

LVI INTERNATIONAL COUNCIL MEETING

WORKING MATERIALS

Sinaia, Romania

25th October - 1st November 2009



Corporate Partner of ELSA International



Auditing Partner of ELSA International

Deloitte.



The European Law Students' Association

GENERAL INFORMATION

FOREWORD

Dear Network,

On the 1st of August the International Board 2009/2010 started their term in office in Brussels. Our honest and sincere goal for the year is to lead the Network towards our vision and to support the Network in achieving the common goals.

The International Board 2009/2010 is proud to present you the LVI International Council Meeting Working Materials. We hope that these documents will prepare you for the upcoming workshops and plenaries in the best possible way. Most importantly we hope that you will gain further knowledge and have a lot of motivation for the next term until we meet again in Malta in March 2010.

Many of you will participate in the International Council Meeting (ICM) for the first time now and maybe it will be your first meeting on the international level of ELSA as well. We hope that we can make these upcoming days in Sinaia the most unforgettable ones in your life. During these days you will attend plenaries and workshops, meet new friends and ways of thinking – learn through the mutual understanding the real essence of the ELSA Spirit. The International Board is hoping for your contributions during this ICM and also your investments on daily basis for the good of the ELSA Network.

The International Board congratulates the Organising Committee from ELSA Bucharest, led by Valentina Pavel as the Head of the Organising Committee, for hosting this accomplishment called the International Council Meeting. We believe that the Romanian spirit in organising this event will guarantee us all a brilliant ICM.

On my behalf as the editor of these Working Materials I want to address my warmest and most sincere appreciation to the six fellow board members of mine. You have always been there for me!

I wish every participant of the LVI International Council Meeting warmly welcome to the experience of a lifetime!

On behalf of ELSA International 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 last ICMs (you will find them in the ELSA ONLINE Archive);
- Read the Statutes and Standing Orders of ELSA International carefully;
- Read and bring with you a copy of the latest edition of the Decision Book (you will find it, as well, in the ELSA ONLINE Archive);
- Bring your Marketing Materials so you can promote your events;
- Bring the One Year Operational Plan (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-bucharest.elsa.ro/> and make sure you have taken note of *all* the Organising Committee's instructions;
- Make travel arrangements to be in Bucharest in time for the opening of the ICM at 15.00 on Sunday 25th of October (It takes about 2 hours from Bucharest to Sinaia);
- Bring smart clothes for the Plenary;
- Rehearse your performance for the ELSA VISION CONTEST!

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

- Decide to be a Workshop secretary;
- Consider being a Plenary secretary;
- Consider hosting the IPM in Summer 2010;
- Consider hosting the ICM Autumn 2010;
- Consider hosting the ICM Spring 2011;
- Consider running for the Vice President Marketing of International Board 2009/2010;
- Consider running for the Vice Auditor of ELSA International 2009/2010.

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

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

**THE DEADLINE FOR NOMINATIONS:
VICE PRESIDENT MARKETING OF INTERNATIONAL BOARD 2009/2010,
VICE AUDITOR OF ELSA INTERNATIONAL 2009/2010
MONDAY 26th OF OCTOBER AT MIDNIGHT
AND
THE DEADLINE FOR NOMINATIONS:
INTERNATIONAL PRESIDENTS' MEETING HOST SUMMER 2010,
INTERNATIONAL COUNCIL MEETING HOSTS AUTUMN 2010 AND
SPRING 2011
TUESDAY 27th OF OCTOBER AT MIDNIGHT
AND
THE DEADLINE FOR NOMINATIONS:
COUNCIL GUESTS ICM SPRING 2010
FRIDAY, 30th OF OCTOBER AT MIDNIGHT**

The Council Meeting Guide for newcomers and experienced participants

What is a Council Meeting?

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

What is a workshop?

The workshops are for debate and discussion to allow more expedient decision-making in the plenary. In each ICM there are 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 Director for 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 to prepare 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 CM officers ensure that some of the most important tasks in a CM are carried out.

What is the role of the Chair?

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

All SotN Inquiries must be thoroughly filled in and submitted in one document (all seven areas of the inquiry) to the Secretary General of ELSA International at elsa@elsa.org and secgen@elsa.org. Please email the SotN Inquiries 7 (seven) days before the ICM to facilitate the procedure during the ICM.

Vice President Marketing of the International Board 2009/2010



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 joy ride”

**MAKE A DIFFERENCE FOR ELSA:
RUN FOR THE POSITION OF
VICE PRESIDENT MARKETING
INTERNATIONAL BOARD 2009/2010!!!**

Vice Auditor of ELSA International 2009/2010



The European Law Students' Association

Are you a punctual 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 all these questions, do not hesitate but run for:

**VICE AUDITOR
OF
ELSA INTERNATIONAL 2009/2010**

ICM Autumn 2010, IPM Summer 2010 and ICM Spring 2011



The European Law Students' Association

**AUTUMN ICM 2010
SUMMER IPM 2010
SPRING ICM 2011**

Do you want to have your name written in 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 a host of endless pleasure made of
fun, joy, parties and amazing people from all over Europe?**

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

**Have you just woken up one day thinking that it is 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

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 authorization to the Secretary General of ELSA International. Please complete the letter of authorization that was sent to all National Boards together with the ICM Package.
This letter must include:
 - ☐ The contact details of your National Group;
 - ☐ The names of the delegates of your National Group who are allowed to raise the voting cards during voting;
 - ☐ The names of all other delegates;
 - ☐ The list of Local Groups that are currently members or observers of your National Group (please indicate which groups enjoy what status);
 - ☐ Two signatures from the National Board members authenticating the letter.

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

Reporting Time

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

- **delegates are on time, especially in the morning (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 2010 and Spring 2011

The host for the next upcoming ICM has been appointed. The Spring ICM 2010 will take place in Malta, organised by ELSA Malta. If you are thinking about organising an ICM in your National Group in Autumn 2010 or in Spring 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 workings at Plenary, we hereby present some rules for National Groups that want to give Presentations during Plenaries:

- The show of any presentations during the plenary session will be up to the discretion of the Chair and Vice Chair;
- No presentations will be allowed if not matching the following criteria:
 1. Having a maximum length of 3 minutes;
 2. Be in accordance with ELSA's Principles;
 3. Be given to the Chair or the Vice Chair till 6 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

Time	Sun 25th October	Mon 26th October	Tue 27th October	Wed 28th October	Thu 29th October	Fri 30th October	Sat 31st October	Sun 1st November
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	Departure of the participants
10:30								
11:00								
11:30								
12:00								
12:30								
13:00		Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	
13:30								
14:00								
14:30								
15:00	Opening Plenary	Workshops	Mid- Plenary	Workshops	Conference	Sightseeing	Final Plenary including dinner	
15:30								
16:00								
16:30								
17:00								
17:30								
18:00		Opening Workshops		Reporting time	Reporting time / ELS Reception	Reporting time		
18:30								
19:00								
19:30		Officers & Freshers						
20:00								
20:30	Dinner	Dinner	Dinner	Dinner	Dinner			
21:00								
21:30								
22:00								
22:30								
23:00	Party	Party	Party	Party	Gala Ball	Party	Party	
23:30								
0:00								
0:30								
1:00								

PLENARY

Draft Agenda**Opening Plenary, Sunday, 25th October 2009 (15.00 – 18.30)**

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

- 16.20 **Election of the Chair of the Plenary**
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
- 17.00 **Approval of the Council Meeting Agenda and presentation of the Council Meeting structure**
Chair
- 17.20 **Approval of the Minutes of the LV International Council Meeting in Budva, Spring 2009**
Chair
- 17.25 **Report from the International Presidents' Meeting in Amsterdam, The Netherlands**
Chair of the International Presidents' Meeting in Amsterdam
- 17.35 **Report from the United S&C and AA Meeting in Cagliari, Italy**
Chair of the United S&C and AA Meeting
- 17.45 **Report from the International STEP and Marketing Meeting in Prague, Czech Republic**
Chair of the International STEP and Marketing Meeting
- 17.55 **Report from the Joint Internal and Financial Management Meeting in Santiago de Compostela, Spain**
Chair of the Joint Internal and Financial Management Meeting
- 18.05 **Presentation of the Workshops during the ICM by the members of ELSA International**
Chair and the International Board
- 18.15 **Information on the Officer's and Fresher's Training**
Timo Kortesoja
- 18.20 **End of the Plenary session**

Mid-Plenary, Tuesday, 27th of October (15.00-20.30)

- 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 and Approval of the S&C Workshop related proposals**
Chair and Workshop Chair
- 15.55 **Presentation and Approval of the BEE Workshop related proposals**
Chair and Workshop Chair
- 16.05 **Presentation and Approval of the FM Workshop related proposals**
Chair and Workshop Chair
- 16.15 **Membership Application of ELSA Georgia**
Chair
- 16.30 **Presentation and Question and Answers time for the candidates for
the position of Vice President Marketing of ELSA International
2009/2010**
Chair and candidates
- 16.55 **Presentation and Question and Answer time for the candidates for the
position of Vice Auditor of ELSA International 2009/2010**
Chair and candidates
- 17.15 **Presentation of the voting procedure**
Chair
- 17.20 **Handing out ballot sheets**
Timo Kortesoja
- 17.30 **Break and casting of the votes**

- 17.45 **Presentation of the ELSA House Training Week Summer 2009**
Organising Committee
- 18.00 **Presentation of the International Presidents' Meeting in Kyiv, Ukraine, winter 2010**
Organising Committee
- 18.15 **Presentation of the International Events**
Organising Committees
- 18.30 **Q&A ELSA International**
Chair
- 19.00 **Announcement of the elections**
Chair
- 19.20 **End of the Plenary Session**

Final Plenary, Saturday, 31st of October 2009 (10.00 – 22.30)

- 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
- 10.40 **Presentation and Approval of the S&C Workshop Report and related proposals and recommendations**
Chair and Workshop Chair
- 11.00 **Presentation and Approval of the STEP Workshop Report and related proposals and recommendations**
Chair and Workshop Chair
- 11.20 **Presentation and approval of the Final Accounts 2008/2009 Auditors' Report**
Opinion of the Financial Management Workshop
Chair, Auditors and the Financial Management Workshop Chair
- 11.50 **Report from the President of the International Board 2008/2009**
Anna Ziemnicka
- 12.10 **Relief of Responsibility of the International Board 2008/2009**
Chair
- 12.20 **Presentation of ELSA Development Foundation Report**
Peter Christian Binau-Hansen
- 13.00 **Lunch Break**
- 15.00 **Revision of the list of votes**
Timo Kortesoja
- 15.10 **Presentation and Approval of the BEE Workshop Report and related**

- proposals and recommendations**
Chair and Workshop Chair
- 15.30 **Presentation and Approval of the IM Workshop Report and related proposals and recommendations**
Chair and Workshop Chair
- 15.50 **Presentation and Approval of the FM Workshop Report and related proposals and recommendations**
Chair and Workshop Chair
- 16.10 **Presentation and Approval of the Marketing Workshop Report and related proposals and recommendations**
Chair and Workshop Chair
- 16.30 **Presentation of the Partners of ELSA International**
Leonid Cherniavskyi
- 17.00 **Presentation by IPM Host Candidate(s), Summer 2010**
Chair and Candidates
- 17.10 **Questions and Answers to the IPM Host Candidate(s), Summer 2010**
Chair and the Council
- 17.20 **Presentation by ICM Host Candidate(s), Autumn 2010**
Chair and Candidates
- 17.30 **Questions and Answers to the ICM Host Candidate(s), Autumn 2010**
Chair and the Council
- 17.40 **Presentation by ICM Host Candidate(s), Spring 2011**
Chair and Candidates
- 17.50 **Questions and Answers to the ICM Host Candidate(s), Spring 2011**
Chair and the Council
- 18.00 **Presentation of the Council Guests for the Spring ICM 2009**
Nomination Committee
- 18.15 **Presentation of the voting procedure**
Chair

- 18.20 **Handing out ballot sheets**
Timo Kortesoja
- 18.30 **Break and casting of the votes**
- 18.50 **Presentation of ELS**
ELS Executive Committee and ELS members
- 19.05 **Presentation time**
- 19.05 **Presentation of the upcoming ICM Malta, March 2010**
Organising Committee
- 19.20 **Presentation of the upcoming Final IFP Conference Munich, Germany
Spring 2010**
Organising Committee
- 19.35 **Announcement of the results of the elections**
Chair
- 19.50 **Miscellaneous**
- 20.00 **Closing of the LIV International Council Meeting**
Leonid Cherniavskyi

ACADEMIC ACTIVITIES WORKSHOP

Timetable

Time	Sun 25th Oct	Mon 26th Oct	Tue 27th Oct	Wed 28th Oct	Thu 29th Oct	Fri 30th Oct				
8:00	Arrival of the participants	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast				
8:30										
9:00										
9:30										
10:00		Area definition & Activity Reports	Training: MCC / EMC ²	Joint AA, S&C & STEP: New IFP Topic	EMC ² proposal	The current IFP topic				
10:30						LRG				
11:00		OYOP		SPEL proposal	Joint AA & FM: EMC ²	Miscellaneous & Q&A				
11:30										
12:00		Lunch	Lunch	Lunch	Lunch	Lunch				
12:30										
13:00										
13:30										
14:00	Opening Plenary	Joint AA, S&C & MAR: International events	Mid Plenary	Training: Time management & Planning	Conference	Sightseeing				
14:30										
15:00										
15:30										
16:00		Joint AA, S&C & FM: Projects and Budgeting		Dressing time / ELS Reception						
16:30										
17:00		Reporting time		Reporting time						
17:30										
18:00	Opening Workshops	Dinner	Dinner	Dinner	Gala Ball	Dinner				
18:30										
19:00	Officers & Freshers									
19:30										
20:00	Dinner				Gala Ball					
20:30										
21:00										
21:30										
22:00										

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:

- Statutes and Standing Orders in force after 55th Council Meeting of ELSA
- Decision Book, focus on Strategic Goals 2008-2013 and AA part
- One Year Operational Plan (OYOP) 2009/2010 of ELSA International
- The State of the Network Report (Report) from ICM Budva
- Minutes from ICM Budva – AA part
- Minutes from the USA² meeting
- The AA Handbook
- Please prepare a **written Activity Report** to distribute to the workshop on the introductory session.

Do also read the Minutes from at least the last two International Council Meetings (Nuremberg & Budva) and the USA² meeting. 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://website.elsa.org>. If you have difficulties accessing the archive, please contact the Secretary General of ELSA International at secgen@elsa.org.

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

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

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

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

Welcome to the AA workshop!

Sunday, 25th October (18.30 – 20.30)

18.30 – 19.30

Opening Workshop

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

Means:

- Election and voting 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. Write down!
- Distribution of the 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.

19.30 - 20.30

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

19.30 – 20.30

Introductory Workshop for Freshers

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

Means:

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

Monday, 26th October (10.00 – 19.00)

10.00– 11.00

Area Definition + Activity Reports

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

Means:

Presentation by ELSA International
Presentation of Activity Reports
Open discussion

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

Preparations: Please read the Activity Reports that we distributed during the Introductory Workshop and be prepared to present your own past and upcoming activities. Also read the section of the Decision Book connected to the AA-area.

11.00 – 12.00

State of the Network report

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

Means:

Presentation by ELSA International
Open discussion

Comments: Following the ICM in Budva, the International Board 2008/2009 drew up the sixth SotN Report based on information submitted to by the National Groups before the ICM Budva.

Preparations: Please read the Report related to the AA area, filled and handed in before ICM Budva, which you can find on

12.00 – 13.00

OYOP – One Year Operational Plan**Aim**

To present the OYOP of ELSA International 2009/2010 and OYOP of the National Groups. To promote planning in the AA area at National and Local level.

Means:

Presentation of the One Year Operational Plan of ELSA International
Presentation of One Year Operational Plan of National Groups
Roundtable discussion

Comments: To have a plan for your year in office is highly recommended, as planning are fundamental for the outcome of a good term in office. By making an OYOP you set goals to achieve during your term in office as a VP AA and as a board. In this session we analyze what is the importance of planning in the AA area on International, National and Local level.

15.00 – 17.00

Joint workshop AA, MAR & S&C: Promoting International Events

Aim: To raise the awareness of international events as a part of the Strategic Goals and to explore the tools for promotion. To agree upon the timelines and task divisions between officers when launching an international event.

Means:

Presentation by ELSA International
Working groups
Presentation by the working groups

Preparations: Prepare a short description of how you have promoted your international events the previous year. Think of ways for improving the promotion of international events.

17.00 – 19.00

Joint Workshop AA, S&C & FM: Projects and Budgeting

Aim: To raise the awareness of the importance of a budget as a tool for planning and realising the project. To raise the awareness on how to raise income for your projects. To learn about the importance of co-operation and communication between the Treasurers and Key Area officers.

Means:

Presentation by ELSA International
Working groups
Presentations by the working groups

Roundtable discussion
Conclusions

Comments: Due to the lack of communication between the Treasurers and Key Area Officers, the planning aspect of a budget is often forgotten. During this session we will focus on planning, communication and co-operation.

Preparations: Search for possible grants for your upcoming projects in order to share your ideas with the workshop. Please prepare a budget together with your board for an international seminar, (5 days, 30 participants, 2 international speakers, hostel accommodation).

Tuesday, 27th October (10.00 – 13.00)

10.00 – 13.00

Training on MCC –Moot Court Competitions and EMC² –ELSA Moot Court Competition on WTO law

Aim: To raise the awareness of how to organise a MCC and the structure of EMC² – ELSA Moot Court Competition on WTO law.

Means:

Training to be given by ITP Trainer

Comments: MCC's are one of the most common events for AA officers and very popular among law students. EMC² is ELSA's biggest project and reaches worldwide. Since the competition is within a very narrow subject, which is unknown to many and therefore not like many other moot courts it can be hard to understand and get an overview just by reading about it. This training will give you a better overview of the structure and how to organise a MCC.

Wednesday, 28th October (10.00 – 19.00)

10.00 – 12.00

Joint Workshop AA, S&C & STEP: The new topic for the International Focus Programme (IFP)

Aims: To discuss the new IFP topic and to agree upon a plan for the research on the possible topics.

Means:

Presentation by ELSA International
Working groups
Presentations by the working groups

Open discussion and conclusions

Comments: The current IFP topic, Intellectual Property Law, was extended at the 54th ICM in Nuremberg, and it is in force until the 31st July 2010. During this session all the Key Areas will be included in the discussions for the new IFP topic that will be decided during the ICM Malta in spring 2010. The call for applications for the Research Groups and their task description will be drafted during this session.

Preparations: Please read the IFP part of the Decision Book and the Input paper by ELSA International concerning the IFP. Please discuss the possible topics with your board. If you want to suggest topics that are not mentioned in the Input Paper, please prepare a short (3 min) presentation.

12.00 – 13.00

SPEL – ELSA Selected Papers on European Law proposal

Aim: To find a concrete solution for the future of SPEL for the AA'ers to work towards.

Means:

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

Comments: The discussion about SPEL and how to increase the contributions has been going on for a long time in the network and with no improvements. The main reason for not improving the amount of contributions is because there is no concrete goal to work towards and SPEL is often forgot as a project within the National Groups. By having it as a part of the OYOP it will get the attention needed.

Preparations: Read the proposal about SPEL, which can be found in the materials. Think of possible ways of promoting SPEL as an attractive law review both for students' and for professors. Remember to use the AA mailing list for your discussions.

15.00 – 19.00

Training on Time Management & Planning

Aim: To train the AA officers' in time management and planning

Means:

Training to be given by ITP Trainer

Comments: For the AA'ers, planning and time management is a crucial knowledge and can help you to improve your work and ease the workload during your term in office. If using the tools right, you will become the most effective one.

Thursday, 29th October (10.00 – 13.00)

10.00 – 11.30

EMC² proposal and General information

Aim: To discuss the current situation of EMC² as the biggest project within ELSA. To vote upon the proposal from ELSA International.

Means:

- Presentation by ELSA International
- Presentation of the proposal by ELSA International
- Discussions and Q & A
- Conclusions
- Voting
- 8th edition of EMC²

Comments: The ELSA Moot Court Competition (EMC²) is a simulated hearing in the World Trade Organization (WTO) dispute settlement system. Competitor teams represent both the Complainant and Respondent parties to the Case by presenting oral submissions in front of a Panel. EMC² Panels consist of WTO law experts and are referred to as Panellist. The Competition provides students with the opportunity to put theory into practice, thereby complimenting 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 8th edition. The competition is still rather unknown for many ELSA members, even though it is the biggest moot court within the WTO law. The biggest change from the earlier years is the outsourcing of the Final Oral Round. New for this year is ELSA's International EMC² team – ELSA Organising Secretariat – EOS.

The proposal from ELSA International regards updates of the EMC² part of the Decision Book. Further more, we will discuss the changes presented for the 8th edition and put focus on the lack of promotion within ELSA.

Preparation: Please read the proposal on EMC² in the working materials. Also visit www.elsamootcourt.org and read the part about EMC² in the AA Handbook. Think of how you have promoted the 8th edition of EMC² at your Universities.

11.30 -13.00

Joint Workshop AA & FM: ELSA Moot Court Competition on WTO Law (EMC2)

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

Means

Presentation by ELSA International
Roundtable discussion
Conclusion

Comments: During the IFP the question about EMC² financial situation was brought up and this workshop will hopefully help to clarify the current situation.

Preparations: Please visit www.elsamootcourt.org. Read the input paper about EMC² by ELSA International and the input paper by ELSA Germany; to be found in the working materials.

Friday, 30th October (10.00 – 13.00)

10.00 – 11.00

Evaluation of the current IFP topic and the AA projects within

Aim: To evaluate the IFP Essay Competition and the events/projects within the IFP on National level

Means:

Presentation by ELSA International
Roundtable discussion on the IFP Essay Competition
Presentation of upcoming IFP related AA events
Conclusion

Comments: To examine the possibilities for implementation and to find out about the projects taking place before the 31st July 2010, especially the Final IFP Conference and the Final IFP Publication.

Preparations: Please prepare a list of upcoming IFP events and evaluate your National Boards promotion efforts for the IFP Essay Competition.

11.00 – 12.00

Legal Research Groups - LRG

Aim: To revive and raise the awareness of Legal Research Groups as a project within the AA area and to look at possible ways of co-operation with other ELSA projects.

Means:

Presentation by ELSA International
Roundtable
LRG co-operations

Comments: With the new IFP topic coming up and the focus on Delegations we now have some great opportunities for LRG's, almost served on a silver plate. A LRG is not only an International Project, but also a project that can be executed on all levels.

Preparations: Please read the part about Legal Research Groups in the Decision Book and the AA Handbook. Prepare a short presentation of ongoing and/or previous LGR's in your country.

12.00 – 13.00

Question & Answer Time, Miscellaneous and Closing Workshop

Aim: To give the Workshop participants the opportunity to clarify issues that was not included in the Workshop Agenda. As well as settle issues unresolved during other Workshop sessions. To conclude the AA workshop and to approve the minutes from the workshops.

Preparations: Please, bring a white T-shirt (which can be “ruined”)! ☺

SEMINARS AND CONFERENCES WORKSHOP

Timetable

Time	Sun 25th Oct	Mon 26th Oct	Tue 27th Oct	Wed 28th Oct	Thu 29th Oct	Fri 30th Oct
8:00	Arrival of the participants	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
8:30						
9:00						
9:30						
10:00		Activity reports	Joint BEE & S&C: ELSA delegations	Joint S&C, AA & STEP: New IFP topic	Training: Risk management	Academic Workshop: Sexuality law
10:30						
11:00		Area definition	Study Visits 1	IFP		Miscellaneous and Feedback
11:30						
12:00		Strategic Goals and SotN				
12:30						
13:00	Lunch	Lunch	Lunch	Lunch	Lunch	
13:30						
14:00						
14:30						
15:00	Opening Plenary	Joint MAR, S&C & AA: International events	Mid Plenary	IFP	Conference	Sightseeing
15:30				Decision Book		
16:00				Study Visits 2		
16:30						
17:00		Joint FM, S&C & AA: Projects and Budgeting			Dressing time / ELS Reception	
17:30						
18:00		Opening Workshops	Reporting time	Reporting time	Reporting time	
18:30						
19:00	Officers & Freshers					
19:30						
20:00	Dinner	Dinner	Dinner	Dinner	Gala Ball	Dinner
20:30						
21:00						
21:30						
22:00						

Draft Agenda

Preparations and reminders for the Seminars and Conferences Workshop

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

- Statutes and Standing Orders, in force after 55th Council Meeting of ELSA
- Council Meeting Decision Book, 27th Edition
- One Year Operational Plan (OYOP) 2009/2010 of ELSA International
- Working Materials
- Minutes of the ICM Budva
- 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 archive. If you have difficulties accessing the archive, please contact the Secretary General of ELSA International at secgen@elsa.org.

Please prepare an Activity Report for distribution to the National Groups and ELSA International (meaning 40 copies of your written Activity Report). Please send it also as an electronic copy to your ELSA International officer. You should include both the things that you have worked on as an S&Cer 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 VP S&C of ELSA International at vpssc@elsa.org.

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

Welcome to the S&C Workshop!

Sunday, 25th October (18.30 – 20.30)

18.30 - 19.30

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
- Election and 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.

19.30 - 20.30

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

19.30 – 20.30

Introductory Workshop for Freshers

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

Means:

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

Monday, 26th October (10.00 – 13.00)

10.00 – 11.00

Activity Reports

Aims: To update the officers in the Network about all the activities 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 we distributed during the Introductory Workshop and be prepared to present your own past and upcoming activities.

11.00 – 12.00

Area Definition

Aims: 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.

12.00 – 13.00

Strategic Goals and State of the Network (SotN)

Aims: 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 Budva, 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 Budva, the International Board drew up the sixth 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 Archive 14 days before the ICM. ELSA International will inform about the publishing on the officers' mailing lists.

Monday, 26th October (15.00 - 19.00)

15.00 – 17.00

Joint Workshop AA, MAR & S&C: Promoting International Events

Aim: To raise the awareness of international events as a part of the Strategic Goals and to explore the tools for promotion. To agree upon the timelines and task divisions between officers when launching an international event.

Means:

Presentation by ELSA International
Working groups
Presentations by the working groups

Preparations: Prepare a short description of how you have promoted your international events the previous year. Think of ways for improving the promotion of international events.

17.00 – 19.00

Joint Workshop AA, FM & S&C: Projects and Budgeting

Aim: To raise the awareness of the importance of a budget as a tool for planning and realising the project. To raise the awareness on how to raise income for your projects. To learn about the importance of co-operation and communication between the Treasurers and Key Area officers.

Means:

Presentation by ELSA International
Working groups
Presentations by the working groups
Roundtable discussion
Conclusions

Comments: Due to the lack of communication between the Treasurers and Key Area Officers, the planning aspect of a budget is often forgotten. During this session we will focus on planning, communication and co-operation.

Preparations: Search for possible grants for your upcoming projects in order to share your ideas with the workshop. Please prepare a budget together with your board for an international seminar (5 days, 30 participants, 2 international speakers, hostel accommodation).

Tuesday, 27th October (10.00 – 13.00)

10.00 – 11.30

Institutional Relations and ELSA Delegations

Aim: To learn more about the Institutional Relations of ELSA and about the Delegations that represent ELSA in the meetings and sessions of international organisations. To discuss the proposals concerning Institutional Relations.

Means:

- Presentation by ELSA International
- Presentation of the Proposals
- Q&A
- Open discussion on the proposals
- Voting

Comments: ELSA International sends calls for Delegations that participate in the meetings of international institutions pursuant to the invitation from these institutions. The procedure is regulated under the BEE part of the Decision Book (Participation in Events promoted by International Institutions) and specified in the Guidelines for the selection of ELSA Delegations (attached to the call for applications).

Preparations: Please read the Institutional Relations Regulations. Please read the proposal by ELSA International and the proposal by ELSA Germany, ELSA Italy and ELSA Turkey concerning Institutional Relations.

11.30 – 13.00

Study Visits 1

Aim: To find out about the possibilities for International Study Visits and the S&C Tools connected to them. To raise awareness of the responsibilities of the S&C officers in connection to Study Visits. To discuss means for increasing the number and academic quality of International Study Visits.

Means:

- Presentation by ELSA International
- Presentations by National and Local Groups
- Open discussion
- Working groups

Comments: International Study Visits, meaning visits between two or more ELSA groups, are a part of the Strategic Goals for 2013. They are combined with an academic programme, preferably including IFP or Human Rights topics, and have at least ten participants.

Preparations: Please find out which Local Groups in your country are looking for Study Visit partners. During this session you can present shortly the past or upcoming International Study Visits in your group. Please read the section concerning Study Visits in the Decision Book.

Wednesday, 28th October (10.00 – 13.00)

10.00 – 12.00

Joint Workshop AA, S&C & STEP: The new topic for the International Focus Programme (IFP)

Aims: To discuss the new IFP topic and to agree upon a plan for the research on the possible topics.

Means:

- Presentation by ELSA International
- Working groups
- Presentations by the working groups
- Open discussion and conclusions

Comments: The current IFP topic, Intellectual Property Law, was extended at the 54th ICM in Nuremberg, and it is in force until the 31st July 2010. During this session all the Key Areas will be included in the discussions for the new IFP topic that will be decided during the ICM Malta in spring 2010. The call for applications for the Research Groups and their task description will be drafted during this session.

Preparations: Please read the IFP part of the Decision Book and the Input paper by ELSA International concerning the IFP. Please discuss the possible topics with your board. If you want to suggest topics that are not mentioned in the Input Paper, please prepare a short (3 min) presentation.

12.00 – 13.00

The current topic of the International Focus Programme (IFP)

Aims: To give general information about the aim of IFP for the ELSA Network. To evaluate the implementation of the current IFP topic, Intellectual Property Law.

Means:

Presentation by ELSA International
Roundtable discussion

Comments: During this session we will evaluate the implementation of the IFP and examine its possibilities.

Preparations: Please prepare a summary of the IFP activities in your National Group during the past year.

Wednesday, 28th October (15.00 – 19.00)

15.00 – 16.00

The current topic of the International Focus Programme (IFP)

Aims: To learn more about the upcoming projects on IFP.

Means:

Presentation of the upcoming IFP events
Roundtable discussion

Comments: This session is for presenting the IFP projects taking place before the 31st July 2010, especially the Final IFP Conference and the Final IFP Publication.

Preparations: During this session you can present shortly the upcoming IFP projects in your country.

16.00 – 17.00

Decision Book Amendments

Aims: To discuss a proposal concerning the definition of international events.

Means:

Presentation by ELSA International
Open discussion

Voting

Comments: The clarity of the definition for international events is important because of the measurement of events related to Strategic Goals.

Preparations: Please read the proposal by ELSA International concerning the Decision Book amendment on S&C Policies.

17.00 – 19.00

Study Visits 2

Aim: To share ideas for successful International Study Visits and to match groups for Study Visits. To find out about the possibilities for International Institutional Study Visits and the S&C Tools connected to them. To raise awareness of the responsibilities of the S&C officers in connection to Institutional Study Visits. To discuss means for increasing the number and academic quality of International Institutional Study Visits.

Means:

- Presentations by the working groups set on Tuesday
- Matching groups for Study Visits
- Presentation by ELSA International
- Presentations by National and Local Groups
- Open discussion

Comments: International Institutional Study Visits, meaning visits to international public or private institutions and organisations, are a part of the Strategic Goals for 2013.

Preparations: During this session you can present shortly the past or upcoming International Institutional Study Visits in your group. Please read the section concerning Institutional Study Visits (S&C Part) and the section concerning Institutional Relations Regulations (BEE Part) in the Decision Book.

Thursday, 29th October (10.00 – 13.00)

10.00 – 13.00

Training on Risk Management

Aim: To learn how to prevent and handle the risks when organising projects.

Means:

The training is given by an ITP Trainer

Friday, 30th October (10.00 – 13.00)

10.00 – 12.00

Academic Workshop: Sexuality Law

Comments: Sexuality law is an innovative area of human rights law, covering topics such as gender equality and non-discrimination on the ground of sexual orientation, as well as sexual and reproductive rights. At the moment, anti-discrimination is a very hot legal issue in Europe, both at the level of the European Union that adopted secondary legislation in the field of anti-discrimination (see anti-discrimination directives), as well as at the Council of Europe that has recently recognized violence against women as a form of gender discrimination (see case of *Opuz v. Turkey* (2009)). Women's full enjoyment of their sexual and reproductive health and rights is a prerequisite for achieving gender equality, as recognized by the Ministerial Declaration of the Conference of Ministers of Gender Equality, Luxembourg, February 4, 2005.

Law students in Europe are rarely exposed to information on sexuality law within their curricular or extracurricular studies compared to their North-American colleagues that have students' associations and study groups organizing seminars and legal clinics on this topic. Threats to restrict sexual and reproductive rights become more and more present in Europe, especially in Eastern Europe due to a raise of fundamentalist and ultra-conservative movement. This can be the source of many human rights violations which law students should be prepared to approach from an international and regional human right law perspective.

The seminar is held by Iustina Ionescu, Center for Reproductive Rights, New York (USA).

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. To close the Workshop.

Means:

- Roundtable discussion
- Filling in the Evaluation form
- Closing the Workshop

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

STUDENT TRAINEE EXCHANGE PROGRAMME WORKSHOP

Timetable

Time	Sun 25th Oct	Mon 26th Oct	Tue 27th Oct	Wed 28th Oct	Thu 29th Oct	Fri 30th Oct			
8:00	Arrival of the participants	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast			
8:30									
9:00									
9:30									
10:00		Training: STEP and Teambuilding	Erasmus co-operation	Joint STEP, AA & S&C: New IFP topic	Training: Negotiation skills and Motivation	DB proposals			
10:30			Long term co-operation			Misc			
11:00			Council of Europe TN			Q&A			
11:30						Evaluation and closing of the WS			
12:00		Lunch	Lunch	Lunch	Lunch	Lunch			
12:30									
13:00									
13:30									
14:00	Opening Plenary	Area definition & Activity reports	Mid Plenary	Joint STEP & BEE	Conference	Sightseeing			
14:30									
15:00				ISMM update					
15:30									
16:00		report		Student Hunting and reception					
16:30									
17:00		OYOP and STEP calendar		Reporting time					
17:30									
18:00	Opening Workshops	Reporting time		Dressing time / ELS Reception					
18:30									
19:00	Officers & Freshers	Reporting time		Reporting time					
19:30									
20:00	Dinner	Dinner	Dinner	Dinner	Gala Ball	Dinner			
20:30									
21:00									
21:30									
22:00									

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 55th Council Meeting of ELSA
- Council Meeting Decision Book, 27th Edition
- One Year Operational Plan (OYOP) 2009/2010 of ELSA International
- Working Materials
- Minutes of the ICM Budva
- Minutes from the ISMM Prague
- Please prepare **an Activity Report** to present to the workshop on the introductory session
- In addition, you will be asked to present your OYOP

Make sure to read the Minutes from at least from the last two International Council Meetings. This is of a 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 Archive: <http://website.elsa.org>. If you have difficulties accessing the archive, please contact the Secretary General of ELSA International at secgen@elsa.org.

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

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

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

Welcome to the STEP workshop! ☺

Sunday, 25th October (18.30 – 20.30)

18.30 – 19.30

Introductory Workshop

Aim: To present the Agenda for the upcoming week and to approve it, 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
- Activity Reports
- 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.

19.30 - 20.30

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

19.30 – 20.30

Introductory Workshop for Freshers

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

Means:

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

Monday, 26th October (10.00 – 13.00)

10.00 – 13.00

Training on STEP and team building, given by the ITP trainer

Aims: To gain the best knowledge in STEP and how to work in a team, and how to create one for your work.

Means:

Training provided by the ITP trainer

Comments: A good training is the best tool to help you to understand various problems you are facing. With training you are also gaining a lot of skills, which are useful for your future work in ELSA and in general.

15.00 – 16.30

Area definition and Activity reports

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

Means:

Presentation by ELSA International
Presentation of the National Groups Activity Reports
Round table discussion

Comments: The purpose of this session is to explain the main roles of a VP STEP of an ELSA board for the freshers, and to remind more experienced VP STEPers of the realities in concern to their role in a team.

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

16.30 – 17.30

State of the Network

Aim: To present the Report after the ICM Budva and to inform the participants of the workshop about the current status quo of STEP in the Network.

Means:

Presentation by ELSA International
Discussion

Comments: The 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.

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

17.30 – 19.00

OYOP and STEP Calendar

OYOP

Aim: To promote planning in STEP at National and Local level and to evaluate the OYOP 2009/2010.

Means:

Presentation of the One Year Operational Plan(OYOP) by ELSA International
Presentation of OYOP by National Groups
Roundtable Discussion

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

STEP Calendar

Aims: To remind ourselves about the Calendar we set during the ICM Nuremberg and ISM Lisbon and present the strategy we created for better functioning of STEP.

Means:

Presentation by ELSA International
Q&A

Comments: In order to keep the continuity in STEP ELSA International created the STEP Calendar, which was presented during the ISM Lisbon. In order to keep it as a long strategy in STEP and achieve the continuity we are aiming for, we need to update whole the Network and remind ourselves about it on each ICM.

Tuesday, 27th October (10.00 – 13.00)

10.00 – 11.00

ERASMUS co-operation

Aims: To evaluate the possibilities of cooperation with ERASMUS as discussed during the last ICM Budva and ISMM Prague.

Means:

Presentation by ELSA International
Presentation by the National Groups
Q&A
Conclusions of the workshop

Comments: During the ISM Lisbon and inspired by the idea of ELSA Malta about the possibilities in co-operation with ERASMUS as a way of securing the contacts with the employers and making them more secured in the STEP, the workshop concluded that such possibility exists. Therefore each National Group is to check the possibilities and means of co-operation with the ERASMUS offices in their countries. Also, ELSA International is to check the ways and possibilities in receiving the ERASMUS grants for the students participating in STEP.

Preparations: Please prepare the report from your National Group concerning this cooperation. Also fresh ideas how as a Network we can achieve this goal are more than welcome.

11.00 – 12.00

Long-term co-operation in STEP

Aim: To present one of the ways of keeping the old employers and maintaining the continuity within STEP in order to make the job of the STEP officers more efficient.

Means:

Presentation by ELSA International
Presentation by the National Groups
Roundtable discussion
Q&A

Comments: Due to the lack of transition or lack of good transition in some National Groups or to the lack of experience and knowledge in others, in the beginning of the term in office each officer starts new contacts and new research of the “market” in his country concerning STEP, instead of trying to secure the old employers first. Therefore, during the ISM Lisbon, ELSA International presented the idea of creating the “Employers Database” about the old and new potential STEP employers with a few comments on the possible co-operation. Also we had some updates on the ISMM Prague, but again during this session we will evaluate the work done so far on this topic by the National Groups and ELSA International and discuss the future steps.

Preparations: Please bring the updated “lists” and prepare to present it to the workshop.

12:00 - 13:00

Joint WS IM & STEP:

Aim: To present the new Online System for ELSA and regarding the member management part, STEP menu and Matching system.

Means:

Presentation by ELSA International
Q&A

Comments: ELSA International has been working in co-operation with ELSA Germany in order to create a new Online System for ELSA. In this workshop ELSA International will present current proceedings of this project.

Wednesday, 28th October (10.00 – 13.00)

10.00 – 12.00

Joint Workshop AA, S&C & STEP: The new topic for the International Focus Programme (IFP)

Aims: To discuss the new IFP topic and to agree upon a plan for the research on the possible topics.

Means:

Presentation by ELSA International
Working groups
Presentations by the working groups
Open discussion and conclusions

Comments: The current IFP topic, Intellectual Property Law, was extended at the 54th ICM in Nuremberg, and it is in force until the 31st July 2010. During this session all the Key Areas will be included in the discussions for the new IFP topic that will be decided during the ICM Malta in spring 2010. The call for applications for the Research Groups and their task description will be drafted during this session.

Preparations: Please read the IFP part of the Decision Book and the Input paper by ELSA International concerning the IFP. Please discuss the possible topics with your board. If you want to suggest topics that are not mentioned in the Input Paper, please prepare a short (3 min) presentation.

12.00 – 13.00

Council of Europe Traineeships

Aim: To inform the Network about the co-operation with Council of Europe concerning STEP traineeships.

Means:

Presentation by ELSA International
Q&A

Comments: In July ELSA International signed a Traineeship Agreement. It is crucial to present the Agreement, application procedure and forms to the officers and discuss ways of promotions. Also, it is useful to have a general overview about the co-operation so far and analyze our work.

Wednesday, 28th October (15.00 – 19.00)

15.00 - 16.30

Joint WS BEE & STEP: Cooperation between Presidents and STEP officers

Aim: To remind about the importance of co-operation between Presidents and STEP officers and to evaluate the work done in the National Groups so far, and to update the results of co-operation between the President and the Vice-President STEP of ELSA International. To present the new STEP Newsletter and STEP Partnership proposal of ELSA International and get inputs from National Groups.

Means:

Presentation by the ELSA International
Presentation by the National Groups
Q&A

Preparations: Please prepare the report of your National Group concerning the co-operation between the President and the STEP officer.

16.30 - 17.00

ISMM Prague update

Aim: To present the main discussion points and conclusions from the ISMM Prague for all those countries that were not represented. During the ISMM we discussed some really important issues in STEP and it is important that whole Network is well updated.

Means:

Presentation by ELSA International

Q&A

Preparations: Please read the Minutes and the Report from the ISMM Prague and prepare your questions for this session.

17.00 – 19.00

Student Hunting and Reception

Aim: To analyse the STEP cycle and the Student Hunting tools and strategies.

Means:

ELSA International presentation
Working Groups
Roundtable discussion

Comments: This session intends to give information regarding on how we can raise the number of applicants in STEP, to discuss the common problems in Student Hunting, and what will be the best ways to solve them. Also, it would be more than useful to bring marketing materials you are using to attract students. We can learn a lot from each other's experiences.

Thursday, 29th October (10.00 – 13.00)

10.00-13.00

Training on Negotiation skills and Motivation in Job Hunting

Aim: To gain skills in your work on Job Hunting. Motivation to work in our area is crucial, especially now when we have a clear goal to achieve.

Means:

Training provided by the ITP trainer

Comments: A good training is the best tool to help you understand various problems you are facing. With training you are also gaining a lot of skills, which are useful for your future work in ELSA and in general. In interaction with trainer you will also find out how to implement knowledge you have in this area and how to work on the common problems in approaching the employers.

Friday, 30th October (10.00 – 13.00)

10.00 - 11.00

Proposals on amending the STEP part of the Decision Book by ELSA International**Aim:** To discuss and vote upon the proposals regarding the STEP part of the Decision Book.**Means:**

Presentation by ELSA International

Discussion, Q&A

Voting

Preparations: Please read the Proposals and the Decision Book

11.00 – 11.30

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

11.30 – 12.00

Q&A**Aim:** To give the Workshop participants the opportunity to clarify issues that was not included in the Workshop Agenda.

12.00 – 13.00

Evaluation and closing of the WS**Aim:** To evaluate the Workshop and to approve the Minutes.

BOARD MANAGEMENT, EXTERNAL RELATIONS AND EXPANSION WORKSHOP

Timetable

Time	Sun 25th Oct	Mon 26th Oct	Tue 27th Oct	Wed 28th Oct	Thu 29th Oct	Fri 30th Oct
8:00	Arrival of the participants	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
8:30						
9:00						
9:30						
10:00		Area definition	Joint S&C: Delegations	Joint IM, MAR: Market Research	Training on Fundraising II	ELSA-ELS Cooperation
10:30				Activity Reports, and SG 2013		
11:00		Other NGOs	Annual Report Q&A			
11:30						
12:00		Miscellaneous				
12:30						
13:00		Lunch	Lunch	Lunch	Lunch	Lunch
13:30						
14:00						
14:30						
15:00	Opening Plenary	Guidelines for SG2013 Quest. + SG Proposal	Mid Plenary	Joint STEP: Cooperation	Conference	Sightseeing
15:30						
16:00		Expansion				
16:30						
17:00		Academic Evening				
17:30						
18:00		Joint IM: ELSA Georgia	Reporting time	Dressing time / ELS Reception		
18:30					Opening Workshops	
19:00	Officers & Freshers					
19:30						
20:00	Dinner	Dinner	Dinner	Gala Ball	Dinner	
20:30						
21:00						
21:30						
22:00						

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

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

- Statutes and Standing Orders, in force after 55th Council Meeting of ELSA
- Council Meeting Decision Book, 27th Edition
- One Year Operational Plan (OYOP) 2009/2010 of ELSA International
- One Year Operational Plan (OYOP) 2009/2010 of your National Group
- Working Materials
- Minutes of the ICM Budva
- Minutes of the IPM Amsterdam
- Fundraising materials from your National Group

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

You may find all the materials from archive. If you have difficulties accessing the archive, please contact the Secretary General of ELSA International at secgen@elsa.org.

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

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

Welcome to the BEE Workshop!

Sunday, 25th October (18.30 – 20:30)

18.30 - 19.30

Introduction Workshop

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

Means:

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

19.30 - 20.30

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

19.30 – 20.30

Introductory Workshop for Freshers

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

Means:

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

Monday, 26th October (10.00 – 19.00)

10.00 - 11.00

BEE Area definition

Aim: To give an overview of the tasks in the BEE area. To familiarize participants with Strategic Goals of ELSA 2008-2013.

Means:

Presentation by ELSA International
Q&A and open discussion

Preparations: Read the BEE part of the Decision Book and Strategic Goals 2013 in the Decisions Relating to ELSA in General part of the Decision Book.

11.00 - 13.00

Activity Report, State of the Network Report (Report) ICM Budva and Strategic Goals 2013 Report (2009)

Aim: To get an impression of the status of the board management, expansion and external relations at the international level. To highlight some statistics from the 6th State of The Network Inquiry conducted before ICM Budva spring 2009 and to give some statistics from current status of our network. To get an overview on the current level of achievement of the Strategic Goals 2013 from the presentation on the results of the 2nd Strategic Goals Questionnaire conducted in August-September 2009. To be a good starting point and initiator for the productive discussions during the upcoming week.

Means:

Presentation by President of ELSA International of the Activity Report, SotN statistics and Strategic Goals 2013 Questionnaire statistics
Questions and answers

Preparations: Please, read the 6th State of the Network inquiry conducted before ICM Budva and the Activity Report of the President of ELSA International.

15.00 - 16.30

Presentation of the Guidelines for filling in the SG2013 Questionnaire.**The Strategic Goals 2013 Report Proposal of ELSA International.**

Aim: To familiarize participants with the Guidelines for filling in the SG2013 Questionnaires. To present and vote upon the proposed by ELSA International changes concerning the Strategic Goals 2013 Questionnaires and Reports.

Means:

Presentation of the President of ELSA International
Q&A
Presentation of the Proposal by President of ELSA International
Q&A
Discussion
Voting

Comments: There have already been two Strategic Goals 2013 Questionnaires Reports: in June – August 2008 and August – September 2009. The analyses and experience of those Reports showed their great importance for successful achievement of Strategic Goals 2013 and at the same time general confusion regarding the correct filling of the Questionnaires. This resulted in not very solid and actual statistics of the Strategic Goals' 2013 achievement. The Guidelines will help the National Presidents to fill in the Questionnaires coherently and will clarify the concerned problems.

Preparations: Please, read the Proposal on the Strategic Goals 2013 Report by ELSA International.

16.30 - 18.00

OYOP Session

Aim: To present the main aims of the OYOP of ELSA International 2009/2010. To share and analyse the OYOPs 2009/2010 of National Groups.

Means:

Presentation by ELSA International
Q&A
Presentation by National Presidents
Q&A
Discussion

Preparations: Please, get acquainted with the OYOP of ELSA International 2009/2010 and prepare to present OYOPs of your National Groups as well as your previous achievements within Strategic Plan of ELSA.

18.00 - 19.00

Joint Workshop BEE & IM: Membership application of ELSA Georgia

Aim: In this workshop the membership application of ELSA Georgia will be presented.

Means:

Opening words and procedure – ELSA International
Presentation of membership application by ELSA Georgia
Questions and answers, ELSA Georgia
Break
Final questions and answers, ELSA Georgia
Voting on the application
Final comments and conclusion

Preparations: Read carefully the part “Applications” from these working materials.

Tuesday, 27th October (10.00 - 13.00)

10.00 - 11.30

Joint WS BEE & S&C: Institutional Relations and ELSA Delegations

Aim: To learn more about the Institutional Relations of ELSA and about the Delegations that represent ELSA in the meetings and sessions of international organisations. To discuss the proposals concerning Institutional Relations.

Means:

Presentation by ELSA International
Presentation of the Proposals
Q&A
Open discussion on the proposals
Voting

Comments: ELSA International sends calls for Delegations that participate in the meetings of international institutions pursuant to the invitation from these institutions. The procedure is regulated under the BEE part of the Decision Book (Participation in Events promoted by International Institutions) and specified in the Guidelines for the selection of ELSA Delegations (attached to the call for applications).

Preparations: Please read the Institutional Relations Regulations. Please read the proposals by ELSA International and the proposal by ELSA Germany, ELSA Italy and ELSA Turkey concerning Institutional Relations.

11.30 - 13.00

back-page contract and procurement procedures of ELSA International

Aims: To update presidents on the work done with regards to contractor search for the backpage. To discuss the procurement procedures and analyse their adjustment to ELSA needs.

Means:

Update by ELSA International
Q&A
Presentation by ELSA International
Open discussion
Working groups

Preparations: Please, read the Input Paper concerning procurement regulations.

Wednesday, 28th October (10.00 – 19.00)

10.00 - 11.00

Joint WS BEE, IM & MAR: Market Research 2009/2010

Aim: To raise the awareness of, discuss present status of and future involvement in the network-wide Market Research that is to be conducted in the network during the term of 2009/2010.

Means:

Presentation by ELSA International
Roundtable discussion

Comments: ELSA International coordinates the network-wide Market Research, which is to be carried out, with the active help of national and local officers, every third year.

Preparations: Look through the Market Research conducted in 2007, which can be found in the Archive, <http://website.elsa.org>.

11.00 - 12.00

Training on Fundraising: Part I

Aims: To introduce the fundraising as a part of Presidents' activities. To arrange the preparations for the second part of the training.

Means:

The introduction to the training on fundraising provided by the ITP trainer

Comments: It is crucial that participants of the training are well prepared for it. This includes acquaintance with the trainer, introduction of the topic as well as some tasks to be prepared for the second main part of it.

12.00 - 13.00

Cooperation with other non-governmental organizations

Aim: To analyze the opportunities and benefits of cooperation with other non-governmental organisations.

Means:

General inputs by ELSA International
Inputs by participants
Working Groups

Preparations: Please, prepare your inputs on the previous cooperation you had with other non-governmental organisations (students' associations etc.) in you National Groups.

15.00 - 16.30

Joint WS BEE & STEP: Cooperation between Presidents and STEP officers

Aim: To remind about the importance of cooperation between Presidents and STEP officers and to evaluate the work done in the National Groups so far. To update on the results of cooperation between the President and the Vice-President for STEP of ELSA International. To present the new STEP Newsletter and STEP Partnership proposal of ELSA International and get inputs from National Groups.

Means:

Presentation by the ELSA International
Presentation by the National Groups
Q&A

Preparations: Please, prepare the report of your National group concerning the cooperation between the President and the STEP officer.

16.30 - 17.30

Expansion

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

Means:

Presentation of ELSA International
Q&A

Discussion

17.00 - 19.00

Joint BEE& IM: Academic Evening

“Legal Regulation of Status of International Non-governmental Organisations under International Law” – seminar given by a qualified specialist in the field.

Thursday, 29th October (10.00 – 13.00)

10.00 - 13.00

Training on Fundraising: Part II

Aim: To train Presidents on fundraising and remind about all possible ways of securing financial stability of the National Groups.

Means:

Training provided by an ITP trainer

Friday, 30th October (10.00 – 13.00)

10.00 - 11.30

ELSA-ELS Cooperation: current state, perspectives and promotion of ELS.

Aim: To present the current cooperation with ELS. To present the shape of the future cooperation between ELSA and ELS. To share the ways of promotion of ELS by National Groups of ELSA.

Means:

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

Preparations: Please, read the Input Paper by ELSA International on the ELSA-ELS cooperation.

11.30 - 12.30

Annual Report by the President of ELSA International 2008/2009 and Q&A

Aim: To present the Annual Report of the International Board 2008/2009. To receive answers on Presidents' questions concerning the term in office of the International Board 2008/2009.

Means:

Presentation by the President of ELSA International 2008/2009 on behalf of the previous
International Board
Q&A

12.30 - 13.00

Closing of the WS

Aim: To settle the issues unresolved during other Workshop sessions. To evaluate the workshop and to approve the Minutes.

INTERNAL MANAGEMENT WORKSHOP

Timetable

Time	Sun 25th Oct	Mon 26th Oct	Tue 27th Oct	Wed 28th Oct	Thu 29th Oct	Fri 30th Oct				
8:00	Arrival of the participants	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast				
8:30										
9:00										
9:30										
10:00		Training: Teambuilding	OYOP	Market Research	NSS	Decision Book Proposal				
10:30			International Trainers' Pool	Proposal Area Meetings	Decision Book Proposal	Archiving				
11:00										
11:30			Joint IM & STEP:	Training: Time & Project Management	IM Manual	Q&A + Misc				
12:00						Closing WS				
12:30										
13:00	Opening Plenary	Lunch	Lunch	Lunch	Lunch	Lunch				
13:30										
14:00										
14:30										
15:00		Area definition	Mid Plenary	Training on Time & Project Management	Conference	Sightseeing				
15:30		Activity Reports & SotN Report								
16:00		HR Strategy								
16:30		Joint IM & MAR Recruitment		NGO Status under International Law	Dressing time / ELS Reception					
17:00		BEE & IM:Application ELSA Georgia								
17:30		Reporting time		Reporting time	Gala Ball					
18:00										
18:30	Opening Workshops									
19:00	Officers & Freshers					Reporting time				
19:30										
20:00	Dinner	Dinner	Dinner	Dinner	Gala Ball	Dinner				
20:30										
21:00										
21:30										
22:00										

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 55th Council Meeting of ELSA
Council Meeting Decision Book, 27th Edition

One Year Operational Plan (OYOP) 2009/2010 of ELSA International
Working Materials

Minutes of the ICM Budva and ICM Nuremberg

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 Archive: <http://website.elsa.org>. If you have difficulties accessing the archive, please contact the Secretary General of ELSA International at secgen@elsa.org.

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

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

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

Welcome to the IM Workshop!

Sunday, 25th October (18.30 – 20.30)

18.30 - 19.30

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
- Election and 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.

19.30 - 20.30

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

19.30 – 20.30

Introductory Workshop for Freshers

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

Means:

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

Monday, 26th October (10.00 – 13.00)

10.00 - 13.00

Training on Teambuilding

Aim: To strengthen and develop the group of participants to work as a team.

Means:

Training given by ITP Trainer

Monday, 26th October (15.00 – 19.00)

15.00 - 15.30

Area Definition

Aim: To give the participants an overview concerning the Internal Management area and to define the tasks and the role of the Secretary General.

Means:

Presentations by ELSA International
Q & A
Open discussion

Comments: Often it is thought that the work of a Secretary General is only to update the regulations and write minutes of a meeting. During this session the participants will see that the work of a Secretary General is much more than that – it is the oil in the motor of car!

Preparations: For this session, please read the IM part of the Decision Book

15.30 - 16.30

Activity Reports & State of the Network Report

Aim: To highlight some statistics from the 6th State of the Network Report conducted before ICM Budva spring 2009 and to give some statistics from the current status of our Network. To get an impression of the status of Internal Management in member countries through activity reports presented in the workshop.

Means:

To give participants realistic picture on the general state of the ELSA Network in autumn 2009
To be a good starting point and initiator for the fruitful discussions during the upcoming week

Preparations: Please read the 6th State of the Network Report conducted before ICM Budva and all the activity reports handed to you during the Introductory Workshop.

16.30 - 17.00

Human Resources Strategy

Aim: To raise the awareness of the Human Resources Strategy.

Means:

Presentations by ELSA International
Q & A

Comments: During the Joint Internal and Financial Management Meeting in Spain it was concluded that the best way for implementation of the Strategy is to promote it. Therefore, ELSA International will give this presentation to the participants of the Internal Management Workshop.

17.00 - 18.00

Joint Workshop IM & MAR: Recruitment Materials

Aim: To present the materials for member recruitment made by ELSA International during autumn 2009 and to discuss the possible ways of recruiting new members.

Means:

Presentation by ELSA International
Q & A
Roundtable discussion

Comments: Recruitment as an ongoing project is one part of the Human Resources Strategy of ELSA. ELSA International is responsible for the preparatory work connected to recruitment materials and based on the discussions during the Joint IM & MAR Workshop in the ICM Budva ELSA International has created some new materials. These materials will be presented during this session and we will also share experiences on how members are recruited in different countries.

Preparations: Look through how the recruitment of members has been done in your country the previous year.

18.00 - 19.00

Joint Workshop IM & BEE: Membership application of ELSA Georgia

Aim: In this workshop the membership application of ELSA Georgia will be presented.

Means:

Opening words and procedure – ELSA International
Presentation of membership application by ELSA Georgia
Questions and answers, ELSA Georgia
Break
Final questions and answers, ELSA Georgia
Voting on the application
Final comments and conclusion – chair

Preparations: Read carefully the part “Applications” from these working materials.

Tuesday, 26th October (10.00 – 13.00)

10.00 - 10.45

One Year Operational Plan of ELSA International 2009/2010

Aim: To present the One Year Operational Plan of ELSA International for the year 2009-2010.

Means:

Presentation by ELSA International
Q & A

Comments: The One Year Operational Plan (OYOP) is a detailed plan of several goals that ELSA International has set to be reached during the term in office. The OYOP can only be fulfilled with the help and support from the whole Network and it is therefore crucial that all officers are aware of the common goals. The OYOP is not only a one year-plan for the association; it is also the way of fulfilling the Strategic Goals for 2013, which are the common goals of the whole Network. In this session ELSA International will highlight the most important parts of the OYOP to the Secretaries General.

10.45 - 12.00

International Trainers' Pool – benefits and possibilities

Aim: To familiarise the participants to the concept of ITP and to raise the awareness concerning the possibilities and benefits that ITP can provide.

Means:

Presentation by ELSA International
Q & A

Roundtable discussion: What would be the event in your National Group that could involve the ITP? Why specifically that event? How would you benefit from ITP in the event?

Comments: Trainings are the most effective way of improving the quality of our Network. Our International Trainers' Pool was originally founded to serve international co-operation and improvement of professional and ELSA-skills of ELSA-members throughout the Network.

This session is to give the participants relevant information about the ITP regarding the procedures, benefits and possibilities related to ITP and also to share the opinions with the other participants.

12:00 - 13:00

Joint WS IM & STEP:

Aim: To present the new Online System for ELSA and regarding the member management part, STEP menu and Matching system.

Means:

Presentation by ELSA International
Q&A

Comments: ELSA International has been working in co-operation with ELSA Germany in order to create a new Online System for ELSA. In this workshop ELSA International will present current proceedings of this project.

Wednesday, 27th October (10.00 – 13.00)

10.00 - 11.00

Joint workshop BEE & IM & MAR: Market Research

Aim: To raise the awareness of, discuss present status of and future involvement in the Network-wide Market Research that is to be conducted in the Network during the term of 2009/2010.

Means:

Presentation by ELSA International
Roundtable discussion

Comments: ELSA International coordinates the network-wide Market Research which is to be carried out, with the active help of national and local officers, every third year.

Preparations: Look through the Market Research conducted in 2007, which can be found in the Archive, <http://website.elsa.org>.

11.00 - 12.00

ELSA Spain and ELSA Germany proposal concerning Area Meetings

Aim: To discuss and vote upon the proposal on Amendments of ELSA Spain and ELSA Germany to the IM-part of Council Meeting Decision Book.

Means:

Presentation by ELSA Spain and ELSA Germany
Q & A
Discussion
Voting

Preparations: Read the Proposal on these Working Materials.

12.00 - 13.00

Training session on Time & Project Management I

Means:

Training given by ITP Trainer

Comments: The first part of the training

Wednesday, the 27th of October 2009 (15.00 – 19.00)

15.00 - 17.30

Training session on Time & Project Management II

Means:

Training given by ITP Trainer

Comments: The second part of the training.

17.00 - 19.00

Joint BEE & IM: Academic Evening

“Legal Regulations concerning the Status of International Non-governmental Organisations under International Law” – seminar given by a qualified specialist in the field.

Thursday, 28th October (10.00 – 13.00)

10.00 - 11.00

Network Support System (NSS)

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

Means:

Presentation by the Working Group
Q & A
Discussion

Comments: The Network Support System (NSS) is regulated in the Decision Book since spring 2007 but so far there have not been any organised projects under the NSS. The Workshop on the Joint Internal and Financial Management Meeting decided to establish a Working Group regarding the improvements for the Network Support System. During this session the results of the Working Group will be presented and further discussed.

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

11.00 - 12.00

Proposal for Amending the IM-section of the Council Meeting Decision Book

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

Means:

Presentation by ELSA International
Q & A
Discussion
Voting

Comments: Read the Proposal regarding the responsibilities for quality management (IM 02/09 I) by ELSA International on these Working Materials.

12.00 - 13.00

IM manual

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

Means:

Presentation by the Working Group
Q & A
Discussion

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

Friday, 29th October (10.00 – 13.00)

10.00 - 11.00

Proposal for Amending the IM-section of the Council Meeting Decision Book

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

Means:

Presentation by ELSA International
Q & A
Discussion
Voting

Comments: Read the Proposal regarding representation (IM 02/09 II) by ELSA International on these Working Materials.

11.00 - 12.00

Archiving

Aim: To present what materials we usually archive, to present how to archive the materials, to give guidelines for making archiving plan and to have a discussion regarding archiving.

Means:

Presentation by ELSA International
Q&A
Open discussion

Comments: Archiving is one part of ensuring the continuity in our Network. It is the most important tool in the way of guaranteeing sharing of the information and preserving the gained information.

During this session ELSA International will present methods for archiving and after the presentation there will be time for discussion.

12.00 - 12.30

Miscellaneous and Questions & Answers time

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

Means:

Discussion led by the chair of the Workshop

12.30 - 13.00

Closing Workshop

Aim: To sign minutes and finish the Internal Management Workshop in the LVI ICM Sinaia

Means:

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

FINANCIAL MANAGEMENT WORKSHOP

Timetable

Time	Sun 25th Oct	Mon 26th Oct	Tue 27th Oct	Wed 28th Oct	Thu 29th Oct	Fri 30th Oct		
8:00	Arrival of the participants	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast		
8:30								
9:00								
9:30								
10:00		Area definition + Activity reports	Training: Teambuilding	Approval of the revised budget	ELSA Development Foundation	Final Accounts 2008/2009		
10:30								
11:00		report		Joint FM & MAR: Marketing			Joint AA & FM: EMC ²	Q&A
11:30								
12:00		OYOP	Lunch	Lunch	Lunch	Lunch		
12:30								
13:00								
13:30								
14:00	Opening Plenary	Lunch	Lunch	Lunch	Lunch	Lunch		
14:30								
15:00								
15:30								
16:00		EDF Proposal	Mid Plenary	Decision Book proposal	Conference	Sightseeing		
16:30		NG responsibilities		Budgeting				
17:00		Joint FM, AA & S&C: Projects and Budgeting		Bookkeeping			Dressing time / ELS Reception	
17:30								
18:00								
18:30		Opening Workshops		Reporting time	Reporting time			Reporting time
19:00								
19:30		Officers & Freshers						
20:00								
20:30	Dinner	Dinner	Dinner	Dinner	Gala Ball	Dinner		
21:00								
21:30								
22:00								

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 55th Council Meeting of ELSA;
- Council Meeting Decision Book, 27th Edition;
- One Year Operational Plan (OYOP) 2009/2010 of ELSA International
- The State of the Network Report (Report) from ICM Budva
- Working Materials
- The proposal for the revised budget for the term 2009/2010
- Please prepare **a written Activity Report** to distribute to the workshop on the introductory session.

Do also read the Minutes from at least the two previous International Council Meetings (Nuremberg and Budva). All documents/materials can be found in the Archive: <http://website.elsa.org>

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

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

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

Welcome to the Financial Management workshop!

Sunday, 25th October (18.30 – 20.30)

18.30 – 19.30

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
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.

19.30 - 20.30

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

19.30 – 20.30

Introductory Workshop for Freshers

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

Means:

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

Monday, 26th October (10.00– 19.00)

10.00– 11.00

Area Definition + Activity Reports

Aim: To increase the knowledge of your responsibilities as treasurer and your role in the board. To inform about the past and present status of the Treasurer of ELSA International.

Means:

Presentation by ELSA International
Presentation by the participants of Activity Reports
Open discussion

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

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

11.00 – 12.00

State of the Network Report

Aim: To present the results of the State of the Network FM enquiries filled in before the ICM in Budva, 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 Budva, the International Board 2008/2009 drew up the sixth Report based on the information submitted to by the National Groups before the ICM Budva.

Preparations: Please read the Report related to the FM area

12.00 – 13.00

OYOP – One Year Operational Plan

Aim: To present the OYOP of ELSA International 2009/2010 and OYOP of the National Groups.

Means:

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

Comments: To have a plan for your year in office is highly recommended, as planning are fundamental for the outcome of a good term in office. By making an OYOP you set goals to achieve during your term in office as a treasurer and as a board. In this session we will analyze what is the importance of planning and budgeting in the FM area on International, National and Local level.

Preparations: Please bring the budget for your National Group

15.00 – 16.00

Proposal for the Decision Book regarding the ELSA Development Foundation (EDF)

Aim: To discuss the proposal regarding EDF proposed by ELSA Germany and seconded by ELSA Austria and ELSA Switzerland

Means:

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

Preparations: Please read the proposal on EDF in the working materials and the part of the Decision Book regarding the ELSA Development Foundation

16.00 – 17.00

Workshop regarding the National Groups responsibilities towards ELSA International

Aim: To raise the awareness of the cooperation between ELSA International and the National Groups and clarify the different fees National Groups are obliged to pay to ELSA International.

Means:

- Presentation by ELSA International
- Discussion and Q & A

Conclusion

Comments: ELSA International as an umbrella organisation of all the National Groups collect fees in order to invest for the benefit of the whole Network. A large part of ELSA International's budget is income raised from the National Groups in the Network. The session is to clarify when the different fees are collected and for what purpose they are used.

Preparations: Please read the part of the Decision Book regarding fees and National Group responsibilities.

17.00 – 19.00

Joint Workshop AA S&C + FM: Projects and Budgeting

Aim: To raise the awareness of the importance of a budget as a tool for planning and realising the project. To raise the awareness on how to raise income for your projects. To learn about the importance of co-operation and communication between the Treasurers and Key Area officers.

Means:

Presentation by ELSA International
Working groups
Presentations by the working groups
Roundtable discussion
Conclusions

Comments: Due to the lack of communication between the Treasurers and Key Area Officers, the planning aspect of a budget is often forgotten. During this session we will focus on planning, communication and co-operation.

Preparations: Search for possible grants for your upcoming projects in order to share your ideas with the workshop. Please prepare a budget together with your board for an international seminar, (5 days, 30 participants, 2 international speakers, hostel accommodation).

Tuesday, 27th October (10.00 – 13.00)

10.00 – 13.00

Training on Teambuilding

Aim: To train the FM officers' in teambuilding. To improve the team spirit among the National Officers and to make each officer able to build his/her own team of local treasurers.

Means:

Training to be given by ITP Trainer

Comments: In order to improve the financial management in the whole network the team of both National and Local treasurers need to even stronger.

Wednesday, 28th October (10.00– 19.00)

10.00 – 11.30

Revision of the budget for the term 2009/2010

Aim: To revise the Budget according to the updated financial situation.

Means:

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

Comments: The financial reality of ELSA International is changing constantly. ELSA International is therefore proposing a revised budget for the year 2009/2010. The details of the changes can be seen in these Working Materials. During the workshop, all the major changes will be explained in details.

Preparations: Please read carefully through the proposed revision of the budget and the input paper regarding the financial situation of ELSA International.

11.30 – 13.00

Joint Workshop FM & MAR: Marketing budget

Aim: To discuss the importance of allocating money for marketing material in National and Local Groups. To discuss the possibility of printing marketing material for several or many groups altogether.

Means:

Presentation by ELSA International
Discussion

Comments: The importance of producing marketing material is often forgotten in ELSA. In this workshop we will discuss the situations when exposure can serve as an investment even though it is not directly measurable. We will also discuss ELSA International's involvement in making marketing templates available to the Network and assisting groups with information on printing possibilities.

15.00 – 16.00

Proposal for the Decision Book

Aim: To discuss the proposal for the Decision Book proposed by ELSA International

Means:

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

Preparations: Please read the proposal by ELSA International in the working materials and the part of the Decision Book regarding the proposal.

16.00 – 17.30

Budgeting and budget management

Aim: To discuss the importance of both a general budget as well as budgets for projects arranged by National and Local Groups. To share experience and know-how regarding budget management.

Means:

- Presentation by ELSA International
- Roundtable discussion.
- Q & A

Comments: A well-balanced budget is the keystone for realising the goals put down in the National Groups One Year Operational Plan. During this workshop we will also follow up on the inputs from the Joint Workshop with AA and S&C on Monday.

17.30 – 19.00

Bookkeeping Management

Aim: To discuss the importance of complete bookkeeping management all through the year and to share knowledge and know-how between the officers.

Means:

- Presentation by ELSA International
- Roundtable discussion.
- Q & A

Comments: Bookkeeping is a continuously process that goes on all through the financial year. The aim of bookkeeping is at all times to be able to compare the budget with the current situation. As an

organisation the bookkeeping and final accounts represents a security for our members as they by can see that ELSA use the membership fee in the promised way.

Thursday, 29th October (10.00 – 13.00)

10.00 – 11.30

The ELSA Development Foundation

Aims: To present and discuss the opportunities EDF gives to the whole Network regarding events, trainings and Network support. To discuss the transformation from a fund to a foundation. To discuss on what categories of support National and Local Groups find most important for the whole Network.

Means:

Presentation by ELSA International;
Roundtable discussion;
Conclusion

Comments: The ELSA Development Foundation has been established to improve weakness within the Network. The support is not only to improve a financial situation regarding a project but also to strengthen the knowledge and know-how in e.g. hosting events and trainings. The aim of this session is to evaluate on the current use of the foundation and discuss in which direction the foundation should be developed in the future.

The Workshop will include a presentation by ELSA International on the use of the foundation in the term 2008/2009.

Preparations: Please read the Decision Book chapter on The ELSA Development Foundation and the signed Statutes of the Foundation annexed to this working material.

11.30 – 13.00

Joint Workshop AA & FM: ELSA Moot Court Competition on WTO Law (EMC2)

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

Means:

Presentation by ELSA International;
Roundtable discussion;
Conclusion

Comments: During the IPM the question about EMC² financial situation was brought up and this workshop will hopefully help to clarify the current situation.

Preparations: Please visit www.elsamootcourt.org, read the input papers about EMC² and the input paper regarding the financial situation of ELSA International both to be found in this working material.

Friday, 30th October (10.00 – 13.00)

10.00 – 11.30

Approval of the Final Accounts 2008/2009

Aim: To approve the Final Accounts for the financial year of 2008/2009

Means:

- Presentation by ELSA International
- Presentation by the Treasurer 2008/2009
- Presentation by the Auditors of ELSA International 2008/2009
- Q & A
- Voting

Comments: The Final Accounts contains of a profit and loss account, a balance sheet and a break down of the EDF profit and loss. The Final Accounts represents the work of the entire International Board 2008/2009.

Preparations: Please read through the Final Accounts 2008/2009 and the Auditors Report. Both are to be found in this working material.

11.30 – 12.30

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.

12.30 – 13.00

Closing of the Workshop

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

MARKETING WORKSHOP

Timetable

Time	Sun 25th Oct	Mon 26th Oct	Tue 27th Oct	Wed 28th Oct	Thu 29th Oct	Fri 30th Oct				
8:00	Arrival of the participants	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast				
8:30										
9:00										
9:30										
10:00		Activity Reports	Candidate(s)	Joint BEE,IM & MAR: Market Research	Website	Members' Magazine				
10:30			Training: Marketing				Teambuilding			
11:00		Corporate Identity		Joint FM & MAR: Marketing Budget						
11:30		Marketing Material			Marketing Handbook	Miscellaneous and Q&A				
12:00		Lunch		Lunch			Lunch	Lunch	Lunch	
12:30										
13:00										
13:30										
14:00	Opening Plenary	Joint S&C, AA & MAR: International Events	Mid Plenary	Training: Presentation Skills	Conference	Sightseeing				
14:30										
15:00										
15:30							Joint IM & MAR: Recruitment			
16:00										
16:30		Proposal Synergy								
17:00										
17:30		Reporting time					Dressing time / ELS Reception			
18:00										
18:30		Opening Workshops			Reporting time		Reporting time	Gala Ball	Dinner	
19:00	Officers & Freshers									
19:30	Dinner	Dinner		Dinner	Dinner	Gala Ball	Dinner			
20:00										
20:30										
21:00										
21:30										
22:00										

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 55th Council Meeting of ELSA
- Council Meeting Decision Book, 27th Edition
- One Year Operational Plan (OYOP) 2009/2010 of ELSA International
- Working Materials
- Minutes of the 55th International Council Meeting in Budva
- 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 last 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.

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

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

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

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

Welcome to the Marketing workshop!

Sunday, 25th October (18.30 – 20.30)

18.30 – 19.30

Introductory Workshop

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

Means:

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

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

19.30 - 20.30

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

19.30 – 20.30

Introductory Workshop for Freshers

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

Means:

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

Monday, 26th October (10.00 – 13.00)

10.00 – 11.00

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.

11.00 -12.00

Corporate Identity

Aim: To increase the awareness of our Corporate Identity and intensify the usage of it throughout our network.

Means:

Presentation by ELSA International
Roundtable discussion.

Comments: By following our Uniformity regulations in the Decision Book and our Corporate Identity Handbook we reflect one network and not separate, national, law students' associations. Having a unified appearance also increases the recognition of ELSA on the market, which improves our position when fundraising and student hunting.

Preparations: Read through the Uniformity regulations under the Marketing section in our Decision Book. Have a look at the Corporate Identity Handbook that you can find in the Archive at <http://website.elsa.org>.

12.00 -13.00

Marketing Material

Aim: To share our ideas and get inspiration for the future making of marketing material.

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 already existing in your country.

Monday, 26th October (15.00 – 19.00)

15.00 – 17.00

Joint workshop AA, S&C & MAR: Promoting International Events

Aim: To raise the awareness of international events as a part of the Strategic Goals and to explore the tools for promotion. To agree upon the timelines and task divisions between officers when launching an international event.

Means:

Presentation by ELSA International
Working groups
Presentation by the working groups

Preparations: Prepare a short description of how you have promoted your international events the previous year. Think of ways for improving the promotion of international events.

17.00 – 18.00

Joint workshop IM & MAR: Recruitment Materials

Aim: To present the materials for member recruitment made by ELSA International during autumn 2009 and to discuss the possible ways of recruiting new members.

Means:

Presentation by ELSA International
Q&A
Roundtable discussion

Comments: Recruitment as an ongoing project is one part of the Human Resources Strategy of ELSA. ELSA International is responsible for the preparatory work connected to recruitment materials and based on the discussions during the Joint IM & MAR Workshop in the ICM Budva ELSA International has created some new materials. These materials will be presented during this session and we will also share experiences on how members are recruited in different countries.

Preparations: Look through how the recruitment of members has been done in your country the previous year.

18.00 – 19.00

Proposal to amend the Council Meeting Decision Book by ELSA International

Aim: To discuss and vote upon the proposal to amend the section Synergy in the Decision Book.

Means:

Presentation by ELSA International
Open discussion
Voting

Preparations: Please read through the proposal by ELSA International concerning the Decision Book amendment on Synergy, which can be found in the working material.

Tuesday, 27th October (10.00 – 13.00)

10.00 – 10.30

Presentation of Candidates for the International Board 2009/2010

Aim: To present the candidate(s) for VP Marketing ELSA International 2009/2010

Means:

Presentation by the Candidate(s)
Q&A

10.30 – 13.00

Training on Marketing

Aim: To learn more about marketing and how to apply the theories in practice in ELSA.

Means:

The training is given by an ITP Trainer

Wednesday, 28th October (10.00 – 13.00)

10.00 – 11.00

Joint workshop BEE, IM & MAR: Market Research

Aim: To raise the awareness of, discuss present status of and future involvement in the network-wide Market Research that is to be conducted in the network during the term of 2009/2010.

Means:

Presentation by ELSA International
Roundtable discussion

Comments: ELSA International coordinates the network-wide Market Research, which is to be carried out, with the active help of national and local officers, every third year.

Preparations: Look through the Market Research conducted in 2007, which can be found in the Archive, <http://website.elsa.org>.

11.00 – 11.30

Teambuilding

Aim: To strengthen the team spirit among the marketers in order to have a close cooperation throughout this year.

Means:

Teambuilding exercise

Comments: Our origins are in different corners of the geographic map but we are still working towards the same vision – let's work as a team!

11.30 – 13.00

Joint Workshop FM & MAR: Marketing budget

Aim: To discuss the importance of allocating money for marketing material in national and local groups. To discuss the possibility of printing marketing material for several or many groups altogether.

Means:

Presentation by ELSA International
Open discussion

Comments: The importance of producing marketing material is often forgotten in ELSA. In this workshop we will discuss the situations when exposure can serve as an investment even though it is not directly measurable. We will also discuss ELSA International's involvement in making marketing templates available to the Network and assisting groups with information on printing possibilities.

15.00 – 19.00

Training on Presentation Skills

Aim: To practice and improve how we present ourselves as well as our products.

Means:

The training is given by an ITP Trainer

Thursday, 29th October (10.00 – 13.00)

10.00 – 12.00

Implementation of the new website solution within the network

Aim: To make the national groups aware of the current status and of the possibilities to implement the website system in their national and local groups.

Means:

Presentation by ELSA International
Roundtable discussion

Comments: In July ELSA International launched its new website. The idea is to have our entire Network unified under the same website. This session will serve as an update about the current situation, followed by a discussion on possible ways to proceed.

Preparations: Have a look at the website of ELSA International, www.elsa.org. Evaluate your current website of both national and local groups and think about what future plans you might have.

12.00 – 13.00

Marketing Handbook

Aim: To continue the development of the Marketing Handbook and to set a final timeline for the project.

Means:

Presentation by the Working Group for the Marketing Handbook
Roundtable discussion

Comments: A Marketing Handbook could be a very useful tool for marketers around the network if it consists of updated, relevant information. The idea of a handbook started in 2006 but was never made into a finalized product. After the ISMM in Prague, August 2009, a working group was put together in order to continue the work with the Handbook.

Preparations: A draft of the structure and content of the Marketing Handbook will be distributed through the Marketing mailing list before the ICM. Read it through and bring it to the Workshop. Think of additional information you would like to be provided in the Marketing Handbook.

Friday, 30th October (10.00 – 13.00)

10.00 – 12.00

Members' magazine and Synergy

Aim: To evaluate the concept of having members' magazines on national as well as on international level. To evaluate the content and future concept of Synergy.

Means:

Presentation by ELSA International
Working groups and presentations
Conclusion

Comments: A members' magazine is a good way of communicating with our members as well as it can serve as a very successful fundraising tool.

Preparations: Look through the two latest editions of Synergy, digital version can also be found at www.elsa.org. If your National or Local group has its own members' magazine then please bring a copy to this session. Think of what you consider should be included in a members' magazine.

12.00 – 13.00

Miscellaneous and Q&A

Aim: To discuss issues or questions that might have arisen during the week. To evaluate the week and to lastly close the marketing workshop of ICM autumn 2009.

Means:

Roundtable discussion
Filling in the Evaluation form
Closing the Workshop

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

ACTIVITY REPORTS

THE INTERNATIONAL BOARD 2008/2009

Morten Rydningen, Vice President Academic Activities

First of all I would like to thank my six fellow International Board members; Ivana, Ania, Antti, Kamil, Jean-Marc and Torkil. It was a tremendous year and a real pleasure to work with all of you. You are great!

Transition

During July the ELSA House was a vivid place to be. During the month the board and I tried to transit all the ELSA knowledge we had to the current International Board. It was a hard working month, which naturally also contained its peaks with transition barbeque and ELSA House Training Week.

The first step of the online system of ELSA was put into action by launching the new front page on www.elsa.org. A long process has finally started to show results, and I believe it will be a good investment in the long run.

ELSA Moot Court Competition on WTO Law (EMC²)

The 7th edition of the EMC² has been concluded with the Final Oral Round taking place in Taipei, Taiwan, or Chinese Taipei to be formally correct. It has been a year where the competition and its structure have gone through some serious changes from its original form. The most visible one is naturally the outsourcing of the Final Oral Round from Geneva to Taipei, and now in the upcoming edition with a Final Oral Round in Santo Domingo, Dominican Republic. In my point of view the changes has given the European Law Students' Association a new perspective. However, it is for the members of the association to take those possibilities.

Also during the year, ELSA had the pleasure of getting a new patron: Professor Chang-fa Lo, Director for the Asian Centre for WTO and International Health Law and Policy (ACWH).

Some Facts and figures:

Winners: University of Melbourne, Australia

Runner up: Duke School of Law, USA

3rd place: Maastricht University, The Netherlands

4th place: The University of Los Andes, Colombia.

The Final Report can be downloaded from www.elsamootcourt.org.

International Focus Programme

I took part in the IFP Evaluation Conference in Gdansk, Poland just before my departure to Taipei. It was a very well organised event by ELSA Poland and its local group ELSA Gdansk.

Essay Competition on Intellectual Property Law

During my term in office the competition was launched so I encourage you all to take part in it. All details can be found on www.elsaessaycompetition.org.

United Seminars & Conferences and Academic Activities Meeting (USA²)

The USA² kicked off the year of the International Board 2009/2010 for Amanda and Sofia after the transition ended. During my term we sent out call for applicants, received one from ELSA Italy and their local group ELSA Cagliari as well as promoted the event.

Coaching System

As the coach for the countries of Lithuania, Latvia, Slovakia, Turkey, Denmark and Greece it has been a pleasure to cooperate with the officers in the respective countries. I have had the pleasure to attend the Slovakian, Norwegian, Danish and Lithuanian NCM, which has been a great experience. Unfortunately I did not manage to visit either Turkey or Latvia.

Administrative work

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

Other

My last words in this activity report is thank you to those who have attended the Academic Activities workshops, and a special thanks to those who took on the responsibility of being workshop officers during my term in office.

To those ELSA groups and people who came to visit us in the ELSA House, it was a pleasure to meet and greet you all.

To those ELSA groups I managed to visit, thank you for all your efforts.

To summarise my activity report, I wish you all the best in our glorious association. And to the current International Board; One year will fly by, so make the best out of it!

Kamil Szymanski, Vice President Seminars & Conferences**Study Visits**

Upon the request I was providing ELSA Local and National Groups with the required information as well as introducing new officers to their tasks. I was assisting groups with Institutional Study Visits to Council of Europe as well as helping them with getting the visas. I was monitoring Study Visits in the network as well as encouraging them to organise more visits.

I had the pleasure to cooperate with my assistant for Study Visits, Peter Formela from ELSA Slovakia. His job was to improve the communication between the Local Groups and provide them with necessary knowledge. He was also collecting the information for the Study Visit Guide.

Promotion of S&C Events

During the last months of my term in office I was helping S&C officers to provide ELSA International with information concerning the international events (by sending SSF). Furthermore, together with the VP Marketing of ELSA International I was contributing to the promotion of the S&C events in Synergy, as well as uploading the information about the events to website of ELSA International.

IFP

Together with Vice President for Academic Activities I was encouraging Local and National Groups to organise events focused on IP law as well as engaging the discussion about future IFP topic. I was working on the final IFP Conference, together with the National Board of ELSA Poland and the Organising Committee of the Conference, therefore I was in touch with the speakers and institutions in connection to the conference. I was providing Local Groups of IFP events with speakers and materials, we got a patronage of Council of Europe on IFP Evaluation Conference.

I was working together with President of ELSA International on fundraising of the IFP Conference.

II United S&C AA Meeting

ELSA International sent a call and the host, ELSA Cagliari was elected.

Representation of ELSA International on National, International ELSA Evens

During the last few months I had the pleasure to participate in the NCM's and international events of the following countries: ELSA Sweden, Serbia, Republic of Macedonia, Bulgaria, Croatia, France and Germany. I would like to thank them all for the great hospitality and ELSA Spirit they had during my stay.

External relations

As a main responsible for contact with INTA we finalized our cooperation by signing the agreement.

Together with Ms. Sofia Kallio, my successor, we were attending World Conference on Higher Education in Paris as well as we were participating in transition meetings with Council of Europe in Strasbourg.

Coaching System

As the coach of the following ELSA Groups: The Netherlands, Sweden, Croatia, Republic of Macedonia, Russia and Albania, I had a pleasure to cooperate with the officers in the respective countries and would like to thank all of them for the great cooperation.

Institutional relations

We were in touch with ECOSOC, UNESCO, UNCITRAL in connection to our special status. The reason to confirm it was in connection to new website of ELSA International and information which we put there. Apparently ELSA International does not have the right to use a title of Consultative status in UNCITRAL, such status does not exist anymore. Other institutions confirmed status quo. Additional calls for delegation have been sent to the network during the transition. The contact with ICC has been resurrected, thanks to ELSA alumni present there. We started to work on future cooperation (it is a good possibility for development of International Conference in Vienna in connection to work of ICC). Contact with WIPO became bit regressive. We were working on speakers and patronages in addition to delegations. The only way of cooperation so far are delegations. Our approach for speakers and patronages never worked well. The speakers were promised and in the end the lectures were cancelled.

International events

When the International events are concerned, I was assisting the ELSA groups by providing them with speakers, Council of Europe patronages, materials for the events and the help that was requested.

The use of all the tools given by ELSA International and Council of Europe is presented in Council of Europe manual.

Other

I would like to thank my successor Sofia Kallio for being great co-worker and help during the transition. I would like to express my gratitude to all S&C officers and to all ELSA members with whom I had the pleasure to meet and work with during my term in office. It was a great pleasure and privilege.

Ivana Buric, Vice President Student Trainee Exchange Programme**Changes in STEP**

After ICM in Budva most of the work was consisted of finishing the new STEP forms and implementing the changes that were made by the ICM STEP workshop. The new forms are now out and ready to use. "Transition" time with the old forms was set until the ISMM in Prague.

According to the new regulations from the ICM in Budva, each year the VP STEP of ELSA International will be responsible for delivering the statistics for the current year that will contain all the information about the traineeships and applications. Therefore, together with the Director for STEP I was working on arranging those statistics and leaving the clear situation to our successors.

Long term cooperation in STEP and Job Hunting

During the whole year, together with my Board members, I was working on the traineeship agreement between ELSA International and Council of Europe. The agreement was finalized and signed in the end of my term in office, in July 2009. From now on members of ELSA will also have the possibility of going on the traineeships in the Council of Europe that are scheduled for three months in one of the following periods: January-March, April-June and September-December.

In connection to the long term cooperation, the STEP employers' database has been prepared which contains all the contacted and potential STEP employers within the Network in the past year. The idea is that every year ELSA International collects the necessary information from the Network and create guidelines and manuals for approaching those employers (recruitment period, company profile, contact person, main offices etc.) for each country. For this "project" I was cooperating with some of the ELS members that gave me very valuable inputs that I passed to my successor as well. This database should be revised and updated on the ISM's at the beginning of each term in office. Work on creating this database is really time consuming and needs involvement by all officers in the Network so we can have precise information. We created the basis but there is still work to be done.

After the ICM in Budva we had two more STEP jobs offered by ELSA International, one in USA and the other one in the United Kingdom. During the month of July, together with my successor, I attended the meetings with the office of the European Ombudsman and also with the office of the High Commissioner for Human Rights. We managed to establish a good cooperation that may result in traineeship agreements next year similar to the one with the Council of Europe.

system

During the whole year, I was cooperating on this project with ELSA Germany, together with my board members, Antti Husa, Secretary General of ELSA International, Jean-Marc Lawyers, Treasurer of ELSA International and Torkil Norström, VP Marketing ELSA International. After ICM in Budva we finalized the specifications part and it is now on the new International Board to find the suitable company to start developing the backpage.

Coaching System

As the coach of the following ELSA Groups: Belgium, Switzerland, Portugal, Georgia, Estonia and Norway I had a pleasure to cooperate with the officers in the respective countries and would like to thank all of them for the great cooperation.

Representation on International and National events

After ICM in Budva I have had the pleasure to attend the NCM's of ELSA Switzerland and ELSA Italy, which have done an amazing job in making my stay enjoyable. Therefore I would like to thank them once more for the great hospitality.

Transition

In the month of July, I was mainly working on passing my knowledge to my successor, Mirko Djukovic. I would like to thank him for the good cooperation and ELSA Spirit and I wish him a great year and fruitful work.

Other

In the end I would like to thank all the STEPers in this Network that I have been cooperating with during this year, for doing the tremendous job, for the great inputs, devotion and motivation to work in STEP.

Last but not the least I would like to thank my board members for the wonderful job and the great year spent in the ELSA House and also Oana-Maria Pop, the Director for STEP, for the amazing support in my work and in the work of all the STEP officers as well.

Anna Ziemnicka, President**Board management**

As the President of the International Board I did my best to support my team to perform their tasks the best they could for the good of the Network. After the second ICM every board is very experienced but tired after almost one year in the office, so it can achieve a lot but usually is missing strength to continue all the undertakings. That is why during the last period in the board I was focused on keeping up the motivation and involvement of the whole board for last months in order to continue our work in professional way and to prepare good transition. Until the last day of the term we were following the rules we set for ourselves in the beginning and had weekly meetings. In this way we were updated at all times in order to motivate and allocate the resources to where it was needed. In July we also had the board meetings with the new board, both model board meeting as a part of transition and transition evaluation meeting.

During my term I have spent a lot of time on board management, yet I always had a support of my great team. It was an honor to do the board management for and with these people.

External relations

It was the field where the whole board was cooperating very closely. We have started our term with very bad financial situation. Our goal was to improve the situation and secure ELSA for future by creating the tools for long term external relations strategy.

We have started our term from analysing our situation and consulting possible solutions with ELS members, former IB Presidents, Advisory Board and some other externals and we kept these contacts for the whole year.

During the year we have focused on few areas of external relations:

a) Corporate Partner

We had very close and successful cooperation with our Corporate Partner - CMS. The cooperation has improved during last year. We definitely have managed to secure the cooperation for the next year but also found the fields for its possible development.

b) Auditing Partner

Unfortunately we have not succeeded in keeping and developing the cooperation with our Auditing Partner- Deloitte since they are interested much more in Dutch than European students' market.

c) Media Partner

Since ELSA International had no media partners our goal was to get one during our term. After ICM Lisbon we have signed the partnership agreement with European Voice.

d) Marketing & IT Partner

The Network's IT goals for the next few years and good cooperation with Content 5 brought the idea of partnership agreement with this company. It was signed after ICM Budva.

e) Human Rights Partner

We have developed the cooperation with Council of Europe. In spring 2009 CoE agreed to increase the financial support from 6000 to 10 000 euro. We have also signed the traineeship agreement under which ELSA will be granted with minimum 3 traineeships a year. During the year we have hosted several speakers from Council of Europe and published articles written by its employees.

f) Grants and Grant Institutions

We have increased the number of International Board grant applications and have solved the problem of the debt towards European Commission that the International Board was struggling with for last few years.

g) Academic partners

We believed that prestigious partners and panellists for our events such as EMC², IFP Essay Competition, IFP Conference and other IFP events will improve the recognition of ELSA brand on legal and student market so we have invested a lot of time in work on this aspect.

h) Advertisements

In our term the advertisements were the source of huge income from the externals and the field of big development.

i) Patrons

We believed that ELSA International needs the support of honourable persons the icons on the legal market who could support us as our patrons. During our term we have invited Deputy Secretary General of Council of Europe, Ms Maud De Boer-Buquicchio and professor Chang-fa Lo, the honourable member of WTO community, to become our patrons. Both accepted the invitations. We also have taken the first steps towards getting new ones.

j) Other externals

We have approached many law firms with IP departments in relation to our IFP events. We have started cooperation with Thomson Reuters, Salans and European Ombudsman. We have approached several law firms in London in order to create the chances for development of those contacts in future.

We have cooperated very closely with former patron ELSA International Russell Denoon Duncan, who was one of our best advisors during the whole year.

During last months of our term we have focused on finalising our undertakings with and towards the externals and preparing them for the change of the board. That is why we have set many meetings with our partners for the period of transition in order to introduce them the new board and summarise our year. We had very successful meetings with CMS and Council of Europe, European Ombudsman, Salans, European Voice, Content 5.

Expansion

During our term the Network elected 5 new Observer Groups- ELSA Georgia (ICM Nuremberg), ELSA Armenia, ELSA Bosnia & Herzegovina, ELSA Luxembourg, ELSA UK (ICM Budva) and demoted one National Group- ELSA France. Together with Secretary General and coaches of the groups I was monitoring the situation in these National Groups.

During ICM Budva we had also two guests from Dublin, Ireland, who were representing initiative group in there. Those people thought that ELSA Ireland was still the part of the Network at that time. They organised the Irish group in line with ELSA structure and activities since they had contact with ELSA alumni in Ireland. I had a long meeting with their president in Budva in order to explain him the situation of former ELSA Ireland, give him general update on International level of ELSA and prepare him for the workshops. He was very motivated and declared that the group in Ireland will apply for observership status in ELSA during autumn ICM 2009. After ICM Budva I have approached the contact persons from Ireland for few times to follow up on the situation in there, unfortunately without any response.

Cooperation with the ELSA Lawyers' Society

Since the beginning of the term in office I was responsible on behalf of ELSA for coordination of the cooperation between ELSA and ELS. We have signed the agreement on 31st of January 2009. Under the conditions of this agreement ELS became ELSA International Alumni Society. Apart from the agreement, together with the President of ELS, National Presidents and my board I was working on the implementation strategy for the new conditions of the cooperation.

After ICM Budva together with the executive board of ELS we have started the registration procedure of the ELSA Trademark.

Our cooperation was very fruitful during the whole term in office. I do believe that if ELSA will invest time and human resources in the development of the cooperation in a few years we will have a big, strong and active alumni organisation, well linked with strong and financially stabile ELSA Network.

Transition

I have been working with my board on the structure and content of the transition for many weeks before it started. During the transition I have conducted few sessions concerning general International Board issues and general BEE issues important for all the board members.

In July my board and me have taken the new International Board members to as many meetings with the externals as it was possible.

Unfortunately Leonid, my successor because of visa problems was not participating in the transition in Brussels. That is why I have conducted few sessions concerning BEE responsibilities for his board members and I was in contact with Leo during that time.

I have prepared for Leo written materials describing and summarizing my year and my responsibilities.

Because of the extraordinary circumstances mentioned above I have stayed in Brussels for the first week of August in order to help Leonid and his board members to prepare the IPM Amsterdam.

After Leo came to Brussels and I got back home, we had few online sessions. I am planning together with Leo few-days-meeting in Brussels in the beginning of October to finalize our transition.

I would like to state that all the International Board 09/10 members were very involved and were working very hard during the whole transition. They were dealing really great as a team with the problem of absence of the new president. It was a pleasure for me and my board to cooperate with the new International Board!

STRATEGIC GOALS 2008-2013 and OYOP

I was working with my board and national presidents on the tools for implementation of the goals, on the implementation itself and on its promotion during my whole term in office.

Strategic Plan was for our board the highest priority, that is why we have structured our OYOP on the structure of the Plan and for the whole year we were working in line with it.

Representation on International and National events

I was invited by ELSA Switzerland to attend their NCM and provide the delegates with the training. I was also participating in the IFP Evaluation Conference in Gdansk, Poland. In May I went to the Final Oral Round of EMC² in Taipei. In the beginning of July I went to Heidelberg to celebrate together with ELSA Germany their 20th anniversary.

Decision Book

During the IPM Istanbul, winter 2009 I have proposed the idea of changes in the BEE part of the Decision Book. After the IPM I was cooperating with the Working Group of few National Presidents on some of the proposals and with my board on the rest of them. During ICM Budva the Network has approved all the proposals concerning BEE part in the Decision Book.

Miscellaneous

In the end I would like to thank the whole Network, especially Presidents for the amazing year. I think we all have learned and experienced a lot. I believe that our Network did a big step forward thanks to the incredible involvement and hard work of all the officers on all levels of ELSA structure. Working for such an amazing people was an incredible experience. This year would not be that special without my beloved board. They were my source of motivation and my pride. Dear IB 08/09 thank you for that.

Antti Husa, Secretary General

My final months in office after the magnificent Council Meeting of Budva were action-packed as always. New regulations implemented in the ICM required lots of executive tasks and after a short post-ICM vacation I was ready to take up those tasks.

General Administration

Directly after the ICM Budva my work as a secretary general involved massive administrative push with the follow up materials of the Council Meeting. Regulations needed to be updated, minutes had to be corrected and published, organisers and other people around the Council Meeting had to be taken care of. Finally I was happy to finish in good time with qualified regulations and as “a cherry of the cake” with massive 588 pages long minutes of the Council Meeting.

Another project after the ICM was to set up reasonable facilities to our new observer groups that were approved to the network during ICM Budva. In order to help all groups collectively, I prepared a handbook for all purposes in expansion to support present and future member/observer groups with their efforts during their first few years of existence. On day-to-day basis I enjoyed wonderful cooperation within my board with involving new countries to the ELSA-network.

Train The Trainers Weekend

In May it was time to start substantial preparations for the upcoming Train The Trainers Weekend (hereinafter TTTW) that was to take place in The Netherlands in the upcoming July. This project was in its entirety a joint effort of my wonderful director for Training Ms. Katrien Willems and me. In May we had already prepared the venue, set up budgets and most importantly selected the final candidates that were to be invited to the TTTW. The International Board executed the final selection of candidates based on their own discretion with the guidelines provided by Katrien and me.

Website

In June I was supposed to be preoccupied with promotion project for the upcoming term in office in accordance with our new Human Resources Strategy. However most of the time that was allocated for this project went to the preparations of the new internet-page of ELSA International that was finally launched in July 2009. Joint online project with ELSA Germany for new system got some new developments as we managed with our team to finish all the specifications and send some inquiries to the tenders to give some prices for programming project. However since costs allocated for went this year to the implementation of the new webpage, the execution of the online project was delayed and will further proceed during the term 2009/2010.

Transition period

Furthermore June was a month that already contained lots of reporting duties for the term in office, fixing our endless archives and naturally preparing transition for our successors. I also took the former guidelines for the Council Meeting hosts for reconstruction and finally this project was finished by me and mostly by my successor Timo Kortesoja in July. Finally we also did some updating to the member management system of ELSA Lawyers' Society in accordance with our cooperation agreement signed in January 2009.

July was, as it always is in ELSA, full of transition. We were glad to welcome new eager and motivated group of people to the ELSA-house in the beginning of July. My transition in particular consisted cooperation with my successor Timo Kortesoja. During our month-long transition period I did my best to provide a comprehensive and detailed transition with a goal to transmit a realistic view on the day-to-day as well as annual workload of an International Board officer of ELSA.

In an overview, during the transition Timo and me went over a gigantic amount of ELSA-related issues. I was very glad to leave my office for Timo in the end of my term and I am sure that he possesses everything that it takes to become an excellent Secretary General for this association. It is also noteworthy to mention that during our transition we had an opportunity to visit the upcoming ICM host in beautiful mountain resort called Sinaia in Romania. The visit confirmed my expectations of good organisation and I want to wish good luck for the organisers for their upcoming International Council Meeting.

Finally I would like to thank everyone that I have cooperated with during my term in office 2008/2009. It has been a pleasant ride and I consider myself exceptionally lucky for having had an opportunity to work in such a unique network of law students and young lawyers. Special thanks belong, naturally, to my board Morten, Kamil, Ivana, Ania, Jean-Marc and Torkil. After an unforgettable year I can only tell you 3..2..1..We were great!

As a final word for every ELSA-member out there that has managed to read these working materials all the way to the section “activity reports”. Well done so far. Please take my advice and keep on going with your reading, and in larger frame with your active ELSA Membership. Be brave, dare to do unexceptional things, believe in yourself and do not hesitate to have time of your life with our precious association.

And as the last paragraph of this article I take a liberty to thank the most essential thing. Thank you ELSA and goodbye for now. I will never forget what you gave me and I am sure that we will see each other around in the future. Some time, somewhere.

Jean-Marc Lauwers, Treasurer

Since the ICM in Budva lots of work was done, projects were brought to the next level and great moments were shared. In this activity report I will highlight some points, which give a small impression of my daily work during the last months of my term.

General Financial Administration

The task of a treasurer is very diverse. I am not only in charge of the obvious tasks as financial control, stability and accounting, but I also need to take care of other tasks as logistics, fundraising through grants, risk analysis and management. It is also my task to promote and administrate the ELSA Development Foundation (EDF). Of course my support was needed for projects as the TTTW, EMC² FOR and the IFP Conference.

ELSA Development Foundation

After the establishment of a working group I worked on the finalizing of the statutes of the new legal body within the ELSA universe, called the ELSA Development Foundation. I want to thank all the treasurers from the working group, who helped me with the finalization of the statutes and also Peter, my successor who brought this project to an end in September by signing for the new Foundation at the notary. A last special thank you goes to Emmanuel Reynaerts who helped Peter and me a lot with all the technicalities concerning the creation of the Foundation and who invested a lot of time and money in the creation of this Foundation.

Auditing Weekend

In the end of August the new board hosted the auditors, Filippo and Gokhan, and me in order to fulfil the internal final auditing. During this Auditing moment I had the pleasure to receive very constructive feedback and to pass this information on to my successor Peter, who was attending the whole weekend. During the year Filippo and Gokhan also assisted me with their inputs whenever I requested it.

New Homepage

After the ICM we finally managed to finalise two steps concerning the new web system. First of all we launched the new front page in July and changed the server company for both front and back page. Together with ELSA Germany, we also finalized the specifications for the back page, leaving the new board with a research for the partner to create the new back page based on the specification we wrote, including all the inputs gathered during the last years from the network.

Coaching System

As the coach for the countries Iceland, Hungary, France, Czech Republic, Italy and Austria I have been in contact with these groups and have been available to assist them upon their request. I worked a lot on ELSA France, and in extend on ELSA Paris to establish a big national meeting but nevertheless the big amount of time we invested in both ELSA France and ELSA Paris no national meeting, nor local Paris was held. Also ELSA Iceland was harder to contact after the ICM. There is a will in ELSA Iceland to connect again to ELSA and it is up to the network to now make a way for this will. I can only say that the cooperation with the other countries was always constructive, challenging and encouraging to keep working.

ELS

Together with Antti I worked on the implementation of the new cooperation with ELS. Antti and I worked on the invoicing of the members of ELS. We invoiced all the members and managed to gather a first income from it for our year. I can only say that this income can grow very fast if all board members leaving would join ELS. The return you will get, staying in touch with ELSA, a digital version

of Synergy, staying in contact with your ELSA Friends and most of all a stronger ELSA is what we all want!

Transition

In the end I want to say I am extremely grateful for the great year I had. Ivana, Ania, Torkil, Morten, Kamil and Antti, thank you for the great year we spent and I want to say to Sofia, Frida, Amanda, Timo, Peter, Mirko and Leo I wish them a great year and after seeing you working during transition and the auditing weekend. I have to say I am sure you will have a great year. You showed a great commitment during the transition even when the schedule was hard.

The last word goes to you guys, the network, who was great when we needed you, during our internal meetings, when we needed information for our grants, you supported us when we needed it. Thank you for all the friendship this year and the last six years I was active in ELSA!

Torkil Norstrøm, Vice President Marketing**Website:**

A lot of the energy after the ICM in Budva was channelled into finalizing the website project. The Website was finally launched in July 2009.

External Relations:

Council of Europe

The new contract between ELSA and Council of Europe is now all sorted, raising the income from 6.000 Euros to 10.000 Euros per year.

Content5

The new partnership between ELSA and C5 was signed in July 2009, granting ELSA 5000 Euros in in-kind services per year from the C5 group.

European Voice

ELSA signed a general Media Partnership with European Voice. European Voice also became Media Partner of the ELSA IFP Essay Competition.

The European Ombudsman

We were contacted by the Ombudsman's office regarding placement of an article in Synergy. It ended up in two meetings and what looks to be a promising cooperation in the future.

Thompson Reuters

I worked with Thompson Reuters regarding the sponsor agreement for the ELSA IFP Essay Competition.

Publications:

Synergy #45 was finalized shortly after ICM in Budva and sent out to all groups.

The Annual Report for year 2008/2009 is currently being worked on.

Representation on International and National events:

- Participated at the IFP Evaluation Conference in Gdansk
- Participated at the NCM of ELSA Germany and ran the marketing workshop there
- Participated at the NCM of ELSA Austria and gave a training in General ELSA Knowledge
- Participated and gave training for newly started ELSA Luxembourg in their ELSA Luxembourg Training Weekend

Corporate Identity

ELSA purchased 50 licenses for the fonts Neue Helvetica Pro and Monotype Garamond Pro.

Advertisements:

Through a good cooperation with my Director for Advertisements, Nils Wernitzki, I managed to secure a decent amount of advertisements this year.

Results from year 2008/2009:

Income from two editions of Synergy: 47.540 Euros

Income from advertisement sales on the website for one year: 22.142,52 Euros

In addition Nils and I worked on selling advertisements for the upcoming term to secure income for year 2009/2010. Before we left our term in office the presales were as following for the year 2009/2010:

Synergy #46 (Autumn 2009):	16.280 Euros
Synergy #47 (Spring 2010):	1.080 Euros
Link sales on website:	15.738 Euros

Credits

It was a pleasure to see the new team in action during transition and I wish them all best of luck for their term. I would also like to thank the marketers around the network for all the enthusiasm and hard work during last year. And last, but not least I would like to thank my own board and directors for a fantastic year.

DIRECTORS OF ELSA INTERNATIONAL 2008/2009

Katrien Willems, Director for Training

During my transition weekend in October Antti and me set ourselves a few important goals concerning Training for the upcoming year.

Implement a new trainer structure

This goal was set up in three parts, the first one was the elimination of inactive ITP trainers. During the month of November I have searched contact with several ITP trainers, considered as inactive, the ones who did not reply to any of my messages were eliminated from the ITP, decreasing the number of trainers from 37 to 25. This elimination procedure was basically a first start of the new ITP rules entered into force on 1st January 2009. The biggest change in these rules is that ITP trainers are evaluated every second year on basis of given trainings and involvement in the Network, meaning it will become much easier to attract new trainers to the ITP and eliminate inactive trainers. Given the fact that even 25 trainers do not guarantee a positive respond to a training request, Antti and me also worked on a new edition of the Train the Trainers Weekend.

This TTTW was held in Belgium from 9th – 12th of July and welcomed a new generation of ITP trainers. The TTTW was given by Jochen Hoerlin and Sylvie Kleinke, two dedicated ITP trainers who offered a lot of their free time to make this event a great success. From the 16 original selected candidates 12 have acceded to the trainers' pool, we can thus speak of a very successful event. These new trainers are: Kate Aleksidze, Pierangelo Graziani, Tuulia Hietaniemi, Koen Klootwijk, Umut Kurman, Halvor Lekven, Johanna Lindblad Ó Duinnín, Lavinia Micallef, Delia Orabona, Rudolf Reiet, Andras Szilagy, Patrick Zupansic and were selected while having different criteria in mind. After the election of these new trainers the general interest on trainings increased dramatically, both from the side of the Network as from the side of the ITP trainers themselves, it seems that the new generation has boosted the interest again, a very good example is the re-entry of Marcin (Boulie) Krzysko who is a professional trainer in Poland and gave a lot of useful inputs throughout the year.

Promotion of ITP

After the promotion of ITP at the ICM in Nuremberg and the workshop given on regional trainings at the ICM we noticed an increase of training requests. Besides of promotion at the ICM, an article in the spring edition of Synergy was published, written by Karina Sultanova. The upcoming edition of Synergy will also contain a list of all new (and old) ITP trainers and their respective area of interest in training. A last source of promotion is the ELSA Website, the old website (www.elsa-ity.org) is down and will be integrated in the new ELSA Website.

Training Partnership

Antti and me also felt the need for a new training partner. Having a training partner would increase the level of our ITP trainers as they would be trained by professionals during the Refreshment Weekends. Nevertheless our intentions were good, at this moment we still do not have any concrete result. ICM Package, January exam period and lots of other work kept us off the job, meaning we only could focus on the partnership again in middle of February. By the end of our term no specific agreement with a potential training partner was reached, there were contact with several companies but due to the previous mentioned reasons and the bad economic climate reaching an agreement was not possible, I hope however that Timo and Ana will continue working on this goal and will reach a better final result!

Increase the trainings in the Network

At this moment we are progressing very well concerning trainings in the Network. During the workshop on regional trainings at the ICM in Nuremberg a lot of projects came up, from which two will be hopefully implemented this summer, these are the Nordic Training Week and the training event between ELSA Germany, Austria and Switzerland. Besides these events we also have the ELSA House Training Week and Baltic Training Week being traditions in the field of regional trainings. This gives a total of four regional trainings, meaning one left to achieve our goal: five. Besides regional training events we also wanted to increase the national trainings to 15 in total. Unfortunately this aim was not achieved, although I received requests from 16 countries only few of these requests could be filled in by the ITP trainers, this is however solved by the new entry of ITP trainers which has increased the interest in giving trainings dramatically. This can also be seen by the internal communication between ITP trainers which is full of new ideas and inputs.

Ingredient of a successful ELSA year

One of the best examples possible of a successful training is the training given to ELSA Slovenia at the end of August, leading to the reactivation of this group thanks to the training of ITP trainers during their NCM. This shows that even little bits of help can have a huge impact on the future of ELSA in one specific country.

It is with this example in mind I really want to encourage all the other ELSA groups to invest in trainings, because Trainings Resolves All Internal Needs!

This being my activity report the only thing I have left to say is a big thank you to the International Board 2008/2009 for appointing me as Director for Training and an even bigger THANKS to Antti for helping me starting in the beginning of the term and offering his help throughout the year. We have worked perfectly together as a team!

Nils Wernitzki, Director for Advertisements**Archive**

After the ICM Budva my main task as Director for Advertisements was to establish a proper and feasible archive structure for the future. I was in contact with Wolfgang Fuschlberger, Director for IT, to draft a database where all data about advertisers could be saved and all information about advertisers you need could be read-out. I set up a way how to make working processes much easier. I was in contact with Torkil, VP Marketing ELSA International, all the time about the new structure and in the end I can say that together with Frida Orring and Torkil we successfully installed a new way of archiving all possible contacts and to keep track about our current advertisers.

Synergy/Link Programme

For the autumn edition of Synergy I contacted all contacts from our database, around 350 contact addresses, for possible advertising either in Synergy or on our webpage. I also kept an overview of the advertisements we have sold. I was also responsible for keeping contact with current advertisers as it happens very often that partners of ELSA International continue advertising for a longer period.

Torkil, Frida and me were able to sell a lot of advertisements for Synergy #46 and our webpage, as you can see in the general budget. We were able to increase the income from advertisements for Synergy and the Link Programme.

My day-to-day work is to answer e-mails concerning advertisements and preparing confirmation letters.

New website

The new website, which ELSA International recently implemented, can be very valuable for the income of ELSA International. We were planning to implement new ideas and create new packages for possible partners.

Transition

In September I went to Brussels one last time for a general transition and brainstorming session together with Stephanie Denowell, my successor, and Frida Orring. We worked intensively and went through the day-to-day tasks and the new structure of archiving and contacting new advertisers.

Oana-Maria Pop, Director for Student Trainee Exchange Programme**Transition**

After being appointed as Director for STEP, I planned a visit to Brussels for transition. During this transition week, Ivana Buric - Vice President STEP ELSA International 2008/2009 introduced me to the specific areas of STEP. In order for us to work more efficiently, we decided to split the responsibilities. Therefore I was in charge of the matching system, the newsletter and of course with assisting the local and national officers when needed.

I would like to thank Lucia Palusova, Director for STEP 2007/2008 for the great inputs and the help given in order to prepare me for the job.

The Newsletter

We all know that traineeships are a very important part of STEP. Thus we need a way to promote them. This is why we have a monthly edition of the STEP Newsletter, and sometimes when there are changes or we get new traineeships there is an updated version of the newsletter. But being professionals, Ivana and I worked on improving the newsletter, turning it into a better tool to promote STEP.

Matching System

For the time being the matching system is a manual one. This is because it is hard to have an online system that can do the job. The human factor is really important, a computer not being able to replace human judgment. Therefore I tried to match the applicants according to their wishes. The goal was to distribute the applications so no traineeships would remain without applicants.

ICM Nuremberg

For the ICM, I offered my inputs on the agenda and I helped Ivana with some of the preparations, like the CDs containing STEP materials.

During the STEP workshops, I explained the way the matching system works and also the importance of Student Hunting. The officers are doing a great job finding traineeships, but it is really important to focus on finding applicants.

ICM Budva

Before the ICM, I went to Brussels to assist Ivana with the preparations. We also worked on the new version of the newsletter, which was presented and discussed during the ICM.

Transition

In July, I was in Brussels for the transition of the International Board. Introducing Mirko to the director's tasks was easy, since he is a great STEPper and I wish him and his board a fruitful year.

Others

During my time in Brussels I worked with Ivana on statistics regarding the number of applicants and traineeships offered in our term.

Finally, I would like to thank the International Board 2008/2009 for their friendship and support, especially Ivana Buric for being a great boss/friend and for the great time we spent together - it was an amazing year!

Wolfgang Fuschlberger, Director for Computerised Information (IT)

In September 2008 I was appointed as the Director for Computerised Information by the International Board 2008/2009.

The main part of my work was to assist the International Board regarding the development of the new online system for ELSA. As a first task I started with commenting the materials that existed at the time and gave my suggestions based on my experience on IT.

During the ICM Nuremberg 2008 in Germany I held a presentation concerning the new online system in the BEE workshop, collected feedback and suggestions from the Network and answered questions from the workshop participants.

In December 2008 I travelled to Brussels for a meeting for discussion concerning the state of the project and for planning the further steps of the project.

After the meeting the International Board updated me about the recent developments of their work and I regularly commented on the newly written and updated documents.

In the ICM Budva 2009 I participated in the workshops regarding the system and discussed the project with the members of the Network as well as with the representatives of Content5.

At the end of the term the President of the International Board consulted me on her idea about the ELSA Legal Database, a database of corporate partners, following an example by ELSA Poland. Unfortunately after a first brainstorming and a draft plan set up by me the International Board did not follow up on this.

On the whole I can conclude that it was an interesting experience to work together with the International Board during the term 2008/2009. Unfortunately I have not been involved in the project as much as I expected at the beginning, but obviously the International Board had sufficient Human Resources to cope with the work by themselves together with ELSA Germany.

The year 2008/2009 was a great conclusion of my time being active on the various levels of ELSA. I wish you all a great time in ELSA, lots of fruitful discussions and even more concrete results and success with the work you dedicate to ELSA.

THE INTERNATIONAL BOARD 2009/2010

Amanda Bertilsson Nilsson, Vice President Academic Activities

Transition

On the 1st of July one of my biggest adventures in life started. Ahead was waiting one month of high-speed transition from the oldies to the baby gang. The month passed by extremely fast and there was a lot of knowledge and contacts to be transferred. The month was mixed with general sessions about the ELSA Network and everyone's area as well as individual sessions with my predecessor about the AA area. During the month I had the chance to go to EMC² meetings both in Bern (WTI) and Geneva (WTO and WTI advisors) in Switzerland, NCM in The Netherlands and not to forget the famous Transition BBQ and ELSA House Training Week. I would like to thank Morten Rydningen and the rest of the International Board of 2008/2009 for a fantastic month in the House together.

OYOP – One Year Operational Plan

During our transition we had the pleasure of having an OYOP weekend with ITP trainer Karina Sultanova. At first a very overwhelming task but Karina managed to put us on the right track towards an OYOP with the Strategic Goals as our keystone. Even though we were missing Leonid in the House during this important weekend, we manage to have a draft OYOP by the end of the weekend. A big thanks goes to Karina.

USA² meeting

From the 3rd -10th of August ELSA Cagliari, Italy organised the second United S&C and AA meeting. The event officially started on the 6th of August but ELSA Cagliari introduced a new concept of a pre-event of three days, where we all had the chance to see the beautiful island of Sardinia. We had 28 participants from all over Europe (including a new local group in Italy – ELSA Sassari). Since most of the AA officers were fresher's, my workshop focused on the definitions of the AA area and the international events and projects in the network. A big thanks to my workshop officers; chair - Anna Haraldsson from ELSA Sweden, secretary – Magdalena Niemier from ELSA The United Kingdom, the wonderful Organising Committee, ITP trainer Boule and last but not least the Sexy & Cool Sofia.

EMC² – ELSA Moot Court Competition on WTO law

Even before I entered office I had the amazing opportunity to attend the Final Oral Round of the 7th edition of EMC² in Taipei, Taiwan. This week was the best transition I could ever get. I had the opportunity to meet the Academic Supervisors and Panellists as well as our newest patron, Professor Lo. During the week I acted as a timekeeper and this was a great way of learning all about the competition. Since my first day in office, the EMC² has been a big part of my everyday work. One of the first tasks was to appoint a director for EMC². Morten Rydningen, the former VP AA of ELSA International, was appointed as my director and together with the Academic Supervisors we managed to get the case and the rules ready for the launch of the 8th edition on the 1st of September. Before the launch, as a first step in increasing the knowledge and attendance of ELSA groups within the competition, the first ELSA Organising Secretariat - EOS was created. Six motivated members were elected – Afroditi from ELSA Greece, Joelle from ELSA The Netherlands, Magdalena from ELSA The United Kingdom, Natalie from ELSA Germany, Sari from ELSA Luxembourg and Zizi from ELSA Georgia. With weekly meetings and good communication I am hopeful for the future of EMC² within ELSA.

Daily work

The day-to-day work in the office is busy with answering emails and phone calls from the network and externals, board meetings, assisting the AA officers and administrative work of the International Board. One of the first tasks I did was to send out the new and updated AA Handbook. Apart from the work in the office chair at 239 Boulevard Général Jacques, I have been travelling in the network. First travel was to my own area meeting – USA², as mentioned above, and thereafter I attended the IPM, representing the key areas as Leonid unfortunately could not attend, due to visa issues. Furthermore, I attended the NCM of ELSA The Netherlands together with Frida, Director for Marketing, in mid September. I have also had contact with all my coaching countries, Italy, Norway, Switzerland, Latvia, Romania, Georgia and Republic of Macedonia.

ICM preparations

Preparing for a big meeting like the ICM takes a lot of time and requires a great team. Therefore I would like to thank all AA officers who helped me preparing for proposals and active contributing to discussions. I look forward to seeing you all in the AA workshop. Lastly, thank you to my great “baby gang” for many hardworking, but fun, nights in the office. One Board, One Desire – makes a great combination!

Sofia Kallio, Vice President for Seminars & Conferences**Transition**

Our story at the 239, Boulevard Général Jacques started on the 1st of July with transition. We went straight to the point, as during the first week my predecessor Kamil Szymanski and I attended the UNESCO World Conference on Higher Education in Paris. We also had meetings at the Council of Europe in Strasbourg where we evaluated the co-operation during the past year and made plans for the future. I would like to thank Kamil and the whole International Board 2008/2009 for their great work, commitment and the tremendous training they gave us for the coming year.

One Year Operational Plan – OYOP

During the transition month in July, we made the groundwork for developing the One Year Operational Plan (OYOP) for the International Board. It is based on the Strategic Goals for 2013 which in the Seminars & Conferences Area means emphasizing International Study Visits, International Institutional Study Visits and other international events. There is also a clear focus on Human Rights topics and the International Focus Programme (IFP). I would like to thank our ITP Trainer Karina Sultanova for keeping us focused!

USA² Meeting

The term in office for the S&C Key Area started with the United S&C and AA Meeting (USA²) in Cagliari, Italy. Despite the low amount of participants at the S&C Workshops, we had great discussions about, for example, IFP and international events, and a good start for the year of cooperation. Special thanks go to the Organising Committee, our Workshop officers Guendalina and Björn, our trainer Boulie, and the Absolutely Amazing Amandal!

Delegations

I took over the responsibility for ELSA Delegations in our board. The following Calls for Delegations have been sent: UNCITRAL Working Group II International Arbitration and Conciliation, 51st session, UNCITRAL Working Group VI Security Interests, 16th session, UNCITRAL Working Group I Procurement, 17th session, INTA Conference: Examining European Trademark Issues and Developing New Strategies and WIPO Standing Committee on Copyright and Related Rights, 19th session. I have also been working on a report for UN ECOSOC, and that makes me emphasize even more the importance of reporting and archiving.

International Focus Programme – IFP

The International Board appointed Nina-Maria Prantl from ELSA Germany as the Director for IFP. Together with Nina and the Organising Committee we have been planning the Final IFP Conference that will take place in Munich 27th April – 2nd of May 2010. There will also be a Final IFP Publication before the end of the current IFP topic on 31st July 2010.

Everyday work

I had the privilege to participate in the Freshers' Camp of ELSA Poland in Olsztyn where I gave a presentation on the international aspects of ELSA. I have also been in touch with the groups in my coaching countries, Belgium, Bosnia and Herzegovina, Bulgaria, Czech Republic, Portugal, Slovenia and Ukraine. The everyday work at the office includes advising the National and Local officers in their upcoming projects, such as the International and Institutional Study Visits, and making requests for speakers for the international events in the Network. Of course, we also help each other in the board, our dream team.

ICM Preparations

Lastly, I can mention preparing for the ICM Sinaia, where we are going to have fruitful discussions, make important decisions and gain academic knowledge. I am looking forward to meet the whole S&C Team at the ICM Sinaia!

Mirko Djukovic, Vice President Student Trainee Exchange Programme**Transition**

July has been very intense: a very good transition, general and individual in STEP, very well prepared from our predecessors. Transition is an essential part of becoming a STEP officer and an officer of ELSA in general. I had the opportunity to have meetings with CMS representatives, Council of Europe representatives, and the European Ombudsman Mr Nikiforos Diamandouros, who showed interest in STEP, and currently ELSA International is working on getting co-operation with the Institution of European Ombudsman. Again thanks to the old board but also to the new gang for commitment and devotion to keep up on everything we had to go through and for having the time of our lives in the same time.

OYOP

During transition month we had a planning weekend together with our highly motivated trainer, Karina Sultanova, after which we created our OYOP. Referring to our Strategic Goals 2013, in STEP area this year we will mainly focus on the following: finalizing the project, increasing the number on traineeships with Development of STEP Strategy, as well as the initiation and hopefully fruitful co-operation with ERASMUS.

Job Hunting

Since 1st of August we have received four new traineeships, one in Germany, two in Poland and one in Switzerland. Afterwards I started contacting new possible employers on the international level and we are still waiting for results. Following the STEP Calendar I have contacted previous ELSA International employers, which are more than satisfied with STEP and they are looking forward to continue with offering jobs. At the beginning of my term I also had to work on pending Traineeships, where we had 16 Traineeships which were waiting for selection results and 6 Traineeships which deadline was after 1st of August, including a traineeship from the Council of Europe. In order to make distinction between Traineeships offered in previous term and Traineeships offered from 1st of August, we decided to start with new coding system of the Traineeships.

I have been working on improvement of the STEP Newsletter, but unfortunately officers were not able to send their inputs and fulfil the requirements. That is why the Newsletter, as a useful Employer hunting tool, will be presented during this ICM on joint session with BEE area. There is a growing necessity of improving the exchange programme in our Network. ELSA International is therefore working on the STEP Partnership proposal, which was created in the previous term, as one way of a long-term cooperation to the major international companies.

Communication

Communication on the STEP Mailing list is improving. Now we have 44 officers active on this list and active National STEP officers in 34 countries, plus some local officers. In two countries, the position is covered by other board members and in four we do not have any information. STEP officers contact list is distributed via the STEP mailing list, and it is archived in the current system. I am truly satisfied with the level of use of the STEP mailing list.

ISMM

The International STEP and Marketing Meeting which was held in Prague by ELSA Czech Republic, was from my point of view a fresh start for officers in new term, in National or Local group, as well as on international level. We had the opportunity to meet new officers that are more than interested in ELSA and our work, so for me it was a pleasure to prepare the agenda according to which we could go through basic STEP procedure, Decision Book, Erasmus co-operation, Council of Europe Traineeships, Job Hunting and New forms session, and training on Self Presentation skills. Also Joint

Workshop on Marketing of STEP was held with Marketers and we had the chance to work in working groups and show ideas how to market STEP.

Every day work

In order to be more professional and to have tools in accordance with our needs and in line with the Corporate Identity of ELSA International, new STEP forms were created last year. However from the beginning of our term I had to work on raising the awareness on how important it is to use those forms. Also after the ISMM I got more inputs on what should be changed. So from now on we are using only new forms and I am sure that STEPers found it really useful. Concerning follow up on the employers contact database, I worked on collecting available and useful contacts from previous term, so that we can create one database, which can be useful not only in our term but also in the upcoming years. This job requires help of all officers in the Network so we will work on that issue during this ICM.

I had the pleasure to keep in touch with my coaching countries, and I want to use the chance to encourage them to contact me whenever they need help and assistance.

Director for STEP transition and ICM preparations

Annamari Männikkö, VP STEP of ELSA Finland, was appointed the Director for STEP 2009/2010 and during one weekend in Brussels she will get transition on all necessary information that she will need to start her work. This year she will mainly be responsible for the matching process and keeping track on statistics and evaluations. Meanwhile preparations for the ICM started and I am looking forward to see you at the STEP workshop. Thanks to my marvellous board for great inputs and fun during our sleepless nights in the ELSA House.

Others

I would like to thank the International Board 2008/2009 and especially my predecessor, Ivana Buric, for having patients to work with me and of course for passing all skills and information I needed to start successfully my term in office and for the great time we spent together!

Leonid Cherniavskyi, President**Transition and OYOP Session**

Because of the visa problems instead of attending transition in the ELSA House I had to spend July and half of August struggling with Belgian embassy, Ministry of Interior of Belgium, Ministry for Foreign Affairs of Ukraine and other state organs before I finally could come to Brussels. However, I was still trying to participate in transition and had a chance to give inputs during the OYOP session due to Skype and phone. After coming to Brussels I had to arrange the transition and using paper, digital and e-mail archives as well as Skype conversations with previous President of ELSA International Anna Ziemnicka I got updates on the main points of the BEE area. I am also planning her visit to Brussels for a few days in order to finalize the transition.

International Presidents' Meeting (IPM) and Strategic Goals 2013

I was involved as much as it was possible in the preparation for the IPM Amsterdam with regards to planning the training session and discussing some points of Agenda. Thanks to efforts from Ania as well as Timo (Secretary General), Peter (Treasurer) and Amanda (VP AA) the International Presidents' Meeting was successfully held in Amsterdam from 12th till 16th of August. After IPM I dedicated myself to hunting Strategic Goals Questionnaires in order to prepare the statistics and make it possible to evaluate the state of the fulfilment of the Strategic Plan 2013. I also began the preparatory work on the next IPM by agreeing and signing the IPM Kyiv agreement.

Board Management

I started the board management with trying to find the best solutions for organisation of the work in the ELSA House. This resulted in adoption of Board Meeting rules, some changes to the House rules as well as dedicating my work to support and help to other team members.

External and Institutional Relations

The most urgent thing was to study the current corporate and other partners of ELSA International in order to secure them. I also involved myself in the work concerning the search of the contractor for creation of the backpage, elaboration of STEP partnership strategy, building cooperation with other students' organisations. This in particular resulted in setting up the connection with the United Nations Framework Convention on Climate Change Organisation and opportunity for ELSA to send a delegation to the UN Conference on Climate Change to be held in Copenhagen in December 2009. The work concerning approaching new potential Auditing Partners of ELSA was also initiated.

ELS Cooperation

Being one of the priorities ELS cooperation was one of the big parts of my work in the ELSA House. The result of the two meetings of ELSA International with the President of ELS, Tiago Mayan Gonçalves, is the clarification of the current responsibilities of ELSA International and ELS as well as the strategy for the development of cooperation between ELSA and its Alumni association.

Expansion

In the end of July I visited the NCM of ELSA Russia and gave trainings aimed at improvement of their ELSA knowledge and increasing their activeness in the Network. I also dealt with current approaches from Moldova, Ireland and Israel. Moreover, I applied active approach concerning expansion to Belarus and started first contacts with law students and young lawyers from this country.

ICM Preparations

I worked on supporting ICM Organising Committee in fundraising by providing some information, assisting with fundraising request, carrying out a few fundraising approaches as well as on finalizing of

the negotiations on the ICM agreement and its signing. ICM Preparations were definitely one of the biggest realized projects of the International Board 2009/2010 of ELSA so far.

I want to express my great appreciation to Sofia, Amanda, Mirko, Timo, Peter and Frida for their patience, help and support. I am sure we will keep up with the bar set by the greatest teams that have ever worked and lived in the ELSA House. I want to thank to all the Presidents of National Groups for their cooperation and for the good level of communication. I am looking forward to finally gathering our BEE-team in Sinaia!

Timo Kortesoja, Secretary General**Transition and One Year Operational Plan**

I entered the ELSA House at the end of June in order to change this adventurous new chapter of my life. The transition period itself was an amazing experience and challenge: settle to live with six new people, adapting to the tasks of my future year, settle down to a new city and also drafting the structure and goals for the upcoming term in office together with my dear board members. In order to get proper start for the planning we had a training given by the ITP Trainer Karina Sultanova.

During the transition I also had the pleasure to meet the brilliant Organising Committee of the ICM Sinaia together with my predecessor Antti Husa in terms of pre-ICM visit. The Organising Committee took good care of us and showed us the venue of the ICM and one of the sightseeing venues as well. I am happy to say that we will have a good ICM in Sinaia.

Beginning of the term and Area Meetings

First few weeks were very hectic times with different administrative tasks e.g. updating the contact information throughout the Network. The hunt for contact information is still going on until the beginning of the ICM since I had to postpone it later due to the International Presidents' Meeting in Amsterdam in the middle of August. During the IPM I was the substitute of the President of ELSA International 2009/2010 Leonid Cherniavskyi since due to some challenges with visa he was not able to be present.

I also had my own Area Meeting called Joint Internal and Financial Management Meeting, which took place in Spain on the second week in September. We had quite few participants but very good discussion during the workshops and training on communication. As a result of the meeting I established a call for two Working Groups, one for Network Support System and one for IM manual. The results of these Working Groups will be presented in the IM-Workshop during the ICM Sinaia.

After the division of our coaching countries I have been in contact with my coaching countries: ELSA Hungary, ELSA Luxembourg, ELSA Malta, ELSA Croatia, ELSA Slovakia, ELSA Kazakhstan and ELSA Albania.

New Online System

I have the pleasure to be part in the preparations for the new online system of ELSA. I am responsible for the system in cooperation with my fellow board members Frida Orring, Peter Christian Binau-Hansen and Mirko Djukovic and the National Board of ELSA Germany.

During the transition it occurred that the system will be a very expensive project and we were forced to realise that this project is not going to be finished during our term in office. However, we are working on the matter and try to search for a partner to cover some of the expenses and give us some technical support. The goal for our term in office is to finish the member management part of the system.

ICM and Refreshment Weekend preparations and final weeks before ICM Sinaia

The end of September was very busy period for me since I was the main responsible for compiling the ICM Package. The Package offered quite a few challenges to all of us in the board but we had “one board, one desire”, and I am very glad that we made it as a one solid Team!

After the ICM preparations I will have some time to give transition to my Director for Training Ana Vouk that we appointed to be part of our team at the beginning of September. She is coming to Brussels for the transition in the middle of October.

I am also going to continue the preparations for the Refreshment Weekend that will take place just before ICM in Bucharest.

Final appreciation

First of all, I would like to thank my predecessor Antti Husa for the great transition and the whole International Board 2008/2009 for their efforts to make us feel comfortable with our tasks. Also I would like express my appreciation to the Network that have contributed the work of our association with their precious inputs.

Furthermore, I want to express my special thanks to my dear board members in the ELSA House and for the whole our international team, and last but not the least, to my excellent IM-Team 2009/2010. Remember that you are the oil inside this wonderful association of law students and young lawyers – Keep up the good work!

Peter Christian Binau-Hansen, Treasurer**Transition**

As every board before ours the term began with the transition period from 1st to 31st July in the ELSA House in Brussels. The transition was divided into overall general sessions and more detailed sessions one on one with our predecessors. The transition was very good planned by the previous International Board and basically left us with no free days during the month.

My predecessor, Jean-Marc Lauwers, did a fantastic job preparing and completing the individual part of the transition. Together we carefully went through all the tasks the Treasurer in the International Board will be in charge of all during the year. I really appreciate Jean-Marc Lauwers' openness towards all aspects of the work and life in Brussels, and I am contended that he still makes himself available for further questions. The transition also included cleaning up the FM archive in the office for the last ten years and prepare the archiving structure for this year.

The transition comprised for all of us taking part in the ELSA House Training Week and for me representing ELSA International 2009/2010 at the 20th Anniversary of ELSA Germany in Heidelberg together with the President and VP STEP of the previous board.

I would also like to thank ITP-trainer Karina Sultanova for her great trainings during our weekend working on the One Year Operational Plan (OYOP).

General Financial Administration

The task of a treasurer is very diverse. You are not only in charge of the obvious tasks 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

To assure the financial continuity of ELSA International I decided to use the same accounting program as my predecessor, Microsoft Accounting 2009. I have chosen to continue the same archiving structure as previous years with my own improvements added. I had the great pleasure of observing the auditing weekend of the final accounts of 2008/2009 in the last weekend of August, which provided me with knowledge and great inputs for the bookkeeping this year.

Internal Meetings

I have by now prepared and participated in two internal meetings. As the President of ELSA International was not able to participate in the International Presidents Meeting (IPM) in Amsterdam, The Netherlands the Secretary General, Vice President Academic Activities and I prepared and concluded the meeting in cooperation with our President. The IPM is indeed involving the whole International Board and covers all aspects of ELSA, and therefore the involvement of the whole International Board was needed.

As part of the Human Resources Strategy the International Internal Meetings for the national officers is to be carried out in the beginning of the term. For the Secretary Generals and Treasurers in the Network this years meeting (JIF) was hosted by ELSA Spain in a huge villa on the mountainside just outside Santiago de Compostela in northern Spain. Thus the number of participants was lower than expected, due to exams, the output of the meeting and the knowledge shared was truly higher than we had expected.

ELSA Development Foundation

EDF was at the last Council Meeting in Budva changed from a fund to a foundation. In this process a working group was initiated in order to work on the statutes for the new foundation. I have from the 1st of August administrated the working group and collected the output. The final version of the statutes was translated into Dutch and presented to a notary in Brussels. In the process I have had several meetings with Emmanuel Reynaerts (ELS) who has supported the creation of the foundation financially and with his knowledge, as well as our bank account manager in order to open new accounts for the foundation.

Grants

I intend to send out information about grant opportunities for local and national groups all through the year and have already informed the network about the European Youth Foundation (EYF) from the Council of Europe. Together with the groups who have been interested in applying I have worked out the budget and supported regarding the application text itself. ELSA International also intends to apply for the Youth In Action grant from the European Commission.

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. Besides this I have supported my VP AA in financial related questions and prepared a PayPal account in order to improve the payment options for the teams.

ELS agreement

The agreement between ELSA and ELS includes many tasks for the International Board. Together with the Secretary General I have been invoicing the members of ELS and updating the ELS Directory with the accurate information. Besides this I have worked on updating the ELS website and redesigning the ELS Members Portal.

Other

Besides my day-to-day tasks as treasurer I have helped updating www.elsa.org, updated the current system with a new design and assisted my fellow board members in the best way possible in the spirit of: One Board, One Desire!

Frida Orring, Director for Marketing**Transition**

Transition started in the ELSA house 1st of July and for a period of one month the previous International Board fulfilled the huge task of compiling and transferring their knowledge and experiences on how to carry out the work of ELSA International to us. As a part of transition I participated in meetings with ELSA's cooperating partners CMS, Council of Europe, European Voice and C5 Group in which we evaluated the cooperation and planned for the future. I also, together with my predecessor Torkil, visited the NCM of Austria. Additionally we had a very qualitative training weekend together with Karina Sultanova from the ITP and as an outcome we managed to present a draft version of our OYOP.

International STEP and Marketing Meeting (ISMM)

From 26th to 30th of August ELSA Czech Republic hosted the first ISMM in Prague. With more than 50 participants and an outstanding Organising Committee, Mirko and I experienced a week filled with hard work, motivated participants, great inputs and new ideas for this year in office. In the marketing workshop we had both very experienced marketers and freshers but I was positively surprised by how well the interaction between all participants, myself included, worked out. I would like to thank my workshop officers; chair - Thomas Öller, secretaries – Kaisa Kimmel and Martin Majzun for their great effort. Also many thanks to the Organising Committee, an area meeting this big requires a lot of planning and a close cooperation between the Organising Committee and ELSA International. You fulfilled all our expectations.

Synergy

From day one in office Synergy was a prioritized project for me in order for the autumn edition to be finalized in time. I would divide the project in three areas; advertisements, articles and layout. Additionally there is the printing and distribution where my main task has been to update the addresses and contact persons in our local and national groups. It has been a very time consuming yet rewarding project and as I am writing, the 46th edition of Synergy is in the process of printing.

Website

Since ELSA International launched the new website in July I could more or less start off my work with continuing updating the website and see to the project of further implementing the website solution in the network. As time flew by I was very happy to receive help from Peter in keeping the website updated. During these two months I have been in close contact with C5 Group in the evaluation of the website so far and I believe it is crucial for a website to be constantly evaluated and improved in order to keep attracting visitors and members.

Advertisements

As in charge of the advertisements sales in ELSA International I have tried to continue the good work carried out by my predecessor as well as the previous Director for Advertisements. I have kept contact with, as well as sold adverts to, potential and ongoing advertisers both for online links and for advertisement in Synergy #46 and #47.

Director for Advertisements

I was very happy about the appointment of Stephanie Denowell, previous President of ELSA Germany, as the Director for Advertisements of ELSA International 2009/2010. After an introductory MSN meeting, Nils, Stephanie and me had a prosperous two-day transition in the ELSA House in mid September. After the transition, Stephanie and I continued with planning for this year in office. We structured the work and set timelines for how to proceed and continue improving the advertisements sales during our term.

Market Research

As stated in the Decision Book, the network-wide Market Research with a three-year cycle is to be carried out during 2009/2010. I have made a scope for the research, including timelines, and am currently in contact with external partners for the project. During the ISMM I also presented the concept to the marketing workshop with the purpose of preparing the network for this project. The discussion will continue during this ICM.

Marketing Material

An ongoing task as a marketer is updating and creating new marketing material as well as supporting my fellow board members with layout and inputs. So far I have started with unifying our handbooks' layout, created a new SPEL-poster and recruitment material as well as compiling an image archive where so far a smaller range of images are gathered.

Throughout these intensive 12 weeks I have had the benefit of being part of this great team called the International Board. I am very thankful that I get to share this adventure that ELSA truly is, not only with the team here in the house but also with the great team of marketers that we have in the network this year.

PROPOSALS

THE INTERNATIONAL BOARD

Decision Book amendment to the AA-part of the Decision Book (AA 02/09 I)

The International Board proposes the following to the Council:

Bridging Theory and Practice

ELSA is assisting law students and young lawyers to prepare for their professional life in an international environment, to develop legal skills of analysis and interpretation, but also personal skills of argument and public speaking.

1. Moot Court Competitions

1.1 A moot court competition aims at actuating the academic knowledge acquired during law studies and at enriching it with presentation and public speaking skills.

1.2 In a moot court two pairs of students argue a fictitious legal case in front of a bench of judges. To win, one does not necessarily have to win the legal case, but must make the best presentation of legal arguments.

1.3 ELSA Moot Court Competition on WTO Law (EMC²)

1.3.1 Organisation

The ELSA Moot Court Competition on the Law of the World Trade Organization (EMC²) is the annually organised international moot court competition of The European Law Students' Association (ELSA). The EMC² consists of the International Written Rounds, ELSA National Rounds, ELSA Regional Rounds, non-ELSA Regional Rounds and the Final Oral Round, ~~with the exception of the ELSA National Rounds where, according to these Principles, the winners qualify for the ELSA Regional Rounds.~~

1.3.2 ~~The International Organising Committee~~

~~International Organising Committee of the EMC² (the IOC), as appointed by the International Board of ELSA, is to act as an autonomous but not independent organiser of the EMC². The IOC is primarily responsible for maintaining the autonomous organisational structure and financial sustainability of the Competition.~~

~~The Head of the IOC shall be the Vice president Academic Activities ELSA International or the person delegated to be head of IOC by the International Board of ELSA~~

~~The IOC is responsible for the overall organisation including drafting the Case, nominating the Panel, issuing and interpreting the Rules of the EMC², advertising the EMC², organising the applications of the teams, organising the Clarifications to the Case, setting up the Timeline of the EMC² and supporting the Local Organising Committee and the Regional Organising Committees according to the Memorandums of Understanding.~~

1.3.2 Responsibilities of ELSA International

ELSA International is responsible for the overall organisation, including appointing the Case Author, Case Review Board, Academic Supervisors, Panellists, issuing and interpreting the Rules of the EMC², promoting the EMC², organising the Clarifications to the Case, setting up the Timeline of the EMC² and supporting the National and Regional Round Organisers according to the Memorandums of Agreements when signed by Organisers and ELSA International.

1.3.3 ELSA Organising Secretariat – EOS

ELSA Organising Secretariat (EOS) is appointed by ELSA International prior to the launch of the EMC² every year. The Head of the EOS is the Vice President Academic Activities of ELSA International. The EOS is responsible for the promotion of the EMC² in Europe. The EOS shall assist ELSA National and Local Groups when sending teams and/or organising a National Round of EMC². The EOS shall also assist in the organisation of the EMC² upon tasks given by the Vice President Academic Activities of ELSA International.

1.3.4 The ELSA Network

The EMC², being a project for the entire ELSA Network, requires cooperation and communication between the IOC, LOC, ROCs and the National and Local ELSA Groups ELSA International, EOS, National Round Organisers (NRO), Regional Round Organisers (RRO) and the Final Oral Round Organisers – International Organising Secretariat (IOS).

ELSA Groups are to be involved in finding participants for the EMC² making their members aware of the Case and the Rules, including but not limited to, the Timeline and the Structure of the Competition. Where ELSA Groups are actively involved in finding participants and fundraising for them, they must ensure that the team members are satisfactory representatives of their university and the ELSA Group. For this reason they should ensure the proper coaching of teams.

The IOC, LOC and ROCs ELSA International, EOS, NRO RRO and FOR organisers safeguard the interests of the ELSA members throughout the organisation of the EMC².

Through the EMC² ELSA shall also strive to develop a moot court tradition in all member countries. In all matters concerning the EMC², ELSA member countries should be given priority. The aim of this is to reach a state so that we reach a situation where most member countries take part in the EMC².

Comments:

The organisation of the EMC² has changed in the past year, and therefore ELSA International proposes these changes to the Decision Book. The EMC² is the most outreaching project within ELSA today in regards to legal education and the global expansion it has taken.

The previous IOC – International Organising Committee, does not exist anymore in accordance to the updated rules of the 8th edition. Instead, the Vice President Academic Activities of ELSA International is the overall responsible for the competition, co-ordinating it together with the Director for EMC², EOS and IOS – International Organising Secretariat for the Final Oral Round.

In this way, ELSA will always keep the overall responsibility and organisation of the EMC², even though the Final Oral Round might be outsourced.

In order to strive towards the goal of developing a moot court tradition of EMC² in all member countries, an International Team – EOS, has been created to assist the Vice President Academic Activities of ELSA International.

Decision Book amendment to the AA-part of the Decision Book (AA 02/09 II)

The International Board proposes the following to the Council:

Legal Writing

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

Prague ,25th March -1st April 2007	In force
AA 01/07 IV, AA 01/08 I, AA 01/09 II, V	SPEL

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

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

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

1.3 Contents and Requirements

Articles, essays, dissertations and other legal papers concerning law with European aspects are eligible for publication in ELSA SPEL. Contributions concerning the implementation of European Law in national legal orders are also welcome.

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

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

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

Responsibilities in ELSA SPEL

Responsibilities of the Local Groups

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

Responsibilities of the National Groups

- Raise awareness of ELSA SPEL as well as of the possibility for law students, academics and professionals to publish in ELSA SPEL
- Provide the local groups with the Guidelines for Authors and promotional material
- Actively search for contributions to SPEL by setting a concrete goal for the promotion of SPEL in the National One Year Operational Plan
- This concrete goal shall be communicated to the Vice President Academic Activities of ELSA International before the autumn International Council Meeting every year.

Responsibilities of ELSA International

- Promote ELSA SPEL in the legal society as a high quality legal web journal
- Provide the national and local groups with the Guidelines for Authors
- Provide the national and local groups with a corporate design for ELSA SPEL
- Publish the received articles online once they have been revised ~~are revised~~ by the Editorial Board.
- Appoint a managing editor for the Editorial Board
- ~~In cooperation with the managing editor appoint an Editorial Board with no more than six (6) members in total~~
- If needed, appoint additional members to the Editorial Board upon consultation with the managing editor
- Collect the contributions and hand them over to the managing editor for revision
- Publish ELSA SPEL on the website of ELSA International

Comments:

General part: Since we do not have enough contributions to SPEL, there is no need to regulate that it should be published twice a year. At the moment the articles are published when approved by the managing editor of the Editorial Board.

Responsibilities of the National Groups: Time has shown that even though we have put more focus towards SPEL at the past ICMs we are still lacking contributions. After discussions at the USA² meeting in August, the participants found that the Network needs clear and concrete goals for promotion in order to increase the contributions to SPEL. When including a number for SPEL contributions in your OYOP, it becomes a goal you want to achieve. The number of contributions may vary in the different National Groups, but with a concrete plan for promotion the project will gain the attention needed.

Responsibilities of ELSA International: With the amount of contributions at the moment there is no need for a board of editors. Therefore it should be a decision taken by the Vice President Academic Activities of ELSA International jointly with the managing editor when we have an increased number of contributions.

Decision Book amendment to the S&C Policies-section (S&C 02/09 I)

The International Board proposes the following to the Council:

S&C Policies

Lisbon 30th March – 6th April 2008	In force
S&C 01/08 II, S&C 01/08 III	

- 1.2 S&C events are international when attended by participants ~~from different national legal background that have different national and legal backgrounds and came to the country of venue primarily for the purpose of attending the international event.~~ S&C events are national when attended by participants from two or more cities from the same country. S&C events are local when attended by participants from the same city, unless there is only one Law Faculty in the respective country, in which case the event shall be considered as national.

Comments:

The clarity of the definition of international events is important because international events are a part of ELSA's Strategic Goals for 2013. In order to evaluate the implementation of the Goals, we need to have a common understanding of the definition.

The aim of international events is the exchange of cultural experiences and legal knowledge. Therefore, we need to make sure that the events implementing Strategic Goals genuinely include international exchange. According to the current definition, a short lecture participated by exchange students would make the event international. Also a situation where a native of one country, studying in another country, visits the home country and at the same time participates an event, makes that event international according to the current definition.

In the proposed definition, a national background is defined by the persons themselves according to their subjective concept of nationality. The legal background of a person is the country where he or she receives/received the main part of the legal education.

For the purpose of further clarifying the Strategic Goals, there will be guidelines for interpretation presented. Certain events, for example those participated by less than five international participants, could be excluded from the list of events otherwise defined as international.

Decision Book amendment to the STEP Responsibilities-section (STEP 02/09 I)

The International Board proposes the following to the Council:

STEP Responsibilities

1. Local Groups

Besides ELSA International, all Local and National Boards shall promote all available traineeships whilst also searching for new ones.

The sending and Hosting Group shall explain the applicants their role as representatives of ELSA.

1.1 Hosting Group

1. The Hosting Group ensures that the Traineeship Forms are properly filled in, i.e. that it adequately represents the responsibilities of the trainee. Therefore the Hosting Group assists the employer upon request in completing the Traineeship Form.

(...)

11. The Hosting Group gives over the STEP Certificate provided by ELSA International to the trainee if the trainee completed his/her Traineeship Evaluation Form A. The STEP Certificate is filled in and signed by ELSA International.

Comments:

ELSA International is aware of the huge problem with receiving Traineeship Evaluation Forms. At the ICM Budva the STEP Workshop discussed the regulations that were approved by the Council. At that point we weren't aware of that there can be a misinterpretation of this regulation. However, the point 11 in the Responsibilities of Local Group is a bit unclear. From the beginning of our term in office, we received questions from some Local and National Groups asking for clarification of this point. As discussed at the ISM Lisbon and ICM Budva, this point means nothing else but the fact that ELSA International, after receiving the Traineeship Evaluation Form, is responsible for providing the hosting group with a Certificate. Therefore, ELSA International proposes to clarify this regulation.

Decision Book introduction of the Strategic Planning-section to the BEE-part (BEE 02/09 I)

The International Board proposes the following to the Council:

Strategic planning

1. Definition

Strategic Planning shall be an ever-present part of planning in the European Law Students' Association. A Strategic Plan shall be adopted for five years by a two thirds majority of the Council at the spring International Council Meeting of the last year of the Strategic Plan in force.

2. Monitoring

The fulfillment of the Strategic Plan shall be monitored by ELSA International by means of the Strategic Goals Questionnaire, the Strategic Plan Yearly Report and the Strategic Plan Final Report.

The Strategic Goals Questionnaire shall include questions concerning the achieved goals during the previous year and goals for the next year. It shall be sent out to the Presidents of the National Groups by ELSA International in July and shall be filled in and returned by the Presidents of the National Groups to ELSA International before September 15th each year.

The Strategic Plan Yearly Report shall be prepared by ELSA International and presented at the autumn International Council Meeting. It shall include general information as well as statistics reflecting the state of the fulfillment of the Strategic Plan.

The Strategic Plan Final Report shall be prepared by ELSA International and presented at the spring International Council Meeting of the last year of the Strategic Plan in force. It shall include overall information, final conclusions and statistics reflecting the fulfillment of the Strategic Plan as well as recommendations for the adoption of the following Strategic Plan.

3. Implementation

ELSA International and the National Groups shall draft their One Year Operational Plans in compliance with the Strategic Plan of ELSA.

Comments:

The adoption of the Strategic Planning was a very important decision made by the Network at the ICM Lisbon in spring 2008. Now as we are in the second year of the 5-year Strategic Plan the time has come to think about the ways of coherent interim evaluation on our way to the Goals of 2013. ELSA International also acknowledges the need to elaborate on the rules for ensuring the continuity of the strategic planning recognized as an important part of the well-functioning of any organisation. The proposed regulations are aimed at securing the strategic planning in the Network for many years ahead.

Decision Book amendment to the Institutional Relations Regulations (BEE 02/09 II)

The International Board proposes the following to the Council:

Institutional Relations Regulations

Lisbon 30th March – 6th April 2008
S&C 01/08 I

In force

(...)

5. Participation in Events ~~promoted~~ organised by International Institutions

- 5.1 ELSA International shall coordinate the participation of ELSA representatives in events and meetings ~~promoted~~ organised by international institutions.
- 5.2 ELSA International shall research events organised by international institutions and provide the network with the relevant information.
- 5.3 ELSA International shall prepare a Call for Applicants including the guidelines for the selection of representatives. ~~a detailed plan on the involvement in question. This plan shall state the basis of activities, the objectives and means. If ELSA International decides to limit the number of participants, the plan shall include the guidelines for the selection of participants and the number of participants in the delegation. The Call shall include a clear description of the event, practical information and a general task description for the representatives. The plan Call should be made available in due time before the start of the selection of participants. The eCall for a Applications shall be actively promoted in National Groups by the National Board.~~
- 5.4 It is up to the discretion of ELSA International to appoint the representatives, using the principles of objectivity, neutrality and equality.
- 5.5 The representative shall be a member of ELSA or its alumni organisation, have a solid ELSA background and an active participation in ELSA's activities and have an academic competence in the field of law connected to the work of the institution and the topic of the event.
- 5.46 All applicants shall provide ELSA International with the necessary documentation, as specified in the guidelines for the selection, to prove their academic qualification and ELSA background as stated in the application.
- ~~5.5 ELSA International shall collect the completed applications and send them to the competent institution mentioned in the event application.~~
- ~~5.6 In case of a limited number of representatives for the event ELSA International shall make the selection of the representatives according to the issued guidelines for the selection of participants.~~
- 5.7 The representatives shall inform ELSA International in advance of any positions or statements they wish to make, attaching a summary of the scientific background. The positions or statements can be announced only after the approval of ELSA International.
- 5.78 The delegation shall prepare a comprehensive report on the objectives achieved and the means used, including the activities of every member of the delegation and submit it within four weeks after the

end of the event to ELSA International. The report should state the particular positions taken and the contacts made with other institutions.

(...)

Comments:

ELSA International sends Calls for Delegations to attend the meetings and events of international institutions, for example those where ELSA has a special status. The International Board makes the decision on the Delegates based on the Guidelines for selection.

In order to clarify the process of selection, ELSA International proposes that the requirements of the Delegates should be regulated in the Decision Book. In order to be able to represent ELSA International in a professional manner, the Delegates should be active members of ELSA or its alumni organisation, with a solid ELSA background and an academic competence. The number of representatives should also be under the discretion of ELSA International in the limits of the invitation, and not stated beforehand in the Call for Applications.

The ELSA Delegations represent ELSA and speak on behalf of our nearly 30.000 members. Therefore, the official statements and positions that the Delegates take should be approved by the International Board, being the executive body of ELSA.

Decision Book amendment to the Responsibilities for Quality Management -section (IM 02/09 I)

The International Board proposes the following to the Council:

Alanya, 5th -12th November 2006	In force
IM 02/06	IM Policies

Responsibilities for Quality Management

1. Responsibilities of the Local Groups

- Comply with the Statutes and Standing Orders of ELSA International, as well as with the Council Decisions.
- Ensure that individuals, who on behalf of the local groups access and process data collected in , comply with the ELSA Privacy Statement.
- Submit the updated local board address and officers list to the national board
- ~~Ensure that the web sites fulfil the guidelines set forth by Council, and are updated on a regular basis~~
- ~~Implement the Member Educational Cycle~~
- Support its alumni by keeping them updated about recent developments, achievements and projects planned by the local group.

2. Responsibilities of the National Board

- Ensure that the Statutes and Standing Orders of ELSA International, as well as Council Decisions, are known and implemented by the national group and all local groups.
- Ensure that individuals, who on behalf of the national group access and process data collected in ELSA ONLINE, comply with the ELSA Privacy Statement.
- Ensure that the ELSA Privacy Statement is known and followed by the local groups.
- Submit the information gathered at the ICM to all the local groups
- Ensure that there are uniform Statutes and Standing Orders in all local groups
- Ensure that the English version of the Statutes and Standing Orders is submitted to ELSA International
- ~~Ensure that the web sites fulfil the guidelines set forth by Council, and are updated on a regular basis~~
- Promote international activities on the local level, thus increasing the awareness of ELSA as an international association
- Inform ELSA International periodically about local and national activities
- ~~Submit the applications for the ICM to the OC in compliance with the set requirements~~
- ~~Ensure that all delegates at the ICM are duly prepared and equipped with the necessary materials~~
- Organise training meetings in order to improve the board's attitudes, skills and ELSA knowledge
- ~~Implement the Member Educational Cycle~~
- Support alumni in the country by keeping them updated about recent developments, achievements and projects planned by the groups in the country

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

3. Responsibilities of ELSA International

- Make available to the Network the updated version of the Statutes and Standing Orders, as well as the Council Meeting Decision Book
- Ensure that all member and observer groups comply with statutory and council regulations
- Provide support in managing ELSA ONLINE.
- Provide guidelines for the specifics of the ELSA Privacy Statement
- Ensure that the ELSA Privacy Statement is known and followed by all member and observer groups.
- Ensure the good functioning of the ICM
- Prepare and distribute the State of the Network Inquiry 28 days before each Council Meeting.
- Evaluate all the information received on the international level
- Update the ELSA International website
- Prepare training manuals and make these manuals available to the network.
- ~~Provide guidelines for the specifics of the Member Educational Cycle and implement it~~
- Provide guidelines for the specifics of the International Trainers Pool
- Work with the national boards in suggesting solutions for the problems that arise
- Support alumni in ELSA by keeping them updated about recent developments, achievements and projects planned by ELSA International.

Comments:

ELSA International proposes the amendments to the responsibilities of the Local and National Groups as mentioned above since the responsibilities concerning the website are regulated in the Information Technology - part of the IM-section of the Decision Book. ELSA International considers it to be unnecessary double regulation.

Regarding the responsibilities for implementing the member educational cycles, ELSA International does not see the need for regulating something that is inexistent. ELSA has its own Human Resources Strategy and the responsibilities concerning the strategy are regulated in the specific part of the IM-section in the Decision Book.

Furthermore, ELSA International sees that applying for the ICM and ensuring a proper level of preparations should be a clear fact to everyone based on the Council Meetings - part of the IM-section of the Decision Book.

Decision Book introduction of Area Meetings-section to the IM-part (IM 02/09 II)

The International Board proposes the following to the Council:

Area Meetings

1. Definition

- 1.1 Area meetings are internal meetings for the functional areas of ELSA.

2. Participation in the Area Meetings

- 2.1 Participation in the Area Meetings is open to all the members of ELSA.
- 2.2 ELSA International and the Organising Committee are eligible to accept external participants.

3. Representation of National Groups

- 3.1 The participant shall be considered to represent a National Group during the Area Meeting providing that the participant presents a letter of authorization from the respective National Group to the Organising Committee when applying to the Meeting.
- 3.2 The National Group that issued the letter of authorization shall bear the financial responsibilities for the participant.
- 3.3 Participant without a letter of authorization from a National Group shall be referred to by the name of the Local Group in the minutes of the Meeting. The financial responsibility of such participant shall not be held by any National Group.

Comments:

The International Board proposes to add a new part in the IM-section of the Decision Book regarding the representation of National Groups in the Area Meetings arranged within the key and supporting areas of ELSA. The first principle regarding these meetings is that they are open to every member of ELSA.

Referring to the idea of representation in the International Council Meetings, it is regulated that the delegate representing the National Group must be a member of ELSA and must be authorized by the National Group in order to speak on behalf of the National Group. With this authorization the National Group also states that it shall bear the financial responsibilities of the delegate.

ELSA International notices the need for authorized representation also in the Area Meetings so that the participant representing a National Group must present a letter of authorization to the Organising Committee of the Area Meeting in order to be recognized as a representative of a National Group. With this authorization the National Group also affirms that it shall bear the financial responsibilities of the participant. The letter of authorization must be presented to the Organising Committee when applying for the Area Meeting.

In case that the participant applying for the Area Meeting does not present the letter of authorization the participation will be under consideration of ELSA International and the Organising Committee of the Area Meeting. If the participant is allowed to participate in the Area Meeting without a letter of authorization the comments of the participant will be minuted according to the Local Group the participant is a member of and

the financial responsibilities shall not be held by the National Group of the participant. The risk of not fulfilling the financial responsibilities shall remain as the responsibility of the participant and finally as the risk of the Organising Committee.

Decision Book amendment to the Payment Procedure-section (FM 02/09 I)

The International Board proposes the following to the Council:

Reggio di Calabria, 21st – 28th October 2007
FM 02/07 I

In force

Payment Procedure

1. Invoicing procedure

1.1 Time and Mailing

The Treasurer of ELSA International shall send out all invoices for the respective fees, meaning the Membership Fee, the Administration Fee for Observers, and the ELSA ONLINE fee, explained under Fees point 1, 2 and 3 in accordance with the respective dates as mentioned under responsibilities.

The invoices have to be sent to the Treasurer of each National Group according to the details found in ELSA ONLINE, either by e-mail or mail. If neither the contact details of the Treasurer nor a general address is known, the Treasurer of ELSA International shall investigate all possibilities of getting in contact with the National Group.

After receiving the respective invoices sent by ELSA International, the Groups shall send a confirmation e-mail to ELSA International and inform when the Group expects to be able to pay the invoice, except if the invoice is paid within seven days.

1.2 Illiquidity of a National Group

In the case of illiquidity, the National Group shall inform the Treasurer of ELSA International within the due date of the invoice. The National Group shall hand in a report about its financial status, and inform ELSA International when in which time the National Group will be able to pay the invoiced amount.

1.3 Mailing of reminders

When the deadline for payment of the above mentioned fees elapses, the Treasurer of ELSA International shall send a payment reminder to the respective Groups if there has not been any communication, apart from the confirmation e-mail, between the Group and the International Board.

1.4 Penalties

Failure by a National Group to fulfil its financial obligations without valid reason might result in it being penalised according to article ~~9.5~~ 11.5 of the Statutes. The validity of the reason shall be determined by the International Board, after making a thorough assessment on the status of the National Group.

2. Payment Agreements

Payment agreements create clear payment regulations and thus ensure a certain degree of security for both parties involved in the agreement.

2.1 Content of the agreement

A payment agreement between ELSA International and a National Group shall be in written form signed by both parties either through a digital or original signature.

The following content shall be mandatory within an agreement:

- Name and address of both parties
- Current debt at the time of the agreement and a detailed description of the composition of the debt
- The repayment procedure
- Bank account details of the creditors

2.2 Breach of Conditions and Penalties

If a National Group does not fulfil its financial obligations without a valid reason, the National Group might be penalized according to article ~~9.5~~ 11.5 of the Statutes. The validity of the reason shall be determined by the International Board, after making a thorough assessment on the status of the National Group.

Comments:

After the revision of the Statutes, the references in the Decision Book to the articles in the Statutes have not been updated. The reference to article 11.5 concerns the suspension of the voting rights of a National Group that has not fully fulfilled its financial obligations towards ELSA International.

Decision Book amendment to the Fees-section (FM 02/09 II)**The International Board proposes the following to the Council:**

Lisbon 30th March – 6th April 2008

In force

FM 01/08 I, FM 01/08 III

Fees

1. Membership Fee

- 1.1 The Membership Fee is calculated through a formula which incorporates the number of Local Groups of each National Group having the status “active” in ELSA ONLINE at the time of invoicing, and which are members or observers of a National Member Group of ELSA International (LG number) and also the Gross Domestic Product (GDP) for their respective countries.

Without prejudice to its status as a National Group, the Membership Fee for National Groups which are at the same time acting as a sole Local Group, shall be calculated as if for one Local Group.

The Global Membership Fee is the total amount of Membership Fees, not including the Administration Fees of Observers, to be collected by ELSA International from the National Groups. The Global Membership Fee for each financial year is set by the International Council Meeting of ELSA when adopting the budget for the said financial year and can only be amended simultaneously with the budget of ELSA International for the said financial year.

(...)

- 1.2 Each National Group may ask the Treasurer of ELSA International if it is possible to get the calculation sheet for their Membership Fee.

- ~~1.3 The Global Membership Fee will be set at 18,000 Euros. This amount can be changed if the development of the Association indicates that the change is needed.~~

(...)

3. ELSA ONLINE Fee

The annual ELSA ONLINE Fee is for the use, administration and maintenance of ELSA ONLINE. The total amount of ELSA ONLINE Fee shall be determined when deciding upon the Budget of ELSA International. It shall be calculated using the same formula used to calculate the Membership Fee, only adjusted to the budgeted amount.

The maximum ~~administration fee~~ ELSA ONLINE Fee paid by the National Groups shall not exceed a total amount of 15,000 Euro.

4. Publishing the GDP numbers

The real GDP per capita numbers of the ELSA countries –based on the issue of the annual “Human Development Report” published by UNDP—~~is to be published in the ELSA Information e-mail list no later than 15 days after publishing the Human Development Report; the United Nations Development Programme (UNDP) – is to be made available to the National Groups together with the relevant invoice. The “Human Development Report” shall be made available on ELSA ONLINE prior to the invoice or through a direct link to the online version of the report on the website of UNDP sent out together with the invoice.~~

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 ~~The International Board ELSA International is to~~ shall publish the list of favoured countries by the end of each year and annex it to the Decision Book.

Comments:

The Global Membership Fee is regulated twice in the Decision Book. First it is to be set when the Council adopts the budget and secondly it is set to be 18,000 Euros by 1.3 under Fees. Changing the Global Membership Fee therefore requires both amending the budget and the Decision Book every time the Council decides to amend the Global Membership Fee. Both amendments to the Decision Book and to ELSA International’s budget require an absolute majority of votes in the Council.

The “Human Development Report”, published by the United Nations, does not have a fixed publishing date and the Treasurer of ELSA International is therefore obliged to frequently check the website of UN in order not to miss the deadline of 15 days as stated in the Decision Book. Nevertheless, the information stated in the “Human Development Report” is not necessary for the National Groups before the moment the invoices for the Membership Fee and the ELSA ONLINE Fee are sent out by the Treasurer of ELSA International.

The list of favoured countries is useful information for all Organising Committees before planning an S&C event, Internal Meeting or Statutory Meeting and should therefore be easy to access for all members. By annexing it to the Decision Book, as it currently already is in 27th Edition, will make it easier to access the list.

NATIONAL GROUPS

Decision Book Amendment to move the ELSA Delegations from the BEE-section concerning Participation in Events promoted by International Institutions to the S&C Decision Book (S&C 02/09 II) proposed by ELSA Italy, ELSA Germany and ELSA Turkey

ELSA Italy, ELSA Germany and ELSA Turkey propose the following to the Council:

(...)

9 ELSA Delegations

9.1 ELSA International shall coordinate the participation of ELSA representatives at working groups of international institutions or organisations as well as events organised by international institutions and organisations.

9.2 ELSA International shall prepare a Call for Applicants including a clear description of the event, practical information and a general task description for the Delegates.

The call shall include a reference to the Guidelines for ELSA Delegations and the number of participants in the Delegation.

The call should be sent out four months prior to the end of the application deadline. The application deadline should be nine weeks prior to the Delegation.

9.3 ELSA International should select the participants objectively within one week after the application deadline according to the Guidelines for ELSA Delegations and appoint a Head of Delegation.

ELSA International shall inform the applicants about the selection and shall provide the Delegates, especially the Head of Delegation, with the necessary information, the contact details of every Delegate and upon request a letter of recommendation.

9.4 ELSA International shall inform the network about the chosen Delegates.

9.5 The Delegation shall submit a comprehensive report within four weeks after the end of the Delegation to ELSA International. The report will be made available to the network.

9.6 After receiving the comprehensive report, ELSA International will send a diploma of participation to each Delegate

9.10 ELSA ONLINE Policies

~~9.4~~ 10.1 Every S&C event shall be registered and updated in ELSA ONLINE. This means that every S&C Specification Form (SSF) shall be registered in ELSA ONLINE.

~~9.2~~ 10.2 Local groups shall only approve S&C Applications and SSF 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. 11. Presentation Policies~~

~~10.4~~ 11.1 Every S&C event shall be specified in the S&C Specification Form (SSF).

~~10.2~~ 11.2 Every organising group shall send the complete information in the SSF 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

~~10.3~~ 11.3 ELSA International advertises all events on the website, additionally the international S&C events shall be included in S&C Brochure, S&C Poster and Synergy. This policy does not apply to study visits unless the organising group wants to be included in the brochure.

~~10.4~~ 11.4 Each national group should prepare a study visits guide containing at least the following information about each local group:

- Short description of the group's history and location;
- Surrounding and climate;
- Preferable periods;
- Permanent contact information

~~11.~~ 12. Application Policies

~~11.4~~ 12.1 Every law student and young lawyer shall have the opportunity to apply for an S&C event.

~~11.2~~ 12.2 All applicants of an S&C event should inform their respective ELSA group of their application specifying the date of application and title of S&C event.

~~11.3~~ 12.3 Applicants should get information about their responsibility as a participant. Council Meeting Decision Book Seminars & Conferences

~~11.4~~ 12.4 Where applicant is not a member of ELSA the organising group should inform applicant of contact details of the applicants closest ELSA Group according to the applicants contact address.

~~11.5~~ 12.5 Every law student and young lawyer applying for an S&C event should be encouraged to become a member of ELSA.

~~11.6~~ 12.6 All applicants of an S&C event shall possess the necessary documentation for proof of academic qualification filled in the S&C Application to ensure the quality of the student participant. This policy does not apply to study visits.

~~11.7~~ 12.7 In case the applicant provided false or inaccurate information in the application, the organising group has the right to reject the application. In case the applicant was already selected, the organising group can suspend him/her..

Comments:

Around the time of the last millennium ELSA started to transform itself as it comes to practical responsibilities concerning Institutional Relations. Presidents were involved in many important tasks and not least with fundraising. At the same time Institutional Relations of ELSA had grown too big to be handled by single President of ELSA International. ELSA International answered this challenge with an Internal reorganisation of

work by slowly removing practical responsibilities of President of ELSA International to the Vice President Seminars & Conferences of ELSA International as it comes to Institutional Relations in ELSA.

According to Decision Book delegations belong under the responsibilities of President of ELSA International but for many years someone else has done this work since president has simply too many tasks to do for one person. Therefore also the International Board 2008/2009 had to delegate this workload mainly to the VP S&C.

As well as the need of regulating ELSA Delegations in Decision Book, it is important to update ELSA Delegations Handbook and Guidelines, which contain detailed information on International Organizations and Institutions at which ELSA has gained consultative status, responsibilities and tasks of both ELSA International and delegation members before, during and after the events which ELSA will be represented by delegates. Therefore we refer to Guidelines in our regulation proposal so as to provide Guidelines for ELSA Delegations to be updated by ELSA International pursuant to current requirements and requests from the network.

The support of the Network is fundamental to achieve these goals and to strengthen the cooperation between International Organizations and ELSA.

Decision Book amendment to the Human Resources-section (02/09 III) proposed by ELSA Germany and ELSA Spain seconded by ELSA Denmark and ELSA Italy

ELSA Germany and ELSA Spain seconded by ELSA Denmark and ELSA Italy propose the following to the Council

(...)

4.2. The ELSA Network organises its activities in accordance with the following structural order of event periods:

August – October:	Transition, recruitment and officers trainings
<u>August – September:</u>	<u>Transition and officers trainings</u>
<u>August – October:</u>	<u>First recruitment period</u>
October – November:	First Council Meeting Period
November – January:	First period of academic events and study visits

(...)

5.3 ELSA International has the responsibility to organise annual international training events for all functional areas of ELSA. The hosts for these events shall be appointed by ELSA International at least six month prior to the events. The dates for the events shall be set and communicated to the network at least three months prior to the event.

Comments:

In accordance with Art. 4.2 of the Human Ressources section of the Decision Book we as a network are supposed to organise our activities following the proposed structural order of event periods. ELSA International is responsible for organising an annual international training event for all functional areas of ELSA in addition to the statutory meetings. This years area meetings were a first step towards achieving this goal. Howsoever, the level of attendance was not as high as it could have been.

Among other reasons (exam periods etc.) the lack of time between the call for the event and the actual event hindered many people from attending, as the dates interfered with pre-planned transition periods, made it impossible to book affordable flights and to promote the events adequately. In order to avoid these difficulties the dates shall be set three months in advance.

Furthermore the hosts should be appointed six months prior to the event to ensure that the organising committees have enough preparation time. Considering that Article 17.5 of the Standing Orders states that “the election of the winter Presidents’ Meeting host shall take place at the spring Council Meeting and the election of the summer Presidents’ Meeting host shall take place at the autumn Council Meeting”, all the other hosts should be granted the same amount of preparation time, since they are expected to fulfill the same tasks.

Lastly, with regard to the discussions during the Joint Internal and Financial Management Meeting in La Coruna we suggest to amend Article 4.2. as proposed, in order to clarify that all area meetings shall be held in August and September and not - as the current regulation suggests – between August and October.

Decision Book amendment to the regulation of the ELSA Development Foundation-section (FM 02/09 III) proposed by ELSA Germany seconded by ELSA Austria and ELSA Switzerland

ELSA Germany seconded by ELSA Austria and ELSA Switzerland proposes the following to the Council

(...)

Training Support

(c) travel and/or accommodation expenses of ITP trainers for training sessions organised by ELSA International, National Groups or Local Groups;

(...)

Local Groups may apply for the mode of support under article 2(c) if the training session is catered towards an audience at least half of whom are not from the country of the organising local group.

~~(i) — is catered towards an audience at least half of whom are not from the country of the organising National or Local Group; and~~

~~(ii) — is delivered in English by the ITP trainer~~

Comments:

Under the current regulation in the Decision Book local groups, who organise an international training event only are eligible applicants to the EDF if the trainings are delivered in English. However, an event can also be multi-national and targeted at an audience from different countries if delivered in any other language.

INPUT PAPERS

THE INTERNATIONAL BOARD

Input paper on EMC² by the International Board

Background

The ELSA Moot Court Competition (EMC²) is a simulated hearing in the World Trade Organization (WTO) dispute settlement system. Competitor teams represent both the Complainant and Respondent parties to the Case by presenting oral submissions in front of a Panel. EMC² Panels consist of WTO law experts and are referred to as Panellist. The Competition provides students with the opportunity to put theory into practice, thereby complementing their formal legal education. When the moot court was introduced in 2002/2003, the goal was for it to expand in Europe, with more national rounds and more and more involvement from the ELSA Network. ELSA as an organisation felt that it should be organising an international moot court competition. Many other student organisations were successfully organising moot courts, and ELSA needed a flagship to rely on. The topic of the moot court, WTO law, was chosen because there were no other moot courts on WTO law at that time and it was not usually in the curriculum of European universities which enabled it to expand the legal knowledge of European law students.

After many years of preparatory work ELSA's biggest and most far reaching event in its history became a reality in 2002/2003, when the first edition was launched with participants from 38 countries worldwide, 5 National Rounds and the big Final Oral Round at the WTO Centre in Geneva, Switzerland.

For the next five editions the Final Oral Round was held in Geneva, organised by ELSA International. The competition grew to become one of the world's largest moot courts, and the largest moot court in the world on WTO Law. Unfortunately, the development of the EMC² in Europe did not go as initially hoped. While the competition itself grew outside Europe, the engagement and commitment from ELSA groups and people slowly faded. In the end, the competition was of much bigger interest to people outside ELSA than its actual members. This meant that while the interest and involvement from the Network went down year by year, the workload for the International Board still increased due to the success of the competition in the rest of the world. Instead of making a profit for ELSA the competition made a financial loss. All of this lead to a proposal from the International Board of 2007/2008 to cancel EMC² at ICM Lisbon, spring 2008. The proposal did not go through and the 6th edition was held at the WTO headquarters in Geneva, fortunately without any loss, but a profit, for the first time. It is also important to notice the fact that no board really predicted whether ELSA would have a profit or loss, because the final expenditures were depending on many different circumstances on which ELSA very often didn't have influence (like teams not showing up). That is also one of the reasons behind the decision made by the board of 07/08 to cancel it – they did not know until after the competition that they had made a profit during the 6th edition.

Over the past years the loss of EMC² has been covered by the general budget. In total the first five editions made a loss of 64.950,25€ which was all covered by ELSA International's budget. Due to the loss of a corporate partner in 2008 ELSA International was in a very tight economical situation. The board of 2008/2009 could not afford to cover any loss from the general budget without the risk of bankruptcy (at the time not knowing that the 6th edition made a profit). Therefore, the International Board of 2008/2009 decided to put the competition on hold.

As stated by the Network at the ICM in Lisbon, the EMC² is something we want as one of our core projects and the International Board of 2008/2009 worked hard to find a solution to secure the financial stability of the EMC².

The solution was to outsource the organising of the Final Oral Round to one of our Regional Round organisers, ACWH (Asian Center for WTO and International Health Law and Policy) in Taipei, Taiwan but still keeping ELSA as the co-organisers together with ACWH. Outsourcing the Final Oral Round turned out to be a big success and the Network's scepticism was proved wrong. EMC² was ready to face the global challenge with a global expansion and this thanks to the involvement of ELSA on all stages and very good communication between the organisers.

The 8th edition of EMC² 2009/2010

To avoid ending up in the same situation as last year, the preparations for the 8th edition started even before the end of the 7th edition, by searching for Regional Round Organisers as well as a Final Oral Round organiser, still with the main goal to secure the financial stability of the competition. On the 1st of September the 8th edition was launched and this year's Final Oral Round is to be organised in co-operation with COLADIC (El Consejo Latinoamericano de Estudiosos de Derecho Internacional y Comparado) in Santo Domingo, Dominican Republic. The two ELSA Regional Rounds will be held in Leuven, Belgium and Helsinki, Finland in March 2010.

The current situation of the competition is that its recognition around the world is huge among students as well as WTO practitioners. In the last edition we had teams competing from every continent of the world. Unfortunately the competition is still far from being as well recognised within ELSA as outside of ELSA. During this year we will focus on raising the awareness of this project on National and Local level and hopefully organise more than one National Round within the Network (as last year). Therefore the VP AA of the International Board has appointed 6 motivated members for the EOS – ELSA Organising Secretariat, to help out with the promotion of the competition within ELSA.

General information about the structure of the competition

The Selection Rounds consist of Oral Rounds and an International Written Round.

- The Selection Rounds:

The Oral Selection Rounds take the form of National Rounds and Regional Rounds. The Regional Rounds are either ELSA or non-ELSA Regional Rounds. The selection phase commences when The Case is issued 1st of September and concludes with the Regional Rounds in March. Teams also prepare Written Submissions setting out their pleadings on behalf of both the Complainant and the Respondent as in the WTO Dispute Settlement Procedure.

The Regional Round is the round aimed at qualifying teams for the Final Oral Round (FOR) of the EMC². In addition, selection to the Final Oral Round may be done through the International Written Round. This entry mechanism allows teams that come from the countries which are not territorially attributed to a particular Regional Round, to submit a Complainant and Respondent Written Submission for marking.

Final Oral Round, FOR

Normally the finalists of all Selection Rounds will proceed to the Final Oral Round. The FOR team allocation is revised and published on www.elsamootcourt.org every year in the beginning of the competition. The FOR normally consists of 16-20 teams. During the FOR the teams will go through Preliminary Rounds, Semi Finals and the Grand Final.

Registration & Participation fee

The **Registration fee** for ELSA teams is 250 € and this fee is paid once by all teams entering the competition. The fee is a payment for the service provided by the EMC² team - ELSA International, Academic Supervisors, Regional Round Organisers - so to say ELSA International's administration fees of running the competition. The money that is not used for the competition is spent on other international projects, such projects that were neglected during the first five years when the competition made a huge loss for ELSA International, i.e. the ELSA ONLINE project.

Apart from the registration fee a team pays a **Participation fee** when entering the selection rounds (National and Regional) as well as one if entering the Final Oral Round (FOR) in Santo Domingo, Dominican Republic. The normal favoured/non-favoured country principle does not regulate this fee and the organisers are therefore allowed to freely decide upon the participation fee. The budgeted fee has to be approved by ELSA International in order to keep it equal in all rounds.

Input paper 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 21st 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 organized. 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 1st November 2007 and 31st July 2010. The timeline of the topic was extended in 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 27th April – 2nd May 2010 and a following Final IFP Publication. Also the second edition of the IFP Essay Competition is running until the 15th October. In addition to these international projects, the International Board will continue encouraging the Network to organise IFP related events at all levels, thereby securing the implementation for the whole period of duration.

New Topic**Requirements**

As the duration of the current topic will end on the 31st July 2010, the preparations and the final decision for the following topic will be made during the term in office 2009/2010. 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.

Preparations and a suggestion for a timeline

In order to have a successful IFP with the full implementation by the Network and the academic outcomes, it is crucial to pay attention to thorough preparations. Firstly, the preparations for the new IFP topic include the academic research on the possible topics in order for it to meet the requirements and have enough academic potential. Secondly, the Network should be actively involved in the preparations in order to secure the implementation and to find the most interesting topic. Thirdly, the preparations include the search for institutional contacts and corporate partners.

Suggested timeline for the preparations:

ICM Budva	USA2 Meeting, Italy	IPM Amsterdam	ICM Sinaia	Post ICM Sinaia	ICM Malta	Post ICM Malta
Joint WS, S&C and AA	WS for brainstorming	Presentation for presidents	Joint WS S&C, AA and STEP, narrowing down topics to be researched	Appointment of an international Research Group	Report from the Research Group and a final decision on the new IFP topic	Strategy for the implementation of the new IFP, starting 1 st August 2010

Possible topics

During the ICM Budva and the United S&C and AA Meeting (USA) in Cagliari, the S&C and AA workshops have discussed the new topic. The most debated topics have been Internet Law, Energy & Climate Law, Environmental Law and Health Law (law & medicine, bioethics, insurance). The topics related to Human Rights, WTO Law and International Law were not recommended since ELSA already has a lot of activities concerning them. Also the Law of the European Union has been regarded as not suitable. The topics that have been mentioned are the following:

- Environmental Law
- International Economic Law
- Energy/Climate Law
- International Criminal Law

- | | |
|--|---|
| - WTO law/Trade Law | - Sports Law |
| - EU reforms | - Antitrust/Competition Law |
| - Human Rights -> Protection of Children | - Internet Law |
| - How to build a democracy? | - The culture of legality |
| - Corruption | - Banking/Financial Law |
| - Dispute resolution | - Space Law |
| - Animal Protection Law | - Health Law (law & medicine, bioethics, insurance) |

Joint Workshop for AA, S&C and STEP in ICM Sinaia

The Joint Workshop at the ICM Sinaia will discuss the topics further. The goal is to narrow it down to maximum three topics that will be researched and evaluated after the ICM. The Workshop will also decide upon a plan for researching the topics, give a task description for the research group and give suggestions to the outcome and conclusions of the new IFP.

The International Board encourages the Network to contribute and participate actively in the whole preparation process.

Input paper concerning STEP and STEP Strategy by the International Board

STEP is a product of ELSA and one of the Key Areas that are emphasized in the Strategic Goals for 2013. The concept of the Strategic Plan was drafted by the Network at the IPM Ohrid 2008, and was accepted by the Council during the ICM in Lisbon 2008 as the main focus of our Network until the year 2013. According to the reports from the national presidents during the IPM Istanbul in the first year of implementation of the Goals, most of the countries had the biggest problems with STEP.

For a long time in our Association when answering the question why STEP is not working the main reason mentioned was the complicated procedure of the programme. The simple fact that in the 90's we had over 500 traineeships with a goal to reach 1 000, proves the opposite. After those "golden ages" of STEP, we faced a dramatic decrease in the number of traineeships. Some of the problems were connected with the malfunctioning of ELSA ONLINE, but also some significant reasons were connected with the lack of continuity and long term planning in STEP. In some cases the situation was effected by bad transition or there was no transition as such. ELSA failed in effective communication when it comes to STEP in all fields of cooperation:

- within the boards;
- between the STEP officer and the president as two board members who should in theory deal with external relations in the first place;
- between local and national level;
- between national and international level;
- both boards as a whole and particularly STEP officers with the other board members;
- between STEP officers and the ELSA members.

That kind of failure had immediate and huge impact on the programme as a whole and its quality because STEP as a pure international programme has to have a perfect administration. We were facing the problem of lack of knowledge on job and student hunting; and in many countries local officers didn't know the regulations and had lack of skills.

The Market Research conducted in 2006/2007 proves that STEP is a unique product and due to STEP ELSA is recognized among students. The Market Research showed that 42% of the members joined ELSA because of the possibility of international exchange.

The International Board of 2008/2009 concluded that STEP can be improved if we start planning in advance and have a strategy for the future. However, it is not enough if the effort comes only from the international level, but it requires also the huge involvement of the Network. Currently STEP is usually only under the attention, interest and responsibilities of the STEP officers. STEPers are searching for the solutions within the programme itself and within their STEP teams, but no one is really looking at a wider picture and searching for solutions within the boards on the whole.

Therefore, now is the time to bring STEP closer to the Network. With this goal the International Board created the STEP Calendar for the upcoming years as a part of the long term plan for STEP. The Calendar was presented at the IPM Istanbul, during the STEP meeting in Lisbon and ICM Budva, and was welcomed by participants and recognized as a good tool to work with. According to this Calendar the ELSA Network should plan the STEP year according to the following periods:

- July: transition and securing the old contacts (previous year's employers);

- August/September: ISM- evaluation of the list of the old employers from the previous year;
- September/October: Job Hunting I (contacting the employers from the list evaluated on the ISM)
- October/November: I ICM: 1st evaluation of the Job Hunting and creation of the ways of improvement
- November/December/January: Job Hunting part II
- February: Newsletter preparations and sending out the Newsletter in the end of the month
- March: Promotion of the traineeships among the students
- April: II ICM: Evaluation of the Student Hunting and creation of the ways of improvement
- April/May: Matching students to the traineeships and selection
- June: Preparations for the Reception
- July: Reception, Transition and securing old contacts

This Calendar should serve as a tool to achieve the Strategic Goals in the long run. Of course it cannot work immediately. Besides the Calendar STEP is already “refreshed” with the new STEP forms, which are in line with the Corporate Identity and the new regulations in the Decision Book after Budva. The procedure of STEP is clearer and officers should not struggle with understanding the regulations. Also ELSA International together with the officers works on creating STEP Employer Database. With this database we can work on gaining STEP jobs and refreshing the cooperation between National and Local Boards with potential sponsors and partners. It will also be used for evaluation purposes as a great archiving tool.

ELSA International will also work on creating STEP Partnership guidelines for the Network. The first brainstorming session took place in the ISMM and we will continue at the joint Workshop at the autumn ICM with BEE. Presidents and STEPers should work on the approaches to the employers and actively promote STEP as a product. For reaching full awareness about STEP and for reaching the goals, we will encourage not only close cooperation between BEE and STEP but also STEP and the other two Key Areas.

After one year of implementing this strategy (close cooperation between BEE and STEP areas) ELSA International gained a Traineeship agreement with the Council of Europe. This means that even though there is a crisis in the world, interest for STEP is not going lower. With active cooperation between STEP as a Key Area and BEE as a supporting area we can achieve goals we set in Lisbon and raise awareness that law students are able to gain practical knowledge and skills through ELSA. However, if we follow the strategy and secure all the contacts of the STEP employers, we will reach at least a constant number of traineeships each year.

The International Board 2008/2009 tried to strengthen the cooperation between Presidents and VPs STEP by raising awareness of the abovementioned problems among the Presidents. This gave us some results and that is why we would like to continue with the same approach towards resolving the problems.

The follow-up of this work will take place at the ICM, but the Network needs to put more efforts into solving these problems if we want to keep STEP as a part of our Strategic Plan and if we want to achieve the goals. Firstly, STEP officers should raise the awareness of the real problems in their area and provide the knowledge within the boards. The International Board has no doubts about the possibilities of achieving the Goals and the importance of STEP in this Network. We do believe that the Network shares this opinion.

Input Paper on Procurement by the International Board

Every organisation, public or private, independently from its nature, vision or goals can only implement its activities providing it has enough material resources. There is no doubt that it is impossible for an organisation to produce all materials and provide all services by only using its internal resorts (to produce paper, create websites, plan and realise projects etc.). Naturally purchase of goods, works, services and supplies is a normal part of an organisation's functioning. Usually this process, which includes defining the needs, research and selection of suppliers, signing of a contract and delivery of goods/services, is also called procurement.

There are different types of and approaches to procurement procedures. For example, decentralized procurement provides for each part of the organisation to acquire goods and services on their own while a centralized system means that there is one single structural part of an organisation responsible for procurement. The selection of the most suitable approach to the procurement depends, of course, not only on the size of an organization but also upon its nature. A private business venture with one single owner who bears all the risks can have no procurement regulations at all relying only on the freedom of contracts and decisions of the entrepreneur. At the same time governments or state owned entities have to follow very strict procurement procedures usually stipulated by legislation acts.

One of the main criteria for application of stricter procurement regulations is the character of funds that the organisation uses. When those are public funds, as in the example of a government, the stricter procedures are required while in the case of a private owned small business these procedures can be indefinite and changeable depending on a situation and the entrepreneur's will. The public funds are subject to special control and are to be spent for goods and services at the best possible total cost of ownership. In this case a sound procurement system is important because it helps to ensure that the goods and services are purchased in an open, fair and competitive manner. It also helps to minimize occasions of abuse.

Applying the upper mentioned criterion to a non-profit making, non-governmental organisation (such as ELSA, for instance), one can make the simple conclusion that it can be ascribed as the organisation operating with public funds. It means that its budget is financed by contributions from its members, sponsors and donors with the condition that the financial resources are spent for the purpose and goals of the association in the most efficient way. Moreover, sometimes these organisations are funded by grants of state bodies or intergovernmental international organisations which makes it crucial from the fiducial point of view that the granting entities are sure of purposeful and transparent use of funds. Thus, NGOs should have procurement regulations that could guarantee the proper use of funds and prevent abuse of powers by the contracting authority of the organisation. NGOs should ensure that the procurement system adopted has adequate checks and balances to prevent possible malpractice or corruption as well as to enhance accountability to the use of public funds. One of the most important principles of procurement along with equal treatment and non-discrimination is the principle of transparency which allows the persons concerned (in the NGO case its members in the first place) to easily learn what the money was spent on and how a certain company was chosen to supply goods or services for the organisation.

Being a non-profit-making students' organisation ELSA still has to carry out quite high-priced purchases from time to time. Hence, in order to ensure open and clear procedures for such kind of procurement, adoption of procurement regulations, or at least of procurement principles, would definitely be recommended.

Input Paper on the Cooperation with ELS by the International Board

The current agreement

On the 31st of January 2009 the European Law Students' Association signed a very important agreement with the ELSA Lawyers' Society (ELS) as its official Alumni association and now our Associations are even more connected and interrelated than before. This gives a wide range of opportunities for ELSA and its members as well as for ELS.

The Agreement puts a considerable amount of new responsibilities and a bigger workload on the International Board of ELSA. It also requires promotional work of the whole Network concerning ELS and the recruitment of new members. At the same time it gives significant benefits of in-kind and financial character to ELSA.

The responsibilities of the International Board

1. The ELS Membership Directory is a unique database of lawyers from all over the world. It includes both previous members of ELSA as well as lawyers who have never been part of our Network but are willing to support it. It has an account of every ELS member with personal information, education and professional information and previous involvement within ELSA. It is an extremely valuable international database of lawyers' contacts that would be useful for any legal professional working in an international environment. According to the Agreement, the International Board of ELSA is responsible for maintaining the ELS Membership Directory and Data Base. This includes: obtaining all relevant data from the members to be included in the Directory and verifying the accuracy of individual membership data. The current number of ELS members in the Directory is 585. However, a substantial part of it is not up-to-date and there is a lot of work to be done in order to bring it into accurate state.

2. Important ELS Web Services include the ELS website and ELS mailing list. It is now the task of the International Board to maintain, update and develop the website of ELS as well as to ensure that all relevant information communicated by the Executive Committee of ELS is posted to the website. Another benefit of the ELS membership is that of being subscribed to the ELS mailing list. The International Board of ELSA has introduced a new mailing list for ELS: ELS-INFO@listserv.elsa.org. Now an important task for the international team is to secure its proper functioning and ensure that all the ELS members are subscribed to the list and at the same time the ones that have ceased their membership are no longer in the mailing list. This also includes other administrative work, such as hunting for the e-mail addresses of the ELS members that have changed their e-mails and didn't update this information in the Directory or inform the International Board about it.

3. Invoicing and collecting ELS Membership Subscriptions is now also within ELSA's competence. The International Board will have to issue invoices to the ELS members and to those who want to become a part of this professional network, to take all reasonable steps to collect ELS Membership Fees, control their payment and react accordingly with either activation of the new members' account, extension of the subscription of the current members or its termination. This work will involve close cooperation with the Treasurer of ELS.

4. There are also a number of tasks in the marketing field that ELSA has to deal with. The ELS Newsletter is should be published and distributed among ELS members at least three times per year. It includes diverse information intended for ELS members, such as news about ELSA, events in the ELSA Network with invitations to participate in them, events organized by ELS and useful contacts.. ELSA is fully responsible for making the Newsletter after receiving information and articles for it from the Editor of ELS. The International Board is also obliged to promote ELS through Synergy and allocate space within Synergy for promoting ELS events, news and interests.

5. ELSA shall promote ELS participation in ELSA events organised throughout the Network. This is already actively done during the ICMs but obviously there are a lot more events appropriate for such promotion.

6. One of the technical tasks is receiving and sending postal mail on behalf of ELS. For this the address of the ELSA House is used.

7. Assistance and Support for ELS events means that ELSA provides administrative assistance or support to ELS in the organization of its own events, if scheduled and agreed upon by ELSA and ELS in advance.

Thus, on the whole this produces a quite big additional amount of work for the International Board of ELSA, while on the other hand the Agreement creates a huge potential scope of benefits for the Association.

The benefits for ELSA

By the Agreement ELS reaffirmed their openness for any requests by ELSA or ELSA members for advice or assistance, throughout the ELSA Network. This includes (without limitation): providing and introducing speakers and trainers, encouraging local ELS/ELSA networking events and career workshops as well as encouraging ELS Members to promote STEP and to identify and provide STEP placements. Hence, ELS can provide ELSA with a great support to our activities while their members have an immense experience within ELSA and moreover can share precious contacts that can realise opportunities for STEP and fundraising development. The International Board can forward approaches from the National Groups to ELS.

Furthermore, ELS is supporting ELSA financially and the amount of this support now depends on our active promotion of ELS and on the successful fulfillment of the recruitment strategy. The budget of ELS consists of the Fees paid by its members which means that the finances are in direct accordance with the quantity of members ELS has. The ELS Scholarships were what ELS already supported the Network with even before the Agreement. Several members of ELSA are getting their International Council Meeting fees covered by receiving the ELS Scholarship. Naturally this depends on the ELS' budget and we are definitely interested in increasing its income so that ELSA members can have the priceless experience and get motivated by this grandiose international ELSA event.

Moreover, the agreement stipulates two important ways of financial support from ELS to ELSA that are potentially able to ensure stability of ELSA International and ensure realisation of the most ambitious projects of the Network. First of all, this concerns ELS Fixed Contribution (one half of net ELS membership fee income) which will be paid to ELSA. Secondly, ELS shall consider and (with its discretion) provide financial support to the ELSA Network for specific projects, subject to receiving applications and draft budgets from ELSA National Groups, or Local Groups or the International Board. The "ELS Granting System" is the subject of negotiations between ELSA and ELS now and its shape is expected to be outlined within the nearest future.

Obviously this is a whole new page of cooperation between the two organisations – the cooperation of a new quality and intensity – and ELSA puts big hope and, of course, efforts in the development of it.

Input paper regarding the Financial Situation of ELSA International by the International Board

This input paper is based on the financial report of ELSA International 2007/2008, approved at the ICM in Nuremberg¹, the Revised Budget of ELSA International 2008/2009, revised at the ICM in Budva, the Budget of ELSA International 2009/2010, approved at the ICM in Budva and the proposal for the budget presented in these working materials.

Quality in financial management is based on financial principles. These are the principle of truth, the principle of transparency, the principle of completeness and the principle of continuity. Therefore this Input paper is meant to give the participants of the International Council Meeting in Sinaia a clear view of the financial situation of ELSA.

Introduction

The financial situation of ELSA International was at the same time last year (2008/2009) very dramatic; many corporate partners terminated their contracts in the term 2007/2008 and decreased the income from externals with almost 50% in 2008/2009. Although ELSA International at the moment only has one corporate partner that contributes with income, the situation looks indeed more stable than in the beginning of the term 2008/2009.

General income**Corporate partners**

Looking back on the budgets for the last couple of years it is clear that the main part of the General Income was formed by contributions by corporate partners. The proposed revised budget for ICM Prague shows a budgeted amount of 63.000€ income from external partners contributing with over 59% of the total budgeted income (106.050€).

Over the last couple of years many of the corporate partners have made the choice to terminate their contracts with ELSA International, including Translegal (20.000€) and Microsoft (4.000€) in the term 2007/2008, and before this Clifford Chance (15.000€), Lexis Nexis (15.000€) and Thomson (12.000€).

During the transition period we were informed that Deloitte had chosen to terminate their cooperation with ELSA International. Deloitte is our external auditing partner securing, together with the internal auditors, that the financial management of the association is carried out with the needed quality. At the same time, having Deloitte as auditing partner shows professionalism. ELSA International is already working on finding a new auditing partner through our Network and the network of alumni.

This leaves ELSA International with one corporate partner: CMS, contributing with 20.000€. The International Board 2009/2010 has already had a very successful meeting with CMS during the transition period, which showed that both parties were very satisfied with the cooperation. The International Board is fully aware that we are at the lowest level of income from corporate partners for many years. At the same time our target group, the legal market, is in a global economic crisis.

¹ ICM Nuremberg, Working Materials page 255

CMS, as the only corporate partner, contributes with only 14% of the total income. As a result to this ELSA International has for the last years tried to make profit from the key areas, including marketing which has been a success. The status quo on this will follow below.

It is worth to mention that ELSA International has developed a healthy cooperation with the Council of Europe during the term 2008/2009. CoE has raised the financial support for ELSA from 6.000€ to 10.000€ and also provides support in kind.

ELSA International will for the term 2009/2010 allocate a great deal of resources in order to find a new external auditing partner.

Membership fee and administration fee for observers

During the last years, the membership fee (total 18.000€ for the whole network) and the administration fee from observers (50€ per observer member) have not been changed by the Council. ELSA International is aware that for many National Groups the membership fee, together with the ELSA ONLINE fee and EDF contributions, occupies a big part of their budgets.

It is not the intention of the International Board to propose to change the membership fee neither the fee for observers at the moment. Because of the indexation over the last couple of years and the fact that we have seven observers, hopefully applying for membership, this might be a job for our successors. ELSA International encourages every National Group to pay their responsibilities at the due date in order to secure the cash flow of the association.

Synergy

Synergy is a great tool for ELSA International to promote its corporate partners and indeed for selling advertisements. The income from Synergy has been increasing over the last couple of years from 40.570€ in 2007/2008 to 47.480€ as budgeted for 2008/2009. The budget for 2009/2010 shows a total income of 45.000€ for both editions.

At the same time the expenditures for publishing and distributing the magazine have been around 30.000€ each year, slightly lowered with the help from C5 Group. The International Board intends to keep high focus on selling advertisements and with an extended achievement of returning advertisers we believe the income from Synergy will reach the budget this year.

Links

More than ever externals are interested in advertising on the website of ELSA, especially universities advertising for their paid LL.M. programmes. The International Board of 2008/2009 together with the Director for Advertisements did a tremendous hunt for advertisers and this is of course something that the board of 2009/2010 will follow up on and take to a higher level. The income from the Links Project has been increasing from 13.400€ in 2007/2008 to 24.000€ (budgeted) for the year 2008/2009. The budget for 2009/2010 is 15.000€ and with a brand new website launched in July 2009 and a more conspicuous way of presenting the advertisements we believe we have a great position on the market. Already before the board of 2009/2010 entered the office the budget for 2009/2010 had been reached by the previous board and is therefore transferred to this year as differed revenue. ELSA International

is optimistic about the links and the Director for Marketing will together with the Director for Advertisements work intensively on this project throughout the year.

ELSA ONLINE fee

The fee for the opportunity to use ELSA ONLINE is completely reinvested in the online project. The income for the ELSA ONLINE fee for the year 2009/2010 is budgeted to 15.000€ as stated in the Decision Book. ELSA International has for the years 2008/2009 and 2009/2010 budgeted with expenditures of 17.500€ for the administration of the system. The first milestone has been reached as the new front page was launched in July 2009. It is not in ELSA International's current intention to raise the fee but with soon facing the great project of building a new back page this could be one of the sources to raise the money needed.

ELS - The ELSA Lawyers Society

The cooperation between ELSA and ELS is already implemented in the daily work of ELSA International. The budgeted amount as a result of the ELS agreement is 3.000€ but depends completely on how many members decide to join ELS during the year. ELSA is paid 50% of the income from ELS membership fees in exchange for ELSA doing the administrative work of collecting the fees, general administration and support. The workload of this agreement is big for ELSA International but with this very stable income system that ELS provides us we are very satisfied that this agreement has been signed.

The International Board has great faith in the cooperation and is aware that this is one of the best ways to secure a financially stable platform for the association increasing year after year. More than 50% goes to ELSA due to the fact that ELS offers scholarships to ELSA members.

Examples of the future financial situation under the ELS agreement:

1000 ELS members x 40€ = 40.000 € (20.000€ for ELSA yearly)

2500 ELS members x 40€ = 100.000€ (50.000€ for ELSA yearly)

Grants

ELSA International has already this year applied for several project grants through the European Youth Foundation established by the Council of Europe. If one or more of the applications are granted, ELSA International intends to apply for the administrative grant which is only possible when at least one project grant is secured.

Expenditures

Overview

ELSA International has in its expenditures many fixed costs and especially the ELSA House in Brussels absorbs a large part of the expenditures. The Treasurer of ELSA International works hard on wise time and financial planning in order to avoid unnecessary costs for the association.

The ELSA House

The ELSA House forms a significant part of the expenditures of our association. Not only the rent of the house itself but also utilities such as electricity, heating, water and repairs makes a total of 37.800€ (being 26% of the total budget). A new way of heating the house has been installed just before the Board of 2009/2010 entered office and it will hopefully lower the cost for heating the house during the winter. The Treasurer of ELSA International, as well as the whole board, is very focused on keeping the expenditures for the house as low as possible.

It has several times through the years been proposed to move the house to either a new location in Brussels or another country. The International Board of 2008/2009 did an in-depth research regarding moving the house in the beginning of their term and did not find sufficient reason to move the house. Please see the input paper regarding the ELSA House presented at the ICM Nuremberg.

Office

The expenditures for the office have decreased over the last couple of years from 4.076€ in the Final Accounts 2007/2008, 3500€ budgeted for 2008/2009 in ICM Lisbon to a level of 2600€ as it is in the budget for 2009/2010 approved by the Council at the ICM Budva. ELSA International makes a big effort to keep the expenditures as low as possible, for example by printing on both sides of the paper for all in-house documents.

Communication

The budget for communication has decreased with over 50% since the Final Accounts of 2007/2008 from 5.267€ to a current level of 2.600€ (budget 2009/2010) which is manageable but not preferable in order to run an office of seven people working full time. The biggest expenditure within the communication budget is the phone which is the preferred tool reaching the Network close to deadlines. The International Board will make an effort to reduce the classic ways of communications and increase the use of digital communication such as e-mail and Skype.

Travels

The budget of 2009/2010 for Travels has decreased with 23% compared to the budget of 2008/2009 revised by the Council in Budva. The budget is intended for ELSA International to meet sponsors, National and Local Groups and does not include internal meetings and statutory meetings. ELSA International is delighted to receive so many invitations for National Council Meetings and other events in the member countries but is in many circumstances limited by the travel budget. The travel budget is intended for ELSA International to raise the awareness of the international level in ELSA by travelling in order to meet its members and give them trainings, workshops as well as participating in Network events. The Treasurer of ELSA International does his utmost to book tickets as early as possible in order to secure the cheapest way of travelling as possible in order to visit and share knowledge with the Network.

Internal meetings

A part of the new Human Resources Strategy is to have internal meetings as early in the term as possible. As a result of the new strategy the internal meetings budget will be hard to stay within. For this year we have five in total: two International Presidents' Meetings (IPM), International STEP and Marketing Meeting (ISMM), Joint Internal Management and Financial Management Meeting (JIF) and United S&C and AA Meeting (USA). Travelling two officers to each of the five meetings makes a total of ten travels with a budget of 2.000€.

International Council Meeting

The expenditures relating to ICM have their own part in the budget split up in costs relating to each of the two ICMs each year. The total ICM budget for 2009/2010 has been lowered to 5.400€ from 6.460€ as budgeted for 2008/2009. The travel budget for each ICM is 2.000€ which will have to cover all seven board members of ELSA International and the chair and vice-chair of the plenary. With ICMs in Romania and Malta this year the budget will be extremely tight and ELSA International has already started planning in order to make the travels as cheap as possible.

Directors

The budget for directors is unchanged compared to the financial year 2008/2009. The International Board has no intention of revising this at the moment but intends to give its directors the best conditions for performing their tasks and communicating with the board.

EMC²

In the financial reports from previous years, the EMC² has been left out due to the fact that the project had its own financial structure and was set not to have impact on the general budget of ELSA International. In the financial year 2006/2007 EMC² made a loss of 7.206,36 € which was covered by the general budget of ELSA. The Final Oral Round is now outsourced and the loss is turned into a profit of 15.000 € as budgeted for this year (same as budgeted for 2008/2009).

As mentioned above, the EMC² has previously made a great loss for the association. The competition is now, after outsourcing the Final Oral Round, making a profit of 15.000€ of a total income of 18.000€ which is a tremendous turnaround. The outsourcing of the Final Oral Round does not only leave ELSA with less administrative work of the competition but also removes the unreliable factor the competition has been in the previous years. The financial report from the previous years (below) shows that no board until 2007/2008 was able to keep within the budget of the competition. With this structure ELSA International has less money involved in the project together with a minimal risk.

The Vice President Academic Activities is already working hard to secure the sponsors for this year's edition of the competition and ELSA International sees no reason to change the budget as it is right now.

EMC² - Profit and loss over the last years			
Year	Income	Expenditures	Profit/Loss
2009	18.000,00	2.586,65	16.813,35
2008 (Budget)	88.240,00	88.240,00	0,00
2007	82.156,00	89.362,36	-7.206,36
2006	49.982,74	58.754,18	-8.771,44
2005	27.220,14	43.959,92	-16.739,78
2004	16.502,84	33.204,00	-16.701,16
2003	10.964,94	26.496,45	-15.531,51
Total			-61.950,25

Conclusion

The International Board of 2008/2009 has left ELSA International in a healthy financial situation but with the need of improvement. The current status regarding corporate partners is not stable and it will

have a huge impact for the whole association if the only left corporate partner, CMS, decides to terminate the cooperation with ELSA International.

In the hunt for new corporate partners we suffer from the weakness that we cannot present an external auditing partner. Having an external auditing partner is in the eyes of externals an indicator that shows our professionalism as association and a security for them when they invest their money in ELSA. Therefore the top priority for this year will be to find an auditing partner for the association.

In many ways the situation is much better compared to the beginning of the last financial year. With a total budget of 142.100€ there is space for improvement compared to the revised budget of 2008/2009 as revised in Budva (157.064€). The International Board is after almost two months in office fully motivated to develop the financial situation and a financially more stable association based on the possibilities the ELS agreement offers.

NATIONAL GROUPS

Input Paper on EMC² by ELSA Germany

The ELSA Moot Court Competition on WTO Law (EMC²) is the biggest project of ELSA International.

Within the last years there have consistently been discussions about it. These discussions treated different issues like the organisation in general as well as the treatment of a possible income from this event.

As the EMC² in general is very successful at the moment and due to the fact that the Final Oral Round is outsourced, the general financial situation is stabile at the moment, we should work on improving the situation for the Regional Round OCs now.

Most important, we suggest changing the way of doing fundraising for the EMC².

Firstly, this could be a general fundraising for the EMC², as it is already done.

Secondly, it would be very useful to find sponsors that cover the costs for the transportation and accommodation of the panellists. For example it could be possible to have these costs covered by law firms or international organisations. Lowering the costs for panellists would mean a huge help to the Regional Round OCs. To give an example, the OC for the Regional Round in Frankfurt (Oder) had to cover expenses for the panellists around 6.000 € in total for nine panellists. The major goal should be to find panellists that take part in the EMC² for free and that way take away a huge burden from the Regional Round OCs. As a consequence, on the one hand it would be far more attractive to organise a Regional Round and on the other hand to participate because the participation fees could be much lower.

Though this will mean a demanding task for the International Board, we believe that it is the best way to improve the financial situation for everyone.

As the International Board gains income out of the EMC², to our mind, the transportation and accommodation of members of the International Board as well as the Director or Assistant for EMC² of ELSA International should not be covered by the Regional Round OCs, but by ELSA International. This should be regulated within the contracts signed between the Regional Round OCs and ELSA International.

Additionally, it should be clarified if there is a registration fee to enter a National Round (as it was charged last year) or not (as it is for us clearly stated in The Rules for the Moot Court).

APPLICATIONS

MEMBERSHIP APPLICATIONS

Membership application of ELSA Georgia

Membership application of ELSA GeorgiaREQUEST

To: THE EUROPEAN LAW STUDENTS' ASSOCIATION
INTERNATIONAL BOARD

Honoured members of IB!
Honoured Members of ELSA!

Dear Council,

We would like to inform you that on the 54th ICM of the association initiative group from Georgia was unanimously approved as an observer member of ELSA and ever since Georgian law students are deeply involved in the activities run by the whole network.

ELSA Georgia is independent and non-political, non-profit-making legal person for young lawyers and law faculty students of accredited higher educational institutions, register according to the Georgian legislation with ID number 205279090.

On the 2nd National Council Meeting of ELSA Georgia we agreed:

1. *To fully support and carry out the ELSA activities in the whole Georgia and on the other hand we were eager to refer to all directions that have connected with association.*
2. *To represent the Membership Application of ELSA Georgia on the upcoming Interantional Council Meeting of ELSA in Sinaia, Romania.*

Dear Network,

We are Ready for great challenges and be Ready to enlarge your family with ELSA – fanatic people from Eastern European part called GEORGIA.

Eventually approached the last stage,

Looking forward to your aid.

Sinaia, open the member gate

And let us fill up the missing space!

On Behalf of ELSA Georgia,

/Ir. Samkharadze/

/B. Dzamashvili/

/A. Tsertsvadze/

/D. Gegenava/

/Z. Chkhaidze/

/T. Revishvili/

/S. Kavtaradze/

[Handwritten signatures and a circular stamp of ELSA Georgia]

Tbilisi, 17.09.2009

Observership Report from ELSA GeorgiaACTIVITY REPORTSPRESIDENT

IRAKLI SAMKHARADZE

I am proud to present you a small summery of my activities. The report wants to provide for a general overview about my National Group and especially the BEE area management during this year after we became the Observer country of ELSA.

Being the President of the National Group of one of the most outstanding Associations throughout the world it is great honour for me apart the huge range of the responsibilities.

Due to this Activity Report you will get to know the current situation in ELSA Georgia.

Foundation the Association (how we start the work)

After ICM Nuremberg my first step was to establish the association according with local _ Georgian legislation and international standards. Creating a Legal Person isn't a matter of easiness and it is associated with pretty much work and preparatory activities. It wasn't a short process, it needed so much time and energy, but as I promised you we did not afraid of the problems. So I can freely say that we did our job well. We found the sufficient financial sources as well. Now we have a perfect International Association in Georgia and I can say to you also, that ELSA is extremely popular not only in University and Tbilisi, in the whole country.

From the very begging it was chosen five key areas by me, utterly necessary work to fulfill:

- a) The Popularization of ELSA in Georgia;
- b) Supervise the working directions to the Staff of ELSA Georgia;
- c) Bringing the Active students in our Association;
- d) Having good technical resource;
- e) Formulate well-structured Association.

At the present moment, I am entirely entitled to say that we have thoroughly taken important steps of development ELSA in Georgia. I have fulfilled my beginning five purposes and I hope it's really satisfactory. We raised the awareness of ELSA among the populations. We have become the part of ELSA Network only months ago and nowadays ELSA Georgia is enough popular in our country at the same time. Even the official TV programs of Georgia made lots of special report about the ongoing Projects of ELSA Georgia.

The Interest about new youth Association in Georgia is extremely high. The Active students rapidly become the member of ELSA in Georgia as well. We are working hard to provide them with the useful environment and healthy atmosphere. It is significant that the number of interested students is increasing daily and nowadays over the 200 students has already joined ELSA Georgia!

The Technical resources... Without it I think it would be impossible to product the fruitful work well. We were greatly supported from University and Public Sector, that's why now we have good working venue in the University, with modern standards and possibilities.

Board Management

Board Management as the main tool to create the well-structured association is very significant for me. According to the official statutes of ELSA Georgia normally I call for Board Meeting once a week. As the President I prepare the Agenda and commend the parts that I think may need to be explained. On Board Meeting we discuss about all important issues in detail and check in our duties for carry out the obligations of the members of NB well. To tell the truth ELSA Georgia has magnificent atmosphere within the Board.

I am very glad to say that my board is managing really well. The main strength of ours is the MOTIVATION. We always do our best to be ELSA Georgia very modern and successful.

Expansion

I do believe, that Expansion is one of the most important items for me, as the President of National Board. I must mention that maximum number of LGs in Georgia will be _ 4. We are already applied by 3 Local Groups in Georgia. ELSA Tbilisi, ELSA Kutaisi and ELSA Batumi took the beginning steps to establish the Local Group in their working areas. Their applications were approved by the board and finally their status will be decided by the council on the 3rd NCM of ELSA Georgia in October, 2009 until ICM Sinaia. As it comes to the fourth LG, we are still working to found it. I hope, Gori will apply us for ELSA Local Group at the next spring National Council Meeting.

External Relations

I do not forget this important side of existence ELSA Group in the country. I can proudly announce that by now in spite of youth, ELSA Georgia have no more than 12 Partners. The Network can see the special letters written and submitted by our patrons and partners. You can discover the two General Sponsor within the long list of ELSA Georgia's supporters.

International Level

As the President I am responsible to stay in touch with the Network and ELSA International. I attended both ICMs (ICM Nuremberg, ICM Budva) and of course IPM Amsterdam. The Contemporary methods of communication give me chance to be online at all necessary time

and be active on my electronic line. Nobody can say that the President of ELSA Georgia is irresponsible regarding the running process in ELSA Network.

As the President of the National Board I can give the Network the General Review about the Key Areas in ELSA Georgia, but the concrete surveys you can find in the Activity Reports of each Vice-President.

AA Area:

ELSA Georgia was very active in Academic Activities Area.

1. We organized our Brand Project _ “The Jury” (One of the most popular students’ Project in Georgia. Its official Report was made on Georgian Main TV Channels.)
2. The Local Moot Court Competition in Supreme Court of Georgia.
3. The Local Moot Court Competition in Tbilisi City Court (ongoing...)
4. NB: The Georgian Team won BEST OVERALL WRITTEN SUBMISSION on the 7th ELSA MOOT COURT COMPETITION on WTO Law in Taiwan. The Team was totally financed (Travel, Participation) by ELSA Georgia.

S & C Area:

1. Scientific Conference: THE LEGAL ASPECTS OF EU AND GEORGIAN RELATIONS
2. Students’ Conference: LABOUR CODE OF GEORGIA IN ACCORDANCE WITH INTERNATIONAL STANDARDS
3. BILATERAL STUDY VISIT between ELSA Georgia, ELSA Czech Republic & ELSA Slovakia.

from 16th of August till 30th of August. Georgian, Slovakian and Czech law students had a great time together firstly in Tbilisi & Batumi (Georgia) and after that in Prague (Czech Republic)

STEP Area:

The Negotiations about the Traineeship are already running between The STEP Team with 8 members of ELSA Georgia and the Law Firms and Companies of Georgia.

As it comes to the Applications, 8 + 2 (10) Applications are already sent to ELSA International. The desirable countries are: Germany, Serbia and Poland.

We promise, that the months later, we will be strong enough in STEP Area, as the very important part of ELSA.

I think, the beginning is very helpful. In youth relationship it is very considerable that the beginning is successful because it is the basis of winning in the future in which we believe.

There is a lot to do but the youthful energy is never afraid of the difficulties, so WE ARE READY! ELSA Georgia is new Part of Network, but with a very good ELSA Knowledge and full of interesting ideas and proposals. We need much time to show everyone our activities.

Let's meet in future!

Dear Network, keep me updated!

Do not forget, that in Eastern Europe live the people who LOVE ELSA so much!

Respectfully yours,

Irakli

Irakli Samkharadze

President

ELSA Georgia

SECRETARY GENERAL

BEKA DZAMASHVILI

According to statutes of ELSA Georgia and other regulations of association, the main function and competence of Secretary General is to carry out Internal Management and legal issues concerning our organization. Therefore these will be the key areas of my report.

Human Resource & Membership

As for human resources, surely it's our greatest value and significance cause any organization must base on the activities of private persons and without strong human resource association won't keep on going and those one that is launching will not make even the first steps. Fortunately I can say that this issue didn't appear problematic for us and this was solved very easily from the very beginning. Providentially for the time being Georgian students and young generation have enough motivation, enthusiasm and eagerness to take active part in ELSA LIFE and most important is that they have proper ability for it as well.

Naturally it's significant that 181 students have already become a member of ELSA Georgia in this short time but I would like to emphasize that this is not only a matter of quantity but quality in unison. I know all of them in person and I'm sure each student is really able do a lot good to our organization and to get from it as well. So one of the greatest achievements that I can mention is the high quality of human resource.

Addition to this I want to underline that when I'm talking about human resource I don't have into consideration only the members of ELSA Georgia but all other persons that might give an essential assistance to us. I'm glad that I managed to contact, make our relationship closer and finally make friendship with Kate Aleksidze who has enormous experience in ELSA life.

She is the only Georgian who ever been the member of International Board as a vice-president. Taking this position is undoubtedly greatest practice and she is more than eager to give us as much support as possible. Above all she was elected as a trainer in ITP and for sure trainings won't be any problem with ELSA Georgia. Moreover we have pleasant connection with former ELSA Germany member Mr. Christian Plate, who is the first Secretary in German Embassy in Georgia. He also promised us to give much assistance to ELSA Georgia. So we have sufficient human resource in this direction as well and this is truly greatest success.

Expansion

From the time we approved as an observer and got status of ELSA Georgia it was clear for us that we undertook obligation to cover the whole country with ELSA activities and surely it wasn't a matter of easiness as we were starting from zero. It went without saying that commence should be grandiose cause "A good beginning is half the battle" and in keeping with this our main goal was management in proper way to move ahead step-by-step and without lose any speed. Initially we formed suitable inner organizational structure on our first NCM as National Board was officially elected and association got proper organizational form. But for the mentioned time ELSA Georgia consisted of only students from Tbilisi State University and this was a starting point when we actually started Expansion. Our target was to give off information about ELSA among as many law students in Georgia as it was possible for the restricted period. We found out that the best way to achieve the goal was a regional project where would be involved students from the whole Georgia. We planned and realized moot court competition called "The Jury" and 7 leading universities took part in this event from four main regions of the country. As an outcome after the project we had our members and representatives in those universities that are most popular in Georgia in the field of law:

- Tbilisi State University
- Kutaisi State University
- Batumi State University
- Gori State University
- Georgian Technical University
- Georgia-American University
- Caucasus University

Thus, our activity covered almost the whole Georgia, but still in fact this wasn't situation when we could use the word "expansion" as an official term used in ELSA. Of course, we know that ELSA runs in three levels and local activities aren't enough to be in full compliance with international regulations of association. Surely we have to create Local Groups to fulfill our liabilities properly and actually our expansion will be associated with this process. As said by statutes of ELSA Georgia, before establishing local groups we shall create special representative groups which will implement the association goals on site and ensure creation of appropriate circumstances for establishing local groups.

For the time being National Board has already approved official representative groups in Tbilisi, Kutaisi and Batumi. They are working very hard and planning to apply for locals in our Autumn NCM that will take place in the first half of October. So we are in very active phase of expansion and this route will be kept unless ELSA becomes available for every Georgian law student.

Legal Aspects

Definitely association needs proper legal documentation to be judicially well arranged and our main aim was to create statutes for ELSA Georgia. Besides it had to be in compliance with ELSA statutes and standing orders as well as International Council Decisions and on the other hand with national, Georgian legislation. Thus I can say that the greatest part of my activity dedicated to creating draft for statutes and actually it was very attractive and fascinating for me. There we put basic principles and regulations for ELSA Georgia future work. Besides we adopted regulations for council meeting procedure and several provisions made by national board. So we fully act under ELSA principals and rules, but additionally we were in need of authorization by National Legislation. After first NCM where the board was elected and the statutes adopted by the council, we legitimately considered as legal person and after this we were able to register ELSA Georgia as registered non-profit-making legal person "The European Law Students' Association Georgia". As a result, now our activity is fully legalised.

Concerning legal issues, I have to mention our relations with third persons. We have already made several memorandums and contracts with our partners and sponsors and it's somehow the guarantee of our financial stabilization.

Communication

With IB mainly we contact via E-mail and actually it doesn't cause any problems. We have possibility to get any relevant information quite soon and I'd like to thank International Board members for such rapid replies.

Among National Board members the main source of communication is face to face contact as all of us study in Tbilisi State University and we meet each other almost every day. So we are always in touch, but during holidays E-mail and phone calls are finest way for sharing ideas.

As for representative groups from regions, we use to contact basically with E-mail, Skype and SMS. In case of being in a hurry phone calls don't appear any problematic source.

As it comes to relations with members, we have very flexible mechanism for it. Each member has filled in special blank where they put all the contacts. So relying on this information we've got the unified base of phone, E-mail and Skype contacts that works brilliantly so far. On the other hand, each member has contacts of NB members and we are always available for them.

In a nutshell, we use the following sources of communication:

- ✓ Phone

- ✓ E-mail
- ✓ Skype
- ✓ Face to Face

And it's absolutely sufficient for us to have constant connection in all level from International to each member without any problems.

National Council Meetings

NCM is surely one of the most important events in National Group and it has special dimension for SecGens as we are responsible persons for organizing. Actually we held only two NCMs (Spring and Extraordinary) so far but both of them had really special meaning for ELSA Georgia. The first council meeting was somehow constituent as we for the first time elected board, adopted statutes and in short created inner structure of organization. Besides the meeting was special because there was representative from IB, SecGen of ELSA International, Antti Husa, attended the event and shared us a lot experience. Additionally his attendance was essential cause people saw that ELSA really has international character and it differs from any other organization with this value.

Extraordinary meeting became necessary to approve budget and elect auditors. Other important issues also decided on this NCM.

The autumn NCM will be quite interesting as well because there council will decides on the Local Groups creation. This will be the first occasion when NCM would be associated with social events in addition to academic programs.

While talking about NCMs I could not avoid speaking about NCM of ELSA Germany. Providentially, I had opportunity to attend this event and the experience and practice gained from my German colleagues is really invaluable for me.

Trainings

Trainings have really special dimension in ELSA Life because we are continuously in process of changing generations that causes transitions and freshers always have lack of ELSA knowledge. So network tries all the time to provide such members with proper information and to share important skills among them. For this reason we got International Trainers Pool that is rather practical body. Therefore it's really great honour for us that this year ITP trainer was elected from Georgia and Kate Aleksidze is always ready to give us support in any case. Actually her trainings was organized in the framework of BSV between ELSA Czech Republic and Teambuilding was the topic provided by her for Georgian and Czech ELSA members.

Besides several trainings over basic ELSA knowledge was held for the students of representative groups by me and now they have proper information about association that's important for them to take first independent steps themselves.

For the future trainings will be organized for Local Officers and probably this will take place during our Autumn NCM.

Future Plans

It goes without saying that the main goal for each of us is ICM Sinaia where will be decided the matter of our full membership. So everyone in NB prepares for this event seriously and surely I am not exception.

In addition, I have to organize Autumn NCM that wouldn't be a matter of easiness.

A relation with Local Groups is priority in my activity as well.

And for members I'm planning to produce membership cards which will be the identity source of being ELSA member in all circumstances. Negotiations are being held with several banks and very soon plastic cards will be given to all member of ELSA Georgia.

Conclusion

As you see we are doing our best but still a lot challenges are ahead. I'm truly happy that ELSA appeared in my life and entirely occupied great part of it. I'm pleased because now I can feel that IM what I'm and internal management often manages my internal life.

Dear network we are ready to be an estimable part of ELSA!

SecGenfully yours,

Beka Dzamashvili

TREASURER

ARCHIL TSERTSVADZE

Preface

Dear colleagues, honorable Treasurers all over the ELSA network, I would like to express my great happiness about chance to introduce my activity report. As it is my first attendance on the International Council Meeting, I am not acquainted with many of you, that's why I think it would be better if I provide you with brief information about me.

My name is Archil Tsertsvadze, I am from Kutaisi. I am 20 years old and study at Tbilisi State University (TSU) law faculty. At this moment I do my forth grade of bachelor's degree.

My ELSA Career begins together with ELSA Georgia's existence itself. Last autumn me and several my friends were let to know about the largest law students' association worldwide called ELSA. Since this moment I have been engaged in building up ELSA Georgia, creating its basis. On the ICM Nuremberg we were accepted as observers of ELSA, and this has served as a decisive moment in ELSA Georgia life. Due to our uninterrupted hard work during several months we reached successfully the foundation and registering the association, in these significant events for association I was intensely involved as well. On 19th March 2009, the first NCM of ELSA was held, were the first board of ELSA Georgia was inaugurated and I was elected as a Treasurer of association unanimously. Since our first NCM I am responsible for financial management...

Financial situation in general

After being registered, ELSA Georgia became fully entitled to enter any kind of legal and financial relation. From this moment the financial life of the association has commenced. In accordance with the statute of the association there are several sources of income, they are as follows:

- A. Membership fee.
- B. Grants.
- C. Donations.
- D. All other sources allowed by the legislation.

The budget mainly, consists of grants and membership fees, thus we carry out our activities and projects based on them. In terms of donations and other sources of income, we do not have experience yet. Below there are discussed every issues related with membership fees and grants.

Membership Fee

This kind of financial income was obtained on the extraordinary NCM of ELSA Georgia, by the majority of the members. I drafted the project of the decision and it was put forward to discussion on the council meeting. After the long controversy and argument finally council approved the project. Pursuant to the decision the membership fee is determined as 5 GEL (approximately 2.20 EUR) per month. Beside these, the decision envisages also other items connected with payment of the membership fee, the results of abstain and delay of payment, and etc. The membership fee system is based on the real existing economical abilities of the members and foresees the legal interests of both members and association as well. At this moment the board of ELSA Georgia is elaborating the schedule of forming local groups. After we are done with this the payment system of membership will be totally changed corresponding to the local group system.

There are two options for the members to pay the fee 1) transfer to the bank account of the association or 2) give it in hand to the representative of the financial department. Every month the financial department constantly supervises the payment of the fee, then the whole

amount of the fees are collected together and transferred to the official account of the association.

Grants

About the grants that we have already obtained.

The first one was from the City Hall of Tbilisi. We introduced them project “The Jury” and they complied to be our partner and as the result we were granted 10.000 GEL. Through this money ELSA Georgia organized the most global internal project “The Jury”, which included special trainings for the law students and moot court competition as well. In the project were involved 4 cities and 7 universities of Georgia.

The Bilateral Study Visit (BSV) between ELSA Georgia and ELSA Czech Republic was the greatest experience in field of negotiating with the sponsors. We tried our luck to more than 30 companies, public or state structures, as an outcome we obtained more than 10 partners. Each of them provided us with different sources.

When it comes to the sum:

1) We were granted 2.000 GEL by the *Children and Youth Centre* (state structure).

2) Apart from this, I want recall exceedingly the partnership with *Carriage building company of Georgia and its president Mister Badri Tsilosani*, who not only financed us with 2.000 GEL, but also supplied us with special carriage in terms of movement of our guest.

Totally for the BSV we procured 4.000 GEL.

As for the other resources, we collaborated with several private companies: *DLA piper*, *Meat producing company*, *Super Market “Populi”*, *Milk producing company*,

Also several state structures Tbilisi State University, Tbilisi City Court, Tbilisi City Hall, Constitutional Court of Georgia, Batumi State University, Georgian Railways.

We already have the several constant partners who cooperate with us in every project:

They are as follows: *Tbilisi State University, Tbilisi City Hall, The Supreme Court of Georgia, Tbilisi City Court, Batumi State University, Gori State University, Constitutional Court of Georgia.*

The aforementioned partners provide us with grants, and also with material-technical basis, also with other resources which are noteworthy for management of any activity.

Problem : Lack of the constant partners from private sector.

What we are going to do?

In the nearest future we are planning to form and improve partnership with the private law firms and sign contracts. Also we direct our main trend not only to the law firms but other private companies as well.

We have already applied to the *civil institutionalism development fund* in order to get grant. At this moment our application is being discussed and soon we will know about the decision.

Whole turnover of ELSA Georgia

Summarizing up the whole turnover of the ELSA Georgia budget beginning from March 2009 till to august 2009 it consists of 15.000 GEL approximately 7.000 EUR, including grants and

membership fees only. There is a not included material-technical resource which we get from our partners as an in-kind sponsorship. If we count the sum and material-technical provision together the turnover will exceed 25.000 GEL.

Yours sincerely,

Archil Tserstvadze
Treasurer ELSA Georgia

VPAA

DIMITRY GEGENAVA

R e p o r t

First of all what I did as VPAA of Elsa Georgia was that – I made a very interesting and active AA team. There are representatives of three universities in my team and we try to do our responsibilities as well.

The first and most popular project in the sphere of academic activities was THE JURY. Procedural Criminal Code is being reformed in Georgia and the parliament of Georgia is going to make a system of jury. So we decided to do a project to inform society about the system and discuss it. About 500 students wanted to take part in it and we chose 32 students from 7 universities. Our partners were Tbilisi State University, the Supreme Court of Georgia and the Department of Youth of Tbilisi City Hall. There were 7 moot courts which took place in the building of the Supreme Court of Georgia. THE JURY was the most popular and interesting project made by students (Elsa Georgia) in the last years in our country.

The second project is about Intellectual Property and it's distinguished in two parties. First was seminars about this sphere of law in August and the second part is a moot court competition. 8 moot courts will take place in the Tbilisi City Court, which is our partner with Tbilisi State University. This competition will take place in October.

Assay competition is now in progress. We began it in August and the final round will be in the end of October. The theme of competition is about the constitution of Georgia and reforms being made by the parliament.

We are planning debates about the article 3. of the European Convention. We are going to make partnership with the Public Defender of Georgia. Debates will take place in October and in November.

As VPAA of ELSA Georgia I had some negotiation with NGOs which work in the sphere of law. We have agreement and in December 8 organizations are making debates about the right for life. Many students are interested in this part of human rights and we decided to do it.

ELSA Georgia has relationships with many universities of Georgia and after the negotiations between us and the Georgian Technical University we decided to make a moot court competition about the theme: Human Rights in the Criminal Procedures.

One more moot court competition we are planning to do is in the sphere of Administrative and Administrative Procedural Law. It will take place with the partnership of four universities in Tbilisi in December and in January.

AA department is making two magazines. First one is 'ELSA TODAY' - about ELSA Georgia, about the projects made by it. It's very important for us as we want the members of our organization to know every news about us. The second one 'CICERO' is a journal of law where works of students, famous professors and judges are published.

During winter holidays in February ELSA Georgia with the partnership of the Constitutional Court of Georgia will make a moot court competition in Batumi. Moot courts will take place in the building of the constitutional court.

Dimitry Gegenava

VPAA of Elsa Georgia

Senaki, Georgia

P.S. We've done much but we'll do more...

VP S&C

Zinaida (Zizi) Chkhaidze

First National Council Meeting of ELSA Georgia was held on 19th March 2009 in the Tbilisi State University, where I was elected as a Vice President for Seminars and Conferences. After the NCM was a period of hard work. I had to accumulate the human and intellectual resources to create a strong S&C team. Nowadays, we work together hard to plan and realize S&C Projects. I'll talk about the realized and future projects in sphere of S&C in my report.

REALIZED PROJECTS

Students' Conference in European Law:

The topic of the conference was “the Legal Aspects of EU and Georgian Relations”. It was the joint project of the “ELSA Georgia” and Tbilisi State University European Law Department named by Jean Monnet. The deadline for submission articles was May 15th. The Conference was held on May 30th.

The articles were evaluated by the panelists (Professors of Tbilisi State University). The Panelists chose the three best articles of the conferences. These articles will be published in the “European Law Working Papers”. All contestants received a certificate of participation.

Scientific Conference in the Labor Law

The topic of the conference was: “Labor Code of Georgia in accordance with International Standards”. The deadline for submission articles was May 30. The Conference was held on July 10. The Scientific Conference was the joint project of “ELSA Georgia” and “Georgian Trade Unions Confederation”. This event was broadcasted by the leading televisions all in Georgia. All Contestants received certificate of participation.

Bilateral Study Visit between ELSA Georgia and ELSA Czech Republic

Bilateral Study Visits are one of the most important projects in ELSA that greatly contribute to achievement of our philosophical statement by contributing to legal education, fostering mutual understanding and promoting social responsibility of students of law and young lawyers. Bilateral Study Visit was the one of the most challenging and most important projects of ELSA Czech Republic and ELSA Georgia.

The Study Visit lasted from 17th of August till 30th of August. Czech and Slovak Students visited Georgia from 17-23 August. The Georgian Students visited to Czech Republic from 24-30 August.

Following Social and Academic programs were organized in Georgia during the Study Visit:

Academic Programs:

At the first day of the BSV, the participants visited to the Tbilisi State University, where the Rector gave lecture followed by discussion about changing of the legal system of Georgia after dissolution of Soviet Union. After the lecture the initiative group made a presentation about future ELSA Tbilisi, why is it important to create local group, the aims of the local group and about the future projects. This event and most of the study visit was broadcasted by the leading televisions in Georgia.

On the second day of the study visit the participants were welcomed at the Tbilisi City Court by the chairman of the court Honorary Giorgi Shavliashvili and afterwards the chairman of the civil branch Honorary Irakli Adeishvili gave lecture about IP law, copyrights, trademarks and the visit was finished by spectacular tour of the whole court building. We finished the second day by visit in international law firm DLA Piper and had a lecture about this law firm, fields of law it focuses on, about its structure, the international and national clients and about the most notable and former cases.

During our stay in Batumi we visited to the Constitutional Court of Georgia and had short discussion with President of the Constitutional Court Honorary Giorgi Papuashvili and one of the judges Honorary Lali Papiashvili about the history and structure of the court. After the meeting we had excursion of the building. At the Batumi State University we were welcomed by the Rector and by the Dean of the Law School.

After returning to Tbilisi we had training on teambuilding with Kate Aleksidze, one of the founders and president of former ELSA Georgia, member of the former International Board and now ITP Trainer.

Social Programs:

- Sightseeing of Tbilisi (Mtatsminda Park, The church of Holly Trinity, Turtle lake, Ethnographical Museum under the open air, Old part of Tbilisi);
- Visit to the Partner of ELSA Georgia ltd “Carriage Build Company”.
- Visit to the Partner of ELSA Georgia ltd “Meatana” and the tour of the factory.
- Sightseeing of Batumi;
- Visit to Botanical Garden of Adjara;
- Visit to the night club: Adjara Music Hall;
- Visit to the Gonio Castle;
- Visit to Sarphi (the seaside on the border of Turkey) and attending at the Adjarian Holiday;
- Visit to Mtskheta – The first capital of Georgia, with lots of ancient orthodox churches and with a most beautiful nature;
- Visit to Gori – The birthplace of Stalin.
- Visit to the Stalin’s Museum.
- Visit to the Residence of Georgian President.

FUTURE PROJECTS

Seminars in the Law of World Trade Organization

I am planning to organize the permanent cycle of Seminars in the World Trade Organization Law in October 2009. The aim of these seminars is Georgian Law Students to raise their knowledge and get a lot of interesting and useful information about this field of law. These seminars will also help interested students to prepare for the WTO Moot Court Competition. There will be involved professors of the WTO Law as well as the Georgian participants of the WTO Moot Court Competition.

Street Law Clinics

I want to develop street law clinic in Georgia among the bachelor students. I am working about it at this moment.

Career Day

I am organizing the Career day together with the VP Marketing ELSA Georgia. The aim of this event is to promote the collaboration between national and International law firms operating in Georgia and Georgian Law Students. During Career Day will be delivered lecture about the Intellectual Property.

Wish you success with ELSA!

Best Regards from Sunny Georgia!

*Zizi Chkhaidze
VP Seminars & Conferences
ELSA Georgia*

VP STEP

TORNIKE REVISHVILI

As for me being the first VP STEP of ELSA Georgia is a big package of duties and responsibilities that I have to carry out honestly. On the other hand it gives me a chance to test my limits as a person and a professional.

It is widely known that STEP is a very popular and winning among law students in Europe. Besides it is still hard to manage this program, because of some sensitive issues that are related to STEP.

But I believe STEP has a great prospects and I am sure after several years it will be much improved than it is right now.

Actually I think STEP is a challenge of XXI century for us and we should response on it.

This report will provide proper information about goals that we have already reached and future plans that we are going to achieve in STEP area.

As it is known the cornerstones of running STEP efficiently are:

- Knowledge
- Marketing
- Communication

On the grounds that I decided to focus on these topics.

So the first goal was to obtain

STEP knowledge

Several months ago there was no any information about STEP in ELSA Georgia at all. We had no clue how to apply students for STEP, how to find traineeships and how to manage other important issues. So shortly there was some kind of informational vacuum in our Association. But nowadays I can proudly say that we have a proper knowledge towards STEP and also can provide students with the information they require.

The next and one of the most important step was to create

STEP Team

As we had no Local Groups in ELSA Georgia, I made decision to create effective and motivated STEP team. At this moment my team is doing it's best to achieve those goals that we drew out on our workshops. We already have realized some events jointly and I think it was quite fruitful cooperation.

STEP Promotion

During the summer we have organized several presentations not only in Tbilisi but also in other larger cities of Georgia such as Batumi, Kutaisi and Gori. We used those Marketing materials which were provided for us by ELSA ONLINE.

Eventually our promotion was quite fruitful. A lot of students were interested in and wanted to apply for STEP. But unfortunately it was not suitable period for participating.

Since there were a lack of traineeships in the network, and most of the students were on the vacations our student hunting was not quite successful.

Besides we are promoting STEP using mailing list of ELSA Georgia, so all of the members receive proper information, document or update what is necessary.

JOBHUNTING

There is some progress in this field also. At present we have intensive negotiations with several employers mainly from the public sector and expect to have at least 3 traineeships at the end of October.

Exactly this area of STEP is the most difficult in our country, due to the economical situation in Georgia. In spite of this I believe if we do our best, it is quite possible to improve “Jobhunting” in the nearest future

STUDENTHUNTING

As I have already mentioned, after presentations there was a huge interest and desire to apply for STEP, but because of disadvantageous period we could send only 10 applications to the ELSA international. I know it is a few but I am sure that the number of applicants will be increased soon.

Also we should take into account the fact that by the time of next NCM of ELSA Georgia we will probably have Local Groups, so it will definitely improve our “studenthunting”.

THE FUTURE PLANS

1. Firstly I am going to send *50 more applications* to ELSA International till the end of October. I will use all financial or human resources that do we currently have in order to achieve the goal.
2. I expect to have *5 jobs by the end of November*. We have ambition to find traineeships at institutions such as:
 - The Ministry of foreign affairs of Georgia
 - The Constitutional Court of Georgia
 - The Parliament of Georgia
 - Tbilisi City Court
 - Tbilisi City Hall
 - Tbilisi State University and other universities.
3. Also I plan to improve situation in STEP promotion by producing new brochures and posters for employers and students.

STEPfully yours,

Tornike

Tornike Revishvili

VP STEP of ELSA Georgia

VP MARKETING

SALOME KAVTARADZE

Report

Firstly, I would like to admit that the main mission of VP marketing is helping the ELSA board in its activities. To say in other words, marketing is the supporting area which has an aim to publicize and popularize the activities and future plans of ELSA Georgia.

I would like to divide this report into 2 parts. First- what is being done and second- what is my nearest future 2 months plan.

During this little period of existence of ELSA Georgia, the first big and important step was the first NCM, which was held in Tbilisi, in March 2009. During the period of preparation for this NCM I was taking part quite actively as a candidate for a vice-president's post.

The most popular project which was organized by the National Board was "The Jury " which was spread not only in Tbilisi, but in regions too. I've been instructed to co-ordinate with the one of the participant university named GAU (Georgian-American University). My mission was to select student who would take part in "The Jury". Besides, during the preparation for the presentation of this project my mission was to cause taking interest on "The Jury" among the press and journalists.

It can be said that presentation caused really huge interest among press and society. For some reasons I could not attend on the finishing of the project and second NCM, but I had prepared the Video Clip about the Jury. There were different opinions of different people, students, ELSA members, organizations, participants and academic staff.

Now, with the beginning of a new academic year, ELSA Georgia and my section is planning many interesting activities. At first, we are going to publish the booklet containing information about ELSA Georgia, its history and project and activities. There will be information about ELSA international too. It will help society to get informed about the association.

Also, I think that some researches are really necessary in order to offer the members maximum. The segment of these researches will be members of ELSA Georgia. Questions and answers will be anonymous and members will be able to express their opinion about planning and organizing future activities. Also, these researches will help to show all the expectations to the ELSA Georgia. These analyses will help projects to be absolutely adequate to the interests and requests of members.

On October 22, 2009 each member of ELSA celebrates the day of ELSA. Surely ELSA Georgia is planning the celebration too. Besides, I'm going to arrange the Day of Career. In this activity there will be performed as private also public sections. They will present themselves to ELSA Georgia and offer different products. The Day of Career will give the chance to the members to make a choice about future employment and working on

prohibition in order to help in forming as professional jurists.

All above-mentioned projects will begin in September and will finish approximately in a month.

In conclusion, I want to add that I'll try to justify confidence of all members and with help of their ideas and opinions offer them other interesting projects.

Yours Sincerely,

Salome Kavtaradze

ELSA GEORGIA

After the presentations of each board member we can proudly say that ELSA Georgia has fulfilled all the responsibilities that we took as an observer and now we feel that we are able to be the estimable part of the ELSA.

Below we summarize everything together and we hope it would be convincing for the network that somewhere in Georgia people are from ELSA.

To show that all our liabilities are satisfied we'll follow step by step the Expansion Manual where is written obligations for observer and we'll show off our position with concrete samples.

Obligations of an Observer of ELSA

1. *To organise the first Council Meeting of your ELSA-group. In the first Council Meeting the following things should be decided:*
 - a) *To enforce the draft Statutes and Standing Orders of your National Group;*
 - b) *To elect the first National Board according to the positions that are defined in the Council Meeting Decision Book;*
 - c) *To elect auditors and present the first draft budget for the first operational year;*
 - d) *To do all the responsibilities that has to be done in a founding meeting of an association according to your national legislation.*

ELSA Georgia

a) We have adopted our statutes on the first NCM unanimously and it's already registered in accordance with Georgian Legislation. By the way, representative of ELSA International – Antti Husa – attended the meeting and had opportunity to see the procedure himself. Our statute is attached to this application.

b) National Board was elected on this Constituent council meeting as well and we've got officers on every position defined in ELSA regulations:

- ✓ President – Irakli Samkharadze
- ✓ Secretary General – Beka Dzamashvili
- ✓ Treasurer – Archil Tsertsvadze
- ✓ VP AA – Dimitry Gegenava
- ✓ VP S&C – Zinaida Chkhaidze
- ✓ VP STEP – Tornike revishvili
- ✓ VP Marketing – Salome Kavtaradze

Moreover, each board member has his/her own department with about 5 people to carry out undertaken responsibilities properly. Besides we have three directors that help us in specific directions of our activity:

- ✓ Director for Project Management – Ketevan Vardosanidze
- ✓ Director for Human Rights – Ucha Dzimistarishvili
- ✓ Director for Computerised Information – Jaba Chlikadze

c) Our extraordinary NCM was specially dedicated to this issues where we elected auditors – Giorgi Berdzenadze, Davit Gumberidze – and presented our budget.

d) Our first NCM was somehow the founding for ELSA Georgia and on this meeting we decided all issues that were necessary for official status of organization according to Georgian Legislation. As a result now ELSA Georgia is officially registered as non-profit-making legal person *"The European Law Students' Association Georgia"*.

2. Obligation to pay the observer fee of 50 EUR/calendar year that I invoiced during summer and obligation to report all general sponsorship income at the end of the calendar year.

ELSA Georgia

These responsibilities were fulfilled in July.

3. To start working in accordance with the Statutes and Standing Orders of ELSA International and Council Meeting Decision Book of ELSA International

ELSA Georgia

Our activity from the very beginning until today is in full compliance with ELSA regulations. We run ELSA Georgia absolutely with ELSA standards and try to be active in every direction. Firstly, our structure is completely identical to this defined in Statutes and Standing Orders. We have full board and each sphere is really active. During this one year of our existence we have realised:

AA Area

- 1) EMC² – ELSA Georgia has already organised WTO moot court competition and the first try was quite successful, as Georgian team got the best written round in Taipei;
- 2) National moot court competition “The Jury” with cooperation of Supreme Court of Georgia, where students from 7 leading universities and 4 regions of Georgia took very active part;
- 3) Essay competition in Constitutional Law (ongoing);
- 4) Moot court competition in Intellectual Property law with cooperation of Tbilisi Civil Court (ongoing).

S&C Area

- 1) Conference in European law with topic of “Legal Aspects of EU and Georgian Relations”. Joint project with European Law Department named by Jean Monnet;
- 2) Students Conference in labour law. General topic was “Labor Code of Georgia in accordance with International Standards”.
- 3) Bilateral Study Visit with ELSA Czech Republic.

STEP Area

- 1) Close relations with potential employers – Supreme Court of Georgia, Tbilisi City Court, Constitutional Court of Georgia, Parliament of Georgia, Ministry of Foreign Affairs, Ministry of Euro Integration, Leading universities, international law firm – DLA Piper.
- 2) Too large amount of students applied for traineeships from Georgia. Motivation and enthusiasm is really high among Georgian students, that means that STEP successfully works in Georgia, but in any case we have to achieve much more in this field.

Thus, our activity is really under ELSA Rules.

4. Obligation to communicate and cooperate with the ELSA-network as a part of the International Network of ELSA-groups.

ELSA Georgia

- 1) ICM Nuremberg;
- 2) ICM Budva;

- 3) NCM ELSA Germany;
- 4) BSV with ELSA Czech Republic;
- 5) IPM Amsterdam.

In a nutshell ELSA Georgia has fulfilled all the obligations coming from Observer status and now we are in process to launch new rocket of full membership.

So Network let's light it up together!

Statutes of ELSA Georgia



The European Law Students' Association
GEORGIA

Non-profit-making Legal Person
“The European Law Students’ Association
Georgia”

Statutes

Tbilisi
2009

Part 1
General Regulations

Article 1

1. “The European Law Students’ Association Georgia” is independent and non-political association for young lawyers and law faculty students of accredited higher educational institutions which represents Georgia in the European Law Students’ Association (ELSA) and ensures implementation of its goals on the national level.
2. “The European Law Students’ Association Georgia” is registered non-profit-making legal person – association.
3. The association name translated into English is as follows: Registered non-profit-making legal person “European Law Students’ Association Georgia”

Article 2

1. According to provided terms of the statutes the association consists of law faculty students and young lawyers.
2. Membership local groups are creating on the basis of different cities of Georgian and higher education institutions owning right of casting vote on the general session.

Article 3

1. The association official legal address is the following: 3 Ilia Chavchavadze avenue, Ivane Javakhishvili State University 2nd building.

Article 4

1. The association has its own logo, flag, stamp, seal, brand name and all other equipments fully corresponding to European Law Students’ Association Statutes and International Council Decisions.
2. Different symbols might be proved for certain projects in case of European law students’ association agreement.
3. The association has its own financial balance, has right to own and use calculation and other kind accounts (among them currency account) in Georgian and foreign bank institutions.

Part 2
Aims and Activities

Article 5

“The European Law Students’ Association Georgia” aims are as follow:

- a) To present young Georgian lawyers and law faculty students in the “European Law Students Association”;
- b) To assist to exchange legal, educational and life experience and skills with European friends, To strengthen friendship and co-operation between students;
- c) To provide an opportunity for international co-operation;
- d) To establish essential European standards for providing high qualified legal education;
- e) To create healthy environment for future professional lawyers;
- f) To develop relations between students and young people in legal direction;
- g) To support young lawyers and students to build up legal thinking, to develop jurisdictional skills and to get appropriate higher education;
- h) To integrate young people and students into the European community and strengthen the relations of Georgia towards Europe;
- i) To respect human rights and independence in the limit of its authorities.

Article 6

In order to achieve goals the association:

- a) Implements Student Trainee Exchange Programme– STEP that allows young lawyers and students get professional experience with working for foreign legal systems.
- b) Organizes arrangement of seminars, conferences and study visits on national as well as international levels.
- c) Runs local and international Moot Court Competitions, debates and other activities similar to them.
- d) Implements all kinds of activities allowed by law corresponding to the aims and goals of the association.

Part 3
Membership

Article 7

1. “The European Law Students’ Association Georgia” represents association depending on membership.
2. A member of the association can be any student of law faculty from the accredited higher educational institution and young lawyer who agrees with the goals of association and is ready to undertake obligations and carry out goals envisaged in the statutes and has appropriate skills.
3. Person interested should fill up special form created by the National Board; afterwards the board will discuss issue of membership within a month. Expiry of the mentioned date means the application is refused.
4. After the board decision local groups are created of the bases of different cities of Georgia and higher educational institutions.
5. Person who shares and agrees with association goals and principle is actively involved in the implementation of determined goals and has special merit to the association having chance to become honorary member of it with the decision of “The European Law Students’ Association Georgian” President. Authority and obligation of the member given in the statutes does not work for honorary member.

Article 8

1. Member of the association has power to:
 - a) Participate in the management of the association according to the statutes;
 - b) Take office of the association;
 - c) Cast vote on the general meeting according to the occasion determined in the statutes;
 - d) Propose to governing authorities any issues falling with competence of the association;
 - e) Get information about the activities of the association and all related issues;
 - f) Use all recourses existing in the disposal of association corresponding to determined aims and goals;
 - g) Participate in programs, activities and projects implemented by the association;
 - h) Terminate his/her membership voluntarily.

2. Member of the association might be restrained of some rights in case of association aims and goals demand it.
3. Member of the association is obliged to:
 - a) Follow the association statutes and perform governing authorities decisions
 - b) Take care and protect the association's prestige, name, dignity, business reputation, property and all goodness under its guidance.
 - c) Participate in the association activities, attend council meetings but in case of non-attendance notify the association board about the non-attendance-reason before the meeting arrangement.
 - d) Pay membership fee in appointed period according to established rules and quantity and immediately inform the association board about reason for not being able to implement this obligation.
 - e) Immediately inform association board in case of changes in private data foreseen in membership formulation.
 - f) Not to use own authority also secret or confidential information for private interests

Article 9

1. Membership of the association member will be ceased if:
 - a) It is cut off due to private application;
 - b) Court announces the member incompetent, disappeared or passed away;
 - c) Member presents false documents when applying for membership;
 - d) Member is not a citizen of Georgia any more;
 - e) Student status is discontinued and does not own diploma for law education;
 - f) Member is already 40 years old and is not enrolled as a law student anymore;
 - g) Member is excluded from the association;
 - h) Member passed away.
2. Member of the association might be excluded from the association by the association board if:
 - a) Rudely violates obligations imposed according to the statutes;
 - b) Does not participate in the association activities irrationally within six months;

- c) Missed board or local group meeting without reasons three times one after another;
- d) Does not attend council meeting irrationally two times one after another;
- e) Does not pay membership fee during the additional term appointed by the treasurer;
- f) Acts in a manner inappropriate to the association member.

Part 4 Local Groups

Article 10

1. After creating corresponding circumstances and providing material-technical base in Georgia, according to the European Law Students' Association Statutes and rules acquired by the international council, the association local groups are established on the basis of different cities of Georgia and accredited higher educational institutions.
2. Only one local group can exist in one city or the university ensuring implementing of the association aims and goals on the local level.
3. Local group carries out its power according to the own statutes the correspondence of which is approved by the "the European Law Students' Association Georgia" and asserted by the national board.
4. Local group has right to vote on the National Council Meeting.
5. Before establishing local groups special representative groups, created on the bases given in the second article, implement "The European Law Students' Association Georgia" goals on site and ensure creation of appropriate circumstances for establishing local groups.

Article 11

1. Not less than seven members of the association have the right to create representative group joined with one of the basis given in the article 10. They need to apply the board with corresponding application. The board makes decision within a month. Expiry of the mentioned period means refusal of the application and thus representative group would not be established.
2. The member of the association willing to become a member of the representative group applies to the head of the group who is obliged to discuss this issue on the nearest meeting of the representative group and immediately inform the association board about the decision.

3. Membership of the representative groups is ceased when member voluntarily leaves the group or is excluded from it. The head of the representative group is obliged to report the association board immediately about this issue.

Article 12

1. Superior body of the representative group is its general assembly.
2. The head of the representative groups opens and runs the meeting.
3. The meeting of the representative group is empowered when majority of the members attends the meeting. The majority of the attendees make decisions but no less than one third of all members.

Article 13

1. The head of the representative group directs the activities of the group who is elected on the meeting by the majority of the members for a period of one year.
2. The head of the representative group represents the group in the association and is responsible for the group activities to the board.
3. The Deputy Head of the representative group leads the activities of the group under the indication of the head of the representative group but in case the authority of the head is ceased before the expiration of the period or is not able to fulfill responsibilities, the deputy head of the representative group attends the responsibility of the head of the representative group.
4. Secretary of the Representative group draws up the protocol of the meeting and is responsible for the paper based documentations of the group and carries out other activities of the organization.

Article 14

1. The representative group is abolished according to the decision of the board in case it carries out any activity not proper to the association or less than seven persons are the members of the group.

Part 5
National Council Meeting

Article 15

1. Supreme governing authority of “The European Law Students’ Association Georgia” is the National Council Meeting - NCM of association members.
2. NCM is conducted twice a year in spring and autumn.
3. The board determines NCM agenda and concrete date for arranging the meeting and informs the members two weeks earlier.
4. The member of the association has the right to demand the board to present explanations for any article of the agenda or express different opinions or require amendments in the agenda but no later than a week before arranging the meeting.

Article 16

1. According to the goals of the association it is possible to arrange extraordinary meeting any time it is needed. The right for arranging it has:
 - a) head of the founders’ meeting with own initiative
 - b) president of the association with own initiative
 - c) the board with its initiative or with the demand of one third of the members
2. In case the head of the founders’ meeting decides to arrange extraordinary meeting with his/here own initiative, the head determines the agenda and the date of the meeting and notifies the board about it one week earlier.
3. In case the president take the initiative of arranging extraordinary general meeting, the president determines agenda and date of the meeting and the board and the members of the association are informed about this issue one week earlier.
4. In case the board takes initiative for arranging extraordinary meeting, the board itself determines agenda and date and informs the members of the association about it one week earlier.
5. In case the members of the association demand to arrange extraordinary meeting, the members determine agenda and together with application hand it to the board which appoints the meeting within two weeks and before arranging the meeting informs the rest of the members about the date of the meeting.

Article 17

1. Council meeting is empowered if more than half of the total staff attends it. In case the sufficient members do not attend the meeting, the authorized person will again convoke the meeting within two weeks and no matter how many members attend the meeting for this time the resolutions would be made.
2. Majority of the attendees make decisions on the council meeting but no less than one third of the members should attend in case other issues are not established by the statutes.
3. Casting of votes is carried out with open voting. Secret vote may take place upon the decision of the chair of the meeting or by the demand of one third of the members or in cases foreseen statutes.

Article 18

Council meeting is empowered to:

- a) Obtain association statutes and make amendments by two third of majority members;
- b) Elect members of the board by the majority of total member;
- c) Make decisions about the association liquidation by two third of majority members;
- d) Approve the budget submitted by the board;
- e) Elect officers for the council meeting;
- f) Obtain and amend council meeting regulations by the majority of members.
- g) Make decision for issues which according to association normative acts falls with its competence and is foreseen in the association goals.

Article 19

1. Majority of the attendees on the council meeting elect chairman, vice-chairman and secretary for the council meeting.
2. Chairman of the meeting:
 - a) Announces opening and closing of the council meeting
 - b) Runs the meeting
 - c) Ensures defense of association statutes and council meeting regulations
 - d) Determines term of speakers in succession

- e) Put forward issues during voting and announces results
- f) Implements all other activities granted by the meeting regulations
- 3. Vice-chairman assists the chairman of the meeting, fulfills his/her instructions and in case of the meeting chairman absence combines own duties to the duties of the chairman.
- 4. Council meeting secretary keeps meeting protocol, signs it and implements other duties granted according to the meeting regulations. Council meeting secretary report to the association secretary general.
- 5. Head of the Founders' meeting writes brief instruction on the general meeting decision within three days. In case of negative instructions general meeting submits motivated argumentation within one week period. Decision can be considered as passed if total staff two third majority members support it, decision is passed by two third of majority if three forth of the members support it. In case there is no brief instruction made by the head within given period it means consent about the decision.
- 6. Council meeting decision becomes valid when secretary general signs it and no other issues are foreseen according to the statutes.

Minutes should envisage:

- a) Venue and date of the meeting
- b) Personalities of the head of the meeting, deputy head and secretary
- c) Number of the attendees
- d) Issues put forward
- e) Voting results
- f) Obtained decisions

Part 6

Meeting of the Founders

Article 20

- 1. Founders of the association are people who agreed to establish "The European Law Students' Association Georgia" and sign Founders' act registered in non-profit-making legal persons' registering structure.
- 2. Founders of the association who meet all points of the article 7 of the statutes, after registration in registering structure automatically become members of the association.

Article 21

1. Founders put forward all issues connected to the activities of the association and make decisions about this issues on the founders' meeting.
2. Founders' meeting with its majority members elect the head of the founders meeting.
3. The head of the founders' meeting
 - a) Directs founders' meeting;
 - b) Arranges meeting and determines its agenda;
 - c) Informs general meeting about opening and closing of the meeting;
 - d) Leads the meeting;
 - e) Instructs turn of speakers of the meeting one after another;
 - f) Puts forward issues on voting and reports its results;
 - g) Signs founders' meeting resolution;
 - h) Represents founders' meeting when negotiating with third persons;
 - i) Appoints extraordinary session of the council meeting in cases foreseen in the statutes, determines arrangement date and agenda;
 - j) Nominates candidatures of association officials to the council meeting;
 - k) Appends instructions on the decisions obtained on the council meeting;
 - l) Controls and supervises officials of the association or any structure, gives instructions and recommendation. In case of need bring them to book on the general meeting;
 - m) Implements all other issues granted by the normative acts of the association.
4. Founders' meeting is authorized to:
 - a) Fill the positions of the first board of the association;
 - b) Agree with council meeting for abolishing the association. Determine the group of authorized officials for the property that is remained after the abolishment of the association and according to legislation make decision for alienation;
 - c) Implement other authorities followed by the association goals and do not oppose the association statutes.
5. Founders' meeting is empowered in case more than half of the founders attend it. Decisions are made by the majority of the attendees.

6. Decision is made in form of resolution on the meeting.
7. Official will be deprived the right for voting if his/her membership date is already expired according to the statutes.

Part 7
The National Board

Article 22

1. The board of the association is the supreme executive branch of “the European Law Students’ Association Georgia” which governs and represents the association, coordinates and controls any direction of the association activities and ensures execution of the decisions obtained on the general meeting.
2. The board consists only of the members of the association who are elected by the total staff majority on the council meeting in the term of one year.
3. Members of the board are elected on the spring council meeting from the moment their authority works and expires on the very first meeting of the newly elected board.
4. Head of founders’ meeting, president or one third of total members has right to nominate candidates. Candidates are submitted to the election committee before arranging appropriate council meeting no later than two weeks.
5. Candidate who receives majority votes of total staff is considered to be elected. In case after voting there would not be a winner, the second round will be arranged at the same day and the only two candidates with the best results will participate in the second round and the candidate who receives the simple majority of voted will considered as elected.
6. One and the same person can be elected on one and the same position only two times one after another.
7. Authority of the board member will be ceased before the expiration date in case he/she voluntarily declares about it or loses membership card or is deposed on the basis of association statutes rude violation. The official is considered to be deposed in case the council meeting makes decision about it with majority of the members.
8. In case the authority of the board member will be ceased before it’s expire date, before electing a new member one person from the department that is approved by the board will combine his/her duties.

Article 23

1. The board consists of “the European Law Students’ Association Georgia” president, secretary general, treasurer and four vice-presidents in the fields of marketing, academic activities, seminars& conferences and student trainee exchange programme.
2. The association director will be obliged to govern certain directions from the issues belonging to the board authority and the board makes decisions about it. Directors report to the board.
3. The highest official of the board is the president of the association which directs and organizes board activities, implements control and coordination over the activities of the board staff, plans and determines main trend of internal and external activities and is the highest representative of the board when negotiating with third persons.
4. In the frames of the granted authorities the president issues orders and the rest members of the authority issue instructions.

Article 24

1. Secretary general:
 - a) Directs and coordinates association internal activities;
 - b) Combines functions of the president with own ones when the president is not capable to implement the granted authority;
 - c) Signs protocol of the council meeting and manage the process of the decisions execution;
 - d) Checks all the documents presented by candidates of membership and their correspondence to the requirements of the statutes; signs corresponding formulary and before the final decision submits all these documents together with candidate applications to the board;
 - e) Organizes and controls activities of the local groups;
 - f) Informs members of the association about the council meeting date, venue and send all corresponding information within the period given in the statutes;
 - g) Ensures availability of the council meeting agenda and protocol for the members of the association in cases foreseen in the statutes;
 - h) Forms legal acts and projects of other documentation;
 - i) Is responsible for archiving of the documentations of the association;
 - j) Ensures creation of informational data for the private information of the members and confidentiality of this data.
2. Secretary General issues instruction about the issues belonging to his/her authority.

Article 25

1. Treasurer:

- a) Supervises payment of membership fee and other special taxes and implements accounting. In case of applying financial manager is empowered to postpone payment of the fee having serious reasons or reduce the fee and completely or partially release a person from paying it;
- b) Ensure providing funds and grants for implementing the association goals, projects and other activities;
- c) Is responsible for controlling, protecting and managing property of the association. Makes decision for project financing or allocating funds from the association property and submits them to the board;
- d) Treasurer is obliged to present all his/her decisions to the members of the board envisaging to take financial liabilities to the third person;
- e) Report to the board about the financial state of the association presenting by intervening conclusion once in a six month;
- f) Implements accounting of the expenses and incomes during the fiscal year and present final conclusion to the board at the end of the fiscal year;
- g) In case of need establishes association support funds;
- h) Organizes and controls any financial activity of the association;
- i) Issues instructions according to subjects connected to his/her own authority.

Article 26

Vice-President acting in the field of Marketing sphere directs activity of the association in the field of public relations; advertises already planned and ongoing projects; informs society about all the above mentioned; tries to negotiate with the third persons; is responsible to settle all external issues in timely manner; carries out other authorities in this sphere granted according to the association normative acts.

Article 27

Vice-President in the sphere of the Academic Activities implements moot court competitions, debates, intellectual games and other educational activities in the law sphere on the local as well as on the international levels. Ensures participation of the Georgian students when the similar international activities are arranged by other officials, assists them in the informative and preparative point of view.

Article 28

Vice-President in field of Seminars and Conferences ensures arrangement of international and local seminars, conferences and study visits; solves material and technical problems connected to this issue and implements Georgian and foreign students maximum involvement. Thus supports close relations between the association and professors and assists implementation of other activities.

Article 29

Vice-President in the field of Student Trainee Exchange Programme ensures participation of law faculty students and young lawyers in trainee exchange programmes in the frames of which they face a chance to get professional experience by working for foreign judicial institutions. Vice-President take obligation that students are properly prepared and informed and implements similar projects in Georgia for the young people from the ELSA member states and in this field cooperates with appropriate companies.

Article 30

1. In order to provide proper activity to the members of the board a kind of departments are created for each member of the board, that elaborates working plans of the official, implements consulting and analytical functions, technical service and document formation.
2. Department authority is determined by the board authority period.

Article 31

1. The board meets once a month, determines the concrete date of the meeting and before arranging the president of the association informs the members of the board about it two days earlier. Besides the president is authorized to appoint extraordinary board meeting any time by his/her own initiative or with the request of a board member but before arranging this meeting the president should determine reasonable date and inform members of the board.
2. The board can not take decisions if less than four members attend it.
3. The decision is made by the majority of the attendees but no less than one third of the total members. In case the votes are divided the priority is given to the vote of the president.
4. The president conducts board meeting and informs members opening and closing of the meeting, determines term of the speakers, puts issues forward on the voting process and announces the results.

5. Each member of the board submits to the board report about the work done on every next meeting and informs about future plans.
6. The board of the association:
 - a) Directs and rules all proceedings of the association's ongoing activities;
 - b) Elaborates program for the association activities;
 - c) Decides admission of new members and desist of membership
 - d) Elaborates project for the association budget and submits for approval to the council meeting;
 - e) Controls budget execution;
 - f) Prepares amendments for the statutes and submits for approval to the council meeting;
 - g) According to the statutes appoints the council meeting date and informs the members of the association;
 - h) Elaborates council meeting agenda and informs the association members according to the rules foreseen on the statutes;
 - i) Decides financing issues of the presented projects or allocates fund for other needs;
 - j) Implements other authorities that are not against the statutes.
7. The board of the association creates resolution for the issues belonging to its power that becomes valid after president's signature.

Part 8

President

Article 32

1. President of "the European Law Students' Association Georgia" is the association highest official who governs and directs internal and external activities of the association, organizes the board, controls and coordinated activities of the members of the board.
2. President is the superior representative towards third persons.
3. The rules determined for the board member is the same for electing president, period of the authority and extension of this period.

Article 33

1. President of the association
 - a) Directs activity of the association according to the goals of “the European Law Students’ Associations Georgia”;
 - b) Convokes and directs board meetings;
 - c) Represents the association when meeting third persons;
 - d) Makes agreements on behalf of the association;
 - e) Signs the board resolutions;
 - f) Appoints the extraordinary council meeting in cases foreseen in the statutes;
 - g) Signs association official documents in case the statutes does not foresee any other issues;
 - h) Fills up the president department;
 - i) Nominates candidates of the board to the council meetings;
 - j) Grants association honorary member status in cases foreseen in the statutes;
 - k) Implements other authorities according to the association goals which are not in the competence of other structures or the officials.
2. President issues order for the subjects belonging the competence of to president
3. Secretary General combines president’s duties when president is not capable to fulfill them or the authority period is expired.

Part 9 Election Commission

Article 34

1. The association election commission conducts and organizes elections for the board members of “the European Law Students’ Association Georgia”
2. Election commission consists of association members. Five members are appointed by the founders; meeting and each local group has its representative.
3. Members of the election commission with the majority of the total staff elect head of the commission.

Article 35

1. Candidates are nominated to the election commission under the fourth paragraph of the article 22. The nominated person is obliged to announce if he/she wants to conduct voting process in a secret manner or not. The demand will be considered only if it is properly proved.
2. In case the members of the association nominate a candidate they should present signatures of the members no less than one third of them together with application.

Article 36

1. In case of open voting members rise their hands. The head of the commission counts the votes, if needed appoints the second round and announces final results.
2. In case the voting goes in secret manner, the commission is obliged to ensure proper booth, ballot box and ballot papers.
3. Head of the election commission directs polling procedure.
4. After the polling is over, the ballot box will be moved to the special place and counting starts. The representatives of persons having right for candidate nomination attend the process.
5. The head of the election commission summarizes results as soon as the votes are counted and informs the council meeting.
6. A candidate will be considered elected if receives all points given in the fifth paragraph of the article 22.

Part 10

Finances and Property of the Association

Article 37

1. Financial year of ELSA Georgia is August 1st-July 31st of the following year.
2. Treasurer is responsible for bookkeeping and preparing the final accounts after financial year.
3. The association might own any kind of right for properly owning that is allowed in civil turnover.
4. The income of the association shall be used for fulfilling aims and goals of the society and is not allowed to shared among the members
5. The association source of income is:
 - a) Membership fee;
 - b) Donations and external contributions;

- c) Grants;
 - d) All other sources allowed by the legislation.
6. The treasure is responsible for establishing groups of supporters for the association.
 7. Each member of the association is obliged to pay membership fee the amount of which and payment date is determined by the council meeting.
 8. The property of the association is managed by the board in accordance with the statutes.

Article 38

1. According to the tenth part of the statutes, two auditors and one vice-auditor are elected in a term of one year for checking and controlling association financial activities, its incomes and expenses and the same time they are responsible to conduct audit activities in the association.
2. Any person having appropriate education can be elected as auditor and vice-auditor of the association independently from the board.
3. Auditors present the Auditors report and their opinion of the approval of the final accounts prepared by treasurer.

Part 11

Reorganization and Liquidation

Article 39

It is not possible to re-organize “The European Law Students’ Association Georgia” into another juridical-organizational legal person, also divide it into several associations or merge with other legal person.

Article 40

1. Liquidation of the association can be conducted according to the rule approved by the legislation of Georgia
2. Liquidation is conducted if:
 - a) All goals are achieved;
 - b) Criminal accusation of the court against the association about the criminal law case become valid;
 - c) Association becomes bankrupt;

- d) Registration is abolished.
- 3. The two third of the total majority of the council meeting makes decision about liquidation in case they have assent of the founders' meeting
- 4. Board of the association implements liquidation process
- 5. In case of liquidation all ongoing activities should be completed, demands should be determined, the remained property should be presented in money form and association creditors should be paid.
- 6. Founders' meeting determines group of people authorized for the remained property and decides alienation issue according to the legislation.

Part 12

Transitional and Conclusive Regulations

Article 41

According to the statutes the lawyers with higher law education who are not forty years old yet are considered as young lawyers.

Article 42

- 1. Founders' meeting appoints and fills up first members of the board
- 2. After the council meeting obtains the statutes, polling should be arranged for the board filled up by the founders' meeting and each member of this board should be elected according to the statutes rule of the council meeting. In case a member of the board does not receive sufficient votes, the next meeting should be appointed within two weeks for nominating new candidates according to the rules foreseen in the statutes.
- 3. The case mentioned in the above given second paragraph is not covered by the issue given in the article 20 about the board election date. For this occasion the council meeting can be conducted any time of the year and the authority of the board will work as soon as it is elected and the elections for new staff of the board will be arranged on the year on general meeting spring session.

Article 43

- 1. The statute is the superior normative act of "the European Law Students' Association Georgia" having legal power and all other acts of the association should correspond to its demands.

2. The statute becomes valid as soon as the president elected on the council meeting signs it.

Ir. Samkharadze

President of ELSA Georgia

19.03.2009

Recognition of ELSA Georgia

RECOGNITION LETTERS

As it comes to our supporters, actually we possess great deal of aid from public as well as private sectors that are connected with juridical issues. Below you can see the list of them and there recognition letters will be provided for the upcoming ICM.

- 1) Tbilisi State University;
- 2) Kutaisi State University;
- 3) Batumi State University;
- 4) Gori State University,
- 5) Supreme Court of Georgia,
- 6) Constitutional Court of Georgia,
- 7) Tbilisi City Court,
- 8) Tbilisi City Hall,
- 9) Kutaisi City Hall,
- 10) Municipality of Gori
- 11) American Bar Association,
- 12) DLA Piper
- 13) Children and Youth National Center,
- 14) Academy for Peace and Development.

ANNEXES

Annex 1 – Final Accounts of ELSA International 2008/2009

Jean-Marc Lauwers, Treasurer 2008-2009

Balance

Assets	31/07/2009 EUR	31/07/2008 EUR	Liabilities	31/07/2009 EUR	31/07/2008 EUR
<i>Fixed Assets</i>			<i>Capital</i>		
Software + Fonts	1.532,75	0,00	<u>Opening Balances</u>		
Office Equipment	361,96	0,00	<u>01.08.08</u>	22.823,84	22.622,94
Total Fixed Assets	1.894,71	0,00	Retained Profit/Loss	0,00	0,00
			Profit/Loss	6.204,87	200,90
				29.028,71	22.823,84
<i>Current Assets</i>			<u>EDF Reserves</u>	20.123,40	16.655,73
<u>Debtors Control</u>			Profit EDF	-9.218,39	3.467,67
<u>Account</u>			Total EDF	10.905,01	20.123,40
Receivables to EDF	2.554,50	100,00	<u>Provision for bad debts</u>	4.000,00	4.000,00
Receivables from Members	28.894,15	9.420,02	Use of provision	-975,37	0,00
Accounts Receivable	34.873,84	10.415,29	Total Provisions	3.024,63	4.000,00
	66.322,49	19.935,31			
<u>Deposits and Cash</u>			Total Capital & Reserves	42.958,35	46.947,24
Bank Current Account	8.426,89	4.201,79			
General Savings Account	2.539,94	5.024,74	<i>Liabilities</i>		
EMC ² Current Account	67,01	5.484,58	<u>Creditors Control Account</u>		
Rent Deposit Bank Account	13.619,09	13.373,84	Accounts Payable (EDF)	2.553,35	912,00
Petty Cash	38,50	658,43	Credit Card	2.718,94	0,00
EDF Current Account	3.230,64	796,94	Accounts Payable	4.036,59	3.602,03
EDF Savings Account	7.728,83	10.000,00			
	35.650,90	39.540,32	<u>Deferred Revenue</u>	52.948,01	9.047,50
<u>Prepayments</u>	1.347,14	1.033,14			
			Total Liabilities	62.256,89	13.561,53
Total Current Assets	103.320,53	60.508,77			
			Total Capital & Liabilities	105.215,24	60.508,77
Total Assets	105.215,24	60.508,77			

Profit and Loss account

<i>General Income</i>	<i>31/07/2009</i>	<i>Budget Budva</i>	<i>Difference</i>
Non Project Related	88.174,52	91.383,83	-3.209,31
EMC ²	19.400,00	18.200,00	1.200,00
Synergy	47.540,00	47.480,00	60,00
Projects	1.626,96	0,00	1.626,96
<i>General Income total</i>	156.741,48	157.063,83	-322,35
<i>Expenditures</i>			
Non Project Related	114.487,25	119.778,37	-5.291,12
EMC ²	2.586,65	3.000,00	-413,35
Synergy	27.828,17	30.075,00	-2.246,83
Projects	5.634,54	4.210,46	1.424,08
Expenditures total	150.536,61	157.063,83	-6.527,22
<i>Profit / Loss</i>			
Non Project Related	-26.312,73	-28.394,54	2.081,81
EMC ²	16.813,35	15.200,00	1.613,35
Synergy	19.711,83	17.405,00	2.306,83
Projects	-4.007,58	-4.210,46	202,88
<i>Total</i>	6.204,87	0,00	6.204,87

Non-project related profit and loss

<i>General Income</i>	<i>31/07/2009</i>	<i>Budget Budva</i>	<i>Difference</i>
Externals	25.000,00	25.000,00	0,00
Membership Fee	18.005,98	18.000,00	5,98
Observership Administration Fee	50,00	50,00	0,00
ELSA ONLINE Fee	14.616,76	15.000,00	-383,24
Links Project	22.142,52	24.000,00	-1.857,48
Bank Interest	523,45	393,83	129,62
Grant Antti Husa	3.340,00	3.340,00	0,00
Provision for claims and bad debts	975,37	2.000,00	-1.024,63
Miscellaneous Income	417,27	600,00	-182,73
ELS	3.103,17	3.000,00	103,17
General Income total	88.174,52	91.383,83	-3.209,31
<i>Expenditures</i>			
The ELSA House:	35.410,04	36.604,60	-1.194,56
Rent	26.704,60	26.704,60	0,00
Heating	2.564,58	3.000,00	-435,42
Electricity	4.359,51	4.000,00	359,51
Water	887,28	400,00	487,28
Repairs	413,08	500,00	-86,92
Improvement of the house	480,99	2.000,00	-1.519,01
Office:	2.514,62	2.600,00	-85,38
Day to day office supplies	2.030,17	2.000,00	30,17
Upgrade Office facilities	484,45	600,00	-115,55
Communication:	4.466,45	3.700,00	766,45
Phone and Fax	3.167,60	2.000,00	1.167,60
Internet and E-mail	825,97	1.000,00	-174,03
Post	472,88	700,00	-227,12
ELSA ONLINE Admin.	22.014,97	19.400,00	2.614,97
Housing of Server	3.162,50	3.200,00	-37,50
ELSA ONLINE upgrades & maintenance	18.852,47	16.200,00	2.652,47

Bank Charges	239,84	250,00	-10,16
EDF contribution by EI	1.500,00	1.500,00	0,00
ICMs:	6.156,47	6.459,97	-303,50
Travel Autumn ICM	1.649,97	1.649,97	0,00
Accommodation Autumn ICM	310,00	310,00	0,00
Materials for ICM	421,12	800,00	-378,88
Travel Spring ICM	2.439,98	2.500,00	-60,02
Accommodation Spring ICM	805,00	700,00	105,00
Materials Spring ICM	530,40	500,00	30,40
Internal Meetings	2.049,74	2.000,00	49,74
Summer IPM	454,55		
Winter IPM	191,93		
ISM+IFM 2009	433,13		
IAAM	213,11		
IMWM	273,54		
IFP Conference	321,51		
USAM	161,97		
	11.394,26	9.700,00	1.694,26
Meetings with externals	2.260,80	2.000,00	260,80
Meetings within the Network	9.133,46	7.700,00	1.433,46
Allowance of the International Board	16.800,00	16.800,00	0,00
Representation	687,08	750,00	-62,92
Directors	1.146,46	2.000,00	-853,54
Director for Step	445,27		
Director for ITP	245,30		
Director for Advertisement	455,89		
Auditing:	2.626,23	2.800,00	-173,77
ICM Travels	542,75	750,00	-207,25

Auditing weekends	2.083,48	2.000,00	83,48
Miscellaneous	0,00	50,00	-50,00
Travels Antti Husa	3.319,10	3.340,00	-20,90
Travel Treasurer 07/08	333,80	333,80	0,00
Annual Report 2007/2008	724,95	650,00	74,95
Miscellaneous	1.361,50	1.500,00	-138,50
Marketing Budget	766,37	2.300,00	-1.533,63
Registering ELSA Logo	0,00	0,00	0,00
Write off bad debts	380,57	3.495,20	-3.114,63
EAC Grant claim	594,80	594,80	0,00
Contingency	0,00	3.000,00	-3.000,00
Expenditures total	114.487,25	119.778,37	-5.291,12
<i>Administrative Profit</i>	-26.312,73	-28.394,54	2.081,81

Synergy Profit and loss

<i>Synergy</i>	<i>31/07/2009</i>	<i>Budget Budva</i>	<i>Difference</i>
<i>Income Synergy</i>			
Synergy Magazine44	21.480,00	21.480,00	0,00
Synergy Magazine 45	26.060,00	26.000,00	60,00
General Income total	47.540,00	47.480,00	60,00

<i>Expenditures Synergy</i>			
<i>Synergy Magazine 43</i>			
<i>Mailing</i>	75	75,00	0,00
Synergy Magazine44	14.129,17	15.000,00	-870,83
Design, Printing	9.329,17		0,00
Distribution	4.800,00		0,00
Synergy Magazine 45	13.624,00	15.000,00	-1.376,00
Design, Printing	9.024,00		0,00
Distribution	4.600,00		0,00
Expenditures total	27.828,17	30.075,00	-2.246,83

Marketing Profit	19.711,83	17.405,00	2.306,83
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EMCC Profit and loss

<i>EMCC</i>	<i>31/07/2009</i>	<i>Budget Budva</i>	<i>Difference</i>
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<i>Income EMCC</i>			
EMC ² Advertising	3.200,00	2.000,00	1.200,00
EMC ² Registration	16.200,00	16.200,00	0,00
	19.400,00	18.200,00	1.200,00

<i>Expenditures EMCC</i>			
Administration	2.586,65	3.000,00	-413,35
	2.586,65	3.000,00	-413,35

<i>AA Profit</i>	16.813,35	15.200,00	1.613,35
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Projects

<i>Projects</i>	<i>31/07/2009</i>	<i>Budget Budva</i>
<i>Income Projects</i>		
TTTW	1.626,96	
<i>Project Income total</i>	1.626,96	0,00

<i>ExpendituresProjects</i>		
OYOP Board 09/10	258,08	
Mid evaluation OYOP Session	294,44	
TTTW	3232,97	
Winter IPM	410,05	
ICM Conference	200,00	
ROR EMCC	489,00	
IFP Conference	750,00	
<i>Expenditures total</i>	5.634,54	

<i>Projects Profit</i>	-4.007,58	-4.210,46
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EDF

Balance

EDF RESERVE

<i>Current Assets</i>	
<u>Deposits and Cash</u>	
Claim on the bank	
EDF Current Account	3.230,64
EDF Savings Account	7.728,83
	<u>10.959,47</u>
<u>Debtors control account</u>	
ELSA Bulgaria	25,00
ELSA Albania	14,00
ELSA Austria	47,50
ELSA Belgium	62,50
ELSA Croatia	50,00
ELSA Finland	25,00
ELSA Hungary	37,50
ELSA Italy	155,00
ELSA Kazakhstan	622,00
ELSA Lithuania	588,75
ELSA Norway	385,00
ELSA Slovakia	62,50
ELSA Switzerland	354,75
ELSA Turkey	125,00
	<u>2.554,50</u>
Total Current Assets	13.513,97

Total Assets	13.513,97
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<i>Capital & Liabilities</i>	
Opening Balance	20.123,40
Profit EDF	-9.218,39
Total EDF	10.905,01

<i>Liabilities</i>	
-	
<u>Creditors Control Account</u>	
Pending EDF	2.553,35
Accounts Payable (EDF)	0,00
Total Liabilities	2.553,35

Total Liabilities	13.458,36
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EDF

Profit and loss

<i>Income EDF</i>	
Bank Interest	
ELSA Bulgaria	25,00
ELSA international	1.500,00
ELSA Albania	14,00
ELSA Austria	47,50
ELSA Finland	25,00
ELSA Hungary	37,50
ELSA Croatia	50,00
ELSA Italy	155,00
ELSA Belgium	62,50
ELSA Lithuania	588,75
ELSA Norway	385,00
ELSA Slovakia	62,50
ELSA Turkey	125,00
ELSA Switzerland	354,75
ELSA Germany	2.646,05
ELSA Sweden	340,08
ELSA Czech Republic	192,90
ELSA The Netherlands	72,91
ELSA Estonia	38,35
	6.722,79

<i>Expenditure EDF</i>	
Bank Fees	
EDF Project Support	7.708,27
EDF Training support	3.134,91
EDF Network Support	5.098,00
	15.941,18

<i>EDF Loss</i>	-9.218,39
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Members Debtors Control Account

National Group	Debts on 01.08.2008	Members hip Fee 08/09	ELSA ONLINE Fee 2008	Membershi p Fee 09/10	Paid in 08/09	Debt on 31.07.2009
ELSA Albania	0,00	0,00	48,96	50,00	0,00	98,96
ELSA Austria*	1.534,80	468,62	382,83	495,65	1.391,25	1.490,65
ELSA Belgium	0,00			596,30	0,00	596,30
ELSA Bosnia Herzegovina	0,00	0,00	0,00	50,00	0,00	50,00
ELSA Bulgaria*	2.205,78	66,82	55,92	50,00	0,00	2.400,96
ELSA Czech Republic				385,51		385,51
ELSA Denmark		235,42		246,20		246,20
ELSA Estonia				90,51		90,51
ELSA Finland				355,70		355,70
ELSA France	3.440,60	551,96	180,24	50,00	0,00	4.222,80
ELSA Germany				4.882,35		4.882,35
ELSA Greece				230,55		230,55
ELSA Georgia	0,00	0,00	46,01	50,00	0,00	96,01
ELSA Hungary				353,89		353,89
ELSA Iceland	392,79	122,89	96,17	124,51	0,00	736,36
ELSA Italy				1.653,77		1.653,77
ELSA Kazakhstan	343,51	193,26	165,57	214,47	0,00	916,81
ELSA Latvia	915,58	76,23	127,91	82,83	0,00	1.202,55
ELSA Lithuania				250,63		250,63
ELSA Malta				95,74		95,74
ELSA Montenegro				70,30		70,30
ELSA Norway				471,76		471,76
ELSA Poland				1.220,59		1.220,59
ELSA Portugal				563,77		563,77
ELSA Rep. of Macedonia	0,00	63,08	52,18	67,59	0,00	182,85
ELSA Romania				436,30		436,30
ELSA Russian Federation	288,79	423,10	363,05	470,24	100,00	1.445,18
ELSA Serbia				353,74		353,74
ELSA Slovak Republic				439,12		439,12
ELSA Slovenia				204,97		204,97
ELSA Spain				333,08		333,08
ELSA Sweden				725,51		725,51
ELSA Switzerland				1.021,87		1.021,87
ELSA The Netherlands				750,53		750,53
ELSA Turkey				224,90		224,90
ELSA Ukraine				192,39		192,39
TOTAL						28.894,15

Deferred Revenue

<i>Deferred Revenu</i>	
ELS Contributions 2009/2010	1.500,00
Links	15.738,00
Synergy 46 Autumn 2009	16.280,00
Synergy 47 Spring 2010	1.080,00
Membership Fee 2009/2010	18.000,01
Observership Fee 2009/2010	350,00
Total	52.948,01

Annex 2 – The Auditors Report for the Final Accounts 2008/2009**Auditing report –Final Accounts 2008 / 2009**

Dalyan, 18th of September 2009

We, Gokhan Gunes and Filippo Siciliano, Auditors of ELSA-International for the operational year 2008-2009, have audited the financial papers presented to us by Jean-Marc Lauwers, Treasurer of ELSA-International. We have been to Brussels from the 27th to the 30th of August in the ELSA International Office in Brussels.

In Particular we had an overview about the bank statements, claim forms, invoices, sent ones and received ones and VISA forms. In addition we checked bank statements with the bookkeeping materials and made sure everything matches. For sure the audit included as well the ELSA Development Fund.

As the interim audit period has taken place before the 31st of January. We have started the final auditing from the 23rd of January 2009.

1 – General assessment of the quality concerning the financial management

The preparations for the audit weekend was extremely good. The documents required for performing the final audit were ready, we noticed once again they were available for exercising the audit and stored in good condition. It was possible to come along with the folders without any help from the treasurer however the treasurer was always ready to assist us in the office during the audit weekend able to remember approximately every single transaction.

There were no receipts missing. We noticed that our suggestion for self created receipts for the conditions in which getting receipts or invoices were not possible, was followed remaining as an exception. Although there have been still some claim forms filled, in an insufficient way, cause the reason of the expenditures were not clear enough. So we needed more clarification by the treasurer.

There were a lot of improvements on the claim forms which shows that our most suggestions were followed up by the treasurer of EI. For instance, treasurer's handwriting was better and more readable. Claim forms were filled sufficiently, reasons for the expenditures were noted properly with only a few exceptions and exchange rates were printed from internet and attached to the relevant forms which are in foreign currency rather than Euros. In addition the treasurer made copies of all receipts so for bookkeeping reasons they will be readable in the future.

We still feel that, it will be more practical if treasurer marks the paid invoices of outgoing folder. It can be easier for the auditors to differ and understand which credits of EI were collected by the time while going through the said folder.

2 – Bookkeeping

In terms of bookkeeping, we have not encountered any irregularities. The bookkeeping was done on time and was complete.

We have seen no mismatched bookings. Our suggestion for bookkeeping records to be matched exactly with the posting dates on the bank statements was mostly followed up but we still think that this is a very important issue and needs to be improved more.

Also usage of the book keeping software in the office became more efficient and practical.

To have exact record corresponding to the bank statements creates the possibility to audit the accounts within a short period of time and make the audit more and more efficient.

Accounting and Bookkeeping were done by observing the convention of continuity, transparency, clarity and integrity. We found an adequate and orderly accounting.

3 – Overall financial situation

The financial situation at the moment is a satisfactory one. The expenditures total in the approved budget of Budva ICM was € 157.063,83 EUR as well as the income total. In the real situation the expenditures total was occurred as € 150.536,61 EUR and the income total was € 156.741,48 EUR. However the income goal could not be achieved with only a small difference, the expenditure total was less than the estimation in Budva. This creates a plus € 6.204,87. This money shall be used for creating more reserves

On the other hand we had to notify, that there are a lot of receivables towards ELSA International. The total amount is 66.322,49 €. We hope that most of the countries owing money to ELSA International will pay in time. The disappointing thing is that even strong groups can't manage to pay their debts towards EI just in time.

By doing so the financial situation of EI could be better or even excellent.

We saw that there was a telephone bill we found extremely high with an amount of round about 500 €. Even if the costs could be clarified by the treasurer this has to be changed.

Due to extraordinary communication costs the budget for communication was overran by 1.000 €. We gave some advises to cut down communication costs for the future and hope the next IB will work on this.

A part from that the treasurer was very strict on the expenditures, we would like to inform dear council about some board decisions taken at the board members' discretion. Before we list these items, we have to add that we are not in the position of criticizing the board decisions. We just feel that internal regulations of EI should be clearer about the usage of the budget of EI.

The first board decision was about paying Antti Husa's over speeding fine from the budget as he has taken this fine with a rental car which was arranged for an EI job and the fine was taken on the way to this job. The second decision was about purchasing one flight ticket for each board member from the budget for allowing them to go to their home countries for the winter break.

The other one was an immunisation for the VP AA before his trip to the final oral round of the EMC².

In all of these cases, as we said it's not up to us to decide upon the accordance with the ELSA statutes etc. But there is a need for a clear guideline the IB should develop in the beginning of the operational year. We want to state that there is no need for a council decision but the IB should have a guideline in the beginning of the year.

It's essentially to have a clear regulation on costs covered by the IB and costs covered by the members themselves.

In addition we proposed to have an insurance for the IB members to cover special damages occurred in exercising their tasks.

4 – EDF

We noticed that the folders and documents in terms of EDF were well kept. Also the treasurer has followed our suggestion on invoicing ELSA Kazakhstan for the over payment. We have to stress that this money was not yet paid back to EI.

We have to emphasize that the efforts made in the past to overcome the lack of knowledge and possibilities of applying for the EDF have been fruitful.

As you can see in the final balance the EDF made a loss of 9.218.39 because of the numerous approvals.

Conclusion

To come to a conclusion we can give a positive recommendation to the council to approve the final accounts 08-09. We are satisfied with the efforts and work carried out by the treasurer. Materials are well stored. Bookkeeping is accurate. In the operational year 08-09 the financial management of the association has been on a very high level. With this efforts made, the treasurer set an excellent fundament for the next IB by creating a profit and treating the bookkeeping with the needed caution.

Nevertheless there is still some space for improvements. That's why we give some suggestions which we hope the treasurer of the operational year 09-10 will follow.

We recommend the council to approve the final accounts 08-09.

Best regards to the council,



Filippo Siciliano



Gokhan Gunes

Annex 3 – Proposed Revision of the Budget of ELSA International 2009/2010**General Budget**

All amounts are in Euro (€)

General Income	Budget Budva	Budget 09/10	Budget Sinaia
Not project	91.383,83	79.100,00	79.760,00
EMC ²	18.200,00	18.000,00	18.000,00
Synergy	47.480,00	45.000,00	42.540,00
Projects	0,00	0,00	0,00
General Income total	157.063,83	142.100,00	140.300,00

Expenditures			
Not project	119.778,37	105.600,00	103.300,00
EMC ²	3.000,00	3.000,00	3.500,00
Synergy	30.075,00	30.000,00	30.000,00
Projects	4.210,46	3.500,00	3.500,00
Expenditures total	157.063,83	142.100,00	140.300,00

Profit / Loss			
Not project	-28.394,54	-26.500,00	-23.540,00
EMC ²	15.200,00	15.000,00	14.500,00
Synergy	17.405,00	15.000,00	12.540,00
Projects	-4.210,46	-3.500,00	-3.500,00
Total profit/loss	0,00	0,00	0,00

Side Budgets – Not project related

General Income	Revision Budva	Budget 09/10	Budget Sinaia
Externals	25.000,00	25.000,00	20.000,00
Membership Fee	18.000,00	18.000,00	18.000,00
Observership Administration Fee	50,00	300,00	350,00
ELSA ONLINE Fee	15.000,00	15.000,00	15.000,00
Links Project	24.000,00	15.000,00	20.000,00
Bank Interest	393,83	200,00	200,00
Grant Antti Husa	3.340,00	0,00	0,00
Provision for claims and bad debts	2.000,00	2.000,00	2.000,00
Miscellaneous Income	600,00	600,00	610,00
ELS	3.000,00	3.000,00	3.600,00
General Income total	91.389,83	79.100,00	79.760,00

Expenditures	Revision Budva	Budget 09/10	Budget Sinaia
The ELSA House:	36.604,60	37.800,00	36.500,00
- Rent	26.704,00	28.000,00	28.000,00
- Heating	3.000,00	3.000,00	2.200,00
- Electricity	4.000,00	3.900,00	3.900,00
- Water	400,00	400,00	400,00
- Repairs	500,00	500,00	500,00
- Improvement of the house	2.000,00	2.000,00	1.500,00
Office:	2.600,00	2.600,00	2.600,00
- Day to day office supplies	2.000,00	2.000,00	2.000,00
- Upgrade Office facilities	600,00	600,00	600,00
Communication:	3.700,00	3.400,00	3.200,00
- Phone and Fax	2.000,00	2.000,00	2.000,00

- Internet and E-mail	1.000,00	700,00	700,00
- Post	700,00	700,00	500,00
ELSA ONLINE Admin.	19.400,00	17.500,00	17.000,00
- Housing of Server	3.200,00	2.500,00	2.000,00
- ELSA ONLINE maintenance	16.200,00	15.000,00	15.000,00
Bank Charges	250,00	250,00	250,00
EDF contribution by EI	1.500,00	1.500,00	1.200,00
ICMs:	6.459,97	5.400,00	5.400,00
- Travel Autumn ICM	1.649,97	2.000,00	2.000,00
- Accommodation Autumn ICM	310,00	200,00	200,00
- Materials for ICM	800,00	500,00	500,00
- Travel Spring ICM	2.500,00	2.000,00	2.000,00
- Accommodation Spring ICM	700,00	200,00	200,00
- Materials for ICM	500,00	500,00	500,00
Internal Meetings	2.000,00	2.000,00	2.000,00
Travels:	9.700,00	7.500,00	8.000,00
- Meetings with externals	2.000,00	1.500,00	1.500,00
- Meetings within the Network	7.700,00	6.000,00	6.500,00
Allowance International Board	16.800,00	16.800,00	16.800,00
Representation	750,00	500,00	500,00
Directors	2.000,00	2.000,00	1.500,00

Auditing:	2.800,00	1.500,00	1.500,00
- ICM Travels	750,00	750,00	750,00
- Auditing weekends	2.000,00	700,00	700,00
- Miscellaneous	50,00	50,00	50,00
Travels Antti Husa	3.340,00	0,00	0,00
Travel Treasurer 07/08	333,80	0,00	0,00
Annual Report 2007/2008	650,00	350,00	350,00
Miscellaneous	1.500,00	1.000,00	1.000,00
Marketing Budget	2.300,00	500,00	500,00
Write off bad debts	3.495,20	2.000,00	2.000,00
EAC Grant claim	594,80	0,00	0,00
Contingency	3.000,00	3.000,00	3.000,00
Expenditures total	119.778,37	105.600,00	103.300,00
Administrative Profit	-28.394,54	-26.500,00	-23.540,00

EMCC	Budget Budva	Budget 09/10	Budget Sinaia
Income EMCC			
EMC ² Advertising	2.000,00	2.000,00	2.000,00
EMC ² Registration	16.200,00	16.000,00	16.000,00
Income total	18.200,00	18.000,00	18.000,00
Expenditures EMCC			
Administration	3.000,00	3.000,00	3.500,00
Expenditures total	3.000,00	3.000,00	3.500,00
AA Profit	15.200,00	15.000,00	14.500,00

Synergy	Budget Budva	Budget 09/10	Budget Sinaia
Income Synergy			
Synergy 1st Edition	21.480,00	22.500,00	20.040,00
Synergy 2nd Edition	26.000,00	22.500,00	22.500,00
General Income total	47.480,00	45.000,00	42.540,00
Expenditures Synergy			
Synergy 1st Edition	15.075,00	15.000,00	15.000,00
Synergy 2nd Edition	15.000,00	15.000,00	15.000,00
Expenditures total	30.075,00	30.000,00	30.000,00
Marketing Profit	17.405,00	15.000,00	12.540,00

Annex 4 – Statutes of the ELSA Development Foundation

On 25th of October 2009 ELSA International signed the Statutes of the ELSA Development Foundation. Here follows the English translation of the official Dutch Statutes.

ESTABLISHMENT OF A PRIVATE FOUNDATION

PART I - ARTICLES OF ASSOCIATION

TITLE I: NAME - REGISTERED OFFICE – TERM**Article 1. Name**

The Foundation shall be named "ELSA Development Foundation". Any instrument, invoice, notice, publication or other document originating from the Foundation shall refer to the name of the Foundation, immediately followed or preceded by the term “fondation privée” (“private foundation”) and the address of the Foundation’s registered office.

Article 2. Registered office

The Foundation’s registered office shall be located at 239, Boulevard General Jacques, 1050 Brussels.

The registered office may be transferred to any other location within the country of Belgium merely by resolution of the board of directors. That board shall ensure compliance with the applicable statutory provisions regarding the languages used and shall attend to the formalities of publication in the Annexes du Moniteur Belge (Appendices of the Belgian Official Gazette) required following a change to the registered office.

Article 3. Term

The Foundation shall be established for an indefinite term.

Article 4. Honourable members

The Foundation is established with the support of Emmanuel Charles Reynaerts who is to be assigned Honourable President of the Foundation.

Honourable members of the Foundation are to be invited to the International Council Meetings of ELSA in accordance with the Statutes and Standing Orders of ELSA article 11.2.

TITLE 2: OBJECT – ACTIVITIES**Article 5. Object – Activities**

The Foundation’s has been established to achieve the following goal:

1. The ELSA Development Foundation, hereinafter called the "Foundation", is an establishment of The European Law Students' Association (ELSA). The aim of the Foundation is to support National Groups of ELSA, Local Groups of ELSA and ELSA as regulated by the Council Meeting Decision Book of the European Law Students' Association.
2. The Foundation may not engage in any undertaking such as to expose the Foundation to a commercial risk.
3. It is not one of the Foundation's objects to engage in a business or in transactions for gain
4. The activities used to achieve the goals of the foundation are:

The financial support of one or more groups or of one or more persons after an application regulated by the Council Meeting Decision Book of ELSA;

The administration and collecting of the contribution of ELSA and its national groups as regulated by the "Council Meeting Decision Book" of ELSA;

The organisation of fundraising activities or activities who aim to increase the capital of the Foundation;

The organisation of activities to promote the foundation and its purpose.

TITLE 3: ESTABLISHMENT – MANAGEMENT

Article 6. Identification of the Founder

The Foundation's Founder is ELSA, the European Law Students' Association, 239, Boulevard General Jacques, 1050 Brussels, Belgium, Register no 478272059, registered in Netherlands and recognised in Belgium

Article 7. Board of directors – Composition and powers

The Foundation shall be managed by a board of directors consisting of all the members of the International Board of ELSA. The board of directors shall be appointed by the founder at the moment of the foundation. The board of Directors shall elect a chairman as the main responsible person for the foundation at the beginning of its term.

Article 8. Appointment and term of office

At the end of their term the board of directors shall appoint a new board of directors, which shall be appointed for a term of office of one year. The directors can only be appointed after a positive recommendation of the Council of ELSA.

In the event of a vacancy on the board, the remaining directors shall appoint a new director. The director shall be appointed until the end of the term of office of the director the new director is replacing.

Article 9. Liability

The Foundation shall be liable for any wrongful acts attributable to its employees or bodies. The directors and the person(s) responsible for day-to-day management shall not incur, in such capacity, any personal liability with respect to the Foundation's commitments or liabilities. Such persons' liability shall

be limited to the performance of the office with which they have been invested and to any wrongful acts committed within the context of their own management acts.

Article 10. Meetings of the board of directors

The board of directors shall be convened at the request of any one or more of its directors and shall meet no less than once a year.

Notices of meeting shall be sent to the directors no less than one day prior to the relevant meeting, save in the event of extreme urgency, the reasons for which shall be stated in the minutes of the meeting.

Such notices shall specify the agenda, date, place and time of the meeting and shall be sent by post, fax, electronic mail or any other written means.

Notice shall be deemed to have been given at the time of their dispatch.

Where all directors are present or duly represented, no proof of prior notice shall be required.

Meetings shall be held at the Foundation's registered office or the address stated in the notice of the meeting.

Meetings of the board of directors shall also be valid if conducted through conference call or videoconference.

They shall be chaired by the chairman of the board of directors or, in the latter's absence or where that position is vacant, by the eldest present director.

Article 11. Adoption of resolutions – Representation of absent members

11.1 The board of directors may only validly decide and adopt resolutions where the majority of its members are present or represented.

In the event that a valid quorum is not present, a new meeting may be convened that may validly decide on items stated on the agenda of the preceding meeting provided that no less than two directors are present or represented.

Each director may, by post, fax, electronic mail or any other written means grant a proxy to another director for the purposes of being represented at a meeting of the board of directors.

One director may represent more than one other director and vote on behalf of both himself and each of the other directors. However, it is always necessary for no less than two directors to be present.

11.2 Resolutions of the board of directors shall be adopted by a simple majority of the votes present or represented. Each member shall have one vote. Where, during a meeting of the board with a valid quorum, one or more directors present or represented abstain from voting, resolutions shall be validly adopted by a majority of the votes of the other directors present or represented.

In the event of a tie, the chairman shall have a casting vote.

11.3 In exceptional circumstances duly justified on the grounds of the urgency of the situation and the interests of the Foundation, resolutions of the board of directors may be adopted by the consent of the directors expressed in writing. The date of such resolutions shall be the date of the signature of the relevant document by the last director.

Article 12. Conflict of interest

Where a director has, whether directly or indirectly, a conflicting interest arising from his personal assets in a resolution or transaction to be voted on by the board of directors, he shall inform the other directors thereof prior to the transacting of the relevant business by the board of directors. His declaration, as well as the reasons substantiating the conflicting interest held by the relevant director, shall be included in the minutes of the meeting of the board of directors voting on the relevant resolution. Such director shall also inform the auditor thereof.

The relevant director may take part in the discussions and the vote of the board of directors pertaining to such transactions or resolutions.

Article 13. Internal management

13.1 General provisions

The board of directors shall have the power to carry out all acts that are necessary for or conducive to the achievement of the Foundation's aim, subject to the applicable statutory provisions, the provisions of the articles of association and the foundation's object.

The board of directors may agree to distribute the tasks amongst the directors. Such division shall not be binding on third parties, even if it is published.

13.2 Language

The official language of the Foundation shall be English.

13.3 Day-to-day management

The board of directors may entrust the day-to-day management of the foundation to one or more persons, who may be members of the board of directors or third parties. Such person(s) shall act individually, joint or as a body as the board of directors may decide.

The board of directors may, where appropriate, restrict the capacity of such person(s) for purposes of representation.

Such restrictions shall not be binding on third parties, even where they are published.

The person responsible for day-to-day management shall be referred to as the "General Director" or the "General Manager" according to whether or not such person is a member of the board of directors.

13.4 Delegation of powers

The board of directors and the person(s) responsible for day-to-day management may delegate special and specific powers to one or more persons of their choice.

Representatives of the board shall bind the Foundation within the scope of the powers devolved upon them, without prejudice to any liability of the principal in the event that the authority granted is undue or unlawful.

Article 14. Representation vis-à-vis third parties

The board of directors as a body shall represent the Foundation in all its judicial and extrajudicial acts and deeds.

Without prejudice to the power of representation of the board of directors, the Foundation shall be duly represented with respect to third parties, including public officers, by two directors acting jointly or by a delegate managing director, acting individually.

Solely in matters concerning day-to-day management, the Foundation shall also be validly represented by the person responsible for day-to-day management.

Furthermore, the Foundation may be validly represented by special representatives, solely within the scope of the powers conferred upon them.

Article 15. Minutes

Resolutions of the board of directors shall be recorded in the minutes of the meetings signed by the majority of the members present or represented. Such minutes shall be recorded or bound in a special register.

Any proxies, as well as any other written communications, should be appended thereto.

Copies or extracts of the minutes, required to be produced before a court or for other purposes, shall be signed by a director.

Upon written demand each member of The European Law Students' Association shall be presented with a copy of the minutes of the meeting he/she or the organisation member group he/she represents has been involved in.

TITLE 4 – AUDITING OF THE FOUNDATION

Article 16. Auditors – Appointment

The foundation shall appoint one or more internal auditors to be responsible for auditing its financial position, annual accounts and the compliance of transactions to be recorded in the annual accounts with the provisions of the Belgian 1921 Act. Auditors shall be appointed by the board, after positive recommendation of the council of ELSA, for a term of office of one year. The auditors may only be removed from office by the board of directors during such term of office on the statutory grounds.

TITLE 5: ACCOUNTING YEAR – ANNUAL ACCOUNTS

Article 17. Accounting year – Annual accounts

The accounting year shall commence on the first of August in each calendar year and shall finish on the thirty-first of July the following year.

Each year, and no later than six months after the closing date of the relevant accounting year, the board of directors shall draw up the final annual accounts pursuant to the applicable statutory provisions, shall approve those accounts, and shall draw up a budget for the following year. The Board of directors can approve neither the accounts nor the budget, without the positive recommendation of the Council of ELSA.

The accounts shall be kept in accordance with the applicable statutory provisions.

Article 18. Indexation

The expenditure of the foundation will be limited to 94% of the yearly income on capital and 94% of the yearly contributions. The profit at the end of the financial year will be added to the capital.

TITLE 6: AMENDMENTS TO THE ARTICLES OF ASSOCIATION**Article 19. Amendments to the articles of association**

The articles of association may be amended by a unanimous resolution adopted by all members of the Board of Directors. The Board of Directors may only make Changes on the Statutes of the Foundation after the positive recommendation of the Council of ELSA.

TITLE 7: DISSOLUTION – LIQUIDATION**Article 20. General Provisions**

Pursuant to an application filed by the persons designated for such purpose in the Belgian Associations and Foundations Act, the Founder or any of his successors-in-title, the court of first instance of the district in which the Foundation's registered office is located may order the dissolution of the Foundation in the circumstances provided for in the Belgian Associations and Foundations Act.

Article 21. Liquidation

Upon a decision to dissolve the Foundation, the net assets and the property of the Foundation shall be delivered to **ELSA, The European Law Students' Association**, 239, Boulevard General Jacques, 1050 Brussels, Belgium, Register no. 478272059, registered in Netherlands and recognised in Belgium.

The foundation shall not be liable to the founder for any capital gain yielded by the contributions previously made by the founder.

PART II: CONTRIBUTIONS – OPERATING RESOURCES

In order to enable the Foundation to start its activities at once, the Founder hereby contributes an amount of five thousand Euros (EUR 5,000).

With a view to fulfilling the private foundation's purpose, the Founder undertakes to provide the private foundation with adequate operating resources.

For tax purposes

The founder hereby represents that his residence for tax purposes is in Brussels. The foundation shall have its registered office in the Brussels-Capital Region and accordingly that Region's Code d'Enregistrement (Registration Code) shall apply.

PART III: LEGAL PERSONALITY – TRANSITIONAL PROVISIONS

The Foundation shall acquire legal personality as of the date on which its articles of association and the documents relating to the appointment of the directors are filed on behalf of the Foundation at the registry of the competent commercial court.

The first financial year shall start on the date hereof and shall come to an end on the thirty-first of July two thousand and ten.

PART IV: APPOINTMENTS***1. Appointment of directors***

The Founder hereby appoints as directors for a term of office:

- mister **Leonoid Chernyavskiy**, living in 5 Simferopolskoye shosse str. Apt.8, Feodosiya, Crimea, Ukraine
- mister **Timo Kalervo Kortesoja** living in Kortesojantie 65, 62200 Kauhava, Finland
- mister **Peter Christian Binau-Hansen**, living in Fyensgade 4 2.tv, 2200 Copenhagen, Denmark.
- miss **Frida Magdalena Orring** living in Svartmangatan 21, 11129 Stockholm, Sweden
- miss **Amanda Magdalena Bertilsdotter Nilsson** living in Dalslandsgade 8 E 809, 2300 Copenhagen, Denmark
- miss **Eeva-Sofia Anneli Kallio** living in Pasuunakuja 1 B 17, 00420 Helsinki, Finland
- mister **Mirko Djukovic** living in A. Paltasix 44, 81 000 Podgorica, Montenegro

They shall not be remunerated for holding such offices.

2. Appointment of the directors

The appointment of the above-named directors shall take effect on the date on which the Foundation acquires legal personality.

PART V: PRE-INCORPORATION UNDERTAKINGS IN THE NAME OF THE PRIVATE FOUNDATION

The founder hereby represents that the Private Foundation shall assume, pursuant to Article 29(3) of the Belgian Associations and Foundations Act, the undertakings made on behalf of the private foundation prior to its incorporation.

Such undertakings shall only be assumed as of the date on which the private foundation acquires legal personality. Undertakings made during the intermediate period (i.e. between the date hereof and the date on which the Foundation acquires legal personality) shall also be subject to the provisions of Article 29(3) of the Belgian Associations and Foundations Act and shall, once the Foundation has acquired legal personality, be assumed by the Foundation within the six-month period following the date on which the Foundation acquired legal personality.

PART VI: SPECIAL AUTHORITY

The Founder hereby resolves to grant full powers to mister Emmanuel Reynaerts, living in 1547 Bever, Commijn, 38, as well as to his employees, operatives and representatives, with a right of substitution, in order to complete the formalities at the Companies Register (Registre des Personnes Morales) as well as at a Company Formalities Office (Guichet d'Entreprise) for the purpose of registering/amending data in the Central Companies Databank (Banque Carrefour des Entreprises).

PART VII: CLOSING PROVISIONS

Certification by the Notary

After having carried out the relevant checks, the Notary hereby certifies compliance with Title II of the Belgian Associations and Foundations Act.

Information and advice provided by the Notary

The Founder hereby represents that:

- the Notary has fully informed him about his rights, and the obligations and liabilities incumbent on him that arise from the legal instrument to which he is a party; and
- the Notary gave him fully impartial advice.

Reading

The Founder hereby represents that he was provided with a draft of this instrument in a timely manner.

This deed was read out in full as regards the information referred to in Article 12(1) and (2) of the Organic Law governing Notaries (Loi Organique Notariat) and the amendments made to the draft of the instrument that was provided prior to the date hereof.

The Notary clarified all provisions of the instrument.

TAX ON INSTRUMENTS (DROIT D'ECRITURE)

The tax on instruments amounts to fifty euros (EUR 50,00).

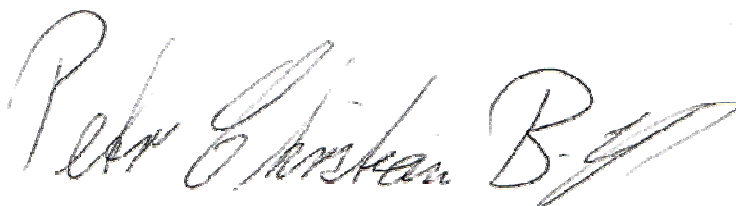
DULY ENACTED

Drawn up and executed on the date and at the place specified above.

After a partial reading of the instrument, clarified by the Notary, the Founder and the undersigned Notary, Partner in a firm of Notaries, signed this instrument.

Goedgekeurd de
doorhaling van:
- aantal lijnen:
- aantal woorden:
- aantal letters:
- aantal cijfers:

PCB

A handwritten signature in black ink, appearing to read "Peter Christian B. J." with a stylized flourish at the end.

Annex 5 – 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 _____ 2009

Timo Kortesoja

Secretary General

ELSA International

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 you 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 6 – Draft International President's 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
ELSA International

Head of the OC

Annex I to the IPM Host Agreement for the ____ International Presidents' Meeting ____**List of Logistical Requirements for International Presidents' Meeting****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