in order to assure that our market research will be carried out in the most efficient way. At this stage we have however been forced to realise that the final report of the market research might not be published by the end of our term. Whereas a market research could be done in several ways, our aim is to conduct it in a way that benefits the Network the most, both in regards to the quality and to the financial possibilities connected to it.

As this Input Paper is being written we are approaching new potential partners and we will hopefully be able to present positive results at the ICM in Malta. The International Board is however determined to execute the market research and to be able to ascertain all details in terms of finalisation so that there will be no loose ends left by the end of our term.

## NATIONAL GROUPS

### Input Paper on Special Status by ELSA Finland, ELSA Lithuania, ELSA Norway, ELSA Portugal and ELSA Spain:

#### WHO COULD BE ELIGIBLE TO APPLY FOR SPECIAL STATUS?

##### INTRODUCTION TO THE TOPIC:

This working group was assigned by the IPM in Kiev to further research the possibilities of giving countries that share ELSA's philosophy, visions and values, but are not included in the geographical definition of ELSA's borders in the chapter of "Limits of Expansion" in the Council Meeting Decision Book, by December 2009.

##### A SHORT INTRODUCTION TO ELSA'S VISIONS:

Our vision is: "A just world in which there is respect for cultural diversity and human dignity". The text obvious speaks of a universal peace and state of respect between cultures and for human rights. This vision is not limited by the geographical borders of Europe, it's a universal. Equal are our purpose to "contribute to legal education, to foster mutual understanding and to promote social responsibility of law students and young lawyers" universal one. The purpose is not limited by a focus on Europe or European law and legislation, but simply to contribute to education, understanding and social responsibility.

As our vision and purpose is universal it should be a core activity of ELSA to spread this out in the world, even across the borders of Europe.

##### ABOUT CREATING A SPECIAL MEMBERSHIP STATUS

Firstly, we would like to analyze the implications of a special status. It would mean that the ELSA Network could be expanded much more than the limited borders of Europe as it is currently. And regarding that it's important not to forget that ELSA was founded in 1981 during Cold War as a project to unite Law students from both sides of the divided Europe at that time. A special status as a permanent observer will be a bold step for ELSA, but also a step away from the bases of the organisation. It is also for that reason that we have to be very careful when regulating the eligibility for the new status. But through universalising ELSA we could also get a much wider spread of the ELSA Vision and Principles.

##### WHO WOULD NOT BE ABLE TO APPLY FOR THIS SPECIAL MEMBERSHIP

Secondly we would like to limit who are ineligible to apply for this membership. From our point of view, it is obvious that groups who are eligible to be members of ELSA, by being a National Group of from one of the European States according to the geographical definition of ELSA's borders in the Council Meeting Decision Book. We would also like to exclude National Groups, which are already members of an international organisation that like ELSA, consisting of a Network of National Groups. These organisations would not be eligible as special status member, but instead considered possible partners of ELSA. Typical examples would be organisations like The Asian Law Students' Association

(ALSA), which by a Memorandum of Understanding of 15.12.09 is a “Partner Law Students’ Association” to ELSA.

## DEMANDS OF AN ELIGIBLE APPLICANT FOR THE SPECIAL MEMBERSHIP

As we have just showed above is the interest in European Law not mandatory, since ELSA’s Vision is universal. Further on it would need to be a Law students’ association that complies with the aforementioned requirements of an “Observer” as stated in the Status of ELSA, art. 5 defined as 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”.

The demands would further on be mandatory that the member would be a national non-political, independent, non-profit-making. And that the organisation has to be a national body, representing local groups of Law students present at Law faculties. The context also states that the organisation has to be considered a representative of law students for the national territory the organisation represents.

## THE WAY FURTHER

Once ELSA has set the objective requirements (existing national groups ineligible for ELSA or any of its partner associations), we would have to set the subjective ones. These would include, in the first place, assuming the scope of ELSA, which is especially important regarding the acceptance and share of the aims and activities of ELSA.

## POSSIBLE CANDIDATES

Without being exhaustive, we consider that some possible candidates would be:

### **Australia**

“The Australian Law Students’ Association” (ALSA).

It is the peak representative body of law students from each Australian law school. ALSA is a no-profit association run by law students elected annually. Further on the cheer our values of benefiting legal education and social responsibility. But the question is if their national according to the definition stated above, due to the fact that they include New Zealand Universities.

### **Israel**

The Israeli Law Students Association chair ELSA’s Purpose as declared in article 3.2 of the Status and Standing Orders of ELSA, which they already has fully adapt into their own regulations in orders according to regulations in ELSA’s Council Decision Book. Further on has they applied for a non-member-observer statues of ELSA. The question here is their ability to show results and make the national network stable.



**USA:**

“The American Society of International Law” (ASIL)

Its mission is to “foster the study of international law and to promote the establishment and maintenance of international relations on the basis of law and justice”. The question here is that it’s not a student’s organisation, and therefore falls outside the definition.

**RIGHTS & OBLIGATIONS**

The best way to distinguish one status from another is by quantity and weightiness of rights and obligations that belong to the particular status. This idea is being represented widely in national arena. For instance United Nations, World Health Organization and other numerous organizations have both member’s and observer’s status. The same rules apply to ELSA where in its Statutes and Standing Orders it is stated that ELSA has members and observers. ELSA’s observer status is meant to be only a test period before applying to be a member. Creating a special status called from now on permanent observer for organisations outside Europe would open a new level of cooperation with other organisations but it would also mean that a special status is different from ELSA members and observers within its own obligations and rights. Obligations of the permanent observer should be in balance with their rights. It is also important to notice that every right for permanent observer creates an obligation to ELSA.

The idea of rights within this special status consists mainly of the statement, that permanent observers cannot have more rights than observers or members of ELSA. A conclusion from this is that some rights and obligations have to be restricted to members and/or observers of ELSA and cannot be obtained by permanent observers. Some rights and obligations are identified as core of being member and/or observer of ELSA and for this reason these cannot be all shared with permanent observers. Working group has acknowledged that ELSA name, ELSA logo and the right to participate in STEP are core rights of every ELSA member and/or observer.

The rights and obligations of permanent observer must convey vision, mission and purpose of ELSA and should be beneficial for both: ELSA and permanent observer.

Working groups has also come up with a list of permanent observer’s rights and obligations

1. OBLIGATION NOT TO USE “ELSA” OR “THE EUROPEAN LAW STUDENTS’ ASSOCIATION” IN ITS NAME AND NOT TO USE ELSA’S LOGO FOR ITSELF

Permanent observer can’t use “ELSA” or “the European Law Students’ Association” in its name. It also can’t use ELSA’s logo as its own logo. This is because permanent observer is really not part of ELSA. Both cases are violation against ELSA and will result to losing permanent observer status automatically unless the International Board sees it was an accidental mistake which was corrected immediately.

2. OBLIGATION TO PAY A FEE TO ELSA

Permanent observer will pay an annual fee to ELSA that should be less than an actual member’s fee but more than observer’s fee since observer is a starting group and permanent observer is already running on its own. Observer’s fee is at the moment 50 euros, so we propose that appropriate annual fee for permanent observer should be 100 euros.

If permanent observer does not pay the annual fee, it will automatically lose its status as permanent observer.

### 3. RIGHT AND OBLIGATION TO PARTICIPATE IN ELSA'S STATUTORY MEETINGS

This right and obligation is important in order to be able to share information between ELSA Network and permanent observers. Permanent observers should be aware of ELSA's future goals and strategic planning, so the easiest way to get a touch of this is by participating in statutory meetings. They should also show this way that they are interested in ELSA's development and give their own input, which is why it should be also an obligation to participate at least once a year in one of the ELSA's statutory meetings which are two International Council Meetings and two International Presidents' Meetings.

To International Presidents' Meeting permanent observer will have a right to send one person and depending on the OC if they can send more. This is how it is at the moment for members and observers.

To International Council Meeting permanent observers must have a chance for proportionate size delegation and possibility to represent them at every workshop, but also keep in mind that the size of the ICM should not grow too much. This means maximum of seven delegates.

If the permanent observer doesn't send a representative even once a year, it will lose the status automatically.

### 4. RIGHT TO HAVE A VOICE IN STATUTORY MEETINGS

According to Statutes and Standing Orders 11.5 "Each Member has three (3) votes in Council, irrespective of the number of delegates or representatives attending the Council Meeting." During the discussion of the working group it was offered that permanent observer should have a similar right which would distinguish it from other statutory meeting participants which are members or observers. This right shall consist of expressing permanent observer's opinion and shall be called "voice" of permanent observer. However this right shall not be considered a voting right.

### 5. RIGHT TO PARTICIPATE IN ELSA NETWORK'S EVENTS AND OBLIGATION TO OPEN THEIR EVENTS TO ELSA

In order to share experience and promote ELSA vision, mission and purpose, permanent observers shall have a right to participate in the events, organised by ELSA members and observers.

The permanent observer has also the obligation to open its events to ELSA.

### 6. RIGHT TO ADVERTISE PERMANENT OBSERVER'S EVENTS THROUGH ELSA NETWORK AND OBLIGATION TO ADVERTISE ELSA'S EVENTS

One of the main purposes of cooperation and having a special status is to be able to share information. Therefore permanent observer has a right to promote permanent observer's events in ELSA network through ELSA International on ELSA's mailing list. This should be kept on reasonable amount of which ELSA International is in charge.

Permanent observer has the obligation to advertise reasonable amount of ELSA's events. These events are informed by ELSA International to the permanent observer, so they will not drown to requests by national and local groups.

### 7. RIGHTS TO PARTICIPATE AND PROMOTE EMC<sup>2</sup>

EMC<sup>2</sup> is one of the biggest and well known ELSA events. This event also makes a huge contribution to ELSA International's budget. In order for EMC<sup>2</sup> to be successful it has to be well promoted in all the continents. It is by far clear that best promotion can be achieved by organisations that ELSA International has a constant contact with. Therefore permanent observers could contribute to this goal by having a right to participate in EMC<sup>2</sup> as well as to promote it.

## 8. RIGHT TO ORGANISE EVENTS SIMILAR TO ELSA'S

One of the key elements of having a special status and cooperating with other organisations would be to spread ELSA vision, mission and purpose. One of the main means to do that is by organising events such as national moot court competitions, conferences, seminars, Bilateral Study Visit, Institutional Study Visits etc.

## 9. RIGHT TO ORGANISE ELSA STATUTORY MEETINGS

Because of current economical situation and passiveness of the Network, ELSA International struggles to find applicants to organise ELSA statutory meetings. This problem can be solved by enlarging a circle of potential applicants. Therefore working group suggests that permanent observers should also have a right to organise statutory meetings. The fact that Council decides who organises statutory meetings provides control and ability to choose if a certain permanent observer is eligible and able to organise such a meeting. Regarding applying for organising statutory meetings permanent observers have to follow the same rules as members or observers.

## 10. RIGHT TO ORGANISE INTERNAL (AREA) MEETINGS

The permanent observer shall also have the right to apply for all organising Internal area Meetings. Regarding applying for organising internal ELSA meeting permanent observers have to follow the same rules as members or observers.

## 11. RIGHT TO HAVE A LINKED LOGO IN [WWW.ELSA.ORG](http://WWW.ELSA.ORG) AND OBLIGATION TO HAVE ELSA'S LINKED LOGO IN PERMANENT OBSERVER'S WEBSITE

In order to spread information about permanent observer, it shall have a right to have their linked logo and short description of the organisation in [www.elsa.org](http://www.elsa.org).

The permanent observer shall put ELSA International's logo to their website and link it to [www.elsa.org](http://www.elsa.org). There shall also be a short description of ELSA.

**Input Paper on Participation Fees by ELSA Germany**

Dear Council,

we as National Board of ELSA Germany would like to share a few thoughts on participation fees with you since we have sampled notable difficulties motivating members and local officers to attend international events due to high participation fees.

In accordance with Annex II (Participation fees) of the Decision Book of ELSA International the participation fee for ICMs, IPMs and S&C-Events shall not exceed 31 EUR/ 27 EUR (non-favoured/ favoured) per person per day. Extra-fees are not regulated by the Decision Book.

Even though these fees originally were designed as maximum fees – by our observation – they seem to emerge as regular fees. This leads to relatively high participation costs, even if you decide to forswear all additional offers such as sightseeing, transportation and the gala ball. Considering we are a student association aiming at encouraging as many people as possible to take part in international events, this development leaves us doubting our priorities. Where are we heading? Where should we be heading? Should the international dimension of ELSA be about 4-star-ressorts, a-la-carte-restaurants and glamorous parties or are we over-doing it?

Even though ELSA Germany is supposedly a rather well-situated ELSA country, many of our members turn down the possibility of experiencing internationality first-hand because they can not afford the participation fees in addition to the travel costs and we assume that we are not the only ones confronted with this reality. However, ELSA events are not about luxuries, at least they shouldn't be, they are about intercultural exchange, about self-development, about meeting and making friends, about our vision. Thus, if we do not want to create a two-class-society within our supposedly unique and unified network, we might need to readjust our own expectations and try to minimize costs: Hostel beds instead of Hotel-Suits, Pizza or Pasta for dinner rather than 4-course-menus etc. We are still students after all.

Without wanting to blow our own horn: Our S&C-events, such as seminars and conferences, hardly ever cost more than 50 EUR (full-board residential and programm included), regarding our NCMs the Decision Book states a maximum fee of 40 EUR in total for a four day event. Of course, our NCMs are not comparable to an ICM but even after three nights in a gym (or maybe because of?) none of our officers ever complains about the standards. On the contrary: We consider it to be “the-full-ELSA-experience”. We are not suggesting to hold ICMs at a “sport-hotel” but we are asking all potential host (including ourselves) to calculate carefully and to consider low-price-options as well instead of trying to outgun each other in organizing the event. As a starting point we would suggest to try and save any extra-fees because we believe – and consider the ICM in Nuremberg as valid proof – that you can work on a basis of 31 EUR a day.

We are looking forward to discuss this issue with you and learn about your thoughts.

## APPLICATIONS

### OBSERVERSHIP APPLICATION

#### Observership application of the initiator group from Ireland

Room 5,  
The Atrium,  
Trinity College Dublin,  
Ireland.

10/02/10

To the Board of ELSA International,

This is to certify that, to the best of our knowledge, there is no existing observer of ELSA present in the Republic of Ireland.

We propose to apply for observership status at the forthcoming International Council Meeting of ELSA in Malta in March 2010.

We, the undersigned, support completely the aims and objectives of ELSA International and the ELSA organization as a whole.

Daniel Patrick Regan,  
Aisling Malone,  
Eva Jennings,  
Marie Flynn,  
Mark Thuillier,  
Ruadhan O' Ciarian,  
Aobhaoín Kennedy,  
Chris Mills,  
Katherine O'Leary,  
Ciaran Lyng,  
Eanna O' Donnell,  
James Kelly.

**Draft Statutes of ELSA Ireland**

The European Law Students' Association Ireland

# Statutes and Standing Orders

WHEREAS the European Law Students' Association (ELSA) is an independent, non-political and non-profit making international organisation 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 recognise 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 organisation 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 co-operation 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 Ireland 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 – Ireland, and shall be abbreviated to ELSA Ireland.

### **Section II - Aims and Fields of Activity**

#### Article 2

ELSA Ireland, in accordance with ELSA International, is a non-political, independent, non-profit making association whose aims are to promote, establish and develop mutual understanding, co-operation and personal contacts between law students and young lawyers from different states and legal systems, thereby equipping them for professional life in an international environment.

#### Article 3

ELSA Ireland shall endeavour 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 organisation of law schools, study visits, seminars and conferences on legal issues, systems and skills;

Academic Activities (AA), including among other things the publication of a Law Review, promoting essays and moot court competitions, a Legal Research Programme (LRP) and an information bank on studies abroad.

### **Section III - Language**

#### Article 4

Since ELSA is an international organisation, the official language of ELSA Ireland shall be English; this, however, shall not in any way preclude the use of the Irish language where this is necessary.



**Section IV - Membership****Article 5**

The following persons are eligible to qualify for membership in ELSA Ireland:

- (i) all students enrolled in any year of the courses offered by the School of Law at any Irish University.
- (ii) those graduates who have acquired a qualification from the School of Law that is referred to in (i) above, until up to three (3) years following graduation;
- (iii) any students who are regularly enrolled in a law faculty outside of Ireland, but who are at given time resident in Ireland;
- (iv) any graduates who are in possession of a law qualification from a faculty outside of Ireland, but who are, at any given time, resident in Ireland, up to three years following graduation;

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.

**Article 6**

A member shall automatically and immediately cease to be a member of ELSA Ireland, 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 Ireland;
- (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 fulfil the requirements of Article 5.

**Article 7**

A member who is not at the time on the National Board shall be expelled from ELSA Ireland following a decision taken by the National Board of ELSA Ireland, when that member has either:-

- (i) violated these Statutes, Standing Orders or the interests of ELSA or ELSA Ireland;
- (ii) caused considerable harm to the organisation or name of ELSA or ELSA Ireland;
- (iii) ceased to support the aims and activities of ELSA or ELSA Ireland.

**Section V - Organs****Article 8**

There are established as the principle organs of ELSA Ireland, 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 Ireland 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 10th March and the 10th April, inclusive of these two dates.

The Summer Council Meeting shall be held between the 15th September and the 15th October, inclusive of these two dates.

### Article 11

i) The Winter 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 38 of these Statutes.

ii) The Summer 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 provision of Article 29 of these Statutes;
- f. officially hand-over all the responsibilities to the National Board elect;
- g. 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 Ireland 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 eight (8) running days prior to the established date; a copy of the agenda will, within the same above- mentioned period, be affixed to the ELSA Ireland 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 one-third of all members of ELSA Ireland are 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 Ireland, 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 a 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 Ireland**

#### Article 20

The National Board is to be the supreme executive body of ELSA Ireland, whose tasks are to carry out the decisions of the Council Meeting, to promote the aims and efficiency of ELSA Ireland, to represent ELSA Ireland, 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 Ireland, 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 Ireland on a Nomination Sheet as provided for in Schedule 1 of these Statutes.

Each candidate has the right to contest up to two posts on the ELSA Ireland 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 Secretary General of ELSA Ireland.

Provided that if the Secretary General 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 Secretary General of ELSA Ireland.

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, shall then vote by indicating the candidate of their preference for each respective post on the ballot sheet.

Provided that if a candidate is contesting more than one post, such person may only be indicated once on the ballot sheet. In default, the vote will be considered invalid.

A person will be elected to the National Board if he/she obtains a majority of the votes cast.

#### Article 31

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, whereupon 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 Ireland;
- (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 Ireland 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 Ireland or if they are not in the interests of ELSA and ELSA Ireland.

#### Article 35

Each member of ELSA Ireland is obliged to pay an annual membership fee, established by the National Board from time to time, valid from the beginning of the academic year to the beginning of the following academic year.

#### Article 36

All funds raised for the benefit of, or payable to, ELSA Ireland, shall be managed by the Treasurer.

Without prejudice to the foregoing section, the Secretary General of ELSA Ireland 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 Ireland shall be from the 1st June to the 31st May.

#### 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 Ireland 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 Ireland 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 three (3) 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 Ireland may be dissolved by a decision approved by not less than two-thirds of all the paid-up members of ELSA Ireland.

Provided that such dissolution and liquidation is communicated to the International Board of ELSA in due course; in this manner ELSA Ireland will withdraw its membership from ELSA.

#### Article 44

The National Council Meeting, upon a decision to dissolve ELSA Ireland, shall elect two liquidators and shall decide about the destination of the net assets and property of ELSA Ireland, 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 Ireland, 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 Ireland, 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 Ireland, 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 Ireland 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 Ireland, 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 Ireland;
- ii) Such person contesting must have been a paid-up member of ELSA Ireland 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 Ireland.

#### Article 17

The President is in charge of the overall co-ordination of ELSA Ireland 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 Ireland. 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 Ireland, 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 Ireland.

## 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 programmes 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 Ireland, 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 Organising Committee in terms of Article 25 of the Statutes of ELSA Ireland, 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:

- 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 Ireland 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 Ireland shall ensure that where fees of levies are due to ELSA International as a result of any of the members of ELSA Ireland participating in any international event, these fees of levies will be paid to ELSA International.

Schedules

(Schedule 1, Article 26 Statutes)

IRELAND

NOMINATION FORM

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

I \_\_\_\_\_ (Membership No. \_\_\_\_\_), as a fully paid-up member of ELSA Ireland, hereby nominate \_\_\_\_\_ as a candidate for the post of \_\_\_\_\_ on the ELSA Ireland National Board.

I \_\_\_\_\_ (Membership No. \_\_\_\_\_), as a fully paid-up member of ELSA Ireland, hereby second the above nomination.

I \_\_\_\_\_ (Membership No. \_\_\_\_\_), as a fully paid-up member of ELSA Ireland hereby accept the above nomination as a candidate for the post of \_\_\_\_\_ on the ELSA Ireland National Board.

\_\_\_\_\_  
Signature of Nominator

\_\_\_\_\_  
Signature of Seconder

\_\_\_\_\_  
Signature of Nominee

## Letter of Support



Professor Hilary Delany  
Head of School

Trinity College Dublin  
School of Law

House 39, New Square  
Trinity College  
Dublin 2, Ireland

29 January 2010

To Whom it May Concern

This is to confirm that the Committee of the European Law Students Association has standing within Trinity College, Dublin to apply for Observership Status with ELSA International.

The Law School at Trinity College Dublin supports the application of the European Law Students Association of this University for such status.

Kind regards,

A handwritten signature in blue ink, reading "Hilary Delany", written over a horizontal line.

Professor Hilary Delany

Secretariat Telephone: (00 353 1) 896 1125/1278; Email: [hdelany@tcd.ie](mailto:hdelany@tcd.ie); Fax: (00 353 1) 677 0449

## ANNEXES

### ANNEX 1 – Report of the Legal Research Group for Energy and Climate Law

**Topic of the LRG:** Energy and Climate Law

**Members of the LRG:**

Anis Ben Amer (Poland)  
Audrius Slazinskas (Lithuania)  
Elena Cantello (Italy)  
Evaldas Petraitis (Lithuania)  
Khrystyna Brodych (Ukraine)  
Linda Prakaite (Lithuania)  
Marje Mülder (Germany)  
Natalia Jankowska (Poland)  
Simona Andreea Dobre (Romania)  
Zinaida Chkhaidze (Georgia)

***“I stand before you as a representative of an endangered people. As a result of global warming and sea level rise, my country may disappear from the face of the Earth”  
Maumoon Abdul Gayoon, President of the Republic of the Maldives, 2001***

Energy law and Climate Law are two areas of increasing importance in the whole world and of course for ELSA Network. The members from various National/Local Groups show great interest in this field of law. That’s why the Legal Research Group on Energy and Climate law is the biggest among the three Legal Research Groups, which have been created concerning International Focus Programme.

The members of LRG acknowledge the importance of this issue and doing our best to show it to whole ELSA Network. We think that it is time for the European Law Student Association and for us, for each member of this organization as a citizen of the universe to say our word in solving this global problem. It is time to do your best for turning off the Climate Change and “make the world better place to live in”.

#### **What are the Energy and Climate Law about?**

##### **Energy Law**

Energy Law governs the use and taxation of [energy](#), both [renewable](#) and [non-renewable](#). Energy law includes legislative acts regulating use of energy sources: water, electricity, gas and oil and regulation of companies working in the energy sector.



As contemporary Energy Law has developed over the past century in each nation, it has rarely had occasion to integrate such ecological assessment into its fundamental norms or legal framework. The challenge of the coming generations is to accomplish this integration. Without integration of Energy Law and Environmental Law, human society cannot meet the goals for sustainable development envisioned at the 1992 UN Conference on Environment and Development in Rio de Janeiro. Reformation of Energy Laws will be an essential element of the transition to attain sustainability within national and global economies. Energy law has developed through a disjointed body of statutes and treaties.

Principal among the environmental externalities are the following: air pollution including “acid rain”, waste water pollution, significant solid and hazardous waste products from mining or combustion of coal or use of enriched uranium, disregard for the reclamation of mined lands and their ecosystems, discharge of waste heat from cooling systems into aquatic ecosystems, loss of habitat and soil salting in the wake of hydroelectric dam development, and impacts associated with constructing high tension electric power lines or natural gas pipelines.

### **Climate Law**

Due to the fact that the definition of Climate Law seems to be not enough strict and precise, we should rather speak about some fields of environmental law that regards the fields related to the Climate Change. But for reader’s convenience and in order to avoid misunderstanding and confusion, we will use the definition “Climate Law”, which definition was chosen during ICM in Sinaia.

Climate law is a complex and interlocking body of legal acts which, very broadly, operate to regulate the interaction of humanity and the rest of the biophysical or natural environment, toward the purpose of reducing the impacts of human activity, both on the natural environment and on humanity itself. Climate Law draws from and is influenced by principles of environmentalism, including ecology, conservation, stewardship, responsibility and sustainability. From an economic perspective it can be understood as concerned with the prevention of present and future externalities. When it comes to Climate Change the most concerned is the phenomenon of **Global Warming** which is the increase in the [average temperature](#) of the Earth's near-surface air and oceans since the mid-20th century and its projected continuation. Climate Change is the result of changes in our weather patterns because of an increase in the Earth’s average temperature. This is caused by increases in greenhouse gases in the Earth’s atmosphere. These gases soak up heat from the sun but instead of the heat leaving the earth’s atmosphere, some of it is trapped, making the Earth warmer.

### **Important Agreements**

There are EU directives and other regulations which regulate the important topics in the field of Energy and Climate Law, but the most important regulations concerning Energy and Climate Law are:

Kyoto protocol (11 December 1997) - protocol to the United Nations Framework Convention on Climate Change.

Copenhagen conference, Draft Decision -/ CP.15, FCCC/CP/2009/L.7: Proposal by the President.

Regulation (EC) No 443/2009 of the European Parliament and of the Council of 23<sup>rd</sup> April 2009 setting emission performance standards for new passenger cars as part of the Community's integrated approach to reduce CO<sub>2</sub> emissions from light-duty vehicles (1)

Decision No 406/2009/EC of the European Parliament and of the Council of 23<sup>rd</sup> April 2009 on the effort of Member States to reduce their greenhouse gas emissions to meet the Community’s greenhouse gas emission reduction commitments up to 2020.

## Which Topics are Covered by Energy and Climate Law?

**General Energy Law Topics:** [Conservation of Energy](#); [Mass–Energy equivalence](#); [Special relativity](#); [Energy form](#); [Energy conservation](#); [Energy density](#); [Energy economics](#); [Energy efficiency](#); [Energy markets](#) and [Energy derivatives](#); [Energy quality](#); [Entropy \(Energy dispersal\)](#) and [Introduction to entropy](#); [World Energy resources and consumption](#);

**General Climate Law Topics:** District cooling; Public utilities; Oil, Gas and other raw materials; Regulation of CO<sub>2</sub> and other greenhouse gases; Waste incineration; Water quality and wastewater supply; World carbon market; Emissions trading schemes; Legal issues relating to the Clean Development Mechanism; Climate change litigation; Corporate governance and corporate social responsibility; The sustainability and effectiveness of climate change policies; The Role of the WTO in the Energy and Climate Change Debate; Carbon trades and offsets; Pollution taxes; Bio fuels; Science and Economics of Climate Change; [Air quality](#); [Global Climate Change](#); [Agriculture](#); [Biodiversity](#); [Species protection](#); [Pesticides](#) and [hazardous chemicals](#); [Remediation](#) of contaminated land and [Brownfield](#); [Smart growth](#); [Sustainable development](#); [Impact review](#), and conservation, Stewardship and management of [public lands](#) and [natural resources](#).

**Other Fields of Law Connected with Energy and Climate Law:** Human Rights, Public Law, Public International Law, Commercial Law, European Law, European Economic Law.

## Why is the Energy and Climate law “hot” legal topic?

Energy and Climate law is very important for two reasons: economical and environmental, these topics are really connected so we will talk about them as one.

The discussions about Climate Change will continue for many years as it is not a national but a global and very important issue which is growing and becoming a serious problem;

More and more discussions about how to reduce an increasing dependence of Energy from outside of Europe are taking place;

As the negative impacts of Climate Change on the world's poorest communities become clearer, strategies to adapt to changing climatic conditions are increasingly being incorporated into development policy and practice;

It is now an issue of discussions and debates of adapting legal acts, conventions, regulating Climate Change process;

In the absence of mandatory requirements on companies and governments to reduce greenhouse gas emissions, advocacy groups, public authorities and individuals are turning their attention to legal mechanisms as part of their efforts to compel corporations and governments to address global warming issues;

Renewable Energy Laws step ahead, as many countries and companies are trying to find ways how to reduce pollution;

European Union External Energy Relations and Standards of European Energy Trade highlight growing cooperation in the Energy field with major producers;

Implementations of package of Climate will influent on economy of many members of EU, that is why it brings lots of disputations in- and outside the EU;

Not many law agreements have been signed so far, there are plenty of propositions and projects that are still developing and may be amended in future;

Sustainable Energy and Energy safety are one of the most important issues for the governments;

Energy law is a new field of law but it has a huge potential of the future;

It is expected that more and more questions will show up. The global debate on Climate is taking place and it will last for many future years.

The Energy and Climate law is a “hot legal topic” because it concerns us as citizens of our countries and as human beings and also as people depending on the natural sources that Earth can provide. Environmental Law topic gets more hot every year because Earth gets worse every second. In order to make people responsible it is important to implement regulations, policies, statutes, and laws and to create and develop rights and obligations concerning Energy and Climate law as part of the Environmental Law.

We think that the Energy and Climate Law is already actual and “hot” topic within the ELSA Network. The following events going to be organised concerning Energy and Climate Law:

1. ELSA Lithuania Summer Law School: Energy and Climate Law 18<sup>th</sup> - 25<sup>th</sup> July 2010 ELSA Lithuania;
2. Law School: Legal Challenges on Environmental Law 1<sup>st</sup> - 8<sup>th</sup> August 2010 ELSA Catolica Lisboa, Portugal (in connection to the IPM Lisbon);
3. Conference: Energy markets: Antitrust Law and Security of supply 2<sup>nd</sup> - 5<sup>th</sup> August 2010 ELSA Bucharest;
4. International Conference Concerning Energy Law 1<sup>st</sup> - 2<sup>nd</sup> April 2011 (in connection to the ICM Poland)

**Which institutions/companies are working on the field of Energy and Climate law? Which possible sponsors are there on the local, national and international level?**

### **1. Public Sector, Private Sector, Institutions, Organizations, Agencies**

#### **International Level**

[United Nations Environment Programme](#) (UNEP); [Governing Council of the United Nations Environment Programme](#); [International Atomic Energy Agency](#) (IAEA); International Solar Energy Society (ISES); [Intergovernmental Panel on Climate Change](#), World Trade Organization Committee on trade and environment; International Energy Agency (IEA); Chadbourne & Parke; Salans; Lovells; DLA Piper;

#### **European Level**

European Environmental Bureau; The European Environmental Agency (EEA); EP committees: [Environment, Public Health and Food Safety Industry, Research and Energy](#); European Commission: European Commissioner for the Environment; The Directorate - General for the Environment; The Directorate-General for the Energy and Transport in Europe; ETUC European Trade Union; International Academy of Environmental Sciences (IAES) in Venice; Executive Agency for the Competitiveness and Innovation (EACI);

#### **National level**

Almost every country has its own Ministry of Energy/Environment/Ecology. Additionally there are various national agencies for Energy and Environmental Issues. Finally there are different law firms and companies focusing on Energy and Climate Law.

**Which possibilities do we have to implement this topic (in all three Key Areas and in all points mentioned in the Strategic Goals 2013?)****Student Trainee Exchange Programme (STEP):**

STEP is an International Programme:

New IFP topic “Energy and climate law” can be incorporated in the way like: finding a traineeship in a law office/national institution/international institution which specializes in Energy and Climate law;

A trainee can participate in a National Group organized conferences/seminars/other events on the topic Energy and Climate law;

A trainee can also give ideas; can help to organize an event on International Focus Programme topic to ELSA NG where he is doing a traineeship.

In order to implement the topic into STEP area effectively it is vital to make contact with law firms, research institutes (also if they are stringently “scientific”, we can propose them a STEP: we can explain them that the trainee will offer his legal knowledge about Energy and Climate Law topics), Universities (for comparative research projects), Companies and business and make STEP Agreement with them in the case of cooperation.

Each country has to organize each year at least one STEP on IFP topic.

**Seminars and Conferences (S&C):****1. Seminars, Conferences, Lectures, Panel Discussions, Law Schools:**

Each National Group, Local Group can organize a seminar, conference, lecture, panel discussion, law school on Energy and Climate law;

Each NG can organize at least one International event per year cooperating with national or international Energy and Environment institutions like for example an Environment, Public Health and Food Safety committee of European Parliament;

At least one IFP event per country per year should be organized.

Final IFP Conference and/or a Final IFP Publication.

**2. Study visits:**

**2.1 During International Study Visits** there is a great opportunity to implement Energy and Climate Law in one of the most important key areas of ELSA. International Study Visits are combined with an academic programme preferably including IFP or Human Rights topics.

Academic programme of an International Study visit can have a conference/seminar/panel discussion/or other event about Energy and Climate law.

**Academic Activity (AA):**

Each NG/LG can organise at least one moot court competition/an essay competition on Energy and Climate law topic per year;

AA events can be organized in a cooperation with the national/international Energy and Environmental institutions;

AA events can be also organized in a cooperation with Universities with a help of professors of Energy and Climate law;

Each NG/LG has to create a LRG on a specific issue of this topic and in particular “International” LRG, like this one: each board could take contact with (one or more) other country (local) boards, than choose the theme, elect a coordinator and develop the LRG.

Careers guidance interview with experts in this branch, lawyers and other professionals;

L@W-Events to law firms or other companies related to the energy sector can be organised.

Create special agreements and access terms to every kind of courses on this topic;

Persuade law faculty to create a law course on this topic.

Each NG/LG has to contribute to **SYNERGY** by sending articles on IFP topic!

We can freely say that there won't be a problem of implementation of the energy and climate law in the key areas of European Law Students' Association, because this field of law is very actual but not well learned in many Europe countries. So there is a great chance to use this situation beneficially for us. There are a lot of non-governmental and governmental organizations in all EU countries that would be more than happy to do conferences or seminars about our topic and be sponsors of ELSA events. Because Energy and Climate Law need promoting during the law students and sometimes in the whole country and ELSA has a great potential to do this. We can show people that Climate Change is not only fairy tale or the matter of centuries. We can show them that the results of Climate Change and global warming are already affecting the world we live in. And it is time for us to try “to make the world better place to live in”.

## ANNEX 2 – Report of the Legal Research Group for Health Law

**Topic of the LRG:** Health Law  
**Members of the LRG:** Kalapacova Martina (Czech Republic)  
Hyzova Karolina (Austria)

Health industry together with the Pharmaceutical industry and Biotechnology creates a huge colos that has to be legally regulated. The health law is the only branch of law that literally affects our lives.

Improvements in technology and medical care have increased life expectancy by a considerable amount. Alongside these improvements, health care costs have risen dramatically. Because the health of the people in a nation reflects the health of the nation itself, health care law is vital for a state.

Health Law is the law, rules, regulations and other jurisprudence that cover a wide range of legal concerns, from healthcare law, mental health, public health, technology and medical care, to medicine, and the entire healthcare field, including specific laws governing the health industry: physicians, nurses, hospitals and health systems, health maintenance organizations, health insurers, managed care companies, nursing facilities, home care providers, and the relationship among them and patients.

### Why is hot topic?

There is a number of international law conferences focused on this field of law held every year. Among their main interests there are for example questions of cloning and cell engineering, policy and research to improve public health, different ways of health insurance, the problems and consequences of diseases such as a cancer, HIV/AIDS that are affecting the majority of world population are discussed there as well as questions how can a legal counsel help guide healthcare clients through disasters like Hurricane Katrina or earthquake in Haiti, a biological attack, or a pandemic flu of catastrophic proportions, when crisis management exposes healthcare providers to the risks of deciding who lives and who dies? Also the question of regulation of the relationship doctor – patient with regard on rights for privace, personal data protection, rights on informatik and on professional medicare is always actual.

What makes this area even more interesting under the lights of recent accidents is the position of Pharma industry and its influence on global society and politics. During last months we were witnesses of swine flu pandemic and the fear it caused, nowadays it is a subject for World Health Organisation to investigate whether this pandemic wasn't just a fiction caused by leading pharmaceutical companies and, according to Wolfgang Wodarg, the head of Health department of Council of Europe, “a fraud of the century“.

Another very hot topic is regulation of beginning and ending of human live. These questions are often a subject to be decided by constitutional courts. When the embryo becomes a human and till when is it possible for a woman to have an abortion? Under what conditions a doctor is allowed not to provide me with a health care if this is my will? Or when and how the life ends and what consequences the death takes with itself? These are problematic questions of ethics, morale, biology and law all together and are still developing.

The health law is in many states under the procedure of reformation right now and this could be an interesting point for comparison among single European states.

## TOPICS

The main branches are the law on confidentiality, negligence and torts in relation to medical treatment, and criminal law in the field of medical practice and treatment. Ethics and medical practice is a growing field.

### *Abortion law*

Abortion has been a controversial subject in societies around the world because of the moral and ethical issues that surround it, though other considerations, such as a state's pro- or antinatalist policies or questions of inheritance and patriarchy, also dictate abortion law and regulation. It has been regularly banned and otherwise limited, though abortions have continued to be commonplace in many areas where it is illegal. Almost 2/3 of the world's women currently reside in countries where abortion may be obtained on request for a broad range of social, economic or personal reasons.

Abortion laws vary widely by country. Both supporters and opponents of legal abortion believe their position addresses a fundamental human right. Pro-Choice activists argue that a woman has a right to abortion, and that doctors should be allowed to abort a life threatening pregnancy, or in cases of rape and incest. Pro-Life activists argue that abortion denies an embryo or fetus the right to live.

### *Bioethics*

Bioethics is the philosophical study of the ethical controversies brought about by advances in biology and medicine. Bioethicists are concerned with the ethical questions that arise in the relationships among life sciences, biotechnology, medicine, politics, law, philosophy, and theology.

### *Compulsory sterilization*

Compulsory sterilization, also known as forced sterilization programs, is government policy, which attempt to force people to undergo surgical sterilization. In the first half of the 20th century, many such programs were instituted in countries around the world, usually as part of eugenics programs intended to prevent the reproduction and multiplication of members of the population considered to be carriers of defective genetic traits. Forced sterilization has been recognized as crime against humanity if the action is part of a widespread or systematic practice by the Rome Statute Explanatory Memorandum, which defines the jurisdiction of the International Criminal Court. There have been many cases which caused public attention such as in Canada, Czechoslovakia, later in Czech Republic, Germany, Japan, India and China, but also in Sweden, Switzerland and the United States.

### *Euthanasia*

Euthanasia conducted with consent is termed voluntary euthanasia. Euthanasia conducted without consent is termed involuntary euthanasia. Involuntary euthanasia is conducted where an individual makes a decision for another person incapable of doing so. All these forms of practice of “ending a life in a painless manner” are treated differently by national law or are not treated at all. In a society, where the health care and wealth are extending the life expectancy, euthanasia should and will be discussed.

### *Informed Consent*

Informed consent is a phrase often used in the law to indicate that the consent a person gives meets certain minimum standards. An informed consent can be said to have given based upon a clear appreciation and understanding of the facts, implications, and future consequences of an action. In order to give informed consent, the individual concerned must have adequate reasoning faculties and be in possession of all relevant facts at the time consent is given. Impairments to reasoning and

judgement which would make it impossible for someone to give informed consent include such factors as severe mental retardation, severe mental illness, intoxication, severe sleep deprivation, Alzheimer's disease, or being in a coma.

Some acts cannot legally take place because of a lack of informed consent. In cases where an individual is considered unable to give informed consent, another person is generally authorized to give consent on his behalf, e.g., parents or legal guardians of a child and caregivers for the mentally ill. However, if a severely injured person is brought to hospital in an unconscious state and no-one is available to give informed consent, doctors will give whatever treatment is necessary to save their life (according to the Hippocratic oath), which might involve major surgery, e.g., amputation.

In cases where an individual is provided insufficient information to form a reasoned decision, serious ethical issues arise. Such cases in a clinical trial in medical research are anticipated and prevented by an ethics committee or Institutional Review Board.

#### *Mental Health Law Involuntary commitment*

Involuntary commitment is the practice of using legal means or forms as part of a mental health law to commit a person to a mental hospital, insane asylum or psychiatric ward against their will and/or over their protests. In some jurisdictions, it was once known as the "restraint of the insane". Now it is called "restraint of the mentally ill". Many countries have mental health laws governing involuntary commitment.

Involuntary treatment refers to medical treatment undertaken without a person's consent. In almost all circumstances, involuntary treatment refers to psychiatric treatment administered despite an individual's objections. These are typically individuals who have been diagnosed with a mental illness and are deemed by a court to be a danger to themselves or others.

#### *Medical ethics*

Medical ethics is primarily the study of moral values and judgments as they apply to medicine. As a scholarly discipline, medical ethics encompasses its practical application in clinical settings as well as work on its history, philosophy, theology, and sociology.

Medical ethics tends to be understood narrowly as an applied professional ethics, whereas bioethics appears to have worked more expansive concerns, touching upon the philosophy of science and issues of biotechnology. Still, the two fields often overlap and the distinction is more a matter of style than professional consensus. Medical ethics shares many principles with other branches of healthcare ethics, such as nursing ethics.

#### *Medical malpractice*

Medical malpractice is professional negligence by act or omission by a health care provider in which care provided deviates from accepted standards of practice in the medical community and causes injury or death to the patient. Standards and regulations for medical malpractice vary by country and jurisdiction within countries. Medical professionals are required to maintain professional liability insurance to offset the risk and costs of lawsuits based on medical malpractice. A doctor would be liable for such things as prescribing experimental drugs and performing cosmetic surgery.

#### *Medical record*

A medical record, health record, or medical chart is a systematic documentation of a patient's medical history and care. Medical records are intensely personal documents and there are many ethical and legal issues surrounding them such as the degree of third-party access and appropriate storage and disposal.



Although medical records are traditionally compiled and stored by health care providers, personal health records maintained by individual patients have become more popular in recent years.

Traditionally, medical records have been written on paper and kept in folders. Nowadays electronic medical records have been introduced. The advent of electronic medical records has not only changed the format of medical records but has increased accessibility of files. But the outsourcing of medical record transcription and storage has the potential to violate patient-physician confidentiality by possibly allowing unaccountable persons access to patient data. Falsification of a medical record by a medical professional is a felony in most United States jurisdictions.

### Medical Research

Medical research, is the basic research, applied research, or translational research conducted to aid and support the body of knowledge in the field of medicine. Medical research can be divided into two general categories: the evaluation of new treatments for both safety and efficacy in what are termed clinical trials, and all other research that contributes to the development of new treatments. The latter is termed preclinical research if its goal is specifically to elaborate knowledge for the development of new therapeutic strategies.

The increased longevity of humans over the past century can be significantly attributed to advances resulting from medical research.

Medical research is highly regulated. National regulatory authorities oversee and monitor medical research, such as for the development of new drugs. In Europe it is the European Medicines Agency. The World Medical Association develops the ethical standards for the medical profession, involved in medical research. The International Conference on Harmonisation of Technical Requirements for Registration of Pharmaceuticals for Human Use (ICH) works on the creation of rules and guidelines for the development of new medication, such as the guidelines for Good Clinical Practice (GCP). All ideas of regulation are based on a country's ethical standards code. This is why treatment of a particular disease in one country may not be allowed, but is in another. This, among other facts, is one of the reasons for the so called „health tourism“.

### Reproductive rights

Reproductive rights are a series of legal rights and freedoms relating to reproduction and reproductive health. The World Health Organisation defines reproductive rights as follows:

*Reproductive rights rest on the recognition of the basic right of all couples and individuals to decide freely and responsibly the number, spacing and timing of their children and to have the information and means to do so, and the right to attain the highest standard of sexual and reproductive health. They also include the right of all to make decisions concerning reproduction free of discrimination, coercion and violence.*

Reproductive rights began to develop a subset of human rights at the United Nations 1968 International Conference on Human Rights. The resulting non binding Proclamation of Teheran was the first international document to recognize one of these rights when it stated that: "Parents have a basic human right to determine freely and responsibly the number and the spacing of their children." States, though, have been slow in incorporating these rights in internationally legally binding instruments. Thus, while some of these rights have already been recognized in hard law, others have been mentioned only in non binding recommendations and, therefore, have at best the status of soft law in international law, while a further group is yet to be accepted by the international community and therefore remains at the level of advocacy.

Issues related to reproductive rights are some of the most vigorously contested rights' issues worldwide, regardless of the population's socioeconomic level, religion or culture. Reproductive rights may include some or all of the following: the right to legal or safe abortion, the right to birth control, the right to access quality reproductive healthcare, and the right to education and access in order to make reproductive choices free from coercion, discrimination, and violence. Reproductive rights may also include the right to receive education about contraception and sexually transmitted infections, and freedom from coerced sterilization, abortion, and contraception, and protection from gender-based practices such as female genital cutting and male genital mutilation.

The reproductive technology itself opens a wide field for discussion. Beginning with artificial insemination, embryo transfer, fertility medication, hormone treatment, through in vitro fertilisation, the cryopreservation of sperm, oocytes and embryos, the controversial preimplantation genetic diagnosis (PGD) and surrogacy to finally maybe the most interesting and threatening topic of all: Cloning.

### POSSIBILITIES TO IMPLEMENT THIS TOPIC

This topic truly fulfills the vision of ELSA and the general focus on human rights as it affects human life and is meant to look for the best ways how to provide all people with possibilities to live with dignity with an access to quality healthcare.

The agenda of Seminars and Conferences can be easily filled. There is a big spectrum of different themes (mentioned above) that can attract many law students as well as professionals as speakers. This law area is often tightly connected to ethics and morale that can easily “spice“ a lecture.

Section of Academic Activities can organise visits of healthcare organisations or institutions and Essay competitions with the themes mentioned above. The EMC<sup>2</sup> can be focused on this branch of law.

STEP can create a position for trainees in law firms focused on medicine/health law, health department of governments, legal department of insurance companies, healthcare associations, etc.

### POTENTIAL SPONSORS/PARTNERS

- OSN:
  - World Health Organization
- Law firms:
  - eg. PriceWaterhouseCoopers
  - DLA Pipers
- Pharmaceutical firms:
  - [http://www.pharmweb.net/pwmirror/pwb/detail/pharmwebb\\_pc.html](http://www.pharmweb.net/pwmirror/pwb/detail/pharmwebb_pc.html)
  - European Association of Euro-Pharmaceutical Companies
  - European Pharmaceutical Law Group (Eupharlaw)
- EU:
  - EU Commissioner for Health Androulla Vassiliou
  - The European Centre for Disease Prevention and Control,
- National law firms and medical institutions

## **ANNEX 3 – Report of the Legal Research Group for Internet Law**

**Topic of the LRG:** Internet Law

**Members of the LRG:**

Mirela Murtič (Slovenia)

Jakub Cech (Czech Republic)

Michał Plewinski (Poland)

### **What is this field of law about?**

To answer the question what is Internet Law, we first have to put aside the word 'law', and thoroughly and carefully examine the so-called phenomenon and one of the biggest achievements of modern age - the Internet. In 2009 Internet had its 40 anniversary. It has evolved greatly since its beginning as a military tool in 1969 and it is still rapidly developing. Many observers are amazed by its growth. Nowadays it fulfils the function of the traditional media like a daily newspaper, a communication tool, a library or just entertainment, but it is gradually gaining more and more place in our life. It represents the place where we can earn money, socialize with other people, find common interests with others or even find love. It can help us with shopping online; we can find cars, books, software and other daily products. While the Internet network is growing the number of users is increasing along. The consequence is the creation of new professions like the webmaster and the programmer. An arising phenomenon is the creation of a new language, which is used to communicate with each other on the Internet. The Information Society is coming up. Right now Internet is under the process of commercialization. As a technical and social sensation it crosses the borders of states, systems of law, social and profession groups. Despite the cultural, ethnic and religious believes of individual entities it reaches everyone. It is World Wide.

### **Why is this topic a "hot legal topic"?**

The Internet was firstly used for purposes of education, research and government needs. Today it is mainly intended for commercial use, which is extending to different fields, including legislation. The Internet is part of new economy industries, which are characterized by fast progress in different economic and legislative spheres. The constant progress, options offered by the Internet and its ability to become part of everyday life of individuals on this planet are the main elements indicating that this area will always be of great interest and is therefore in need of thorough legal research and regulation. If we want our use of the Internet for different purposes, including daily banking services, communication, education, fun, etc., to be safe, we need to explore the dimensions that are brought to us by this phenomenon. The latter can be ensured only with adequate legal regulation. In this regard, members of ELSA can contribute with their various experience, opinions and knowledge. This is exactly why Internet Law is a field, where we will be able to gain important contributions, both in its formation and upgrading. We live in times when our parliaments try to regulate most issues regarding the Internet. We are lucky to witness the creation of laws that indicate solutions for the next decade. We could contribute to those changes by choosing this topic as the next IFP topic. According to the Decision Book the aim of the International Focus Programme is to create a forum where students and young lawyers can gather and discuss current theme at various activities.

We believe that from all proposed themes, Internet Law is the one that provides the widest forum for all different aspects of law connected by one common subject. In each century there is an invention that has such impact on the world that shapes all aspects of human life. The Internet is and will be "the invention" of the 21st century and that brings a myriad of opportunities and challenges for law makers and law enforcement. Last but not least by researching the area of Internet Law, ELSA can contribute a lot to a just world in which there is respect for human dignity and cultural diversity.

### **Which different topics are covered by this one?**

The field of internet Law is so wide that just determining the lengths that we can reach with the Internet opens many starting points for the research. In the following, there is a description of the fields, which are more or less intertwined, or are the object of an independent research.

1.) Human rights: The field of human rights is a wide spectrum of rights and freedoms, which are presented on the Internet from different angles. From protection of personal rights, like protection of privacy (Internet ID), protection of personal data, consumer protection. From the last one, we can stress out e-commerce, which enables the conclusion of regular contracts by exchanging e-mails, directly on the website with the assistance of different programmes. Within the framework of privacy protection on the Internet, there is also the issue of the so called 'cookies', which enable a certain level of identification of website visitors, especially for commercial purposes. The dilemma arises when we ask ourselves how much information privacy we have, and whether the individuals' right to control the access and use of information, which relates to them, is ensured. The right to access the Internet, the freedom of speech, censorship (list of forbidden websites), etc. are another spectre of human rights, which importantly impacts our daily Internet use. With the development of the Internet, the freedom of expression and the protection of privacy received a new, wider meaning. The Internet enables every individual to share their opinions, comments and discussions with the widest audience possible, irrespective of the position they hold within the society. The freedom of expression in cyberspace is a special phenomenon, which opened many pressing issues, including the question regarding the limits of expressing one's opinion and where can the censorship be set in order to enable a balance of the rights of individuals, thus the right to express their opinion and to be informed.

2.) Intellectual Property Law: The digital environment also includes a greater flow of patents, trademarks, copyright works from electronic publishing businesses, fan fiction, downloading music/movies, scanning books, as well as the protection of computer programmes, internet websites etc. Database protection, intermediary liability, licensing, domain name etc., are all issues which demand very strict regulations and the harmonization of national legislations for ensuring their protection and security.

3.) Criminal Law: The acts mainly regarded as cyber crime are criminal offences, where the target is the computer system itself for example hacking, or criminal offences, where the computer is merely a tool, such as fraud, embezzlement and forgery of money, drug trafficking, bank data theft, identity theft, phishing, terrorism etc., or a criminal offence relating to content, including copyright infringement and child pornography, which also opens the question of protection of minors. Internet crime, according to the Symantec report of 2008, is one of the most increasing crime types, and a very interesting discussion topic. Cyberwar as a new age phenomenon is according to words of the SecGen of the International Telecommunication Union spoken in Davos, a threat which could cause a lot of damages, even more than tsunamis and earthquakes.

4.) E-Government: E-government as a way of managing, which is based on information technology, is a phenomenon that enables the access to public information and a new way of management to the citizens. Thus, the Internet represents a great foundation in the form of change of the industrial society into an information society, which leans on new age achievements such as electronic communication with state authorities, electronic elections, electronic signature, on-line courts, jurisdiction problems, international agreements, etc. In order to ensure the establishment of an e-government that would be accessible to every individual, we have to create an adequate legal framework, which will enable a safe and efficient use of the Internet.

**Which possibilities do we have to implement in this topic (in all three Key Areas and in all points mentioned in the Strategic Goals 2013)?**

Internet Law as an IFP topic can be implemented in all three areas as they are set out in the Strategic Goals 2013. First, as regards to the creation of STEP jobs there are more law firms focusing on Internet Law than in the other areas proposed as the next IFP topic. For the potential employers it is very useful to have a foreign student who has knowledge of Internet Law that is similar or harmonized in all countries. Second, there are many different institutions on both national and international/European level that provide opportunities for Institutional Study Visits in different areas of Internet Law and it would also be possible to continue the cooperation with institutions that ELSA already connected during the ongoing IFP topic - Intellectual Property Law. The connection between the current IFP topic and Internet Law is very important, as the current IFP topic is in a particular part related to the Internet Law. The goal of copyright protection in today's world of information technology, where the Internet is the most important invention, is subject to a thorough legal treatment. In this respect, as in the light of other areas of intellectual property, Internet Law is an issue that could, at least in a certain part enable the continuation of the research and treatment of some aspects of the soon to be ex- IFP topic even in the future. The relationship between Internet Law and the current IFP topic, would enable us to continue the cooperation with the institutions and associations, as well as the sponsors who have contributed to the achievement of certain past projects. Keeping acquired contacts or connection, would contribute to a long-term cooperation, which would mean a more stable and solid ELSA network. Last but not least Internet with its global nature and internationality provides the best chance for the local and national groups to organize international events that we should all aim at to fulfil our strategic goals.

For example in the S&C area a conference or seminar about illegal software problems, involving software experts, law enforcement officers, working on anti piracy management, explaining the risks of unlicensed software use, etc. Continuing with a discussion between representatives of two groups: people from the group supporting a strong copy right protection, and commercial use of software like BSA, Microsoft... and people who support open software movement, those who state that each content in the Internet should be available for everyone for free.

Regarding a STEP job an example could be made for the Centre for e-Governance for South East Europe. The Director of this Centre, a former IB president Mr. Blaž Golob, described a possible STEP job within this Centre. The job would consist of law analyses of a certain law field, for example the internet research of administration and legislation of Western Balcan countries. What is Internet Law, how can it be implemented in the use and development of e-government and a practical example and research of the implementation of e-justice in certain European regions.

L@W is the simplest project in the field of Academic Activities, which allows students to learn about the law in practice. The area of Internet Law is in constant development and as such provides a lot of law in practice. Usually, students listen to lawyers and their experience in civil, commercial, etc. areas. Legal practice, where the subject of dispute would be one of the problems in use of the Internet, is less known for now. It would therefore be an even greater challenge to find lawyers who had such legal experience and who would be willing to share it with law students.

**Which institutions/companies are working on this field of law? Is there a possibility to cooperate with them?**

**CONSUMERS PROTECTION:**

Universities on local, national and international level, such as University of Haute Alsace (FR), Institut Catholique des Hautes Etudes Commerciales ICHEC (BE), Academy of Economic Studies of Bucarest (RO), Karol Adamiecki University of Economics in Katowice (PL), IL3-University of Barcelona (ES), University of Bologna (IT), Université de Montpellier (FR), Brunel University (UK), West University of Timișoara (RO), Technical University of Munich (GER), Aarhus University (DK), Wageningen University (NL), Warsaw University of Life Sciences (SGGW) (PL).

Associations, such as The European Consumer Centres Network, The European Consumers' Organisation ([BEUC](#)), The International Consumer Research and Testing, The European Association for the Coordination of Consumer Representation in Standardisation ([ANEC](#)).

**HUMAN RIGHTS AND EDUCATION:**

The European Digital Rights, The Directorate General for Justice, Freedom and Security, The Court of Human Rights, The Council of Europe, The Internet Society (ISOC), The Internet Corporation for Assigned Names and Numbers (ICANN), The Helsinki Foundation for Human Rights.

**CRIMINAL LAW:**

The Europol, The Interpol, Police and special units on national level in each country, The European Data Protection Supervisor (EDPS), The data protection authorities on national level in each country

**INTELLECTUAL PROPERTY:**

The European Internet Service Providers Association (EuroISPA), The World Intellectual Property Organisation (WIPO), The European Registry of Domain Names (EURid), The Internet Law & Policy Forum (ILPF), The International Intellectual Property Alliance (IIPA), The Institute for Intellectual Property (IIP), The International Association for the Advancement of Teaching and Research in Intellectual Property (ATRIP), Patent Offices – European and national offices, The Business Software Alliance (BSA).

**Which possible sponsors are there on the local, national and international level?**

**PUBLIC SECTOR:**

Most of the institutions listed as possible cooperation partners also have grants or could provide some kind of funding, Universities, EU Grants such as The Consumer Programme 2007-2013, for protection of privacy, Governments on local and national level, cooperating on e-government.

**LAW FIRMS and CONSULTING COMPANIES:**

PricewaterhouseCoopers, KPMG, E&Y, Deloitte and various law firms on both national and international level.

**INTERNET and IT COMPANIES:**

Google, Yahoo and other search engines. Intel, Apple, HP, Dell and other computer and technology companies. Microsoft, Apple, ESET, Norton, Oracle, Sun and other software and Internet security companies. eBay, Amazon and other e-commerce providers. Social networks such as Facebook, LinkedIn for protection of privacy, protection of personal rights, protection of personal data, database protection. Sony Music Entertainment and other recorded music companies.

**OTHERS:**

Publishing companies (Wolters Kluwer) on national and international level. Banks on national and international level for internet crime, database protection, protection of personal data. Insurance Companies on national and international level. Internet providers, Telecommunication providers, Tax consulting companies on national and international level. International agreements such as the Anti-Counterfrauding Trade Agreement – ACTA.

In conclusion we would like to share with you that at least 80% of this report is based on data, which were directly or at least indirectly acquired through the Internet. This proves that the Internet Law is 'the hottest legal topic' in the modern time that we live in.

**ANNEX 4 – Proposed Revision of the Budget of ELSA International 2009/2010**

The International Board proposes to revise the budget of ELSA International 2009/2010 as follows:

All amounts are in Euro (€)

<i>General Income</i>	<i>Budget 09/10</i>	<i>Budget Sinaia</i>	<i>Proposal Malta</i>
Not project	79.100,00	85.760,00	86.100,00
EMC <sup>2</sup>	18.000,00	18.000,00	21.200,00
Synergy	45.000,00	42.540,00	39.400,00
Projects	0,00	0,00	8.000,00
<b><i>General Income total</i></b>	<b>142.100,00</b>	<b>146.300,00</b>	<b>154.700,00</b>
<b><i>Expenditures</i></b>			
Not project	105.600,00	109.300,00	113.000,00
EMC <sup>2</sup>	3.000,00	3.500,00	3.000,00
Synergy	30.000,00	30.000,00	29.300,00
Projects	3.500,00	3.500,00	9.400,00
<b><i>Expenditures total</i></b>	<b>142.100,00</b>	<b>146.300,00</b>	<b>154.700,00</b>
Profit / Loss			
Not project	-26.500,00	-23.540,00	-26.900,00
EMC <sup>2</sup>	15.000,00	14.500,00	18.200,00
Synergy	15.000,00	12.540,00	10.100,00
Projects	-3.500,00	-3.500,00	-1.400,00
<b><i>Total profit/loss</i></b>	<b>0,00</b>	<b>0,00</b>	<b>0,00</b>



<i><b>General Income</b></i>	<i><b>Budget 09/10</b></i>	<i><b>Budget Sinaia</b></i>	<i><b>Proposal Malta</b></i>
Externals	25.000,00	20.000,00	20.000,00
Membership Fee	18.000,00	18.000,00	18.000,00
Observership Administration Fee	300,00	350,00	300,00
ELSA ONLINE Fee	15.000,00	15.000,00	15.000,00
Links Project	15.000,00	20.000,00	21.000,00
Bank Interest	200,00	200,00	200,00
Miscellaneous Income	600,00	610,00	600,00
ELS	3.000,00	3.600,00	3.000,00
Provision for claims and bad debts	2.000,00	3.500,00	3.500,00
Provision for ELSA House	0,00	1.000,00	1.000,00
Provision for EDF	0,00	3.500,00	3.500,00
<i><b>General Income total</b></i>	<b>79.100,00</b>	<b>85.760,00</b>	<b>86.100,00</b>

<i><b>Expenditures</b></i>			
<b>The ELSA House:</b>	<b>37.800,00</b>	<b>36.500,00</b>	<b>34.300,00</b>
Rent	28.000,00	28.000,00	27.500,00
Heating	3.000,00	2.200,00	2.200,00
Electricity	3.900,00	3.900,00	2.000,00
Water	400,00	400,00	600,00
Repairs	500,00	500,00	500,00
Improvement of the house	2.000,00	1.500,00	1.500,00
<b>Office:</b>	<b>2.600,00</b>	<b>2.600,00</b>	<b>2.500,00</b>
Day to day office supplies	2.000,00	2.000,00	1.500,00
Upgrade Office facilities	600,00	600,00	1.000,00
<b>Communication:</b>	<b>3.400,00</b>	<b>3.200,00</b>	<b>3.200,00</b>
Phone and Fax	2.000,00	2.000,00	2.000,00
Internet and E-mail	700,00	700,00	700,00
Post	700,00	500,00	500,00
<b>ELSA ONLINE Admin.</b>	<b>17.500,00</b>	<b>17.000,00</b>	<b>19.000,00</b>
Housing of Server	2.500,00	2.000,00	2.000,00
ELSA ONLINE	15.000,00	15.000,00	17.000,00

<b>Bank Charges</b>	250,00	250,00	250,00
<b>EDF contribution by EI</b>	1.500,00	1.200,00	1.200,00
<b>ICMs:</b>	<b>5.400,00</b>	<b>5.400,00</b>	<b>5.450,00</b>
Travel Autumn ICM	2.000,00	2.000,00	1.800,00
Accommodation Autumn ICM	200,00	200,00	700,00
Materials for ICM	500,00	500,00	250,00
Travel Spring ICM	2.000,00	2.000,00	2.000,00
Accommodation Spring ICM	200,00	200,00	200,00
Materials for ICM	500,00	500,00	500,00
<b>Internal Meetings</b>	2.000,00	2.000,00	1.500,00
<b>Travels:</b>	<b>7.500,00</b>	<b>8.000,00</b>	<b>9.000,00</b>
Meetings with externals	1.500,00	1.500,00	2.000,00
Meetings within the Network	6.000,00	6.500,00	7.000,00
<b>Allowance of the International Board</b>	16.800,00	16.800,00	16.800,00
<b>Representation</b>	500,00	500,00	500,00
<b>Directors</b>	2.000,00	1.500,00	2.500,00
<b>Auditing:</b>	1.500,00	1.500,00	2.000,00
<b>ICM Travels</b>	750,00	750,00	1.000,00
<b>Auditing weekends</b>	700,00	700,00	1.000,00
<b>Miscellaneous</b>	50,00	50,00	0,00
<b>Annual Report 2008/2009</b>	350,00	350,00	500,00
<b>Miscellaneous</b>	1.000,00	1.000,00	1.000,00
<b>Marketing Budget</b>	500,00	500,00	1.000,00
<b>ELSA International 2008/2009</b>	0,00	0,00	1.300,00

<b>Write off bad debts</b>	2.000,00	2.000,00	2.000,00
<b>Provision for EDF</b>	0,00	3.500,00	3.500,00
<b>Provision for bad debts</b>	0,00	1.500,00	1.500,00
<b>Provision for the ELSA House</b>	0,00	1.000,00	1.000,00
<b>Contingency</b>	3.000,00	3.000,00	3.000,00
<b><i>Expenditures total</i></b>	<b>105.600,00</b>	<b>109.300,00</b>	<b>113.000,00</b>
<b><i>Administrative Profit</i></b>	<b>-26.500,00</b>	<b>-23.540,00</b>	<b>-26.900,00</b>

<b><i>EMCC</i></b>	<b><i>Budget 09/10</i></b>	<b><i>Budget Sinaia</i></b>	<b><i>Proposal Malta</i></b>
<b><i>Income EMCC</i></b>			
EMC <sup>2</sup> Sponsorship	2.000,00	2.000,00	6.200,00
EMC <sup>2</sup> Registration	16.000,00	16.000,00	15.000,00
<b><i>Income total</i></b>	<b>18.000,00</b>	<b>18.000,00</b>	<b>21.200,00</b>
<b><i>Expenditures EMCC</i></b>			
Administration	3.000,00	3.500,00	3.000,00
<b><i>Expenditures total</i></b>	<b>3.000,00</b>	<b>3.500,00</b>	<b>3.000,00</b>
<b><i>AA Profit</i></b>	<b>15.000,00</b>	<b>14.500,00</b>	<b>18.200,00</b>

<i>Synergy</i>	<i>Budget 09/10</i>	<i>Budget Sinaia</i>	<i>Proposal Malta</i>
<i>Income Synergy</i>			
Synergy 1st Edition	22.500,00	20.040,00	20.080,00
Synergy 2nd Edition	22.500,00	22.500,00	19.320,00
<b>General Income total</b>	<b>45.000,00</b>	<b>42.540,00</b>	<b>39.400,00</b>
<i>Expenditures Synergy</i>			
Synergy 1st Edition	15.000,00	15.000,00	14.300,00
Synergy 2nd Edition	15.000,00	15.000,00	15.000,00
<b>Expenditures total</b>	<b>30.000,00</b>	<b>30.000,00</b>	<b>29.300,00</b>
<b>Marketing Profit</b>	<b>15.000,00</b>	<b>12.540,00</b>	<b>10.100,00</b>

<i>Projects</i>	<i>Budget 09/10</i>	<i>Budget Sinaia</i>	<i>Proposal Malta</i>
<i>Income projects</i>			
Final IFP Publication	0,00	0,00	8.000,00
<b>Income total</b>	<b>0,00</b>	<b>0,00</b>	<b>8.000,00</b>
<i>Expenditures projects</i>			
ITP Refreshment Weekend	0,00	0,00	1.000,00
Final IFP Publication	0,00	0,00	7.400,00
Unspecified projects			1.000,00
<b>Expenditures total</b>	<b>0,00</b>	<b>0,00</b>	<b>9.400,00</b>
<b>Project profit</b>	<b>0,00</b>	<b>0,00</b>	<b>-1.400,00</b>

**ANNEX 5 – Proposed Budget of ELSA International 2010/2011**

The International Board proposes to set the budget of ELSA International 2010/2011 as follows:

All amounts are in Euro (€)

<i><b>General Income</b></i>	<i><b>Budget Sinaia</b></i>	<i><b>Proposal 2010/2011</b></i>
Not project	85.760,00	77.600,00
EMC <sup>2</sup>	18.000,00	20.000,00
Synergy	42.540,00	40.700,00
Projects	0,00	0,00
<i><b>General Income total</b></i>	<b>146.300,00</b>	<b>138.300,00</b>
<i><b>Expenditures</b></i>		
Not project	109.300,00	101.800,00
EMC <sup>2</sup>	3.500,00	3.000,00
Synergy	30.000,00	30.000,00
Projects	3.500,00	3.500,00
<i><b>Expenditures total</b></i>	<b>146.300,00</b>	<b>138.300,00</b>
Profit / Loss		
Not project	-23.540,00	-24.200,00
EMC <sup>2</sup>	14.500,00	17.000,00
Synergy	12.540,00	10.700,00
Projects	-3.500,00	-3.500,00
<i><b>Total profit/loss</b></i>	<b>0,00</b>	<b>0,00</b>

<i><b>General Income</b></i>	<i><b>Budget Sinaia</b></i>	<i><b>Proposal 2010/2011</b></i>
Externals	20.000,00	20.000,00
Membership Fee	18.000,00	18.000,00
Observership Administration Fee	350,00	300,00
ELSA ONLINE Fee	15.000,00	15.000,00
Links Project	20.000,00	20.000,00
Bank Interest	200,00	200,00
Miscellaneous Income	610,00	600,00
ELS	3.600,00	3.500,00
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><b>General Income total</b></i>	<b>85.760,00</b>	<b>77.600,00</b>

<i><b>Expenditures</b></i>		
<b>The ELSA House:</b>	36.500,00	36.500,00
Rent	28.000,00	28.000,00
Heating	2.200,00	2.500,00
Electricity	3.900,00	3.500,00
Water	400,00	500,00
Repairs	500,00	500,00
Improvement of the house	1.500,00	1.500,00
<b>Office:</b>	2.600,00	2.000,00
Day to day office supplies	2.000,00	1.500,00
Upgrade Office facilities	600,00	500,00
<b>Communication:</b>	3.200,00	3.200,00
Phone and Fax	2.000,00	2.000,00
Internet and E-mail	700,00	700,00
Post	500,00	500,00
<b>ELSA ONLINE Admin.</b>	<b>17.000,00</b>	<b>17.000,00</b>
Housing of Server	2.000,00	2.000,00

ELSA ONLINE	15.000,00	15.000,00
<b>Bank Charges</b>	250,00	250,00
<b>EDF contribution by EI</b>	1.200,00	1.200,00
<b>ICMs:</b>	<b>5.400,00</b>	<b>5.400,00</b>
Travel Autumn ICM	2.000,00	2.000,00
Accommodation Autumn ICM	200,00	200,00
Materials for ICM	500,00	500,00
Travel Spring ICM	2.000,00	2.000,00
Accommodation Spring ICM	200,00	200,00
Materials for ICM	500,00	500,00
<b>Internal Meetings</b>	2.000,00	1.500,00
<b>Travels:</b>	<b>8.000,00</b>	<b>7.500,00</b>
Meetings with externals	1.500,00	1.500,00
Meetings within the Network	6.500,00	6.000,00
<b>Allowance of the International Board</b>	16.800,00	16.800,00
<b>Representation</b>	500,00	500,00
<b>Directors</b>	<b>1.500,00</b>	<b>1.500,00</b>
General directors	1.500,00	1.200,00
Director for Anniversary	0,00	300,00
<b>Auditing:</b>	1.500,00	1.450,00
<b>ICM Travels</b>	750,00	750,00
<b>Auditing weekends</b>	700,00	700,00
<b>Miscellaneous</b>	50,00	0,00
<b>Annual Report 2008/2009</b>	350,00	500,00

Miscellaneous	1.000,00	1.000,00
Marketing Budget	500,00	500,00
ELSA International 2008/2009	0,00	0,00
Write off bad debts	2.000,00	2.000,00
Contingency	3.000,00	3.000,00
<i>Expenditures total</i>	<b>109.300,00</b>	<b>101.800,00</b>
<i>Administrative Profit</i>	<b>-23.540,00</b>	<b>-24.200,00</b>

<i>EMCC</i>	<i>Budget Sinaia</i>	<i>Proposal 2010/2011</i>
<i>Income EMCC</i>		
EMC <sup>2</sup> Sponsorship	2.000,00	5.000,00
EMC <sup>2</sup> Registration	16.000,00	15.000,00
<i>Income total</i>	<b>18.000,00</b>	<b>20.000,00</b>
<i>Expenditures EMCC</i>		
Administration	3.500,00	3.000,00
<i>Expenditures total</i>	<b>3.500,00</b>	<b>3.000,00</b>
<i>AA Profit</i>	<b>14.500,00</b>	<b>17.000,00</b>



<i>Synergy</i>	<i>Budget Sinaia</i>	<i>Proposal 2010/2011</i>
<i>Income Synergy</i>		
Synergy 1st Edition	20.040,00	20.350,00
Synergy 2nd Edition	22.500,00	20.350,00
<i>General Income total</i>	<b>42.540,00</b>	<b>40.700,00</b>
<i>Expenditures Synergy</i>		
Synergy 1st Edition	15.000,00	15.000,00
Synergy 2nd Edition	15.000,00	15.000,00
<i>Expenditures total</i>	<b>30.000,00</b>	<b>30.000,00</b>
<i>Marketing Profit</i>	<b>12.540,00</b>	<b>10.700,00</b>

**ANNEX 6 – Debtors of ELSA International**

National Group	Debt on 31st July 2008	Membership fee 2008/2009	ELSA Online fee 2008	Membership fee 2009/2010	EDF fee 2008/2009	Paid back	Debt on 20th February 2010
ELSA Albania			48,96 €	50,00 €	14,00 €		112,96 €
Herzegovina				50,00 €		-45,00 €	5,00 €
ELSA Bulgaria	2.205,78 €	66,82 €	55,92 €	72,44 €	25,00 €	-150,00 €	2.275,96 €
ELSA Croatia				322,50 €	50,00 €		372,50 €
ELSA France	3.440,60 €	551,96 €	180,24 €	50,00 €	0,00 €		4.222,80 €
ELSA Iceland	392,79 €	122,89 €	96,17 €	124,51 €			736,36 €
ELSA Kazakhstan	343,51 €	193,26 €	165,57 €	214,47 €			916,81 €
ELSA Latvia	915,58 €	76,23 €	127,91 €	82,83 €			1.202,55 €
ELSA Lithuania				250,63 €	588,75 €	-839,05 €	0,33 €
Macedonia		63,08 €	52,18 €	67,59 €			182,85 €
ELSA Russia	288,79 €	423,10 €	363,05 €	470,24 €		-274,00 €	1.271,18 €
Kingdom				50,00 €			50,00 €
<b>TOTAL</b>							<b>11.349,30 €</b>

**ANNEX 7 – Draft International Council Meeting Host Agreement**

# **INTERNATIONAL COUNCIL MEETING HOST AGREEMENT**

## **Between**

The Organising Committee of the \_\_\_\_ International Council Meeting of ELSA  
(Hereafter 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 Secretary General of ELSA International

## **Dates of the ICM**

### **Article 1**

The dates of the International Council Meeting (hereafter the **ICM**) will be from \_\_\_\_ of \_\_\_\_\_ to \_\_\_\_ of \_\_\_\_\_ 20\_\_.

EI authorizes the OC to host the ICM on the terms and conditions set out in this Agreement.

## **Venue and Logistics**

### **Article 2**

The venue of the ICM will be \_\_\_\_\_.

The logistical requirements annexed to this agreement are to be ensured by the OC.

The logistics of the ICM must be assured until at least upon arrival of the IB.

## **Financial Implications**

### **Article 3**

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.

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.

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).

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.

The OC is not allowed to charge additional fees for accommodation, food, reception or social programme. However, a maximum fee of 50€ per participant may be charged covering the Gala Ball and Sightseeing. It is under discretion of OC to decide how these two fees shall be split.

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 the other participants.

The OC shall cover accommodation for a maximum of seven nights for the Chair and Vice-Chair of the plenary.

The OC shall cover the Gala Ball fees of 9 delegates of ELSA International.

### **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. 4.7 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.

## **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.
- 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.

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, 4.4, 4.10 and 4.12.
- 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 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.

Brussels, \_\_\_\_ of \_\_\_\_\_ 2010

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Timo Kortesoja

Secretary General

ELSA International

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ELSA\_\_\_\_\_

**Annex I to the ICM Host Agreement for the \_\_\_\_\_ International Council Meeting 20\_\_****List of Logistical Requirements for International Council Meeting****Plenary hall**

- 1 hall, seating all participants and guests, approximately 9 delegates x 40 groups = 360 persons;
- 1 head-table to accommodate 7 IB members + Chair + Vice-Chair - with appropriate name placards/ place names;
- 1 table for plenary secretaries (usually 2 people);
- 1 video projector to be used for PowerPoint presentations and/or Video presentations (compatible with MS Office 2007 and Windows Vista);
- 1 additional computer, attached to beamer projector, to be used for PowerPoint presentations (compatible with MS Office 2007 and Windows Vista);
- 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 overhead projector to be used for transparencies;
- 1 sound system, which should ideally 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 accompanied with a computer
- 1 computer for workshop secretaries
- Disposable cups
- Refreshments



**Additional equipment**

- 2 spare flipcharts on self-supporting stands (for externals)
- 1 printer
- Sufficient printing paper.
- Internet access

➤ It is also useful to have a number of spare flipcharts on self-supporting stands. These will almost certainly be used by externals who 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 laser printer, capable of printing on transparencies.
- Sufficient printing paper
- 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 8 – Draft International Presidents' Meeting Host Agreement**

# **INTERNATIONAL PRESIDENTS' MEETING HOST AGREEMENT**

## **Between**

The Organising Committee of the \_\_ International Presidents' Meeting of ELSA  
(Hereafter 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 President of ELSA International

## **Dates of the IPM**

### **Article 1**

The dates of the International Presidents' Meeting (hereafter the **IPM**) will be from the \_\_\_\_ to the \_\_\_\_ of \_\_\_\_\_.

EI authorizes the OC to host the IPM on the terms and conditions set out in this Agreement.

## **Venue and Logistics**

### **Article 2**

The venue of the IPM will be \_\_\_\_\_.

The logistical requirements annexed to this agreement are to be ensured by the OC.

The logistics of the IPM must be assured until at least upon arrival of the IB.

## **Financial Implications**

### **Article 3**

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.

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).

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.

The OC shall cover all expenses for the President of EI and 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.

The OC shall cover all extraordinary fees of the President of EI and 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:

- 4.13 Appointing one person to be responsible for the communication and report to the IB before as well as during and after the IPM.
- 4.14 Informing the IB about the members of the OC and their responsibilities in the OC.
- 4.15 Fundraising for the IPM in order to have a sufficient financial basis for the event.
- 4.16 Providing all necessary information to the Network about the application procedure and practical information including general promotion of the event.
- 4.17 Ensuring that invitations and other necessary documents are provided for participants in need of visa.
- 4.18 Providing adequate reception upon arrival of the participants and external guests.
- 4.19 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.
- 4.20 Fulfilling the logistical requirements annexed to this agreement.
- 4.21 Send regular reports to the IB on the organisation before the aforementioned event.
- 4.22 Submit financial report after the IPM upon request by the IB in accordance with art. 4.7 in the Standing Orders of ELSA.
- 4.23 Stay available and respond upon request from the IB within one week from the receipt of the request.

**Responsibilities of EI****Article 5**

EI shall be responsible for:

- 5.10 Appointing one person to be responsible for the communication and report to the OC before as well as during and after the IPM.
- 5.11 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.
- 5.12 Advising the OC in budgeting and accounting if needed.
- 5.13 Sending invitations to the Member Groups via e-mail.
- 5.14 Preparing the Working Materials and the plan for the Workshops and Plenary sessions of the IPM.
- 5.15 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.
- 5.16 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 IPM Host Agreement Requirements.

- 5.17** 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.
- 5.18** Staying available and respond upon request from the OC within one week from the request is received.

### **Discharge of IPM Host/OC**

#### **Article 6**

- 6.4** 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.

- 6.5** 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.
- 6.6** 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.

Brussels, \_\_ of \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ of \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

President

Head of the OC

ELSA International

**Annex I to the IPM Host Agreement for the \_\_\_\_ International Presidents' Meeting \_\_\_\_****List of Logistical Requirements for International Presidents' Meeting****Opening Workshop Room**

- 1 hall, seating all participants and guests, approximately 100
- 1 video projector to be used for PowerPoint presentations and/or Video presentations (compatible with MS Office 2007 and Windows Vista)
- 1 additional computer, attached to beamer projector, to be used for PowerPoint presentations (compatible with MS Office 2007 and Windows Vista)
- 1 ELSA \_\_\_\_\_ banner, depicting the ELSA logo. If you wish, you may also write the name, number and date of the Presidents' Meeting

**Workshops**

1 room seating all participants around 35-50 people

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**

- 2 spare flipcharts on self-supporting stands (for externals)
- 1 printer
- Sufficient printing paper and ink.
- Internet access