## LV INTERNATIONAL COUNCIL MEETING

### WORKING MATERIALS BUDVA

29TH MARCH - 5TH APRIL 2009



Corporate Partner of ELSA International

CMS

The alliance of major European law firms

Auditing Partner of ELSA International

Deloitte.



The European Law Students' Association

### **GENERAL INFORMATION**

### **FOREWORD**

Dear ICM-participant,

The ELSA-year has once again arrived at its definite peak-point – the Spring International Council Meeting. The International Board of ELSA as well as ELSA-activists in 36 countries is eagerly waiting for this event that will take place in beautiful coast-village called Budva on the Montenegrin coast. This ICM will be the 55<sup>th</sup> International Council Meeting of ELSA and for our board it will be the second during our term in office.

The term in office 2008/2009 of the International Board has been full of challenges, surprises, moments of joy and moments of success as well as continuous hard work for our board. After a very challenging start we have managed to get our ELSA-train on the right track and we hope that this association is heading toward the strategic goals that the ELSA-network set for the network one year ago in Lisbon.

This ICM will be full of interesting proposals and discussions concerning the future of our association. We hope that every participant of the upcoming ICM will read this package thoroughly and arrive to Budva with well-prepared delegations. If you have difficulties with understanding any particular parts of the agenda, we are always more than happy to help in order to clarify the agenda.

The International Board would like to thank everyone that contributed to this ICM-package with proposals, input papers or general inputs concerning this ICM agenda. We would also like to thank Mirko and the organising committee of this ICM for their patient and professional work with organising the logistics of the event. It has been a pleasure to co-operate with you.

We all look forward to this ICM with great excitement and are positive that this ICM will be an unforgettable experience for all participants. Be well prepared, be ready to speak, be ready to take big decisions and most of all – be ready to have the time of your life!

On behalf of the International Board 2008/2009,

Antti Husa 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;
- ✓ Read the Statutes and Standing Orders of ELSA International carefully;
- ✓ Read and bring with you a copy of the latest (26<sup>th</sup>) edition of the Decision Book;
- ✓ Bring your Marketing Materials so you can promote your events and show off at the Marketing Workshop
- ✓ Bring the One Year Operational Plan of ELSA International.

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

- ✓ Check out the ICM Website at <a href="http://www.icmbudva.org/">http://www.icmbudva.org/</a> and make sure you have taken note of all the Organising Committee's instructions.
- ✓ Make travel arrangements to be in Budva in time for the opening of the ICM at 14:30 on Sunday 29<sup>th</sup> of March;
- ✓ Bring smart clothes for the Plenary and Gala Ball;
- ✓ Rehearse your performance for the ELSA VISION CONTEST!

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

- ✓ Decide to be a Workshop secretary;
- ✓ Consider being a Plenary secretary;
- ✓ Consider hosting the ICM in Autumn 2010;
- ✓ Consider hosting the IPM Winter 2010;
- ✓ Consider running for the International Board 2009/2010.

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

- ✓ Bring your NATIONAL DRINKS!
- ✓ Open attitude and smiling face

### **DEADLINE FOR NOMINATIONS FOR:**

INTERNATIONAL BOARD 2009/2010,
TWO AUDITORS AND VICE-AUDITOR OF ELSA INTERNATIONAL 2009/2010,
COUNCIL GUESTS ICM AUTUMN 2009,
COUNCIL MEETING HOST AUTUMN 2010,
INTERNATIONAL PRESIDENTS' MEETING HOST WINTER 2010

IS MONDAY, 30<sup>TH</sup> MARCH AT 23:59

### 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 for the International Board, Members and Observers of ELSA. A Council decision can only be overturned by a subsequent Council decision.

### What is a workshop?

The workshops are for debate and discussion to allow more expedient decision-making in the plenary. In each ICM there are 7 workshops: one for each operational area of ELSA. 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 S&C officers.

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

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

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

*Financial Management* (FM) – supervised by Treasurer of ELSA International and attended by financial management officers.

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

### What is a Workshop officer?

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

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

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

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

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

### What is a Council Meeting officer?

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

### What is the role of the Chair?

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

### What is the role of the Secretaries?

The role of the secretaries in the Council Meeting is to take the minutes of the meeting. The Secretaries are responsible to the Secretary General of the International Board, and should always refer to him or her if there are any questions or difficulties in fulfilling his/her tasks.

### 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 <u>or</u> has not submitted the State of the Network Inquiry (**SOTN Inquiry**) to ELSA International in due time.

Please address all financial enquiries concerning debts to the Treasurer of ELSA International in due time to the ICM at <a href="mailto:treasurer@elsa.org">treasurer@elsa.org</a>.

All SOTN Inquiries must be thoroughly filled out and submitted in one document with annexes to the Secretary General of ELSA International at <a href="mailto:secgen@elsa.org">secgen@elsa.org</a>. Please e-mail the SOTN Inquiries not later than 7 (seven) days before the ICM in order to secure your voting rights (see IM-section of Decision Book for further information about SotN and possible suspension of voting rights).

### 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 or you have a binding payment-agreement with ELSA International. Please make sure the Secretary General of ELSA International has received the SotN Inquiries of your National Group and confirm the debt situation with the Treasurer of ELSA International prior to the ICM. Secretary General and Treasurer will be solving these things in front of the plenary hall starting 90 minutes before the opening plenary.
- (ii) You have delivered the letter of authorisation to the Secretary General of ELSA International. Please complete the letter of authorisation that was sent to all National Boards together with the ICM-package. If you didn't receive your Letter of Authorisation, please contact the Secretary General of ELSA International well in advance before the Council Meeting.

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 (maximum of 3 delegates);
- ☐ 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 beginning 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. Secretary General and Treasurer of ELSA International will be solving these things in front of the plenary hall starting 90 minutes before the opening plenary.

### **Reporting Time**

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

- Delegates are on time, especially in the morning (in case, wake them up);
- □ Delegates are informed about all practicalities as well as procedural issues concerning the Council Meeting;
- Delegates are summoned to discuss important issues raised in the workshops and in the plenary after each day of workshops during the reporting time.

After the daily Workshop session is over, the National Groups will be granted reporting time (on every workshop day after evening session from 19:00 to 20:00 except on Tuesday). 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 years of ELSA a tradition called the ELSA Vision Contest has been introduced. ELSA Vision Contest takes place on Wednesday evening during ICM. Please be ready to prepare an act or/and a singing and dancing performance — represent your National Group in a glamorous and funny way. The International Board of ELSA will be the jury for the event.

If you need OC to prepare some special arrangements for you for the Vision Competition (music, instruments etc.), please contact head of the OC at icmbudva@elsa.org.

### 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 host for the International Council Meeting Autumn 2010

The hosts for the two upcoming ICMs have been appointed. The Autumn ICM 2009 will take place in Bucharest, organised by ELSA Romania and the next Spring ICM 2010 will take place in St. Julians, Malta organised by ELSA Malta.

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

Should you have any questions concerning the responsibilities of the Council Meeting host, do not hesitate to contact ELSA International before or during the ICM.

So, do not hesitate – APPLY!

### NOTE:

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

### Nominations and Election of Council Guests

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

### **Plenary Presentations**

In order to bring efficiency to the workings at Plenary, ELSA International would like to present some general guidelines to the National Groups that want to prepare video/audio 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. Being in accordance with ELSA's Principles;
  - 3. Be given to the Chair or the Vice-chair of the Plenary till 6 pm of the day before they are to be shown
- The priority of Acceptance will be as follows:
  - 1. Statutory Meetings Presentations;
  - 2. Area's (non-statutory) International Meetings;
  - 3. Training Events;
  - 4. ELSA Core Activities events;
  - 5. Social Events;
  - 6. Others.

### Other questions concerning Logistics

If you have any further questions concerning logistics of the Council Meeting do not hesitate to contact the OC of the ICM at icmbudva@elsa.org.

### Other questions concerning Agenda

If you have any further questions concerning the agenda of the Council Meeting, do not hesitate to contact the International Board of ELSA at elsa@elsa.org.

Call for the International Board 2009/2010



The European Law Students' Association

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

Ever dreamt of living in the ELSA House??

This is your big opportunity: TIME IS NOW!!!

Make a difference for ELSA:
RUN FOR THE
INTERNATIONAL BOARD
2009/2010!!

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

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

### **Vice President Academic Activities**

The Vice President Academic Activities is responsible for the Key Area Academic Activities. This responsibility includes the publishing of ELSA Selected Papers on European Law and ELSA Guide to Legal Studies in Europe as well as the overall responsibility of the organising of the ELSA Moot Court Competition on WTO Law. The Vice President Academic Activities is also responsible, when called upon, to support and assist Local and National Groups in organising AA events in the Network as well as implementing Legal Education, Human Rights and International Focus Programme in the activities of Key Area Academic Activities.

### **Vice President Seminars and Conferences**

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

### Vice President Student Trainee Exchange Programme

The Vice President Student Trainee Exchange Programme is responsible for the Key Area STEP. This includes co-ordination and supervising all STEP related information from the Network and making it available for the Network. Vice President Student Trainee Exchange Programme also co-ordinates the implementation of international partnerships that are STEP related or other international law firms and actively seek for additional opportunities of the traineeship programme.

### President

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

### **Secretary General**

The Secretary General is responsible for directing, organising and maintaining the internal structure of the Association, and shall consequently be responsible for ensuring that decisions to this effect are implemented and respected by all ELSA groups. The Secretary General shall also be responsible for identifying any non-observance in this field, and shall make all necessary resources available so as to correct any inconsistency. The Secretary General is also the main responsible for keeping in contact with International Trainers Pool and organising training sessions throughout the Network as well as main responsible for development of Human Resources and informational systems in the ELSA-network.

### Treasurer

The Treasurer is in charge of the financial management of ELSA and is responsible for the accounting, property, and payments and for the arrangement of internal financial control. These tasks include budget control, budget making, accounting, bookkeeping and preparation of both interim accounts and financial accounts of ELSA International. Treasurer is also working actively in the field of Grants.

### Vice President Marketing

The Vice President Marketing is responsible for the supporting area Marketing. The tasks include amongst other advertisement hunting for various brochures and publications, the overall responsibility of production and editing of Synergy, produce Internal Presentation Material and Marketing Materials for the Key Areas, and to represent ELSA towards externals when necessary. The Vice President Marketing's main responsibility is also to co-ordinate and conduct market analysis and to define marketing strategies for all matters related to ELSA and its activities.

### Procedure of elections to the International Board

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

The nominations must be handed in to the Nominations Committee by the set deadline for nominations to be able to run for the International Board. This deadline is set to midnight on the second day of the Council Meeting unless the Council has prolonged the deadline.

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

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

### Transition

The elected International Board 09/10 has to be present in the ELSA House in Brussels from the 1<sup>st</sup> of July 2009 as the transition with the current International Board will start on this day. There will be no exceptions for arriving later than this date.

During the transition the International Board 09/10 will be taught the work on the International Level, such as ICM preparations, day-to-day work for ELSA, responsibilities of the International Board, and of course how it is to live in Brussels for 13 months. The transition will however also be filled with social events, team-building sessions and sightseeing-trips in Belgium. Next to this, both International Boards will take an active part in the ELSA House Training Week organised by ELSA Belgium.

Call for the Auditors of ELSA International 2009/2010



The European Law Students' Association

Are you an accurate person and found on pressing for accuracy especially if it concerns money?

Are you interested in devoting time for ELSA 4 times a year by visiting the ELSA House twice and the ICMs twice??

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, don't hesitate but run for: AUDITOR OR VICE AUDITOR OF ELSA INTERNATIONAL 2009/2010

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

The auditors are 2-3 neutral persons proofing the accounts of ELSA International.

The auditors are elected by the Council during the spring International Council Meeting. The auditors' team consists of 2 auditors and one vice-auditor. The 2 auditors are mainly responsible for controlling the Interim Accounts and the Final Accounts of their respective year they has been elected for; the vice-auditor is only active if one of the auditors is not able to fulfil its task.

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

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

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

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

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

Call for the International Council Meeting host, autumn 2010



The European Law Students' Association

### **AUTUMN ICM 2010**

Have you ever danced your night away at the gala ball of the ICM?

Spent hours on interesting discussions in the Workshops?

Enjoyed participating in Trainings?

Or just experienced another city, another country and scenery?

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

## This is it: APPLY FOR HOSTING AN ICM AUTUMN 2010!!

Call for the International Presidents' Meeting host, winter 2010



The European Law Students' Association

### WINTER IPM 2010

Have you ever enjoyed your life in the interesting ELSAevents?

Spent hours on interesting discussions in the Workshops?

Enjoyed participating in Trainings?

Or just experienced another city, another country and scenery?

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

## This is it: APPLY FOR HOSTING AN IPM WINTER 2010!!

Call for applicants for the Train The Trainers Weekend 2009

You're leaving ELSA? But... you're still in love with it?

## Quitting ELSA gives you the creeps??

### This is your big opportunity: THE TIME IS NOW!

## Train the Trainers Weekend

(09/07/2009 - 12/07/2009)

## Your chance to JOIN THE ITP!!

Call for the hosts of the regional rounds of EMCC 2009/2010

# The 8<sup>th</sup> edition of ELSA Moot Court Competition on WTO Law (EMC<sup>2</sup>) 2009/2010

## Your chance to HOST A REGIONAL ROUND IN EUROPE!!

For more information: www.elsamootcourt.org

Or

VPAA ELSA International: vpaa@elsa.org

### **DRAFT AGENDAS AND TIMETABLES**

### ICM TIMETABLE - ELSA

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	29th March	30th March	31st March	1st April	2nd April	3rd April	4th April	5th April
07:30				•	1	·	•	•
08:00								
08:30		Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
09:00								
09:30								
10:00	Arrival							
10:30					Conference:			
11:00		Workshops	Workshops	Workshops	European Union and	Workshops	Final	
11:30		Workshops	workshops	workshops	Human	Workshops	Plenary	
12:00					Rights			
12:30								
13:00	Lunch at the	Lunch at the	Lunch at the	Lunch at the	Lunch at the	Lunch at the	Lunch at the	
13:30	Hotel	Hotel	Hotel	Hotel	Hotel	Hotel	Hotel	
14:00			2000					
14:30								
15:00								
15:30	Opening			Workshops				
16:00	Plenary				Sightseeing			
16:30		Workshops	Mid-Plenary			Workshops	Final	Departure
17:00				ELSA			Plenary	of the
17:30	Introductory			Human			ĺ	Participants
18:00	Workshops			Rights evening	Dressing			
18:30	•				time			
19:00	Officers'	Reporting	Reporting	Reporting		Reporting		
19:30	Training	time	time	time		time		
20:00								
20:30	Dinner at	Dinner at	Dinner at	Dinner at		Dinner at	Dinner at	
21:00	the Hotel	the Hotel	the Hotel	the Hotel	Gala ball	the Hotel	the Hotel	
21:30					Queen of			
22:00	Welcome	Latino	Naughty	ELSA	Montenegro	French Kiss	Farewell	
22:30	Party	Night	Party	Vision		Party	Party	
23:00	<u>@</u>	<u>a</u>	<u>@</u>	Contest @		@	@	
23:30	the hotel	Trocadero	Trocadero	Trocadero		Trocadero	the hotel	
00:00								

### ICM TIMETABLE - ELS

	Thursday 2nd April	Friday 3rd April	Saturday 4th April	Sunday 5th April	
07:30					
08:00			Breakfast		
08:30		Breakfast			
09:00					
09:30				ELS-Brunch	
10:00	Arrival and				
10:30	Conference at the	ELS OPEN -			
11:00	Hotel starting at 10:30	TENNIS	Sightseeing 2 - Royal		
11:30			Capital Cetinje		
12:00					
12:30		Free time			
13:00		Lunch with Lawyers			
13:30		and representatives of municipality	Lunch at the hotel		
14:00		mumerpanty			
14:30		ELS at Workshops	ELS at the Plenary		
15:00					
15:30	Sightseeing 1 -				
16:00	Budva Kotor		Free time -		
16:30			ELS Academic Event	Possibility to	
17:00			explore beautiful surroundings of Budva-region OR	Departure time	
17:30					
18:00	Drossing Time		enjoy exciting Final		
18:30	Dressing Time	Free time	Plenary		
19:00					
19:30		IB-Exc. MEETING			
20:00		Dinner at the Hotel	Dinner ath the		
20:30	GALA BALL at	Diffici at the Hotel	Hotel		
21:00	the Queen of Montenegro		Manager		
21:30	. Wontenegro	Party at Transcans	MEETING IB		
22:00		Party at Tropicana	Farewell Party at the hotel		
22:30			noter		

### ICM CONFERENCE - HUMAN RIGHTS AND EUROPEAN UNION

The European Union is committed, under the provisions of its Treaties, to ensure full respect for human rights and fundamental freedoms in its policies as well as each of its member states. Based upon the provision of Article 6 of the Treaty on European Union, the Union shall be built upon such principles as democracy, respect for fundamental rights and freedoms and rule of law. Article 6 also declares that Union shall respect as general principles of Community law those fundamental rights which are guaranteed by the European Convention for the Protection of Human Rights and Fundamental Freedoms and as they result from the constitutional traditions common to the member states.

Also, the Chapter of Fundamental Rights of the European Union focuses on the common values shared by the peoples of Europe and on the indivisible and universal values of human rights in recognition of "the spiritual and moral heritage".

But now, the possible accession of the European Union to the European Convention for the Human Rights is crucial for the consistent development for the protection of fundamental rights in Europe.

And about these topics, Ivana Jelić, professor of International Public Law, will talk on our Conference. After that, everyone will have a chance for discussion, and questions.

### AGENDA, Thursday, 2<sup>nd</sup> of April 2009:

10:30	Beginning of the Conference
10:30-11:00	Opening speech – special guests
11:00-11:30	Introduction of the topic, Dr Ivana Jelic
11:30-11:45	Break
11:45-11:55	Conclusions of the WS presented by Antti Husa and Chair of the Conference
11:55-12:10	Montenegrin NGO report
12:10-12:20	ELSA International speech, Ivana Buric
12:20-12:30	Closing the Conference

### PLENARY TIMETABLES

### Opening Plenary, Sunday March 29th 2009

Morning	Arrival and registration of the participants
13:00	Payments due to ELSA International, delivery of Letters of Authorization and SotN Inquiries.
14:30	Introduction of the members of the International Board 2008/2009 Mirko Djukovic, Head of Organising Committee ICM Budva
14:40	Opening of the Council Meeting by the President of ELSA International Anna Ziemnicka
14:45	Presentation of the Directors of ELSA International Anna Ziemnicka
14:55	Welcoming of Council Guests and Externals Anna Ziemnicka
15:00	Presentation of the Organising Committee of the Council Meeting Mirko Djukovic, Head of the Organising Committee, ICM Budva
15:25	Announcement of the list of votes by the Secretary General of ELSA International Antti Husa
15:40	Presentation of the Council Meeting Procedure Reading out of the agreement between ELSA Greece and ELSA Republic of Macedonia (Council Decision PLE 01/99 II) Antti Husa
15:45	Election of the Chair of the Plenary Antti Husa
16:00	Election of the other plenary officers: Vice Chair, two to foursecretaries, two tellers, three members of the nominations committee Chair
16:20	Approval of the Council Meeting Agenda and presentation of the Council Meeting structure Chair
16:30	Approval of the Minutes of the LIV International Council Meeting in Nuremberg Autumn 2008 Chair

LV International Council Meeting of ELSA Budva, Montenegro  $29^{th}$  March  $-5^{th}$  April 2009

16:35	Report from the International Presidents' Meeting in Istanbul, Turkey Kåre Svensson
	President of ELSA Denmark
	Chair of the International Presidents' Meeting in Istanbul
16:45	Report from the International STEP Meeting in Lisbon, Portugal
	Frank Ingenrieth
	Vice-President STEP of ELSA Germany
	Chair of the International STEP Meeting in Lisbon
16:55	Report from the International Financial Management Meeting in Lisbon,
	Portugal
	Bernardo Almeida
	Vice-President AA of ELSA Portugal
	Chair of the International Financial Management Meeting in Lisbon
17:05	Report from the United S&C and AA Meeting in Cracow, Poland Chair of the United S&C and AA Meeting in Cracow
17:15	Presentation of the Workshops during the ICM by the members of ELSA International
	Chair and the International Board
17:25	Information on the Officer's and Fresher's Training Antti Husa
17:30	End of the Plenary session

### Mid-Plenary, Tuesday March 31st 2009

14:30	Revision of the List of Votes Antti Husa
14:45	Information from the Organising Committee Organising Committee
14:50	Presentation of the Partners of ELSA International Anna Ziemnicka
15:20	Announcement of Nominations Nominations Committee
15:35	Presentation and approval of the Interim Accounts 2008/2009 Auditors' Report Opinion of the Financial Management Workshop Jean-Marc Lauwers, Auditors and the Financial Management Workshop Chair
16:00	Presentation of the ELSA Development Fund Report Jean-Marc Lauwers
16:10	Presentation and Approval of the AA Workshop related proposals Chair and Workshop Chair
16:25	Presentation and Approval of the BEE Workshop related proposals Chair and Workshop Chair
16:40	Presentation and Approval of the IM Workshop related proposals Chair and Workshop Chair
16:55	Presentation and Approval of the FM Workshop related proposals Chair and Workshop Chair
17:10	Observership Application of initiator group from Armenia Chair

17:20	Observership Application of initiator group from Bosnia and Herzegoniva Chair
17:30	Observership Application of initiator group from Luxembourg Chair
17:40	Observership Application of initiator group from Moldova Chair
17:50	Observership Application of initiator group from The United Kingdom Chair
18:00	<b>Q&amp;A ELSA International</b> Chair
19:00	End of the Plenary Session

### Final Plenary, Saturday April 4th 2009

10:00	Revision of the List of Votes Antti Husa
10:05	Announcement of Nominations Nominations Committee
10:15	Presentation by ICM Host Candidate(s), Fall 2010 Chair and Candidates
10:20	Questions and Answers to the ICM Host Candidate(s), Fall 2010 Chair and the Council
10:30	Presentation by IPM Host Candidate(s), Winter 2010 Chair and Candidates
10:35	Questions and Answers to the IPM Host Candidate(s), Winter 2010 Chair and the Council
10:45	Presentation and Approval of the AA Workshop Report and related proposals and recommendations Chair and Workshop Chair
11:00	Presentation and Approval of the S&C Workshop Report and related proposals and recommendations Chair and Workshop Chair
11:15	Presentation and Approval of the STEP Workshop Report and related proposals and recommendations Chair and Workshop Chair
11:30	Presentation of the Partners of ELSA International Anna Ziemnicka
12:00	Presentation of the upcoming ICM in Bucharest, Romania, Autumn 2009 and Q&A Organising Committee
12:15	Presentation of the upcoming ICM in St. Julians, Malta, Spring 2010 and Q&A Organising Committee
12:30	Presentation of the partners of the ICM Budva by the Head of OC Mirko Djukovic

13:00	Lunch Break				
14:30	Presentation of ELS ELS Executive Committee and ELS members				
15:00	Presentation and Approval of the BEE Workshop Report and related proposals and recommendations Chair and Workshop Chair				
15:15	Presentation and Approval of the IM Workshop Report and related proposals and recommendations Chair and Workshop Chair				
15:30	Presentation and Approval of the FM Workshop Report and related proposals and recommendations Chair and Workshop Chair				
15:45	Presentation and Approval of the Marketing Workshop Report and related proposals and recommendations Chair and Workshop Chair				
16:00	<b>Demotion of ELSA France</b> Chair of the joint FM + IM Workshop				
16:10	<b>Demotion of ELSA Russia</b> Chair of the joint FM + IM Workshop				
16:20	Presentation of the Council Guests for the Autumn ICM 2009 Chair				
16:30	Presentation of candidates for the International Board 2009/2010 Chair				
19:00	Presentation of candidates for the Auditors and the Vice Auditor of ELSA International 2009/2010 Chair				
19:15	Presentation of the voting procedure Chair				
19:20	Handing out ballot sheets Antti Husa				
19:40	Dinner break and casting of the votes				
21:30	Presentation of the ELSA House Training Week Summer 2009 Organising Committee				

21:35	Presentation of the International Internal Meetings Organising Committees				
	Presentation of the International Events Organising Committees				
22:30	Announcements of the results of the elections Chair				
22:45	Miscellaneous				
23:00	Closing of the LV International Council Meeting Anna Ziemnicka				

### ACADEMIC ACTIVITIES WORKSHOP

### Timetable

	Sunday March 29th	Monday 30th March	Tuesday 31st March	Wednesday 1st April	Thursday 2nd April	Friday 3rd April
07:30 08:00 08:30 09:00	Arrival and Opening Plenary	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
10:00 10:30		Area Definition and AR's	Marketing of	IFP		Essay Competition
11:00 11:30		Strategic	AA	Council of Europe		Evaluation USA
12:00		Goals SotN	GLSE	SPEL		Transition
12:30 13:00 13:30 14:00		Lunch at the Hotel	Lunch at the Hotel	Lunch at the Hotel		Lunch at the Hotel
14:30 15:00 15:30		EMC <sup>2</sup>		Training Teambuilding	Conference & Sightseeing	Academic Activities Manual Future of the
16:00			Mid Plenary			AA-area
17:00 17:30	Introductory WS	DB Proposals		ELSA Human		Candidates  Q&A + Misc.
18:00 18:30		SAP Proposal		Rights evening	Rights evening	
19:00 19:30	Officers + Freshers	Reporting time	Reporting time	Reporting time	Gala ball	Reporting time

### Draft Agenda

### Preparations and reminders for the Academic Activities workshop

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

- Statutes and Standing Orders, in force after 54<sup>th</sup> Council Meeting of ELSA;
- Council Meeting Decision Book, 26<sup>th</sup> Edition;
- One Year Operational Plan (OYOP) 2008/2009 of ELSA International;
- Working Materials;
- Minutes of the ICM Nuremberg;
- Please prepare an Activity Report to present to the workshop on the introductory session;
- In addition, you will be asked to present your upcoming Transition plans.

Make sure to read the Minutes from <u>at least from the last two</u> 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.

You may find all materials from ELSA Online archive. If you are struggling with the access to archive, please contact the Secretary General of ELSA International at <a href="mailto:secgen@elsa.org">secgen@elsa.org</a>.

Please also prepare an Activity Report for distribution to the National Groups and ELSA International (meaning 36 copies of your written Activity Report). Please send it also as an electronic copy to your ELSA International officer.

Read this Agenda carefully; should you need any clarifications, please do not hesitate to contact the Vice President Academic Activities of ELSA International at <a href="mailto:vpaa@elsa.org">vpaa@elsa.org</a>.

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

Welcome to the AA workshop!

### Sunday March 29<sup>th</sup> (17.30 – 20.00)

17:30 - 19:00

### **Introductory Workshop**

**Aim:** To present the Agenda for the upcoming week and to approve it, to get to know each other, to have a roundtable discussion in order to 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;
- Amendments to the Agenda;
- Approval of the Agenda;
- Activity Reports;
- Roundtable: expectations of the participants.

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

19:00 - 20:00

### Officers' Trainings

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

### Means:

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

19:00 - 20:00

### **Introductory Workshop for Freshers**

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

### Means:

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

### Monday, March 30<sup>th</sup> (10:00 - 13:00)

10:00 - 11:30

### Activity Reports and Area Definition

**Aims:** To increase the knowledge of your responsibilities as VP AA's and your role in the team. To update the other officer's in the Network and gain input from each other.

### Means:

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

**Comments:** The purpose of this workshop is 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 section of the decision book related to the area of Academic Activities.

11:30 - 12:30

### Strategic Goals

Aims: To raise awareness of the National and Local AA'ers of the Strategic Goals 2008 - 2013.

### Means

- Presentation by ELSA International
- Roundtable discussion

**Comments:** One of the main core activities in the Strategic Goals is legal education. The AA-area and its activities fall under the definition of legal education.

**Preparations:** Please read the Strategic Goals section of the Decision Book.

12:30 - 13:00

### State of the Network

**Aims**: To present the results of the State of the Network AA enquiries filled in before the ICM in Nuremberg, 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 Nuremberg the International Board drew up the fifth SotN Report based on information submitted to by the National Groups.

**Preparations:** Please read the SOTN Report related to the AA area.

13:00 - 14:30 Lunch

# Monday, March 30<sup>th</sup> (14:30-19:00)

14:30 - 17:00

## ELSA Moot Court Competition on WTO Law (EMC<sup>2</sup>)

**Aim:** To give an update on the 7<sup>th</sup> edition of EMC<sup>2</sup>. Evaluate the National Rounds and the rules connected to the competition. Prepare the 8<sup>th</sup> edition of EMC<sup>2</sup> in 2009/2010 in the Network.

#### Means:

- Presentation by ELSA International on the ongoing 7<sup>th</sup> edition of EMC<sup>2</sup>
- Questions and Answers
- Evaluation with focus on the structure National, Regional and Final Oral Round
- Open discussion on the future development
- Conclusion

**Comments:** EMC<sup>2</sup> is the most international event of ELSA with its global reputation as the leading moot court on WTO law. The EMC<sup>2</sup> is supported by the World Trade Organization (WTO) as well as many leading high ranked experts in the field of WTO-law. There are also international sponsors of the event.

**Preparations:** Visit <u>www.elsamootcourt.org</u>. Read the case and rules to get an overview of the competition.

17:00 - 18:00

## **Decision Book Proposals**

**Aim:** To make the Academic Activities part of the Decision Book useful for the whole Network.

#### Means:

- Presentation of the proposals by ELSA International
- Questions & Answers
- Discussions
- Amendments
- Conclusions
- Voting

**Comments:** It is the aim of the International Board to have an updated DB at all times. The DB should be transparent to the situation of the Network.

**Preparations:** Please read the proposals in the ICM package.

18:00 - 19:00

Joint workshop AA + STEP – ELSA International proposal to move the SAP part from the AA part to the STEP part of the Decision Book.

Aims: To make the Student Abroad Programme (SAP) better.

#### Means:

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

**Comments:** As the SAP has mainly been placed in the AA-part of the DB due to the process of GLSE, it is more natural to have it connected to STEP as reception of students/trainees is one of the main duties as an STEP-officer.

**Preparations:** Please read the proposal in the ICM package about moving the SAP part from the AA to the STEP of the decision book.

## Tuesday, March 31<sup>st</sup> (10:00 – 13:00)

10:00 - 12:00

# Joint workshop AA + MAR - Marketing in AA

**Aims:** To evaluate the benefits of the activities of AA. How to involve the national groups more in the international projects of AA and how to promote the projects.

#### Means:

- Presentation by ELSA International
- Working Groups
- Presentation of the results of the working groups
- Roundtable discussion
- Conclusion

**Comments:** The International Board want to achieve a better connection between the International AA-events and the national level. Our aim of the session is to increase the participation of national groups/Local groups in the ongoing international projects.

**Preparations:** Read the AA part of the Decision Book and focus especially on EMC<sup>2</sup>, ELSA SPEL and Moot Court Competitions.

12:00 - 13:00

# Guide to Legal Studies in Europe

Aims: Find a suitable solution for the Network for GLSE

#### Means

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

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

The GLSE is way over its proposed deadline for publishing, and it is time for ELSA as a Network to evaluate the project.

Preparations: Read the proposal on GLSE in the ICM Package.

## Wednesday, April 1<sup>st</sup> (10:00 – 13:00)

10:00 - 11:00

## Joint workshop AA + S&C - International Focus Programme

**Aims:** To present the IFP and its topic; Intellectual Property. To update the Network about ongoing projects in relation to reach our set aims in the strategic goals. To elaborate on the next IFP topic.

#### Means:

- Presentation by ELSA International
- Video Presentation by Director for IFP of ELSA International
- Roundtable discussion

**Comments:** The IFP-programme was extended on the 54<sup>th</sup> ICM in Nuremberg September - October 2008.

**Preparations:** Please read the IFP part of the Decision Book, and to make a report based on your national group's events linked to the IFP topic.

11:00 - 12:00

## Joint workshop AA + S&C - Council of Europe

**Aims:** To update the Network of the current cooperation with Council of Europe, the past and the future of cooperation. To set future goals of the Network for increased cooperation in the time to come.

#### Means:

- Presentation by ELSA International
- Questions & Answers

**Comments:** Council of Europe is the Human Rights Partner of ELSA International. The cooperation started out due to Synergy, and now the Network need to set the future steps with Council of Europe.

**Preparations:** Please prepare a report on the cooperation within your national group towards Council of Europe.

12:00 - 13:00

## Selected Papers on European Law (SPEL)

Aims: To inform all officers of SPEL as a tool and increase contributions towards ELSA SPEL.

#### Means

- Presentation by ELSA International
- Roundtable on current situation in the NG's
- Questions and Answers
- Working Groups

**Comments:** SPEL has new marketing materials which are distributed through the AA-list. It has also two new articles uploaded to www.elsa.org. Our goal should as a Network be to have an edition online containing approximately 8-10 articles.

**Preparations:** See http://www.elsa.org/publications/papers.asp

13:00 - 14:30

Lunch

## Wednesday, April 1<sup>st</sup> (14:30 – 19:00)

14:30 - 17:00

## Training – Teambuilding

**Aims:** To consolidate the AA workshop.

## Structure of the workshop:

- Theory
- Practice
- Evaluation

**Comments:** Teambuilding session with the aim to make better team players.

## **Preparations:**

Bring good mood, spirit and make sure to be there.

17:00 - 19:00

# ELSA Human Rights Evening - Prohibition of Slavery and Forced Slavery

**Aims:** To raise awareness among the members of ELSA concerning Human Rights, to bring academic quality to the Council Meeting and underline the importance of Human Rights in all ELSA-actions in all three levels.

## Structure of the workshop:

- Introduction and presentation of topic
- Practical example from the European Court of Human Rights
- Round-table discussion
- Conclusion and Statement of the workshop

#### **Comments:**

Article 4:

- 1. No one shall be held in slavery or servitude.
- 2. No one shall be required to perform forced or compulsory labour.
- 3. For the purposes of this Article the term "forced or compulsory labour" shall not include:
  - a) any work required to be done in the ordinary course detention in the ordinary course of detention imposed according to the provisions of Article 5 of this Convention or during conditional release from such detention:
  - b) any service of a military character or, in case of conscientious objectors where they recognized, service extracted instead of compulsory military service:
  - c) any service extracted in case of an emergency or calamity threatening the life or well being of community:
  - d) any work or service which forms part of normal civil obligations.

- 1) What is slavery?
- 2) What is forced or compulsory labour?

Both slavery and servitude involve the victim in working without consent for an indeterminate, substantial or potentially unlimited duration. For slavery to be established a degree of severity of treatments needs to be attained that realistically one would not expect to find Council of Europe country except in time of military upheaval. Complaints alleging violation of Article 4(1) have tended to come from prisoners or soldiers; for who if the complaint were under Article 4(2) there is additional hurdle to be crossed of the permitted exceptions for those in detention or military service.

The Court has confirmed that "forced or compulsory labour" is to be interpreted in line with the definitions of International Labour Organisation (ILO). Article 2 (1) of the ILO Convention Forced Labour 1930 (Convention No. 29) provides:

For the purposes of this convention the term "forced or compulsory labour" shall mean all work or service which is extracted from any person under the menace of any penalty and for which the said person has not offered himself voluntarily.

For a violation of Article 4(2) the work must, therefore be involuntary and done to avoid the menace of the penalty. Moreover, the obligation to work must be unjust or oppressive and the work itself must cause the victim unavoidable hardship.

# Friday, April 3<sup>rd</sup> (10:00 – 13:00)

10:00 - 11:00

## **Essay competition**

**Aims:** To present the 2<sup>nd</sup> International Essay Competition related to the International Focus Programme. To evaluate the future of the competition in the view of the Network.

#### Means:

- Presentation by ELSA International
- Questions & Answers
- Open discussion

**Comments:** The International Board wants to increase the promotion of the event and the number of contributions by involving all national and local groups in the process.

**Preparations:** Read the input paper in the ICM Working Materials. See www.elsaessaycompetition.org.

11:00 - 12:00

Joint workshop AA + IM + S&C - Evaluation of United S&C and AA -meeting in connection to the new Human Resource Strategy

**Aims:** To evaluate the 1<sup>st</sup> United S&C and AA meeting that was held in Cracow, Poland from 4th to 8th of March 2009.

#### Means:

- Short introduction of the new Human Resource Strategy
- Open discussion
- Concluding remarks

**Comments:** Evaluate your expectations before attending the USA, and draw your conclusion based on the inputs and after the meeting was over.

**Preparations:** Read the proposal of the new human resource strategy in the ICM package. Read the input paper by ELSA International.

12:00 - 13:00

#### Transition

**Aims:** To gain the best suggestions from the Network and make a recipe for the perfect transition.

#### Means:

- Roundtable presentation of Transition plans within the national groups
- Open discussion
- Conclusion

**Comments:** Transition is of a great importance as a tool of continuity. Giving and receiving a good transition in all three levels guarantees continuity to the association. A good transition makes the life better for the successors.

**Preparations:** Try to recall your transition and bring some evaluation/inputs concerning your transition to this training.

13:00 - 14:30 Lunch

# Friday, April 3<sup>rd</sup> (14:30 – 19:00)

14:30 - 15:30

#### **Academic Activities Manual**

Aims: To present an updated version of the AA-manual that can be found in ELSA Online.

#### Means:

- Presentation of the updated AA manual by ELSA Sweden and/or ELSA Denmark
- Questions and Answers
- Open discussion and evaluation

**Comments:** The AA manual has been a project which unfortunately has not been prioritised in the recent years. Therefore the information it contains was old and out of date, and it is good that a newly updated version can be presented.

Preparations: Go through the AA-manual that can be found in ELSA Online.

15:30 - 17:00

#### Future of the Academic Activities Area

**Aims:** To set the future path for which projects within legal education the Network wants to focus on.

#### Means:

- Working groups
- Open discussion

**Comments:** This session is set for the workshop participants to assess, conclude and stake out the main course for unified goals within the area of Academic Activities.

**Preparations:** Make an overview of which legal education events/projects are successful or unsuccessful in your national group, as well as why it is like this.

17:00 - 17:30

## Candidate(s) presentation

**Aims:** To present the candidate(s) for Vice President Academic Activities of ELSA International 2009/2010.

#### Means:

- Presentation of candidate(s)
- Questions & Answers

Comments: Good luck to all candidate(s)!

**Preparations:** Please read the candidate(s) materials before the session.

LV International Council Meeting of ELSA Budva, Montenegro 29<sup>th</sup> March – 5<sup>th</sup> April 2009 17:30 - 18:30

# Question and Answer Time and Miscellaneous

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

18:30 - 19:00

# Closing of the Workshop

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

# SEMINARS AND CONFERENCES WORKSHOP

# Timetable

	Sunday March 29th	Monday 30th March	Tuesday 31st March	Wednesday 1st April	Thursday 2nd April	Friday 3rd April	
07:30 08:00 08:30 09:00	Arrival and Opening Plenary  Introductory WS	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	
10:00 10:30			Area Definition	S&C Tools	IFP		Upcoming S&C Events
11:00 11:30		and ARs  Strategic Goals Status	S&C and Human	Council of Europe	Conference & Sightseeing	Evaluation USA	
12:00 12:30		Quo SotN	Rights	Study Visits		Cooperation with NGOs	
13:00 13:30 14:00		Lunch at the Hotel	Lunch at the Hotel	Lunch at the Hotel		Lunch at the Hotel	
14:30 15:00 15:30 16:00 16:30		Marketing of S&C	Mid Plenary	Institutional Relations, IFP, Human Rights		Training - Transition	
17:00 17:30 18:00 18:30		Strategic Goals and how to achieve them?		ELSA Human Rights evening		Candidates  Q & A  Misc.  Closing WS	
19:00 19:30	Officers + Freshers	Reporting time	Reporting time	Reporting time	Gala ball	Reporting time	

## 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 54th Council Meeting of ELSA;
- Council Meeting Decision Book, 26<sup>th</sup> Edition;
- One Year Operational Plan (OYOP) 2008/2009 of ELSA International;
- Working Materials;
- Minutes of the ICM Nuremberg;
- Please prepare a written Activity Report to present to the workshop on the introductory session;
- In addition, you will be asked to present your upcoming Transition plans.

Make sure to read the Minutes from <u>at least from the last two</u> 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.

You may find all materials from ELSA Online archive. If you are struggling with the access to archive, please contact the Secretary General of ELSA International at <a href="mailto:secgen@elsa.org">secgen@elsa.org</a>.

Please also prepare an Activity Report for distribution to the National Groups and ELSA International (meaning 36 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 S&C of ELSA International at <a href="mailto:vpsc@elsa.org">vpsc@elsa.org</a>.

Another possibility is to use the S&C mailing list (<u>ELSA-SC@LISTSERV.ELSA.ORG</u>) and start a discussion before the LV International Council Meeting in Nuremberg.

Welcome to the S&C workshop!

# Sunday March 29<sup>th</sup> (17.30 – 20.00)

17:30 - 19:00

## **Introductory Workshop**

**Aim:** To present the Agenda for the upcoming week and to approve it, to get to know each other, to have a roundtable discussion in order to 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;
- Roundtable: expectations of the participants.

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

19:00 - 20:00

## Officers' Trainings

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

## Means:

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

19:00 - 20:00

## **Introductory Workshop for Freshers**

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

#### Means:

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

# Monday, March 30<sup>th</sup> (10:00 – 13:00)

10:00 - 11:30

#### **Activity Reports and Area Definition**

**Aims:** To increase the knowledge of your responsibilities as VP S&Cers and your role in the team. To update the other officer's in the Network and gain input from each other.

#### Means:

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

**Comments:** The purpose of this workshop is to explain the main roles of a VP S&Cers of an ELSA board for fresher's, and to remind more experienced VP S&Cers of the realities in concern to their role in a team.

**Preparations:** Please read the section of the decision book related to the area of Seminars and Conferences.

11:30 - 12:30

#### Strategic Goals -status quo

Aims: To raise awareness of the National and Local S&Cers of the Strategic Goals 2008 - 2013.

#### Means:

- Presentation by ELSA International
- Roundtable discussion

**Comments:** The goal of this session is to summarise our progress in achieving strategic goals. To highlight new S&Cers the meaning of the goals and to present them.

**Preparations:** Please read the Strategic Goals section of the Decision Book.

12:30 - 13.00

#### State of the Network

**Aims**: To present the results of the State of the Network S&C enquiries filled in before the ICM in Nuremberg, and to inform the participants of the workshop on the current status quo of S&C in the Network.

#### Means:

- Presentation by ELSA International
- Open discussion

**Comments:** Following the ICM in Nuremberg, the International Board drew up the fifth SotN Report based on information submitted to by the National Groups.

LV International Council Meeting of ELSA Budva, Montenegro 29<sup>th</sup> March – 5<sup>th</sup> April 2009 **Preparations:** Please read the SotN Report related to the S&C area. This report can be found from the ELSA Archive 14 days before the ICM. ELSA International will inform the date when this report will be published in the officer's mailing lists.

13:00 – 14:30 Lunch

# Monday, March 30th (14:30-19:00)

14:30 - 16:30

Joint workshop MAR + S&C: How to make an event go from a one time project to a well known brand.

**Aim:** In order to have successful international events in the network it is important to have consistent events that are recognised by externals and students. This makes it easier to organize and to keep the activity level in the network on a steady high level.

#### Means:

- Presentation from national groups;
- Presentation from ELSA International;
- Working groups;
- Presentations of result from working group;
- Conclusions.

**Comments:** In order to fulfil the strategic goal with high quality international events that run stable from year to year it is important to have some annual projects which are successful and renowned. By creating a base which is stable the national groups will make it more structured for new boards. This will create a base for recruitment as ELSA will be known among the students. It will also create a base for continued external relations as the base of the event can be built and expanded with new partners every year. If you are able to show a history of successful events you will have a better position when negotiating for sponsors.

**Preparations:** Consider the event in your National and Local groups and if any of them have the potential of an annual event.

16:30 - 18:30

Strategic Goals - how to achieve them

**Aims:** To discuss with the Local/National officer the way of implementation of Strategic Goals 2008 - 2013. To find a solution for better results.

#### Means

- Presentation by ELSA International;
- Roundtable discussion.

**Comments:** This session stands for brainstorming and innovation in frames of Strategic goals, which will lead us to create new tools, ideas which will make implementation of the goals faster and more structured.

**Preparations:** Please read the Strategic Goals section of the Decision Book. Analyse the implementation of the Strategic goals in your country, find a weakness and strong parts of your strategy.

## Tuesday, March 31st (10:00 - 13:00)

10:00 - 11:00

**S&C Tools** 

#### Aim:

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

#### Means:

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

#### **Comments:**

This session will provide information on available S&C tools in ELSA ONLINE Archive. We will question if we know S&C tools and know how to use the S&C tools. This workshop took place also in the ICM Nuremberg. However ELSA International feels need to provide this useful knowledge for officers again in order to provide information about the newest updates and to maintain the quality among the fresh and more experienced officers.

11:00 - 13:00

## Human Rights in S&C

**Aim:** To raise awareness on the possibilities of implementing the Human Rights Focus in S&C Events.

#### Means:

- Presentation of ELSA International;
- Brainstorming.

**Comments:** Human Rights, being one of ELSA's main commitments, should always be a focus when organising events. We will during this session examine the opportunities of implementing the Human Rights topic in S&C events.

## Wednesday, April 1<sup>st</sup> (10:00 – 13:00)

10:00 - 11:00

## Joint workshop AA + S&C: International Focus Programme

**Aims:** To present the IFP and its topic; Intellectual Property. To update the Network of ongoing projects in relation to reach our set aims in the strategic goals. (To elaborate on the next IFP topic.)

#### Means:

- Presentation by ELSA International
- Video Presentation by Director for IFP of ELSA International
- Roundtable discussion

**Comments:** The IFP-programme was extended on the 54<sup>th</sup> ICM in Nuremberg September - October 2008.

**Preparations:** Please read the IFP part of the Decision Book, and to make a report based on your national group's events linked to the IFP topic.

11:00 - 12:00

#### Joint workshop AA + S&C: Council of Europe

**Aims:** To update the Network of the current cooperation with Council of Europe, the past and the future of cooperation. To set future goals of the Network for increased cooperation in the time to come.

#### Means:

• Presentation by ELSA International.

**Comments:** Council of Europe is the Human Rights Partner of ELSA International. The cooperation started out due to Synergy, and now the Network need to set the future steps with Council of Europe.

**Preparations:** Please prepare a report on the cooperation within your national group towards Council of Europe.

12:00 - 13:00

#### **Study Visits**

**Aims:** to analyse main issues which officers has to struggle whenever they organize International Study Visit and find the solutions which will rise the number of International, Institutional Study Visits.

#### Means:

- Presentation by ELSA International;
- Round table about SV in the network.

LV International Council Meeting of ELSA Budva, Montenegro 29<sup>th</sup> March – 5<sup>th</sup> April 2009 **Comments:** ELSA decided to make exchange (study visits) one of the main priorities for the years 2008-2013. Therefore we have to create methods which will allow us to increase rapidly the number of study visits in the network. The goal is to make it easier, more efficient and beneficial for the participant, for instance by including academic programme in study visits. From the point of view of ELSA International it is also crucial to explain the importance of reporting and good communication within the network and good quality tools that are to be used when organising Study Visits.

**Preparations:** Download Study Visit Guide from ELSA Online, Update the data of your Local Groups in it. Prepare the list of International SV and Institutional SV, which were organised by your Local/National Group this year 08/09. Contact your Local groups and get a list of countries with which they would like to organize International SV.

13:00 - 14:30 Lunch

## Wednesday, April 1<sup>st</sup> (14:30 – 19:00)

14:30 - 15:30

Joint Workshop BEE+S&C: Proposed amendments in the Decision Book under BEE (part 3) concerning International Focus Programme(IFP) and Human Rights(HR) regulations.

**Aim:** To analyse structural changes concerning IFP and HR proposed by ELSA International and content wise changes in HR regulations proposed by ELSA Poland and seconded by ELSA Finland.

#### Means:

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

**Comments:** At the winter IPM 2009 the presidents discussed current regulations of the BEE part in Decision Book. They agreed that this part needs fundamental changes. ELSA Poland and ELSA Finland have gathered those inputs and put them into the frames of the proposals.

15:30 - 17:00

#### Future of Institutional Relations and its role in the Network.

**Aim:** To analyse the regulations concerning the Institutional Relations part in the Decision Book and brainstorm about the future of the Institutional Relations in the Network.

#### Means:

- Input paper by ELSA International
- Q&A
- Discussion
- Conclusion

**Comments:** There is a very big lack of knowledge in the Network concerning Institutional Relations Regulations. The regulations are not followed properly. The international Board sees the need to review the whole structure concerning Institutional Relations, workload and importance of the regulations and brainstorm together about possible solutions for the problems.

**Preparations:** Read the input paper of ELSA International concerning Institutional Relations.

17:00 - 19:00

## ELSA Human Rights Evening - Right to Education

**Aim:** To raise awareness among the members of ELSA concerning Human Rights, to bring academic quality to the Council Meeting and underline the importance of Human Rights in all ELSA-actions in all three levels.

#### Structure of the workshop:

- Introduction and presentation of topic
- Practical example from the European Court of Human Rights
- Round-table discussion
- Conclusion and Statement of the workshop

#### **Comments:**

Article 2, Protocol 1

No one shall be denied the right to education. In the exercise of any functions which it assumes in relation to education and to teaching, the State shall respect the right of parents to ensure such education and teaching in conformity with their own religious and philosophical conviction.

Article 2 guarantees the right to education but does not oblige the state to provide this education. Article 2 is concerned with restricting state interference in education and consequent requirement that the state respect the right of parents to ensure that children are educated in conformity with their religious and philosophical convictions.

Article 2 does not require the state to establish any specific education system. It guarantees, however, that persons subject to the jurisdiction of the state shall have the right to avail themselves of the educational institutions at a given time.

LV International Council Meeting of ELSA Budva, Montenegro 29<sup>th</sup> March – 5<sup>th</sup> April 2009

# Friday, April 3<sup>rd</sup> (10:00 – 13:00)

10:00 - 11:00

## Presentation of the upcoming International Events

**Aim:** To promote the upcoming International S&C Events.

#### Means:

- Presentations;
- Marketing Materials.

**Comments:** Many S&C Events will be taking place during 2009. During this session, National and Local Groups will get the chance to present their future International projects and convince the participants to apply for and to promote these events in their National and Local Groups.

**Preparations:** Bring promotion materials of your upcoming events, including power point presentation and the posters. Prepare yourself to give 5 min presentation about your event.

11:00 - 12:00

# Joint workshop AA + IM + S&C: Evaluation of the United S&C and AA -meeting in connection to the new Human Resource Strategy

**Aims:** To evaluate the 1<sup>st</sup> United S&C and AA meeting that was held in Cracow, Poland from 4th to 8th of March 2009.

#### Means:

- Short introduction of the new Human Resource Strategy;
- Open discussion;
- Concluding remarks.

**Comments:** Evaluate your expectations before attending the USA, and draw your conclusion based on the inputs and after the meeting was over.

**Preparations:** Read the proposal of the new human resource strategy in the ICM package. Read the input paper by ELSA International.

12:00 - 13:00

#### Cooperation with other students association

Aims: To discuss the possibilities of cooperation with other students' associations

#### Means:

- Short introduction by ELSA International
- Presentation of Cooperation with IFMSA Poland by ELSA Poland
- Presentation of other students associations
- Round table discussion

**Comments:** ELSA International will invite representatives from other students NGO's in order to give National and Local Groups a chance set up cooperation on Local/National level.

13:00 – 14:30 Lunch

# Friday, April 3<sup>rd</sup> (14:30 – 19:00)

14:30 - 17:00

## Training on Transition

Aim: To acquire knowledge on how to carry out individual transition.

#### Means:

- Introduction by ELSA International;
- Case study;
- Open discussion.

**Comments:** Training is given by ITP-trainer.

17:00 - 17:30

#### Presentation of the candidates for the VP S&C ELSA International 09/10

**Aim:** To give S&C workshop as much as it possible information about the candidates for the position for VP for Seminars and Conferences of ELSA International 2009/2010.

#### Means:

- Presentation of the candidates
- Questions & Answers

**Preparations:** Please read the candidate(s) materials before the session.

17:30 - 18:30

## Question and Answer Time and Miscellaneous

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

18:30 - 19:00

# Closing of the Workshop

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

# STUDENT TRAINEE EXCHANGE PROGRAMME WORKSHOP

# Timetable

	Sunday March 29th	Monday 30th March	Tuesday 31st March	Wednesday 1st April	Thursday 2nd April	Friday 3rd April
07:30 08:00 08:30 09:00	Arrival and Opening Plenary  Introductory WS	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
10:00 10:30 11:00		Area Definition and Activity Reports	Long-term employers in	Human Resources in STEP	Conference & Sightseeing	Training on Transition
11:30 12:00 12:30		ISM Lisbon update + Newsletter	STEP  ISM host	STEP Strategy		
13:00 13:30 14:00		Lunch at the Hotel	Lunch at the Hotel	Lunch at the Hotel		Lunch at the Hotel
14:30 15:00 15:30		New STEP forms	Mid Plenary	Student Hunting  ELSA Human Rights evening		DB STEP Proposal
16:00 16:30 17:00		STEP Calendar  ERASMUS cooperation				Q&A Candidates
17:30 18:00		CoE SAP				Misc.  Closing WS
18:30 19:00 19:30	Officers and Freshers	Proposal  Reporting time	Reporting time	Reporting time	Gala ball	Reporting time

## 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 54th Council Meeting of ELSA;
- Council Meeting Decision Book, 26<sup>th</sup> Edition;
- One Year Operational Plan (OYOP) 2008/2009 of ELSA International;
- Working Materials;
- Minutes of the ICM Nuremberg;
- Minutes and the report from the ISM Lisbon
- STEP Input paper included in these working materials
- Please prepare an Activity Report to present to the workshop on the introductory session;
- In addition, you will be asked to present your upcoming Transition plans.

Make sure to read the Minutes from <u>at least from the last two</u> 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.

You may find all materials from ELSA Online archive. If you are struggling with the access to archive, please contact the Secretary General of ELSA International at <a href="mailto:secgen@elsa.org">secgen@elsa.org</a>.

Please also prepare an Activity Report for distribution to the National Groups and ELSA International (meaning 36 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 <a href="mailto:vpstep@elsa.org">vpstep@elsa.org</a>.

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

Welcome to the STEP workshop!

# Sunday March 29th (17.30 - 20.00)

17:30 - 19:00

## **Introductory Workshop**

**Aim:** To present the Agenda for the upcoming week and to approve it, to get to know each other, to have a roundtable discussion in order to 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;
- Roundtable: expectations of the participants.

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

19:00 - 20:00

## Officers' Trainings

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

## Means:

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

19:00 - 20:00

## **Introductory Workshop for Freshers**

**Aim:** To give a general overview of ELSA, The International Board and the ICM to the freshers. This workshop will be delivered by Ivana Buric and Jean-Marc Lauwers from the International Board.

#### Means:

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

# Monday, March 30<sup>th</sup> (10:00 - 13:00)

10:00 - 11:30

## 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 NG Activity Reports
- Round table discussion

**Comments:** This session is meant to help us see the status quo in the Network.

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

11:30 - 12:15

## ISM Lisbon update

**Aim:** To present the main discussion points and conclusions from the ISM in Lisbon for all those countries that were not represented. During the ISM we discussed some very important issues and changed some crucial things in STEP and it is important that whole Network is well updated.

#### Means:

- Presentation by ELSA International
- Presentation by the Working Group from the ISM
- Q&A

**Comments:** During the ISM we discussed some really important issues and changed some crucial things in STEP and it is important that the whole Network is well updated as it also concerns some other topics in this Agenda.

**Preparations:** Please read the Minutes and the Report from the ISM in Lisbon as well as the STEP Input papers included in these working materials.

12:15 - 13:00

#### **New STEP Newsletter**

**Aim:** To present the layout of the new versions of the STEP Newsletter.

## Means:

- Presentation by ELSA International
- Round table discussion
- Q&A

**Comments:** During the ISM in Lisbon the WS agreed that we need to change the current Newsletter and make it more attractive to both our students and employers. The outcome was that we will issue two versions of the Newsletter, one public and one just for the officers. Therefore it is really important that the whole Network is well updated about this change.

**Preparations:** Please read the Minutes and the Report from the ISM in Lisbon and have a look at the current STEP Newsletter.

13:00 - 14:30 Lunch

# Monday, March 30<sup>th</sup> (14:30-19:00)

14:30 - 16:00

## New STEP forms presentation

Aim: To present the new STEP forms as agreed upon during the ISM in Lisbon

## Means:

- Presentation by the ISM working group and ELSA International
- Round table discussion
- Q&A

**Comments:** During the ISM in Lisbon, the STEP workshop made some significant changes to the STEP forms and the Working group was created to make some final changes and updates for the upcoming ICM in Budva. Therefore it is necessary that all the STEP officers are familiar with the new forms as they will become official and the only one in use after this ICM.

**Preparations:** Please read the Minutes and the Report from the ISM in Lisbon and have a look at the current STEP forms.

16:00 - 16:30

## STEP Calendar update

**Aims:** To remind ourselves about the Calendar we set during the ICM Nuremberg and ISM Lisbon and present the strategy we created for better a functioning 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 in Lisbon. In order to achieve the continuity we are aiming for, and to start implementation of the Calendar, every STEP officer has to be well aware of the ways of implementation.

**Preparations:** Please read the minutes from the ISM in Lisbon and the STEP Input paper included in these working materials.

16:30 - 17:30

## **ERASMUS** cooperation

**Aims:** To evaluate the possibilities of cooperation with ERASMUS as discussed during the last ISM in Lisbon.

### Means:

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

**Comments:** During the last ISM and inspired by the idea of ELSA Malta about the possibilities in cooperation with ERASMUS as a way in securing the contacts with the employers and making them more secure in the STEP programme, the workshop concluded that such a possibility exists. Therefore each National Group got the task to check the possibilities and means of cooperation with the ERASMUS offices in their countries. Also ELSA International has to check the ways and possibilities in receiving the ERASMUS grants for the students participating in STEP. The outcome will be presented during this session.

Preparations: Please prepare the report from your National Group concerning this cooperation.

17:30 - 18:00

## CoE cooperation

**Aim:** To inform the Network about the cooperation with Council of Europe concerning possible STEP traineeships.

#### Means:

- Presentation by ELSA International
- Q&A

**Comments:** During the last few months, ELSA International has been closely cooperating with Council of Europe and now we are in close negotiations with them concerning some STEP positions. During this session the Network will be more updated about the stage of this cooperation.

18:00 - 19:00

Joint workshop AA+STEP concerning ELSA International proposal to move the SAP part from the AA part to the STEP part of DB.

Aim: To make the Student Abroad Programme (SAP) better.

#### Means:

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

**Comments:** As the SAP has mainly been placed in the AA-part of the DB due to the process of GLSE, it is more natural to have it connected to STEP as reception of students/trainees is one of the main duties as an STEP-officer.

**Preparations:** Please read the proposal in the ICM package about moving the SAP from the AA to the STEP part of the Decision book.

# Tuesday, March 31st (10:00 - 13:00)

10:00 - 12:30

## Long-term cooperation in STEP

**Aim:** To present one of the ways of keeping the old employers and keeping 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
- Round table discussion
- Q&A

Comments: Due to the lack of transition or lack of good transition in some National Groups or lack of experience and knowledge in others, each VP STEP in the beginning of the term 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 last ISM in Lisbon, ELSA International presented the idea of creating the "list" or handbook about the old and new potential STEP employers with a few comments on the possible cooperation. 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.

12:30 - 13:00

## ISM hosts presentation

**Aim:** to present the hosts of the next ISM

#### Means:

- Presentation by the ISM hosts
- Q&A

# Wednesday, April 1<sup>st</sup> (10:00 – 13:00)

10:00 - 11:30

#### HR in STEP

**Aim:** To present the ways of getting more people involved with STEP and creating the STEP teams in each country.

#### Means:

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

**Comments:** ISM Lisbon WS concluded that we need to have more focus on increasing not only the number of STEP jobs and applicants, but also the number of people that create a STEP team.

**Preparations:** Please think about Human recourses in STEP in your National Groups and think about the ways of increasing that number.

11:30 - 13:00

# Joint workshop BEE+STEP concerning new STEP Strategy

**Aim:** To evaluate the work done so far in the National Groups after the IPM and the ISM concerning the cooperation in STEP.

#### Means:

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

**Comments:** For the last few months ELSA International has been working on a strategy for the improvement of STEP in our Network. During IPM Istanbul and ISM Lisbon national officers were involved in this process. We all agreed that we cannot implement the new strategy without the contribution of the network'. This workshop will give us the picture of the frames of this contribution.

**Preparations:** Please prepare the report within your National group concerning the cooperation in STEP and the steps that were done until this ICM. Please prepare also the strategy for the improvement of the cooperation for the upcoming months of term in office. Please also read the STEP Input paper included in these working materials.

13:00 - 14:30 Lunch

## Wednesday, April 1<sup>st</sup> (14:30 – 19:00)

14:30 - 17:00

## Joint workshop MAR+STEP concerning Student Hunting

**Aim:** Increasing the amount of student applications for STEP.

#### Means:

- Presentation by ELSA International
- Working groups
- Presentation of working groups
- Round table discussion
- Conclusion

**Comments:** During the first term in office there were some jobs with no applications. The input from the International STEP Meeting is that it's getting harder to get students to apply. This workshop will focus on highlighting the benefits of the STEP programme and ways to attract students.

**Preparations:** Bring your marketing materials and write down activities you had in your group to attract students to send in their applications, so far this year.

17:00 - 19:00

## ELSA Human Rights Evening - Minority Rights

**Aim:** To raise awareness among the members of ELSA concerning Human Rights, to bring academic quality to the Council Meeting and underline the importance of Human Rights in all ELSA-actions in all three levels.

## Structure of the workshop:

- 1. Introduction and presentation of topic
- 2. Practical example from the European Court of Human Rights
- 3. Round-table discussion
- 4. Conclusion and Statement of the workshop

Comments: Article 27 of the International Covenant on Civil and Political Rights;

Countries, in which ethnic, religious or linguistic minorities exist, persons belonging to such minorities shall not be denied the right, in community with other members of their group, to enjoy their own culture, to confess and practice their own religion, or to use their own language.

#### Definition of minority?

There is no common consent upon a definition of minority in international instruments. Encyclopaedia defined a minority group as:

"A group which is numerically inferior to the rest population of a State and in a non-dominant position, whose members posses ethnic, religious or linguistic characteristics which differ from those of the rest population and who, if only implicitly, maintain a sense of solidarity, directed towards preserving their culture, traditions, religion or language."

Existing International Mechanisms for Minority Protection:

- 1) United Nations;
- 2) Council of Europe;
- 3) Organization for Security and Co-operation in Europe;
- 4) European Union.

Cases before the international bodies

## Friday, April 3rd (10:00 – 13:00)

10:00 - 13:00

## Training on transition

Aims: To gain the best knowledge on how to give the perfect transition to your successor.

#### Means:

• Training provided by the ITP trainer

Comments: A good transition makes the life better for the successors.

13:00 - 14:30

Lunch

# Friday, April 3rd (14:30 – 19:00)

14:30 - 16:30

## ELSA Germany proposal concerning the STEP part of the Decision book

Aim: To make a more understandable and friendly Decision Book and especially the STEP part.

#### Means:

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

**Comments:** Please read the comments from the proposal attached to this ICM package.

**Preparations:** Please read the proposal attached to this ICM package.

16:30 - 17:00

Q&A

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

17:00 - 17:30

# Candidate(s) presentation

**Aims:** To present the candidate(s) for Vice President Student Trainee Exchange Programme of ELSA International 2009/2010.

#### Means:

- Presentation of candidate(s)
- Questions & Answers

Comments: Good luck to all candidate(s)!

**Preparations:** Please read the candidate(s) materials before the session.

17:30 - 18:00

## Miscellaneous

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

18:00 - 19:00

# Evaluation and closing of the WS

Aim: To evaluate the Workshop and to approve the Minutes

# BOARD MANAGEMENT, EXTERNAL RELATIONS AND EXPANSION WORKSHOP

## Timetable

	Sunday 29th March	Monday 30th March	Tuesday 31st March	Wednesday 1st April	Thursday 2nd April	Friday 3rd April
07:30 08:00 08:30 09:00 09:30	Arrival and the Opening Plenary  Introductory WS	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
10:00 10:30 11:00 11:30		Expansion	Training on Transition	Decision Book amendments	Conference & Sightseeing	ELSA-ELS cooperation
12:00 12:30				strategy		HR-cycles and strategy
13:00 13:30 14:00		Lunch at the Hotel	Lunch at the Hotel	Lunch at the Hotel		Lunch at the Hotel
14:30 15:00 15:30		Activity Reports	Mid-Plenary	Institutional Relations, IFP, Human Rights		New Webpage ER + Grants
16:00 16:30 17:00						regulations Q&A
17:30 18:00 18:30		Marketing materials and annual report		ELSA Human Rights evening		Candidates  Misc  Closing
19:00 19:30	Officers and Freshers	Reporting time	Reporting time	Reporting time	Gala ball	Reporting time

## Draft Agenda

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

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

- Statutes and Standing Orders, in force after 54<sup>th</sup> Council Meeting of ELSA;
- Council Meeting Decision Book, 26<sup>th</sup> Edition;
- One Year Operational Plan (OYOP) 2008/2009 of ELSA International;
- Working Materials;
- Minutes of the ICM Nuremberg;
- Please prepare an Activity Report to present to the workshop on the introductory session;
- In addition, you will be asked to present your upcoming Transition plans.

Make sure to read the Minutes from <u>at least from the last two</u> 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.

You may find all materials from ELSA Online archive. If you are struggling with the access to archive, please contact the Secretary General of ELSA International at <a href="mailto:secgen@elsa.org">secgen@elsa.org</a>.

Please also prepare an Activity Report for distribution to the National Groups and ELSA International (meaning 36 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 President of ELSA International at <a href="mailto:president@elsa.org">president@elsa.org</a>.

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

Welcome to the BEE workshop!

# Sunday March 29th (17:30 - 20:00)

17:30 - 19:00

## **Introductory Workshop**

**Aim:** To present the Agenda for the upcoming week and to approve it, to get to know each other, to have a roundtable discussion in order to 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;
- Roundtable: expectations of the participants.

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

19:00 - 20:00

## Officers' Trainings

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

## Means:

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

19:00 - 20:00

## **Introductory Workshop for Freshers**

**Aim:** To give a general overview of ELSA, The International Board and the ICM to the freshers. This workshop will be delivered by Ivana Buric and Jean-Marc Lauwers from the International Board.

#### Means:

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

# Monday, March 30<sup>th</sup> (10:00 – 13:00)

10:00 - 13:00

## Joint workshop BEE + IM: Expansion in the Network

**Aim:** In this workshop ELSA International will present and discuss expansion approaches in the network between ICM Nuremberg and ICM Budva. ELSA International will present also applying countries in this ICM, their applications and delegations to the workshop.

#### Means:

•	Opening words and procedure - ELSA International	10 min
•	Presentation of observership applicant from Armenia	10 min
•	Questions and answers to the applicant from Armenia	15 min
•	Presentation of observership applicant from Bosnia and Herzegovina	10 min
•	Questions and answers to the applicant from Bosnia and Herzegovina	15 min
•	Presentation of observership applicant from Luxembourg	10 min
•	Questions and answers to the applicant from Luxembourg	15 min
•	Presentation of observership applicant from Moldova	10 min
•	Questions and answers to the applicant from Moldova	15 min
•	Presentation of observership applicant from United Kingdom	10 min
•	Questions and answers to the applicant from United Kingdom	15 min
•	Break	15 min
•	Final questions and answers to all candidates	15 min
•	Voting on the applications	10 min
•	Final comments and conclusion – chair	5 min

**Comments:** ELSA has received lots of interest from the countries that are not members of ELSA-network yet. In the ICM Budva network will decide upon the expansion of the network concerning these applying countries. In this workshop participants will receive presentations from each applying countries and then ask questions from the initiator groups present at the workshop. Finally workshop will vote whether the applications will be recommended to be approved by the Council or not.

**Preparations:** Read carefully the part "Applications" from the working materials.

13:00 - 14:30 Lunch

# Monday, March 30th (14:30-19:00)

14:30 - 16:30

## **Activity Reports**

**Aim:** To present the activity reports of participating countries in the area of Board Management, External Relations and Expansion.

## Means:

- Presentation of the Activity report of President ELSA International
- Q&A
- Roundtable presentation of Activity Reports of the National Presidents;
- Q&A
- Discussion and conclusion.

**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.

16:30 - 18:30

# Joint workshop BEE + MAR: Marketing in externals relations

Aim: Discuss and exchange ideas for materials and strategies for fundraising.

## Means:

- Presentation of current fundraising proposals (layout and content) by National Boards
- Presentation of current fundraising proposals (layout and content) by ELSA International
- Discussion
- Conclusion

**Comments:** The idea of the workshop is to show some good examples of fundraising proposals (both design and content) and brainstorm to give ideas to the national groups and IB on how to improve the fundraising proposals.

**Preparations:** Bring examples of fundraising materials from your group.

18:30 - 19:00

# Joint workshop BEE + MAR: Annual Report (Amendments in the DB under BEE, part 1)

**Aim:** To discuss and vote upon the proposal from the International President Meeting concerning the regulation of Annual Report under the BEE section.

#### Means:

- Presentation by Chair from IPM
- Roundtable discussion
- Voting

**Comments:** The International Presidents' Meeting (IPM) has the power to make proposals through their status as a statutory meeting. From the winter IPM 2009 there is one proposal regarding Annual Report.

**Preparations:** Read the proposal that can be found in the package.

## Tuesday, March 31<sup>st</sup> (10:00 – 13:00)

10:00 - 13:00

## Training in Transition and Planning

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

Means: Training given by ITP-trainer.

**Comments:** Transition is of a great importance as a tool of continuity. Giving and receiving a good transition in all three levels guarantees continuity to the association. The presidents are responsible for transition in cooperation with secretaries general and therefore it is important that we will acquire tools to deliver a good transition and a good platform for future planning of our groups.

**Preparations:** Try to recall your transition and bring some evaluation/inputs concerning your transition to this training.

## Wednesday, April 1<sup>st</sup> (10:00 – 13:00)

10:00 - 11:30

Amendments in the Decision Book under BEE (part 2) concerning Board Management, Expansion and responsibility of the President ELSA International towards ICM.

Aim: To discuss proposals of amendments in the Decision Book.

#### Means:

- Presentation of the proposal concerning Board Management
- Discussion
- Voting
- Presentation of the proposal concerning Expansion
- Discussion
- Voting
- Presentation of the proposal concerning responsibility of the President ELSA International towards ICM
- Discussion

**Comments:** At winter IPM 2009 the presidents discussed current regulations under the BEE part in the Decision Book. They also agreed that this part needs fundamental changes. ELSA International has gathered those inputs and put them into the frames of the proposals.

**Preparations:** Read the proposals in the Working Materials.

11:30 - 13:00

## Joint workshop BEE+STEP concerning new STEP Strategy

**Aim:** To evaluate the work done so far in the National Groups after the IPM and the ISM concerning the cooperation in STEP area between Presidents and VP STEPs.

## Means:

- Presentation by the ELSA International
- Presentation of the strategy of cooperation by the National Groups
- Open discussion

**Comment:** For the last few months ELSA International has been working on a strategy for the improvement of STEP in our Network. During IPM Istanbul and ISM Lisbon national officers were involved in this process. We all agreed that we cannot implement the new strategy without the contribution of the network. This workshop will give us the picture of the frames of this contribution.

**Preparations:** Please prepare the report within your National Group concerning the cooperation in STEP and the steps that were done until this ICM. Please prepare also the strategy for the improvement of the cooperation for the upcoming months of term in office. Please also read the STEP input paper in these Working Materials.

13:00 - 14:30 Lunch

# Wednesday, April 1<sup>st</sup> (14:30 – 19:00)

14:30 - 15:30

Joint Workshop BEE+S&C: Proposed amendments in the Decision Book under BEE (part 3) concerning International Focus Programme(IFP) and Human Rights(HR) regulations.

**Aim:** To analyse structural changes concerning IFP and HR proposed by ELSA International and content wise changes in HR regulations proposed by ELSA Poland and seconded by ELSA Finland.

#### Means:

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

**Comments:** At the winter IPM 2009 the presidents discussed current regulations of the BEE part in Decision Book. They agreed that this part needs fundamental changes. ELSA Poland and ELSA Finland have gathered those inputs and put them into the frames of the proposals.

15:30 - 17:00

Future of Institutional Relations and its role in the Network.

**Aim:** To analyse the regulations concerning the Institutional Relations part in the Decision Book and brainstorm about the future of the Institutional Relations in the Network.

## Means:

- Input paper by ELSA International
- Q&A
- Discussion
- Conclusion

**Comments:** There is a very big lack of knowledge in the Network concerning Institutional Relations Regulations. The regulations are not followed properly. The international Board sees the need to review the whole structure concerning Institutional Relations, workload and importance of the regulations and brainstorm together about possible solutions for the problems.

**Preparations:** Read the input paper of ELSA International concerning Institutional Relations.

17:00 - 19:00

# ELSA Human Rights Evening - Right to Life

**Aim:** To raise awareness among the members of ELSA concerning Human Rights, to bring academic quality to the Council Meeting and underline the importance of Human Rights in all ELSA-actions in all three levels.

## Structure of the workshop:

- 1. Introduction and presentation of topic
- 2. Practical example from the European Court of Human Rights
- 3. Round-table discussion
- 4. Conclusion and Statement of the workshop

## **Comments:**

Article 2

- 1. Everyone's right to life shall be protected by law. No one shall be deprived of this life intentionally save in the execution of a sentence of court following this conviction of a crime for which this penalty is provided by law.
- 2. Deprivation of live shall not be regarded as inflicted in contravention of this article when it results from the use of force, which is no more than absolutely necessary.
  - a) in defence of any person from person unlawful violence:
  - b) in order to effect a lawful arrest or to prevent the escape of a person lawfully detained;
  - c) in action lawfully taken the purpose of quelling a riot or insurrection.
- 1) Death penalty?
- 2) Abortion?

This article needs to be read with the Sixth and Thirteenth Protocol.

Article 2 places on the state a positive duty to protect life as well as providing an exhaustive list of situations where killing may be permitted.

The obligation to protect the right to life under Article 2 read the conjunction with the State's general duty under Article 1 of the Convention to "secure to everyone within jurisdiction the rights and freedoms defined in the Convention" requires by implication that there should be some form of effective investigation when individuals have been killed as result of the use force by, *inter alias*, agents of the State. (McCann Case)

Cases and European Court of Human Rights

# Friday, April 3rd (10:00 – 13:00)

10:00 - 12:00

## ELSA and ELS cooperation

**Aim:** To present the recruitment and promotion strategy of ELS prepared by the National Boards, to come up with the inputs concerning ELS granting system for the Network.

#### Means:

- Presentation of the IPM's outcome by President ELSA International and President ELS
- Q&A
- Presentation of the strategies by the National Presidents
- Q&A
- Discussion concerning the ELS granting system for the Network
- Conclusion

**Comment:** In January ELSA International signed the agreement with ELS according to which ELS became ELSA's international alumni network. The conditions of the agreement were discussed at the winter IPM 2009 during the session concerning cooperation between ELSA and ELS. After having brainstorming workshop on recruitment and promotion strategy for ELS, the presidents agreed that each national board should prepare the strategy for their National Group separately and present the strategy at the BEE Workshop during the ICM together with the inputs for the ELS Granting System for the Network.

**Preparations:** Read the Minutes from the winter IPM 2009 and ELSA-ELS agreement documents in the annex of the Working Materials.

12:00 - 13:00

# Joint workshop BEE + IM: Human Resources Cycles in the New Human Resources Strategy

**Aim:** To raise awareness concerning Network events -key factor in the new Human Resources Strategy of ELSA.

#### Means:

- Presentation by ELSA International;
- General discussion.

**Comments:** Second key factor of new Human Resources Strategy of ELSA is Network Activities. ELSA International is trying to implement a structured strategy concerning annual events in order to give optimal opportunity for our members depend less of their level of activity (member or active member) to participate events in the network. Structured organization of the events in the network would also help ELSA in internal marketing, external marketing and fundraising in all three levels.

Preparations: Read the input paper concerning ELSA Human Resources Cycles.

13:00 - 14:30 Lunch

## Friday, April 3rd (14:30 – 19:00)

14:30 - 15:30

Joint workshop BEE + MAR: Presentation of new webpage of ELSA International

**Aim:** To present the new web page of ELSA International.

## Means:

- Presentation by ELSA International and Content5
- Q & A

**Comments:** Content5 is preparing a new webpage for ELSA International. During this session the preliminary version will be presented.

15:30 - 16:30

Joint workshop FM + BEE: proposed amendments in the Decision Book under BEE (part 4) External Relations and Grant Regulations.

**Aim:** To discuss the content wise amendments in the Decision Book concerning External Relations proposed by ELSA Germany and seconded by ELSA Malta and structural amendments concerning Grant Regulations proposed by ELSA International.

## Means:

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

**Comments:** At the winter IPM 2009 Presidents has discussed current regulations under BEE part in the Decision Book. They also agreed that this part needs fundamental changes. ELSA Germany, ELSA Malta and ELSA International has gathered those inputs and put them into the frames of the proposals which as related to the Financial Management, should be discussed together with Treasurers.

**Preparations:** Read the proposals in the Working Materials.

16:30 - 17:00

# **Q&A** Time

**Aim:** To ask the questions which are left from the week to President ELSA International or National Presidents.

17:00 - 18:00

## Presentation of the candidates for President 09/10

**Aim:** to give the candidates the opportunity to present themselves and to the Presidents the possibility to ask them questions about their candidacy for the IB.

## Means:

- Presentation by the candidates
- Q&A

**Preparations:** Read the materials provided by the candidates.

18:00 - 18:30

Miscellaneous

Aim: To discuss items which are left from the week.

Means: Open discussion

18:30 - 19:00

# **Closing of Workshop**

**Aim:** To wrap up the workshop and evaluate the week.

## Means:

- Roundtable with evaluation
- Summary of proposals for the plenary
- Signing the minutes

**Preparations:** Attend the workshops during the week.

# INTERNAL MANAGEMENT WORKSHOP

	Sunday 29th March	Monday 30th March	Tuesday 31st March	Wednesday 1st April	Thursday 2nd April	Friday 3rd April
07:30 08:00 08:30 09:00 09:30	Arrival and the Opening Plenary  Introductory WS	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
10:00 10:30 11:00			Training - Transition and planning	ELSA Germany IT- proposal	Conference & Sightseeing	Definition of HR
11:30 12:00 12:30		Expansion		Recruitment and Human Resources		trainings  HR-cycles and strategy
13:00 13:30 14:00		Lunch at the Hotel	Lunch at the Hotel	Lunch at the Hotel		Lunch at the Hotel
14:30 15:00 15:30		Member Management	Mid-Plenary	Demotion of ELSA France & ELSA Russia		DB proposal 1 - CM
16:00 16:30		ELSA-online				Proposal 2 - HR
17:00 17:30 18:00 18:30		Standing Orders Proposal		ELSA Human Rights evening		Candidates  Q&A +  Misc.  Closing WS
19:00 19:30	Officers and Freshers	Reporting time	Reporting time	Reporting time	Gala Ball	Reporting time

## 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 54<sup>th</sup> Council Meeting of ELSA;
- Council Meeting Decision Book, 26<sup>th</sup> Edition;
- One Year Operational Plan (OYOP) 2008/2009 of ELSA International;
- Working Materials;
- Minutes of the ICM Nuremberg;
- Please prepare an Activity Report to present to the workshop on the introductory session;
- In addition, you will be asked to present your upcoming Transition plans.

Make sure to read the Minutes from <u>at least from the last two</u> 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.

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Please also prepare an Activity Report for distribution to the National Groups and ELSA International (meaning 36 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 Secretary General of ELSA International at <a href="mailto:secgen@elsa.org">secgen@elsa.org</a>.

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

Welcome to the Internal Management workshop!

# Sunday March 29<sup>th</sup> (17.30 – 20.00)

17:30 - 19:00

## **Introductory Workshop**

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

#### Means:

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

**Comments:** During this workshop Internal management Workshop will summon for the first time, gather all participants together, go through the agenda and get everyone acquainted with the ICM-procedure.

19:00 - 20:00

## Officers' Trainings

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

## Means:

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

19:00 - 20:00

## **Introductory Workshop for Freshers**

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

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

# Monday, March 30<sup>th</sup> (10:00 - 13:00)

10:00 - 13:00

# Joint workshop BEE + IM: Expansion in the Network

**Aim:** In this workshop ELSA International will present and discuss expansion approaches in the network between ICM Nuremberg and ICM Budva. ELSA International will present also applying countries in this ICM, their applications and delegations to the workshop.

#### Means:

•	Opening words and procedure - ELSA International	10 min
•	Presentation of observership applicant from Armenia	10 min
•	Questions and answers to the applicant from Armenia	15 min
•	Presentation of observership applicant from Bosnia and Herzegovina	10 min
•	Questions and answers to the applicant from Bosnia and Herzegovina	15 min
•	Presentation of observership applicant from Luxembourg	10 min
•	Questions and answers to the applicant from Luxembourg	15 min
•	Presentation of observership applicant from Moldova	10 min
•	Questions and answers to the applicant from Moldova	15 min
•	Presentation of observership applicant from United Kingdom	10 min
•	Questions and answers to the applicant from United Kingdom	15 min
•	Break	15 min
•	Final questions and answers to all candidates	15 min
•	Voting on the applications	10 min
•	Final comments and conclusion – chair	5 min

**Comments:** ELSA has received lots of interest from the countries that are not members of ELSA-network yet. In the ICM Budva network will decide upon the expansion of the network concerning these applying countries. In this workshop participants will receive presentations from each applying countries and then ask questions from the initiator groups present at the workshop. Finally workshop will vote whether the applications will be recommended to be approved by the Council or not.

**Preparations:** Read carefully the part "Applications" from the working materials.

13:00 - 14:00 Lunch

# Monday, March 30th (14:30-19:00)

14:30 - 15:30

SotN and Activity Reports

**Aim:** To present an extract of results from the State of the Network report after ICM Nuremberg. To present the activity reports of participating countries in the area of Internal Management.

#### Means:

- Presentation of SotN-report by ELSA International;
- Q&A and comments of the workshop;
- Roundtable presentation of Activity Reports;
- Discussion and conclusion.

**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.

15:30 - 16:30

# Member management in the Network

**Aim:** To discuss and measure variety as it comes to member management in the network. To recognize the problems that Network is facing due to inefficient member management and conclude what is reasonable level of member management as a goal of ELSA Network in 2009.

#### Means:

- Presentation by ELSA International;
- Roundtable discussion and presentation of National Systems;
- Brainstorming on improvements to the current state of member management;
- Conclusion.

**Preparations:** Read the input paper of ELSA International and be prepared to present your own member management system during the workshop.

16:30 - 17:30

# ELSA Online and member management

**Aim:** To recognize importance of Online-system as a member management tool. To discuss and evaluate new ideas concerning Member Management in the upcoming ELSA Online system.

#### Means:

- Introduction to the State of ELSA Online Project;
- Introduction of attributes and administration levels of member management in the upcoming new ELSA-online system;
- Discussion on attributes and administration levels of member management in the upcoming new ELSA-online system;
- Conclusion.

**Comments:** ELSA International has been continuously working with the development of new ELSA-online system and webpage of ELSA International. During this workshop participants will get a sneak preview on current proceedings and will have an opportunity to state their will and

opinions concerning member management system in the new ELSA-online system that is under development and to be introduced later on in 2009.

**Preparations:** Update your ELSA-online status in current online system and recall the functions that we have in the current system.

17:30 - 19:00

## Proposal for Amending the Standing Orders of ELSA International

**Aim:** To go through and discuss the proposal of ELSA International to amend the Standing Orders of ELSA International.

#### Means:

- Opening words by ELSA International;
- Update of the registration procedure of Statutes of ELSA International;
- Analysis of the proposal;
- Q&A;
- Voting and conclusion.

**Comments:** Statutes of ELSA International were updated in the ICM Nuremberg. Now it is time to tie lose ends and wrap this project up with the updates and necessary amendments to the Standing Orders. During this workshop participants are also given latest updates concerning Statutes of the association and the translation/registration procedure in the Dutch Chamber of Commerce.

**Preparations:** Read a proposal concerning amendments to the Standing Orders of ELSA International. Read also carefully minutes from the LIV ICM Nuremberg.

## Tuesday, March 31<sup>st</sup> (10:00 – 13:00)

10:00 - 13:00

## Training in Transition and Planning

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

**Means:** Training given by ITP-trainer.

**Comments:** Transition is of a great importance as a tool of continuity. Giving and receiving a good transition in all three levels guarantees continuity to the association. The secretaries general are responsible for transition in cooperation with presidents and therefore it is important that we acquire tools to deliver a good transition and a good platform for future planning of our groups.

**Preparations:** Try to recall your transition and bring some evaluation/inputs concerning your transition to this training.

## Wednesday, April 1<sup>st</sup> (10:00 – 13:00)

10:00 - 11:00

# Joint workshop IM + MAR: ELSA Germany proposal concerning IT

**Aim:** To discuss the proposal concerning removing websites and email communication -part from marketing -section of decision book and replacing it with responsibilities in the IM-section called IT.

#### Means:

- Presentation of the proposal by ELSA Germany;
- Comments of ELSA International;
- Discussion;
- Voting on proposal.

**Comments:** IT has become an invaluable part of day-to-day communication of ELSA. ELSA Germany would like to raise the importance of IT in our work and strongly implement IT-related responsibilities throughout the network with this proposal.

**Preparations:** Read the proposal of ELSA Germany and input paper of ELSA International.

11:00 - 13:00

# Joint workshop IM + MAR: Recruitment and Human Resources

**Aim:** To discuss present status and future of recruitment in the network and try to figure out tools that can be used in Network-wide recruitment.

#### Means:

- Introduction by ELSA International;
- Roundtable discussion on current status of recruitment tools in the Network;
- Input paper and examples;
- Working Groups;
- Conclusion.

**Comments:** Recruitment is one of three Key Factors in new Human Resources Strategy of ELSA. As a main tool of internal marketing recruitment is mainly responsibility of marketers and secretaries general. Workshop is going to discuss advantages of network-wide recruitment strategy and input reasonable tools in order to be used in New Human Resources Strategy of ELSA.

**Preparations:** Think about general recruitment tools in your National Group. How they could be developed? Could they be developed in Network-wide recruitment? Bring your ideas to the workshop and do not hesitate to input.

13:00 - 14:00 Lunch

## Wednesday, April 1<sup>st</sup> (14:30 – 19:00)

14:30 - 17:00

# Joint workshop FM + IM: Proposals to Demote ELSA France and ELSA Russia

**Aim:** To discuss the state of ELSA in France and Russia and to decide whether we should take some measures as a network concerning their status as a full member of ELSA. To vote for demoting of ELSA France and ELSA Russia.

#### Means:

- Presentation of demotion as a tool in the Statutes and Standing Orders of ELSA;
- Presentation of financial arguments for demoting ELSA France;
- Presentation of substantial arguments for demoting ELSA France;
- Voting for the demotion of ELSA France;
- Presentation of financial arguments for demoting ELSA Russia;
- Presentation of substantial arguments for demoting ELSA Russia;
- Voting for the Demotion of ELSA Russia.

**Comments:** Demotion is a new tool that can be used for countries that fail to succeed as a full member of ELSA. By using this tool the Council will demote proposed countries from the status of full member described in the article 6 in the Statutes of ELSA International to the status of observer described in the article 5 in the Statutes of ELSA International.

**Preparations:** Read the proposals of ELSA International concerning demotion of ELSA France and demotion of ELSA Russia. Read and make yourself aware of the tool demotion in the article 7 in the Statutes of ELSA International and article 3 in the Standing Orders of ELSA International.

17:00 - 19:00

# ELSA Human Rights Evening - Freedom of Expression

**Aim:** To raise awareness among the members of ELSA concerning Human Rights, to bring academic quality to the Council Meeting and underline the importance of Human Rights in all ELSA-actions in all three levels.

## Structure of the workshop:

- 1. Introduction and presentation of topic
- 2. Practical example from the European Court of Human Rights
- 3. Round-table discussion
- 4. Conclusion and Statement of the workshop

#### **Comments:**

Article 10

- 1. Everyone has the right to freedom of expression. This right shall include freedom to hold opinions and to receive and impart information and ideas without interference by public authority and regardless of frontiers. This article shall not prevent states from requiring the licensing of broadcasting, television or cinema enterprises.
- 2. The exercise of freedoms, since it carries with it duties and responsibilities, may be subject to such formalities, conditions, restrictions of penalties as are prescribed by law and are necessary in democratic society, in the interests of national security, territorial integrity or public safety, for the prevention of disorder or crime, for the protection of health or morals, for the protection of reputation or rights of others, for preventing the disclosure of information received in confidence, or for maintaining the authority and impartiality of the judiciary.

What is freedom of expression? Freedom to publish? Politicians?

Freedom of expression constitutes one of the essential foundations of democratic society, one of the basic of conditions for its progress and for the development of every man. Subject to paragraph 2 of Article 10, it is applicable not only to "information" or "ideas" that are favorably are received or regarded as inoffensive or as a matter of indifference, but also to those that offend, shock or disturb the state or any sector of the population. Such are demands of pluralism, tolerance and broadmindedness without which there is no democratic society. This means, amongst other things that every "formality", condition", "restriction", or "penalty" imposed in this sphere must be proportionate to legitimate aim pursued.

Article 10 guarantees not only the freedom of the press to inform the public but also the right of the public to be properly informed.

Cases and European Court of Human Rights

## Friday, April 3rd (10:00 – 13:00)

10:00 - 11:00

#### **Definition of Human Resources**

**Aim:** To prepare people for the Human Resources day and familiarize people with the definition of Human Resources.

- Introduction by ELSA International;
- Working Groups;
- Discussion and conclusion.

**Comments:** In order to be able to discuss about new Human Resources Strategy we will have to make sure that when discussing Human Resources, we all talk and think about same scheme.

**Preparations:** Gear yourself with basic information about Human Resources or at least use some time to think what does definition "Human Resources" mean according to you.

11.00 - 12.00

# Joint workshop S&C+IM+ AA - Evaluation of USA in connection to the new Human Resources Strategy

**Aims:** To evaluate the 1<sup>st</sup> United S&C and AA meeting which was held in Cracow, Poland from 4<sup>th</sup> to 8<sup>th</sup> of March 2009?

#### Means:

- Short introduction of the new Human Resource Strategy
- Open discussion
- Concluding remarks

**Preparations:** Evaluate your expectations before attending the USA, and draw your conclusion based on the inputs and after the meeting was over.

12:00 - 13:00

# Joint workshop BEE + IM: Human Resources Cycles in the New Human Resources Strategy

**Aim:** To raise awareness concerning Network events -key factor in the new Human Resources Strategy of ELSA.

## Means:

- Presentation by ELSA International;
- General discussion.

**Comments:** Second key factor of new Human Resources Strategy of ELSA is Network Activities. ELSA International is trying to implement a structured strategy concerning annual events in order to give optimal opportunity for our members depend less of their level of activity (member or active member) to participate events in the network. Structured organization of the events in the network would also help ELSA in internal marketing, external marketing and fundraising in all three levels.

**Preparations:** Read the input paper concerning ELSA Human Resources Cycles.

13:00 – 14:00 Lunch

# Friday, April 3rd (14:30 – 19:00)

14:30 - 15:30

Joint workshop FM + IM: Decision Book amendment to the Council Meetings -section in Internal Management -part

**Aim:** To discuss the proposed amendments to the respective section of the Council Meeting Decision Book.

#### Means:

- Reading through the proposal;
- Discussion concerning the proposal;
- Voting.

**Comments:** ELSA International would like to update the responsibilities of the Council Meeting host to the decision book to match with reality in order to give a more transparent picture to the future Council Meeting/Presidents' Meeting hosts.

**Preparations:** Read the proposal of ELSA International concerning Council Meetings -section of the Decision Book (IM 01/09 II).

15:30 - 17:00

# New Human Resources Strategy of ELSA

**Aim:** To finish discussion concerning Human Resources and compile all discussed topics under the proposal of ELSA International. To analyse and vote on the proposal.

## Means:

- Reading through the proposal;
- Analysing the proposal in working groups;
- Discussion concerning the proposal;
- Voting.

**Comments:** ELSA International has invested lots of time this year to analyse human resources status quo in the network. As a result of our analysis, ELSA International is proposing the Council new Human Resources Strategy of ELSA. During this workshop participants will sum up all discussions from the ongoing week and will try to agree on new Human Resources Strategy of ELSA.

**Preparations:** Read the proposal concerning new Human Resources -section of the Decision Book (IM 01/09 I).

17:00 - 17:30

# Candidature Presentation of the candidates for the position of Secretary General of ELSA International 2009/2010

**Aim:** To receive a presentation and to interview candidates for the position of Secretary General of ELSA International.

## Means:

- Presentation of the candidates;
- Questions and Answer to the candidates.

**Comments:** Like in every Spring ICM, also at the end of LV ICM Budva new International Board is elected. During this workshop Secretaries General in the network are given an opportunity to interview candidate for the position of Secretary General exclusively before the final plenary.

**Preparations:** Read the candidature materials of the respective candidates and be prepared to ask questions.

17:30 - 18:30

# Miscellaneous and Q&A

Aim: To discuss all postponed and outstanding items of agenda.

#### Means:

• Discussion led by chair of the workshop.

**Comments:** Did we run out of time with some issues? Were there any topics that rose during the week and are in need of immediate follow up? This session gives workshop a possibility to finish postponed discussions. Chair of the workshop decides final content of this workshop.

18:30 - 19:00

## Closing the Internal Management Workshop

Aim: To sign minutes and finish IM-workshop in the LV ICM Budva.

- Final Words and notifications;
- Finishing and signing of workshop minutes;
- Closing the Internal Management workshop.

# FINANCIAL MANAGEMENT WORKSHOP

# Timetable

	Sunday 29th March	Monday 30th March	Tuesday 31st March	Wednesday 1st April	Thursday 2nd April	Friday 3rd April
07:30 08:00 08:30 09:00 09:30	Arrival & the Opening Plenary  Introductory WS  Officers and	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
10:00 10:30		Area Definition + ARs	Overview of NG Debt Situation	EDF Status Quo	Conference & Sightseeing	Grant Workshop
11:00 11:30 12:00 12:30		Report & Follow up to the IFM	Interim Accounts 2008/2009	EDF Foundation		SWOT analysis of FM
13:00 13:30 14:00		Lunch at the Hotel	Lunch at the Hotel	Lunch at the Hotel		Lunch at the Hotel
14:30 15:00		Revision of the budget 2008/2009		Demotion of ELSA France & ELSA Russia  ELSA Human Rights		DB proposal IM
15:30 16:00		Budget 2009/2010				External Relations
16:30 17:00			Mid Plenary			Candidates
17:30 18:00		Training on Transition				Misc. and Q & A
18:30 19:00		Reporting	Reporting	evening  Reporting		Closing WS  Reporting
19:30	Freshers	time	time	time	Gala ball	time

## Draft Agenda

## Preparations and reminders for the Financial Management

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

- Statutes and Standing Orders, in force after 54th Council Meeting of ELSA;
- Council Meeting Decision Book, 26<sup>th</sup> Edition;
- One Year Operational Plan (OYOP) 2008/2009 of ELSA International;
- Working Materials;
- Minutes of the ICM Nuremberg;
- Please prepare an Activity Report to present to the workshop on the introductory session;
- In addition, you will be asked to present your upcoming Transition plans.

Make sure to read the Minutes from <u>at least from the last two</u> 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.

You may find all materials from ELSA Online archive. If you are struggling with the access to archive, please contact the Secretary General of ELSA International at <a href="mailto:secgen@elsa.org">secgen@elsa.org</a>.

Please also prepare an Activity Report for distribution to the National Groups and ELSA International (meaning 36 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 Treasurer of ELSA International at <a href="mailto:treasurer@elsa.org">treasurer@elsa.org</a>.

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

Welcome to the FM workshop!

# Sunday, March 29<sup>th</sup> (17:30 – 20:00)

17:30 - 19:00

## **Introductory Workshop**

**Aim:** To present the Agenda for the upcoming week and to approve it, to get to know each other, to have a roundtable discussion in order to 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;
- Roundtable: expectations of the participants.

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

19:00 - 20:00

## Officers' Trainings

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

## Means:

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

19:00 - 20:00

# **Introductory Workshop for Freshers**

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

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

# Monday, March 30<sup>th</sup> (10:00 – 13:00)

10:00 - 11:00

## **Area Definition + Activity Reports**

**Aim:** To get accustomed to what it takes to be a treasurer of a national group; the theoretical vs. the practical. To inform about the past and present status of the Treasurer of ELSA International.

#### Means:

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

**Comments:** The role of the treasurer in an ELSA national group can often be a daunting experience. As law students we mostly don't get any formal learning or training in financial administration and management. Apart from that, there is no manual that ELSA provides to be followed, and the Decision Book, though informative, doesn't truly offer the entire range of a treasurer's functions.

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

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

11:00 - 13:00

## Report & Follow up to the International Financial meeting

**Aim:** To inform the network and all treasurers about the results of the last International Financial Meeting. Also gather the info from the treasurers how they implemented the inputs they gathered from the IFM.

#### Means:

- Presentation by ELSA International
- Open discussion

## **Preparations:**

For this session, please read the minutes of the IFM.

# Monday, March 30<sup>th</sup> (14:30-19:00)

14:30 - 15:30

## Revision of the Budget 2008/2009

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

#### Means:

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

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

**Preparations:** Please read the revised budget in these Working Materials.

15:30 - 16:30

## Budget 2009/2010

**Aim:** To approve the Budget for the financial year of 2009/2010.

## Means:

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

**Comments:** The financial budget for any company or association sets the standard by which they will conduct their financial year. There have been some significant changes in the budget from previous financial years, a move which ELSA International is hoping will bring about greater financial stability, and adapt itself to suit the difficult financial times that we are currently facing.

**Preparations:** Please read the budget in these Working Materials.

16:30 - 19:00

## Training on Transition

**Aim:** To provide training on how National Groups should conduct their transition with their successors, particularly in the area of financial management

## Means:

- Presentation and training
- Q & A time
- Conclusions

Comments: The importance of transition cannot be expressed enough. It is the link between all that was gained in the term in office of one board, and all that could potentially be expanded by the following term's board. The amount of resources that are invested into the association is enormous, yet unfortunately a lot of it is lost due to poorly conducted transitions. The training will help identify the key factors to carry out transitions to the best of the national group's capabilities, and which will also incorporate input from national group officers who have experienced good transitions, and are willing to share their experiences with others present.

# Tuesday, March $31^{st}$ (10:00 – 13:00)

10:00 - 11:30

#### Overview of NG Debt Situation

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

#### Means:

- Presentation by ELSA International
- Q & A
- Open discussion

Comments: Since the last ICM in Nuremberg, some developments have taken place with the national groups that were listed as debtors on the accounts at that time. Some have paid off their debts, some have partially paid off their debts, some have pledged that amounts will be paid, and some have been completely inactive. In order to keep all the national groups updated on what's going on with each other, this workshop will include an overview of the status quo of those national groups with debts towards ELSA International.

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

11:30 - 13:00

# Interim Accounts 2008/2009

**Aim:** To evaluate and approve/reject the Interim Accounts of ELSA International for the financial year of 2008 / 2009.

#### Means:

- Presentation of the audited Interim Accounts of ELSA International 2008 / 2009
- Presentation of the Auditors' Report by the auditors of ELSA International 2008 / 2009, Filippo Siciliano and Gokhan Gunes
- Q & A
- Voting

**Comments:** All abovementioned documents can be found in these Working Materials. The said documents will be presented in the workshop and any queries regarding any points in the documents can be put forward for questioning to either the Treasurer of ELSA International or the internal auditors.

**Preparations:** Please read through the Interim Accounts 2008/2009 and the Auditors' Report.

## Wednesday, April 1<sup>st</sup> (10:00 – 13:00)

10:00 - 10:30

Presentation of the current status quo of the EDF + Presentation of the EDF rules and application form.

**Aim:** To evaluate the EDF report and to discuss how we can improve the cooperation for EDF.

## Means:

- Presentation of the EDF Report by ELSA International
- Q & A concerning the EDF Report
- Round table discussion

10:30 - 13:00

## **ELSA Development Foundation**

**Aim:** To discuss the content wise amendments in the Decision Book concerning the creation of the ELSA Development Foundation to replace the current ELSA Development Fund.

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

**Comments:** In the past there has been a lot of discussion concerning the EDF. With this proposal ELSA International intends to do the first steps to make the EDF more stronger.

**Preparations:** Read the proposals in the Working Materials.

13:00 - 14:30 Lunch

## Wednesday, April 1st (14:30 – 19:00)

14:30 - 17:00

## Joint workshop FM + IM: Proposals to Demote ELSA France and ELSA Russia

**Aim:** To discuss the state of ELSA in France and Russia and to decide whether we should take some measures as a network concerning their status as a full member of ELSA. To vote for demoting of ELSA France and ELSA Russia.

#### Means:

- Presentation of demotion as a tool in the Statutes and Standing Orders of ELSA;
- Presentation of financial arguments for demoting ELSA France;
- Presentation of substantial arguments for demoting ELSA France;
- Voting for the demotion of ELSA France;
- Presentation of financial arguments for demoting ELSA Russia;
- Presentation of substantial arguments for demoting ELSA Russia;
- Voting for the Demotion of ELSA Russia.

**Comments:** Demotion is a new tool that can be used for countries that fail to succeed as a full member of ELSA. By using this tool the Council will demote proposed countries from the status of full member described in the article 6 in the Statutes of ELSA International to the status of observer described in the article 5 in the Statutes of ELSA International.

**Preparations:** Read the proposals of ELSA International concerning demotion of ELSA France and demotion of ELSA Russia. Read and make yourself aware of the tool demotion in the article 7 in the Statutes of ELSA International and article 3 in the Standing Orders of ELSA International.

17:00 - 19:00

# ELSA Human Rights Evening – Prohibition of Torture

**Aim:** To raise awareness among the members of ELSA concerning Human Rights, to bring academic quality to the Council Meeting and underline the importance of Human Rights in all ELSA-actions in all three levels.

## Structure of the workshop:

- 1. Introduction and presentation of topic
- 2. Practical example from the European Court of Human Rights
- 3. Round-table discussion
- 4. Conclusion and Statement of the workshop

#### **Comments:**

Article 3

No one shall be subjected to torture or inhuman or degrading treatment or punishment.

- 1) What is torture?
- 2) What is inhuman treatment?
- 3) What is degrading treatment?

**Torture** is deliberate inhuman treatment causing very serious and cruel suffering.

**Inhuman treatment** is treatment that causes intense psyhical and mental suffering.

**Degrading treatment** is treatment that arouses in the victim a feeling of fear, anguish and inferiority capable of humiliating and debasing the victim and possibly breaking his or her physical and moral resistance.

This provision enshrines one of fundamental values of democratic society, admitting of no exceptions. So, article 3 is one of the non-derogable rights. States are under an obligation to protect physical and mental health of prisoners and detainees as well as all citizens.

Cases and European Court of Human Rights

## Friday, April 3rd (10:00 – 13:00)

10:00 - 11:30

## **Grant Workshop**

#### Aim:

To improve the quality of application of ELSA International and of the National Groups.

- Presentation by ELSA International
- Working groups preparing inputs for the future Grant Application forms
- Conclusions

#### **Comments:**

During the past years ELSA International applied for several times for the EAC Grant but since 2006 we never achieved to have a successful application. In Nuremberg we wanted to improve this situation by preparing the application together with the network during a workshop with all the treasurers. Now we want to evaluate a first time the current situation and set a plan for the next year.

## **Preparations:**

Please read through previous applications of ELSA International. Check the website of the "Youth in Action" programme.

11:30 - 13:00

SWOT analysis of the FM area Part I

**Aim:** To make a SWOT analysis of the future in the field of the FM.

## Means:

- Discuss in working groups;
- Presentation of the results.

13:00 – 14:30 Lunch

## Friday, April 3rd (14:30 – 19:00)

14:30 - 15:30

Joint workshop FM + IM: Decision Book amendment to the Council Meetings –section in Internal Management -part

**Aim:** To discuss the proposed amendments to the respective section of the Council Meeting Decision Book.

#### Means:

- Reading through the proposal;
- Discussion concerning the proposal;
- Voting.

**Comments:** ELSA International would like to update the responsibilities of the Council Meeting host to the decision book to match with reality in order to give a more transparent picture to the future Council Meeting/Presidents' Meeting hosts.

**Preparations:** Read the proposal of ELSA International concerning Council Meetings -section of the Decision Book (IM 01/09 II).

15:30 - 16:30

Joint workshop FM + BEE: on proposed amendments in the Decision Book under BEE (part 4) and External Relations Grant Regulations.

**Aim:** To discuss the content wise changes in the Decision Book concerning External Relations proposed by ELSA Germany and seconded by ELSA Malta and structural changes concerning Grant Regulations proposed by ELSA International.

#### Means:

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

**Comments:** At the winter IPM 2009 Presidents has discussed current regulations of the BEE part in the Decision Book. They also agreed that this part needs fundamental changes. ELSA Germany, ELSA Malta and ELSA International has gathered those inputs and put them into the frames of the proposals which as related to the Financial Management, should be discussed together with Treasurers.

**Preparations:** Read the proposals in the Working Materials.

16:30 - 17:00

Candidature Presentation of the candidates for the position of Auditors of ELSA International 2009/2010

**Aim:** To receive a presentation and to interview candidates for the position of Auditors and vice-auditor of ELSA International.

#### Means:

- Presentation of the candidates;
- Questions and Answer to the candidates.

**Comments:** Like in every Spring ICM, also at the end of LV ICM Budva new International Board is elected. During this workshop Secretaries General in the network are given an opportunity to interview candidate for the position of Auditors and vice-auditors exclusively before the final plenary.

**Preparations:** Read the candidature materials of the respective candidates and be prepared to ask questions.

17:00 - 17:30

# Candidature Presentation of the candidates for the position of Treasurer of ELSA International 2009/2010

**Aim:** To receive a presentation and to interview candidates for the position of Treasurer of ELSA International.

#### Means:

- Presentation of the candidates;
- Questions and Answer to the candidates.

**Comments:** Like in every Spring ICM, also at the end of LV ICM Budva new International Board is elected. During this workshop Secretaries General in the network are given an opportunity to interview candidate for the position of Treasurer exclusively before the final plenary.

**Preparations:** Read the candidature materials of the respective candidates and be prepared to ask questions.

17:30 - 18:30

# Miscellaneous and Q&A

**Aim:** To discuss all postponed and outstanding items of agenda.

## Means:

Discussion led by chair of the workshop.

**Comments:** Did we run out of time with some issues? Were there any topics that rose during the week and are in need of immediate follow up? This session gives workshop a possibility to finish postponed discussions. Chair of the workshop decides final content of this workshop.

18:30 - 19:00

## Closing the Financial Management Workshop

Aim: To sign minutes and finish FM-workshop in the LV ICM Budva.

- Final Words and notifications;
- Finishing and signing of workshop minutes;
- Closing the Financial Management workshop.

# MARKETING WORKSHOP

# Timetable

	Sunday 29th March	Monday 30th March	Tuesday 31st March	Wednesday	Thursday 2nd April	Friday
07:30	29th March	30th March	31st March	1st April	Ziid Aprii	3rd April
		Breakfast	Breakfast	Breakfast	Breakfast	
08:00						Breakfast
08:30						Dieakiast
09:00						
09:30						
10:00		Activity	Marketing of AA	ELSA Germany IT- proposal		Marketing
10:30		Reports				Handbook
11:00			7 17 1	1 1		
11:30		Evaluation		Recruitment and Human Resources		Planning -
12:00	Opening	and strategic planning	Uniformity			Part 2
12:30	Plenary	parining	proposal			
13:00		Lunch at the	Lunch at the Hotel	Lunch at the Hotel	Conference & Sightseeing	Lunch at the
13:30		Hotel				Hotel
14:00						
14:30		Annual		Student Hunting		New
15:00						webpage
15:30		Events				NGs and Webpages
16:00	Introductory WS					
16:30			Mid Plenary			1 0
17:00		External		ELSA Human Rights evening		Candidates
17:30		Marketing and Annual Report				ELSA Day
18:00						Misc. & Q&A
18:30						Closing
19:00	Officers and	Reporting	Reporting	Reporting		Reporting
19:30	Freshers	time	time	time	Gala ball	time

## 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 54<sup>th</sup> Council Meeting of ELSA;
- Council Meeting Decision Book, 26<sup>th</sup> Edition;
- One Year Operational Plan (OYOP) 2008/2009 of ELSA International;
- Working Materials;
- Minutes of the ICM Nuremberg;
- Please prepare an Activity Report to present to the workshop on the introductory session;
- Marketing materials from your country to be presented in workshop;
- In addition, you will be asked to present your upcoming Transition plans.

Make sure to read the Minutes from <u>at least from the last two</u> 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.

You may find all materials from ELSA Online archive. If you are struggling with the access to archive, please contact the Secretary General of ELSA International at <a href="mailto:secgen@elsa.org">secgen@elsa.org</a>.

Please also prepare an Activity Report for distribution to the National Groups and ELSA International (meaning 36 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 Marketing of ELSA International at <a href="mailto:vpmarketing@elsa.org">vpmarketing@elsa.org</a>.

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

Welcome to the Marketing workshop!

# Sunday March 29<sup>th</sup> (17.30 – 20.00)

17:30 - 19:00

## **Introductory Workshop**

**Aim:** To present the Agenda for the upcoming week and to approve it, to get to know each other, to have a roundtable discussion in order to 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.

19:00 - 20:00

# Officers' Trainings

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

#### Means:

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

19:00 - 20:00

## **Introductory Workshop for Freshers**

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

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

# Monday, March 30<sup>th</sup> (10:00 – 13:00)

10:00 - 11:00

## **Activity Reports**

**Aim:** To update each other about the situation in the different countries and to prepare for the following session.

Means: Round table with updates from the participants.

**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 -13:00

# Evaluation and strategic planning in marketing

**Aim:** To give the marketers a platform to evaluate the state of their own country and plan their marketing efforts accordingly.

## Means:

- Presentation by ELSA International
- Working groups
- Roundtable presentations
- Summary and assignment for the week

**Comments:** A lot of the countries in the network do marketing a bit ad-hoc for each project instead of looking at the big picture. The aim is for each participant to set up a draft plan within marketing to remedy whatever weaknesses exist in his/her group. We will have a session to follow up on Friday.

**Preparations:** Read the input paper included in the working materials. Update yourself on problems and things that are working well in your group (local or national).

13:00 – 14:30 Lunch

# Monday, March 30<sup>th</sup> (14:30 - 19:00)

14:30 - 16:30

Joint workshop S&C + MAR: How to make an event go from a one time project to a well known brand.

**Aim:** In order to have successful international events in the network it is important to have consistent events that are recognized by externals and students. This makes it easier to organize and to keep the activity level in the network on a steady high level.

#### Means:

- Presentation from national groups
- Presentation from ELSA International
- Working groups
- Presentations of result from working group
- Conclusions

**Comments:** In order to fulfil the strategic goal with high quality international events that run stable from year to year it is important to have some annual projects which are successful and renowned. By creating a base which is stable the national groups will make it more structured for new boards. This will create a base for recruitment as ELSA will be known among the students. It will also create a base for continued external relations as the base of the event can be built and expanded with new partners every year. If you are able to show a history of successful events you will have a better position when negotiating for sponsors.

**Preparations:** Consider the event in your National and Local groups and if any of them have the potential of an annual event.

16:30 - 18:30

## Joint workshop BEE + MAR: Marketing in externals relations

Aim: Discuss and exchange ideas for materials and strategies for fundraising.

#### Means:

- Presentation of current fundraising proposals (layout and content) by National Boards
- Presentation of current fundraising proposals (layout and content) by ELSA International
- Discussion
- Conclusion

**Comments:** The idea of the workshop is to show some good examples of fundraising proposals (both design and content) and to brainstorm to give ideas to the national groups and IB on how to improve the fundraising proposals.

**Preparations:** Bring examples of fundraising materials from your group.

18:30 - 19:00

# Joint workshop BEE + MAR: Annual Report (Amendments in the Decision Book under BEE, part 1)

**Aim:** To discuss and vote upon the proposal from the International President Meeting concerning the regulation of Annual Report under the BEE section.

#### Means:

- Presentation by Chair from IPM
- Roundtable discussion
- Voting

**Comments:** The International Presidents' Meeting (IPM) has the power to make proposals through their status as a statutory meeting. From the winter IPM 2009 there is one proposal regarding Annual Report.

**Preparations:** Read the proposal that can be found in the package.

## Tuesday, March 31<sup>st</sup> (10:00 – 13:00)

10:00 - 12:00

## Joint WS MAR+AA - Marketing in AA

**Aims:** To evaluate the benefits of the activities of AA. How to involve the national groups more in the international projects of AA and how to promote the projects.

#### Means:

- Presentation by ELSA International
- Working Groups
- Presentation of the results of the working groups
- Roundtable discussion
- Conclusion

**Comments:** The International Board want to achieve a better connection between the International AA-events and the national level. Our aim of the session is to increase the participation of national groups/Local groups in the ongoing international projects.

**Preparations:** Read the AA part of the Decision Book and focus especially on EMC<sup>2</sup>, ELSA SPEL and Moot Court Competitions.

12:00 - 13:00

## ELSA International's proposal to amend the Uniformity part of Decision Book

**Aim:** To discuss and vote upon the proposal by ELSA International regarding the fonts in the corporate identity.

#### Means:

- Presentation of the proposal by ELSA International
- Round table with discussion
- Voting

**Preparations:** Please read the proposal included in the package.

# Wednesday, April 1st (10:00 - 13:00)

10:00 - 11:30

## Joint workshop IM + MAR: ELSA Germany proposal concerning IT

**Aim:** To discuss the proposal concerning removing websites and email communication -part from marketing -section of decision book and replacing it with responsibilities in the IM-section called IT.

#### Means:

- Presentation of the proposal by ELSA Germany;
- Comments of ELSA International;
- Discussion;
- Voting on proposal.

**Comments:** IT has become an invaluable part of day-to-day communication of ELSA. ELSA Germany would like to raise the importance of IT in our work and strongly implement IT-related responsibilities throughout the network with this proposal.

**Preparations:** Read the proposal of ELSA Germany and input paper of ELSA International.

11:30 - 13:00

## Joint workshop IM + MAR: Recruitment and Human Resources

**Aim:** To discuss present status and future of recruitment in the network and try to figure out tools that can be used in Network-wide recruitment.

#### Means:

- Introduction by ELSA International;
- Roundtable discussion on recruitment tools;
- Working Groups;
- Conclusion.

**Comments:** Recruitment is one of three Key Factors in new Human Resources Strategy of ELSA. As a main tool of internal marketing recruitment is mainly responsibility of marketers and secretaries general. Workshop is going to discuss advantages of network-wide recruitment strategy and input reasonable tools in order to be used in New Human Resources Strategy of ELSA.

**Preparations:** Think about general recruitment tools in your National Group. How they could be developed? Could they be developed in Network-wide recruitment? Bring your ideas to the workshop and do not hesitate to input.

13:00 – 14:30 Lunch

## Wednesday, April 1<sup>st</sup> (14:30 – 19:00)

14:30 - 17:00

## Joint workshop STEP + MAR: Student Hunting

**Aim:** Increasing amount of student applications for STEP.

#### Means:

- Presentation by ELSA International
- Working groups
- Presentation of working groups
- Round table discussion
- Conclusion

**Comments:** During the first term in office there were some jobs with no applications. The input from the International STEP Meeting is that it's getting harder to get students to apply. This workshop will focus on highlighting the benefits of the STEP programme and ways to attract students.

**Preparations:** Bring your marketing materials and write down activities you had in your group to attract students to send in their applications so far this year.

17:00 - 19:00

## ELSA Human Rights Evening - Right to Privacy and Family Life

**Aim:** To raise awareness among the members of ELSA concerning Human Rights, to bring academic quality to the Council Meeting and underline the importance of Human Rights in all ELSA-actions in all three levels.

#### Structure of the workshop:

- 1. Introduction and presentation of topic
- 2. Practical example from the European Court of Human Rights
- 3. Round-table discussion
- 4. Conclusion and Statement of the workshop

#### **Comments:**

#### Article 8

- 1. Everyone has the right to respect his private and family life, his home and correspondence.
- 2. There shall be no interference by a public authority with the exercise of this right except such as is in accordance with law and is necessary in democratic society in the interests of national security, public safety or the economic well-being of the country, for the of disorder or crime, for the protection of health or morals, or the protection of the rights and freedoms of others.

# Friday, April 3<sup>rd</sup> (10:00 – 13:00)

10:00 - 11:30

## Marketing Handbook

Aim: To evaluate the new marketing handbook to see if anything should be added

#### Means:

- Presentation by ELSA International
- Round table discussion
- Conclusion

**Comments:** The work on the marketing handbook started in Alanya 2006. It was never finished. The aim of the workshop is to evaluate if anything is missing or should be changed. The aim is to finish the marketing handbook after ICM so it is ready for the transition and can be handed over to your successor.

**Preparations:** The marketing handbook is not included in the working materials. It will be sent out around 1 week before the ICM on the marketing list as it is still being worked on.

11:30 - 13:00

## Marketing plan for the next year of each group

**Aim:** To present the plan that the marketers should put together during the week

#### Means:

- Round tables
- Summary

**Comments:** Follow up session from the Monday session 11:00 -13:00.

**Preparations:** Be present in the first session on Monday 11:00 -13:00.

13:00 - 14:30 Lunch

# Friday, April 3<sup>rd</sup> (14:30 – 19:00)

14:30 - 15:30

## Joint workshop BEE + MAR: Presentation of new webpage of ELSA International

**Aim:** To present the new web page of ELSA International.

#### Means:

- Presentation by ELSA International and Content5
- Q & A

**Comments:** Content5 is preparing a new webpage for ELSA International. During this session the preliminary version will be presented.

15:30 - 17:00

# Presentation of opportunities for national groups to adopt the new webpage system of ELSA International

**Aim:** To make the national groups aware of the possibilities to adopt the webpage system of ELSA International.

#### Means:

- Presentation by ELSA International and Content5.
- Roundtable with inputs and questions from the national groups.

**Comments:** With the new webpage system of ELSA International there will be a possibility for national groups to adopt the layout and system with the tools that the national groups would like. This session will be to update the national groups on their possibilities and to get feedback on how to proceed.

**Preparations:** Think of what sort of tools would be needed for your webpage. Look through your current page and think of possible inputs.

17:00 - 17:30

# Presentation of Candidates for International Board 09/10

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

**Means:** Presentation by the Candidate(s)

17:30- 18:00

## Proposals to remove the ELSA Day

**Aim:** To discuss and vote upon the proposal by ELSA International to remove the part of decision book called ELSA Day under the Marketing section.

#### Means:

- Presentation by ELSA International
- Round table discussion
- Voting

**Preparations:** Read the proposal by ELSA International included in the package.

18:00 - 18:30

# Miscellaneous & Q&A

Aim: To discuss issues which are left from the week or national groups would like to ask about.

Means: Open discussion

18:30 - 19:00

## **Closing of Workshop**

**Aim:** To wrap up the workshop and evaluate the week

#### Means:

- Roundtable with evaluation;
- Summary of proposals for the plenary.

**Preparations:** Attend the workshops during the week.

## **ACTIVITY REPORTS**

## THE INTERNATIONAL BOARD 2008/2009

## Morten Rydningen, Vice President Academic Activities

# ELSA Moot Court Competition on WTO Law (EMC<sup>2</sup>)

The EMC<sup>2</sup> is by far the biggest and most international event of ELSA. The current organisation gives us influence on all continents of the world. The 7<sup>th</sup> edition has a slightly different twist than normal due to the Final Oral Round being held in Taipei, Taiwan between 19<sup>th</sup> and 24<sup>th</sup> of May 2009. A total of 60 teams from all continents in the world will take part in the competition which has reached its final stage at the time of the council meeting.

Due to the Academic Supervisor for Europe has been unavailable for personal reasons I have had to act as Academic Supervisor for the Regional Rounds, in Barcelona, Spain and Frankfurt-Oder, Germany, together with the ELSA International Representative Mr. Koen Klootwijk. I would also like to take the opportunity to thank the Organising Committees of the Regional Rounds in Frankfurt-Oder and Barcelona, as well as the Academic Supervisors Mrs. Letizia Raschella- Sergi, Ms. Ieva Zebryte and Dr. Laura Nielsen who continuously are supporting the competition. And last, but not least, Mr. Koen Klootwijk for his outstanding work during the whole year as the responsible for the participants.

As a reminder to the readers of this activity report I would advise you all to read the Final Report after the event is concluded.

## Essay Competition on Intellectual Property Law

I have been involved in the academic process of establishing an annual essay competition for years to come. I hope that the project will evolve to become annually, and a great asset for the Network in connection to the International Focus Programme.

#### ELSA Selected Papers on European Law (SPEL)

Together with a team of motivated people from several countries within the Network we are trying to revive SPEL. New marketing materials have been made available, and the guidelines have been changed in order to fit the requirements suggested in the AA workshop during the last ICM. In 2009 two new articles have been published on the website of ELSA – www.elsa.org.

## United Seminars & Conferences & Academic Activities Meeting (USA)

Vice President Seminars & Conferences Mr. Kamil Szymanski and I were in charge of making the academic programme and agenda during the 1<sup>st</sup> USA in Cracow, Poland from 4<sup>th</sup> to 8<sup>th</sup> of March 2009. USA gathered 18 different nationalities and around 100 participants. I highly appreciate the devotion of the OC, ELSA Cracow, for organising an excellent event, and naturally the efforts of the participants.

## **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.

## Representation on International and National events

I have had the pleasure to attend the Slovakian, Norwegian, Danish and Lithuanian NCM, which have all done a tremendous job in hosting IB.

#### Administrative work

Together with our Secretary General Mr. Antti Husa I have taken part in the establishing of a new ELSA UK by attending the meeting in London and follow ups with the initiator group. 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 EMC<sup>2</sup> coordinator, panellists, sponsors and EMC<sup>2</sup> Academic Supervisors. I have also supported other areas whenever needed.

#### Other

I would also like to express my deepest appreciation to all of those who have contributed in the Academic Activities area, and especially those holding the position of VP AA. I hope to see you all in my final AA-workshop during the ICM in Budva as my journey as IB is coming to its end. I wish you all a wonderful time in Budva, and good luck to the candidate(s) running for the International Board as Vice President Academic Activities.

## Kamil Szymanski, Vice President Seminars and Conferences

## **Study Visits**

I was providing ELSA Local/National groups with the required information. I was assisting groups with Institutional Study Visits to Council of Europe as well as helping them with getting the visas. I was monitoring SV in the network as well as encouraging them to organize more visits. I have an 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 few months I was encouraging S&C officers to provide ELSA International with information concerning the International events (by sending SSF). Furthermore, together with 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 www.elsa.org/events.

#### **IFP**

Together with Director for IFP of ELSA International and Vice President for Academic Activities I was creating the strategy for the implementation for the IFP as well as working on two main international projects concerning IFP which are: IFP Evaluation conference and IFP Essay competition. My main duties concerning the above mentioned events were coordinating the conference from the International Board perspective, helping the President of ELSA International with fundraising and helping Vice President for Academic Activities with the Final Gala ceremony of the IFP Essay competition.

## **United S&C AA Meeting**

Together with Vice President for Academic Activities of ELSA International I was responsible for the cooperation with the host of the USA and promotion of the event as well as responsible for creating the academic program, inviting trainers and other guests.

#### Representation of ELSA International on National, International ELSA Evens

During the last few months I had a pleasure to participate on the NCMs 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.

## Representating ELSA International towards International Institutions

I was representing ELSA in the Institutions such as Council of Europe, UNESCO and European Comission.

#### External relations

As mentioned before, during the last few months, I was helping the President of ELSA International when it comes to external relations. Therefore, I was attending the meetings concerning IFP products with Allen & Overy, Norton Rose, Thompson and company from China - ZLWD Solicitors as well as meeting with ELS, Russel Denoon Duncan and others. I took a bigger responsibility for contacts with Council of Europe (if it comes to S&C and INGO Delegations), The Deloitte, IPSOS Poland, European Court of Human Rights (speaker hunting) and House Rissen Institute-Hamburg.

#### **Coaching System**

As the coach for 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

I have sent the call for delegations to the following Institutions: Standing Committee on the Law of Patents (SCP) WIPO, Session of the Committee on Development and Intellectual Property (CDIP) WIPO, Conference on Intellectual Property and Global Challenges WIPO and the 15th session of Working Group VI on Security Interests UNCITRAL

#### **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.

#### Other

I would like to thank all the S&C officers that I had a pleasure to cooperate during these months, for their professionalism and motivation. Hopefully I would see you all during my last WS in ICM Budva as a member of ELSA International.

As the last point I would like to thank my Board for the great 8 months spent in the ELSA House. I believe that we all managed to get along and work and live as a team.

## Ivana Buric, Vice President Student Trainee Exchange Programme

## **STEP Changes**

During the first half of the term I have been mainly focusing on training the National Groups and supporting them with Job Hunting. However the results of the work done are happening at the moment due to the lack of continuity in this area and no long term planning. Therefore this year I have tried together with my board to create the good base for the upcoming years and we hopefully made some changes in STEP that will remain for some time and in a long run prove to be crucial. We started with creating the "STEP Calendar" and tried to create a detailed plan for STEP events through the year that are to be followed starting from the ISM in the beginning of the each term (August/September). This Calendar was presented during the ISFM in Lisbon as well as in the IPM Istanbul.

Second thing that I was working on are the new STEP Forms and the new layout of the STEP Newsletter. According to the inputs from the several employers as well as the STEP WS at the ICM in Nuremberg, the current STEP forms are considered to be very stiff and not friendly both to students and employers. Also I was working on the STEP Newsletter changes in order to make it as a good promotional tool and on new marketing materials for STEP in general. .

## Long term cooperation in STEP

Together with my Board I have been working on involving the Council of Europe more in our activities. Therefore, we managed to establish a good cooperation with them concerning STEP places in Council of Europe. We sent our version of the Agreement and currently we are waiting for their official feedback.

Concerning the long term cooperation, we are preparing the STEP employers handbook where we will put all the contacted and potential STEP employers and create a guidelines and manuals for approaching those employers (recruitment period, company profile, contact person, main offices etc.) for each country. For this "project" I am cooperating with some of the ELS members and also I am expecting the help from the Network as well. The purpose is to leave a solid starting point for our successors. This manual is going to be revised and updated on the ISM at the beginning of the terms in office, so that VPs STEP do not have to spend time doing the research themselves.

#### Job Hunting

I have been working with the STEP officers in the Network on Job hunting and providing them with the possible contacts in their countries. Most of those resulted in the STEP jobs. Apart from that ELSA International made several approaches, one in USA, that had a positive outcome, two in London, that had positive outcome as well, several in Belgium and two in Italy that we are still waiting for the results.

As far as the Network is concerned, so far we have 28 STEP jobs that came in from the beginning of my term, which is not bad concerning the level of knowledge, experience and trainings that STEP officers had at the beginning of their terms and considering that we have yet quite a few jobs that are coming in now. However it is certainly not near the number we are

aiming at, in accordance with our Strategic Plan. That was the reason for the above mentioned STEP changes at the first place.

#### **ELSA Online system**

I was cooperating on this project with ELSA Germany, together with my board members, Antti Jean-Marc and Torkil. So far we had several meetings with ELSA Germany and one with Content 5 in Munich in December. During this meeting we set some guidelines and divided the project into 3 main areas: Front page, General part of the back page and STEP part of the back page.

As far as the STEP part is concerned, I am cooperating with VP STEP of ELSA Germany, Frank Ingerieth and we will have a meeting in Brussels in the first week of March when we will finalize our specifications and send it to Content 5 for their inputs and start with the preparations for the launching of the pilot version. We are hoping to finish the project by the end of our terms in office, so that we leave to our successors the basic version in order to start the testing and present it at the ICM in Bucharest.

#### Joint STEP and FM meeting in Lisbon

In February we had a joint STEP and FM meeting in Lisbon, Portugal. STEP WS had 8 countries present and approximately 15-20 participants. It was really productive event with a lot of crucial inputs and changes that are to be presented at this ICM in Budva. I would like to thank all the participants for the great event, great motivation and discussions.

## **Coaching System**

As the coach for 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

I have had the pleasure to attend the NCMs of ELSA Germany, Lithuania, Norway, Poland, Serbia and Spain which have all done an amazing job in hosting IB and making our stay enjoyable. Therefore I would like to thank all of them once more for the great hospitality and ELSA Spirit.

#### Other

In the end I would like to thank all the STEPers in this Network that have been cooperating with me for doing the tremendous job and keeping the spirit and the motivation up, for being professional all the time, for the great inputs for every proposal I had and all the motivation that they gave me in my work as well. I hope to see you all in my final STEP-workshop during the ICM in Budva as my term is soon coming to its end.

Last but not the least I would like to thank my Board members for the wonderful job and cooperation we had through the year 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 motivate and support my team to perform their tasks the best they can for the good of the Network. As it is not an ideal solution to live and work in the same house, there have been challenges, but I believe we all have benefitted from the experiences and are stronger both as individuals and as a team.

We are following the rules we set for ourselves at the beginning of the term in office and have weekly meetings every Monday. In this way we aim to be updated at all times in order to motivate and allocate the recourses to where it is needed. Trough the time we have spent in the ELSA-House we have built a strong and solid team and I truly believe that it will stay like this until the end of our term.

#### External relations

The International Board 2008/09 started the term in office with really bad financial situation with one corporate partner less and no long-term stability. Therefore the most of my time during the last months I dedicated to the contacts with many externals, trying to resolve this difficult situation for ELSA. I was several times in London, where with the great help of our former patron ELSA International Russell Denoon Duncan, former President of the ELS, Mr Teja Picton Howell and former president of ELSA International, Veronica Anton, I managed to attend several meetings among which with Norton Rose, Allen & Overy, Thomson and company from China - ZLWD Solicitors. Thanks to help of ELSA Germany I have manage to develop the contact with Salans with the main office in Berlin. I have also approached most of the law firms in London with IP department in order to introduce them our IFP projects: IFP Conference and Essay Competition.

Furthermore I have supported the network by providing with recommendation letters for sponsors, providing trainings on External Relations and on soft skills.

## Institutional Relations - Cooperation with the Council of Europe

Together with my Board I was working closely with Council of Europe and continuing the cooperation that previous International Board started. During my term, we had several meetings in Strasbourg in Council of Europe and among other things, we managed to benefit from those meetings by getting the patronage of the Deputy Secretary General of Council of Europe. Ms Maud De Boer-Buquicchio, has become the 'Marraine' of ELSA in November 2008. I consider this as a great success and the benefit not just for our Board but for the whole Network. Another crucial thing related to our cooperation is the fact that the Human Right Partnership we have with Council of Europe has been prolonged for one more year.

#### Expansion

As the board member with overall responsibility for the expansion I was coordinating this task at the first stage, but whole huge work on the applications and SSO of the countries applying at this ICM for the observership due to other responsibilities I delegated to Secretary General, Antti Husa who was a great support for me and put amazing effort to fulfil this task.

## Cooperation with the ELSA Lawyers' Society

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

I do believe that in a few years we will have a big, strong and active alumni organisation, well linked with strong and financially stabile ELSA Network.

## **International Presidents Meeting**

Last International Presidents meeting took place in the beginning of February in the beautiful city of Istanbul, the capital of Turkey. We had 16 countries present and approximately 30 participants. During this event we have managed to discuss many crucial topics for the association as well as for the BEE are itself like: STEP Strategy, ELSA-ELS Agreement, BEE regulations in the Decision Book. The last issue has found the follow up in the Working Group created by Presidents of: ELSA Finland, Germany, Malta, Poland, Sweden, Ukraine. Here I want to thank to great OC for amazing job, WS officers, all the participants and the Working Group for your commitment.

## STEP Strategy and International STEP and Financial Management Meeting.

Since the Autumn ICM Nurnberg 2009 I was working together with VP STEP ELSA International Ivana Buric on new STEP Strategy. I do believe that this programme is one of the greatest products that ELSA ever created. We found a lot of similarities between job of President and STEP officer and ways how to strengthen this cooperation. That is why me and Ivana were attending both IPM and ISM to present the strategy and collect the inputs and provide the trainings for both areas.

## Representation on International and National events

I have had the pleasure to attend the NCMs of ELSA Spain and ELSA Poland and ELSA Germany. I was invited by ELSA Malta for the training event. I was providing there trainings and presentations concerning work on international level. All of these countries have done an amazing job in hosting me and making my stay enjoyable. Therefore I would like to thank all of them once more for the great hospitality and ELSA Spirit.

#### Other

In the end I would like to thank all the Presidents in this Network for doing the amazing job so far and being so motivated and active during all these months, which served as a great motivation for me as well. I hope to see you all in my final workshop during the ICM in Budva as my term is soon coming to its end.

Last but not the least I would like to thank my Board members for the wonderful job and cooperation we had through last 8 months and wish ourselves as great time for last period in the office as we had before.

## Antti Husa, Secretary General

## Registration

My work concerning registration of the Statutes of ELSA continued straight after ICM as the Council affirmed the decisions made in the ICM Lisbon and approved final amendments in the ICM Nuremberg. After the ICM I have been working in close cooperation with Brigitte Vanatova and finally I'm glad to say that Statutes of ELSA are again duly registered in the Dutch chamber of commerce.

## Post ICM and general administration

After the ICM my task as the Secretary General was naturally to compile all the results from the workshops of ICM Nuremberg and do the follow up work with minutes. As a result I managed to publish our gigantic 425 pages long minutes on December 9<sup>th</sup>.

## Pre-ICM work with ELSA Montenegro and ELSA Serbia

Straight after the ICM Nuremberg was finished the pre-ICM work with ICM Budva and the organising committee began. I have been working closely with Mr. Mirko Djukovic and his crew with all practicalities concerning the ICM preparations. In the beginning of February I made my pre-visit to Budva and I was glad to see that yet another ICM is in professional hands.

## **ITP-regulations**

During final two months of 2008 me and our Director for Training, Katrien Willems managed to finish the project with ITP-regulations started by our predecessors. From January 2009 on ITP has been working under new regulations and next trainers entering the pool will be signed in with our new regulations.

#### **TTTW**

Me and Katrien have also started our preparations for the upcoming Train The Trainers Weekend that will take place in July 2009. Our goal is to recruit new trainers to the ITP in order to get more available trainers to the pool that has during our term faced some unfortunate problems in terms of cancelled trainings due to lack of trainer resources. You may find the first call to the event from this package and more information is to follow in March through the ELSA-mailing lists and webpage.

## Expansion

Being the responsible person for expansion in my board, I have spent numerous days after the ICM Nuremberg with expansion-related work. We have received plenty of interest from many countries and finally I'm happy to announce in total five observership applications in these working materials. I have enjoyed extremely fruitful cooperation with all five applying countries and every single one of them have been an interesting experience for me.

In the beginning of 2009 I also prepared default Statutes and Standing Orders for a National Group of ELSA. With this work I received inevitable work from ELSA Malta and I would like

to thank ELSA Malta for their help and permission to use their regulations as a background for my default Statutes and Standing Orders.

#### **NCM Romania**

I had a pleasure to visit ELSA Romania in their NCM that took place near Timisoara in the beginning of November. I managed to deliver trainings, to participate workshop and enjoy well-organised event during my stay in Romania and I am still truly impressed on the level of organisation in this Council Meeting.

#### **IB-OC** agreements

As the responsible person for internal agreements I have been working with numerous IB-OC agreements after ICM Nuremberg. IPM Amsterdam host agreement was signed during the ELSA New Year party in Brussels. ICM Bucharest host agreement was negotiated during NCM of ELSA Romania and is expected to be signed as soon as the OC will confirm the accommodation for the event. Also USA host-agreement was signed in good time before the event. ICM Malta agreement has been sent to the OC straight after the event but unfortunately until now I did not receive any feedback concerning our offer.

#### **ELSA Online**

ELSA Online project has obviously been one of my main projects during my term. We have been working in cooperation with ELSA Germany and my task has been to evaluate our current system and to develop new system for the association. We had a meeting with ELSA Germany and our partner Content 5 in the beginning of December and since that first drafts of our specifications have been finished and currently Content 5 is working with the development of the new webpage of ELSA International. Online-system will be further developed in March.

#### Coaching countries

I have also enjoyed my position as a National coach of ELSA Kazakhstan, ELSA Montnegro, ELSA Poland, ELSA Romania, ELSA Serbia and ELSA Slovenia. I have done my best in terms of my time resources to keep friendly relations with my countries and made my utmost effort to offer my help to all of them in case they needed it.

#### **ELSA Iceland -visit**

In the beginning of this year 2009 me and Mr. Jean-Marc Lauwers alongside ITP-trainer Sylvie Kleinke paid a visit to freshly-revived National Group of ELSA Iceland. During our five-days stay in Iceland we did our best to provide ELSA-knowledge, trainings in officer skills, project management, teambuilding and planning.

## **ICM-preparations for ICM Budva**

Today, as I'm writing this report I'm still in the middle of ICM-preparations. Last week before the ICM-package means 16 hours working days for every member of the International Board with endless agenda-meetings. I would like to express my gratitude and admiration towards my amazing board that has truly given me a lot of motivation and unforgettable experiences during this preparation time as well during the whole period of eight months that we have spent together inside the walls of ELSA-house at Boulevard General Jacques 239

## Jean-Marc Lauwers, Treasurer

Since the ICM in Nuremberg a lot has happened and I want to thank the national treasurers and my board members for the great time and the nice cooperation. In this activity report I will highlight some main points which shows my daily work.

#### **General Financial Administration**

The task of a treasurer is very diverse. I'm 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 Fund (EDF).

# **Auditing Weekend**

In January I received the auditors of ELSA International to fulfil the internal interim auditing weekend. During this Auditing moment I had the pleasure to receive very constructive feedback and to be able to improve the work I do.

## Joint International Financial Management and STEP Meeting

One of the highlights of this second part of my term was deinitely the joint ISM and IFM in a wonderful location at the Atlantic Ocean near Lisbon. Together with several treasurers we worked during 5 days on all kind of topics related to Financial Management, on the International Level, national level and local level.

#### New Homepage

Together with Torkil, Antti and Ivana I have been working on the new homepage for ELSA International with the company Content5. Both the front page and the back page are in full development. In December a delegation of ELSA International went to Munich to work with Content 5 and to plan the development for the first half of 2009.

#### Fundraising by Grants

During the past months I worked together with the assistant for grants, Tamara Kiss, on 4 European Youth Foundation grants. Unfortunately none of them was granted with support from the council of Europe. We are now evaluating the feedback we received and we will see if we can improve the applications for the next application deadline in April.

We also applied for the Youth in Action 4.1 administrative grant of the European Commission. The result will be communicated by the commission during the following months.

The biggest result we booked concerning grants was the recalculation by the commission of the money claimed by the commission in relation to the EAC Grant ELSA Received in 2006. From the initial claimed 8000 Euro only 600 Euro had to be paid in the end. This achievement was only possible after months of negotiating with the Commission.

## **Coaching System**

As the coach for the countries of Iceland, Hungary, France, Czech Republic, Italy and Austria I have been contacting those groups and have been available to assist them upon their request. I visited ELSA Iceland together with an ITP-trainer and Antti Husa. During this visit we gave general ELSA Training and increased the awareness of ELSA among the local law students.

I also attended the NCM of ELSA Portugal.

## **ELS**

Together with the rest of the board I worked on negotiations and finalising of the ELS agreement.

## Torkil Norstrøm, Vice President Marketing

First of all I would like to thank my fellow board members for an exciting term so far. Even though it is a lot of work we still manage to keep each other up.

## Synergy

Synergy #44 has been sent out to all groups. There were some problems with shipping and I have been working on this with our shipper to make it smoother for edition #45. Synergy #45 is in the finalizing stage as this package is being made and planned to have been produced and shipped before ICM starts.

#### New Homepage

Together with Jean-Marc, Antti and Ivana I have been working on the new homepage for ELSA International with the company Content5. The front page part of the system should be up and running in April.

#### Existing Homepage

We have moved the server from Alternet to Content 5 to save money on the server costs.

#### Advertisement

After ICM Nuremberg I was lucky enough to get Nils-Johannes Wernitzki as my Director for Advertisement. Together we have worked on raising the income from advertisement. I am happy to announce that we are currently at 12 000 Euros above budget. We have also started work on selling advertisement for next year to secure the advertisers.

#### **Fundraising**

I have worked together with the respective board members on Training Partnership, STEP Partnership, EMCC Partnership, IFP Conference Partnership and Essay Competition Partnership.

#### **Coaching System**

As the coach for the countries of Malta, Ukraine, Bulgaria, Spain, Germany and Finland it has been a pleasure to cooperate with the officers in the respective countries.

## Representation on International and National events

I have attended the National Council Meeting of ELSA Ukraine and ELSA Hungary. I have also held training for ELSA Bulgaria and attended the International Conference of ELSA Macedonia. I represented ELSA International on the International University-Business Forum Conference in Brussels together with Kamil Szymanski.

#### Council of Europe

I have worked together with Council of Europe Public Relations division. We have managed to establish good relations with our new Marraine, the Deputy Secretary General of Council of Europe. The Human Right Partnership we have with Council of Europe has been prolonged for one more year.

#### Media Partner

I am currently working with European Voice on a pending approach for a general Media Partner for ELSA International and as media partner of the Essay Competition. As a test project we cooperated with them to promote their career fair on the 7<sup>th</sup> of February.

#### **Marketing Materials**

I prepared new materials for STEP and SPEL. I have also been in contact with Content 5 to generate more templates especially for posters.

#### Visits from marketers in Brussels

I have had a great visit from marketers from ELSA Austria. We had a fruitful weekend with workshops and worked on the marketing and human resource strategy of ELSA Austria.

## IT/Design Partner

We are currently in negotiations about an IT and Design Partnership with Content 5 worth 5000 Euros yearly of in-kind services.

#### Annual Report

The annual report of 07/08 has been printed and shipped. Half of them sent to Brussels and the other part to Budva. In addition we had Content 5 to develop the template for annual reports for future issues and also for National Groups.

#### **Fonts**

I have been working on resolving the font issue that was raised during the last ICM. I will continue to work on it up until ICM.

#### Administrative work

I have worked with day to day work such as updating www.elsa.org, adding people to ELSA Infolist (currently 1,100 users subscribed), keeping the ELSA facebook page somewhat updated (currently 2,400 members) and working with assisting the marketers of the network. Also a lot of time went into technical assistance of board members about IT issues.

#### Other

I would like to thank all the marketers around the network for a great experience so far and I look forward to working the last 5 months with you.

## **DIRECTORS OF ELSA INTERNATIONAL 2008/2009**

#### Nils Wernitzki – Director for Advertisements

## General/Transition

After the ICM Nuremberg, where I have been an OC Member, I started to work for ELSA International in the beginning of December. After a short but efficient transition I received from Katarzyna Karpiuk, my predecessor, I went to Brussels for one week to make a transition and strategy weekend with Torkil. After the general part and looking into old materials and recordings we created our advertising strategy.

We also set up our communication and a strategy how to administrate our approaches. Because of the fundraising proposal which is compiled in a very good way we haven't had to change many things and could go on working with it. Boglarka Priskin, assistant for GLSE for ELSA International, was also present in Brussels, so together we brainstormed about a possible fundraising strategy and a proposal letter.

## Synergy/Link Programme

In the period after my trip to Brussels I contacted all contacts from our database, around 150 contact addresses, for possible advertising in Synergy or on our webpage. I also kept an overview of the advertisements we have sold. I am also responsible for keeping contact with current advertisers as it happens very often that partners of ELSA International continue advertising for a longer period.

Thanks to the co-operation of Torkil, Boglarka and me we were able to sell a lot of advertisements for Synergy Edition 45 and on 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. In the next period we will set up a strategy for promoting our new webpage and to update the database, as many contact persons change very often.

## IFP conference

From 13<sup>th</sup> to 17<sup>th</sup> of May the international IFP Conference will take place in Gdansk. Therefore my work is to find some possible partners who want to promote their programmes during the conference. I will contact a bunch of universities and keep track of the follow-ups.

#### New website

The new website, which ELSA International plans to implement within the next time, can be very valuable for the income of ELSA International. We are planning to implement new ideas and create new packages for possible partners. As we are still in planning phase, it's not possible to say very much about it right now.

# Daniël Sterenborg, Director for International Focus Programme

My activities since the ICM Nuremberg, followed by an evaluation of the goals and an overview of the events and traineeships that took place or are planned.

#### 1. Meetings

- Evaluation Meeting: IFP Essay Competition, IFP Evaluation Conference, Workshop preparations, Brussels, Belgium
- Visit NCM Maastricht, ELSA The Netherlands
- Giving short lecture on Music law as an IP Law introduction, Rotterdam, The Netherlands
- planned: Giving lecture on Music & Law & Innovation at Conference in Bonn, Germany
- planned: Transition Meeting, Brussels, Belgium

#### 2. Goals:

- 1. Promotion & Exposure
  - The results of the IFP Questionnaire are being send to the network by my predecessor Konstantinos Stylianou: available in ELSA ONLINE
  - With this Activity report you are informed about the events that took place so far
  - Quite a few officers contacted me to request individual draft programmes or have some help with their (potential) conferences.
  - Marketing and the exposure of IP Law related events results in renewed marketing of the IFP itself, additional marketing is not required.

#### Evaluation:

The promotion of the IFP could be done more, I admit that, but in the way the communication is with individual officers it is as far as I can coop.

- 2. Final IFP Result, The (Evaluation) Conference
  - Maintained contact with the Organizing Committee of ELSA Gdansk, Poland.
  - Support the Conference organisers with a draft programme, a list of possible speakers and potential sponsors

Final IFP Result, The Publication

- This project is with the extension of the current IFP topic till 1st august 2010 up to the next board.
- A list of possible contributors for the publication will be drafted for transistion: Contributors will be organisers, academics, blog writers, important personalities
- List of all IFP related events will be prepared for transistion
- The result of the ELSA Copyright survey is available
- The winning essays from the essay competition 07-08 have given written consent to republish their essays for ELSA purposes
- The participants of the essay competition 08-09 agree with the terms and conditions which involves consent to republish their essays for ELSA Purposes

## 3. The Essay Competition

• Launch a new international Essay Competition together with a marketing strategy

#### Evaluation

Since the International Board is much more involved with sponsoring, contact with judges and the hosting of the website, I have only been involved in the first draft of the essay competition and its marketing.

#### 4. IFP Continuation

• Prepare the IFP Handbook for implementation by the local groups.

#### Evaluation

There is a need to inform local groups about the IFP, but more importantly that the entire network knows how to profit from the IFP. Therefore there will be a video presented at the ICM Budva, Montenegro that is more focused on all the possibilities that we have now. As far as I can see is that boards that changed in January know about the IFP and know how to contact me, this is good!

It means that the IFP is part of transition, but of course when one prepares the next-gen officers with the strategic goals in their hand, one automatically engage with the IFP.

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

Even in STEP one see that the number of traineeships related to IP Law increases, be creative try to give a different twist to the IFP and go to a collecting society or to an internet service provider. All that AA and S&C officers can involve in their conference can be of use in the area of STEP as well.

Challenge me, challenge yourself!

# Oana-Maria Pop, Director for STEP

#### 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 introduced me to the specific areas of STEP. In order for us to work more efficiently, we decided to split the responsibilities. Therefore I'm in charge with 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 07/08 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 will work 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's 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 try to match the applicants according to their wishes. The goal is to distribute the applications so no traineeships remains 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 is really important to focus on finding applicants.

#### **Others**

Before ICM Budva I will go to Brussels again. Since I wasn't able to attend the ISM, Ivana will brief me regarding the discussions that took place and also we will work on the agenda for the ICM. During my staying, I will get more acquainted with the new ONLINE system.

## Katrien Willems, Director for Training

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

# 1. 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 didn't reply to any of my messages were eliminated from the ITP Pool, 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 1 January 2009. The biggest change in these rules is that ITP trainers are evaluated every 2 years on basis of given trainings and involvement in the Network, meaning it will become much easier to attract new trainers to the ITP Pool and eliminate inactive trainers.

Given the fact that even 25 trainers don't guarantee a positive respond to a training request, me and Antti are also working on a new edition of the **Train the Trainers Weekend**. This TTTW will be held in Belgium, from  $9^{th} - 12^{th}$  of July and will welcome the new entries for the ITP Pool. More information will be spread during this ICM and through the info-list. I can only encourage the ones considering to apply for ITP trainer and encourage NB members to motivate their Alumni to join ITP!

#### 2. 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. Unfortunately not all requests could be filled in by all ITP Trainers, but so far we have had very successful trainings in Estonia, Iceland and during IPM Istanbul. Unfortunately trainings in Lithuania, Romania and Norway had to be cancelled due to occupied ITP-trainers at the requested period.

Nevertheless our expectations are high when new trainers get elected and are ready to spread their ELSA knowledge! Besides of promotion at the ICM, an article in the next edition of Synergy is also coming up concerning trainings. A last source of promotion is the ELSA Website, the old website (<a href="www.elsa-itp.org">www.elsa-itp.org</a>) is down and will be integrated in the new ELSA Website coming up by the end of this International Board's term!

#### 3. Training Partnership

Me and Antti 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 don't 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 mid-February. We keep our hope high achieving our goal and hope to find a sufficient partner by the end of our term.

## 4. 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 2 will be hopefully implemented this summer, these are the Nordic training week and the training event with 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 4 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. At this moment we are far from reaching this goal as at the moment I only roughly got approaches covering 5 national trainings. The reasons of this low amount may be found in the fact that our promotion is still not "the top of the top" and needs to be focussed on the fact that it is also possible to apply for an ITP trainer, even for a national event.

Furthermore the fact there are also a lot of National Trainers' Pools gives me a blurred view on how many national trainings are given. Lastly also the fact that all training requests cannot be replied positively has a negative impact in the amount of requests for an ITP trainer. We are working on this issue and we hope that the new entry of ITP trainers will cover this problem at least partially.

This being my activity report the only thing I have left to say is a big thank you to the International Board 08/09 for electing me as a 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. Together we are now planning a splendid TTTW and on the training level in general we have worked perfectly together as a team! ©

#### **PROPOSALS**

#### THE INTERNATIONAL BOARD

Standing Orders amendment concerning articles 4, 6 and 17 in the Standing Orders of ELSA International

The International Board proposes following to the Council:

## Article 4 - Council Meeting Host

4.1 The International Board is responsible for choosing the date and for the organisation of each Council Meeting. The Council shall however elect a Council Meeting host responsible for the practical organisation of the Council Meeting.

## 4.2 Announcing a call for the International Council Meeting Host

The International Board is responsible for announcing the call for the upcoming International Council Meeting hosts. This call shall be included to the working materials described in the article 5.3 in these Standing Orders. This call shall include a request for applicants to state all information described in the article 4.6 in these statutes in their application.

#### 4.2 4.3 Eligible applicants

Any national or local ELSA group is eligible for applying to host a Council Meeting.

# 4.3 4.4 Application to host a Council Meeting

A written application to host a Council Meeting shall be handed in to the International Board. The application shall contain name of venue, a draft budget, a draft programme and can be supplemented with other relevant material. The application shall be handed in to the International Board not later than the third day of the Council Meeting where a vote on the application in question is scheduled to take place.

No decision can be taken upon the application earlier than eighteen months before the Council Meeting the group has applied to host.

4.4 4.5 An election of a Council Meeting host shall be taken by means of an absolute majority of votes, including abstentions in accordance with Article 11.4 of the Statutes.

4.5 4.6 Each Council Meeting host shall sign a contract with the International Board that is agreeable to both parties under the following headings:

- Dates of the Council Meeting;
- Venue and logistics;
- Financial implications;
- Responsibilities of both parties;
- Discharge of Council Meeting host.

This contract shall be drafted by the International Board and annexed to the working materials. This contract will be a binding offer from the International Board towards every applying group.

This contract shall be signed <u>before the Council will vote upon the Council Meeting hosts and</u> shall be in force towards the elected host after the Council Decision upon the Council Meeting <u>host upon acceptance of application to host a Council Meeting</u>.

## 4.6 <u>4.7</u> Force Majeure

In case of *force majeure* the International Board has the right to delegate the practical organisation of a Council Meeting to a national group, local group or an organising committee. This decision by the International Board can in such cases overturn a Council decision to delegate the organisation.

The venue stated in the application to host a Council Meeting can only be changed upon agreement with the International Board in case of *force majeure*.

## 4.7 4.8 Presentation of Council Meeting accounts

Every Council Meeting host shall submit a financial report to the Treasurer of the International Board upon request.

Within six weeks after the Council Meeting, the Council Meeting host shall present a report listing all the income and expenses of the Council Meeting to the International Board and <u>upon their request to</u> the Members and Observers.

(...)

6.7 All proposals to Council by those referred to in article 9.3 11.3 of the Statutes, submitted in accordance with Article 5.2 of these Standing Orders, shall be presented and voted upon by Council.

 $(\ldots)$ 

## Article 17 - Procedure of the International Presidents' Meeting

17.1 Application to host a Presidents' Meeting

Any National or Local ELSA Group is eligible for applying to host a Presidents' Meeting.

A written application to host a Presidents' Meeting shall be handed in to the International Board. The application shall contain name of venue, a draft budget, a draft programme and can be supplemented with other relevant material. The application shall be handed in not later than the third day of the Council Meeting where a vote on the application in question is scheduled to take place.

No decision can be taken upon the application earlier than eighteen months before the Presidents' Meeting the group has applied to host.

17.1 The International Board is responsible for choosing the date and for the organisation of each Presidents' Meeting. The Council shall however elect a Presidents' Meeting host responsible for the practical organisation of the Presidents' Meeting.

#### 17.2 Election

The Council shall elect a Presidents' Meeting host responsible for the practical organisation of the Presidents Meeting.

The election of the winter Presidents Meeting shall take place at the spring Council Meeting and the election of the summer Presidents' Meeting shall take place at the autumn Council Meeting.

An election of a Presidents Meeting host shall be taken by means of an absolute majority of votes, including abstentions in accordance with Article 11.4 of the Statutes.

17.2 Announcing a call for the International Presidents' Meeting Host

The International Board is responsible for announcing the call for the upcoming International Presidents' Meeting hosts. This call shall be included to the working materials described in the article 5.3 in these Standing Orders. This call shall include a request for applicants to state all information described in the article 4.6 in these statutes in their application.

#### 17.3 Eligible Applicants

Any National or Local ELSA Group is eligible for applying to host a Presidents' Meeting.

#### 17.4 Application to host a Presidents` Meeting

A written application to host a Presidents' Meeting shall be handed in to the International Board. The application shall contain name of venue, a draft budget, a draft programme and can be supplemented with other relevant material. The application shall be handed in not later than the third day of the Council Meeting where a vote on the application in question is scheduled to take place.

No decision can be taken upon the application earlier than eighteen months before the Presidents' Meeting the group has applied to host.

#### <del>17.2</del> 17.5 Election

The Council shall elect a Presidents' Meeting host responsible for the practical organisation of the Presidents Meeting.

The election of the winter Presidents Meeting shall take place at the spring Council Meeting and the election of the summer Presidents' Meeting shall take place at the autumn Council Meeting.

An election of a Presidents Meeting host shall be taken by means of an absolute majority of votes, including abstentions in accordance with Article 11.4 of the Statutes.

## 17.3 17.6 Responsibilities

The International Board is responsible for choosing the date of each Presidents Meeting with the input from the ELSA Group organising the Presidents' Meeting.

The Presidents' Meeting host will be responsible for providing all participants with accommodation and a social programme. Wherever possible, the host group in co-ordination with the International Board shall provide training for the participants.

Each Presidents' Meeting host shall sign a contract with the International Board that is agreeable to both parties under the following headings:

- Dates of the Presidents Meeting;
- Venue and logistics;
- Financial implications;
- Responsibilities of both parties;
- Discharge of Presidents Meeting host.

This contract shall be drafted by the International Board and annexed to the working materials. This contract will be a binding offer from the International Board towards every applying group.

This contract shall be signed <u>before the Council will vote upon the Presidents' Meeting hosts and shall be in force towards the elected host after the Council Decision upon the Presidents' Meeting host upon acceptance of application to host a Presidents' Meeting.</u>

Every President's Meeting host shall submit a financial report to the Treasurer of the International Board upon request. Within six weeks after the Presidents` Meeting, the Presidents` Meeting host shall present a report listing all the income and expenses of the Presidents` Meeting to the International Board and the Members and Observers.

## 17.4 17.7 Force Majeure

In case of force majeure the International Board has the right to delegate the practical organisation of a Presidents Meeting to a National Group, Local Group or an Organising Committee. This decision by the International Board can in such cases overturn a Council decision to delegate the organisation.

The venue stated in the application to host a Presidents Meeting can only be changed upon agreement with the International Board in case of force majeure

## 17.8 Presentation of Presidents' Meeting accounts

Every Presidents' Meeting host shall submit a financial report to the Treasurer of the International Board upon request.

Within six weeks after the Presidents' Meeting, the Presidents' Meeting host shall present a report listing all the income and expenses of the Presidents' Meeting to the International Board and upon their request to the Members and Observers.

#### Comments of The International Board:

In the first substantial amendment ELSA International proposes to add responsibilities of the International Board concerning the calls for the statutory meetings of ELSA. For the sake of fairness it is reasonable to have detailed enough regulations regarding the call in order to make candidates for Council- and Presidents' Meeting host aware what they are actually running for. This amendment can be found from the proposed articles 4.2 and 17.2 in the Standing Orders of ELSA International.

Second one of the substantial amendments concerns the proposed articles number 4.6 and 17.6. These articles are both regulating responsibilities towards the election of the Council Meeting as well as Presidents' Meeting host and proposing some procedural amendments in order to make the procedure of election and signing the contract between the International Board and the Organising Committee of the hosting group more just and efficient.

First of two amendments concerns the responsibility of the International Board for annexing the offer of the contract that is to be signed between the organising group and the International Board. According to the proposed articles both ICM and IPM host contracts will be annexed to the working materials and will therefore be offers from ELSA International to the applying hosting groups. This will give every group considering hosting an ICM or IPM possibility to familiarise themselves with the agreement and to be aware of the responsibilities they are objected after their election.

Second of the amendments in the articles 4.6 and 17.6 concerns signing the agreements. Until now this agreement was supposed to be signed after the election of the ICM/IPM host. ELSA International proposes to change these articles and regulate that the agreement will have to be signed before the election of the Council/Presidents' Meeting host.

ELSA International believes that the proposed system concerning signing the agreement is more democratic, practical and easier to follow than the current paragraph 4 in the articles 4.5 and 17.3 in the Standing Orders of ELSA International. At current status Council/Presidents' meeting host agreement should be signed straight after the election. ELSA International does not believe that this system is just and fair towards the elected group since quite often the elected candidate does not have full picture on the liabilities that they are bound after being elected as a Council Meeting host.

In the proposed system the International Board of ELSA will be liable to provide the agreement already in the working materials for the Council Meeting prior to the respective elections. This will provide every group that is considering hosting a statutory meeting an opportunity to consider whether they have resources to fulfil the liabilities of a host or not. Knowing the responsibilities beforehand will also provide a reasonable platform for the planning of the draft budget for the event since the host would be more aware of the actual costs and liabilities that hosting this kind of a meeting would cause.

Signing this agreement before the election would also prevent the prolonged negotiations and unnecessary disputes between the International Board and the Organising Committee. ELSA International believes that since the vision, purpose and means of ELSA are based on friendship and cross-cultural cooperation, these disputes are unfortunate and unnecessary and could be avoided through clear and open division of liabilities between the parties involved in these agreements.

Third article proposed to be amended with a substantial amendment is the proposed article 4.8 and 17.8 in the Standing Orders of ELSA. These two amendments concern financial reporting after the statutory meetings. In current regulations every Council Meeting as well as Presidents' Meeting host is responsible to present a report listing all the income and expenses of the Council/Presidents' Meeting to the International Board and the Members and Observers.

ELSA International considers this article as an example of over-regulating and proposes to make the reporting to the members and observers to be only upon their request. ELSA International believes that this would not change any practices and every National Group would still have an opportunity to check the final accounts if they wanted to do so.

Rest of the amendments in the article 17 are restructuring of the article to a more rational format. Since the articles concerning ICM and IPM are made to mirror each other, it is rational to make them mirror each other "from the tip to the toe". Therefore the article 17 is proposed with some structural amendments in order to make it to match with article 4.

The amendment in the article 6 is just a final fix for the re-numeration of the Statutes that was done during the ICM Nuremberg.

Decision Book amendment to the AA policies (AA 01/09 I)

The International Board proposes following to the Council:

# **AA Policies**

## 1. General

These AA Policies ensure quality and uniformity in the organisation of this key area of ELSA and apply to the local, national and international level of ELSA.

Academic Activities <u>are focused on contributions towards legal education and</u> are structured into Legal Writing, <del>Studies Abroad</del>, Legal Research and Bridging Theory and Practice.

Academic Activities are ELSA Selected Papers on European Law (ELSA SPEL), Essay Competitions, Studies Abroad Events, Legal Research Groups, Moot Court Competitions and Lawyers at Work Events (L@W Events).

#### Comments of The International Board:

This is a natural change if the Council should decide to move the SAP part from the AA area of the DB to the STEP part of the DB. There is an also small amendment to the text in order to be in line with the strategic goals of the Network.

## Decision Book amendment to the Essay Competitions section (AA 01/09 II)

The International Board proposes following to the Council:

Legal Writing

**(...)** 

## 2. Essay Competitions

- 2.1 Essay competitions aim at preparing law students and young lawyers for the specialised forms of written communication that are required within the legal profession.
- 2.2 An essay is a short exposition on a legal topic, usually a forum of presenting the writer's personal point of view.
- 2.3 In the assessment of the essays the jury shall be guided by factors such as clarity, conciseness, persuasiveness and conformity with the objective standards that have evolved in the legal profession.
- 2.4 An annual international essay competition connected to the topic of the International Focus

  Programme shall be made by the Network.

## Responsibilities in Essay Competitions

## Responsibilities of the Local Groups

- Promote the participation of law students and young lawyers and engage in the organisation of essay competitions
- Submit information about topic, rules, timeline, structure, awards and supporters, a short evaluation and promotional material to the national group
- Update the Organisations Menu in ELSA ONLINE with participating organisations and contact persons

## Responsibilities of the National Groups

- Provide necessary training material and information on how to organise essay competitions to the local groups
- Collect information about essay competitions organised by the local groups and pass it on to ELSA International
- Ensure that the local groups are updating the Organisations Menu in ELSA ONLINE with information about participating organisations and contact persons
- When organising essay competitions themselves national groups shall act according to the responsibilities of the local groups

## Responsibilities of ELSA International

- Provide necessary training material and information on how to organise essay competitions to the national and local groups and make them accessible through the ELSA ONLINE Archive
- Collect information about essay competitions organised by the local and national groups and archive it
- Publish information about essay competitions organised by the local and national groups upon receiving the information from the groups

#### Comments of The International Board:

In order to unite our efforts and not do random projects on our own, ELSA International wants to clarify certain main projects such as the Network can work based on clear guidelines. The aim of having an annual essay competition connected to the IFP programme is to create connections from national/local level to international projects. By making such an event annually the Network can work together in order to promote legal education and serve all members in the best possible way.

Decision Book amendment to the Studies Abroad section (AA 01/09 III)

The International Board proposes following to the Council:

The following part of the AA section of the Decision Book to be amended as follows, and moved to the STEP part.

### Studies Abroad

ELSA is promoting opportunities for law students and young lawyers to learn about other cultures and legal systems and is assisting them to be internationally minded by providing access to information about supporting students who study abroad.

#### 1. Studies Abroad Events

1.1 Studies abroad events are informative events about different possibilities of studying abroad as well as reception activities for incoming foreign students.

Responsibilities in Studies Abroad Events

#### Responsibilities of the Local Groups

- Shall complete the AA Events Specification Form for studies abroad events and send it to the national group and ELSA International in due time prior to the event
- Shall complete the AA Events Evaluation Form for studies abroad events and send it to the national group and ELSA International not later than two weeks after the event
- Shall make events aimed to involve and integrate international students

#### Responsibilities of the National Groups

- Provide necessary training material and information on how to organise studies abroad events to the local groups
- Shall ensure that the local groups submit the AA Events Specification Form for studies abroad events to ELSA International in due time prior to the event
- Shall ensure that the local groups are submitting the AA Events Evaluation Form for studies abroad events not later than two weeks after the event
- Shall ensure that the local groups are updating the Organisations Menu in ELSA ONLINE with information about participating organisations and contact persons

#### Responsibilities of ELSA International

- Provide necessary training material and information on how to organise studies abroad events to the national and local groups and make it accessible through the ELSA ONLINE Archive
- Publish information about studies abroad events on the website of ELSA International <u>if provided</u> by the national groups in due time before the event take place
- Collect and archive all information received about studies abroad events

<u>(...)</u>

#### Comments of The International Board:

The Studies Abroad section was originally put under the AA-section because the Network felt that it was connected to the publication - The Guide to Legal Studies in Europe (GLSE) As the STEP officers are experienced in students' receptions as it is a main focus area of the STEP programme, ELSA International feel it is appropriate to move this part of the DB from the AA-section to the STEP section.

The proposal is a result of changes within the Network, and a wish from ELSA International to have a structured and well functioning Decision Book.

Decision Book amendment to the GLSE -section (AA 01/09 IV)

The International Board proposes following to the Council:

### Studies Abroad

**(...)** 

#### 2. ELSA Guide to Legal Studies in Europe (ELSA GLSE)

- 2.1 The ELSA GLSE is a detailed collection of relevant information about law studies at European universities.
- 2.2 Arranging publication of and update of information in the ELSA GLSE is the responsibility of ELSA International.

#### Responsibilities in ELSA GLSE

#### Responsibilities of the Local Groups

- Make sure universities update the information for the ELSA GLSE within the deadline set by ELSA International
- Promote the ELSA GLSE as the database and the publication to the universities, various university libraries and institutions, as well as to law students and young lawyers
- Provide the national groups with the necessary information to update the country and city information in the ELSA GLSE

#### Responsibilities of the National Groups

- Update the country information for the ELSA GLSE within the deadline set by ELSA International and submit it to ELSA International
- Collect the updated information on the cities from all local groups and submit it to ELSA International within the deadline set by ELSA International
- Provide the local groups with information on how to obtain a copy of the ELSA GLSE or access the GLSE database through ELSA ONLINE

#### Responsibilities of ELSA International

- Provide the national and local groups, as well as universities with the necessary information and links to the update forms on the internet
- Ensure that the ELSA GLSE is published when high quality publication and marketing materials may be provided
- Provide the national and local groups with information on how to obtain a copy of the ELSA GLSE and access the GLSE database through ELSA ONLINE
- Develop and maintain contacts with universities and serve as an intermediary between them, as well as other relevant institutions and the partner for the GLSE

#### Comments of The International Board:

ELSA GLSE is a "skeleton in the closet" at the house located in Blvd. General Jacques 239, Brussels, Belgium.

ELSA GLSE was a good project when it was launched; unfortunately the project is not up to date with the advancement of modern technology and the use of the World Wide Web. The use of internet has made the GLSE obsolete in its current form and should therefore be removed as a project of ELSA.

The cooperation with the publishing partner, European Lawyer, has not been successful as the GLSE is nearly two years behind its original deadline and it is time for the Network to make its decision for the future of it.

#### Decision Book amendment to the SPEL -section (AA 01/09 V)

The International Board proposes 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.

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

- 1.1 ELSA SPEL is the law review of ELSA International and is published twice a year as a web journal on the website of ELSA International.
- 1.2 ELSA SPEL contains contributions of students, academics and professionals.
- 1.3 Contents and Requirements

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

Articles, 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.

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

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

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

Responsibilities in ELSA SPEL

Responsibilities of the Local Groups

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

Responsibilities of the National Groups

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

Responsibilities of ELSA International

- Promote ELSA SPEL in the legal society as a high quality legal web journal
- Provide the national and local groups with the Guidelines for Authors
- Provide the national and local groups with a corporate design for ELSA SPEL
- Publish the received articles online once they 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
- Collect the contributions and hand them over to the managing editor for revision
- Publish ELSA SPEL on the website of ELSA International

#### Comments of The International Board:

The guidelines for authors have already been changed, and therefore should the SPEL section of the Decision Book also be changed in order to be in line with the current situation.

Decision Book introduction of Board Management -section to the BEE-part (BEE 01/09 I)

The International Board proposes following to the Council:

## **Board Management**

#### 1. General

1.1 <u>Board Management is one of the main responsibilities of the President including a range of activities, techniques, processes and tools for organizing and coordinating the work of the board members.</u>

#### 2. Responsibilities of the President

- 2.1 President is an equal board member with special responsibilities distinctive for his position.
- 2.2 President bears an overall responsibility for:
- coordination of the board members' activities;
- communication inside the board and communication of the board with the external environment;
- organisation and conduction of board meetings;
- resolution of conflicts in the board;
- motivating the board members;
- planning of activities and exercising control over their fulfilment.

#### 3. Board meetings

- 3.1 The Board's decisions shall be made during board meetings. Board meetings should be held at least once a month.
- 3.2 President is responsible for preparing the Agenda. Every board member has the right to propose items to be considered for the Agenda.
- 3.3 Information concerning date, time, place and agenda of a board meeting shall be communicated to all of the board members in due time before a board meeting.
- 3.4 Board meetings shall be chaired by the President or, if he or she is unable to chair, by other board member proposed by the President and appointed by the board.

3.5 Every board meeting shall be minuted properly. Minutes shall be made by the Secretary at each board meeting and signed at least by the Chair and the Secretary.

#### Comments of The International Board:

During the International Presidents' Meeting (IPM), winter 2009 presidents agreed that it is crucial to create part concerning Board Management under the BEE regulations in the Decision Book. Nevertheless IPM did not manage to come up with the proposal and has passed further discussion to the Working Group established by following National Groups: ELSA Finland, ELSA Germany, ELSA Malta, ELSA Poland, ELSA Sweden and ELSA Ukraine. After gathering all the inputs from the Working Group and from the International Board, ELSA Ukraine sent the final proposal to ELSA International. Unfortunately this proposal was sent after the deadline for the proposals from the National Groups.

However the International Board is fully supporting the result of the work done by the Working Group. Therefore ELSA International presents proposal mentioned above with a full respect and appreciation towards the outstanding work of the Working Group.

Decision Book amendment to Expansion -section (BEE 01/09 II)

The International Board proposes following to the Council:

## Expansion

#### Limits of expansion

Expansion of ELSA should continue until all universities teaching law in Europe have at least been contacted.

Expansion of ELSA should continue until all the countries in Europe are members of ELSA.

Expansion of ELSA shall be limited to Europe defined by its geographical definition.

Since the Eastern border of Europe is historically unclear, countries of the Former USSR, as the USSR existed in 1990, shall be considered to fall within the geographical definition of Europe.

Since the Eastern border of Europe is unclear the divisions between Asia and Europe occur at the Ural Mountains, Ural River and Caspian Sea in the east, the Caucasus Mountains and the Black Sea with its outlets, Bosporus and Dardanelles in the south. Armenia, Azerbaijan, Georgia, Kazakhstan, Russia and Turkey are considered part of both Europe and Asia. Islands in the Mediterranean Sea are generally part of Europe. Malta is a part of Europe.

Therefore the following countries are to be considered as a part of Europe according to the geographical definition: Albania, Andorra, Armenia, Austria, Azerbaijan, Belarus, Belgium, Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Georgia, Germany, Greece, Hungary, Iceland, Ireland, Italy, Kazakhstan, Latvia, Lichtenstein, Lithuania, Luxembourg, Republic of Macedonia, Malta, Moldova, Monaco, Montenegro, The Netherlands, Norway, Poland, Portugal, Romania, Russia, San Marino, Serbia, Slovakia, Slovenia, Spain, Sweden, Switzerland, Turkey, Ukraine, United Kingdom, Vatican City.

#### Comments of The International Board:

Regulations concerning expansion have been discussed at several events lately. In accordance with the Network's will the International Board has taken on the task of defining Europe as a base for the boundaries for ELSA to expand to.

The regulations concerning Expansion were not revised for the long time. In the mean time it has become more clear which countries are recognised as the part of Europe and at the same time would be reasonably considered as the target group for potential expansion approaches in our association.

ELSA International believes that for every country without the ELSA National Group in the nation, it should be very clear and transparent if according to our regulation mentioned country has got the right to apply for observership and finally membership or not.

Further definition of "a state" can be found from the article 2.2 in the Standing Orders of ELSA and therefore it is not further specified here.

ELSA International believes that proposed amendments to this regulation are fulfilling the needs of the Network and give a definite and accurate answer to the questions of all external countries interested in establishing ELSA.

Decision Book amendment for a new Structure of the Decision Book 1 (BEE 01/09 III)

The International Board proposes following to the Council:

# DECISIONS RELATING TO BOARD MANAGEMENT, EXTERNAL RELATIONS AND EXPANSION (BEE)

<del>(...)</del>

## Grants Regulations

#### 1. Definition

1.1 Grants are funds obtained from private or public foundations, governmental organisations, non-governmental organisations or institutions for a purpose specified by the donor. The term national grant covers a grant for which only one national group is eligible under the criteria set out by the organisation providing the grant. The term international grant covers a grant for which one or more national groups and/or ELSA International is eligible under the criteria set out by the organisation providing the grant.

#### 2. Procedure

- 2.1 National groups shall inform ELSA International of their intention to apply for an international grant at least two weeks before the application is submitted.
- 2.2 When the national board informs ELSA International of its intention to apply for an international grant it shall include the following information in its communication;
  - The entity to which the group wishes to apply to
  - The deadline for applications
  - The purpose for which the grant is to be used
  - The amount requested
- 2.3 ELSA groups applying for national or international grants shall update ELSA ONLINE with information relating to the application process as well as the outcome of the application process as soon as possible.

## DECISIONS RELATING TO FINANCIAL MANAGEMENT (FM)

<u>(...)</u>

## Grants Regulations

#### 1. Definition

1.2 Grants are funds obtained from private or public foundations, governmental organisations, non-governmental organisations or institutions for a purpose specified by the donor. The term national grant covers a grant for which only one national group is eligible under the criteria set out by the organisation providing the grant. The term international grant covers a grant for which one or more national groups and/or ELSA International is eligible under the criteria set out by the organisation providing the grant.

#### 2. Procedure

- 2.4 <u>National groups shall inform ELSA International of their intention to apply for an international grant at least two weeks before the application is submitted.</u>
- 2.5 When the national board informs ELSA International of its intention to apply for an international grant it shall include the following information in its communication;
  - The entity to which the group wishes to apply to
  - The deadline for applications
  - The purpose for which the grant is to be used
  - The amount requested
- 2.6 ELSA groups applying for national or international grants shall update ELSA ONLINE with information relating to the application process as well as the outcome of the application process as soon as possible.

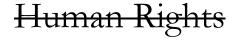
#### Comments of The International Board:

ELSA International proposes to restructure the Council Meeting Decision Book and moreover the Board Management, External Relations and Expansion part of the Decision Book. ELSA International feels that Grants Regulations as a topic concerns more closely the supporting area of Financial Management than the supporting area of Board Management, External Relations and Expansion since all grant workshops and working groups have been in practise consisting of Treasurers instead of Presidents.

Decision Book amendment for a new Structure of the Decision Book 2 (BEE 01/09 IV)

# DECISIONS RELATING TO BOARD MANAGEMENT, EXTERNAL RELATIONS AND EXPANSION (BEE)

<del>(...)</del>



Lisbon 30 <sup>th</sup> March – 6 <sup>th</sup> April 2008	In force
BEE 01/08 III	

#### 1. Introduction

Human Rights is the main treasure and value of mankind, therefore the implementation of Human Rights as a topic in our activities is an emphasize of the network, giving special importance to Human Rights Law and promoting the respect for Human Rights. The sum of ELSA activities including Human Rights in their quality, variety and quantity makes an invaluable contribution to Human Rights education as a tool to increase the awareness Human Rights.

The cooperation with the institutions contributing to Human Rights by attending their events and making common projects are some of the ways to take part in the creation, development and evolvement of Human Rights education and implementation.

ELSA shall be continuously committed to Human Rights awareness, Human Rights education, and the respect of the Rule of Law. ELSA shall strive to be recognised for a strictly legal, academic and impartial approach to Human Rights.

#### 2. Implementation of Human Rights

Human Rights shall be implemented in all key area activities.

#### 3. Human Rights Discussion List

The Human Rights discussion list has been set up to enable members of the association to gain information on the possibilities to implement Human Rights in to the activities, to discuss issues amongst the responsible officers and gather input to improve the current commitment to the topic.

#### 4. Responsibilities for Human Rights

Taking into consideration article 2, acknowledging the fact that Human Rights shall be implemented in all key areas, the responsibilities of ELSA International and the responsibilities of the national and local groups (if applicable) are equal to the responsibilities of section 4 of the International Focus Programme (if applicable).

## DECISIONS RELATING TO ELSA IN GENERAL (GEN)

<u>(...)</u>

## Human Rights

#### 1. Introduction

Human Rights is the main treasure and value of mankind, therefore the implementation of Human Rights as a topic in our activities is an emphasize of the network, giving special importance to Human Rights Law and promoting the respect for Human Rights. The sum of ELSA activities including Human Rights in their quality, variety and quantity makes an invaluable contribution to Human Rights education as a tool to increase the awareness Human Rights.

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#### 4. Responsibilities for Human Rights

Taking into consideration article 2, acknowledging the fact that Human Rights shall be implemented in all key areas, the responsibilities of ELSA International and the responsibilities of the national and local groups (if applicable) are equal to the responsibilities of section 4 of the International Focus Programme (if applicable).

#### Comments of The International Board:

ELSA International proposes to restructure the Council Meeting Decision Book and moreover the Board Management, External Relations and Expansion part of the Decision Book. ELSA International feels that Human Rights as a topic concern all functional areas of ELSA and the overall responsibility belongs to the board as a whole. As the Council decided to introduce the general part of the decision book in the ICM Lisbon, the International Board of ELSA feels that the section concerning Human Rights belongs rather to the general part than to BEE-part as it is right now.

Decision Book amendment for a new Structure of the Decision Book 3 (BEE 01/09 V)

# DECISIONS RELATING TO BOARD MANAGEMENT, EXTERNAL RELATIONS AND EXPANSION (BEE)

<del>(...)</del>

## International Focus Programme

#### 1. Introduction

- 1.1 The aim of the International Focus Programme is to a have a specific theme for whole ELSA over a fixed term. Therefore ELSA creates a forum where law students and young lawyers can gather and discuss a current theme at various activities. This will allow consolidating ELSA's work and producing concrete results of a high standard.
- 1.2 The theme reflects a 'hot legal topic' in Europe and the world, thereby enabling ELSA as the largest independent law students' organisation in the world by using the unique ELSA network to create awareness amongst today's law students, young lawyers, society and the international community.
- 1.3 The chosen theme considers that we, as law students and young lawyers, can have an impact on the environment we are living in, on the development of our own countries, Europe and even the world by giving law students and young lawyers all over Europe a voice and gathering all their diverse opinions and ideas.

#### 2. Implementation of the IFP

2.1 The Council decides upon the IFP topic, its duration and its Final IFP result.

- 2.2 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.
- 2.3 The duration will be not less than one year.
- 2.4 The Final IFP Result is decided by the Council when the topic and duration is set. The result can be a Final IFP Conference and/or a Final IFP Publication, shall be decided when the topic and duration of the IFP is decided by the Council.
- 2.5 Implementation of the IFP is solely a recommendation to the Network, and cannot, in any way, be enforced. However, ELSA International is responsible for making sure the Network is stimulated and informed to implement the IFP in all key areas. The Network therefore is responsible for promotion of the IFP and organising activities as much as possible and feasible.
- 2.6 The IFP shall be implemented in all Key Areas: AA, S&C and STEP.
- 2.7 The IFP would be considered implemented if: A minimum of 50 percent of national groups organises IFP events; when the total amount of organised IFP events in the network are at least 25 percent of all ELSA events organised; and if a Final IFP Result is concluded.
- 2.8 There should be a final IFP conference and shall be a final IFP Publication

#### 3. Evaluation

- 3.1 All IFP related events shall be evaluated. Local groups as well as National Groups assure that the evaluation forms are filled in and send to ELSA International in due time.
- 3.2 After each IFP, preferable at each ICM, every national group shall submit an Activity Report on the IFP implementation. These Activity Reports shall include the specific events organised and the evaluation forms of each of these events. They serve ELSA in future evaluation of the IFP and in finalizing the final IFP results.

#### 4. Responsibilities

4.1 Taking into consideration article 2.5, acknowledging the fact that the IFP is solely a recommendation to the Network, the responsibilities of ELSA International and the responsibilities of the national and local groups (if applicable) are:

#### 4.2. Responsibilities of the local group

- Inform and advise members as well as other interested persons about the IFP events and available opportunities within the IFP;
- Implement the IFP by organising events within AA and S&C Key Areas; and trainceships for STEP;
- Contribute to the Final IFP Result (if any), and
- Submit the completed IFP Evaluation Form and other relevant information to ELSA International and respective National Board at the end of each event organised.
- Submit a summary for the IFP publication about the main results of the IFP event organised to the international and respective national board.

#### 4.3. Responsibilities of the national group

- Promote the IFP: the Final IFP Results, the Events organised throughout the entire network and stimulation of implementation of the IFP in all Key Areas;
- Forward all information on the IFP received to the local groups;
- Provide necessary training, information and other assistance to local groups to organise IFP events;
- Participate in the research for finding the best "hot legal topic" and subtopics for the IFP;
- Ensure that all local groups submit Evaluation Forms to them at the end of each event organised, and
- Evaluate all the information received on the national level and submit the activity report to ELSA International at the end of the IFP and at every ICM including a list of the specific events organised and the evaluation forms of each of these events.
- Encourage the local groups to submit articles for the IFP publication

#### 4.4. Responsibilities of ELSA International

- Overall coordination of the implementation of the IFP;
- Coordinate the research for finding the best "hot legal topic" and subtopics for the IFP;
- Make sure during every last International Council Meeting before the period for an IFP finishes a proposal for a topic and subtopics will be put into voting according to the results of the before mentioned research;
- Establish contacts necessary for the high standard of IFP events and communicate them to the network;
- Creating an IFP Manual, and keep it updated;
- Publish at least one article on the IFP in every issue of Synergy;

- Promote the IFP: the Final IFP Results, the Events organised throughout the entire network and stimulation of implementation of the IFP in all Key Areas;
- Provide necessary training, information and other assistance to national and local groups;
- Ensure that the IFP Policies are working properly;
- Ensure that all groups submit Evaluation Forms at the end of each event organised;
- Report to the Network over the ELSA INFO list about the beginning and outcome of the IFP, and if necessary periodically in between about any other matter which is found necessary to share with the Network;
- Encourage the national groups to apply for the host for the Final IFP Conference (if any) and assist in its organisation;
- Ensure that the Final IFP Publication (if any) is finalised, and
- Collect all IFP Activity Reports and articles from the ELSA network and prepare the information for evaluation;
- Ensure that there are also articles and reports by professionals and lectures in the IFP publication

The topic of the IFP shall be the following:

"Intellectual Property Law".

Duration would be between 1<sup>st</sup> November 2007 until spring 31<sup>st</sup> July 2010. The final result of the IFP will be a conference and a publication.

## DECISIONS RELATING TO ELSA IN GENERAL (GEN)

<u>(...)</u>

## International Focus Programme

#### 1. Introduction

- 1.1 The aim of the International Focus Programme is to a have a specific theme for whole ELSA over a fixed term. Therefore ELSA creates a forum where law students and young lawyers can gather and discuss a current theme at various activities. This will allow consolidating ELSA's work and producing concrete results of a high standard.
- 1.2 The theme reflects a 'hot legal topic' in Europe and the world, thereby enabling ELSA as the largest independent law students' organisation in the world by using the unique ELSA network to create awareness amongst today's law students, young lawyers, society and the international community.

LV International Council Meeting of ELSA Budva, Montenegro 29<sup>th</sup> March – 5<sup>th</sup> April 2009 1.3 The chosen theme considers that we, as law students and young lawyers, can have an impact on the environment we are living in, on the development of our own countries, Europe and even the world by giving law students and young lawyers all over Europe a voice and gathering all their diverse opinions and ideas.

#### 2. Implementation of the IFP

- 2.1 The Council decides upon the IFP topic, its duration and its Final IFP result.
- 2.2 The topic shall be:
  - versatile, thereby representing ELSA's cultural diversity
  - <u>internationally relevant</u>
  - with academic discussion potential
  - with an impact on everyday life, thereby generating interest towards the topic
  - attractive to sponsors at all levels.
- 2.3 The duration will be not less than one year.
- 2.4 The Final IFP Result is decided by the Council when the topic and duration is set. The result can be a Final IFP Conference and/or a Final IFP Publication, shall be decided when the topic and duration of the IFP is decided by the Council.
- 2.5 Implementation of the IFP is solely a recommendation to the Network, and cannot, in any way, be enforced. However, ELSA International is responsible for making sure the Network is stimulated and informed to implement the IFP in all key areas. The Network therefore is responsible for promotion of the IFP and organising activities as much as possible and feasible.
- 2.6 The IFP shall be implemented in all Key Areas: AA, S&C and STEP.
- 2.7 The IFP would be considered implemented if: A minimum of 50 percent of national groups organises IFP events; when the total amount of organised IFP events in the network are at least 25 percent of all ELSA events organised; and if a Final IFP Result is concluded.
- 2.8 There should be a final IFP conference and shall be a final IFP Publication

#### 3. Evaluation

3.1 All IFP related events shall be evaluated. Local groups as well as National Groups assure that the evaluation forms are filled in and send to ELSA International in due time.

3.2 After each IFP, preferable at each ICM, every national group shall submit an Activity Report on the IFP implementation. These Activity Reports shall include the specific events organised and the evaluation forms of each of these events. They serve ELSA in future evaluation of the IFP and in finalizing the final IFP results.

#### 4. Responsibilities

4.1 Taking into consideration article 2.5, acknowledging the fact that the IFP is solely a recommendation to the Network, the responsibilities of ELSA International and the responsibilities of the national and local groups (if applicable) are:

#### 4.2. Responsibilities of the local group

- Inform and advise members as well as other interested persons about the IFP events and available opportunities within the IFP;
- Implement the IFP by organising events within AA and S&C Key Areas; and traineeships for STEP;
- Contribute to the Final IFP Result (if any), and
- Submit the completed IFP Evaluation Form and other relevant information to ELSA International and respective National Board at the end of each event organised.
- Submit a summary for the IFP publication about the main results of the IFP event organised to the international and respective national board.

#### 4.3. Responsibilities of the national group

- Promote the IFP: the Final IFP Results, the Events organised throughout the entire network and stimulation of implementation of the IFP in all Key Areas;
- Forward all information on the IFP received to the local groups;
- Provide necessary training, information and other assistance to local groups to organise IFP events;
- Participate in the research for finding the best "hot legal topic" and subtopics for the IFP;
- Ensure that all local groups submit Evaluation Forms to them at the end of each event organised, and
- Evaluate all the information received on the national level and submit the activity report to ELSA International at the end of the IFP and at every ICM including a list of the specific events organised and the evaluation forms of each of these events.
- Encourage the local groups to submit articles for the IFP publication

#### 4.4. Responsibilities of ELSA International

- Overall coordination of the implementation of the IFP;
- Coordinate the research for finding the best "hot legal topic" and subtopics for the IFP;
- Make sure during every last International Council Meeting before the period for an IFP finishes a proposal for a topic and subtopics will be put into voting according to the results of the before mentioned research;

- Establish contacts necessary for the high standard of IFP events and communicate them to the network;
- Creating an IFP Manual, and keep it updated;
- Publish at least one article on the IFP in every issue of Synergy;
- Promote the IFP: the Final IFP Results, the Events organised throughout the entire network and stimulation of implementation of the IFP in all Key Areas;
- Provide necessary training, information and other assistance to national and local groups;
- Ensure that the IFP Policies are working properly;
- Ensure that all groups submit Evaluation Forms at the end of each event organised;
- Report to the Network over the ELSA INFO list about the beginning and outcome of the IFP, and if necessary periodically in between about any other matter which is found necessary to share with the Network;
- Encourage the national groups to apply for the host for the Final IFP Conference (if any) and assist in its organisation;
- Ensure that the Final IFP Publication (if any) is finalised, and
- Collect all IFP Activity Reports and articles from the ELSA network and prepare the information for evaluation;
- Ensure that there are also articles and reports by professionals and lectures in the IFP <u>publication</u>

The topic of the IFP shall be the following:

"Intellectual Property Law".

<u>Duration would be between 1<sup>st</sup> November 2007 until spring 31<sup>st</sup> July 2010. The final result of the IFP will be a conference and a publication.</u>

#### Comments of The International Board:

ELSA International proposes to restructure the Council Meeting Decision Book and moreover the Board Management, External Relations and Expansion part of the Decision Book. ELSA International feels that IFP as a topic concerns all functional areas of ELSA and the overall responsibility belongs to the board as a whole. As the Council decided to introduce the general part of the decision book in the ICM Lisbon, the International Board of ELSA feels that the section concerning IFP belongs rather to the general part than to BEE-part as it is right now.

Decision book amendment to the Council Meetings -section in IM-part (IM 01/09 I)

The International Board proposes following to the Council:

## Council Meetings

*(...)* 

#### 3. Participation Fees for International Meetings

- 3.1 In each Council Meeting, the participation fee for nine members of ELSA International shall be covered by the Organising Committee. the Organising Committee shall cover the participation fee for nine members of ELSA International. This fee includes accommodation for ten nights, meals- and special fees requested from the other participants.
- 3.2 In each Council Meeting, the Organising Committee shall cover the participation fee for the Chair and Vice-chair of the plenary for seven nights.
- 3.3 In each Presidents' Meeting, the participation fee for the President of ELSA International shall be covered by the Organising Committee. the Organising Committee shall cover the participation fee for the President of ELSA International. This fee includes accommodation for six nights, meals- and special fees requested from the other participants.
- 3.4 The Organising Committees of elected hosts of future Council Meetings and groups applying to host Council Meetings will be entitled to send three persons to Council Meetings with delegate fees.
- 3.5 Trainers from the International Trainers Pool, giving training at a Council Meeting, shall be entitled to attend the Council Meeting with delegate fees.
- 3.6 In each Council Meeting, the participation fee for three Council Guests, elected at the previous Council Meeting, shall be covered by the Organising Committee.
- 3.7 In case the groups mentioned do not present their application to host a Council Meeting, they will be liable to pay the difference between the fee they were charged and the extradelegate fee established by the Organising Committee.

**(...)** 

#### 7. Former International Board at the next Council Meeting

- 7.1 The International Board as a whole will be relieved from responsibility at the Council Meeting following their period of office when it has transferred its files and responsibilities to the following board in a satisfactory way.
- 7.2 To answer any questions about their period of office, the former International Board will automatically be invited to the Council Meeting following its period in office. This right of audience is limited to their activities while in office.
- 7.3 President of ELSA International shall attend the Council Meeting following his or her board's period of office and give the report to the BEE Workshop and presentation to the plenary concerning the achievements of his or her board during their period of office.
- 7.4 <u>Treasurer of ELSA International shall attend the Council Meeting following his or her board's</u> period of office and give the report to the FM Workshop and presentation to the plenary concerning the final accounts of his or her board during their period of office.

#### Comments:

Articles 3.1, 3.2 and 3.3 aim to set the responsibilities of the organising committee in the Decision Book to the same level as they are in real life. It has become a common practise that the organising committee of the Council Meetings as well as the organising committee of the Presidents' Meeting cover chairs of the plenary and the International Board including their preparatory dates for the statutory meetings.

ELSA International sees the necessity of regulating this amendment to the decision book now, since ELSA International is also proposing amendments to the Standing Orders of ELSA concerning liabilities between the International Board and the organising committee during the elections for the hosts of the statutory meetings (see revised articles 4 and 17 in the Standing Orders revision –proposal).

Furthermore ELSA International believes that setting clear measures to the financial content of the agreement would ultimately give the best impression of the will of the network and the international Council as the highest decision making body of ELSA as it comes to fair, just and qualified elections for the hosts of the statutory meetings of ELSA.

Article 7.3 is the proposal that supports an idea from the last International Presidents' Meeting. The Presidents' Meeting made suggestions for having a report by the President of ELSA International before the vote would be cast about the releasing the responsibilities of the former International Board of ELSA.

Until today it has been an unwritten tradition that the former President of ELSA International was attending the following International Presidents' Meeting straight after his or her period in office. Since this IPM takes place in August it is only few days after the end of the period in office of the former President and his or her board. By giving this report in the ICM instead of the IPM, former board would have more time to prepare more comprehensive reprt. On the other hand the network would also have time to get acquainted with their work and it would be more qualified to respond to the report.

ELSA International believes that the Council is supposed to have a right to get the report of the former board before voting for the releae of responsibilities and ask questions concerning it. Byt this regulation ELSA-network would be facilitated to do so with a support of our internal regulations.

Article 7.4 is supporting the role already mentioned in the Financial Management part of the Decision Book concerning the final accounts of ELSA International presented in the following Council Meeting and responsibility of former Treasurer to present the final accounts to the Council.

Decision Book amendment to the Human Resources -section (IM 01/09 II)

The International Board proposes following to the Council:

### Human Resources

#### 1. Human Resources

- 1.1 Every National Board shall appoint a Director for Human Resources, responsible for recruitment in general and for fostering members on local level in cooperation with Secretary General or President.
- 1.2 In the Human Resources activity, the Human Resources Development Concept shall be taken in consideration.

#### 2. Member Educational Cycle

- 2.1 In order to reach the outlook and purpose of the association, a minimal knowledge about ELSA has to be provided to every member. Unless this knowledge is supported by a proper training in the field of personal skills, there can be no effective achievement of ELSA ideas and projects.
- 2.2 The Member Educational Cycle consists of the educational stages an ELSA member should go through during his/her activity in the association. It is structured in training stages, that reflect the knowledge, skills and attitude of the ELSA member.
- 2.3 In order to reach the outlook and purpose of the association, a minimal knowledge about ELSA should be provided to every member. Unless this knowledge is supported by a proper training in the field of personal skills, there can be no effective achievement of ELSA ideas and projects.
- 2.4 The Member Educational Cycle consists of the educational stages an ELSA member should go through during his/her activity in the association. It is structured in training stages, that reflect the knowledge, skills and attitude of the ELSA member.

#### 3. Training

3.1 Every National Board shall appoint a director for Training, responsible for training in general and for fostering training on local level.

- 3.2 There shall be an ELSA International Trainers Pool (ITP), which incorporates trainers from all areas of ELSA.
- 3.3 There should be at least one training session at all National Council Meetings.
- 3.4 ELSA shall aim to have Annual International Training Meetings for all the areas.

#### 4. Alumni

- 4.1 ELSA is dedicated to maintain good contacts with previous members in order to reach mutual benefits for ELSA and its alumni.
- 4.2 Every alumni shall be encouraged to register in ELSA ONLINE.
- 4.3 Every national and local board should appoint a Director for Alumni.

#### 1. Definition, goal and responsibilities of the Human Resources Strategy of ELSA

- 1.1 The Human Resources strategy is a process that has its presence in every area, as well as every level of action in the association. Every ELSA-event ranging from international to national level is to be tied into a structured strategy as it follows in this part of the decision book.
- 1.2 The primary goal of the Human Resources Strategy of ELSA is to increase the quality and quantity of ELSA members in the member countries of ELSA. The long-term goal for the strategy is to get a better recognition for ELSA as an International Students' Association.
- 1.3 The Secretary General of ELSA International is the main responsible for the execution and administration of the Human Resources Strategy in the Network.
- 1.4 <u>The Secretary General of every National Group in cooperation with the Director for Human Resources is responsible for implementing this Human Resources Strategy in the National Groups of ELSA.</u>

#### 2. Key factors of the Human Resources Strategy of ELSA

- 2.1 The three Key Factors of the Human Resources Strategy of ELSA are as follows:
  - a.) Recruitment
  - b.) Network activities
  - c.) <u>Training</u>

The purpose of these Key Factors is to work as individual parts of the network-wide strategy that is implemented and revised by the Council and governed by ELSA International.

#### 3. Recruitment

- 3.1 Recruitment is an ongoing process in all levels of ELSA. However special attention to the recruitment shall be put during first four weeks of autumn semester in each National Group.
- 3.2 <u>ELSA International shall do preparatory work for the network recruitment in June/July.</u>
  This includes preparation of promotion and recruitment materials and inputs concerning network-wide promotion as well as recruitment for ELSA.

#### 4. Network activities

- 4.1 <u>In order to work as a unified network, ELSA International, the National Groups of ELSA and the Local Groups of ELSA organise their work and events following the network activities structure described in this article.</u>
- 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
October-November:	First Council Meeting period
November-January:	First period of academic events and study visits
February-March:	Second recruitment period and Regional Trainings
March-April:	Second Council Meeting period and STEP Student Hunting
March-May:	Second period of academic events and study visits
June-August:	STEP-traineeship period and transition

These network activity periods are to be followed by the network as guidelines.

4.3 <u>ELSA International is the main responsible for the promotion and administration of structured activities in the network. National Groups and Local Groups are responsible to</u>

implement their activities in line with the Network Activities structure as described in this article.

#### 5. Training

- 5.1 Officers training is a priority in all three levels of ELSA in order to make network activities qualified, in order to give value to the active membership in ELSA and in order to maintain ties between ELSA-members and ELSA alumni strong.
- 5.2 The International Trainers' Pool is the main Trainer body of ELSA. The National Groups can also establish Trainer Pools on the National level or regionally. The Secretary General of ELSA International administers International Trainers' Pool. This responsibility can be delegated also to the director appointed for the specific purpose.
- 5.3 <u>ELSA International has the responsibility to organise annual international training events</u> for all functional areas of ELSA.
- 5.4 Every National Group should organise at least one members' training event and one officers' training event for its members and officers.

#### 6. Evaluation and development of the Human Resources Strategy of ELSA

- 6.1 <u>The ELSA Human Resources Strategy shall be evaluated at each spring International Council Meeting.</u>
- 6.2 Evaluation shall consist of at least the evaluation of the three key factors described in this article and it shall include some concrete figures from the most recent State of the Network -report.
- 6.3 After the evaluation in the International Council Meeting, ELSA International is responsible to follow up results of the evaluation and to draft a strategy for recruitment and Human Resources in the network for the following term. Execution of this strategy shall begin on August 1<sup>st</sup> of the current year and finish on July 31<sup>st</sup> of the following year.

#### Comments of The International Board:

The International Board has replied to the requests from the network concerning network-wide strategy for the Human Resources in the network. Please read through all three HR-related input papers (Recruitment, Officers' trainings, Network activities strategy) as well as this proposal in order to be well prepared for this workshop.

#### Decision Book amendment to the EDF-section (FM 01/09 I)

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

To give a proxy to ELSA International in order to establish a Foundation to replace the ELSA Development Fund. The Foundation will be established under Belgian Law to fulfil the rules set by decision book.

The international Board proposes to amend the decision book on the FM-section as follows:

## The ELSA Development Fund Foundation

#### 1. Definition and Purpose

The ELSA Development Fund Foundation is a Fund Foundation financed collectively by ELSA International and ELSA National Groups to help overcome structural weaknesses within the Network. The purpose of the Fund Foundation is to financially support measures and activities within the Association that further the vision, purpose and means of ELSA. The Foundation is founded in accordance with Belgian law. The Executive Committee of the Foundation is the International Board of ELSA.

#### 2. Modes of Support

The EDF may be used to support the following events and activities:

#### **Project Support**

- (a) financial assistance for events constituting a core activity of ELSA;
- (b) financial assistance for international and national training events, or events incorporating training sessions, organised to increase the awareness of ELSA, or dealing in specific ELSA areas;

#### **Training Support**

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

Should there be a situation that there is no ITP-trainer available for a training event, that was an object of an EDF application according to section 2 (c), the organising group may with the permission of ELSA International also appoint an external trainer that shall be granted through EDF.

(d) travel and/or accommodation expenses of National Board members for training sessions organised by ELSA International, National Groups or Local Groups;

#### **Network Support**

- (e) financial assistance for established cooperation between National Groups within the Network Support System (NSS);
- (f) travel and/or accommodation expenses of National Board members to Statutory Meetings.

#### 3. Eligible Applicants & Eligibility Criteria

Only ELSA Local Groups, ELSA National Groups and ELSA International are eligible applicants to the EDF.

#### (a) ELSA Local Groups

ELSA Local Groups may only apply for the modes of support under articles 2(a) to 2(e) if:

- (i) there is no National Group in their country; or
- (ii) their National Group has persistently refused to offer their administrative support to the Local Group, proven to the satisfaction of ELSA International; and
- (iii) the Local Group is lacking financial resources, and is suffering from either a low level of activity, a lack of human resources, or a lack in knowledge and know-how

ELSA Local Groups may not apply for the mode of support under article 2(f).

Local Groups may apply for the mode of support under article 2(c) if the training session:

- (i) is catered towards an audience at least half of whom are not from the country of the organising National or Local Group; and
- (ii) is delivered in English by the ITP trainer

#### (b) ELSA National Groups

- 1.) ELSA National Groups may apply for the modes of support under articles 2(a) to 2(e) on behalf of their Local Groups if:
- (i) the National Group is lacking the financial resources to support the Local Group itself; and
- (ii) the Local Group is lacking financial resources, and is suffering from either a low level of activity, a lack of human resources, or a lack in knowledge and know-how
  - 2.) ELSA National Groups may not apply on behalf of their Local Groups for the mode of support under article 2(f).
  - 3.) ELSA National Groups may apply for the modes of support under articles 2(a) to 2(f) on their own behalf if:
- (i) they are lacking financial resources, and are suffering from either a low level of activity, a lack of human resources, or a lack in knowledge and know-how
  - 4.) In both cases, National Groups may apply for the mode of support under article 2(c) if the training session:
- (i) is catered towards an audience at least half of whom are not from the country of the organising National or Local Group; and
- (ii) is delivered in English by the ITP trainer

#### (c) ELSA International

- ELSA International may not apply for modes of support under articles 2 (a), (b), (d), (e) and (f).
- ELSA International may only apply for the mode of support under article 2(c) if:
- (i) the session will take place at a Statutory Meeting or International Internal Meeting; or
- (ii) the session will take place during an event dedicated towards the training and/or refreshment of ITP trainers.

#### 4. Application Procedure

#### (a) Application Form

Every EDF applicant is to fill out the EDF Application Form, which will be provided to the applicant on ELSA ONLINE or by the Treasurer of ELSA International upon request.

Therein, they are required to specify the mode of support they wish to obtain, show that they fulfil the criteria for application under article 3, specify the reasons for the submission of the application, and briefly detail how they would benefit from the support of the EDF.

#### (b) Additional Information

For all modes of support under article 2, the following information is also required:

- (i) a detailed plan of action for the event, including the dates, venue, target audience, and subject matter of the event;
- (ii) a draft budget for the event, detailing the amount requested from the EDF; and
- (iii) the full bank details, including the bank address of the applicant

For modes of support under articles 2(c), (d) and (f), the requirement of a detailed plan of action is dispensed with.

If the application is for the funding of an event under the conditions of article 3(b)(3), a participation list of the event is also required.

#### (c) Timeline

The applicants shall submit the application form to ELSA International the Executive Committee of the foundation no later than three weeks before the event they wish to seek funding for.

Within two weeks of receiving the application, ELSA International the Executive Committee shall take a board decision on the submitted application, and shall communicate such decision to the applicant within two days of the date of the decision.

#### 5. Award Criteria

- a) The International Board Executive Committee is at liberty to decide whether to grant amounts requested by the applicants in full, or to apply a system of co-financing to the grant request.
- b) In deciding whether or not to grant an applicant, and/or how much of the amount requested may be financed, the International Board Executive Committee shall take into account the following criteria:

- (i) the fulfilment of the eligibility criteria of the applicant;
- (ii) the date when the application was received;
- (iii) the quality of the submitted application form;
- (iv) the quality of the plan of action and draft budget, when required;
- (v) the quality of the event which the applicant is organising or intends to attend;
- (vi) the multiplier effect that financing the event or activity would have on the Network;
- (vii) the resources currently available in the EDF account.
- c) The International Board Executive Committee may employ an internal points system to determine whether an applicant is granted or not, and/or how much of the amount requested may be financed.
- d) The International Board Executive Committee may also, if it deems it fit to do so, and before taking a decision on the application, ask the applicant to re-write the application form, stating the areas which are lacking or which need to be improved. The re-written application will be evaluated as if it were an original application. In this case, the timeline requirements under article 4(c) shall be dispensed with.
- e) The amount awarded and communicated to the applicant is final, and may not under any circumstances be exceeded because of a surplus in receipts, or for unforeseen expenses borne by the applicant.

#### 6. Payment Procedure

In order for an applicant to be paid the amount granted to it, it must comply with the following regulations:

#### (a) Receipts

- (i) Within four weeks of the conclusion of the event or activity, the applicant shall submit the receipts, up to the value granted by the International Board Executive Committee, relating to the event or activity for which the grant was awarded.
- (ii) The receipts submitted need not necessarily be originals, so long as they are copies of receipts issued by companies or competent authorities, with clearly legible dates, details and amounts.
- (iii) The Treasurer of International Board Executive Committee reserves the right unilaterally exclude a receipt or receipts from the final payment if they fail to fulfil the requirements detailed under the previous sub-article.
- (iv) If the total value of the receipts is not equal to, or does not exceed the amount granted, then the applicant will only be refunded the amount equal to the value of the receipts submitted.

#### (b) Activity Report

(i) Within four weeks of the conclusion of the event or activity, the applicant shall submit, along with the receipts, a detailed report of the event or activity organised or attended.

- (ii) The report shall include information regarding the event or activity itself, the experiences of the persons present at the event or activity, and the multiplier effect that can be expected from the organisation or attendance of such.
- (iii) If the amount granted was for a mode of support under either article 2(a), (b) or (e), the activity report shall also include the profit and loss account and balance sheet of the event.
- (iv) The Treasurer of ELSA International Executive Committee reserves the right to unilaterally reject an activity report if it has in his their opinion failed to sufficiently fulfil the requirements detailed under the previous two sub-articles.
- (v) In such cases, the <u>Treasurer of ELSA International Executive Committee</u> may, if he or she it deems it fit to do so, ask the applicant to re-write the activity report, stating the areas which are lacking or which need to be improved. The newly amended activity report shall then be taken in as the applicable activity report, to the exclusion of the original.

#### (c) Procedure

- (i) Within four weeks of the submission of the accepted receipts and activity report, the Treasurer of ELSA International the Executive Committee shall directly credit the relevant amount in the bank account of the applicant, based on the details submitted with the original application.
- (ii) If the amount granted was for the mode of support under article 2(c), the payment procedure may be wholly or partly settled between ELSA International and the ITP trainer/s.
- (iii) In such cases, the ITP trainer will be responsible for submitting the receipts and activity report as stated in articles 6(a) and 6(b) above, and will be directly reimbursed after submitting a claim form to ELSA International with all relevant bank details.
- (iv) If either the accepted receipts or activity report have not been submitted to ELSA International Executive Committee by the applicant or ITP trainer within six months from the conclusion of the event or activity to which the grant relates, the grant awarded shall expire, and no claim for payment may be made in its regard thereafter. This provision shall have retrospective effect.

#### 7. Financing of the Fund Foundation

#### a) Source of the Fund Foundation

- (i) ELSA International and ELSA National Groups shall pay a yearly contribution to the EDF comprised of the following:
  - 6 % of all money fundraised in one financial year as a general sponsorship from external relations that are classified as international;
  - 2.5 % of all money fundraised in one financial year as a general sponsorship from external relations that are classified as national;

Sponsorships of less than EUR 200,00 shall not be taken into account.

(ii) ELSA International may also accept donations to the EDF from other individuals, groups or associations which are aimed at furthering the purposes of the Fund Foundation and the Association in general.

#### b) EDF Report

- (i) The National Groups shall fill in and submit a report to ELSA International with the amounts they received from their general sponsors in the period between the 1<sup>st</sup> of January and the 31<sup>st</sup> of December of the previous financial year.
- (ii) This report shall be submitted to ELSA International by the 31<sup>st</sup> of January of the year of invoicing, even if the National Group had not obtained any money through general sponsorship in the previous calendar year.
- (iii) If the National Group does not inform the International Board by the date mentioned above, the International Board shall invoice the National Group based on the last information ELSA International has regarding the National Group's contribution towards the EDF.
- (iv) The information to which ELSA International can refer to in the previous sub-article shall be no older than three years prior to the date of invoicing.
- (v) Any EDF invoices left unpaid shall be considered as a debt to ELSA International, and to all intents and purposes, will be treated in the same manner as all other debts to ELSA International.
- (vi) If the National Group does not agree with the invoiced amount, it may contest the amount within two weeks of invoicing by appealing to the International Board and supplying it with the correct information.
- (vii) The International Board will transfer the money to the foundation after receiving the money from the members.

#### 8. Administration of the Fund Foundation

- (i) The Treasurer of ELSA International is responsible for the administration of the ELSA Development Fund Foundation.
- (ii) The Fund Foundation shall be deposited and administered on a separate ELSA bank account. It may also be kept on two separate bank accounts; one current, one savings, both of which dedicated solely to EDF.
- (iii) The Treasurer of ELSA International shall give an oral report on the income, expenditure and current status of the EDF in a plenary session at every International Council Meeting.
- (iv) The Treasurer of ELSA International shall also give a written report of the EDF to all participants of the FM workshop at every International Council Meeting, where the figures may be discussed and evaluated.

# 9. Auditing of the Fund Foundation

- (i) The administration of the account of the ELSA Development Fund Foundation shall be part of will take place during the general examination carried out by the internal auditors of ELSA International.
- (ii) The auditors of ELSA International shall include in their biannually presented auditor's report a statement attesting to the reliability or otherwise of the EDF account and its administration.

#### Comments of the International Board:

#### Background

Some years ago, the National Groups created a fund in order to support the development within the association. The fund mainly aims the support trainings and training events within the network as well as the attendance of National Board officers in the ICMs and IPMs. In general the EDF is well-used by the National Groups in the fields of training events and internal statutory meetings. Unfortunately, the structural balance of the EDF is not reached yet and some improvements would need to be done in the near future to optimise the EDF. A structural reform is needed for a long time already and has been discussed in the past council meetings.

#### The idea

During a meeting with Emmanuel Reynaerts, Former Treasurer of ELS and a Belgian lawyer, in February 2009, we first explained the situation with the EDF. Emmanuel Reynaerts suggested the creation of a foundation for ELSA. In this first step, he briefly explained the possible advantages and disadvantages of this project. Emmanuel further described the possibilities with a foundation and showed the requirement of creating a foundation. In 2007 he compared together with the International Board 2006-2007 the differences between German, Belgian and Dutch law and has finally came to the conclusion that the Belgian law seems to be the most suitable for ELSA since the requirements are quite flexible. There is no reason to assume this situation has changed.

### The Foundation

The concrete foundation will have very basic legal structure and it will refer as much as possible to the rules in the Decision Book. Thus we keep the current flexibility that we have with the rules in the Decision Book.

A first draft of the statutes will be presented during the Financial Management Workshop.

# Decision Book amendment to the Uniformity -section (MAR 01/09 I)

The International Board proposes following to the Council:

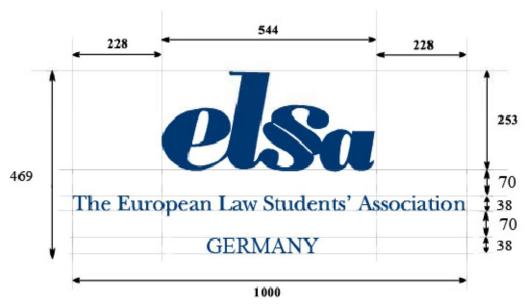
# Uniformity

Everyone shall value and respect the ELSA brand. To ensure this, everyone shall follow the uniformity rules, because only then the ELSA brand will be strong and recognised by a large public.

## 1. The ELSA Logo

- 1.1 The ELSA logo shall be used only in a way, which is beneficial for ELSA. It should not be used in a way that would damage the positive image of ELSA or in any other way that would harm the reputation of the association.
- 1.2 ELSA has two logos: one with design and subtitle and the other only with the design. The second one can only be used when relatively small and when the policies specifically indicate the usage.





- 1.3 All ELSA groups shall use the ELSA logo, which is the logo above, and no other, except for project logos shall be used when promoting ELSA.
- 1.4 Although for specific reasons dimensions should be altered, its proportions should not.
- 1.5 This logo consists of two parts: the design and the subtitle. Only when the design and the subtitle appear together in the correct proportions and colours may it be called the ELSA logo, unless the exception 1.7 applies.
- 1.6 The subtitle accompanying the logo should be perfectly centred and should appear only in English. If there is a legal obligation to put the subtitle in national language, this should be given secondary importance to the ELSA logo as described in point 1.3.
- 1.7 For a specific reason, the logo can be featured without the subtitle when relatively small in which case it shall not be used in combination with any other subtitle or name. Relatively small means that the size of the logo is 45 per cent or less of the size of the logo described in point 1.3.
- 1.8 The exception in point 1.7 does not apply for business cards, letter heads, envelopes and the homepage of a website.
- 1.9 The name of the national group or of the local group must be written in capital letters, in Garamond regular font and must be perfectly centred and in the same colour as the logo. Eg: as shown below:

The International Board 2008/2009



- 1.10 The written version of the logo is: ELSA

  When used with the name of the group, it shall be written as in the following examples:

  ELSA International, ELSA Sweden
- 1.11 The logo must be featured in:
  PMS Reflex Blue (equivalent to HKS 42) CMYK 100 95 0 0,
  black CMYK 0.0.0.100 or
  grey CMYK 0.0.0.60.

The logo may also be used in the negative form. This means that the white (CMYK 0.0.0.0) version of the logo can be used when the logo is to be placed against a dark background.

- 1.12 The logo shall not be used in connection with any state or national symbol of any country.
- 1.13 The logo shall not be animated in any way.

## 2. Business cards

- 2.1. Dimensions, Logo and Format.
  - 2.1.1 The size of business cards is 85 x 55 mm. The business cards are organized according to a consistent grid with reference to the print space in two columns.

- 2.1.2 The ELSA logo must be featured on business cards. It must be a. right aligned
- b. placed in the position at the height equal to the length of the logo itself, from the bottom of the business card.
- 2.1.3 ELSA business cards must have a horizontal format.

# 2.2 Text on the Business card

- 2.2.1 The name of the ELSA group must be featured on the card and written in compliance to the logo rules in point 1.910.
- 2.2.2 The name and the title of the owner must be featured.
- 2.2.3 The name and the title of the owner must be left aligned.
- 2.2.4 When the business card is of the ELSA group, there is neither name nor title on the business card.
- 2.2.5 The title shall be featured in the full version, but it is possible to use the title in the respective language.
- 2.2.6 Fonts:
  - a. The name of the owner is written in Garamond regular,11 points,
  - b. The title of the owner is written in Garamond regular, 8 points
  - c. The name of the national or local groups must be written in Helvetica Neue 7 points. In case special characters are not available in Helvetica Neue the font Garamond regular 8 points shall be used.

#### 2.3 Contact Data

- 2.3.1 Contact data must be placed on business cards, left aligned, in the first of the two columns that the business card is divided into.
- 2.3.2 The font used shall be Garamond regular, 8 points.

## 2.4 Colours of the text

- 2.4.1 The text on business cards must be in:
  - a. PMS Reflex Blue

or

b. Black.

- 2.5 Paper
  - 2.5.1. The preferable weight of the paper is 250 g/m<sup>2</sup>
  - 2.5.2. The background colour of business cards must be either grey with a white border or white
- 2.6 There shall be no background pictures of any kind featured on business cards.

# 3. Letterheads

- 3.1. Logo and the Name of the ELSA Group
  - 3.1.1 The ELSA logo must be featured in the heading of the letterhead.
    - 3.1.2 The name of the ELSA group must be written in compliance with the logo rules point 1.9.
- 3.2. Pre-printed text should be written in
  - a. PMS Reflex Blue

or

- b. Black.
- 3.3. Body Text
  - 3.3.1. Font

The body text should preferably be written Helvetica Arial for title text and Garamond Times New Roman for body text.

- 3.3.2. The colour of the body text must be black.
- 3.4. Paper
  - 3.4.1. The weight of the paper is preferably 100 g/m2
- 3.4.2. The background colour of the paper used for production of letterhead must be either:

a. grey

or

b. white.

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# 4. Envelopes

- 4.1. The ELSA logo should be featured on envelopes.
- 4.2. Both the colours of the logo and pre-printed materials shall be
  - a. PMS Reflex Blue

or

- b. Black
- 4.3. The name of the ELSA group must be written in compliance with the logo rules as described in point 1.910

#### 5. Stamps

When using stamps, the colour of the ink of the stamp shall be black or Blue.

## Responsibilities for Uniformity

# 1. Responsibilities of the Local Group

- Ensure the protection of the ELSA brand
- Implement the uniformity rules in the local group
- Ensure that breaches of the uniformity rules, especially the logo rules are corrected immediately and mistakes removed
- Consult the national group if in doubt

# 2. Responsibilities of the National Group

- Ensure the protection of the ELSA brand
- Implement the uniformity rules in ELSA in the respective groups
- Make sure that the local groups have knowledge about the uniformity rules
- Supervise the correct use of the uniformity rules and enforce them in the groups
- Make sure that all breaches are corrected immediately and mistakes removed
- Consult ELSA International if in doubt

## 3. Responsibilities of ELSA International

- Ensure the protection of the ELSA brand
- Make sure that the uniformity rules are implemented throughout the network
- Prepare manuals on how to implement the uniformity rules and make these manuals available to the network
- Supervise the correct use of the uniformity rules in all national groups
- When breaches are noticed, contact the breaching group immediately and see to that they are corrected

#### Comments of the International Board:

There are several changes made in the uniformity section. It mainly comes down to use of fonts. The prices of obtaining the right licenses for the whole network are unfortunately a bit too high to keep the fonts in the current format. ELSA International have the license for the fonts, so there should be no need to change the font of the logo as these are finished images provided by ELSA International.

When it comes to letterhead it will be up to the national and local group if they want to use the free fonts or to acquire the licenses required for using Garamond and Helvetica Neue. It is not needed to have the license for the Garamond used in the logo for the national groups. This license is owned by ELSA International.

# Decision Book amendment to remove The ELSA Day -section (MAR 01/09 II)

The International Board proposes following to the Council:

# The ELSA Day

- 1. The fourth Thursday in October is the ELSA Day
- 2. On this day concurrently and all over Europe there will be held ELSA promotional and training events. These events can be normal ELSA events or special parties both of which should aim to market the internationalism of ELSA.

#### Comments of The International Board:

Over the last few years The ELSA Day has not been very actively followed up on, by neither IB or by the National Groups. The last few years it has also collided with the autumn ICM which made it even less followed up on.

Further on the events that are arranged do not seem to have any synergies with each other so it is no need to have them at the same day. From a project management point of view it makes little sense to try and impose one specific date on the whole network. There are plenty of details to pay attention to when setting the date for an event. Trying to set it from a network perspective will not make it possible to take due care to these details for the local groups.

# Proposal on Demotion of ELSA France

# The International Board proposes the following to the Council:

ELSA France is to be declared Demoted; and therefore,

- 1 ELSA France is demoted as a member of ELSA in accordance with Article 7 (i) of the Statutes;
- 2 ELSA France is considered to be an observer of ELSA.

#### Comments of The International Board:

According to the Article 3.2 of the Standing Orders, the International Board contacted ELSA France and received the information that ELSA France wants to be demoted as well to get the opportunity to restructure their group.

ELSA International has also been sending the invitations for the ICM and we hope to see a delegation from ELSA France. ELSA International plans as well to attend the next NCM of ELSA France to explain the situation to the local members.

At the moment, there is no international activity at all in ELSA France and limited communication to the International Board.

Therefore,

There are no international activities at the moment;

ELSA France's last attendance on an ICM was in ICM Prague Spring 2007.

There are no inquiry reports delivered, or State of the Network;

Aside of all these criteria's filled, it is also to be noticed:

ELSA Online is also not updated;

In addition to this report, ELSA France has not paid its Membership Fee for two consecutive years. It has also neglected to pay the ELSA ONLINE fee. No payment toward the EDF fee was made either. The reasons for non-payment are mainly due to having no communication whatsoever with the Group. Electronic invoices and forms were sent regularly to ELSA France without any reply whatsoever. <u>ELSA France's current debt is of EUR 3.992,56</u>

# Proposal on Demotion of ELSA Russia

# The International Board proposes the following to the Council:

ELSA Russia is to be declared Demoted; and therefore,

- 1 ELSA Russia is demoted as a member of ELSA in accordance with Article 7 (i) of the Statutes;
- 2 ELSA Russia is considered to be an observer of ELSA.

**Comments:** According to the Article 3.2 of the Standing Orders, the International Board contacted ELSA Russia and received no reply from the National Board. The national board of Russia is suffering such hard internal problems they didn't manage to pay substantial parts of their financial obligations towards ELSA International for two consecutive years. ELSA Russia has paid this year 100 Euro Membership by a local group but did cover only 25% of their membership fee.

The reasons for non-payment are mainly due to having no communication whatsoever with the Group. Electronic invoices and forms were sent regularly to ELSA Russia without any reply whatsoever. ELSA Russia's current debt is of <u>EUR 611,89</u>.

By demoting ELSA Russia we want to give them a platform to solve their internal problems without the burden of increasing debts towards ELSA International.

#### **NATIONAL GROUPS**

Decision Book amendment to the Essay Competition -section proposed by ELSA Denmark and seconded by ELSA Lithuania (AA 01/09 VI)

ELSA Denmark seconded by ELSA Lithuania proposes to the Council:

# Legal Writing

## 2. Essay Competitions

- 2.1 Essay competitions aim at preparing law students and young lawyers for the specialised forms of written communication that are required within the legal profession.
- 2.2 An essay is a short exposition on a legal topic, usually a forum of presenting the writer's personal point of view.
- 2.3 In the assessment of the essays the jury shall be guided by factors such as clarity, conciseness, persuasiveness and conformity with the objective standards that have evolved in the legal profession.

## Responsibilities in Essay Competitions

## Responsibilities of the Local Groups

- Promote the participation of law students and young lawyers and engage in the organisation of essay competitions
- Submit information about topic, rules, timeline, structure, awards and supporters, a short evaluation and promotional material to the national group
- Update the Organisations Menu in ELSA ONLINE with participating organisations and contact persons

# Responsibilities of the National Groups

- Provide necessary training material and information on how to organise essay competitions to the local groups
- Collect information about essay competitions organised by the local groups and pass it on to ELSA International
- Ensure that the local groups are updating the Organisations Menu in ELSA ONLINE with information about participating organisations and contact persons
- When organising essay competitions themselves national groups shall act according to the responsibilities of the local groups

## Responsibilities of ELSA International

- Provide necessary training material and information on how to organise essay competitions to the national and local groups and make them accessible through the ELSA ONLINE Archive
- Collect information about essay competitions organised by the local and national groups and archive it

#### **Comments:**

The amendments regard section two of the Legal Writing part of the Council Meeting Decision Book, more precisely the Responsibilities of the Local and National Groups. ELSA ONLINE is not functioning as it should and is therefore, not used by the network. Due to this, ELSA Denmark sees no need to keep the regulations about updating ELSA ONLINE in the Council Meeting Decision Book. Until a new ONLINE system is launched, the Council Meeting Decision Book should not contain regulations, where Local Boards and National Boards have a responsibility which is not achievable. The proposal is also a continuation from the last International Council Meeting in Nuremberg, where effort was put into over viewing the Council Meeting Decision Book and what regulations are really needed.

Decision Book amendment to the STEP-part of proposed by ELSA Germany seconded by ELSA Denmark and ELSA Montenegro (STEP 01/09 I)

ELSA Germany, seconded by ELSA Denmark and ELSA Montenegro, proposes following to the Council:

Preamble

STEP is one of the key areas of ELSA. It provides traineeships to law students and young lawyers. STEP has three main tasks: to find traineeships, applicants, and accommodation for the trainees.

# Quality in STEP

#### **Introduction**

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

By introducing STEP Policies as basis for the realisation of our common vision, to create a just world in which there is respect for human dignity and cultural diversity, we give a guarantee to everybody who is connected to this programme: ELSA members, officers, and partners.

STEP Policies are conceived to build an effective Student Trainee Exchange Programme in every ELSA country. To implement and follow a uniform system of rules and procedures with the necessity of evaluation and correction in order to protect the integrity and to ensure the quality of the programme.

Following its purpose, STEP assists law students and young lawyers to be internationally minded and professionally skilled.

This document collects and analyses the status quo and presents a comprehensive system to ensure the further development of STEP.

It is responsibility of the local group and the national group officers to implement these policies and maintain the quality standards for students and employers involved in STEP. The policies, quality standards and STEP Mailing list have been developed and designed to enable local group and national group officers to take this responsibility and to share ideas to enhance the quality of STEP across the ELSA network.

#### **STEP Policies & Quality Standards**

The STEP Policies & Quality Standards are conceived to facilitate the operations of the Student Trainee Exchange Programme and to assure the maintenance and the implementation of quality exchange on a local, national and international level. All local groups and national groups

facilitating trainceship exchanges must abide by the STEP Policies & Quality Standards. The policies and standards constitute the general regulations for STEP. National groups may develop additional policies and standards to the ones stated below to meet the specific needs of their country.

# **STEP Mailing List**

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

#### **ELSA International**

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

# **STEP Policies**

Lisbon 30<sup>th</sup> March — 6<sup>th</sup> April 2008 In force STEP 01/08 I, II, III, STEP 02/08 VIII, XI, XIII

#### 1. General

All trainceships shall have a minimum duration of two (2) weeks and a maximum duration of seventy-eight (78) weeks.

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

#### 2. Registration of STEP Application Policies

- 2.1. Every trainceship shall be registered in the Trainceship Form and submitted to ELSA International by National and Local Groups.
- 2.2 Every application shall be registered in Student Application Form and submitted to ELSA International by National and Local Groups.
- 2.3. The Local Groups shall only approve STEP Applications and Trainceship forms that have met the minimum criteria set by the STEP Policies.

# 3. Application Policies

- 3.1 Every law student and young lawyer shall have the opportunity of applying for a STEP trainceship that takes place in a country different from his/her own. This policy also applies to positions in international institutions.
- 3.2 Every law student and young lawyer applying for a STEP trainceship must be a member of ELSA.
- 3.1 Every applicant for a STEP trainceship is required to possess the necessary documentation such as diplomas, certificates, recommendations of professors or similar valid documents to prove the academic qualifications and language skills required in the STEP Application. The local VP STEP is responsible for accepting the application.

Those documents shall be submitted to the local VP STEP.

The local VP STEP is responsible for accepting the applicants so, the steps of the procedure are clearer.

- 3.4 Applicants shall not provide false or inaccurate information relating to work experience, legal studies, or language skills. If an applicant has falsified any information the local group shall keep his/her deposit and cancel his/her STEP Applicants.
- 3.5 The hosting groups should try to find another trainceship of the same type for the applicant in the case that the original trainceship is cancelled after the student's acceptance. This policy does not apply if the selected applicant does not have the qualifications required by the employer.

#### 4. Matching Policies

- 4.1 A local group shall not change the matching result for a STEP Application for any reason whatsoever.
- 4.2 The applicant shall not contact the employer before being selected.
- 4.3 The applicant shall accept the traineeship he/she is selected for. The acceptance shall be confirmed within 2 weeks after notification to the hosting local group; otherwise, the penalty system of his /her local group shall apply and the second ranked applicant shall be considered selected for the traineeship. Each national group is responsible for implementing a penalty system necessary and proportionate.
- 4.4 If either the applicant or employer rejects or cancels a trainceship without a valid reason, their participation to the programme shall be considered as "Rejected" or "Cancelled". Each national group shall define what constitutes a "valid reason" within their own discretion, and

LV International Council Meeting of ELSA

to decide, according to their internal penalty system, which applicants or employers shall no longer be eligible to participate in STEP

4.5 In the case that matching policies are breached, the responsible local group shall deny the applicant or employer that violated the policy access to STEP.

## 5. Preparation Policies

- 5.1 The hosting group shall ensure that an official Company Acceptance Form is signed by the employer and sent to the sending group.
- 5.2 The sending group shall ensure that an official Student Acceptance Form is signed by the applicant and is sent to the hosting groups within 2 weeks from the selection. If the student does not submit the student acceptance form in time he/she looses his rights in that certain trainceship.
- 5.3 The sending group shall ensure that an arrival note is sent to the hosting group at least two weeks before the arrival date.
- 5.4 The sending and hosting groups shall ensure that every applicant possesses the necessary and valid official documents for legal entry and work in the host country (visas, work permits, valid passport, medical and health insurance, etc.).
- 5.5 Every trainee is responsible to have valid insurance for accident, medical and travel risk. All costs incurred by the trainee for not possessing the abovementioned insurance, shall be borne by the trainee.

## 6. Traineeship Policies

- 6.1 The hosting local groups are responsible to ensure that every trainceship is paid in order to provide the trainee with a sufficient salary or stipend (as defined in the reception section of the Quality Standards)
- 6.2 The hosting local groups shall ensure that the Trainceship Form given by a employer adequately represents the responsibilities of the traince.
- 6.3 The employer hosting a trainee shall provide a positive and secure working environment for the trainee. Any violation of labour regulations shall be treated according to the laws of the host country.

#### 7. Institutional positions

- 7.1 Institutional positions are trainceships in bodies of international governmental or non-governmental organisations or in the public administration.
- 7.2 Trainceships within political institutions shall not be accepted.

# 8. Unpaid trainceships

- 8.1 A National Group may be exempted from 6.1 when there is either a low level of activities in the field of STEP or a weakness as determined by the International Board in any of the following areas:
  - Human Resources in STEP
  - Knowledge and know-how in STEP
- 8.2 ELSA International shall, based upon the criteria set in 9.1, decide upon an application made by a National Group whether a National Group is eligible to offer unpaid traineeships.
- 8.3 A national group mentioned in 9.2 shall in cooperation with the VP STEP of ELSA International elaborate a development plan for STEP in the national group.
- 8.4 Upon request, ELSA International shall present a report on the situation of the member groups offering unpaid trainceships.
- 8.5 National or Local STEP-team offering unpaid trainceship, even though exempted from regulation 6.1, should do the fundraising that ELSA group hosting the traince can help him/her to provide some benefits.
- 8.6 National or local STEP-team offering unpaid trainceship, if there are no possibilities to fundraise, should provide accommodation for student.

#### 9. Exchange Process

- 9.1 The hosting group shall provide employer that are taking ELSA trainees with adequate preparation. Adequate preparation is defined in the servicing section of the Quality Standards of these STEP policies.
- 9.2 The hosting group shall evaluate the traineeship with the trainee and the employer. Periodical evaluation is needed only in case that this is précised in the contract.

- 9.3 The hosting and sending groups shall ensure the completion and submission of the required evaluations and reports during the traineeship and upon its completion.
- 9.4 The hosting group shall provide the incoming trainee with adequate reception and support throughout the duration of the traineeship. Adequate reception is defined in the reception section of the Quality Standards of these STEP policies.
- 9.5 The hosting group shall provide adequate servicing to the company/organisation taking a trainee. Adequate servicing is defined in the servicing section of the Quality Standards of these STEP policies.
- 9.6 The sending group shall ensure adequate evaluation of the trainee. Adequate evaluation is defined in the evaluation section of the Quality Standards of these STEP policies.
- 9.7 The hosting and sending groups shall ensure the completion and submission of required evaluations and reports during the trainceship and upon its completion.
- 9.8 The hosting group shall periodically evaluate the trainceship with the trainee and the company/organisation.

## 10. Exceptional Cases

- 10.1 The hosting groups should try to find another trainceship of the same type for the applicant in the case that the original trainceship is cancelled after the student's acceptance. This policy does not apply if the selected applicant does not have the qualifications required by the employer. If the hosting group cannot replace the trainceship, the employer shall compensate the applicant for all travel costs.
- 10.2 Local groups shall not hunt or offer trainceships from employers emanating from another country without the consent of the National Group situated in that country.
- 10.3 A trainee can only quit his/her traineeship if it is completely different to what is stated in the Traineeship Form
- 10.4 If the trainee quits his/her traineeship for any other reason, the second ranked applicant from the Company Acceptance Form shall be notified as soon as possible.

Nuremberg	26 <sup>th</sup>	October	2 <sup>nd</sup>	November	2008
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<del>In force</del>					
STEP 02/08 IX					

# Quality Standards

#### 11. General

The aim of a trainceship shall be to provide the student with the following:

- A positive learning experience
- Practical skills in a foreign environment to complement his/her education
- Interaction with a new social and cultural environment
- Preparation for future responsibilities as a member of the legal society
- Opportunity to apply skills, knowledge and attitudes to work for the good of society
- Develop the student's awareness and knowledge of social issues and different practices of the host country

#### The aim of a traineeship is not:

- To provide an opportunity for the purpose of earning money
- Intended to be a permanent career placement or recruitment opportunity in another country. If the employer decides to extend the trainceship to a permanent basis, ELSA will have no role in facilitating this.
- A means for any person to permanently leave their country and territory. ELSA does not encourage the extension of traineeships beyond agreed limits.

#### 12. Selection

• Only the company/organisation shall select the trainee.

#### 13. Notification of the selection process

The local group that receives the Company Acceptance Form from the employers must inform ELSA International about the selection. ELSA International is responsible for the notification of the selection process to the applicants.

## 14. Preparation

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

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

#### 15. Reception

Every Traince hosted from a local group shall:

- Be picked-up at the airport/train or bus station
- Be provided with information about the local environment (public transportation, postal services, leisure activities, etc.)
- Be involved in activity of local group
- Receive a reception package/booklet including information about the company/organisation he/she will be working with, general information about the country and ELSA contact information
- Receive assistance in obtaining access to the internet for the duration of the trainceship
- Discuss the expectations of the trainee before the start of the traineeship
- Be provided with housing and accommodation depending on his/her interest and economic capacity
- Have a salary which allows the trainee to live in the country and cover his/her basic expenses (i.e. accommodation, food, transportation, basic reception activities) or have fringe benefits from the employer for the duration of the trainceship
- Be taken to their first day of work and discuss expectations of the trainee and employer
- Receive assistance in opening a bank account if required
- Be given information and options to get involved in local society

#### 16. Organisation Servicing

Every employer that is providing a traineeship shall:

- Receive the STEP Applications
- Organise a meeting between the ELSA group and the employer responsible for the trainee before the start of the traineeship
- Fill out the Organisation Evaluation

#### 17. Trainee Evaluation

Every trainee shall:

 Submit the Trainee Evaluation Form and final report to the sending and hosting local groups

Nuremberg 26<sup>th</sup> October – 2<sup>nd</sup> November 2008

force

STEP 02/08 X

# Implementation of the STEP Policies and Quality Standards

#### **Introduction**

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

- 1. Provide solutions for cases that reflect low quality exchange services occurring in LGs
- 2. Prevent low quality cases from occurring in the future.

The STEP Policies, Quality Standards and the STEP Mailing list are all aimed at increasing the level of quality of STEP.

# 18. The STEP Mailing List

If there are no policies that relate to a specific situation that arises, there are two steps that can be followed:

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

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

I. Refer your case for advice to the STEP Mailing list

#### **Objectives:**

- To provide a forum for Local Groups and National Boards to report and share their problems.
- To provide solutions and feedback to the problems that are shared on the list.
- To provide inputs to ELSA International in monitoring the quality of STEP and to provide inputs to the further development of STEP policies and standards.

#### **Mailing list functioning**

The STEP Mailing list is open to all VP STEP of National Boards and Local Groups.

#### Principles for using the list:

- Be solution oriented.
- Be objective (do not discredit individuals or countries and territories but provide solutions to the problems to prevent them from occurring in the future).
- Be proactive.
- Be informative.

This list is designed to be a forum to share ideas and solutions. The list will support and encourage the Local Groups and National Boards to solve the problems amongst themselves.

The parties should try to resolve the problem within 2 weeks. If no mutual agreement can be found the situation should be referred to ELSA International.

# Responsibilities for Quality in STEP

#### 19. Responsibilities of the sending Local Groups

- Assist the applicant in filling in the STEP Application Form.
- Make sure that the information filled in by the applicant is correct and complete.
- Assist the applicant in applying for a trainceship.
- Inform and advise the applicant about available traineeships
- Provide the applicant with all related employer information once he/she has been selected for the traineeship.
- Prepare the applicant for the trainceship experience according to the definition of adequate preparation in the Quality Standards section.
- Advise and assist the applicant in acquiring the required documentation and legal papers (i.e. work permit, visa, residence permit, insurance and other requirements).
- Maintain communication with the trainee throughout the duration of the traineeship.
- Prepare opportunities for evaluation by the trainee upon return from his/her traineeship. See the Quality Standards for the definition of adequate evaluation.

# 20. Responsibilities of the hosting Local Groups

- Assist the company/organisation in completing the Traineeship Form.
- Maintain continuous communication with the company/organisation to inform them about the status of their trainceship offer
- Inform the organisation about the applications matched to its trainceship. Collect relevant information about the applicant and present it to the company/organisation.
- Inform applicants of cancellation of the trainceship within two weeks after the trainceship has been cancelled
- Provide all the necessary information to the incoming student about visa, insurance, work permit, and all other legal requirements.
- Provide adequate reception as stated in the Quality Standards section in these policies
- Organise events that involve the trainee and local people in cultural learning.
- Give the trainee advice and access to ELSA's network when organising cultural nights, sightseeing trips or other social events.
- Facilitate the first steps in community involvement and related activities.
- Give initial assistance in establishing and orienting the trainee upon arrival for his/her trainceship (accommodation, bank account, first day at work, Local transportation, grocery shopping, etc.).
- Provide assistance and support to the trainee when he/she has problems with the company/organisation or any other aspect of his/her traineeship.
- Provide assistance in ensuring that the trainceship maximises its potential for cultural learning and community involvement.
- Give the trainee a Trainee Evaluation Form and ask him/her to fill it in and give it back to the sending group.
- Provide the trainee with STEP certificate
- The hosting group has to use the STEP certificate provided by ELSA International.

## 21. Responsibilities of the company/organisation

- Provide work experience between 2 and 78 weeks.
- Provide a detailed traineeship description.
- Provide an experience during the trainceship that allows the trainee to enhance their academic learning.
- Provide adequate working conditions, salary, orientation, guidance, training, etc. for the trainee to achieve the objectives agreed upon.
- Ensure the trainee performs the job stated on the Traineeship Form unless otherwise agreed upon.
- Give the trainee feedback on his/her performance during and after the traineeship to enable the student to learn and improve through the experience.
- Give ELSA feedback after the trainceship by filling in the Organisation Evaluation Form to enable ELSA to learn and improve its services.
- Write an endorsement letter or letter of recommendation in case they are convinced that the co-operation with ELSA has been beneficial.

#### 22. Responsibilities of the Applicant

- Fill the STEP Application form.
- Have written proof of the academic background, working experience and language level(s) specified on the application.
- Pay the application fees and/or deposits of his/her local group.
- Attend preparation events and complete the preparation requirements of the country and territory (according to the preparation standards in the Quality Standards section of this document).
- Incur all expenses related to transportation to the host country and territory.
- Maintain communication with the local groups throughout the traineeship.
- Complete and submit the Traince Evaluation Form and a report at the end of the trainceship.
- Integrate himself/herself in the local group activities in the home and host country and territory.
- Inform the local group if he/she becomes unavailable for a trainceship
- Ensure that he/she is acquiring adequate insurance, medical certifications, working & residence permits, and flight arrangements for the trainceship. The applicant should incur all expenses.
- Give input to the hosting local group about future traineeship opportunities with the company/organisation he/she is working for to provide similar opportunities to other students in the future.

# 23. Responsibilities of the National Group

- Ensure that all local groups are running STEP.
- Provide all the necessary training and information for LGs to run STEP.
- Ensure LGs make correct use of the STEP discussion list.
- Ensure that all the local groups are implementing and following the STEP Policies and Quality Standards and other policies that the national group has developed specifically for their country.
- Ensuring that all the local groups are submitting the completed Trainee Evaluation Forms and Company Evaluation Forms within 2 weeks after completion of the traineeship and send them to ELSA International.
- Evaluating all the information received on the national level and establishing a development plan for the following year in order to improve STEP.
- Takes concrete actions when a problem has come up and solve it as soon as possible.

# 24. Responsibilities of ELSA International

- Ensure that the necessary systems to run exchange are in place (ELSA ONLINE).
- Provide support in submitting STEP Application.
- Match the applications to the requirements of the employer
- Send the matched applications to the Local or National Group.
- Ensure that the STEP policies are observed.
- Coordinate the work of the National Groups
- Ensure that a STEP Certificate is issued to all trainees participating in STEP
- Ensure that a STEP Certificate is issued to all employers participating in STEP
- Evaluate all the information received and establish a development plan for the following year in order to improve STEP.

# International STEP Day

An INTERNATIONAL STEP DAY should be implemented where ALL GROUPS are encouraged to PROMOTE STEP.

The date is to be set by the International Board at the beginning of its term.

# Preamble

STEP is one of the key areas of ELSA International. It provides traineeships to law students and young lawyers. It aims to contribute to legal education and mutual understanding by finding traineeships abroad, receiving trainees and evaluating the procedures.

# STEP Procedure

# 1. Traineeships

# 1.1 <u>General Regulations</u>

The aim of a traineeship is to provide the student with

- a positive learning experience
- practical skills in a foreign environment to complement his/her education
- interaction with a new social and cultural environment
- preparation for future responsibilities as a member of the legal society
- opportunity to apply skills, knowledge and attitudes to work for the good of society
- development of the student's awareness and knowledge of social issues and different practices of the host country

# 1. <u>Duration</u>

<u>Traineeships have a minimum duration of two weeks and a maximum duration of seventy-eight weeks.</u>

# 2. Compensation

Traineeships have to be paid. The compensation shall compensate the general living costs during the time of traineeship.

# 3. <u>Issuing a traineeship</u>

Employers can only issue a traineeship by filling in the Traineeship Form provided by ELSA International.

## 4. Internationality

STEP-traineeships are international.

# 1.2 Specific Regulations

## Unpaid traineeships

- a. Notwithstanding article 1.1 Nr. 2. traineeships may be unpaid if the National or Local Group offering can provide the trainee with accommodation and food or if they are covering the compensation themselves.
- b. Notwithstanding article 1.1 Nr. 2. traineeships may be unpaid if the employer issuing the traineeship engages mainly volunteers to reach its aims or is prohibited to pay the trainee by law. In these cases the National or Local Group shall try to fundraise a suitable compensation and/or accommodation.

# 1.3 <u>Traineeships within institutions</u>

- a. <u>Institutions are international governmental or non-governmental organisations or</u> bodies thereof.
- b. <u>Traineeships within institutions are always considered as international no matter who applies.</u>
- c. Traineeships within political institutions shall not be accepted.

# 1.4 <u>Searching for Traineeships</u>

Each Group, no matter if Local, National or International, may only search for traineeships within its own country. Otherwise it needs the consent of the Local and National Group of the country contemplated.

# 2. Applicants

# 2.1 <u>General Regulations</u>

1. Who may apply

Each member of ELSA may apply for STEP.

# 2. Application

- a. Applicants can only apply for a STEP traineeship by using the Forms provided by ELSA International. Additionally they have to hand in the necessary diplomas, certificates, recommendations of professors or similar valid documents to prove the qualifications stated within the Application Forms.
- b. Applying for and participating in STEP is free of charge.
- c. <u>Local Groups are responsible for receiving the Application Forms and other</u> documents as well as for checking the validity of the information given.
- d. The application is no guarantee for being matched.

# 3. Matching

- a. ELSA International revises all applications and matches them to those traineeships fitting best.
- b. One applicant shall only be matched for one traineeship at the same time.
- c. There shall be no contact between the applicant and the employer before the selection.
- d. ELSA International sends the Application Forms of the selected trainees to the Local and respective National Group.
- e. <u>In case the Local Group does not send the Application Forms to the employer and simultaneously to ELSA International within one week after the receipt, ELSA International may send the Application Forms to the employer.</u>

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#### 4. Selection

- a. The employer selects the trainee.
- b. The employer informs the Hosting Group about the selection, which immediately forwards this information to ELSA International.

# 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 <u>Hosting Group</u>

- 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.
- 2. The hosting group provides adequate service to the employer issuing a traineeship/taking a trainee, i.e. maintain continuous communication with the employer to inform them about the status of their issue.
- 3. The hosting group has to use the Contract provided by ELSA International. The hosting group is allowed to translate the wording into the respective language and to change or add paragraphs only due to legal necessities.
- 4. <u>Upon request, the hosting group provides the employer with further information on the applicants, subject to the law of the hosting country and at least in line with the privacy law policy of the European Union.</u>
- 5. The hosting group must ensure that the employer receives the Trainee Acceptance Form within two weeks and once completed, must immediately forward it to ELSA International.

- 6. The hosting group provides the selected trainee with proper preparation before and adequate reception and support throughout the duration of the traineeship.

  Adequate preparation consists of providing the trainee with at least
  - - information about the host country and city
       general information about the employer
    - contact details of the hosting group and the employer
    - advise and assistance in applying for necessary documentation and legal papers (visa, work and residence permit, insurance and other requirements)
    - assistance in finding a proper accommodation in accordance with the trainee's interest and economic capacity

As adequate reception and support during the traineeship is considered to at least

- pick up the trainee at the place of arrival
- provide the trainee with detailed information about the local environment (public transportation services, postal offices, leisure activities, groceries, etc.)
- assist him/her in opening a new bank account if required
- arrange a meeting between the employer and the trainee before the traineeship starts
- accompany the trainee on the first day of work and discuss the expectations of both the trainee and the employer
- be first person to contact in case of any problems (e.g. with the employer)
- 7. The hosting group provides the trainee with possibilities for cultural learning and community involvement i.e. giving access to local ELSA-events, organising socializing events (BBQ, Theatre, etc.), involving him/her in daily ELSA-work, etc.
- 8. The hosting group ensures access or at least assistance in accessing the internet during the traineeship.
- 9. The hosting group periodically evaluates the traineeship with the trainee and the employer.
- 10. The hosting group informs ELSA International and the applicants about the cancellation of a traineeship immediately after notification by the employer.
- 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

# 1.2 <u>Sending Group</u>

- 1. The sending group assists the applicants in completing the Application Forms.
- 2. The sending group ensures in all conscience that the information filled in by the applicant is correct and complete.
- 3. The sending group ensures that the details of the trainee's arrival are sent to the hosting group two weeks afore.
- 4. The sending group reminds the trainee to look after necessary and valid documents for the traineeship (visa, residence and work permit, valid passport, insurances, etc.)
- 5. The sending group immediately informs ELSA International if the trainee has to cancel his/her traineeship.
- 6. Sending Group immediately informs ELSA International if the applicant has to cancel his/her application.
- 7. The sending group reminds the trainee to complete the Traineeship Evaluation Form and to send it to ELSA International.

## 2. National Groups

- 1. National Groups ensure that all local groups care about STEP.
- 2. National Groups provide all the necessary training and information about STEP to the Local Groups.
- 3. <u>National Groups remind the local groups to submit the completed Traineeship</u>

  Evaluation Form and Evaluation Form within two weeks after completion of the traineeship and send them to ELSA International.

## 3. ELSA International

- 3.1 ELSA International provides the network with up-to-date forms.
- 3.2 ELSA International provides the network with a contract for the employer consisting of clauses
  - 1. stating that the issued duration and compensation within the Traineeship Form are binding.
  - 2. <u>obligating the employer to guarantee that all the information stated is correct.</u>
  - 3. <u>obligating the employer to provide the trainee with proper material before the traineeship begins, in case, that the traineeship requires preparation on a special topic.</u>
  - 4. <u>obligating the employer to sign the Trainee Acceptance Form within two weeks.</u>
  - 5. <u>obligating the employer to complete the Evaluation Form and send it to Hosting Group.</u>
  - 6. <u>obligating the employer to provide adequate and secure working conditions due to the respective labour law.</u>
  - 7. implementing the regulations within the Penalty System.
- 3.3 <u>ELSA International administrates a digital archive and statistics for the whole network,</u> consisting of
  - 1. the traineeships being issued (name of the employer plus date of cooperation)
  - 2. the traineeships being cancelled (name of the employer plus date of cooperation)
  - 3. the traineeships realised (name of the employer plus date of cooperation)
  - 4. the Evaluation Forms of both the companies and the trainees
  - 5. the number of applicants for each traineeship
  - 6. the number of applicants in general in each year (August 1<sup>st</sup> to July 31<sup>st</sup>)
  - 7. the number of traineeships being issued in each year (August 1st to July 31st)

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- 8. the number of traineeships being realised in each year (August 1st to July 31st)
- 9. the number of traineeships being cancelled in each year (August 1<sup>st</sup> to July 31<sup>st</sup>)
- 10. the number of applicants declining their application in each year (August 1st to July 31st)
- 11. the number of trainees cancelling their traineeship in each year (August 1<sup>st</sup> to July 31<sup>st</sup>)
- 3.4 ELSA International matches the applications to the traineeship fitting best.
- 3.5 <u>ELSA International submits the matched applications to the respective National and Local Group.</u>
- 3.6 ELSA International informs the applicant, that he/she has been selected.
- 3.7 ELSA International informs all National Groups about the matching results.
- 3.8 ELSA International supports the network concerning the procedures of STEP.
- 3.9 <u>In case, the trainee has not received the STEP-Certificate, ELSA International shall</u> directly send it to the trainee.

# 4. Applicants/Trainees

- 4.1 Applicant
  - 1. Each applicant guarantees that all information stated within the application process is correct and he/she has written proof of it.
  - 2. The applicant ensures to look after all necessary and valid documents and legal papers for realizing the traineeship. (visa, passport, insurances, residence and work permit, etc.)

3. The applicant has to accept the traineeship he/she is selected for.

#### 4.2 <u>Trainee</u>

- 1. The trainee ensures to have all necessary valid documents and legal papers for realizing the traineeship.
- 2. The trainee has to attend the preparatory meetings and events of his/her sending group.
- 3. The trainee covers all expenses related to transportation to the traineeship and backwards, if necessary, as well as for receiving all necessary documents and legal papers.
- 4. The trainee maintains communication with the hosting group during the traineeship as well as with the sending group afore and after.
- 5. The trainee completes the Traineeship Evaluation Form and submits it to ELSA International.

# Penalty System

# 1. Applicants

#### 1.1 False/Inaccurate Information

- a. In case, that the applicant intentionally or grossly negligently gave false or inaccurate information on his/her personal background currently running applications of this applicant shall be immediately cancelled. Furthermore this applicant shall be denied any further access to STEP.
- b. If the employer is unsatisfied with the applicant due to his/her intentional or grossly negligent information on his/her personal background, the applicant shall cover possible damages.

## 1.2 Delay

a. The selected applicant shall submit his/her Traineeship Acceptance Form within two weeks to ELSA International after notification. Otherwise he/she loses the rights on that certain traineeship and the second ranked applicant being selected shall be considered as selected for the traineeship.

b. <u>If the trainee fails to complete the Traineeship Evaluation Form within six months</u> after the end of the traineeship, he/she shall not receive the STEP-Certificate.

#### 1.3 Cancellation/ Declination

- a. The applicant may only decline/cancel the selection due to a valid reason. As valid reason is considered
  - any meanwhile necessary medical treatment
  - serious family issues
  - serious changes of the traineeship conditions to those being stated in the Traineeship Form
  - or similar
- b. A selected trainee may only cancel his/her traineeship after beginning, if the traineeship is completely different to what was stated in the Traineeship Form or if the employer, even after being told, does not provide him/her with adequate working conditions due to the respective national labour law.
- c. If the applicant/trainee declines/cancels the traineeship without valid reason he/she shall be denied any further access to STEP. Furthermore the trainee has to cover possible damages.

# 2. Companies

#### 2.1 Misuse of STEP

In case, that the employer misused STEP only for receiving the applicants' personal data the employer shall be denied any access to STEP for 2 years.

# 2.2 <u>Cancellation</u>

- a. Traineeships may only be cancelled due to a valid reason. As valid reason is considered
  - meanwhile insolvency of the employer
  - no suitable applicants
  - or similar
- b. In case, the employer cancels the traineeship without valid reason, the employer should first support the Local Group in finding a comparable traineeship and cover possible damages.

Further access to STEP shall be denied to the employer for one year.

#### **Comments:**

The idea for this proposal came up during the LIV. ICM in Nuremberg. There the STEP-Workshop discussed the necessity of a total revision of the STEP-Part.

This proposal is in accordance with the regulations of the current STEP-Part. The main changes have been made to structure and wording, as these changes are beneficial for clarification.

This proposal was presented on the IX. ISM in Lisbon and revised during the workshops. The present STEP Officers discussed the new structure and wording and agreed that this proposal is the one having been recognized as necessary during the LIV. ICM in Nuremberg. The following countries have been present at the IX. ISM: Czech Republic, Denmark, Germany, Poland, Portugal, Slovakia, Spain, Switzerland and Montenegro.

Besides these clarifications, there are changes within the following areas: *Institutions:* 

Complying the current regulations traineeships within international institutions, e.g. the European Council, WIPO, UN branches or similar, are considered as national traineeships and cannot be issued through STEP. The proposing countries think that this is a discrimination against all students living in those countries, where those international institutions decided to settle their headquarters.

#### Used Forms:

ELSA Germany hereby proposes that all forms being used have to be those provided by ELSA International. In the last years this regulation has been introduced for single forms step by step, and with restructuring the whole regulation on STEP, it is now clearly regulated for all forms.

#### Penalty System:

This proposal includes a Penalty System. The current STEP-Part does not have its own area regulating penalties, however nearly all those regulations have already been within the regulations, but they have been divided up.

Decision Book amendment to the External Relations -section (BEE 01/09 VI) proposed by ELSA Germany and seconded by ELSA Malta

ELSA Germany seconded by ELSA Malta proposes the following to the Council:

## External Relations

## Fundraising Regulations

#### 1. Definitions

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

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

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

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

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

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

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

The term *main office* refers to the office of an International Contact that defines itself as being the main or head office. In the case of law firms, the office listed as Main Office on the Martindale-Hubbel Lawyers

Locator [www.martindale.com] shall be considered as Main Office.

If the definition of the office is not found through the Martindale-Hubbel Lawyers Locator or in case of

doubt as to whether the international office in question is the Main Office, it shall not be considered as such until the status of the office has been clarified by the respective company within one week's notice.

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

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

The term fundraising does not cover an approach to an external contact for the purpose of advertising.

The term advertising shall cover promotion and not include participation.

## 2. General Sponsorship - Procedures

- A. ELSA International shall approach the main office of an international contact.
- B. National groups shall approach a national or international contact with the exception of the main office of an international contact.
- C. A national group shall not approach an external contact situated in a country different from its own. Within the country the national group shall regulate the approaches.
- D. ELSA International approaching an external contact classified as National or International. Before approaching an external contact that is classified as national or international which is not the <u>Mmain Ooffice</u>, ELSA International shall inform the respective national group of the location of the office it intends to contact by means of a registered letter or e-mail.

The national group shall respond within two weeks from time of receiving the registered letter or email, whether or not one of the following reasons would exclude the approach.

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

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

National groups shall send copies of old contacts and files concerning the external contact that is not in ELSA ONLINE, within one week should ELSA International request it.

ELSA International shall update ELSA ONLINE with information about the approach and the development of the co-operation with the external contact as soon as possible.

The national group shall refrain from approaching the same external contact for a period of six months.

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

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

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

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

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

ELSA International shall send copies of old contacts and files concerning the external contact that is not in ELSA ONLINE, within one week, should the national group request it.

The national group shall update ELSA ONLINE with information about the approach and the development of the co-operation with the external contact as soon as possible.

ELSA International shall refrain from approaching the same external contact for a period of six months.

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

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

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

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

ELSA International shall send copies of old contacts and files concerning the external contact that is not in ELSA ONLINE, within one week, should the national group request it.

The National group shall update ELSA ONLINE with information about the approach and the development of the co-operation with the external contact as soon as possible.

ELSA International shall refrain from approaching the same external contact for a period of six months.

## 3. Project Sponsorship - Procedure

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

Approaches towards a National contact or an International contact not being the  $\underline{\mathbf{Mm}}$ ain  $\underline{\mathbf{\Thetao}}$  ffice, for a programme or project undertaken by ELSA International shall follow the Regulations in 2.D, (i) and (ii).

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

## 4. Timelines

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

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

#### 5. Registration

All sponsorships of all ELSA groups shall be entered in ELSA ONLINE and this shall be done as soon an agreement has been reached.

All pending approaches to international contacts of national groups shall be entered in ELSA ONLINE and this shall be done as soon as a contact has been established.

Contacts to international entities, institutions and foundations shall be entered into ELSA ONLINE soon as contact is established.

Contacts to national entities, institutions, and foundations may be entered into ELSA ONLINE.

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

The registration sheet shall be provided by ELSA International.

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

#### 4.6. Sanctions

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

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

In case of a sanction imposed on a local group, the respective national group shall be considered the group involved and is liable for the sanction.

#### 5. Coming into force

These Regulations shall not affect the current sponsorships or approaches of ELSA International, the National groups or Local groups. Should the parties involved agree upon amending their current sponsorships according to these Regulations, this shall be done by a written agreement.

#### 6. Registration

All sponsorships of all ELSA groups shall be entered in ELSA ONLINE and this shall be done as soon an agreement has been reached.

All pending approaches to international contacts of national groups shall be entered in ELSA ONLINE and this shall be done as soon as a contact has been established.

Contacts to international entities, institutions and foundations shall be entered into ELSA ONLINE soon as contact is established.

Contacts to national entities, institutions, and foundations may be entered into ELSA ONLINE.

#### **Comments:**

On the IPM in Istanbul, the Presidents decided to update the BEE-Part of Decision Book. We had to build a working group because we could not make all amendments within these days at the IPM. In the part about External Relations the main focus was on updating and clarification.

So the first amendment is about the definition of international contacts. With the adding of the amount of lawyers working in one law firm it's the reverse to the definition of national contact. About the amendment on national contacts it is also a clarification.

We also tried to compromise this part in Decision Book and we cut some common rules out of the single regulations and put them in a general part about timelines and registration.

The amendment about the Timeline to limit the contact on three month makes it easier to start with the 6 month deadline and make it more clear when the contact has been used or not. The rest of the amendments are about structure.

Decision Book amendment to the Human Rights -section (BEE 01/09 VII) proposed by ELSA Poland and seconded by ELSA Finland

ELSA Poland seconded by ELSA Finland proposes following to the Council:

# Human Rights

#### 1. Introduction

Human Rights is the main treasure and value of mankind, therefore the implementation of Human Rights as a topic in our activities is an emphasize of the network, giving special importance to Human Rights Law and promoting the respect for Human Rights. The sum of ELSA activities including Human Rights in their quality, variety and quantity makes an invaluable contribution to Human Rights education as a tool to increase the awareness Human Rights. Therefore the implementation of Human Rights is an objective of the Network.

The cooperation with the institutions contributing to Human Rights by attending their events and making common projects are some of the ways to take part in the creation, development and evolvement of Human Rights education and implementation.

ELSA shall be continuously committed to Human Rights awareness, Human Rights education, and the respect of the Rule of Law. ELSA shall strive to be recognised for a strictly legal, academic and impartial approach to Human Rights.

#### 2. Implementation of Human Rights

Human Rights shall be implemented in all key area activities.

Implementation shall include cooperation with the institutions contributing to Human Rights, especially attending their events and making common projects.

#### 3. Human Rights Discussion List

The Human Rights discussion list has been set up to enable members of the association to gain information on the possibilities to implement Human Rights in to the activities, to discuss issues amongst the responsible officers and gather input to improve the current commitment to the topic.

### 4. Responsibilities for Human Rights

Taking into consideration article 2, acknowledging the fact that Human Rights shall be implemented in all key areas, the responsibilities of ELSA International and the responsibilities of the national and local groups (if applicable) are equal to the responsibilities of section 4 of the International Focus Programme (if applicable).

## 3. Responsibilities for Human Rights

Taking into consideration article 2, acknowledging the fact that Human Rights shall be implemented in all

Key Areas, the responsibilities of ELSA International and the responsibilities of the National and Local groups are as follows:

## 3.1 Responsibilities of Local Groups:

- To inform and advise members as well as other interested persons about Human Rights events and available opportunities within Human Rights;
- To implement Human Rights by organising events within AA and S&C and in the traineeships for STEP;
- To submit relevant information to respective National Board at the end of each Event organised.

## 3.2 Responsibilities of National Groups:

- To promote Human Rights Events organised throughout the Network;
- To provide necessary information and other assistance to Local Groups organising Human Rights events;
- To encourage Local Groups to organise Human Rights events;
- To submit relevant information to International Board concerning implementation of Human Rights.

### 3.3 Responsibilities of ELSA International:

- To coordinate Human Rights activities organised throughout the Network;
- To establish contacts necessary for the high standard of Human Rights events and to communicate them to the Network;
- To publish at least one article on Human Rights in every issue of Synergy;
- To provide necessary information and other assistance to National and Local Groups;
- To ensure that all groups submit relevant information at the end of each event organised.

Decision Book introduction of Information Technology -section to the IM-part (IM 01/09 III)

ELSA Germany proposes the following to the Council:

# Information Technologies

## 1. Definition of Information Technology

- 1.1 IT shall be used to describe all activities of ELSA relating to the development and maintaining of online related projects and activities.
- 1.2 IT deals with all via computer accessible network services (for communication or researching), which are able to foster our aims and activities (Art. 3 Statutes of ELSA), and computer based file-management as well as network internal file sharing.
- 1.3 IT is meant as supportive area within ELSA. IT will only supply the network with the necessary technical environment and knowledge, whereas content will not be task of IT. Content has to be provided by each area itself.
- 1.4 <u>IT should be covered by a Director appointed by the International Board. In case of lacking a Director for IT the International Board will administrate IT.</u>

## 2. General Regulations

The Director for IT is responsible for the execution of the following tasks and duties. However, the list is only a catalogue of tasks to being at least executed. Time, needs and wishes of the respective board may add further tasks.

- 1.1 File management
  - 1. File Formats / Software
    - As file formats has to be used only those which can be displayed by software free of charge, public accessible and not bound to any operating system (open file formats) and so does not require any propriety, not free of charge software if this software is not, within its licence, passed as well.
  - 2. File Sharing
    - For network-wide file sharing, downloads or any other administrative board-external file usage, files have to be transformed into the portable document format (PDF), as they shall not be edited any more. If editing should be necessary open formats have to be used. In addition files of the same content can be provided in propriety formats. Presentations are subject to the regulation of Nr. 2.
  - 3. File Version
    - Files in propriety formats have to be provided in all file-versions of its software of the last five years up from the point of time, the file has been provided in its last version, so that one can edit them without any loss of quality.

#### 1.2 Internet Presence

## Responsibilities of the Local Group

- a) Each group has to administer an up-to-date website, which can be reached by the URL with prefix "elsa-" and top-level domain ".org". Alternatively the top-level domain of each country is appropriate. (http://www.elsa-group.org)
  - The Director for IT supports in case of questions or concerns relating to administration of the corporate website provided by ELSA.
- b) The website has to provide at least the following information:
  About ELSA and Philosophy Statement, Contact Details of group and Administrative
  Board, Current International Events as well as links to the respective national and international ELSA website.
- c) <u>The general information on the website in ELSA shall be coherent with the one provided on ELSA International's website and comply with all international regulations.</u>
- d) The respective ELSA-Logo has to be on each site.
- e) Information after Nr. 2 has to be provided in English as well.
- f) The respective group is responsible to create online application forms. For local events the application should, for events of national or international character the application shall be possible by an online application form as far as the respective law allows it. Events of national or international character have to provide the application form in English as well.

## Responsibilities of ELSA International

- a) ELSA International has to provide a hosted dummy-site for each group, which can be reached by a sub-domain of http://www.elsa.org and contains of all the information after Nr. 2, if the hosting is technically possible.
- b) Groups only have the right of support while using the corporate website of ELSA by the Director for IT.

#### 1.3 Communication

a) Each ELSA group provides E-Mail addresses for all members of the administrative board. The E-Mail addresses shall correlate to the following system:

"dir." or "vp" plus "area" @ elsa-"group".org (or national top-level domain)

Statutory or otherwise regulated areas shall have the following email addresses:

president@elsa-group.org (or national top-level domain) secgen@elsa-group.org (or national top-level domain) treasurer@elsa-group.org (or national top-level domain) vpaa@elsa-group.org (or national top-level domain) vpsc@elsa-group.org (or national top-level domain) vpstep@elsa-group.org (or national top-level domain) vpmarketing@elsa-group.org (or national top-level domain) dir.it@elsa-group.org (or national top-level domain) it-team@elsa-group.org (or national top-level domain)

b) Emails have to be provided with a signature containing at least name, area, ELSA group (legally registered Name), group address of the sender as well as all legally mandatory information of the respective country.

#### **Comments:**

These decisions shall be added to the IM-Part of the Decision Book directly after the part "Information Systems".

The proposal shall show up the situation within the network. During the last months one could realize that throughout the E-Mail-lists and Websites uniformity changed to individuality.

As we have decided on the corporate identity in LIIV. ICM in Lisbon, one now has to implement it in the network. For marketing materials we have decided upon detailed regulations. But as it comes to external appearance in the internet or by mail, our regulations are very vague. Therefore ELSA Germany wrote this proposal to make the network think of how it wants to appear for externals, as we think this topic is of utmost importance.

This is regulated by the second part of the proposal.

In the beginning there is the implementation of the IT-Area itself, as we think and know, that if once a whole network is going to use the same system, support to the users has to be guaranteed. This could be done be the International Board itself, but would be best done by a special Director for IT, as this Director then is in the topic and has the time to provide the network with answers quickly.

The mid-part is about file-formats and file-versions. It has become more and more common to send files on formats through the lists, that no one could open without having software really expensive to buy or recently launched. ELSA Germany thinks, that one cannot expect that the members of ELSA or even its officers are always having the newest version of their software and are all having expensive professional software. Therefore ELSA Germany proposes that files which do not have to be altered have to be distributed in PDF-format. That does not limit any usage of other formats on one's own computer. It is only to ensure that the recipient of the file is capable to open it properly, without loss of quality or layout.

The same reasons apply for the file-versions of files that need to be edited.

Decision Book amendment to the Human Resources -section (IM 01/09 IV) proposed by ELSA Lithuania

ELSA Lithuania proposes following to the Council:

## Human Resources

#### 1. Human Resources

- 1.1 Every National Board shall should appoint a Director for Human Resources, responsible for recruitment in general and for fostering members on local level in cooperation with Secretary General or President.
- 1.2 In the Human Resources activity, the Human Resources Development Concept shall be taken in consideration.

(...)

## 3. Training

- 3.1 Every National Board shall should appoint a director for Training, responsible for training in general and for fostering training on local level.
- 3.2 There shall be an ELSA International Trainers Pool (ITP), which incorporates trainers from all areas of ELSA.
- 3.3 There should be at least one training session at all National Council Meetings.
- 3.4 ELSA shall aim to have Annual International Training Meetings for all the areas."

#### **Comments:**

Firstly, ELSA Lithuania is proposing an amendment to these articles, because they are not in accordance with the main documents of European Law Students' Association (hereinafter – ELSA), namely the Statutes and Standing Orders and the Decision Book. There can not be an imperative regulation concerning the appointment of a director as decision to have position of director is optional. It could be only a recommendation to use the option for electing the director and by the strength of the word "shall" it is obvious that it has compulsory meaning.

Moreover, in the Statutes and Standing orders of ELSA, it is stated, that principle organs of the Association are The Council and The International Board (Article 10, Statutes of ELSA International). International Board is the supreme executive body of ELSA. Its tasks are to represent ELSA, to carry out and be responsible for the day to day running and management of ELSA, to promote and supervise ELSA's fields of activity, to advance the aims and efficiency of ELSA as well as executing and implementing Council decisions (Article 12, Statutes of ELSA International).

Aforementioned Board is composed of seven members: the President, the Secretary General, Treasurer, the Vice President in charge of Marketing, the Vice President in charge of Academic Activities, the Vice President in charge of Seminars and Conferences, and the Vice President in charge of the Student Trainee Exchange programme (Article 12.1, Statutes of ELSA International).

After ICM Lisbon the decision was made to form ELSA as a uniform body, thus the structure of the Board of ELSA International should be brought from "top to bottom". As the International Board consists of abovementioned Board members, and not directors – such structure should be preserved in all managing levels. Functions of directors are not specified and it is not clear what the determination of the term "director" is.

Hence, the only thing mentioned about directors in the Statutes and Standing Orders is that directors are permitted to attend the Presidents' Meeting and shall enjoy the right to address the Meeting (art. 13). Talking about Decision Book of ELSA, in article 2 "Directorate" is mentioned: "The term ELSA International refers to the International Board, Directorate, and secretariat as a whole". Nevertheless, International Board is still a separate body.

The outcome is that there is no compulsory necessity to have directors elected to the Board. In addition, there are no defined positions as well. According to the practice of ELSA, directors are elected to help International Board's members to run their positions smoothly; directors are the members of International team. On the other hand, Board member can fully operate without the help of a director.

Secondly, ELSA Lithuania is proposing the amendment due to the practical reasons as well. Though it must be stressed that we do not question the positive impact that these positions bring to the Groups, but compulsory obligation has become more a burden than the help. Small (average or even big) National Groups are sometimes experiencing the lack of candidates to run for National Board, not to talk about the lack of motivated members to run for positions of directors. In such situation the unqualified candidates are taken to the National Board which aggravate the work of the Board and often discredit its authority among the members. The fact that two directors are actually sharing the same field, i.e. internal management, is not always a matter that small National Groups can cope with. Having two directors is welcomed, but only when the National Group can "afford" it.

All in all, this amendment should be taken into consideration for legal and practical matters.

Decision Book amendment to the Communication -section (MAR 01/09 III) proposed by ELSA Germany

ELSA Germany proposes following to the Council:

## Communication

## 1. Production of Marketing Material

- 1.1 Each group shall produce marketing material reflecting a positive and professional image addressing a specific target group
- 1.2 The type of marketing material produced should be chosen in cooperation with the respective person under whose area the marketed activities in question fall.
- 1.3 The ELSA logo, following the uniformity rules, has to be featured on all Marketing Materials.

Responsibilities for Production of Marketing Materials

Responsibilities of the local group, national group and ELSA International

• Produce marketing materials and see to that they comply with the uniformity rules in order to reflect a positive and professional image of ELSA as an association.

#### 2. Websites

- 2.1 Every group shall be encouraged to have a website and use it as a marketing tool
- 2.2 Every website shall feature the latest information on ELSA activities in order to be one of the basic sources of information externally and internally.
- 2.3 Every website shall have the ELSA logo (with the subtitle as described in Uniformity under point 1.3) featured on a prominent place of the homepage, meaning the opening page when you enter to the respective website of an ELSA group.
- 2.4 The ELSA logo shall be featured on all the pages of the website
- 2.5 Each website shall have a link to ELSA International's website.

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- 2.6 The general information on every website in ELSA shall be coherent with the one provided on ELSA International's website and comply with all international regulations.
- 2.7 No website shall have a membership application possibility but redirect applying members to the ELSA ONLINE login page.
- 2.8 Each website shall have basic information available in English.

#### Responsibilities for Websites

## 1. Responsibilities of the Local and National Groups

- Ensure that the appearance of the website follows the uniformity rules
- Ensure that every website features the ELSA logo in accordance with the website rules 3.3 and 3.4
- Ensure that the exception in Uniformity, point 1.7 is never used on the homepage but only on other pages of the website
- Keep information on the website up to date
- Encourage members to use the website and ELSA ONLINE
- Correct the mistakes pointed out on their website immediately
- Ensure that ELSA's activities are marketed through ELSA International's website.

### 2. Responsibilities of ELSA International

- Keep information on ELSA International's website up to date
- Encourage groups to submit the latest news on their activities for publishing on ELSA International's website
- Analyse the websites of all groups and point out incompliance with the Marketing Policies at every International Council Meeting
- Encourage groups to make corrections immediately

### 3. E-mail communication

- 3.1 Every Group shall have an official signature and use it in all e-mail communication.
- 3.2 The signature shall consist of two segments: Contact Information and Promotion.
  - 3.2.1 The Contact Information shall be in English and structured as follows:

Name Position Group Address
Telephone and Fax number
Group webpage
E-mail

- 3.2.2 The Promotion part shall consist of Company Names the group wants to promote; should they be divided in more categories, these shall be highlighted differently.
- 3.3 The font of the signature shall be the same as the one in the body text, and in accordance to the Decision Book, Uniformity, 3.3.

#### Comments

The current decision book provides our network with some basic regulations concerning information technologies. With approval of the proposal on information technologies by ELSA Germany these regulations would become obsolete, as all these regulations have been included, ELSA Germany proposes to totally delete this part.

#### INTERNATIONAL PRESIDENTS' MEETING

Decision Book amendment to the Annual Report -section (BEE 01/09 VIII) proposed by the International Presidents' Meeting

The International Presidents' Meeting proposes the following to the Council:

# The Annual Report

(...)

## 3. Responsibilities

#### 3.1 Responsibilities of ELSA International

The President of ELSA International during the term in office corresponding to the Annual Report term has the overall responsibility for submitting the Annual Report to the current International Board 35 days prior to the Autumn International Council Meeting.

The Annual Report shall be distributed in hard copy to all National Groups and presented at the Autumn International Council Meeting.

The Annual Report shall be distributed before the Autumn International Council Meeting in electronic form to all National Groups.

### 3.2 Responsibility of the National Groups

National Groups shall provide the necessary information for the Annual Report to ELSA International upon request. The President of the National Group has the overall responsibility to submit the required information to ELSA International.

#### **Comments:**

The annual report was never provided on time in accordance with Decision Book regulations. International Presidents' Meeting(IPM), winter 2009, has analysed the reasons of such delays and came up with the solution in proposal presented above. IPM has voted upon this proposal with the following result:

15 valid votes:

votes in favour 15 abstentions 0 votes against 0

IPM has unanimously decided to propose this proposal to the International Council of ELSA that will summon in Budva, Montenegro on March 29<sup>th</sup> – April 5<sup>th</sup> 2009.

## **INPUT PAPERS**

#### THE INTERNATIONAL BOARD

#### Essay Competition on Intellectual Property law

Intellectual Property Law, hereinafter called IP, has always been a marginal university course. This might come as a surprise given the tremendous importance that IP plays in today's global economy. In an effort to bring IP closer to law students and at the same time remain at the frontline of legal developments, ELSA has selected IP as its theme for the International Focus Programme (IFP) 2007/2010.

The implementation of the International Focus Programme goes through a variety of events, like seminars, institutional study visits, law schools etc. However, we find that an international essay competition is the best way for law students to maximize their participation and be rewarded for their significant effort. In that direction, several ELSA groups under the umbrella of the IFP join their efforts to provide their members with a unique opportunity to compete at European level by presenting their academic views and concerns on hot legal topics that touch upon Intellectual Property.

Essay competitions aim at preparing law students and young lawyers for the specialised forms of written communication that are required within the legal profession, and ELSA aims at contribute towards legal education by this year's essay competition.

#### Place and Date:

Final Award Ceremony will take place in Gdansk, Poland in May 2009.

## Project Description:

The project is about writing an Essay in English about one of the chosen topics within Intellectual Property Law, hereby trademark, patterns and copyright.

#### Preliminary Stage:

The competition is being launched with its own website where also the essays shall be delivered electronically. The panellist will then score the essays after the given criteria of the rules. All ELSA groups should be involved in the promotion and search for participants.

## Final Stage:

The best essays are evaluated by the panellists of the competition. The panellists choose the top three (3) essays, and their authors will be invited to a formal prize award ceremony during the International Focus Programme Evaluation Conference in Gdansk, Poland.

The best essays will be published in The European Law Students' Association Selected Papers on European Law, ELSA SPEL.

### Aims of the Project:

ELSA International aims on contributing towards legal education and especially in the field of Intellectual Property Law. We want to contribute for students to get increased academic knowledge, ability of logical thinking and written English legal skills.

## Participants of the Project:

All students admitted to a European University or similar institution based in Europe. Promotion materials will be distributed to all our member countries (36) in Europe.

Topic for the competition

### Three Topics:

- Copyright
- Patents
- Trademarks

More specific subtopics (suggestion):

- IP Law Enforcement
- IP Law and new Technologies
- IP Law and Human Rights

The essay competition will be in cooperation with academics acting as judges from Max-Planck Institute, European Patent Office and World Intellectual Property Organisation.

## Input paper concerning STEP as one of the Strategic Goals of ELSA

STEP is one of the Stratgeic Goals of ELSA. Strategic Plan was drafted by the Network and for the Network and was accepted by the Coucil during the ICM in Lisbon 2008 as one of the main focuses of our Nework until the year of 2013. Apart from STEP the main goals are Study Visits and Legal Education. According to reports from national presidents at the IPM during the first year of implementation most of the countries had the biggest problems with STEP. For a long time in our Association the main excuse when answering the question why STEP is not working was because it is way too complicated. However, that is a myth and no one really tried to look deep down in the problem. The simple fact that in the 90s we had around 500 traineeships with a goal to reach 1 000, proves differently. After those "golden ages" of STEP, we faced dramatic decrease in the number of traineeships. Some of the problems were connected with the malfunctioning of the ELSA Online, but also some significant reasons were connected to the lack of continuity in STEP and no long term planning and efficient solutions. ELSA failed in networking when it comes to STEP in all fields of cooperation:

- within the boards;
- between the VP STEP and the president as two board members who should in theory work with external relations the most;
- between local and national level
- between national and international level;
- both boards as a whole and particularly VPs STEP with the other board members;
- between VPs STEP and the ELSA members.

That kind of failure had immediate and huge impact on a programme as a whole and its quality because STEP as a pure international programme has to have perfectly organized administration and cooperation on each level, otherwise it is the first field where we are facing difficulties. Without improving the links within the network we will soon face the problems in the other areas as well.

The International Board has concluded this year that STEP can be improved if we start planning in advance and have the 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 attention, interest and responsibilities of the STEP officers. For a long time STEP has been seen as very distanced from the rest of the Network in the opinion of the boards, moreover among the STEP officers themselves. 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 as a whole.

Therefore, now is the time to bring STEP back close to the Network. With all this said, the International Board created the STEP Calendar for the upcoming years as a part of the long term plan for STEP. 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 employers)
- August/September: ISM: evaluation of the list of the old employers, done by the previous year
- September/October: Job Hunting I (contacting the employers from the list evaluated on the ISM)
- October/November: I ICM: 1<sup>st</sup> evaluation of the Job Hunting and creating the ways of the 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 creating 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. According to our Strategic Plan we should have increase with around 200 traineeships in total in 2013.On the other hand according to the Market Research conducted in 2006/2007 42% of the members stated that one of the main focuses of joining ELSA were the possibilities of international exchange. It is the best proof of the fact that our STEP strategic goal, even if achieved, is still not fulfilling the needs of 30 000 our members. 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. Furthermore with a slight increase we can have the strategic goals almost doubled in 2013.

In order to achieve the goals in STEP, we need to work as one Network and we have to start immediately. The new STEP strategy is in line with the new human resources strategy the ELSA International will present during the ICM Budva. These two strategies have good synergies with each other.

The International Board started with a session where VP STEP of ELSA International presented the problems to other board members and asked for their help and support in tackling them. As a result, during that session we came up with this strategy. After that we continued the work on the IPM and ISM where we tried to strengthen the cooperation between Presidents and VPs STEP raising the awareness about the abovementioned problems among the Presidents.

Continuation will follow on the upcoming ICM in Budva, but we need more efforts from the Network concerning these problems and solutions if we want to keep STEP in our Strategic Plan and if we want to achieve it. Firstly STEP officers should raise the awareness about 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 Plan and the importance of STEP in this Network. Hopefully the Network shares our opinion.

## ELSA International Input paper concerning Institutional Relations in ELSA

## Part 1 – a brief history of Institutional Relations of ELSA

ELSA has had strong ties with International Institutions for many years. The most important institutions during recent years have been to the following institutions: International Criminal Court, Council of Europe, The Economic and Social Council (ECOSOC) of the United Nations, The United Nations Commission on International Trade Law (UNCITRAL), The United Nations Educational, Scientific and Cultural Organization (UNESCO) and World Intellectual Property Organisation.

ELSA has received its special status in these organisations through its active participation in the delegations and activities in these International Institutions throughout years. Cooperation with the institutions was launched in the 1990s and president of ELSA International in cooperation with coordinators and directors appointed to carry out specific tasks concerning cooperation with International Institutions (Institutional Relations, United Nations etc.).

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.

This division was well thought in the very beginning but it led soon to unavoidable situation where quantity of ELSA-delegations as well as number of traditional S&C events such as Study Visits and International Conferences began to decrease. ELSA International also started to lose the track little by little with the substantial content of the delegations and finally lost some of the positions that it had once gained. The story of the International Criminal Court and ELSA cooperation provides a perfect example to describe this descending development. In this cooperation ELSA was once granted with a position in highly rated staring committee of the International Criminal Court but due to lack of continuous qualified human resources concerning the topic in the network, ELSA had to give up this status in 2007.

#### Part 2 – Status Quo of Institutional Relations in ELSA at 2009

During the term 2008/2009 ELSA International is sending three ELSA-delegations to the working sessions of the World Intellectual Property Organisation. In addition ELSA International is sending one delegation to UNCITRAL VI Working Group of Security Interests. Altogether ELSA International is planning to send in total 12 delegations during the term 2008/2009. Unfortunately by the time of writing this input paper rest of the dates of the delegations were not confirmed yet and therefore ELSA International could not send calls to the rest of the promised delegations.

Purpose of these delegations is to carry out following tasks stated also in the call for applications:

- Represent ELSA International;
- Observe proceedings of the session (attend the meetings);
- Carry out legal research in the framework of the Session on the relevant legal topics;
- Distribute the revised editions of the relevant ELSA materials to other delegations and organisations;
- Attend briefings and meetings organised by the Head of the ELSA Delegation and report to the Head of Delegation all activities carried out;
- Forward all the contacts made during the session to ELSA International, to ensure that the whole ELSA Network will benefit from them;
- Give feedback to the Association by: submitting a report to ELSA International within a month after the end of the session;
- Filling out a questionnaire and send it together with the report;
- Being available to give a presentation to requesting Local Groups in the applicant's country.

ELSA International sent call for applications to four delegations (WIPOx3, UNCITRAL) on January 15<sup>th</sup> 2009. Today on February 24<sup>th</sup> ELSA International has received in total 20 applicants for these four delegations. These applications arrived in total from 5 different National Groups: ELSA Germany, ELSA Italy, ELSA Czech Republic, ELSA Sweden and ELSA Finland. Most popular delegation is UNCITRAL delegation with 11 applicants. Rest of the delegations (WIPO) gather applicants as follows; Standing Committee on the Law of Patents: 5 applicants, Committee on Development and Intellectual Property: 2 applicants and Conference on Intellectual Property and Global Challenges: 1 applicant.

In addition to these abovementioned delegations, Vice President Seminars & Conferences Kamil Szymanski did represent ELSA in the UNESCO meeting concerning Picture of Higher Education – Education for All, pre-conference before the second global conference of Higher Education that will take place in Paris in June 2009. The call for the UNESCO delegation was no sent because UNESCO expected the highest executive representatives of the organizations. ELSA International was also represented in the Council of Europe INGO meeting for the associations with the participatory status by President, Vice President for Marketing and Vice President for Seminars and Conferences.

If you measure these statistics in the light of ELSA as an International Students' Association comprising in total 36 countries, we have applicants in total from 13,9% of our countries. If you measure these statistics in the light of our members, 0,08% of the members of ELSA applied for the delegation. Four of these applicants were or had been working in the National level of ELSA.

If you analyze our statistics, it is pretty easy to say that delegations that we send to the institutions are not relatively popular among our members. However ELSA International acknowledges the fact that if used in right way, there would be lots of potential in the delegations of ELSA. They could provide us with contacts to the institutions and finally provide the representatives of our Association with an opportunity to state the opinion of ELSA among other associations represented in the assemblies.

#### Part 3 – Procedure of sending a delegation

ELSA International would like to underline as well that delegations require lots of work from ELSA International officers. Just to give a general example, ELSA International would like to enlighten everyone about the procedure of sending a delegation to an institution:

- 1. Doing the research among our associating institutions;
- 2. Selecting the event and delegation from numerous candidate events;
- 3. Preparing the call and finding out all necessary information about the agenda and special requirements of the participants of the delegations in this particular event;
- 4. Creating an application form for this specific event;
- 5. Sending out the call with accompanying email;
- 6. Receiving application and doing follow up with every candidate;
- 7. Preparing candidatures with recommendations of to be appointed candidates for the Board Meeting of the International Board;
- 8. Appointing the candidates and informing Candidates concerning each appointment;
- 9. Preparing recommendation letters for the appointed delegates upon their requests;
- 10. Informing the network about the appointed delegates and delegation;
- 11. Creating a discussion group for the appointed delegation and moderating the discussion in order to ensure good level of preparation for the delegation;
- 12. Contacting the institutions in order to provide the delegates with the needed materials and permissions;
- 13. After the session providing the delegation with information about reporting;
- 14. Making sure that the report is sent and helping out if needed;
- 15. Publishing the report of the delegation;
- 16. Follow up in terms of contacts established by the delegation during the meeting.

These 16 steps is the minimum that has to be done by ELSA International concerning governing of every delegation sent to the International Institutions. Work is done almost completely by Vice President Seminars & Conferences of ELSA International that by our Decision Book has no more to do with the delegations than VP Marketing or VP STEP of ELSA International or other board members. Furthermore the main focus of our association for the next four years is Strategic Plan 2008-2013. VP S&C has three major Strategic Goals to fulfill (International Study Visits, Institutional Study Visits and Legal education including IFP and International events).

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.

If we take a look at the workload and amount of steps that we will have to take with sending delegations, the workload that International Board as the supreme executive body of the Network does for these 20 candidates from five countries for four delegations is quite remarkable. Therefore ELSA International would like to challenge everyone to think what would be the right position of Institutional Relations and International Delegations in our Network?

Since the current system is inefficient and not interesting at all among our members, ELSA International provides you with some optional choices in order to resolve the situation. In order to help you with forming an opinion ELSA International provides you three different kind of solutions to the question "what should we do with delegations".

#### Part 4 – Possible solutions and strategies for the future

Solution 1 - Big investment to the institutions and delegations

#### Means:

ELSA International will take Institutional relations to its Operational Plan as a big investment and invests lots of resources to the project. As a key person for the institutional relations ELSA International will appoint *a director for Institutional Relations* that has very strong knowledge concerning International Law and International Institutions and that is willing to spend lots of time in order to work as a director of ELSA International and as a leader of a big project.

President of ELSA International will cooperate with the director as it comes to external relations of the Institutional Contacts. Director will recommend the President all the contacts that he/she received when attending the delegations/cooperating with other delegates and that might in the long run be beneficial for the association in its other activities.

Vice President Academic Activities and Vice President Seminars & Conferences will monitor and reflect on the director's work at all time with a goal to gain more people to judges' pool, ELSA Speakers Database, participants to Legal Research Groups and articles to ELSA SPEL. Their work consist of receiving and monitoring reports of delegation and figuring out which one of them would be useful for AA and S&C -products.

Secretary General will do the application procedure and interviewing of the applicants in cooperation with the director. He/she will make sure that we will send to our delegations only people that go there to represent ELSA as an International Students' Association and are able to do that. He/she will also prepare the applications for the board meetings to be appointed.

Treasurer of ELSA International will get reports and do further investigation as it comes to granting possibilities that ELSA could gain through Institutional Contacts. This research will be done based on the information provided by the director for Institutional Relations.

#### Advantages:

- + Good opportunity to establish contacts and get in touch with professionals in the International Institutions;
- + Good opportunity to make professional statements on behalf of ELSA-members;
- + Possibility to improve the grant-status quo in the network.

#### Disadvantages:

- Requires massive investments from the financial and time point of view of the International Board of ELSA;
- Requires a motivated and extremely skilled person for the position of Director for Institutional Relations every year;
- Requires lots of promotion and hard work from all National Groups in order to find interested and professional enough people for the delegations.

## Solution 2 – Medium-sized centralized Delegation Strategy

#### Means:

According to the solution 2, ELSA International would alone take over all the Institutional Relations as it comes to representation of ELSA in the International Institutions. In this case ELSA International would have to choose two-three most precious Institutions and do follow up with them. As it comes to rest of the Institutions, ELSA International would have to withdraw its position from these Institutions because of lack of Human Resources.

In this model ELSA International would send board members to the selected sessions, would follow up results among the board, would enquire the Network concerning follow up for the questions and establish good contacts with these two-three Institutions that ELSA would work with. The ain responsible person would be President of ELSA International.

## Advantages:

- + Good knowledge concerning Institutions in the International Board;
- + Most likely good contacts towards professional in these few Institutions.

#### Disadvantages:

- Institutional Relations would be mainly IB-product;
- High requirements for IB-members in terms of Institutional knowledge.

#### Solution 3 - No delegations

#### Means:

ELSA will terminate its Institutional Special status in the Institutions that it has special status and concentrate on other ELSA-products instead.

#### Advantages:

- + More focus on other products of ELSA (for example Strategic Goals)
- + More time to invest to the network development

### Disadvantages:

- Lack of prestigious status in International Institutions
- Lack of opportunity to state our opinion in International Institutional forums if needed

#### Input paper concerning ELSA International Alumni Society

During the transition in July 2008, the International Board 2008/2009 started negotiating with the Executive Board of ELS concerning possibilities of a future cooperation.

There were two ways to establish this cooperation. The first one was to keep and widen the cooperation between ELS Executive Board and ELSA International Board which could bring benefits for both boards but without bringing both associations closer. The second possibility was to turn ELS from a separated association into ELSA's International Alumni Network and to create the frames for cooperation between both associations on local, national and international level.

ELSA International felt that it was a big failure that the European Law Students' Association as the world's largest independent association of law students and young lawyers with 36 countries, around 200 Local Groups, 30 000 members and 28 years of history did not have an international alumni tradition and continuity!

ELS was already existing with the purpose of supporting ELSA, but this support was random, not well-organized and not well-known. On the other hand ELSA was not using the opportunities that ELS could provide us with.

Although both associations had accepted this status quo, they still had a huge and unused potential. That is why ELSA International started searching for the reasons why this cooperation was not fully successful in the past.

We analysed the agreement that ELSA and ELS had signed once in 1994. Unfortunately this one was setting the rules for the cooperation only between the International Board of ELSA and ELS without involvement of the Network and the advantages for the Network. That is why it was forgotten during the years.

ELSA International didn't see the purpose of creating such a structure of cooperation as mentioned above. That is why we came up with the concept of creating big and strong cooperation with ELS as an international alumni network strongly linked with ELSA on all levels of our activities.

It was more than clear for us that to achieve this goal we had to involve the ELSA network in a very structural way from the very beginning. We chose the BEE Workshop as the proper place to work on this task.

After working with the presidents for 2 IPMs and 1 ICM and constantly cooperating with the executive board of ELS we reached the agreement with ELS. Therefore the ELSA Lawyer Society is now the international alumni society of ELSA. During the same weekend ELSA International was provided with transition by the President of ELS with knowledge on how to coordinate ELS.

Under the conditions of this agreement ELSA International will support ELS with administration of their society and ELS will support the Network financially and advisory.

It is crucial for a successful cooperation to have involvement of the Network in promotion and recruitment of ELS members to make our alumni network stronger and even more willing to support ELSA.

LV International Council Meeting of ELSA Budva, Montenegro 29<sup>th</sup> March – 5<sup>th</sup> April 2009 This agreement is structured and created based on the input from the Network and with many possibilities for the Network.

We still have to work on the ways of implementation, but ELSA International believes that if the network follows the guidelines provided by this agreement, in a few years we will have a big, strong and active alumni organisation, well linked with a strong and financially stable ELSA Network.

ELSA International is already working with ELS in order to create the links between both organisations. ELS members are very open for cooperation not only with the International Board, but also with National and Local Groups.

ELSA Malta is one of the recent examples of the benefits coming from the new status quo of this collaboration. When provided by the International Board with the contact of an ELS member ELSA Malta successfully did the follow up on this contact and got a new partner.

So far the International Board has received a lot of help from ELS. First of all with reaching the agreement, but also by receiving contacts for potential sponsors, financial support, notary services, legal advices, trainings, experience and traineeships. We are happy that the whole network now can receive the same benefits.

We want to thank the two last boards of ELS and every ELS member who supported us during the last months and we are looking forward to cooperate with all members of ELS.

ELSA International wants to underline that we already see great benefits for both associations in this starting moment of the cooperation. Nevertheless it depends on the ELSA and ELS network how this cooperation will continue and develop in future.

# Input paper concerning Trainings and Officers' Training in the new Human Resources Strategy

#### **Human Resources 1**

Good events are always based on good organisation. Successful organisation consists of members and especially officers that know their tasks and the goals of the Network. These goals can be reached through structured and good-quality trainings in project management, general knowledge about ELSA and its goals, as well as professional skills of the officers.

In ELSA our main training events have, until this year, been our bi-annual International Council Meetings that take place at the end of October/beginning of November and at the end of March/beginning of April. The main purpose of the International Council Meeting is to work as a discussion forum for the Council that is described in the article 11.1 of the Statutes of ELSA International as follows: The Council represents the members of ELSA and is the supreme decision-making body of ELSA, the decisions of which are binding on the entire organisation as defined in Article 4 in these Statutes.

As we can see from the definition, the role of the Council is to make the most important decisions and be the discussion forum for the most important issues within the Network. Especially the autumn Council Meeting is merely an officer's training event, and main goal of this event is often to increase the level of knowledge among ELSA-officers instead of actually being a critical and analytical forum for the current state and a better future for the Network. Second of all, late October is already a very late date as it comes to officer's training. By getting international experience and increasing the level of knowledge not earlier than October-November the officers loose around one third of their term in office. This is a big disadvantage for the whole ELSA-network.

The International Board of ELSA recognises the problems concerning the autumn International Council Meeting, and wants to propose something new that is to be implemented in the network starting from the term 2009-2010. The ELSA-network stated, in the LIV ICM Nuremberg through approving Human Resources and Training related proposal that ELSA International should aim to provide International Training Meetings for all the functional areas of ELSA.

The International Board wanted to reply to this request and as a first step we decided to send calls for three international officer's training events for the upcoming autumn. The International Board considers that through organising these events in early autumn we will provide our officers, in both National and Local level, with adequate level of knowledge straight from the very beginning of their term in office. As a result, the quality of officers in the Network will increase remarkably from the very beginning of each ELSA-year (-July - August).

ELSA International has also taken necessary measures concerning our trainer resources in the Network and has sent out a call for new ITP-trainers for the upcoming Train The Trainers Weekend with an aim to elect new trainers to the International Trainers' Pool in July 2009. Our aim is to introduce new members to the ITP in order to cover all regions of Europe, as well as all functional areas of ELSA after new ITP-entries.

This Officer's training project was initiated for the first time in the beginning of the term of the International Board 2008/2009, and in order to test these trainings ELSA International in cooperation with National and Local Groups have provided the network with trial-projects concerning officers trainings. In the ICM Budva joint AA + IM + S&C - workshop will evaluate these events and especially the United S&C and AA meeting that was organised in Cracow, Poland in the beginning of March 2009.

## Input paper concerning Network Activities Cycle in the new Human Resources Strategy

#### **Human Resources 2**

ELSA-network consists today of around 200 local groups in 36 countries. Every single one of these groups base their work on basis of same board structure; president, secretary general, treasurer and four vice presidents (Academic Activities, Marketing, Seminars & Conferences and Student Trainee Exchange Programme). Every single group is at least supposed to base their activities in order to serve the vision of ELSA "A just world in which there is respect for human dignity and cultural diversity".

Unity in terms of similar board positions and board structure throughout the network makes our ELSA Network unique. This unique structure is one of the key factors that made ELSA as strong and widespread as it is today. However unity in ELSA is much more than these seven board positions working in terms of same pattern throughout the network. Unity reaches also our events – ELSA-events that are further specified in the Council Meeting Decision Book of ELSA.

From 2008 on the ELSA-network has been working together in order to reach our common goals in terms of contributing to our strategic goals – the most valuable ELSA-products chosen by the Council for the next five following years. ELSA International is very proud to see that this cooperation is working and our network is really progressing in the areas of these strategic goals. However ELSA International feels that our network has potential for even more structured and complete cooperation. We see structured planning as strength for the whole network and believe that organised and well planned event structure can help our network to reach its goals even more efficiently.

Therefore ELSA International is introducing Network Activities Cycles as one of three key factors of our new Human Resources Strategy. According to this structure the ELSA Network organises its activities in accordance with the following structural order of event periods:

August-October: Transition, recruitment and officer's trainings

Organised transition and recruitment period in all three levels of ELSA provides us all with an opportunity to support each other and change our views in terms of transition and recruitment tools. This would also help ELSA International to administrate and lead the administration of recruitment and development of our network-wide recruitment tools as it is described in the recruitment part of the new Human Resources Strategy proposal.

Officer's trainings are essential events for the whole network with a goal to introduce responsibilities of officers in terms of event management, personal skills, international cooperation etc. Through these trainings our officers in the network would be introduced to the International Team of ELSA-officers in each functional area. Officers would be provided with information as soon as they enter the office and therefore we could also cover some possible informational gaps in the network that sometimes occur in terms of weak transition.

### October-November: First Council Meeting period

The first International Council Meeting as well as the first National and Local Council Meetings would give our members in all levels an opportunity to speak up and express their opinion concerning our state of the network. This period would equip our officers in all three levels with abilities to evaluate and further aim their work as ELSA-officers.

As it comes to International Council Meetings, in terms of this strategy the autumn International Council Meeting would be equipped with participants with experience from the international level of ELSA and exchange of experiences would be much more efficient since people would have got their first experience of international cooperation in the officer's trainings. Today most of the officers come to the autumn ICM as their first International event. In the opinion of ELSA International basic ELSA Knowledge should be passed before people attend our highest statutory meetings that have the highest executive power that is binding on entire organisation.

#### November-January: First period of academic events and study visits

By this time the skills acquired for the first time in the officer's trainings and transition are realised in by a string of events throughout the network. Since everything would be done in a structured pattern, ELSA International as well as National and Local Groups of ELSA could start their promotion concerning this event period towards their members at an earlier stage than today.

Specifying this event period will also make ELSA more transparent in external marketing and it would increase the opportunities to sell ELSA to the externals as network instead of separate groups.

## February-March: Second recruitment period and Regional Trainings

This period would be a revision of the first recruitment period with an additional goal to recruit our active members to the Local Boards, National Boards and finally to the International Board. The second half of this period would also be a recruitment period for STEP-applicants in terms of a network-wide student hunting campaign.

This period would be supported with regional training events that would be organised in the National and Local Groups. This will provide the participants with general ELSA-knowledge, professional skills and organisational skills.

ELSA International would support this network-wide recruitment period with promotion materials concerning general recruitment as well as Student Hunting, structured recruitment campaign and practical help concerning the organisation of the Regional Training events.

## March-April: Second Council Meeting period

Second Council Meeting period would realise the results of well-structured recruitment period with good quality Council Meetings and good quality candidates for officer positions in all three levels of ELSA.

March-May: Second period of academic events and study visits

Second event period would realise the work started in the officer's trainings and cooperation between officers and ELSA-groups with good-quality events. Every level of network would be aware of this event period already in the beginning and the internal marketing of these events could be done with a network-wide campaign in order to attract our members from all countries to participate <u>in</u> the International events of ELSA.

This would be also optimal time to realise Study visits that should be done in terms of planning and fundraising, if started in the beginning of the term (August-September). Finally this period would be a realisation period for the work done in our network-wide moot court competition EMCC, as the regional rounds in Europe would launch the concrete realisation of the product for each term.

June-July: Realisation of STEP-traineeships and transition

Finally the ELSA-term in all three levels would finish with summer time. Quite often summer time has been seen as an empty period in terms of ELSA-events. However this time is perfect time for realisation of STEP-jobs as well as for information transfer from one board to another in terms of good quality and well planned transition-time.

This period is also transition time for ELSA International that always requires some special attention on behalf of the International Board especially as it comes to July.

Please pay attention to the fact that this whole strategy is meant to be an optional guideline for the network to organise its activities in unified and structured practice. The final choice for selecting dates of the events would naturally still be up to each group to choose. However ELSA International strongly believes that having a structured system consisting of the whole network as a constructive option for the network would bring the pieces of our network a bit closer to each other and provide a real and concrete platform for the cooperation between ELSA officers in all three levels of ELSA.

ELSA International will further explain this theory in the upcoming ICM Budva. Please study well this input paper, come to the workshop with an open mind and prepare yourself for this workshop with well-prepared questions and constructive feedback.

## Input paper concerning recruitment in the network

(For the use in the joint workshop between MAR and IM)

#### **Human Resources 3**

Food for thought (please discuss this in your group before coming to the workshop)

## Target group:

- Who are you trying to recruit?
  - Why those people?

## Accessibility:

- Have you approached and invited people?
  - O How can people contact your group?
    - If someone tries to look for you, can they find information about your group including contact details?
      - O Do you answer?

"Everyone doing recruitment have to be aware of the benefits of being a member of ELSA":

- What are the benefits of being a member of ELSA?

## Tools for recruitment:

- What are the efficient tools/events/means to recruit members in your country?

#### Recruiting in the network

- How can the network help with recruitment in your country?

#### Input paper concerning Member management

### Member management in ELSA 2009

Member management has always been one of the main characters of work of Secretaries General in ELSA depend less of the level they are working at.

The local Secretary General needs to know his/her members that are potential participants for the events, target group for marketing and naturally objectives for the invoices concerning annual membership fees of ELSA. Second of all Local Secretaries General need to know who belongs to his group in order to evaluate which Law Students will finally get the member benefits of ELSA such as lower participation fees to our internal events etc.

On National Group Secretary General needs to know how many members his/her National Group consists for various reasons. First of all in order to do efficient and reliable marketing and fundraising you need to know how many students actually belong to your target group. Second of all being responsible for Internal Management of the respective National Group, National Secretary General needs to know how many ELSA-members his national ELSA-network consists of.

On the International level the Secretary General of ELSA International needs member details for various purposes. First of all he/she will have to be available to answer all requests that come from organising committees concerning participants in International events and their ELSA-membership status. The Secretary General of ELSA International needs our member details also for example for the marketing of our network. It really makes a difference whether we consist of 15 000 or 30 000 law students and the only way to know this exactly is to have an efficient network-wide member management system.

According to the Council Meeting Decision Book in theory we have very simple definition concerning ELSA-membership. In the Internal Management section and Informational Systems part article 1.4 is stated as follows:

"Every member of the European Law Students' Association shall be registered in ELSA ONLINE. This means that the membership details of each member shall be registered in ELSA ONLINE."

However as everyone recognizes this system is not working at all and in practice ELSA does not have any kind of unified member administration system. We are completely depending on National Systems that vary from country to country. Even the definition of membership is very different in different countries. Whereas every law student in Norway automatically becomes ELSA-member, in Poland every member of ELSA Poland will have to show their willingness to contribute to the association in order to gain ELSA-membership.

ELSA International would like to express its concern concerning the current status of our member management, member administration and wide range of membership requirement practices in the network. We are afraid that our network cannot work as a truly unified group of countries as long as membership of ELSA does not mean (more or less) same thing in every ELSA-country.

We believe that there is a need to evaluate how does an ELSA-member look like at 2009 and what are the requirements that we set to our members? Is it enough if they are willing to pay annual membership fee, should we require more and if yes, then how can we do it as a network-wide decision?

International Council as a supreme decision making body of ELSA has the power to make the most important decisions that are binding on the entire organisation as it is defined in the article 4 in the Statutes of ELSA International. The International Council also has power to give guidelines for the future of the association and also guide the working of the officers of ELSA on all three levels of our association.

Therefore the International Board of ELSA would like to ask all of you to come up with constructive inputs and express your opinions during the respective workshop in the ICM Budva. Please be honest, take a serious, objective and critical look at the member management system of your own National Group and ask yourself following questions:

- 1. Is my system working for the good of our association?
- 2. Is my system in line with the statutes of ELSA and can my group follow the internal regulations and requirements of ELSA?
- 3. Is my system applicable in the entire ELSA-network?

If your answer is "yes" to all these three questions, please be prepared to present your system in the workshop. If your answer was no to one or more than one of these aforementioned questions, please bring your honest and self-critical comments to the workshop.

You cannot change much as an individual, but if we can decide something together, we can achieve a lot together.

## Input paper concerning evaluation and planning in ELSA from a marketing point of view

Marketing is one of the classical examples of a supporting area. As a marketer you need to have the overview and to be able to assist the different areas with expert opinions whether it concerns S&C events or internal management.

Unfortunately the same benefit is also one of the dangers of the area. The constant working with other areas can generate so much day to day work that you don't take the time to think about what your local or national group require from a long term strategical point of view. It is easy to get lost in the generation of posters and completely loose the strategically part of your work.

During this ICM the marketing workshop will have a joint workshop with AA, S&C, STEP, IM and BEE. The trick of this exercise is to get the overview out of the sessions and not to find a lot of stand alone assignments. How can the different events and campaigns benefit your group Human Resources wise, in terms of financial stability or in terms of reaching the strategic goals? These are the questions I would like for you to think upon during this week. As well during the week we will strengthen the important link between marketers and other board members.

To start you off I would like you to think on the following questions:

What is your group (local or national) biggest weakness?

What is your group biggest strength?

How can you make use of your strength?

How can you remedy your weakness?

## **NATIONAL GROUPS**

## Input paper concerning new IFP-topic by ELSA Germany

During the LIV. ICM in Nuremberg the current IFP Topic, Intellectual Property Law, has been extended until the 31.7.2010. Reasons for the extension were the long process it takes the International Board to establish contacts to professionals of and within the respective legal area, the time it takes the local and national groups to prepare IFP events and activities and the increased fundraising possibilities.

A prolonged transition process would limit and minimize losses of efficiency due to the abrupt change of topics. An earlier selection would facilitate the efforts within the network to establish a pool of contacts useful for all groups. Thus, local and national groups have the opportunity to organize IFP events from its start.

Therefore, we would recommend to decide the new IFP topic at the LVI. ICM in Bucharest. The discussion in Bucharest shall be well prepared and preceded by brainstorming sessions at the ICM in Budva and the International Key Area Meetings.

## **APPLICATIONS**

## **OBSERVERSHIP APPLICATIONS**

Observership application of the initiator group from Armenia

#### **REQUEST**

# TO: EUROPEAN LAW STUDENTS' ASSOCIATION INTERNATIONAL BOARD

Honoured President of ELSA! Honoured members of the International Board! Honoured members of ELSA!

As an Academic Masters Degree Programme Student of the Department of Law of the American University of Armenia, I have contacted ELSA International since some months ago.

After I got acquainted with the procedural requests to become an observer of ELSA, I have created a National Group together with other Armenian young lawyers and we have been working hard for their accomplishment.

Considering that the views of ELSA International coincide with our views and beliefs to maintain just world in which there is respect for human dignity and cultural diversity,

Having the purpose of contributing to legal education, fostering mutual understanding and promoting social responsibility of law students and young lawyers by providing opportunities for law students and young lawyers to learn about other cultures and legal systems in a spirit of critical dialogue and scientific co-operation, assisting law students and young lawyers to be internationally minded and professionally skilled, encouraging law students and young lawyers to act for the good of

Armenian Associations' National Council unanimously decided:

- 1. To fully support the aims and activities of ELSA;
- 2. To represent the application/request to become observer of ELSA near International Board and International Council of ELSA in Montenegro meeting.

We are planning to implement in Armenia the aforementioned goals by focusing on the following activities.

## 1. STEP

- Active participation in the International STEP Programme, organizing traineeships in Armenia for students coming from other member countries and sending our members to traineeships in other member countries.
- Researching of the legal market and traineeships prospects in Armenia and to promotion of the international traineeship programme among members of ELSA Armenia.

## 2. Study Visits

- Organizing study visits in Armenia as well as participating in study visits organized by other Countries' National Groups.

As Armenia is a member of the Council of Europe and final decisions of our Courts can be brought before the European Court of Human Rights in Strasbourg, it is also very important for our Law students to become acquainted with their European friends, to have an opportunity to discuss with them and clarify legal issues regarding the European Law, Case Law of ECHR etc., that are still vague for us, as a Post-Soviet Republic with Civil Law System.

In this context it would be very helpful for our students and young lawyers if International Study Visits be combined with an academic programme including Human Rights topics.

## 3. Legal Education

- Organizing international events in addition to study visits having an aim to improve knowledge and awareness of Armenian law students and young lawyers concerning different legal issues and legal systems of different European Countries.

## 4. PR and Marketing activities:

Main tools for recruitment and increasing the public awareness of ELSA Armenia:

- 1. PR-PR on activities about ELSA Armenia are to be done via different media channels on a constant basis (TV, radio, newspapers and magazines)
- 2. Web page will be launched to promote the online access of ELSA Armenia materials, benefits, activities and be acquainted with the news and upcoming events
  - 2.1 Registering will enable interested persons to individualize the page and be aware of news and events
- 3. Printouts, booklets will be distributed among students and potential interested members
- 4. Seminars and presentations will be held for different audiences as well as in Universities
- 5. Co-operation and meetings will be enhanced with student associations, student clubs etc.
- 6. Partnership with other NGOs and governmental agencies will be established to contribute to the knowledge exchange and awareness
- 7. Workshops and law games will be held attracting new participants
- 8. Print advertisements will be hang on wall-newspapers of Universities, to enhance the interest in ELSA Armenia

## 5. Administration

In addition, we would like to inform, that we have already registered in the Ministry of Justice of the Republic of Armenia as "European Law Students Armenian Association" (Registration number 211.171.04979) to officially found an office and, in case of being accepted to the ELSA family, represent ELSA in Armenia.

## 6. Partner Universities

We already have 4 Partner Universities:

Yerevan State-Accredited "Haybusak" University,

Russian-Armenian State Slavonic University,

Armenian Open University and

State-Accredited Institute of International Relations after H. Lazaryan.

In Law Departments of these Universities students are currently creating ELSA local groups to be ready to participate in ELSA projects as local groups.

As a support to my application I am sending scanned copies of letters from Deans of abovementioned Universities in English.

On behalf of the Armenian National Group, Irina Kharatyan 1L Student of the American University of Armenia, Department of Law

Yerevan, on 19.02.2008

# ԿՐԹՈւԹՅԱՆ ՄԻՋԱԶԳԱՅԻՆ ԱԿԱԴԵՄԻԱ ՀԱԴԱՍԱՍԱՍԱՆ ԵՍՅ ՀԱՄԱԼՍԱՐԱՆ

ARMENIAN OPEN UNIVERSITY



АРМЯНСКИЙ ОТКРЫТЫЙ УНИВЕРСИТЕТ

Հայաստանի Հանրապետություն, ք. Երևան, Գրիբոյեդով 15, հեռ. 28-13-66 Էլ. փոստ՝ openuni@academedu.org http://www.academedu.org Griboedov str. 15, Yerevan, Republic of Armenia, tel. 28-13-66 E-mail: openuni@academedu.org http://www.academedu.org

To: President of European Law Students

Armenian Association

Dear Ms. Kharatyan,

On behalf of the Armenian Open University, I inform you that we are interested in your projects and ready to cooperate with your Association. A group of Students of Law Department of our University will create a Local Group of ELSA members, participate in Training Exchange Projects, and other activities, organized by your Association.

- 1. Tumanyan Alina
- 2. Gharibyan Ruzanna
- 3. Matchkalyan Arpine
- 4. Sargsyan Anahit
- 5. Mnacakanyan Narek
- 6. Kirakosyan Tatevik
- 7. Amirkhanyan Gohar
- 8. Grigoryan Azniv
- Hakobyan Lernuhi
- 10. Aslanyan Hayk
- 11. Ashchyan Artur12. Badiryan Arsen
- 13. Poghosyan Vahagn
- 14. Februar Hards
- 14. Eghoyan Hayk
- 15. Hakobyan Armenouhy
- 16. Hovhannisyan Nona
- 17. Avetisyan Artashes
- 18. Mkrtchyan Garegin
- 19. Vahanyan Vahan
- 20. Gevorkyan Marine
- 21. Iskendryan Angela

Yours Sincerely' Anahit Harutyunyan

Rector of State-Accretidited "Armenian Open University"





# РОССИЙСКО-АРМЯНСКИЙ (СЛАВЯНСКИЙ) УНИВЕРСИТЕТ

ЮРИДИЧЕСКИЙ ФАКУЛЬТЕТ



Ռուս–Հայկական /Մլավոնական/ ՀԱՄԱԼՍԱՐԱՆ ԻՐԱՎԱԲԱՆԱԿԱՆ ՖԱԿՈՒԼՏԵՏ

To: European Law Students Armenian Association

Department of Law of the Armenian-Russian State Slavonic University is willful to participate in activities of your Association. We will involve our students in conferences, seminars, other activities of ELSA, as well we will establish an ELSA local group, consisting of Law Students and young Lawyers working for our University. We will also participate in Training Exchange Projects, organized by your Association, because it would be very helpful and useful for legal education and development of our students.

Karen Sardaryan Dean of Department of Law Russian-Armenian State Slavonic University tel:010 272094

email: ksardaryan@mail.ru

LV International Council Meeting of ELSA Budva, Montenegro 29<sup>th</sup> March – 5<sup>th</sup> April 2009

## ԱՎՄԺՐԱՄՆ ՄԻՋԱԶԳԱՅԻՆ ԱԿԱԴԵՄԻԱ



ԵՐԵՎԱՆԻ «ՀԱՅԲՈՒՍԱԿ» ՀԱՄԱԼՄԱՐԱՆԻ Հ.ԼԱՉԱՐՅԱՆԻ ԱՆՎԱՆ ՄԻՉԱԶԳԱՅԻՆ ՀԱՐԱԲԵՐՈՒԹՅՈՒՆՆԵՐԻ ԻՆՍՏԻՏՈՒՏ ЕРЕВАНСКИЙ ИНСТИТУТ МЕЖДУНАРОДНЫХ ОТНОШЕНИЙ ИМ. И. ЛАЗАРЯНА УНИВЕРСИТЕТА "АЙБУСАК" THE YEREVAN LAZARIAN INSTITUTE OF INTERNATIONAL RELATIONS

THE YEREVAN LAZARIAN INSTITUTE OF INTERNATIONAL RELATIONS OF UNIVERSITY "HAYBUSAK"

<<, Երևան, Գրիբոյնդովի 15</p>
РА,Ереван,ул.,Грибоедова 15
Griboedov15str. Yerevan, RA
N\_\$31\_\_\_"20\_"\_0\$\_\_\_2009

**207-094** 

To president of Europian law students' armenian association

Dear Ms. Kharatyan,

Institute of International Relations after H.Lazaryan has a required and optional courses of International Law and we believe that cooperation with ELSA Armenia will help our students to improve their knowledge in the field of International Law, Human Rights and European Law. Our cooperation will also help our students to create a network with students from different European Countries by being involved in professional activities organized by ELSA Armenia.

Head of Department of International Relations

Armenian Institute of International

Relations after H.Lazaryan

Anahit Rustamyan

#### **Draft Statutes of ELSA Armenia**

# Chapter 1 Name and Domicile

#### Article 1

#### Name

The name of the association is "ELSA Armenia." ELSA stands for the "European Law Students' Association".

#### Article 2

## Domicile

ELSA Armenia has its domicile in Yerevan, 2 Tumanyan passageway, house 5, and operates its activities in all Armenian territory.

# Chapter 2 Aims and Activity

#### Article 3

## Aims and Activities

ELSA Armenia is non-political, independent, non-profit-making association the aims of which are to promote, establish and develop mutual understanding, co-operation and personal contacts between law students and young lawyers from Armenia with their colleagues in different states and legal systems, thereby equipping them for professional life in an international environment.

ELSA Armenia performs its activities in line with the vision of ELSA International; A just world in which there is respect for human dignity and cultural diversity.

#### Article 4

#### Fields of Activity

In order to reach its aims ELSA Armenia is able to be active in all the fields that support these aims

The main fields of activities will be the following without a priority of hierarchy:

- a) Organizing Seminars, Conferences, Law Schools and Study Visits with an international perspective;
- b) Academic Activities in terms of Moot court competitions, publications and legal education;
- c) Student Trainee Exchange Programme (STEP) with an aim to provide opportunities to work abroad for Armenian law students and to provide traineeships for foreign law students in Armenia and in Armenian legal system.

# Chapter 3 Membership

## Article 5

## Membership

Members of ELSA Armenia are local groups, Law students and young lawyers that have paid their membership fee.

Local groups, Law students and young lawyers can be members of ELSA Armenia as long as they support the aims and activities of ELSA Armenia, paying the membership fees as and when they fall due.

#### Article 6

## **Termination of Membership**

- a Member notifies the National Board in writing that it wishes to terminate its Membership;
- a Member is expelled in accordance with Article 7 of these Statutes;

#### Article 7

## Expulsion

A member can be expelled from ELSA Armenia on a two-third majority vote by the Council if that member has either:

- Violated these Statutes, the Standing orders or the interests of ELSA Armenia
- Ceased to support the aims or activities of ELSA Armenia
- Not paid the fee or any amount due to ELSA Armenia

# Chapter 4 Organs

#### Article 8

## **Organs**

The National Council and the National Board are the principal organs of ELSA Armenia.

## Article 9

Other complement organs, if they are necessary will be determined by the Council.

# Chapter 5 National Council

## Article 10

## The supreme decision making body

The council represents the members of ELSA Armenia and is the supreme decision-making body of the association the decisions of which are binding for the national board and for the ELSA Armenia membership. A Council decision may be repealed only by a subsequent Council decision.

Binding decisions by the council shall be determined by an absolute majority of the votes. Abstentions shall not be included in the number of votes. In plenary sessions the council is fully competent only when there is participation in accordance with article 6 or 7 when at least one – half of the members are present and able to vote.

## Article 12

The main duties of the council are:

- to discuss and decide on any questions or matters within the scope of the statutes and the standing orders;
- to approve new members;
- to determine on the means by the which ELSA Armenia's activities will be financed including also the determining of membership fee as well as special activities fee;
- to approve the accounts;
- to approve the budget;
- to elect the members of National Board;
- to examine the activities of National Board members.

#### Article13

## Validity of Decisions

Unless these statutes specify the contrary, decisions by the council shall be determined by an absolute majority of the votes. Abstentions shall not be included in the number of votes.

#### Article 14

Only the members of ELSA Armenia can vote at National Council Meetings. A member will not be allowed to vote if it has not fully met its financial obligations towards ELSA Armenia.

## Article 15

The council shall meet twice a year, in October and in March.

## Article 16

The council shall be summoned by means of written invitations sent by the President of the National Board to all the members and any person appointed by the Council at least 21 days before the opening of the Council meeting.

#### Article 17

Extraordinary meetings can be requested by the National Board or by at least one-third of all the members.

# Chapter 6 National Board

#### Article 18

## The Supreme Executive Body

The national board is the supreme executive body of ELSA Armenia. Its tasks are to execute the council decisions, to promote and supervise ELSA Armenia's fields of activities, to advance the aims and efficiency of ELSA Armenia and to represent ELSA Armenia.

The president of the National Board, Vice-president or any other Board member who has delegated authority has the right to sign agreements in the name of ELSA Armenia.

#### Article20

The national board consists at least of a president, vice-presidents, a secretary general and a treasurer

#### Article 21

## Responsibilities of National Board

The National Board is responsible for the general running and management as well as for the execution and implementation of the Council decisions related to ELSA Armenia activity field and will give account to the Council for the undertaken decisions and activities.

#### Article 22

Members of the National Board can appoint any person to do a specific work, if the members of national Board ELSA Armenia are not able to do this specific work.

#### Article 23

#### Elections

The members of the National Board will be elected by the Council for a period of one year from the 1<sup>th</sup> of August until 31<sup>th</sup> of July.

#### Article 24

#### Resignation

If a member of the National Board resigns, the Board will be responsible for the activity of the vacancy and can collectively appoint a temporary substitute to accomplish the duty up to the new elections.

## Article 25

#### **Dismissal**

A national board member may be dismissed by the council by a majority of two-thirds of the votes cast if:

- -the national board member doesn't do his/her job in a satisfactory way;
- -the national board member violates these Statutes or interests of ELSA Armenia.

# Chapter 7 Finance

#### Article 26

# Source of funding

The cost of running the activities of ELSA Armenia are to be funded by annual membership fees, special activity fees, sales and advertisement revenues, fundraising from private and public bodies and organisations, public subsidies and donations whether in cash or in kind, provided however that such funds must not be accepted if they are tied to conditions contrary to the aims and principles of ELSA Armenia or if they are otherwise not in interests of ELSA Armenia.

# Membership fee

Each member of ELSA Armenia is obliged to pay an annual membership fee for each financial year membership to ELSA Armenia, the amount of which is decided by the council.

#### Article 28

## Treasurer

All the funds raised for ELSA Armenia shall be accounted by the Treasurer of the National Board.

# Chapter 8 Audit

#### Article 29

#### Auditors

- 29.1 Two Auditors and one Vice Auditor shall be elected by the Council for a period of one year starting the 1st day of August and terminating with the final decision of the Council on the financial accounts.
- 29.2 The Auditor shall be a person independent from the National Board and with necessary experience in accounting and finance or a society of chartered auditors. Their tasks are to:
  - examine the accounts of all revenue and expenditure and the financial management of ELSA Armenia, according to the generally accepted auditing standards.
  - provide a certification as to the reliability of the accounts and the legality and regularity of the underlying transactions.
  - present their auditing report and certification concerning the final accounts to the Council.

# Chapter 9 Standing orders

## Article 30

## Standing orders

The Council will further regulate affairs of ELSA Armenia, the rights and obligations of the Members towards ELSA Armenia and such other affairs that may appear to the Council in its discretion to require further regulation in its Standing Orders. In the event of conflict, these Statutes shall take precedence over the Standing Orders.

## Chapter 10 Amendments

## Article 31

Any amendments of the statutes may be made if supported by two-third of the votes cast by the council.

## Article 32

Any amendments to the standing orders may be made if supported by two-third of the votes cast.

# Chapter 11 Dissolution and Liquidation

## Article 33

## Dissolution

ELSA Armenia may be dissolved by unanimous decision of the Council.

## Article 34

## Liquidation

The council shall upon a decision to dissolve ELSA Armenia elect 2 liquidators and shall subsequently decide about the destination of the net assets and property of ELSA Armenia, if any.

# Observership application of the initiator group from Bosnia and Herzegovina

## **REQUEST**

TO: EUROPEAN LAW STUDENTS' ASSOCIATION INTERNATIONAL BOARD

Honoured President of ELSA! Honoured members of IB! Honoured members of ELSA!

A group of students from Law Faculty at University of Sarajevo has contacted ELSA International since some month ago aiming to establish ELSA Bosnia and Herzegovina. After we got acquainted with the procedural requests to become an observer of ELSA, we have been working hard for their accomplishment.

We had a meeting concerning applying and it unanimously decided:

- 1. To fully support the aims and activities of ELSA;
- 2. To represent the application/request to become observer of ELSA near International Board and International Council of ELSA in Budva meeting.

We guarantee you that we will know to represent ELSA in Bosnia and Herzegovina seriously and with dignity in case we become ELSA Bosnia and Herzegovina

We hope to have your support in order to successfully accomplish goals and aims of ELSA and provide our students with student life and opportunities they deserve.

On behalf of the Law Students from Sarajevo,

Nevena Jevremović Sarajevo, 19.02.2009

## I. Why do we want to be Elsa member?

ELSA office in BH will enable student to be a part of international student network, and having in consideration the ELSA value such as just world in which human dignity and cultural diversity are highly respected and valued we believe that student will have the possibility of knowing other cultures and legal systems of their own and will be able to give other students the possibility of knowing our own rich history, culture and tradition as well as our specific legal system. All of this is more then necessary especially regarding the EU integration process and building the European identity – BH has always been a specific part of European cultural heritage and with its rich history can contribute to its development, and we can freely say that the BH students deserve this. The main purpose of ELSA's existence is the contribution to development of legal education, the improvement and mutual dialogue and understanding and promotion of social responsibility of law students and young lawyers, and these values are more then necessary in our post-war society which is still quite shaken and divided.

We believe that by establishing ELSA BH and with the realization of projects such as STEP, research legal groups, various seminars and conferences, moot court competitions we will:

- Contribute to their academicals and professional development,
- Motivate them to think outside of the standard patterns
- ➤ Help building the bridges between different social, ethnic and religious student groups, help connect young professionals
- Provide them with the possibility of getting valuable knowledge and experience
- Enabling them to actively participate in complex legal reforms that are ahead of us.

## II. What will we do if our application approved?

- I. Considering the fact that Elsa Bosnia and Herzegovina will represent an organizational unification of current law student associations in BH we believe that the only way of succeeding in our goals and in fulfilling the expectations is to conduct our activities on two levels:
  - a. Establishing a network that consists out of Elsa BH and other existing law student organization in BH. The main goal of this activity is to establish a successful cooperation among the network members in a way that the exchange of information about ELSA, its vision and activities is realized on entire BH territory
    - Therefore there will be organized a series of workshops and internal study visits where the representatives of up mentioned organizations will be introduced with ELSA BH, our plan of activities and will be a part of their realization.
  - b. Creating connections with other ELSA network members with a focus on members from neighbouring countries. The main goal of this activity is form one side a transition of knowledge and experience by our colleagues, and on the other hand enabling the gaining of knowledge and experience for ELSA BH members in order to qualify them to successfully carry out their projects. Organizing study visits.

## II. ELSA BH will carry out its activities in four main sectors:

## 1. Academic activities - AA

a) Starting and further developing of *Moot Court* activities on Law faculty in Sarajevo as well as on other law faculties.

The reason for such focus on this segment of this sector is the fact that the Moot Court culture is at least to say neglected in our faculties curriculum, and the few moot court teams that do exists don't have a regular and productive and sustained work. This activity will contribute in developing legal culture, logic and rhetoric as well as their legal research capacities and will provide them with valuable practical experience.

Our main goal is to have an MC team from Bosnia and Herzegovina to participate at International MCC next year.

b) Creating *legal research groups* which will work independently from ELSA BH but which will provide regular report of their activities. This is one of the most important activities of this sector mainly because legal research culture is also highly neglected in our faculty curriculum. This activity will consider a series of methodology lectures and subsequently creation of different legal research groups according to the students' interests.

Legal research group will be a part of International Legal Research Group and will activity participate in all relevant activity on international level.

## 2. <u>Seminar and conferences – S&C</u>

This sector will carry out its activities in three main groups:

- a) Seminars and conferences will be organized in continuous period of time (two months a seminar) The focus of this activity will be current issues from Bosnia and Herzegovina's legal and political reality.
  - Organized seminars will be of small capacity and will be intended primarily for students from Bosnia and Herzegovina.
- b) Law schools will be organized in summer and or winter and will have as topic either IFP or human rights topic
- c) *Study visits* will also be organized in continuous period of time and will be carried out on two main levels:
- 1. Towards foreign countries where students will have the possibility of participating in seminars and conferences organized by other ELSA members
- 2. From foreign countries where students form abroad will have the possibility in participating in activities of ELSA BH

## 3. Student trainee exchange program - STEP

This group will work on two main levels:

- a) Towards abroad by introducing students with STEP program.
- b) From abroad by hunting step internships in BH and providing one or two internships for foreign students.

## 4. Marketing

First activities of this sector will consist out of following phases:

- 5. Distribution of flayers and pamphlets with general information about ELSA and ELSA BH and also with information about meeting that will take place right after ICM Budva.
- 6. Organizing a meeting with students where they will be introduced in details with ELSA its aims, goals and activities; they will also be introduced with our statutes and plan of activities of each sector; they will also be given the possibility of membership in ELSA BH.
  - On this meeting from students "potential members" will be asked to send their CV and letter of motivation explaining why they want to be members of ELSA, in what sector would they like to work; in what way they think that they can improve ELSA BH, etc.
- 7. After collecting this information we think it would be best to conduct a small interview with best candidates to see their eloquence and their knowledge of English as well as their enthusiasm and willingness to seriously and professionally work on realisation of projects.
- 8. Organizing an ELSA BH party.
- 9. Publishing members' magazine concerning academic topics regarding our own legal system as well as regarding important aspects of other legal systems and cultures.

  In this way we will provide our students with quality literature and enable them to get a deeper insight in other legal systems. On the other hand we will also have to offer interesting work about our legal system to other ELSA members and law students from Europe.

# Draft Statutes of ELSA Bosnia and Herzegovina

## <u>PREAMBLE</u>

- WHEREAS the European Law Students' Association (ELSA) is an independent, non-political and non-profit making international organization of law students and young lawyers which was founded on 4th May 1981 in Vienna, Austria;
- **RECALLING** that the aims of ELSA are to develop professional and student relations of an international character in the field of law, to prepare its members for professional life in an international environment, to contribute to the exchange of scholarly experience and to stimulate mutual understanding and friendship on the principle of equality of all its members;
- **CONSCIOUS** that continually expanding international relations in the fields of trade and industry, legislation and state administration make growing demands on all professionals, especially lawyers;
- **REALISING** that the European legal professions not only have to recognize the importance of growing international co-operation, but also have to prepare themselves for the demands created by this development;
- **CONVINCED** that in order to satisfy all these demands and to broaden and improve the international aspect of education, practice and exchange, the existence of an international organization of law students and young lawyers is recommended;
- **EXPRESSING** that within this competence, the supreme aims of ELSA are to encourage and facilitate direct contacts and co-operation, individually and collectively, whether informally or officially, between persons from different states involved in the field of law and to promote the usefulness of foreign legal experience by expanding the knowledge and understanding of the different concepts and solutions to legal questions developed in the member states;
- **REAFFIRMING**, moreover, that ELSA hopes to encourage initial understanding and peaceful co-operation between member states in the spirit of the final act of the CSCE Conference concluded in Helsinki;
- **THEREFORE** the following statutes and standing orders are adopted by ELSA EXAMPLE in order to further these above-mentioned principles and aims, in the spirit of the Statutes and Standing Orders of ELSA.

## STATUTES OF ELSA BOSNIA AND HERZEGOVINA

## Scope of association

## Article I - Name

The name of this organization is ELSA Bosnia and Herzegovina where ELSA acronym stands for European Law student association.

#### Article II - Official Seat

ELSA Bosnia and Herzegovina has its domicile in Law Faculty of University of Sarajevo, street Obala Kulina bana 7, Sarajevo and operates on entire Bosnia and Herzegovina territory.

#### Article III - Aims and Activities

Elsa Bosnia and Herzegovina is non-political, independent, non-profit-making association the aims of which are to promote, establish and develop mutual understanding, co-operation and personal contacts between law students and young lawyers from Bosnia and Herzegovina with their colleagues in different states and legal systems, thereby equipping them for professional life in an international environment.

In order to fulfil its main aims ELSA Bosnia and Herzegovina's main fields of activities are:

- a) Academic activities with main purpose of improving existing legal education and practice and enabling international dialogues on relevant legal issues between students from Bosnia and Herzegovina and other legal systems.
- b) Seminars and Conferences with main purpose of improving and furthermore developing students legal skills as well as raising consciousness and understanding of important legal, social, economical and ecological issues on international and national level.
- c) The Student Trainee Exchange programme (STEP) with main purpose of enabling law students and young lawyers to work abroad and to provide traineeships for foreign law students in Bosnia and Herzegovina and in Bosnia and Herzegovina legal system.

## Membership

#### Article V – Members

Member of ELSA Bosnia and Herzegovina can be every undergraduate, graduate law student in Bosnia and Herzegovina, as well as young layers till the age of 30.

Members must contribute to realisation and accomplishment of ELSA aims and goals by actively participating in its work.

The right and duty of each member is to elect and be elected into organization organs, to give initiative and suggestion regarding realisation of aims and activities of ELSA Bosnia and Herzegovina, to participate in ELSA Bosnia and Herzegovina projects, to pay participation fee and to ask question regarding the work of organisation.

Honourable members are members of ELSA Bosnia and Herzegovina who have contributed to work of ELSA and realisation of its aims and activities. For their contribution they get official recognition from ELSA Bosnia and Herzegovina.

The honourable members do not represent the quorum nor have right to elect and be elected into ELSA Bosnia and Herzegovina bodies.

## Article VI - Termination of membership

Membership of ELSA Bosnia and Herzegovina is terminated when:

- a) a Member notifies the National Board in writing that it wishes to terminate its Membership;
- b) a Member is expelled in accordance with Article 7 of these Statutes;

## Article VII – Expulsion of members

A member can be expelled from ELSA Bosnia and Herzegovina on a two-third majority vote by the Council if that member has either:

- a) Violated these Statutes, the Standing orders or the interests of ELSA Bosnia and Herzegovina
- b) Ceased to support the aims or activities of ELSA Bosnia and Herzegovina
- c) Not paid the fee to ELSA Bosnia and Herzegovina.

## Organs

# Article VIII - Organs

The National Council and The National Board are the principal organs of ELSA Bosnia and Herzegovina.

Other necessary organs will be established by the Council.

#### Article IX – The National Council

National Council is the supreme decision making body of ELSA Bosnia and Herzegovina whose decisions are obligatory to all associations' organs as well as to all it's members.

The Council shall meet twice a year, in spring and autumn, at a time fixed by the National Board. In plenary sessions the council is fully competent only when there is participation in accordance with **article 5** when at least one half of the members are present and able to vote.

- i) The Spring National Council Meeting's main tasks are to: -
- a.) discuss and decide about any questions or matters within the scope of the present Statutes and Standing Orders;
- b.) review and approve the interim activity reports of the National Board members presented at that Council Meeting;
- c.) approve the interim accounts presented by the treasurer;
- d.) review and re-approve the budget that was approved in the Summer National Council Meeting;
- e.) elect the National Board members for the following term of office;
- f.) Appoint auditors for the purposes of Article XIII of these Statutes.
- ii) The Autumn National Council Meeting's main tasks are to: -
- a.) discuss and decide about any questions or matters within the scope of the present Statutes and Standing Orders;
- b.) review and approve the annual activity reports of the National Board members presented at that National Council Meeting;
- c.) approve the accounts and the auditor's report and relieve the outgoing National Board from their responsibilities;
- d.) review and approve the budget presented by the treasurer;
- e.) elect National Board members to vacant posts on the Board in accordance with the proviso of Article X of these Statutes;
- f.) Officially hand-over all the responsibilities to the National Board elect;

Unless these statutes specify the contrary, decisions by the Council shall be determined by an absolute majority of the votes. Abstentions shall not be included in the number of votes.

Only the members of ELSA Bosnia and Herzegovina can vote at National Council meetings. Each member has one vote. A member will not be allowed to vote if it has not fully met its financial obligations towards ELSA Bosnia and Herzegovina.

The council shall be summoned by means of written invitations sent by the President of the National Board to all the members and any person appointed by the Council at least 21 days before the opening of the Council meeting.

Extraordinary meetings can be requested by the National Board or by at least one-third of all the members.

## Article X – The National Board

The National Board is the supreme executive body of ELSA Bosnia and Herzegovina. Its main duty is to execute the council decisions, to promote and supervise ELSA Bosnia and Herzegovina's field of activities, to advance the aims and efficiency of ELSA Bosnia and Herzegovina and to represent the ELSA Bosnia and Herzegovina.

The president of the National Board or any other Board member who has delegated authority has the right to sign agreements in the name of ELSA Bosnia and Herzegovina.

The National Board consists President, Secretary General, Treasurer and four Vice Presidents as follows; Vice President Academic Activities, Vice President Marketing, Vice President Seminars and Conferences and Vice President Student Trainee Exchange Program.

The National Board can function when at least positions of President, Secretary General and Treasurer are occupied.

The National Board is responsible for the general work and management of ELSA Bosnia and Herzegovina, for the execution and implementation of the Council decisions related to ELSA Bosnia and Herzegovina fields of activity and will bear responsibilities towards the council for the undertaken decisions and activities.

Members of the National Board can appoint any person to do a specific work, if the members of national Board ELSA are not eligible to do specific work.

The members of the National Board will be elected by the Council for a period of one year from the day of the election.

If a member of the National Board resigns, the Board will be responsible for the activity of the vacancy and can collectively appoint a temporary substitute to accomplish the duty up to the new elections.

A national board member may be dismissed by the council by a majority of two-thirds of the votes cast if:

- a) The national board member doesn't do his/her job in a satisfactory way;
- b) The national board member violates these Statutes or interests of ELSA Bosnia and Herzegovina.

#### Finance

# Article XI - Source of funding

The cost of running the activities of ELSA Bosnia and Herzegovina are to be funded by annual membership fees, special activity fees, sales and advertisement revenues, fundraising from private and public bodies and organisations, public subsidies and donations whether in cash or in kind, provided however that such funds must not be accepted if they are tied to conditions contrary to the aims and principles of ELSA Bosnia and Herzegovina or if they are otherwise not in interests of ELSA Bosnia and Herzegovina.

#### Article XII - Accounts

The financial year of ELSA Bosnia and Herzegovina is from the first day of August until the thirty-first day of July.

The audited final accounts shall be submitted to the Autumn National Council Meeting for the previous financial year.

The audited interim accounts covering the first six (6) months of each of ELSA's financial years shall be submitted to the Council Meeting following the 6 months period in the financial year to which they refer.

Each member of ELSA Bosnia and Herzegovina is obliged to pay an annual membership fee for each financial year membership to ELSA Bosnia and Herzegovina, the amount of which is decided by the council.

All the funds raised for ELSA Bosnia and Herzegovina shall be accounted by the Treasurer of the National Board.

## Article XIII - Audit

One Auditors and one Vice Auditor shall be elected by the Council for a period of one year starting the 1st day of August and terminating with the final decision of the Council on the financial accounts.

The Auditor shall be a person independent from the National Board and with necessary experience in accounting and finance or a society of chartered auditors. Their tasks are to:

a) examine the accounts of all revenue and expenditure and

b)

c)

- the financial management of ELSA Bosnia and Herzegovina, according to the generally accepted auditing standards
- provide a certification as to the reliability of the accounts and the legality and regularity of the underlying transactions.
  - d) present their auditing report and certification concerning the final accounts to the Council.

# Statutes and Standing Orders

## Article XIV - Standing orders

The Council will further regulate affairs of ELSA Bosnia and Herzegovina, the rights and obligations of the Members towards ELSA Bosnia and Herzegovina and such other affairs that may appear to the Council in its discretion to require further regulation in its Standing Orders. In the event of conflict, these Statutes shall take precedence over the Standing Orders.

# Article XIV - Amendments

Any amendments of the statutes may be made if supported by two-third of the votes cast by the council.

Any amendments to the standing orders may be made if supported by two-third of the votes cast.

#### Dissolution

## Article XV - Dissolution

ELSA Bosnia and Herzegovina may be dissolved by unanimous decision of the Council.

In order to be valid, a decision by the Council to dissolve ELSA Bosnia and Herzegovina must be preceded by a proposal to that effect on the Council Meeting agenda.

The council shall upon a decision to dissolve ELSA Bosnia and Herzegovina elect 2 liquidators and shall subsequently decide about the destination of the net assets and property of ELSA Bosnia and Herzegovina, if any.

## STANDING ORDERS OF ELSA BOSNIA AND HERZEGOVINA

In order to clarify and explain the statutes of ELSA Bosnia and Herzegovina, the members thereof agree to adopt the following Standing Orders:

## Section I - Expulsion

## Article 1

In order for a dismissal or expulsion to be valid, in accordance with articles 6, 7 and 33 of the Statutes, any person so charged must be given adequate opportunity to explain his/her acts and to reply to any allegation made against him/her.

# Section II - The National Council Meeting Article 2

A National Council Meeting is opened by the President of ELSA Bosnia and Herzegovina, or any other person authorised by him/her to do so.

#### Article 3

After the opening of the National Council Meeting, the following officers are appointed:-

- Chairperson
- Secretary
- Two tellers

#### Article 4

The role of the Chairperson of the National Council Meeting is to ensure that the National Council Meeting agenda is respected and adhered to, to invite persons to address the National Council Meeting, to decide when to put proposals to a vote, to supervise the voting process, to announce the result of the voting process, to bring the meeting to order and to resolve any question concerning the procedure of the National Council Meeting;

Provided that he/she shall also possess, where it is necessary for him/her to fulfil the above-mentioned duties, the power to expel anybody from the National Council Meeting.

The role of the tellers of the National Council Meeting shall be to verify the number of members present and voting at any time during such meeting, to count the number of votes cast, to compare the results of the counting process and inform the Chairman of the result.

## Article 5

After the appointment of the officers of the National Council Meeting, the agenda as proposed by the national Board, shall be accepted and adopted, although it may, where necessary, be amended by a majority vote.

All reports by National Board members, as well as copies of these Statutes and Standing Orders and minutes of the previous National Council Meeting, are to be made available to all members during the National Council Meeting.

#### Article 7

Where the National Council Meeting deems fit, by a simple majority, any reports or minutes may be taken as read.

#### Article 8

The voting procedure for any proposals, motions, amendments or additions to the Statutes and Standing Orders shall be as follows:-

- (i) the Chairperson shall ask for any arguments in favour or against the proposal, motion, amendment or addition to be presented, as well as any proposed amendments thereto; following a list of speakers, he/she shall possess discretion whether or not to call for speakers subsequently;
- (ii) if any amendments thereto are proposed, the Chairperson shall ask the Council to vote on the amendments. The Chairperson shall ask for votes in favour, against and abstentions, and will announce the result of the vote;
- (iii) the original proposal, motion, amendment or addition and any amendment thereto, which has been accepted, will then be proposed to the Council for voting, the same process as above being adopted.
- (iv) if there are two or more proposals, amendments, motions, or additions, regarding the same issue and none of them obtains an absolute majority in the first vote, the Chairperson may ask for a new vote on the two proposals, amendments, motions or additions that obtained the highest number of votes.

## Article 9

No member of ELSA - Bosnia and Herzegovina shall be permitted to enter or leave the National Council Meeting whilst any matter that is to be put to a vote is being discussed and during the vote thereon.

#### Article 10

Any member present and voting at the National Council Meeting may request that a secret vote be taken. In all other cases, voting in the National Council Meeting will be carried out by a show of hands.

#### Article 11

Council decisions, including amendments to the Statutes and Standing Orders come into force at the end of the National Council Meeting during which they were made, unless the National Council Meeting decides, by a four-fifths majority of members present and voting, to the contrary.

National Council Meeting working materials, which must be read at the beginning of every National Council Meeting, are to include:-

- (i) National Board members' reports;
- (ii) any other report submitted to the National Council Meeting;
- (iii) all proposals, motions, amendments and additions submitted to the National Council Meeting together with the results of the voting process;
- (iv) any other documents deemed to be necessary by the Secretary General.

Provided that in the Summer National Council Meeting the minutes shall also include the Auditor's Report.

#### Article 13

The National Council Meeting minutes are to be drawn up by the Secretary General in conjunction with the secretary appointed by the National Council Meeting. It is not permitted that the Secretary General be appointed secretary of the National Council Meeting.

#### Article 14

Where it appears necessary for the efficient running of ELSA Bosnia and Herzegovina, the National Board shall call an extraordinary National Council Meeting for the purposes of the stipulations mentioned hereunder, and if this necessity arises during a National Council Meeting, that National Council Meeting itself shall, by a majority of four-fifths of the members present and voting, be able to suspend these Statutes and Standing Orders for a specific period of time established by the National Council Meeting, in order to enable proceedings. Such a vote shall be called for at the discretion of the Chairperson.

# Section III - The National Board Article 15

- i) A person contesting for a post on the National Board must be nominated and seconded by any paid-up members of ELSA Bosnia and Herzegovina;
- ii) Such person contesting must have been a paid-up member of ELSA Bosnia and Herzegovina for a period of two months prior to the date of the nominations.

#### Article 16

No person who holds an executive post on a board or committee of a political movement will be permitted to hold a post on the National Board of ELSA Bosnia and Herzegovina.

The President is in charge of the overall co-ordination of ELSA Bosnia and Herzegovina work, planning and direction of the work of the National Council Meeting and the National Board.

#### Article 18

The President is the Chairperson of the National Board.

#### Article 19

The President has the supreme right to represent ELSA Bosnia and Herzegovina. In default of this, the remaining board members will themselves appoint an acting President.

Where the President is to be temporarily unable to fulfil the functions of his office, he shall appoint another Board Member to fulfil these duties.

#### Article 20

The Secretary General shall act as the Secretary of the National Board meetings.

#### Article 21

The Treasurer is in charge of the finances of ELSA Bosnia and Herzegovina, being responsible for book-keeping, preparation of the accounts, property, payments and fund-raising, as is specified elsewhere in these Statutes and Standing Orders.

#### Article 22

The Treasurer shall be responsible for billing and collecting the annual membership fees together with any other amounts due to ELSA Bosnia and Herzegovina.

#### Article 23

The other officers serving on the National Board are responsible for the overall planning, coordination and supervision of their fields of activity; they are responsible for the propagation and execution of the specific programs and projects that the Council Meeting initiated within their field of activity.

When appointing a person in terms of Article 24 of the Statutes of ELSA Bosnia and

Herzegovina, the Secretary General, in the name of the National Board shall deliver a letter to the appointee, which letter shall contain the following:

- a) The name and surname of the appointee;
- b) The title of the post;
- c) A description of the tasks assigned;
- d) The term of duration of the office, whether it be in terms of time, or in terms of completion of the tasks assigned;
- e) The name of the National Board member responsible for the appointee; the accountability of the National Board towards the National Council Meeting remaining unaffected.

Upon termination of office, appointees shall present the National Board with a written report of their performance.

#### Article 25

When appointing an Organizing Committee in terms of Article 25 of the Statutes of ELSA Bosnia and Herzegovina, the relevant Board Member shall present the National Board with a list of names and surnames of all the persons constituting this Organizing Committee, together with a general description of the tasks assigned.

The relevant Board Member, in the name of the National Board, shall deliver a letter to the appointees, which letter shall contain the following:

- (a) the name and surname of the appointee;
- (b) the title of the post;
- (c) a description of the tasks assigned;
- (d) the term of duration of the office, whether it be in terms of time, or in terms of completion of the tasks assigned;
- (e) the name of the Board member responsible for the appointee; the accountability of the National Board towards the National Council Meeting remaining unaffected.

Upon termination of office, appointees shall present the National Board with a written report of their performance.

#### Section IV - International Finance

#### Article 26

ELSA Bosnia and Herzegovina shall pay the annual membership fee as established from time to time by the International Council of ELSA at International Council Meetings.

ELSA Bosnia and Herzegovina shall ensure that where fees of levies are due to ELSA International as a result of any of the members of ELSA Bosnia and Herzegovina participating in any international event, these fees of levies will be paid to ELSA International.

## Observership application of the initiator group from Luxembourg

TO: THE INTERNATIONAL COUNCIL and THE INTERNATIONAL BOARD of THE EUROPEAN LAW STUDENTS' ASSOCIATION

Dear Delegates to the ICM, Dear Members of the IB,

We, the founding-team of a new law students' association in Luxembourg, are hereby applying for observer status of ELSA.

We hereby declare

- 4. to commit to the aims and activities of ELSA;
- 5. to comply with the Statutes and Standing Orders of ELSA International;
- 6. to guarantee the future representation of ELSA by our association being conducted seriously, respectfully and with dignity;
- 7. to accept all obligations and responsibilities referring to an observer status.

Our application is fully supported by all professors of our faculty who will assist us, among others, in our recruiting efforts, as well as to raise funding and internship positions and to find institutional and corporate partners.

Luxembourg, 27 February 2009

Martin DEBUSMANN on behalf of the founding team

## Luxembourg

Although the Grand Duchy of Luxembourg, the world's only remaining sovereign Grand Duchy, is one of the smallest countries in Europe (world rank 175 out of 194) with a population of only 450.000 (thereof about 145.000 in its capital city Luxembourg), it has the second highest Gross Domestic Product per capita in the world. The decline in steel, the ancient main economy, has been more than compensated by the nowadays well established services sector, especially in banking and other financial services. So, Luxembourg is the world's second largest investment fund place. Companies like Skype, Paypal and eBay shifted their headquarters to Luxembourg thanks to a liberal legal and tax regime.

Being surrounded by France, Belgium and Germany, Luxembourg is a trilingual country having Luxembourgish, German and French as the official languages. Furthermore, it has been borrowing from the traditions of its neighbours as it lies on the cultural divide between Romance and Germanic Europe.

Luxembourg is a founding member of the European Union, the NATO, and the United Nations. The City of Luxembourg hosts various institutions of the European Union, most noteworthy the European Court of Justice and the European Court of First Instance, but also some departments of the European Commission. The Court of Justice of the European Free Trade Association (EFTA) is also situated here.

## The University of Luxembourg

Being founded in 2003, the Université du Luxembourg is one of the youngest among the European universities and the only one that offers academic degrees in law. The programs at the Faculty of Law include a Bachelors' degree (280 students), 4 Masters' in European Law (115 students), individual PhD opportunities (30 students) and the mandatory preparation program for the admission to the Luxembourgian bar (240 students). All study programs are bi- or trilingual (French, English, and, sometimes, German), a fact that attracts students coming from a wide range of countries worldwide.

The faculty supports our application and the founding of a new law students' association. We have been granted full assistance wherever necessary and possible.

## THE NEW ELSA TEAM

The ELSA founding team includes students with ELSA backgrounds (Germany, France, Belgium, Greece, and Romania), some ELSA alumni working in the city and "freshers", i.e. students that have no experience in ELSA but are fascinated by the opportunities ELSA offers. We have several candidates for our National Board posts and many supporters that will work in our teams. For a sustainable development of the chapter, we regard especially Bachelor and PhD students (who stay at the university for 3 years) as our main target group in the upcoming recruitment process.

## Activities

We want to participate in the international ELSA network to make our university life even more international, improve our soft skills and live the ELSA vision and spirit.

In Luxembourg, we have expressively agreed on to provide a bouquet of various activities, among those:

LV International Council Meeting of ELSA Budva, Montenegro 29<sup>th</sup> March – 5<sup>th</sup> April 2009

- Offering local internship positions for foreign students (STEP incoming)
- Offering internship positions abroad for Lux students (STEP outgoing)
- Participation in the ELSA delegations to the UN entities, and the WIPO and WTO
- Excursions to the ECHR, ECJ, ICC, EP, European Commission, EIF, EIB, Lux Parliament
- Hosting foreign ELSA delegations (incoming study visits)
- Visiting foreign ELSA chapters in their university cities (outgoing study visits)
- Seminars on law topics, e.g. on the "Lisbon Treaty" or on comparative law
- Participation in the International ELSA Meetings
- Participation in the National Meetings of other ELSA chapters, e.g. in France, Belgium, The Netherlands, Germany
- Moot Court Competitions (EMC<sup>2</sup>)
- Soft Skill Seminars (to be organized by a special Knowledge Officer)
- Come together with law students from the "Miami University Dolibois European Campus in Luxembourg"
- Law events with local law companies

## Finances and Funding

Luxembourg, one of the richest business places in the world, is an ideal location to call for financial support. We have been assured by the faculty that we will be more than able to receive donations to cover our expenses in full. The faculty itself has spoken about financial aids where necessary. For instance, it paid the travel expenses to this conference.

#### **Partners**

We plan a broad supporting circle of corporate and institutional partners, among those:

- The Faculty of Law,
- Law offices and business companies situated in Luxembourg,
- European Community Institutions,
- Academic bureaus, ministries, embassies, national authorities,

Other law associations, e.g. the Luxembourgian Bar Association

## **Draft Statutes of ELSA Luxembourg**

#### **PREAMBLE**

WHEREAS the European Law Students' Association (ELSA) is an independent, non-political and non-profit making international organisation of law students and young lawyers which was founded on 4th May 1981 in Vienna, Austria;

RECALLING that the aims of ELSA are to develop professional and student relations of an international character in the field of law, to prepare its members for professional life in an international environment, to contribute to the exchange of scholarly experience and to stimulate mutual understanding and friendship on the principle of equality of all its members;

CONSCIOUS that continually expanding international relations in the fields of trade and industry, legislation and state administration make growing demands on all professionals, especially lawyers;

REALISING that the European legal professions not only have to recognise the importance of growing international co-operation, but also have to prepare themselves for the demands created by this development;

CONVINCED that in order to satisfy all these demands and to broaden and improve the international aspect of education, practice and exchange, the existence of an international organisation of law students and young lawyers is recommended;

EXPRESSING that within this competence, the supreme aims of ELSA are to encourage and facilitate direct contacts and co-operation, individually and collectively, whether informally or officially, between persons from different states involved in the field of law and to promote the usefulness of foreign legal experience by expanding the knowledge and understanding of the different concepts and solutions to legal questions developed in the member states;

REAFFIRMING, moreover, that ELSA hopes to encourage initial understanding and peaceful cooperation between member states in the spirit of the final act of the CSCE Conference concluded in Helsinki;

THEREFORE the following Statutes and Standing Orders are adopted by ELSA LUXEMBOURG in order to further these above-mentioned principles and aims, in the spirit of the Statutes and Standing Orders of ELSA.

#### **STATUTES**

#### Name and Seat

Between (....) as the founding members and those parties who subsequently join and replace them, a non-profit making association ("association sans but lucratif") is hereby constituted under the terms of the "Loi sur les associations et les fondations sans but lucratif" of 21 April 1928 as amended later on.

This association shall be known as "The European Law Students' Association – Luxembourg a.s.b.l." and shall be abbreviated to "ELSA Luxembourg a.s.b.l." (officially) or "ELSA Luxembourg" (internally).

It shall be established for an unlimited period of time.

The seat of the association shall be Luxembourg.

## Aims and Fields of Activity

ELSA Luxembourg, in accordance with ELSA International, is a non-political, independent, non-profit making association whose aims are to promote, establish and develop mutual understanding, co-operation and personal contacts between law students and young lawyers from different states and legal systems, thereby equipping them for professional life in an international environment.

ELSA Luxembourg shall endeavour to achieve the aims laid down in the Preamble and Statutes of ELSA International, by participating in any field that shall promote those aims. Moreover, the main fields of activity shall be the following, without any priority in order: the Student Trainee Exchange Programme (STEP), involving the exchange of trainees and providing work experience in foreign legal systems;

Seminars and Conferences (S&C), including among other things the promotion and organisation of law schools, study visits, seminars and conferences on legal issues, systems and skills; Academic Activities (AA), including among other things the publication of a Law Review, promoting essays and moot court competitions, a Legal Research Programme (LRP) and an information bank on studies abroad.

#### Language

Since ELSA is an international organisation, the official language of ELSA Luxembourg shall be English; this, however, shall in no way preclude the use of Lëtzebuergesch (Luxembourgish), Français (French) or Deutsch (German) where necessary.

# Membership

The minimum number of Full Members of this association is three (3).

The following persons are eligible to qualify for Full Membership in ELSA Luxembourg:

- (i) all students enrolled in any year of law and law-related programs offered by a university in Luxembourg, e.g. students of the Bachelors, Masters, PhD, CCDL and similar programs;
- (ii) those graduates who have acquired a qualification from an institution that is referred to in (i) above; till up to three (3) years following graduation;
- (iii) any students who are regularly enrolled in a law faculty outside of Luxembourg, but who are at a given time resident in Luxembourg;
- (iv) any graduates who are in possession of a law qualification from a faculty outside of Luxembourg, but who are, at any given time, resident in Luxembourg, up to three years following graduation.

Former ELSA members shall be eligible to qualify for Alumni Membership. Alumni Membership is deprived from all Full Membership rights.

The title "Honorary Member" may be conferred to any person having proofed outstanding and extraordinary merits for the association. Honorary Memberships shall be awarded on an extremely restrictive basis only and shall be deprived from all Full Membership rights.

Full Membership shall be granted upon application and if the requirements of 0 are met and the membership fee is fully paid.

A member shall automatically and immediately cease to be a Full Member of ELSA Luxembourg, thereby renouncing to the consequences of Full Membership, if that member either:

- (i) tenders his resignation in writing to the National Board;
- (ii) is expelled in accordance with these Statutes (cf. Article 7a);
- (iii) fails to renew membership following the expiry of such membership as described in these Statutes for more than 3 months;
- (iv) in any other way, ceases to fulfil the requirements of Article 5, including death and incapacity. In the event of losing membership status, no compensation shall be made for membership fees being already paid shall.

A member who is not at the time on the National Board shall be expelled from ELSA Luxembourg following a two-thirds  $(^2/_3)$  decision taken by the National Council Meeting of ELSA Luxembourg, when that member has either:

- (i) violated these Statutes, Standing Orders or the interests of ELSA or ELSA Luxembourg;
- (ii) caused considerable harm to the organisation or name of ELSA or ELSA Luxembourg;
- (iii) ceased to support the aims and activities of ELSA or ELSA Luxembourg.

# **Organs**

The National Council Meeting and the National Board are established as the principle organs of ELSA Luxembourg.

# The National Council Meeting

The National Council Meeting is the supreme decision making organ of ELSA Luxembourg whose decisions are binding on the National Board. A National Council Meeting decision can only be overturned by a subsequent National Council Meeting decision.

The National Council Meeting shall convene at least twice a year on the dates established by the National Board or on request of at least one-fifth (20%) of all Full Members.

The National Council Meeting's main tasks are to:

discuss and decide about any modification requests of these Statutes and Standing Orders; discuss and decide about any questions or matters within the scope of the present Statutes and Standing Orders;

discuss and approve the One-Year Operational Plan (OYOP) presented by the board-elect; review and approve the (interim) activity reports of the National Board Members presented at that National Council Meeting;

elect and dismiss the National Board Members once a year or on request; relieve the outgoing National Board from their responsibilities;

approve the (interim) accounts presented by the treasurer and the auditor's report review and (re-)approve the budget;

appoint the auditors as requested under these Statutes;

discuss and decide about the dissolution and winding-up of this association where necessary.

The National Board shall inform all members of ELSA Luxembourg that a National Council Meeting is to be held, by forwarding an invitation and an agenda (by post or by electronic mail) of such meeting in decent time prior to the established date.

All proposals supported by at least one-fifth (20%) of the number of members according to the last annual list shall be added to the agenda.

Together with the agenda, a call for nominations shall also be included for the elections to be held during that National Council Meeting.

Without prejudice to modification requests of these Statutes and the Standing Orders, decisions not being announced by the agenda shall be approved by at least three-fourth (75%) of the votes cast.

A National Council Meeting is only fully competent when it has been summoned in accordance with these Statutes and at least one-third  $\binom{1}{3}$  of all members of ELSA Luxembourg are present.

All Full Members have the right to attend the National Council Meetings, as well as the right of audience. They have equal rights to vote and to get elected for executive positions.

Full Members not attending may be represented for the exercise of their rights in the National Council Meeting by another Full Member (proxy). Such representation shall be announced to the National Board before the commencement of the National Council Meeting.

"Votes cast" under these Statutes and Standing orders shall mean only votes either in favour or against a proposal, and shall not include abstentions.

Except in the cases where the contrary is indicated by these Statutes, decisions by the National Council Meeting shall be determined by an absolute majority (>50%) of the votes cast.

The minutes of such National Council Meeting shall be made public in the same way as the agenda. Decisions of importance shall be taken into the Decision Book and be also communicated to relevant third parties.

# The National Board of ELSA Luxembourg

The National Board is the supreme executive body of ELSA Luxembourg. Its main tasks shall be, besides others but without prejudice to the tasks of the National Council Meeting, to carry out the decisions of the National Council Meeting, to promote the aims and efficiency of ELSA Luxembourg, to represent ELSA Luxembourg, and to ensure that all is run in accordance with the Statutes, Standing Orders, guidelines and policies of ELSA Luxembourg and ELSA.

The National Board shall consist of the following (mandatory) posts:

The President

The Secretary General

The Treasurer

The National Council Meeting may create additional posts in the National Board, such as:

The Vice-President for Academic Activities and the Moot Court

The Vice-President for Marketing

The Vice-President for Seminars and Conferences

The Vice-President for the Student Trainee Exchange Programme

The National Board shall be accountable to the National Council Meeting for its actions and decisions.

The President of the National Board or any other person nominated to that effect by the National Board, shall have the right to sign agreements on behalf of ELSA Luxembourg, where it has been agreed by the National Board that such agreement should be entered into.

The National Board may appoint any person ("Director") to carry out a specific task but will be accountable to the National Council Meeting for the activities of this person.

## The Electoral Process

Any Full Member of this association shall be eligible to run for up to two posts on the National Board.

Each candidate shall be given time for a short presentation to the National Council Meeting regarding the post(s) that such candidate is contesting. After each presentation the National Council Meeting shall be given opportunity to question the candidate.

Once all the presentations are made, the National Council Meeting shall proceed to vote on the various posts by secret ballot.

A person shall be elected to the National Board if he/she obtains an absolute majority (>50%) of the votes cast.

If a post on the National Board remains vacant or a National Board Member resigns or is dismissed from his or her seat on the National Board, that post shall remain vacant until the next elections and it will be the responsibility of the other National Board Members to perform the duties pertaining to the vacant post.

This does not affect the right of the National Board to appoint a person to perform the said duties, as provided for 0under of these Statutes.

A National Board Member may be dismissed by a National Council Meeting by a majority of two-thirds  $\binom{2}{3}$  of the votes cast, if either:

- (i) that Board Member does not satisfactorily perform his/her tasks; or
- (ii) that Board Member violates these Statutes, the Standing Orders or the interests of ELSA Luxembourg;
- (iii) that Board Member acts in any way that is detrimental to the name and image of ELSA as an international organisation.

## Finance

The costs of running the activities of ELSA Luxembourg are to be funded by annual membership fees, sales and advertisements, any levies approved by the National and International Council Meetings, fund-raising from private and public bodies and organisations, public subsidies and donations, whether in cash or in kind, provided, however, that such funds must not be accepted if they are tied to conditions contrary to the aims and principles of ELSA and ELSA Luxembourg or if they are not in the interests of ELSA and ELSA Luxembourg.

The association shall not own other real estate property than necessary to fulfil its objectives as given in these statutes.

Each member of ELSA Luxembourg shall pay an annual membership fee, established by the National Council Meeting from time to time, and valid from 15<sup>th</sup> September to 14<sup>th</sup> September of the subsequent year. The annual membership fee may not exceed fifty (50) Euros. New memberships accepted between 15<sup>th</sup> March and 14<sup>th</sup> September shall be of half membership fee only.

The financial year of ELSA Luxembourg shall be from 15<sup>th</sup> September to 14<sup>th</sup> September.

The Treasurer of ELSA Luxembourg shall submit a budget for the following financial year to the National Council Meeting after having worked on it with the Treasurer of the board-elect. The National Council Meeting shall decide upon this budget, which shall be revised in the following National Council Meeting.

# **Standing Orders**

The National Council Meeting will further regulate the internal affairs of ELSA Luxembourg in its Standing Orders. In the event of any conflict, the Statutes are to take precedence over the Standing Orders.

#### **Amendment of Statutes**

Any proposed amendment or addition to these Statutes shall be sent to the National Board at least five (5) running days before the deadline of the invitation to the National Council Meeting and shall be published in full therein.

Any amendments or additions to these Statutes shall be approved by not less than two-thirds  $\binom{2}{3}$  of the votes cast (voting quorum) of at least two-thirds  $\binom{2}{3}$  of all Full Members of ELSA Luxembourg being attending (presence quorum).

If the presence quorum is not met, a second meeting shall be scheduled subject to Art. 8 of the Law of 21 April 1928.

Any amendments to these Statutes shall be communicated to the Registre de Commerce et des Sociétés and be published in the Mémorial, Recueil Spécial des Sociétés et Associations, in the month of their coming into force, which usually is at the end of the National Council Meeting during which they were accepted unless the National Council Meeting decides for a later point of coming into force.

# Dissolution and Liquidation

LV International Council Meeting of ELSA Budva, Montenegro 29<sup>th</sup> March – 5<sup>th</sup> April 2009 ELSA Luxembourg may be dissolved by a decision approved by not less than two-thirds  $\binom{2}{3}$  of the votes cast (voting quorum) of at least two-thirds  $\binom{2}{3}$  of all Full Members of ELSA Luxembourg being attending (presence quorum).

Such dissolution and liquidation shall be communicated to the International Board of ELSA in due course; in this manner ELSA Luxembourg will withdraw its membership from ELSA.

The National Council Meeting, upon a decision to dissolve ELSA Luxembourg, shall elect two liquidators.

The liquidators shall make an inventory of all assets, property, debtors and creditors of ELSA Luxembourg, claim outstanding debts and pay debts due, they shall thereafter transfer the net assets and property to the Luxembourg University Students a.s.b.l.

Done in Luxembourg and signed by all founding members, 08 April 2009.

# STANDING ORDERS

In order to clarify and explain the statutes of ELSA Luxembourg, the members thereof agree to adopt the following Standing Orders:

# Expulsion

In order for a dismissal or expulsion to be valid, in accordance with 0, 0 and 0 of the Statutes, any person so charged must be given adequate opportunity to explain his/her acts and to reply to any allegation made against him/her.

# The National Council Meeting

The agenda shall be distributed not later than eight (8) running days prior to the established date of a National Council Meeting.

A National Council Meeting is opened by the President of ELSA Luxembourg, or any other person authorised by him/her to do so.

After the opening of the National Council Meeting, the following conference officers shall be appointed if requested by a member of this association:

Chairperson

Secretary

Two tellers

Any natural person shall be eligible for these posts, without prejudice to Article 13 of these Standing Orders.

The role of the Chairperson of the National Council Meeting is to ensure that the National Council Meeting agenda is respected and adhered to, to invite persons to address the National Council Meeting, to decide when to put proposals to a vote, to supervise the voting process, to announce the result of the voting process, to bring the meeting to order and to resolve any question concerning the procedure of the National Council Meeting;

He/she shall also possess, where it is necessary for him/her to fulfil the above-mentioned duties, the power to expel anybody from the National Council Meeting.

The role of the tellers of the National Council Meeting shall be to verify the number of members present and voting at any time during such meeting, to count the number of votes cast, to compare the results of the counting process and inform the Chairman of the result.

National Council Meeting working materials, which must be read or distributed before or at the commencement of every National Council Meeting, shall include:

National Board Members' reports;

any other report submitted to the National Council Meeting;

all proposals, motions, amendments and additions submitted to the National Council Meeting together with the results of the voting process;

any other documents deemed to be necessary by the Secretary General. copies of these Statutes and Standing Orders;

LV International Council Meeting of ELSA Budva, Montenegro 29<sup>th</sup> March – 5<sup>th</sup> April 2009 minutes of the previous National Council Meeting and the Decision Book.

Where the National Council Meeting deems it, by a simple majority, any documents may be taken as read.

The voting procedure for any proposals, motions, amendments or additions to the Statutes and Standing Orders shall be as follows:

- (i) the Chairperson shall ask for any arguments in favour or against the proposal, motion, amendment or addition to be presented, as well as any proposed amendments thereto; following a list of speakers, he/she shall possess discretion whether or not to call for speakers subsequently;
- (ii) if any amendments thereto are proposed, the Chairperson shall ask the National Council Meeting to vote on the amendments. The Chairperson shall ask for votes in favour, against and abstentions, and will announce the result of the vote;
- (iii) the original proposal, motion, amendment or addition and any amendment thereto, which has been accepted, will then be proposed to the National Council Meeting for voting, the same process as above being adopted.
- (iv) if there are two or more proposals, amendments, motions, or additions, regarding the same issue and none of them obtains an absolute majority in the first vote, the Chairperson may ask for a new vote on the two proposals, amendments, motions or additions that obtained the highest number of votes.

Any member present and voting at the National Council Meeting may request that a secret vote be taken. In all other cases, voting in the National Council Meeting will be carried out by a show of hands.

The National Council Meeting minutes are to be drawn up by the Secretary General in conjunction with the secretary appointed by the National Council Meeting. It is not permitted that the Secretary General be appointed secretary of the National Council Meeting.

## The National Board

No person who holds a mandate or an executive post on a board or committee of a political movement will be permitted to hold a post on the National Board of ELSA Luxembourg.

The President is the Chairperson of the National Board. In default of this, the remaining board members will themselves appoint an acting President. Where the President is to be temporarily unable to fulfil the functions of his office, he shall appoint another Board Member to fulfil these duties.

The President has the supreme right to represent ELSA Luxembourg. He/she is in charge of the overall co-ordination of ELSA Luxembourg work, planning and direction of the work of the National Council Meeting and the National Board.

The Secretary General shall be responsible for the internal management, the preparation for the National Council Meetings, the administration of memberships, and together with the Treasurer, shall be jointly responsible for the collection of membership fees.

The Treasurer shall be in charge of the finances of ELSA Luxembourg, being responsible for book-keeping, preparation of the accounts, property, payments, as is specified elsewhere in these Statutes or Standing Orders.

LV International Council Meeting of ELSA Budva, Montenegro 29<sup>th</sup> March – 5<sup>th</sup> April 2009 Without prejudice to the foregoing article, he/she shall be responsible for billing and collecting the annual membership fees together with any other amounts due to ELSA Luxembourg.

The other officers serving on the National Board are responsible for the overall planning, coordination and supervision of their fields of activity; they are responsible for the propagation and execution of the specific programmes and projects that the National Council Meeting initiated within their field of activity.

#### **International Finance**

ELSA Luxembourg shall pay the annual membership fee as established from time to time by the International Council of ELSA at International Council Meetings.

ELSA Luxembourg shall ensure that where fees or levies are due to ELSA International as a result of any of the members of ELSA Luxembourg participating in any international event, these fees or levies will be paid to ELSA International.

## Miscellaneous

Any proposed amendment or addition to these Standing Orders shall be sent to the National Board at least five (5) running days before the National Council Meeting and shall be accepted if supported by the absolute majority (>50%) of the votes cast in the National Council Meeting. Such modifications shall come into force at the end of the National Council Meeting during which they were accepted, unless the National Council Meeting decides for a later point of coming into force.

# Observership application of the initiator group from Moldova

Chisinau, Moldova 17 February 2008

# Dear Members of ELSA International Board,

We, the members of the initiative group of ELSA Moldova's formation and subscribing to the regulations and policies of European Law Student Association, establish this Declaration, to govern the matters of our cooperation.

According to the aims of the international student cooperation, we support aims of **ELSA**, to develop professional and student relations of an international character in the field of law, to prepare its members for professional life in an international environment, to contribute to the exchange of scholarly experience and to stimulate mutual understanding and friendship on the principle of equality of all its members.

**Convinced** that our cooperation will further strengthen the friendly relations of European students,

Reaffirming the idea of promoting unity between Moldavian and European students,

From the fact that Moldova lacks a structure of cooperation between law students,

**Having** a desire that we change ourselves and will train the future members in the essence of ELSA International student cooperation,

**Conscious** that Republic of Moldova is a state where, is necessary to create a law student association, according to the big number of law students and three great law university centers, situated in the North, Center, and South of the country

**Expressing** the appreciation to ELSA Romania, and ELSA International, for the given support,

**Desiring** to become a ELSA International member,

**Address**, a request, to General Board of ELSA International, to allow the formation of ELSA Moldova, as a Observer of European Students Law Association.

The Moldova ELSA Group that consists of 30 students, is agree with the aims of ELSA International and all our future activities will base on these principles announced in Status and Standing orders. We also want to develop professional and student relations of an international character in the field of law, to prepare ELSA Moldova members for professional life in an international environment, to contribute to the exchange of scholarly experience and to stimulate mutual understanding and friendship on the principle of equality of all of ELSA members. The activity of ELSA is a very interesting and useful one for the law students as it encourages the exchange of experience between students from different countries, different cultures and different law faculties.

We would like to open ELSA in Moldova because there are many smart students who want to contribute to create a powerful and viable organization, and to organize different interesting and useful activities for students that study law. Our country has a high intelligence potential and an ascending number of students who attend law faculty.

Therefore, we have a wide area where to collect knowledge from and as well, where to spread the information received from the international community. We want to initiate ELSA groups in each city in Moldova where are Law Faculties. In our country, there are many jurists but most of them are not good specialists. Therefore, I think that if we open ELSA it will contribute to advance the level of future jurists, we mean the students who will graduate.

In addition, there are many problems in legislation in Moldova, and it can be a good opportunity for students that will be member of ELSA to do their best and to use all their knowledge to cover the lacks of legislation. The creating of ELSA Moldova will contribute to advance juridical culture of citizens in Moldova and the independence of justice. In addition, we hope that ELSA Moldova will contribute to integration of Moldova in European Union through promoting European values and implementing European standards of leaving.

We collaborate with ELSA Romania, and especially with ELSA Iasi.. In October 2008 a group of four students from Moldova State University Law Department, was in study visit in Iasi on invitation of ELSA Iasi. It was a very interesting experience and in April 2009, a group of students from ELSA Iasi will come in Chisinau in a study visit to learn about Moldovan educational system and to establish new projects for future collaboration between ELSA Iasi and ELSA Moldova. Also in summer a group of students from Moldova will participate in summer school in Romania that will be organize by ELSA Romania. We want to collaborate with all countries that are members of ELSA in order to realize the aims of ELSA International.

In November Denis Parea, who is the initiator of opening ELSA in Moldova and the representative of initiator group, was participated at ELSA Romania National Conference which was during 27 November- 1 December 2008. During the conference he had a meeting with Secretary General of ELSA International Antti Husa where they were drawing the general guidelines for the establishment ELSA Moldova.

We consider being opportune to establish a community based on ELSA principles in Moldova. We would be very proud if you accept us to be an Observer of ELSA International and we will try to improve the knowledge and experience of our members and, at the same time to share our experience with other members of ELSA. We are sure that our contribution into developing the personality of law students and lawyers and sharing our experience with others will be highly appreciated and significant for development of law brunch in general. Thus, our final goal is to become members of ELSA International.

# With consideration and appreciation, for International ELSA family countries The Initiative group of ELSA Moldova

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## **Draft Statutes of ELSA Moldova**

# **PREAMBLE**

**WHEREAS** the European Law Students' Association (ELSA) is an independent, non-political and non-profit making international organisation of law students and young lawyers which was founded on 4th May 1981 in Vienna, Austria;

**RECALLING** that the aims of ELSA are to develop professional and student relations of an international character in the field of law, to prepare its members for professional life in an international environment, to contribute to the exchange of scholarly experience and to stimulate mutual understanding and friendship on the principle of equality of all its members;

**CONSCIOUS** that continually expanding international relations in the fields of trade and industry, legislation and state administration make growing demands on all professionals, especially lawyers;

**REALISING** that the European legal professions not only have to recognise the importance of growing international co-operation, but also have to prepare themselves for the demands created by this development;

**CONVINCED** that in order to satisfy all these demands and to broaden and improve the international aspect of education, practice and exchange, the existence of an international organisation of law students and young lawyers is recommended;

**EXPRESSING** that within this competence, the supreme aims of ELSA are to encourage and facilitate direct contacts and co-operation, individually and collectively, whether informally or officially, between persons from different states involved in the field of law and to promote the usefulness of foreign legal experience by expanding the knowledge and understanding of the different concepts and solutions to legal questions developed in the member states;

**REAFFIRMING**, moreover, that ELSA hopes to encourage initial understanding and peaceful co-operation between member states in the spirit of the final act of the CSCE Conference concluded in Helsinki;

**THEREFORE** the following statutes and standing orders are adopted by ELSA EXAMPLE in order to further these above-mentioned principles and aims, in the spirit of the Statutes and Standing Orders of ELSA.

## **STATUTES**

# Section I - Name

## Article 1

This association shall be known as the European Law Students' Association – Moldova, and shall be abbreviated to ELSA Moldova.

# Section II - Aims and Fields of Activity

#### Article 2

ELSA Moldova, in accordance with ELSA International, is a non-political, independent, non-profit making association whose aims are to promote, establish and develop mutual understanding, co-operation and personal contacts between law students and young lawyers from different states and legal systems, thereby equipping them for professional life in an international environment.

#### Article 3

ELSA Moldova shall endeavour to achieve the aims laid down in the Preamble and Statutes of ELSA International, by participating in any field that shall promote those aims. Moreover, the main fields of activity shall be the following, without any priority in order: -

the Student Trainee Exchange Programme (STEP), involving the exchange of trainees and providing work experience in foreign legal systems;

Seminars and Conferences (S&C), including among other things the promotion and organisation of law schools, study visits, seminars and conferences on legal issues, systems and skills; Academic Activities (AA), including among other things the publication of a Law Review, promoting essays and moot court competitions, a Legal Research Programme (LRP) and an information bank on studies abroad.

# Section III - Language

# Article 4

Since ELSA is an international organisation, the official language of ELSA Moldova shall be English; this, however, shall not in any way preclude the use of the Romanian language where this is necessary.

# Section IV - Membership

#### Article 5

The following persons are eligible to qualify for membership in ELSA Moldova:

- (i) all students enrolled in any year of the courses offered by the Faculty of Laws at the University of Moldova;
- (ii) those graduates who have acquired a qualification from the Faculty of Laws that is referred to in (i) above, at the University of Moldova; till up to three (3) years following graduation;
- (iii) any students who are regularly enrolled in a law faculty outside of Moldova, but who are at a given time resident in Moldova;
- (iv) any graduates who are in possession of a law qualification from a faculty outside of Moldova, but who are, at any given time, resident in Moldova, up to three years following graduation; Provided that no memberships shall be issued or renewed at any moment following the commencement of a National Council Meeting, and until it is brought to a close.

#### Article 6

A member shall automatically and immediately cease to be a member of ELSA Moldova, thereby renouncing to the consequences of membership, if that member either: -

- (i) tenders his resignation in writing to the National Board;
- (ii) is expelled in accordance with these Statutes, following a decision taken by the National Board of ELSA Moldova;
- (iii) fails to renew membership following the expiry of such membership as described in Article 35 of these Statutes;
- (iv) in any other way, ceases to fulfil the requirements of Article 5.

# Article 7

A member who is not at the time on the National Board shall be expelled from ELSA Moldova following a decision taken by the National Board of ELSA Moldova, when that member has either:-

- (i) violated these Statutes, Standing Orders or the interests of ELSA or ELSA Moldova;
- (ii) caused considerable harm to the organisation or name of ELSA or ELSA Moldova;
- (iii) ceased to support the aims and activities of ELSA or ELSA Moldova.

# Section V - Organs

## Article 8

There are established as the principle organs of ELSA Moldova, the National Council Meeting and the National Board.

# Section VI - The National Council Meeting

## Article 9

The National Council Meeting is the supreme decision making organ of ELSA Moldova whose decisions are binding on the National Board. A Council decision can only be overturned by a subsequent Council decision.

The National Council Meeting in ordinary session shall convene twice a year on the dates established by the National Board.

The Winter Council Meeting shall be held between the 21th February and the 21th March, inclusive of these two dates.

The Summer Council Meeting shall be held between the 21<sup>th</sup> June and the 21<sup>th</sup> July, inclusive of these two dates

#### Article 11

i) The Winter National Council Meeting's main tasks are to: -

discuss and decide about any questions or matters within the scope of the present Statutes and Standing Orders;

review and approve the interim activity reports of the National Board members presented at that Council Meeting;

approve the interim accounts presented by the treasurer;

review and re-approve the budget that was approved in the Summer National Council Meeting; elect the National Board members for the following term of office;

appoint auditors for the purposes of Article 38 of these Statutes.

# ii) The Summer National Council Meeting's main tasks are to: -

discuss and decide about any questions or matters within the scope of the present Statutes and Standing Orders;

review and approve the annual activity reports of the National Board members presented at that National Council Meeting;

approve the accounts and the auditor's report and relieve the outgoing National Board from their responsibilities;

review and approve the budget presented by the treasurer;

elect National Board members to vacant posts on the Board in accordance with the proviso of Article 29 of these Statutes;

officially hand-over all the responsibilities to the National Board elect;

discuss and approve the One-Year Operational Plan (OYOP) presented by the board-elect.

## Article 12

The National Board shall inform all members of ELSA Moldova that a National Council Meeting is to be held, by forwarding an agenda (by post or by electronic mail) of such meeting by not later than fifteen (15) running days prior to the established date; a copy of the agenda will, within the same above-mentioned period, be affixed to the ELSA Moldova Notice Board.

Provided that together with the agenda of the National Council Meeting there shall also be included a call for nominations for the elections to be held during that National Council Meeting.

# Article 13

A National Council Meeting is only fully competent when it has been summoned in accordance with these Statutes and at least 50% plus one of all members of ELSA Moldova are present: Provided that where the number of members specified above is not reached, the Council shall be fully competent within half an hour (30 minutes) of the appointed time.

# Article 14

All those who are members of ELSA Moldova, in accordance with these statutes, have the right to attend National Council Meetings, as well as to vote at such Meetings.

All those possessing the right to attend National Council Meetings shall have the right of audience.

#### Article 16

The National Board whose activity reports are being reviewed for approval shall not be permitted to participate in any vote that is to be taken regarding such reports during the National Council Meetings. They shall, however, be permitted to vote on any other issue except that provided for in Article 11 (ii) (c) of these Statutes.

## Article 17

Except in the cases where the contrary is indicated by these Statutes, decisions by the Council shall be determined by an absolute majority of the votes cast.

## Article 18

The National Board shall have the right to invite certain guests to attend the National Council Meetings.

# Article 19

There may also be Extraordinary National Council Meetings if requested by the National Board, the President of National Board or by at least one-third of all members communicating such a need to the National Board, which will then be bound to convene an Extraordinary National Council Meeting within sixteen (16) days of such decision or request, in accordance with the procedures laid down for a Council Meeting, in Article 12.

# Section VII - The National Board of ELSA Moldova

## Article 20

The National Board is to be the supreme executive body of ELSA Moldova, whose tasks are to carry out the decisions of the Council Meeting, to promote the aims and efficiency of ELSA Moldova, to represent ELSA Moldova, and to ensure that all is run in accordance with these Statutes, Standing Orders, guidelines and policies of ELSA International.

# Article 21

The President of the National Board or any other person nominated to that effect by the National Board, has the right to sign agreements on behalf of ELSA Moldova, where it has been agreed by the National Board that such agreement should be entered into.

The National Board shall consist of the following posts: -

The President

The Secretary General

The Treasurer

The Vice-President for Academic Activities

The Vice-President for Marketing

The Vice-President for Seminars and Conferences

The Vice-President for the Student Trainee Exchange Programme

#### Article 23

The National Board shall be accountable to the National Council Meeting for its actions and decisions.

#### Article 24

The National Board may appoint any person to carry out a specific task and will be accountable to the National Council Meeting for the activities of this person.

#### Article 25

The National Board may empower one of the Board Members to form an Organising Committee for the carrying out of a particular task; that Board Member shall possess discretion in the composition of that Organising Committee and the National Board will be accountable to the National Council Meeting for the activities of this Organising Committee.

# Section VIII - The Electoral Process

## Article 26

To be eligible for a post on the National Board a person must be nominated and seconded in accordance with Article 15 of the Standing orders of ELSA Moldova on a Nomination Sheet as provided for in Schedule 1 of these Statutes.

Each candidate has the right to contest up to two posts on the ELSA Moldova National Board. Article 27

Nominations of candidates contesting elections for the posts on the National Board, as stipulated in Article 22 of these Statutes, shall be submitted to the Secretary General of ELSA Moldova. Provided that if the Secretary General intends to contest elections, the National Board shall appoint any other person to receive such nominations, so long as such person is not contesting the elections.

Nominations will be received at any time between notification of the National Council Meeting according to Article 12 of the Statutes and 24 hours prior to the appointed time for this National Council Meeting.

The elections will be held during the Winter National Council Meeting and will start with the reading out of all nominations, received in accordance with Articles 26 and 27 of these Statutes, by the Chairman of the National Council Meeting.

Provided that if at the time of the Summer National Council Meeting, a post on the National Board shall be vacant, an election may take place for the purpose of filling the vacant post, and in accordance with the statutory provisions regulating the election of the members of the National Board.

## Article 29

Each candidate shall be given time for a short presentation to the Council regarding the post/s that such candidate is contesting. After each presentation the Council shall be given opportunity to question the candidate. Candidates standing for the same post on the National Board must leave the room during the presentation and hearing of their competitors.

## Article 30

Once all the presentations are made the Council shall proceed to vote on the various posts. The votes must be done by secret ballot on ballot sheets purposely prepared by the Secretary General of ELSA Moldova.

One ballot sheet including all the posts on the board and the names of each candidate contesting these posts shall be handed over to each member present and voting at the Winter National Council Meeting, who shall then vote by indicating the candidate of their preference for each respective post on the ballot sheet.

Provided that if a candidate is contesting more than one post, such person may only be indicated once on the ballot sheet. In default, the vote will be considered invalid.

A person will be elected to the National Board if he/she obtains an absolute majority of the votes cast.

## Article 31

If, after the election no person obtains an absolute majority of the votes cast for a particular post on the National Board, another election shall be held for which only the two candidates who obtained the most votes in the first election shall be eligible.

If, in the second election, no person obtains an absolute majority of the votes cast, that post will remain vacant.

Notwithstanding Article 30 (iii) of these Statutes, if, at the first election there was only one candidate for the post and no absolute majority of the votes cast is obtained that post shall remain vacant.

If a post on the National Board remains vacant after regular elections, the other newly elected National Board members will be jointly responsible for the activities of the vacant National Board post until the next National Council Meeting, whereupon an election for the post in question shall be held. Such election will last until the end of the current term of the National Board. This does not affect the right of the National Board to appoint a person to perform the said duties, as provided for under Article 24 of these Statutes.

# Article 32

If a National Board Member resigns from his or her place on the National Board, the vacated post shall remain vacant until the next elections and it will be the responsibility of the other National Board Members to perform the duties pertaining to the vacant post.

This does not affect the right of the National Board to appoint a person to perform the said duties, as provided for under Article 24 of these Statutes.

## Article 33

A National Board member may be dismissed by a National Council Meeting by a majority of two-thirds of the votes cast, if either: -

- (i) that Board Member does not satisfactorily perform his/her tasks; or
- (ii) that Board member violates these Statutes, the Standing Orders or the interests of ELSA Moldova;
- (iii) that Board member acts in any way that is detrimental to the name and image of ELSA as an international organisation.

# Section IX - Finance

## Article 34

The costs of running the activities of ELSA Moldova are to be funded by annual membership fees, sales and advertisements, any levies approved by the National and International Council Meetings, fund-raising from private and public bodies and organisations, public subsidies and donations, whether in cash or in kind, provided, however, that such funds must not be accepted if they are tied to conditions contrary to the aims and principles of ELSA and ELSA Moldova or if they are not in the interests of ELSA and ELSA Moldova.

# Article 35

Each member of ELSA Moldova is obliged to pay an annual membership fee, established by the National Board from time to time, and valid from 15<sup>th</sup> October to 14<sup>th</sup> October.

Provided that any memberships accepted or renewed between 1<sup>st</sup> July and 14<sup>th</sup> October, shall not expire on the next 15<sup>th</sup> October, but on the subsequent one.

## Article 36

All funds raised for the benefit of, or payable to, ELSA Moldova, shall be managed by the Treasurer.

Without prejudice to the foregoing section, the Secretary General of ELSA Moldova shall be responsible for the administration of memberships, and together with the Treasurer, shall be jointly responsible for the collection of membership fees.

# Article 37

The financial year of ELSA - Moldova shall be from the 1st July to the 30th June.

## Article 38

Interim accounts are to be presented by the treasurer to the Winter National Council Meeting. Final accounts are to be presented by the Treasurer at the Summer National Council Meeting and are to have been approved by the auditor who is to have been appointed by the Winter National Council Meeting.

## Article 38A

The Treasurer of ELSA Moldova is to submit a budget for the following financial year to the Summer National Council Meeting after having worked on it with the Treasurer of the board-elect. The Summer National Council Meeting is to decide upon this Budget, which is to be revised in the following Winter National Council Meeting.

# Section X - Standing Orders

# Article 39

The National Council Meeting will further regulate the internal affairs of ELSA Moldova in its Standing Orders. In the event of any conflict, the Statutes are to take precedence over the Standing Orders.

# Section XI - Amendment of Statutes and Standing Orders

## Article 40

Any proposed amendment or addition to these Statutes or Standing Orders is to be sent to the National Board at least three (3) running days before the National Council Meeting.

## Article 41

Any amendments or additions to these Statutes and Standing Orders may be made if supported by two-thirds of the members present and voting; with the exception of this Article 40 and Article 41 which require a four-fifths majority of members present and voting in order to be amended.

# Article 42

Any amendments to these Statutes and Standing Orders come into force at the end of the National Council Meeting during which they were accepted, unless the National Council Meeting decides otherwise.

# Section XII - Dissolution and Liquidation

## Article 43

ELSA Moldova may be dissolved by a decision approved by not less than two-thirds of all the paid-up members of ELSA Moldova.

Provided that such dissolution and liquidation is communicated to the International Board of ELSA in due course; in this manner ELSA Moldova will withdraw its membership from ELSA.

## Article 44

The National Council Meeting, upon a decision to dissolve ELSA Moldova, shall elect two liquidators and shall decide about the destination of the net assets and property of ELSA Moldova, if any.

The liquidators appointed by the National Council Meeting as specified in the Statutes, shall make an inventory of all assets, property, debtors and creditors of ELSA Moldova, claim outstanding debts and pay debts due, they shall thereafter divide the net assets and property according to the directions given by the National Council Meeting.

# **STANDING ORDERS**

In order to clarify and explain the statutes of ELSA Moldova, the members thereof agree to adopt the following Standing Orders:

# **Section I - Expulsion**

## Article 1

In order for a dismissal or expulsion to be valid, in accordance with articles 6, 7 and 33 of the Statutes, any person so charged must be given adequate opportunity to explain his/her acts and to reply to any allegation made against him/her.

# Section II - The National Council Meeting

# Article 2

A National Council Meeting is opened by the President of ELSA Moldova, or any other person authorised by him/her to do so.

## Article 3

After the opening of the National Council Meeting, the following officers are appointed: Chairperson Secretary

Two tellers

# Article 4

The role of the Chairperson of the National Council Meeting is to ensure that the National Council Meeting agenda is respected and adhered to, to invite persons to address the National Council Meeting, to decide when to put proposals to a vote, to supervise the voting process, to announce the result of the voting process, to bring the meeting to order and to resolve any question concerning the procedure of the National Council Meeting; Provided that he/she shall also possess, where it is necessary for him/her to fulfil the abovementioned duties, the power to expel anybody from the National Council Meeting.

mentioned duties, the power to expel anybody from the National Council Meeting. The role of the tellers of the National Council Meeting shall be to verify the number of members present and voting at any time during such meeting, to count the number of votes cast, to compare the results of the counting process and inform the Chairman of the result.

## Article 5

After the appointment of the officers of the National Council Meeting, the agenda as proposed by the national Board, shall be accepted and adopted, although it may, where necessary, be amended by a majority vote.

All reports by National Board members, as well as copies of these Statutes and Standing Orders and minutes of the previous National Council Meeting, are to be made available to all members during the National Council Meeting.

#### Article 7

Where the National Council Meeting deems fit, by a simple majority, any reports or minutes may be taken as read.

## Article 8

The voting procedure for any proposals, motions, amendments or additions to the Statutes and Standing Orders shall be as follows:-

- (i) the Chairperson shall ask for any arguments in favour or against the proposal, motion, amendment or addition to be presented, as well as any proposed amendments thereto; following a list of speakers, he/she shall possess discretion whether or not to call for speakers subsequently;
- (ii) if any amendments thereto are proposed, the Chairperson shall ask the Council to vote on the amendments. The Chairperson shall ask for votes in favour, against and abstentions, and will announce the result of the vote;
- (iii) the original proposal, motion, amendment or addition and any amendment thereto, which has been accepted, will then be proposed to the Council for voting, the same process as above being adopted.
- (iv) if there are two or more proposals, amendments, motions, or additions, regarding the same issue and none of them obtains an absolute majority in the first vote, the Chairperson may ask for a new vote on the two proposals, amendments, motions or additions that obtained the highest number of votes.

# Article 9

No member of ELSA - Moldova shall be permitted to enter or leave the National Council Meeting whilst any matter that is to be put to a vote is being discussed and during the vote thereon.

## Article 10

Any member present and voting at the National Council Meeting may request that a secret vote be taken. In all other cases, voting in the National Council Meeting will be carried out by a show of hands.

# Article 11

Council decisions, including amendments to the Statutes and Standing Orders come into force at the end of the National Council Meeting during which they were made, unless the National Council Meeting decides, by a four-fifths majority of members present and voting, to the contrary.

## Article 12

National Council Meeting working materials, which must be read at the beginning of every National Council Meeting, are to include:-

- (i) National Board members' reports;
- (ii) any other report submitted to the National Council Meeting;
- (iii) all proposals, motions, amendments and additions submitted to the National Council Meeting together with the results of the voting process;
- (iv) any other documents deemed to be necessary by the Secretary General.

Provided that in the Summer National Council Meeting the minutes shall also include the Auditor's Report.

LV International Council Meeting of ELSA Budva, Montenegro 29<sup>th</sup> March – 5<sup>th</sup> April 2009

The National Council Meeting minutes are to be drawn up by the Secretary General in conjunction with the secretary appointed by the National Council Meeting. It is not permitted that the Secretary General be appointed secretary of the National Council Meeting.

#### Article 14

Where it appears necessary for the efficient running of ELSA Moldova, the National Board shall call an extraordinary National Council Meeting for the purposes of the stipulations mentioned hereunder, and if this necessity arises during a National Council Meeting, that National Council Meeting itself shall, by a majority of four-fifths of the members present and voting, be able to suspend these Statutes and Standing Orders for a specific period of time established by the National Council Meeting, in order to enable proceedings. Such a vote shall be called for at the discretion of the Chairperson.

## Section III - The National Board

# Article 15

- i) A person contesting for a post on the National Board must be nominated and seconded by any paid-up members of ELSA Moldova;
- ii) Such person contesting must have been a paid-up member of ELSA Moldova for a period of two months prior to the date of the nominations.

#### Article 16

No person who holds an executive post on a board or committee of a political movement will be permitted to hold a post on the National Board of ELSA Moldova.

# Article 17

The President is in charge of the overall co-ordination of ELSA Moldova work, planning and direction of the work of the National Council Meeting and the National Board.

#### Article 18

The President is the Chairperson of the National Board.

## Article 19

The President has the supreme right to represent ELSA Moldova. In default of this, the remaining board members will themselves appoint an acting President.

Where the President is to be temporarily unable to fulfil the functions of his office, he shall appoint another Board Member to fulfil these duties.

## Article 20

The Secretary General shall act as the Secretary of the National Board meetings.

The Treasurer is in charge of the finances of ELSA Moldova, being responsible for book-keeping, preparation of the accounts, property, payments and fund-raising, as is specified elsewhere in these Statutes and Standing Orders.

#### Article 22

The Treasurer shall be responsible for billing and collecting the annual membership fees together with any other amounts due to ELSA Moldova.

## Article 23

The other officers serving on the National Board are responsible for the overall planning, coordination and supervision of their fields of activity; they are responsible for the propagation and execution of the specific programmes and projects that the Council Meeting initiated within their field of activity.

#### Article 24

When appointing a person in terms of Article 24 of the Statutes of ELSA Moldova, the Secretary General, in the name of the National Board shall deliver a letter to the appointee, which letter shall contain the following:

The name and surname of the appointee;

The title of the post;

A description of the tasks assigned;

The term of duration of the office, whether it be in terms of time, or in terms of completion of the tasks assigned;

The name of the National Board member responsible for the appointee; the accountability of the National Board towards the National Council Meeting remaining unaffected.

Upon termination of office, appointees shall present the National Board with a written report of their performance.

## Article 25

When appointing an Organising Committee in terms of Article 25 of the Statutes of ELSA Moldova, the relevant Board Member shall present the National Board with a list of names and surnames of all the persons constituting this Organising Committee, together with a general description of the tasks assigned.

The relevant Board Member, in the name of the National Board, shall deliver a letter to the appointees, which letter shall contain the following:

the name and surname of the appointee;

the title of the post;

a description of the tasks assigned;

the term of duration of the office, whether it be in terms of time, or in terms of completion of the tasks assigned;

the name of the Board member responsible for the appointee; the accountability of the National Board towards the National Council Meeting remaining unaffected.

Upon termination of office, appointees shall present the National Board with a written report of their performance.

# Section IV - International Finance

# Article 26

ELSA Moldova shall pay the annual membership fee as established from time to time by the International Council of ELSA at International Council Meetings.

# Article 27

ELSA Moldova shall ensure that where fees of levies are due to ELSA International as a result of any of the members of ELSA Moldova participating in any international event, these fees of levies will be paid to ELSA International.

# Observership application of the initiator group of the United Kingdom

# **REQUEST**

To: European Law Students' Association International Board

For the attention of:
Honoured President of ELSA;
Honoured members of the International Board;
Honoured members of ELSA;

As law students from Universities across the United Kingdom, we contacted the Secretary General of ELSA International few months ago.

After we became acquainted with the procedural requirements to become an observer of ELSA, with the assistance of the Secretary General (Antti Husa), we have created an Initiators Group for the UK. We were working together to accomplish our goals connected with all the necessary preparations to apply for Observer Status.

Considering that the views of ELSA International coincide with our views and beliefs to maintain a just world in which there is respect for human dignity and cultural diversity we are determined to take an active role in ELSA and bring it to the UK permanently. Having the purpose of contributing to legal education, fostering mutual understanding and promoting social responsibility of law students and young lawyers by providing the opportunity for them to learn about others cultures and legal systems in a spirit of critical dialogue and scientific co-operation, assisting law students and young lawyers to act for the good of society.

# Initiators Group of ELSA United Kingdom unanimously decided:

- 1. To fully support the aims and activities of ELSA
- 2. To represent the application to become observer of ELSA in front of the International Board and International Council of ELSA at the International Council Meeting in Budva, Montenegro.

After gaining Observer Status, we will then aim to establish a National Board and expand the ELSA network to other Universities around the United Kingdom. Furthermore we are planning to implement in United Kingdom the aforementioned goals by focusing on the following activities.

# 1. STEP

 Active participation in the International Student Trainee Exchange Programme (STEP), organising traineeships in United Kingdom for students coming from other member countries and sending our members to traineeships in other member countries;

LV International Council Meeting of ELSA Budva, Montenegro 29<sup>th</sup> March – 5<sup>th</sup> April 2009 • Researching of the legal market and traineeship programme among members of ELSA United Kingdom.

# 2. Study Visits & Legal Education

- Organising study visits in United Kingdom as well as participating in study visits organised by other members of ELSA.
- Organising international events in addition to study visits having an aim to improve knowledge and awareness of United Kingdom law students and young lawyers concerning different legal issues and legal systems of different European Countries.

All those visits and events will be a very beneficial experience for the United Kingdom law students and young lawyers. United Kingdom law students and young lawyers during those events could develop their knowledge about codified legal systems based on a written constitution and European students will be able to develop their knowledge about the UK's common law system based on the rule of precedent and an unwritten constitution.

# 3. PR and Marketing Activities

Main tools for recruiting and increasing public awareness of ELSA United Kingdom:

- <u>PR</u> PR on activities about ELSA United Kingdom are to be done via different media channels on a constant basis (TV, radio, newspapers and magazines)
- Web page will be launched to promote the online access of ELSA United Kingdom materials, benefits, activities and be acquainted with the news and upcoming events of ELSA.
  - Registering will enable interested persons to individualize the page and be aware of news and events
- Printouts, booklets will be distributed among students and potential interested members
- Seminars and presentation will be held for different audiences as well as in Universities
- Co-operation and meetings will enhanced with student associations, students clubs etc.
- Partnership with others associations and governmental agencies will be established to contribute the knowledge exchange and awareness.
- Workshops and law games will be held attracting new participants
- Printing advertisements will be displayed in Universities, to enhance the interest in ELSA United Kingdom.

LV International Council Meeting of ELSA Budva, Montenegro 29<sup>th</sup> March – 5<sup>th</sup> April 2009

# 4. Administration

In addition, we would like to inform yourselves that in the United Kingdom there is no need to register any non – for – profit association so long as the budget will not require appointment of auditor, will be less than £100.000. So immediately after gaining the Observer Status we could operate as formal and established association called ELSA UNITED KINGDOM.

Regards,

Members of Initiator Groups (UK)

# **Draft Statutes of ELSA The United Kingdom**

# <u>PREAMBLE</u>

- WHEREAS the European Law Students' Association (ELSA) is an independent, non-political and non-profit making international organisation of law students and young lawyers which was founded on 4th May 1981 in Vienna, Austria;
- **RECALLING** that the aims of ELSA are to develop professional and student relations of an international character in the field of law, to prepare its members for professional life in an international environment, to contribute to the exchange of scholarly experience and to stimulate mutual understanding and friendship on the principle of equality of all its members;
- **CONSCIOUS** that continually expanding international relations in the fields of trade and industry, legislation and state administration make growing demands on all professionals, especially lawyers;
- **REALISING** that the European legal professions not only have to recognise the importance of growing international co-operation, but also have to prepare themselves for the demands created by this development;
- **CONVINCED** that in order to satisfy all these demands and to broaden and improve the international aspect of education, practice and exchange, the existence of an international organisation of law students and young lawyers is recommended;
- **EXPRESSING** that within this competence, the supreme aims of ELSA are to encourage and facilitate direct contacts and co-operation, individually and collectively, whether informally or officially, between persons from different states involved in the field of law and to promote the usefulness of foreign legal experience by expanding the knowledge and understanding of the different concepts and solutions to legal questions developed in the member states;
- **REAFFIRMING**, moreover, that ELSA hopes to encourage initial understanding and peaceful co-operation between member states in the spirit of the final act of the CSCE Conference concluded in Helsinki;
- **THEREFORE** the following statutes and standing orders are adopted by ELSA EXAMPLE in order to further these above-mentioned principles and aims, in the spirit of the Statutes and Standing Orders of ELSA.

# **STATUTES**

# Section I - Name

## Article 1

This association shall be known as the European Law Students' Association – United Kingdom, and shall be abbreviated to ELSA UK.

# Section II - Aims and Fields of Activity

#### Article 2

ELSA United Kingdom, in accordance with ELSA International, is a non-political, independent, non-profit making association whose aims are to promote, establish and develop mutual understanding, co-operation and personal contacts between law students and young lawyers from different states and legal systems, thereby equipping them for professional life in an international environment.

## Article 3

ELSA United Kingdom shall endeavour to achieve the aims laid down in the Preamble and Statutes of ELSA International, by participating in any field that shall promote those aims. Moreover, the main fields of activity shall be the following, without any priority in order: - the Student Trainee Exchange Programme (STEP), involving the exchange of trainees and providing work experience in foreign legal systems;

Seminars and Conferences (S&C), including among other things the promotion and organisation of law schools, study visits, seminars and conferences on legal issues, systems and skills; Academic Activities (AA), including among other things the publication of a Law Review, promoting essays and moot court competitions, a Legal Research Programme (LRP) and an information bank on studies abroad.

# Section III - Language

## Article 4

Since ELSA is an international organisation, the official language of ELSA United Kingdom is English.

# Section IV - Membership

## Article 5

The following persons are eligible to qualify for membership in ELSA United Kingdom:

- (i) all students enrolled in any year of the courses offered by the Faculty of Law at any university in the United Kingdom, including professional qualification courses and law related courses, subject to the national board's approval;
- (ii) those graduates who have acquired a qualification from the Faculty of Law that is referred to in
- (i) above, at any university in the United Kingdom; till up to three (3) years following graduation;
- (iii) any students who are regularly enrolled in a law faculty outside of United Kingdom, but who are at a given time resident in United Kingdom;
- (iv) any graduates who are in possession of a law qualification from a faculty outside of United Kingdom, but who are, at any given time, resident in United Kingdom, up to three years following graduation;

Provided that no memberships shall be issued or renewed at any moment following the commencement of a National Council Meeting, and until it is brought to a close.

# Article 6

A member shall automatically and immediately cease to be a member of ELSA United Kingdom, thereby renouncing to the consequences of membership, if that member either: -

- (i) tenders his resignation in writing to the National Board;
- (ii) is expelled in accordance with these Statutes, following a decision taken by the National Board of ELSA United Kingdom;
- (iii) fails to renew membership following the expiry of such membership as described in Article 35 of these Statutes;
- (iv) in any other way, ceases to fulfil the requirements of Article 5.

## Article 7

A member who is not at the time on the National Board shall be expelled from ELSA United Kingdom following a decision taken by the National Board of ELSA United Kingdom, when that member has either:-

- (i) violated these Statutes, Standing Orders or the interests of ELSA or ELSA United Kingdom;
- (ii) caused considerable harm to the organisation or name of ELSA or ELSA United Kingdom;
- (iii) ceased to support the aims and activities of ELSA or ELSA United Kingdom.

# Section V - Organs

## Article 8

There are established as the principle organs of ELSA United Kingdom, the National Council Meeting and the National Board.

# Section VI - The National Council Meeting

## Article 9

The National Council Meeting is the supreme decision making organ of ELSA UK whose decisions are binding on the National Board. A Council decision can only be overturned by a subsequent Council decision.

# Article 10

The National Council Meeting in ordinary session shall convene twice a year on the dates established by the National Board.

The Winter Council Meeting shall be held between the 15<sup>th</sup> October and the 15<sup>th</sup> December, inclusive of these two dates.

The Summer Council Meeting shall be held between the 1<sup>st</sup> March and the 1<sup>st</sup> May, inclusive of these two dates.

# Article 11

(i) The Winter National Council Meeting's main tasks are to: -

discuss and decide about any questions or matters within the scope of the present Statutes and Standing Orders;

review and approve the interim activity reports of the National Board members presented at that Council Meeting;

approve the interim accounts presented by the treasurer;

review and re-approve the budget that was approved in the Summer National Council Meeting; elect the National Board members for the following term of office; appoint auditors for the purposes of Article 38 of these Statutes.

(ii) The Summer National Council Meeting's main tasks are to: -

discuss and decide about any questions or matters within the scope of the present Statutes and Standing Orders;

review and approve the annual activity reports of the National Board members presented at that National Council Meeting;

approve the accounts and the auditor's report and relieve the outgoing National Board from their responsibilities;

review and approve the budget presented by the treasurer;

elect National Board members to vacant posts on the Board in accordance with the proviso of Article 29 of these Statutes;

officially hand-over all the responsibilities to the National Board elect;

discuss and approve the One-Year Operational Plan (OYOP) presented by the board-elect.

#### Article 12

The National Board shall inform all members of ELSA United Kingdom that a National Council Meeting is to be held, by forwarding an agenda (by post or by electronic mail) of such meeting by not later than eight (8) running days prior to the established date; a copy of the agenda will, within the same above-mentioned period, be affixed to the ELSA United Kingdom Notice Board. Provided that together with the agenda of the National Council Meeting there shall also be included a call for nominations for the elections to be held during that National Council Meeting.

# Article 13

A National Council Meeting is only fully competent when it has been summoned in accordance with these Statutes and at least one-third of all members of ELSA United Kingdom are present: Provided that where the number of members specified above is not reached, the Council shall be fully competent within half an hour (30 minutes) of the appointed time.

## Article 14

All those who are members of ELSA United Kingdom, in accordance with these statutes, have the right to attend National Council Meetings, as well as to vote at such Meetings.

## Article 15

All those possessing the right to attend National Council Meetings shall have the right of audience.

# Article 16

The National Board whose activity reports are being reviewed for approval shall not be permitted to participate in any vote that is to be taken regarding such reports during the National Council Meetings. They shall, however, be permitted to vote on any other issue except that provided for in Article 11 (ii) (c) of these Statutes.

Except in the cases where the contrary is indicated by these Statutes, decisions by the Council shall be determined by an absolute majority of the votes cast.

## Article 18

The National Board shall have the right to invite certain guests to attend the National Council Meetings.

## Article 19

There may also be Extraordinary National Council Meetings if requested by the National Board or by at least one-third of all members communicating such a need to the National Board, which will then be bound to convene an Extraordinary National Council Meeting within sixteen (16) days of such decision or request, in accordance with the procedures laid down for a Council Meeting, in Article 12.

# Section VII - The National Board of ELSA United Kingdom

## Article 20

The National Board is to be the supreme executive body of ELSA United Kingdom, whose tasks are to carry out the decisions of the Council Meeting, to promote the aims and efficiency of ELSA United Kingdom, to represent ELSA United Kingdom, and to ensure that all is run in accordance with these Statutes, Standing Orders, guidelines and policies of ELSA International.

## Article 21

The President of the National Board or any other person nominated to that effect by the National Board, has the right to sign agreements on behalf of ELSA United Kingdom, where it has been agreed by the National Board that such agreement should be entered into.

#### Article 22

The National Board shall consist of the following posts: -

The President

The Secretary General

The Treasurer

The Vice-President for Academic Activities

The Vice-President for Marketing

The Vice-President for Seminars and Conferences

The Vice-President for the Student Trainee Exchange Programme

The National Board shall be accountable to the National Council Meeting for its actions and decisions.

#### Article 24

The National Board may appoint any person to carry out a specific task and will be accountable to the National Council Meeting for the activities of this person.

#### Article 25

The National Board may empower one of the Board Members to form an Organising Committee for the carrying out of a particular task; that Board Member shall possess discretion in the composition of that Organising Committee and the National Board will be accountable to the National Council Meeting for the activities of this Organising Committee.

## Section VIII - The Electoral Process

#### Article 26

To be eligible for a post on the National Board a person must be nominated and seconded in accordance with Article 15 of the Standing orders of ELSA United Kingdom on a Nomination Sheet as provided for in Schedule 1 of these Statutes.

Each candidate has the right to contest up to two posts on the ELSA United Kingdom National Board.

#### Article 27

Nominations of candidates contesting elections for the posts on the National Board, as stipulated in Article 22 of these Statutes, shall be submitted to the Secretary General of ELSA United Kingdom.

Provided that if the Secretary General intends to contest elections, the National Board shall appoint any other person to receive such nominations, so long as such person is not contesting the elections.

Nominations will be received at any time between notification of the National Council Meeting according to Article 12 of the Statutes and 24 hours prior to the appointed time for this National Council Meeting.

## Article 28

The elections will be held during the Winter National Council Meeting and will start with the reading out of all nominations, received in accordance with Articles 26 and 27 of these Statutes, by the Chairman of the National Council Meeting.

Provided that if at the time of the Summer National Council Meeting, a post on the National Board shall be vacant, an election may take place for the purpose of filling the vacant post, and in accordance with the statutory provisions regulating the election of the members of the National Board.

#### Article 29

Each candidate shall be given time for a short presentation to the Council regarding the post/s that such candidate is contesting. After each presentation the Council shall be given opportunity to question the candidate. Candidates standing for the same post on the National Board must leave the room during the presentation and hearing of their competitors.

## Article 30

Once all the presentations are made the Council shall proceed to vote on the various posts. The votes must be done by secret ballot on ballot sheets purposely prepared by the Secretary General of ELSA United Kingdom.

One ballot sheet including all the posts on the board and the names of each candidate contesting these posts shall be handed over to each member present and voting at the Winter National Council Meeting, who shall then vote by indicating the candidate of their preference for each respective post on the ballot sheet.

Provided that if a candidate is contesting more than one post, such person may only be indicated once on the ballot sheet. In default, the vote will be considered invalid.

A person will be elected to the National Board if he/she obtains an absolute majority of the votes cast.

### Article 31

If, after the election no person obtains an absolute majority of the votes cast for a particular post on the National Board, another election shall be held for which only the two candidates who obtained the most votes in the first election shall be eligible.

If, in the second election, no person obtains an absolute majority of the votes cast, that post will remain vacant.

Notwithstanding Article 30 (iii) of these Statutes, if, at the first election there was only one candidate for the post and no absolute majority of the votes cast is obtained that post shall remain vacant.

If a post on the National Board remains vacant after regular elections, the other newly elected National Board members will be jointly responsible for the activities of the vacant National Board post until the next National Council Meeting, whereupon an election for the post in question shall be held. Such election will last until the end of the current term of the National Board. This does not affect the right of the National Board to appoint a person to perform the said duties, as provided for under Article 24 of these Statutes.

If a National Board Member resigns from his or her place on the National Board, the vacated post shall remain vacant until the next elections and it will be the responsibility of the other National Board Members to perform the duties pertaining to the vacant post.

This does not affect the right of the National Board to appoint a person to perform the said duties, as provided for under Article 24 of these Statutes.

#### Article 33

A National Board member may be dismissed by a National Council Meeting by a majority of two-thirds of the votes cast, if either: -

- (i) that Board Member does not satisfactorily perform his/her tasks; or
- (ii) that Board member violates these Statutes, the Standing Orders or the interests of ELSA UK;
- (iii) that Board member acts in any way that is detrimental to the name and image of ELSA as an international organisation.

## **Section IX - Finance**

#### Article 34

The costs of running the activities of ELSA United Kingdom are to be funded by annual membership fees, sales and advertisements, any levies approved by the National and International Council Meetings, fund-raising from private and public bodies and organisations, public subsidies and donations, whether in cash or in kind, provided, however, that such funds must not be accepted if they are tied to conditions contrary to the aims and principles of ELSA and ELSA United Kingdom or if they are not in the interests of ELSA and ELSA UK.

#### Article 35

Each member of ELSA United Kingdom is obliged to pay an annual membership fee, established by the National Board from time to time, and valid from 25<sup>th</sup> October to 14<sup>th</sup> October. Provided that any memberships accepted or renewed between 1<sup>st</sup> July and 14<sup>th</sup> October, shall not expire on the next 15<sup>th</sup> October, but on the subsequent one.

## Article 36

All funds raised for the benefit of, or payable to, ELSA United Kingdom, shall be managed by the Treasurer.

Without prejudice to the foregoing section, the Secretary General of ELSA United Kingdom shall be responsible for the administration of memberships, and together with the Treasurer, shall be jointly responsible for the collection of membership fees.

The financial year of ELSA United Kingdom shall be from the 1<sup>st</sup> October to the 30<sup>th</sup> September.

#### Article 38

Interim accounts are to be presented by the treasurer to the Winter National Council Meeting. Final accounts are to be presented by the Treasurer at the Summer National Council Meeting and are to have been approved by the auditor who is to have been appointed by the Winter National Council Meeting.

## Article 38A

The Treasurer of ELSA United Kingdom is to submit a budget for the following financial year to the Summer National Council Meeting after having worked on it with the Treasurer of the board-elect. The Summer National Council Meeting is to decide upon this Budget, which is to be revised in the following Winter National Council Meeting.

## Section X - Standing Orders

#### Article 39

The National Council Meeting will further regulate the internal affairs of ELSA United Kingdom in its Standing Orders. In the event of any conflict, the Statutes are to take precedence over the Standing Orders.

## Section XI - Amendment of Statutes and Standing Orders

#### Article 40

Any proposed amendment or addition to these Statutes or Standing Orders is to be sent to the National Board at least three (3) running days before the National Council Meeting.

#### Article 41

Any amendments or additions to these Statutes and Standing Orders may be made if supported by two-thirds of the members present and voting; with the exception of this Article 40 and Article 41 which require a four-fifths majority of members present and voting in order to be amended.

## Article 42

Any amendments to these Statutes and Standing Orders come into force at the end of the National Council Meeting during which they were accepted, unless the National Council Meeting decides otherwise.

## Section XII - Dissolution and Liquidation

## Article 43

ELSA United Kingdom may be dissolved by a decision approved by not less than two-thirds of all the paid-up members of ELSA United Kingdom.

Provided that such dissolution and liquidation is communicated to the International Board of ELSA in due course; in this manner ELSA United Kingdom will withdraw its membership from ELSA.

#### Article 44

The National Council Meeting, upon a decision to dissolve ELSA United Kingdom, shall elect two liquidators and shall decide about the destination of the net assets and property of ELSA United Kingdom, if any.

## Article 45

The liquidators appointed by the National Council Meeting as specified in the Statutes, shall make an inventory of all assets, property, debtors and creditors of ELSA United Kingdom, claim outstanding debts and pay debts due, they shall thereafter divide the net assets and property according to the directions given by the National Council Meeting.

## STANDING ORDERS

In order to clarify and explain the statutes of ELSA United Kingdom, the members thereof agree to adopt the following Standing Orders:

## Section I - Expulsion

#### Article 1

In order for a dismissal or expulsion to be valid, in accordance with articles 6, 7 and 33 of the Statutes, any person so charged must be given adequate opportunity to explain his/her acts and to reply to any allegation made against him/her.

## Section II - The National Council Meeting

## Article 2

A National Council Meeting is opened by the President of ELSA United Kingdom, or any other person authorised by him/her to do so.

#### Article 3

After the opening of the National Council Meeting, the following officers are appointed: Chairperson Secretary Two tellers

#### Article 4

The role of the Chairperson of the National Council Meeting is to ensure that the National Council Meeting agenda is respected and adhered to, to invite persons to address the National Council Meeting, to decide when to put proposals to a vote, to supervise the voting process, to announce the result of the voting process, to bring the meeting to order and to resolve any question concerning the procedure of the National Council Meeting; Provided that he/she shall also possess, where it is necessary for him/her to fulfil the abovementioned duties, the power to expel anybody from the National Council Meeting. The role of the tellers of the National Council Meeting shall be to verify the number of members present and voting at any time during such meeting, to count the number of votes cast, to compare the results of the counting process and inform the Chairman of the result.

## Article 5

After the appointment of the officers of the National Council Meeting, the agenda as proposed by the national Board, shall be accepted and adopted, although it may, where necessary, be amended by a majority vote.

All reports by National Board members, as well as copies of these Statutes and Standing Orders and minutes of the previous National Council Meeting, are to be made available to all members during the National Council Meeting.

#### Article 7

Where the National Council Meeting deems fit, by a simple majority, any reports or minutes may be taken as read.

## Article 8

The voting procedure for any proposals, motions, amendments or additions to the Statutes and Standing Orders shall be as follows:-

- (i) the Chairperson shall ask for any arguments in favour or against the proposal, motion, amendment or addition to be presented, as well as any proposed amendments thereto; following a list of speakers, he/she shall possess discretion whether or not to call for speakers subsequently;(ii) if any amendments thereto are proposed, the Chairperson shall ask the Council to vote on the
- (ii) if any amendments thereto are proposed, the Chairperson shall ask the Council to vote on the amendments. The Chairperson shall ask for votes in favour, against and abstentions, and will announce the result of the vote;
- (iii) the original proposal, motion, amendment or addition and any amendment thereto, which has been accepted, will then be proposed to the Council for voting, the same process as above being adopted.
- (iv) if there are two or more proposals, amendments, motions, or additions, regarding the same issue and none of them obtains an absolute majority in the first vote, the Chairperson may ask for a new vote on the two proposals, amendments, motions or additions that obtained the highest number of votes.

#### Article 9

No member of ELSA United Kingdom shall be permitted to enter or leave the National Council Meeting whilst any matter that is to be put to a vote is being discussed and during the vote thereon.

## Article 10

Any member present and voting at the National Council Meeting may request that a secret vote be taken. In all other cases, voting in the National Council Meeting will be carried out by a show of hands.

Council decisions, including amendments to the Statutes and Standing Orders come into force at the end of the National Council Meeting during which they were made, unless the National Council Meeting decides, by a four-fifths majority of members present and voting, to the contrary.

#### Article 12

National Council Meeting working materials, which must be read at the beginning of every National Council Meeting, are to include:-

- (i) National Board members' reports;
- (ii) any other report submitted to the National Council Meeting;
- (iii) all proposals, motions, amendments and additions submitted to the National Council Meeting together with the results of the voting process;
- (iv) any other documents deemed to be necessary by the Secretary General. Provided that in the Summer National Council Meeting the minutes shall also include the Auditor's Report.

#### Article 13

The National Council Meeting minutes are to be drawn up by the Secretary General in conjunction with the secretary appointed by the National Council Meeting. It is not permitted that the Secretary General be appointed secretary of the National Council Meeting.

## Article 14

Where it appears necessary for the efficient running of ELSA United Kingdom, the National Board shall call an extraordinary National Council Meeting for the purposes of the stipulations mentioned hereunder, and if this necessity arises during a National Council Meeting, that National Council Meeting itself shall, by a majority of four-fifths of the members present and voting, be able to suspend these Statutes and Standing Orders for a specific period of time established by the National Council Meeting, in order to enable proceedings. Such a vote shall be called for at the discretion of the Chairperson.

## Section III - The National Board

#### Article 15

- (i) A person contesting for a post on the National Board must be nominated and seconded by any paid-up members of ELSA United Kingdom;
- (ii) Such person contesting must have been a paid-up member of ELSA United Kingdom for a period of two months prior to the date of the nominations.

No person who holds an executive post on a board or committee of a political movement will be permitted to hold a post on the National Board of ELSA United Kingdom.

#### Article 17

The President is in charge of the overall co-ordination of ELSA United Kingdom work, planning and direction of the work of the National Council Meeting and the National Board.

#### Article 18

The President is the Chairperson of the National Board.

## Article 19

The President has the supreme right to represent ELSA United Kingdom. In default of this, the remaining board members will themselves appoint an acting President.

Where the President is to be temporarily unable to fulfil the functions of his office, he shall appoint another Board Member to fulfil these duties.

## Article 20

The Secretary General shall act as the Secretary of the National Board meetings.

### Article 21

The Treasurer is in charge of the finances of ELSA United Kingdom, being responsible for book-keeping, preparation of the accounts, property, payments and fund-raising, as is specified elsewhere in these Statutes and Standing Orders.

## Article 22

The Treasurer shall be responsible for billing and collecting the annual membership fees together with any other amounts due to ELSA United Kingdom.

## Article 23

The other officers serving on the National Board are responsible for the overall planning, coordination and supervision of their fields of activity; they are responsible for the propagation and execution of the specific programmes and projects that the Council Meeting initiated within their field of activity.

When appointing a person in terms of Article 24 of the Statutes of ELSA United Kingdom, the Secretary General, in the name of the National Board shall deliver a letter to the appointee, which letter shall contain the following:

- f) The name and surname of the appointee;
- g) The title of the post;
- h) A description of the tasks assigned;
- i) The term of duration of the office, whether it be in terms of time, or in terms of completion of the tasks assigned;
- j) The name of the National Board member responsible for the appointee; the accountability of the National Board towards the National Council Meeting remaining unaffected.

Upon termination of office, appointees shall present the National Board with a written report of their performance.

## Article 25

When appointing an Organising Committee in terms of Article 25 of the Statutes of ELSA United Kingdom, the relevant Board Member shall present the National Board with a list of names and surnames of all the persons constituting this Organising Committee, together with a general description of the tasks assigned.

The relevant Board Member, in the name of the National Board, shall deliver a letter to the appointees, which letter shall contain the following:

- (f) the name and surname of the appointee;
- (g) the title of the post;
- (h) a description of the tasks assigned;
- (i) the term of duration of the office, whether it be in terms of time, or in terms of completion of the tasks assigned;
- (j) the name of the Board member responsible for the appointee; the accountability of the National Board towards the National Council Meeting remaining unaffected.

Upon termination of office, appointees shall present the National Board with a written report of their performance.

## Section IV - International Finance

#### Article 26

ELSA United Kingdom shall pay the annual membership fee as established from time to time by the International Council of ELSA at International Council Meetings.

## Article 27

ELSA United Kingdom shall ensure that where fees of levies are due to ELSA International as a result of any of the members of ELSA United Kingdom participating in any international event, these fees of levies will be paid to ELSA International.

## **Schedules**

(Schedule 1, Article 26 Statutes)



# The European Law Students' Association UNITED KINGDOM

## NOMINATION FORM

		Date://
I		as a
I member of ELSA UK, hereby second the		), as a fully paid-up
I member of ELSA UK hereby accept t	the above nomination as	a candidate for the post of
Signature of Nominator Signature of	of Seconder Signatu	ure of Nominee

LV International Council Meeting of ELSA Budva, Montenegro  $29^{th}$  March  $-5^{th}$  April 2009

## **ANNEXES**

## ANNEX 1 – INTERIM ACCOUNTS OF ELSA INTERNATIONAL 2008/2009

## Balance Sheet 31/01/2009

Assets	31/01/2009	31.07.2008	Liabilities	31/01/2009	31.07.2008
	EUR	EUR		EUR	EUR
Fixed Assets			Capital		
Office Equipment	169,00	0,00	Opening Balances Retained	22.823,84	22.622,94
<b>Total Fixed Assets</b>	169,00	0,00	Profit/Loss	0,00	0,00
			Profit/Loss	70.109,45	200,90
Current Assets			_	92.933,29	22.823,84
Debtors Control Account	<b>722</b> 00		EDF Reserves	20.123,40	16.655,73
Receivables to EDF	722,00	100,00	Profit EDF	-2.343,74	3.467,67
Receivables from Members Accounts	10.706,12	9.420,02	Total EDF	17.779,66	20.123,40
Receivable	49.999,73	10.415,29			
	61.427,85	19.935,31	Provision for bad debts	4.000,00	4.000,00
Deposits and Cash			Use of profision	-594,80	0,00
Bank Current Account	35.553,40	4.201,79	Total Provisions	3.405,20	4.000,00
General Savings	4.839,06				
Account		5.024,74			
EMC <sup>2</sup> Current Account	12.244,38	5.484,58	Total Capital & Reserves	114.118,15	46.947,24
Rent Deposit Bank	13.619,09			-	,
Account	10112	13.373,84			
Petty Cash	184,13	658,43	Liabilities		
EDF Current	304,41	030,43	Creditors Control		
Account	,	796,94	Account	15.536,00	0,00
EDF Savings Account	7.728,83	10.000,00	Accounts Payable (EDF)	0,00	912,00
	74.473,30				
		39.540,32	Accounts Payable	0,00	3.602,03
Prepayments	0,00	1.033,14	Deferred Revenue	6.416,00	9.047,50
			Total Liabilities	21.952,00	13.561,53
Total Current Assets	135.901,15	60.508,77			
Total Assets	136.070,15	60.508,77	Total Capital & Liabilities	136.070,15	60.508,77

# Profit/ Loss Accounting

General Income	31/01/2009	Budget Nurnberg	Difference:
Not project related	70.373,64	73.000,00	-2.626,36
EMC <sup>2</sup>	16.200,00	20.000,00	-3.800,00
Synergy	41.500,00	45.000,00	-3.500,00
General Income total	128.073,64	138.000,00	-9.926,36
Expenditures			
Not project related	43.336,85	105.000,00	-61.663,15
EMC <sup>2</sup>	1.342,34	3.000,00	-1.657,66
Synergy	13.285,00	30.000,00	-16.715,00
Expenditures total	57.964,19	138.000,00	-80.035,81
Profit / Loss			
Not project related	27.036,79	-32.000,00	59.036,79
EMC <sup>2</sup>	14.857,66	17.000,00	-2.142,34
Synergy	28.215,00	15.000,00	13.215,00
Total	70.109,45	0,00	70.109,45

# Side P/L accounts

# Not project related

	31/01/2009	Budget	Difference:
General Income		Nurnberg	
Externals	25.000,00	25.000,00	0,00
Membership and Adm. Fee	18.055,98	18.050,00	5,98
ELSA ONLINE Fee	0,00	15.000,00	-15.000,00
Links Project	19.914,52	10.000,00	9.914,52
Bank Interest	393,83	350,00	43,83
Grant Antti Husa	3.340,00	0,00	3.340,00
Provision for claims and bad debts	594,80	4.000,00	-3.405,20
Miscellaneous Income	74,51	600,00	-525,49
ELS	3.000,00	0,00	+3.000,00
General Income total	70.373,64	73.000,00	-2.626,36
Expenditures			
The ELSA House:	17.900,11	34.000,00	-16.099,89

Rent	13.159,60	26.600,00	-13.440,40
Heating	1.640,38	3.000,00	-1.359,62
Electricity	2.659,51	3.500,00	-840,49
Water	172,54	400	-227,46
Repairs	268,08	500	-231,92
Office:	618,95	2.500,00	-1.881,05
Day to day office supplies	328,57	1.800,00	-1.471,43
Upgrade Office facilities	0	400	-400,00
Cleaning costs	0	50	-50,00
Printing & Stationery	290,38	250	40,38
Communication:	1.654,52	4.000,00	-2.345,48
Phone and Fax	984,64	2.900,00	-1.915,36
Internet and E-mail	344,98	700	-355,02
Post	324,9	400	-75,10
ELSA ONLINE Admin.	3.640,00	18.700,00	-15.060,00
Housing of Server	1.210,00	3.700,00	-2.490,00
ELSA ONLINE upgrades & maintenance	2.430,00	15.000,00	-12.570,00
Bank Charges	172,27	250	-77.73
EDF contribution by EI	0,00	1.500,00	-1.500,00
ICMs:	3.883,83	4.873,70	-989,87
Travel Nurnberg	1.649,97	1.400,00	249,97
Accommodation Nurnberg	310	700	-390,00
Travel Budva	1.923,86	2.073,70	-149,84
Accommodation Budva	0	700	-700,00
IDMs and ISMs	774,59	900	105 41
IPMs and ISM: Summer IPM	454,55	300	<b>-125,41</b> 154,55
Winter IPM	0,00	300	-300,00
ISM 2009	320,04	300	20,04
Travels:	1.185,69	4.000,00	-2.814,31
Meetings with externals	825,55	1.500,00	- <b>2.814,31</b> -674,45

Meetings within the Network	360,14	2.500,00	-2.139,86
Allowance of the International Board	8.400,00	16.800,00	-8.400,00
Representation	371,92	500	-128,08
Directors	250,17	2.000,00	-1.749,83
Train the Trainers Weekend & IIMM	0	300	-300,00
Auditing:	1.374,19	1.500,00	-125,81
ICM Travels	0,00	750	-750,00
Auditing weekends	1374,19	700	674,19
Miscellaneous	0	50	-50,00
Travels Antti Husa	504,94	0	504,94
Travel Treasurer 07/08	333,8	0	333,80
Annual Report 2007/2008	0	500	-500,00
Improvement of the house	0	2000	-2.000,00
Miscellaneous	1.677,07	1.000,00	677,07
EAC Grant claim	594,8	8.676,30	-8.081,50
Contingency	0,00	1.000,00	-1.000,00
Expenditures total	43.336,85	105.000,00	61.663,15

Administrative Profit	27.036,79	-32.000,00	59.036,79
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## ANNEX 2 - THE AUDITORS REPORT FOR THE INTERIM ACCOUNTS 2008/2009

Konstanz, 10th of February 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 21<sup>st</sup> to the 23<sup>rd</sup> of January 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 audit period took place before the 31<sup>st</sup> of January we will start the final audit be going on from the 23<sup>rd</sup>.

## 1 – General assessment of the quality of the financial management

All the needed documents we asked for were available and stored well. It was possible to come along with the folders without any help from the treasurer.

There are no receipts missing, except of two where we gave the advise to handle this problem by creating self-prepared receipts. However we hope that this will remain an exception. On the other hand we have to admit that it's nearly impossible to store all receipts in a board with 7 persons.

There was as well one more advise concerning the claims. Some of them were unreadable because of the treasures handwriting. For the future this has to be improved. As well as the circumstance that most of the claims were filled insufficient because the reason for the expenditure was missing or there was no transaction rate attached when transactions were dealt in foreign currencies.

Furthermore we instructed the treasurer to make copies of all receipts printed on thermo paper so we make sure that they can be read in the future.

Also we have advised the treasurer to mark the paid invoices of outgoing folder therefore. It can be easier for the auditors to differ and understand which credits of EI were collected by the time whilst going through the said folder.

LV International Council Meeting of ELSA Budva, Montenegro 29<sup>th</sup> March – 5<sup>th</sup> April 2009

## 2 - Bookkeeping

When it comes to the bookkeeping we can announce that we didn't find some irregularities. The bookkeeping was done by time and was complete.

We encountered no mismatched bookings. The only think we asked the treasurer to improve is the thing that it makes work much easier when bookkeeping records matches exactly with the posting dates on the bank statements.

We had the impression the treasurer treats this area with the demanded caution and precision.

By working on with the bookkeeping software used in the previous year it was possible to get the balance sheet and Profit and Loss by the program itself, while in previous years the final accounts have been outsourced because of bunch of mistakes made from year to year.

At least we only can hope that the bookkeeping will be done like it was, so that it should be possible to create the final accounts for the period 08-09 without any complications.

#### 3 – Overall financial situation

The financial situation at the moment is a really satisfying one. This is due to the fact, that a lot of payments to ELSA International have been done already while the expenditures for the operational year as fixed in the budget are  $138.000 \in$ . At this time only round about  $60.000 \in$  have been spend so that this difference has to be relativesed.

The treasurer is very strict in spending money. Only important and necessary expenditures are taken. Also when booking flight etc. the treasurer still searches the cheapest possibility.

Even claims are filled on paper which was used already, by using the back side.

#### 4 - EDF

At this point we found an irregularity. There was a grant decision taken for ELSA Kazakhstan for an amount of € 1644 . However in the bank statements we figured out, that instead of € 1644 , € 2266 have been transferred. This makes a difference of € 622.

We proposed that EI should invoice ELSA Kazakhstan for the overpayment and that way the difference amount can take place as an official credit of EI in the records. We hope that the treasurer will make every effort to get the money back and we'll keep an eye on this issue.

## Conclusion

To come to a conclusion we can give a positive recommendation to the council to approve the interim accounts 08-09. The treasurer has done a good work so far. Materials are well stored. Bookkeeping is accurate and no money is wasted. For sure there are some areas which can for sure be improved. That's why we give some advises and hope the treasurer is willing to implement them. We will have a eye on the deficient EDF grant and keep the council up to date.

We recommend the council to approve the interim accounts 08-09.

Best regards to the council,

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Filippo Siciliano

Gokhan Gunes

# ANNEX 3 – PROPOSED REVISION OF THE BUDGET OF ELSA INTERNATIONAL 2008/2009

# General Budget

General Income	31/01/2009	Budget Nurnberg	Budget Budva
Not project	70.373,64	73.000,00	93.389,81
EMC <sup>2</sup>	16.200,00	20.000,00	18.200,00
Synergy	41.500,00	45.000,00	45.000,00
Projects	0,00	0,00	0,00
General Income total	128.073,64	138.000,00	156.589,81
Expenditures			
Not project	43.336,85	105.000,00	119.587,50
EMC <sup>2</sup>	1.342,34	3.000,00	3.000,00
Synergy	13.285,00	30.000,00	30.075,00
Projects	0,00	0,00	3.227,31
Expenditures total	57.964,19	138.000,00	155.889,81
Profit / Loss			
Not project	27.036,79	-32.000,00	-26.197,69
EMC <sup>2</sup>	14.857,66	17.000,00	15.200,00
Synergy	28.215,00	15.000,00	14.925,00
Projects	0,00	0,00	-3.227,31
Total	70.109,45	0,00	700,00

## **Side Budgets**

# Not project related

General Income	31/01/2009	Budget Nuremberg	Revision Budva
Externals	25.000,00	25.000,00	25.000,00
Membership and Adm. Fee	18.055,98	18.050,00	18.055,98
ELSA ONLINE Fee	0,00	15.000,00	15.000,00
Links Project	19.914,52	10.000,00	24.000,00
Bank Interest	393,83	350,00	393,83
Grant Antti Husa	3.340,00	0,00	3.340,00
Provision for claims and bad debts	594,80	4.000,00	4.000,00
Miscellaneous Income	74,51	600,00	600,00
ELS	3.000,00		3.000,00
General Income total	70.373,64	73.000,00	93.389,81
Expenditures			
The ELSA House:	17.900,11	34.000,00	34.500,00
Rent	13.159,60	26.600,00	26.600,00
Heating	1.640,38	3.000,00	3.000,00
Electricity	2.659,51	3.500,00	4.000,00
Water	172,54	400,00	400,00
Repairs	268,08	500,00	500,00
Office:	618,95	2.500,00	2.600,00
Day to day office supplies	328,57	1.800,00	2.000,00
Upgrade Office facilities	0,00	400,00	600,00
Cleaning costs	0,00	50,00	0,00
Printing & Stationery	290,38	250,00	0,00
Communication:	1.654,52	4.000,00	3.700,00
Phone and Fax	984,64	2.900,00	2.000,00
Internet and E-mail	344,98	700,00	1.000,00
Post	324,90	400,00	700,00
ELSA ONLINE Admin.	3.640,00	18.700,00	19.400,00
Housing of Server	1.210,00	3.700,00	3.200,00

ELSA ONLINE upgrades & maintenance	2.430,00	15.000,00	16.200,00
Bank Charges	172,27	250,00	250,00
EDF contribution by EI	0,00	1.500,00	1.500,00
ICMs:	3.883,83	4.873,70	6.173,70
Travel Autumn ICM	1.649,97	1.400,00	1.400,00
Accommodation Autumn ICM	310,00	700,00	700,00
Materials for ICM		0,00	800,00
Travel Spring ICM	1.923,86	2.073,70	2.073,70
Accommodation Spring ICM	0,00	700,00	700,00
Materials for ICM		0,00	500,00
Internal Meetings	774,59	900,00	2.000,00
Summer IPM	454,55	300,00	
Winter IPM	0,00	300,00	
ISM+IFM 2009	320,04	300,00	
	1.105.60	4 000 00	0.700.00
Travels:	<b>1.185,69</b> 825,55	<b>4.000,00</b> 1.500,00	<b>9.700,00</b> 2.000,00
Meetings with externals			
Meetings within the Network	360,14	2.500,00	7.700,00
Allowance of the International Board	8.400,00	16.800,00	16.800,00
Representation	371,92	500,00	750,00
Directors	250,17	2.000,00	2.000,00
Auditing:	1.374,19	1.500,00	2.300,00
ICM Travels	0,00	750,00	750,00
Auditing weekends	1.374,19	700,00	1.500,00
Miscellaneous	0,00	50,00	50,00
	504,94		
Travels Antti Husa	JUT, 7 <b>T</b>	0,00	3.340,00
Travel Treasurer 07/08	333,80	0,00	333,80

Annual Report 2007/2008	0,00	500,00	650,00
Improvement of the house	0,00	2.000,00	2.000,00
Miscellaneous	1.677,07	1.000,00	1.500,00
Marketing Budget			1.500,00
Marketing Software			
Write off bad debts			3.495,20
EAC Grant claim	594,80	8.676,30	594,80
Contingency	0,00	1.000,00	3.000,00
Expenditures total	43.336,85	104.700,00	119.587,50
Administrative Profit	27 036 79	-31 700 00	-26 197 69

Administrative Profit	27.036,79	-31.700,00	-26.197,69
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## $EMC^2$

EMCC	31/01/2009	Budget	Budget Budva
EMCC		Nurnberg	
Income EMCC			
EMC <sup>2</sup> Advertising	0,00	2.000,00	2.000,00
EMC <sup>2</sup> Registration	16.200,00	18.000,00	16.200,00
	16.200,00	20.000,00	18.200,00
Expenditutes EMCC			
Administration	1.342,34	3.000,00	3.000,00
	1.342,34	3.000,00	3.000,00
			<u> </u>
AA Profit	14.857,66	17.000,00	15.200,00

# Synergy

Mailing to Externals		0	0,00
Synergy Magazine44  Design, Printing & Distribution	<b>13.210,00</b> 13.210,00	<b>15.000,00</b> 15.000,00	<b>15.000,0</b> 0
	12 210 00	15 000 00	
Mailing	75	0	75,00
Synergy Magazine 43			
Expenditures Synergy			
	•	_	
General Income total	41.500,00	45.000,00	45.000,0
Synergy Magazine 45	20.020,00	22.500,00	23.520,0
	20.020,00	22.500,00	22.720.0
Synergy Magazine44	21.480,00	22.500,00	21.480,0
Income Synergy			
Synergy	31/01/2009	Budget Nurnberg	Budget Budva

# ANNEX 4 - PROPOSED BUDGET OF ELSA INTERNATIONAL 2009/2010

# General Budget

General Income	Budget 09/10
Not project	77.250,00
EMC <sup>2</sup>	18.000,00
Synergy	45.000,00
Projects	0,00
General Income total	140.250,00
Expenditures	
Not project	104.250,00
EMC <sup>2</sup>	3.000,00
Synergy	30.000,00
Projects	3.000,00
Expenditures total	140.250,00
Profit / Loss	
Not project	-27.000,00
EMC <sup>2</sup>	15.000,00
Synergy	15.000,00
Projects	-3.000,00
Total	0,00

## **Side Budgets**

# Not project related

General Income	Budget 09-10
Externals	25.000,00
Membership and Adm. Fee	18.300,00
ELSA ONLINE Fee	15.000,00
Links Project	15.000,00
Bank Interest	350,00
Miscellaneous Income	600,00
ELS	3.000,00
General Income total	77.250,00
Expenditures	
The ELSA House:	35.800,00
Rent	28.000,00
Heating	3.000,00
Electricity	3.900,00
Water	400,00
Repairs	500,00
Office:	2.600,00
Day to day office supplies	2.000,00
Upgrade Office facilities	600,00
Communication:	3.400,00
Phone and Fax	2.000,00
Internet and E-mail	700,00
Post Post	700,00
ELSA ONLINE Admin.	17.500,00
Housing of Server	2.500,00
ELSA ONLINE upgrades & maintenance	15.000,00
Bank Charges	250,00
EDF contribution by EI	1.500,00
ICMs:	5.400,00

Travel Autumn ICM	2.000,00
Accommodation Autumn ICM	200,00
Materials for ICM	500,00
Travel Spring ICM	2.000,00
Accommodation Spring ICM	200,00
Materials for ICM	500,00
Internal Meetings	2.000,00
Travels:	7.500,00
Meetings with externals	1.500,00
Meetings within the Network	6.000,00
Allowance of the International Board	16.800,00
Representation	500,00
Directors	2.000,00
Auditing:	1.500,00
ICM Travels	750,00
Auditing weekends	700,00
Miscellaneous	50,00
Annual Report	500,00
Improvement of the house	2.000,00
Miscellaneous	1.000,00
Marketing Budget	500,00
Contingency	3.000,00
Expenditures total	104.250,00

Administrative Profit	-27.000,00
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Expenditures total

## $EMC^{\scriptscriptstyle 2}$

EMCC	Budget 09/10
Income EMCC	
EMC <sup>2</sup> Advertising	2.000,00
EMC <sup>2</sup> Registration	16.000,00
	18.000,00
Expenditutes EMCC	
Administration	3.000,00
	3.000,00

# Synergy

Synergy	Budget 09/10
Income Synergy	
Synergy Magazine 46	22.500,00
Synergy Magazine 47	22.500,00
General Income total	45.000,00
Synergy Magazine 46	15.000,00
This part of the budget covers Designor to Synergy Magazine 47.	gn, Printing& Distribution and mailing to Externals related
Synergy Magazine 47	15.000,00
This part of the budget covers Designo Synergy Magazine 47.	gn, Printing& Distribution and mailing to Externals related

Marketing Profit	15.000,00
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30.000,00

## ANNEX 5 – ELSA-ELS COOPERATION AND ADMINISTRATION AGREEMENT

Cooperation and Administration Agreement

Between

ELSA – The European Law Students' Association

And

ELS – The ELSA Lawyers' Society

This Agreement is made on January 2008

## **BETWEEN**

1. ELSA: The European Law Students' Association, registered in the Netherlands as a non governmental and non profit making organisation, and with its seat at 239, Boulevard Général Jacques, B-1050 Brussels, Belgium;

And

2. ELS: The ELSA Lawyers' Society, registered in Sweden as an Ideella Föreningar association, and with its seat at 239, Boulevard Général Jacques, B-1050 Brussels, Belgium;

## WHEREAS (Recitals)

- A ELS is ELSA's international alumni society, and has the principle objective of supporting ELSA
- B ELS and ELSA wish to bring closer the cooperation between their two organisations, whilst maintaining their independence from one another.
- C ELS and ELSA share the desire that ELS should, in time, become the principle funding organisation for ELSA by applying the substantial part of ELS's income from membership fees (after taking account of ELS's own financial requirements) to the support of ELSA at all levels (International Board, National Groups, Local Group and Individual).
- D ELSA has agreed to promote and assist ELS on the terms set out in this Agreement.

## IT IS AGREED AS FOLLOWS

#### 1 **Definitions**

1.1 In this Agreement the following terms shall have the following meanings:

> ELS The ELSA Lawyers' Society, acting (for the purposes of this

> > Agreement) through its Executive Board

ELS Fixed The fixed portion of ELS membership subscription fees Contribution

received each year by ELS to be paid to ELSA as part of the ELS Funding in accordance with Schedule 3 (as amended

from time to time in accordance with Clause 5)

ELS Funding The financial support to be provided by ELS to ELSA and

the ELSA Network in accordance with Clause 4 in

accordance with the ELS Funding Arrangements set out in Schedule 3 (as amended from time to time in accordance

with Clause 5)

**ELS** Funding The arrangements for the ELS Funding as set out in Arrangements

Schedule 3 (as amended from time to time in accordance

with Clause 5)

**ELS Support** The non financial support to be provided by ELS to ELSA

> and the ELSA Network in accordance with Clause 3 and as set out in Schedule 2 (as amended from time to time in

accordance with Clause 5)

**ELSA** The European Law Students' Association, acting (for the

purposes of this Agreement) through its International

Board

ELSA Network The ELSA International Board, the ELSA National

Groups, ELSA Local Groups, and individuals who are

members of ELSA

**ELSA Services** Those services to be provided by ELSA to ELS, in

> accordance with Clause 1, and as set out in Schedule 1 (as amended from time to time in accordance with Clause 5)

Term The term for which this Agreement is effective, from the

date of this Agreement until this Agreement is terminated in

accordance with its terms.

- 1.2 Clause and Schedule and headings shall not affect the interpretation of this Agreement.
- 1.3 Any reference to an English legal term for any action or any legal concept or thing shall, in respect of any jurisdiction other than England, be deemed to include a reference to what most nearly approximates to the English legal term in that jurisdiction.
- 1.4 References to Clauses and Schedules are to the Clauses and Schedules of this Agreement.
- 1.5 Any reference to a particular officer on ELSA's International Board or ELS's Executive Committee (such as "Treasurer", "President" etc.) shall be construed as a reference to the person appointed to that position in accordance with the statutes of the relevant organisation, or, if that position is vacant then to the person who is, de facto, performing the tasks normally assigned to that position.
- 2 Cooperation Between ELS and ELSA
- 2.1 ELS and ELSA enter into this Agreement in the spirit of fraternity and cooperation between them and for their respective and mutual benefits. ELS and ELSA shall each owe each other a duty of utmost good faith in exercising and undertaking the powers, rights and duties available to them or to be undertaken by them respectively in accordance with this Agreement and in their respective performance of this Agreement.
- 2.2 ELS and ELSA shall each take all decisions and actions required of them or which they are entitled to take in accordance with the provisions of this Agreement in utmost good faith and with the intention of promoting the objectives set out in the recitals to this Agreement.
- 2.3 Nothing in this Agreement shall change the political and financial independence of ELSA and ELS as separate organisations. In carrying out this Agreement ELS and ELSA shall continue to recognise and respect the independence of the other organisation. Neither ELS nor ELSA shall exercise or perform any of the powers, rights or duties available to them or to be undertaken by them respectively in accordance with this Agreement in a way that might reasonably be considered to be likely to, or motivated to, unduly influence the other organisation or to challenge its political and financial independence.
- 2.4 ELSA has entered into this Agreement with ELS as its exclusive international alumni association. ELSA undertakes that it will not enter into any agreement of this kind with any other organisation in order to establish any other international alumni association.
- 2.5 ELS and ELSA shall cooperate and seek to agree and implement a joint strategy for their relationships with the national alumni associations of former ELSA members.
- 2.6 ELS and ELSA shall cooperate and seek to agree and implement a joint strategy to promote membership of ELS to ELSA individual members, to former ELSA members, and to other individuals who support the aims of ELSA and are eligible to become members of ELS in accordance with ELS's statutes.

- 3 Services to be Provided by ELSA to ELS
- 3.1 ELSA undertakes to provide the ELSA Services (as set out in Schedule 1) to ELS throughout the Term.
- 3.2 The ELSA Services shall be carried out by ELSA on ELS's behalf:
- 3.2.1 by ELSA under and in accordance with the overall direction of the ELS Executive Board or the applicable ELS Executive Board member;
- 3.2.2 with due diligence and with reasonable skill and care.
- 3.3 Subject to the requirements Clauses 3.2.1 and 3.2.2 ELSA shall provide the ELSA Services with due consultation with ELS and taking account of the reasonable desires and recommendations of ELS, but subject thereto shall, on a day to day basis, provide the ELSA Services in such manner as ELSA may in its reasonable discretion think fit.
- 3.4 ELSA may delegate the provision of the ELSA Services to other parts of the ELSA Network or to employees or third parties, subject to ELSA remaining responsible to ELS for the proper delivery of the ELSA Services in accordance with the provisions of this Agreement.
- 3.5 For the avoidance of doubt, nothing in this Agreement shall require ELSA to carry out any of the ELSA Services in a way that would render ELSA in breach of its statutes.
- 4 Support for ELSA by ELS

In consideration for ELSA providing the ELSA Services in accordance with the terms of this Agreement ELS undertakes to provide the ELS Support to ELSA and the ELSA Network (as set out in Schedule 2) throughout the Term.

- 5 Funding of ELSA by ELS
- 5.1 In consideration for ELSA providing the ELSA Services in accordance with the terms of this Agreement ELS undertakes to provide the ELS Funding to ELSA in accordance with the ELS Funding Arrangements (as set out in Schedule 3) throughout the Term.
- 5.2 Subject to ELSA providing the ELSA Services in accordance with the terms of this Agreement, and to the provisions of Clause 5.4, ELS shall pay the Fixed Contribution in accordance with the ELS Funding Arrangements and ELSA shall be entitled to receive the Fixed Contribution as of right. Subject to complying with ELSA's statutes ELSA may apply such Fixed Contribution at its absolute discretion, and shall not be required to account to ELS for the manner in which such Fixed Contribution is applied.

- 5.3 ELSA (and the ELSA Network) shall be entitled to receive such additional funding as is provided for under the ELS Funding Arrangements, or as otherwise determined from time to time by ELS after consultation with ELSA but at ELS's absolute discretion. ELS shall not be obliged to provide any such additional ELS Funding in any financial year (save as expressly set out in the ELS Funding Arrangements or otherwise expressly agreed between ELS and ELSA in accordance with the provisions of this Agreement).
- 5.4 ELS (acting by its Treasurer) may suspend all or part payment of the ELS Funding (including the ELS Fixed Contribution) in the following circumstances:
- 5.4.1 if ELSA fails to provide a monthly statement of ELS membership fee income collected by ELSA on ELS's behalf, in such format and at such times as has been agreed between the ELS Treasurer and the ELSA Treasurer, or in the absence of such agreement in such format and times as the ELS Treasurer may reasonably request in writing to the ELSA Treasurer, until such failure has been remedied;
- 5.4.2 where ELS Funding is provided for specific purposes or subject to specific conditions (but not in the case of the Fixed Contribution) if ELSA fails to provide confirmation, to the reasonable satisfaction of the ELS Treasurer, in such form as has been agreed between the ELS Treasurer and the ELSA Treasurer, or in the absence of such agreement in such form as the ELS Treasurer may reasonably request in writing to the ELSA Treasurer, that such ELS Funding has been applied by ELSA for the specific purposes for which it was intended or in accordance with any conditions attached to the provision of such ELS Funding, until such breach or failure has been remedied;
- 5.4.3 in exceptional circumstances (upon the written decision of the Treasurer and the President of ELSA) suspend payment of any ELS Funding (including the Fixed Contribution) for an initial period of up to 7 days if ELS receives notice of any credible allegation that any part of the ELS Funding has been applied by ELSA in breach of the terms of this Agreement, or in breach of any other agreement between ELS and ELSA as to the manner in which any part of the ELS Funding may be applied, or in breach of ELSA's own statutes (in each case of such gravity that the integrity of ELSA may reasonably be brought into question) for the purposes of carrying out preliminary investigations
- 5.4.4 if such investigations carried out in accordance with Clause 5.4.3 discloses prima facia evidence that such allegations may be justified, then (upon resolution by ELS's Executive Board) ELS may suspend payment of any ELS Funding (including the Fixed Contribution) for a further period of 30 days (or such longer period as may reasonably be required in all the circumstances) to allow ELS to carry out a full investigation into the justification or otherwise for such allegations.
- 5.5 If ELS suspends payment of any part of the ELS Funding in accordance Clause 5.4 the ELS Treasurer shall forthwith give written notice to the ELSA International Board (except where there are exceptional reasons not to do so because such notice would be likely to frustrate any investigation by ELS, or by ELSA, or by any appropriate authority) informing ELSA that the ELS Funding has been suspended, the amount and reasons why such funding has been suspended, and what action (if appropriate) is required by ELSA to remedy any breach, or (as appropriate in the case of Clause 5.4.3) give ELSA full details of any allegations made and invite ELSA's representations in respect of such allegations.

## 6 Variation

- 6.1 This Agreement, including the Schedules, may be varied from time to time by agreement between ELS and ELSA in accordance with this Clause 6.
- 6.2 Any proposal to vary this Agreement by either ELS or ELSA shall be discussed in utmost good faith between the President of ELS and the President of ELSA (and such other members of their respective boards as shall be appropriate).
- 6.3 Any variation to this Agreement shall be effective upon approval by the International Board of ELSA and the Executive Board of ELS if recording by memorandum in writing (expressly stating the intention of ELS and ELSA to vary this Agreement) and signed by the President of ELS and the President of ELSA. Such memorandum shall be conclusive and binding (in the absence of manifest error).

## 7 Resolution of Disputes

- 7.1 ELS and ELSA shall each use their best endeavours, each acting in utmost good faith, to resolve any disputes in respect of the interpretation, performance or termination of this Agreement by agreement between them.
- 7.2 If any dispute between ELS and ELS cannot be resolved in accordance with Clause 7.1, either the President of ELS or the President of ELSA may give written notice to the other to refer such dispute to the International Board of ELSA and the Executive Board of ELS who shall attempt to resolve such dispute by agreement between them.
- If any dispute referred to the International Board of ELSA and the Executive Board of 7.3 ELS in accordance with Clause 7.2 has not been resolved by agreement between them within 30 days of the date of being so referred, either ELSA or ELS may request, by written notice on the other, that such dispute shall be resolved by reference to a committee of experts. The committee of experts shall comprise of three individuals of good reputation, one of which shall be appointed by ELS, one by ELSA, and the third (who shall be chairman) appointed jointly by ELS and ELSA (or in the absence of agreement by the president of the Law Society of England and Wales). ELS and ELSA may each make one round of representations to the committee of experts in respect of the matter under dispute, together with such supporting documentation, and may make one further round of representations together with supporting documentation in direct response to issues or assertions raised by the other party (but may not introduce new issues). The committee of experts may make their recommendations to ELS and ELSA as to how, in their view, the matter in dispute should be resolved. If ELS and ELSA are still unable to resolve the matter in dispute by agreement between them, either ELS or ELSA may refer the matter in dispute back to the committee of experts for final determination and then the written decision of the committee of experts (acting by majority) shall be binding on ELS and ELSA.
- 7.4 ELS and ELSA shall each be responsible for payment of their respective expenses in resolving any dispute in accordance with this Clause. The reasonable expenses of the experts shall be paid by ELS and/or ELSA as the experts shall direct.

## 8 Termination

- 8.1 It is the non binding desire of ELS and ELSA that the provisions of this Agreement (as amended from time to time) should continue in perpetuity.
- 8.2 The Term of this Agreement shall be for a minimum period of ten years (unless termination earlier in accordance with the provisions of this Clause 8) and shall continue thereafter unless terminated by either party by not less than one year's notice in writing to the other expiring on 31 December of the year after the year in which such notice is given.
- 8.3 This Agreement may be terminated by not less than 30 days notice in writing given by either party to the other, subject to the following conditions:
- 8.3.1 such notice may only be given by one party to the other if the other party is in fundamental breach of its obligations under this Agreement, or (in the case of notice given to ELSA) if ELSA applies a material part of the ELS Funding in breach of the ELSA Statutes;
- 8.3.2 Notwithstanding the other provisions of this Agreement, no notice to terminate this Agreement shall be given by either party to the other until all of the following steps have been exhausted;
- 8.3.2.1 written notice with full details of the alleged breach (including, where appropriate, what steps are required to remedy the alleged breach) has been given by the party alleging the breach to the party alleged to be in breach, and the party alleged to be in breach has been given a reasonable opportunity to respond to such allegations and/or to remedy the breach; and
- 8.3.2.2 ELS and ELSA have exhausted the procedures set out in Clauses 7.2; and
- 8.3.2.3 if any matter is in dispute, and that dispute is referred to the committee of experts in accordance with Clause 7.3, the procedures set out in that Clause have been exhausted.
- 8.4 ELS may suspend payment of the ELS Funding to ELSA whilst the procedures required to terminate this Agreement in accordance with this Clause 8 are carried out.
- 8.5 Where ELS has the right to terminate this Agreement in accordance with this Clause 8, it may, at its absolute discretion, chose instead to suspend the operation of this Agreement until the taking of office of the next ELSA International Board.
- 8.6 Where ELSA has the right to terminate this Agreement in accordance with this Clause 8, it may, at its absolute discretion, chose instead to suspend the operation of this Agreement until the taking of office of the next ELS Executive Board.

- 9 Action on Termination
- 9.1 Upon termination of this Agreement (for whatever reason):
- 9.1.1 ELSA shall take all necessary steps and provide all necessary cooperation (including the return of all ELS member data in a format immediately usable by ELS) to enable ELS to assume immediately, without interruption, the ELSA Services up to termination carried out by ELSA; and
- 9.1.2 ELS shall pay all ELS Funding then outstanding to ELSA in accordance with the provisions of this Agreement.
- 10 Protection of Data
- 10.1 The ownership of the data relating to ELS members (including data collected by ELSA for the purposes of providing the ELSA Services) shall remain the exclusive property of ELS.
- 10.2 ELSA shall ensure that all personal data relating to ELS members shall be available to ELS at all reasonable times.
- 10.3 ELSA shall ensure that the methods of formatting or of reading or using data relating to ELS members shall be made available at all times (including after termination of this Agreement for any reason) to ELS, and (to the extent necessary to ensure that such data is immediately usable by ELS upon request) hereby grants ELS a perpetual and irrevocable licence, to the full extent that it is able to do so, to use all software, data formats, data management tools and the like for such purposes.
- 10.4 ELSA shall ensure that all data relating to ELS members is handled and used only in accordance with all applicable data protection legislation and any other requirements of ELS in respect of the handling and use of such data. In particular, ELSA must not sell, licence, or dispose by any means of such data to third parties for commercial gain.
- 10.5 ELSA shall ensure that all data relating to ELS members is returned to ELS upon termination of this Agreement (for whatever reason) and that all copies of such data held by ELSA are destroyed or erased, save that ELSA shall be permitted to retain copies of the personal data relating to those ELS members who, after being notified of the termination of this Agreement and the reasons for such termination, do not forbid that ELSA retains their data.
- 11 Language
- 11.1 This Agreement is drafted in the English language. If this Agreement is translated into any other language, the English language text shall prevail.
- 11.2 Any notice given under or in connection with this Agreement shall be in the English language. All other documents provided under or in connection with this Agreement shall be in the English language, or accompanied by a certified English translation. If such document is translated into any other language, the English language text shall prevail unless the document is a constitutional, statutory or other official document.

## 12 No Partnership or Agency

Except as expressly provided in this Agreement nothing in this Agreement is intended to, or shall be deemed to, establish any partnership or joint venture between ELS and ELSA, constitute either party the agent of the other party, nor authorise either party to make or enter into any commitments for or on behalf of the other party.

## 13 Assignment and Other Dealings Prohibited

This Agreement is personal to ELS and ELSA and neither party shall, without the prior written consent of the other party, assign, transfer, mortgage, charge, declare a trust of or deal in any other manner with this Agreement or any of its rights and obligations under or arising out of this Agreement, or purport to do any of the same.

## 14 Entire Agreement

- 14.1 This Agreement constitutes the whole agreement between ELS and ELSA and supersedes all previous agreements between them relating to its subject matter.
- 14.2 Each party acknowledges that, in entering into this Agreement, it has not relied on, and shall have no right or remedy in respect of, any statement, representation, assurance or warranty (whether made negligently or innocently) other than as expressly set out in this Agreement.

## 15 Notice

Any notice required to be given under this Agreement shall be in writing and shall be delivered personally, or sent by pre-paid first class post or recorded delivery or by commercial courier, to each party required to receive the notice.

## 16 Counterparts

This Agreement may be executed in any number of counterparts, each of which when executed and delivered shall constitute an original of this Agreement, but all the counterparts shall together constitute the same agreement. No counterpart shall be effective until each party has executed at least one counterpart.

## 17 Third Party Rights

A person who is not a party to this Agreement shall not have any rights under or in connection with it.

## 18 Governing Law and Jurisdiction

This Agreement and any dispute or claim arising out of or in connection with it or its subject matter shall be governed by and construed in accordance with the law of England and Wales.

Signature of the President

**ELSA International** 

Signature of the President ELS

Schedule 1

## **ELSA Services**

## Maintain the ELS Membership Directory and Data Base.

Maintain the ELS Membership Directory and Data Base in comprehensive and accurate state.

Take reasonable steps periodically to: obtain from members all relevant data to be included in the Directory; and verify the accuracy of individual membership data with members.

Make the Membership Directory and Data Base accessible on line to all members of ELS, the International Board of ELSA, and persons designated by the Executive Board of ELS, provided if it is technically possible with the available tools.

## Maintain and Develop ELS Web Services

Maintain and develop the ELS Web Site, in cooperation and consultation with the ELS Webmaster. All third party expenses related to the ELS webpage (such as hosting fees, licensing fees, domain name fees, etc.) shall be covered by ELS.

Maintain and manage the ELS mailing-lists, and take all reasonable steps to ensure that the lists include all recipients intended.

## Invoicing and collection of ELS Membership Subscriptions

Issue invoices (electronically or in paper form, for all ELS members for whom address details are available), prior to 30 January of each year for that calendar year to all then current ELS members, and within three months of joining for new ELS members.

Take all reasonable steps to collect ELS Membership Fees in to the ELS Bank Account, including issuing reminders, etc., as appropriate.

Provide full details at least monthly to the ELS Treasurer of ELS Membership Fees collected.

For these purposes, ELS will allow ELSA to monitor the ELS Bank Account and the PayPal account, without the ability to make transactions.

## Receiving and sending postal mail on behalf of ELS

Receive at the ELSA House address all postal mail directed to ELS which for any reason is sent to that address.

Inform forthwith the Secretary-General of ELS of all such mail received.

LV International Council Meeting of ELSA Budva, Montenegro 29<sup>th</sup> March – 5<sup>th</sup> April 2009 Send via email or personally deliver such mail to the Secretary General of ELS, or to the relevant Executive Officer. If ELSA is asked to forward any mail by post, such costs shall be covered by ELS.

#### Newsletters and other communication

Produce an electronic news letter (with content provided by ELS), on a regular basis as agreed between the VP Marketing of ELSA International and the ELS Editor, for distribution to ELS members. All content shall be provided to ELSA at least 2 weeks before planned release. A new template is to be developed for the news letter, funded by ELS if there are any costs.

Promote ELS through Synergy, and allocate dedicated space within Synergy to ELS events, news and interests. It is under the discretion of the VP Marketing of ELSA International, as editor of the magazine, to accept the materials submitted.

## **Promote ELS Participation at ELSA Events**

Promote participation by ELS at all events organised throughout the ELSA Network (where appropriate) on terms more favourable than available to externals.

## **Assistance and Support for ELS Events**

Provide or ensure administrative assistance or support (such as running participation lists, and organising collection of fees, publicity, etc.) to ELS in the organisation of its own events, if scheduled and agreed upon by ELSA and ELS with proper advance.

Schedule 2

## **ELS Support**

## Provide advice and assistance

Endeavour to provide or procure all advice and assistance, throughout the ELSA Network, as may be requested by ELSA and members of the ELSA Network.

Including (without limitation):

Providing and introducing speakers and trainers;

Making other introductions as requested by ELSA;

Identify other resources which may be required by ELSA, as requested by ELSA;

LV International Council Meeting of ELSA Budva, Montenegro 29<sup>th</sup> March – 5<sup>th</sup> April 2009 Encourage local ELS/ELSA networking events and careers workshops.

Encourage ELS Members to promote STEP and to identify and provide STEP placements.

Schedule 3

## ELS Funding, ELS Funding Arrangements and ELS Fixed Contribution

## 1 Amount of the ELS Fixed Contribution.

ELS shall pay ELSA one half of net ELS membership fee income received each month as the ELS Fixed Contribution.

For the purposes of this Schedule 3, "net membership fee income" means income received into ELS's Bank Account (as designated by the ELS Executive Board), after payment of bank charges, transfer fees, and the like incurred in respect of the receipt of membership fee income (but not standing account changes, and interest, and the like charged generally to ELS's bank account and not in respect of any particular receipt).

The ELS Bank Account shall be the account (in the name of ELS) designated by the Executive Board.

## 2 Payment of the ELS Fixed Contribution

Except when payment is suspended in accordance with the terms of this Agreement, the ELS Fixed Contribution shall be paid by ELS in to the ELSA Bank Account each month, by not later than by the 14th day of the month following the month in which the relevant amount is received by ELS in cleared funds.

The ELSA Bank Account shall be the account (in the name of ELSA) designated by the ELSA International Board.

## 3 Further Financial Assistance for the ELSA Network

ELS shall consider and (at 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.



ELSA International 239 Boulevard Général Jacques B-1050 Brussels Belgium

Brussels, 31st January 2009

Dear President:

ELS / ELSA Cooperation and Funding Agreement

I refer to the above Agreement entered into between our two organisations today.

ELS considers that exceptional circumstances, on account of the extra burden of work taken by ELSA during this first period of implementation of the Agreement, as well as an expected initial lower income, justify that ELS agree on awarding further financial support to ELSA.

Therefore, I confirm that ELS has resolved to exercise its discretion under clause 5.3 of the Agreement:

- To pay to the ELSA International Board an amount equal to 20% (twenty percent) of ELS's net monthly income from membership fees during the calendar year 1 January 2009 to 31 December 2009;
- 2 To forthwith lend, free of charges, to the ELSA International Board a grant of €3,000 (to be used towards its general administrative expenses), as an advance against the payments referred to in para 1. above;

The amount referred to in para 1. will be recoupable against the loan referred in para 2. until ELS has been fully paid for the amount referred to in 2. If until the end of the calendar year of 2009 the amount referred to in para 2. hasn't been fully paid, ELS shall wave any further compensation for it.

The above payments are in addition to the Fixed Contribution referred to in the Agreement.

Furthermore, ELS fully accepts that the delay on the implementation of the Agreement, as well as the extra time necessary for transition tasks, justify that the schedule of ELSA duties as determined by the first paragraph of Schedule 1.3 is revised for this first year. In accordance, ELS accepts that the deadline put forth by this provision shall be, for the current year, the 30th May.

Yours truly,

(Tiago Mayari Gonçalves)
President of ELS – The ELSA Lawyers' Society