# LXI INTERNATIONAL COUNCIL MEETING

# **WORKING MATERIALS**

Algarve, Portugal
25th of March - 1st of April 2012



Auditing Partner of ELSA International



English Language Partner of ELSA International



Corporate Partner of ELSA International



Partner of the ELSA Moot Court Competition



Partner of the ELSA Moot Court Competition



Partner of the ELSA Moot Court Competition





#### **GENERAL INFORMATION**

#### **FOREWORD**

Dear ICM Participants,

The upcoming International Council Meeting is once more an opportunity for all National Groups to gather in the same place, to work together in order to strengthen our Association and to meet amazing and dedicated people from all over Europe. The key words for this one week and also for the whole experience in ELSA are: respect, inspiration, understanding and sharing. A joint effort to improve our Network is something that gives so much for all of us.

It is time to concentrate on the basics of the European Law Students' Association. The most important question which we should always ask is: What can we offer to our members? The international aspect of our activities is how we are distinguished from other law student organisations. The goal of every board in ELSA should be aiming to offer more international activities to our members and this also what we should focus on during ICM Algarve.

There will be many crucial topics to go through during this ICM, therefore being prepared is important. Thus we encourage each participant to read through the Working Materials and be part of the discussions already beforehand on the area mailing lists. Through interaction with others you will be shaping our beloved Association towards its future. All of you share collectively the right and obligation to decide and to do what is best for ELSA and its 33,000 members.

We want to show our appreciation for the most valuable resource we have in ELSA: the people. Thinking of the upcoming ICM Algarve, we thank its Organising Committee for their outstanding job! We also want to thank all the national and local officers whose devotion of their time and effort for ELSA is a daily source of motivation for us! My amazing board has my gratitude for the support and assistance they have given to me during the compilation of these Working Materials and also throughout the term so far!

On behalf of ELSA International 2011/2012,

Jaana Saarijärvi

Secretary General

ELSA International

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#### **REMINDERS**

#### General Reminders

If you really want to enjoy this ICM, DO NOT FORGET THE FOLLOWING: "Be prepared to speak and to speak be prepared!"

To be prepared for Workshops...

- Read these Working Materials from cover to cover;
- Read the minutes of at least the two previous ICMs;
- Read the Statutes and Standing Orders of ELSA International carefully;
- Read and bring with you a copy of the latest edition of the Decision Book;
- Bring your Marketing Materials so you can promote your events;
- Bring the One Year Operational Plan of the International Board (OYOP 2011/2012).

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

- Check out the ICM Website at <a href="http://icmalgarve2012.elsaportugal.org/">http://icmalgarve2012.elsaportugal.org/</a> and make sure you have taken note of all the Organising Committee's instructions;
- Make travel arrangements to be in Algarve, Portugal in time for the opening of the ICM at 14.00 on Sunday 25<sup>th</sup> of March;
- Make sure that your delegation presents the Letter of Authorisation to the Secretary General of ELSA International in the Plenary room at 13.00 on Sunday 25<sup>th</sup> of March;
- Note that Western European Summer Time (UTC+01) begins on Sunday 25<sup>th</sup> of March;
- Bring smart clothes for the Plenary;
- Rehearse your performance for the ELSA Vision Contest!

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

- Consider being a Workshop Secretary;
- Consider being a Plenary Secretary;
- Consider hosting the IPM in Winter 2013;
- Consider hosting the ICM in Autumn 2013;
- Consider running for the International Board 2012/2013;
- Consider running for the Internal Auditor of ELSA International 2012/2013;

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

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

#### Deadlines for nominations

The deadline for nominations for:

INTERNATIONAL BOARD 2012/2013,

TWO AUDITORS AND VICE-AUDITOR OF ELSA INTERNATIONAL 2012/2013,

is Monday 26th of March at 23.59 (UTC+01:00)

and

the deadline for nominations for:

INTERNATIONAL PRESIDENTS' MEETING HOST WINTER 2013,

COUNCIL MEETING HOST AUTUMN 2013

is Tuesday 27th of March at 23.59 (UTC+01:00)

and

the deadline for nominations for:

COUNCIL GUESTS TO ICM BATUMI 2012

is Friday 30th of March 23.59 (UTC+01:00)

#### The Council Meeting Guide for fresh and experienced participants

#### What is a Council Meeting?

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

#### What is a Workshop?

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

The following Workshops will be held during the ICM:

**Board Management, External Relations and Expansion (BEE)** – supervised by the President of ELSA International and attended by national Presidents.

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

*Financial Management (FM)* – supervised by the Treasurer of ELSA International and attended by national Treasurers.

General Information Reminders

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

*Academic Activities (AA)* – supervised by the Director for Academic Activities and the Director for Moot Court Competitions of ELSA International and attended by national AA officers.

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

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

#### What is a Workshop officer?

There are four Workshop officers. They are the Chair, the Vice Chair and two Secretaries.

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

The role of the Vice Chair is to assist the Chair and stand in for the Chair in the event of his or her absence.

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

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

#### What is a Council Meeting officer?

There are seven or more Council Meeting officers for the Plenaries during the ICM. They are the Chair, the Vice Chair, two to four Secretaries, two to six Tellers, and three members of the Nominations Committee. The Council Meeting officers ensure that some of the most important tasks in an ICM are carried out.

#### What is the role of the Chair and the Vice Chair?

The role of the Chair of the Council Meeting is to ensure that the Council Meeting agenda is respected and adhered to, to supervise and assist the other Council Meeting officers, to invite

persons to address the Council, to decide when to put proposals to a vote, to supervise the voting process, to announce the result of the voting process, to supervise the election process, to bring the meeting to order and to resolve any question concerning the procedure of the Council Meeting. The role of the Vice Chair is to assist the Chair and stand in for the Chair in case of his or her absence.

#### What is the role of the Secretaries?

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

#### What is the role of the Tellers?

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

#### What is the role of the Nominations Committee?

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

#### Obligations of National Groups

# Important information!

In accordance with article 11.5 of the Statutes of ELSA, the voting rights of a Member are suspended, if the National Group has not entirely fulfilled its **financial obligations** towards ELSA International or has not submitted the State of the Network Inquiry (SotN Inquiry) to ELSA International.

Please address all financial enquiries concerning debts to the Treasurer of ELSA International in due time before the ICM at treasurer@elsa.org.

All SotN Inquiries must be thoroughly filled out and submitted to the Secretary General of ELSA International. Please make sure that the SotN Inquiry on behalf of your National Group is delivered seven (7) days before the ICM to facilitate the procedure during the ICM. If you need any clarifications regarding the SotN, please contact the Secretary General of ELSA International at <a href="mailto:secgen@elsa.org">secgen@elsa.org</a>.

To be allowed to participate in the Council, the delegates representing a Member must be duly authorised to vote in Council on behalf of the Member and must therefore present to the Secretary General of the International Board the Letter of Authorisation signed by two (2) board members of their respective National Group. The Letters of Authorisation shall be accompanied with a list of Local Groups that are currently members or observers of the respective National Group. Also Observers need to present it to receive the presence card.

#### Call for the International Board 2012/2013



The European Law Students' Association

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

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

Ever dreamt of living in the ELSA House?

This is your opportunity: Revolutionise your life for ELSA!

MAKE A DIFFERENCE FOR ELSA:

RUN FOR THE INTERNATIONAL BOARD 2012/2013!

#### 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.

#### President

The President is in charge of the overall co-ordination of ELSA work, execution of expansion, planning and direction of the work and communication of the International Board. The President is also the main contact person between ELSA International and externals, by representing ELSA International at official events and meetings, being responsible for maintaining contact and the flow of information to 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 the necessary resources available so as to correct any inconsistency. The Secretary General is also in charge of directing the work of the Council. One of the main responsibilities is to keep in contact with International Trainers Pool and organise training sessions throughout the Network as well as to develop the Human Resources and informational systems in the ELSA Network.

#### Treasurer

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

#### Vice President for Marketing

The Vice President for Marketing is responsible for the supporting area of Marketing. The tasks include amongst others, the coordination of advertisement hunting for various brochures and publications and for the website, the overall responsibility of production and editing of Synergy, to produce internal presentation and marketing materials for the Key Areas, and to represent

ELSA towards externals. One of the Vice President for Marketing's main responsibilities is also to co-ordinate and conduct market analysis and to define marketing strategies for all matters related to ELSA and its activities.

#### Vice President for Academic Activities

The Vice President for Academic Activities is responsible for the overall planning, coordination and supervision of the Key Area of Academic Activities. This responsibility includes Legal Writing; coordinating Essay Competitions, Bridging Theory and Practice; Lawyers at Work events and Legal Debates. The Vice President for Academic Activities has also the responsibility, when called upon, to support and assist Local and National Groups in organising AA events in the Network as well as implementing Legal Education, Human Rights and the International Focus Programme in the activities of the Academic Activities as a Key Area.

#### Vice President for Seminars and Conferences

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

#### Vice President for the Student Trainee Exchange Programme

The Vice President for the Student Trainee Exchange Programme is responsible for the Key Area of STEP. This includes co-ordination and supervising all the STEP related information from the Network and making the information and statistics available to it. The Vice President for the Student Trainee Exchange Programme also co-ordinates the implementation of international partnerships that are STEP related and actively seeks for additional opportunities of the traineeship programme and the International Focus Programme within the scope of STEP.

#### Procedure of the elections to the International Board

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

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

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

During the Candidate(s) Workshop, all the candidates will first present themselves and their candidature and after that there will be time to answer questions from the Workshop participants. If there are several persons running for the same board position, the nominees have to leave the Workshop room during the presentation of the other nominees.

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

There may not be more than two persons with a substantial connection to the same Member on the International Board.

#### Transition

The elected International Board 2012/2013 has to be present in the ELSA House in Brussels from the 1st of July 2012 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 2012/2013 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. However the transition will also be filled with social events, team-building sessions and sightseeing-trips in Brussels.

#### Call for the Internal Auditors of ELSA International 2012/2013



The European Law Students' Association

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

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

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

# AUDITOR OR VICE AUDITOR OF ELSA INTERNATIONAL 2012/2013

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

The Internal Auditors and the Vice Auditor are three neutral and independent persons who are proofing the accounts of ELSA International.

The Internal Auditors are elected by the Council during the spring International Council Meeting. The Internal Auditors' team consists of two Auditors and one Vice Auditor. The two Auditors are mainly responsible for controlling the Interim Accounts and the Final Accounts of their respective year they have been elected for; the Vice Auditor is only active if one of the Auditors is not able to fulfil his/her task.

The Internal Auditors are responsible for checking the documents and accounting in the headquarters in Brussels twice a year, once 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 Internal Auditors?

- Travelling to Brussels twice a year in order to control the accounts of ELSA International;
- Writing the Internal Auditors' report about the auditing of ELSA;
- Presenting the Internal Auditors' report in the spring and the following autumn International Council Meetings.

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

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

Call for the International Council Meeting Host Autumn 2013 and the International Presidents' Meeting Host Winter 2013



# Autumn ICM 2013 Winter IPM 2013

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

Imagine the best ELSA experience ever!

Everything at one place - law students, perfectly organised Workshops and Trainings!

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

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

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

#### This is it:

## APPLY FOR HOSTING AN IPM OR AN ICM!

# SEE THE DRAFT AGREEMENTS ANNEXED TO THESE WORKING MATERIALS

#### How to apply for hosting an ICM or IPM?

In both case there is a draft Host Agreement annexed to these Working Materials. The Host Agreement gives more information regarding organising the statutory meeting.

#### Applying to host the International Council Meeting Autumn 2013

The hosts for the next two upcoming ICMs have been appointed. The Autumn ICM 2012 will take place in Batumi, Georgia, organised by ELSA Georgia and the Spring ICM 2013 Cologne, Germany organised by ELSA Germany. If you are thinking about organising an ICM in your group in autumn 2013, this is the right moment to apply! Prepare an application and sign the ICM Host Agreement that you can find annexed to these Working Materials, and you will have the opportunity to have a nice presentation in Plenary.

Any national or local ELSA group is eligible for applying to host a Council Meeting.

The ICM Host Agreement shall be signed before the Council will vote upon the Council Meeting host and shall be in force towards the elected host after the Council Decision upon the Council Meeting host. The pre-drafted contract is negotiable between the parties prior to the opening of the 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.

Similarly, copies of this application (or summarised versions thereof) shall be made available to all Members present at the International Council Meeting within the same deadline.

The dates of the ICM in autumn have to be between October 15th and November 15th.

The nomination sheet which you will get from the Nomination Committee needs to be returned to the Nomination Committee by the same deadline than the application has to be given to the International Board and the National Groups, meaning on Tuesday at 23.59. On the nomination sheet one National Group will be nominating you and another will be seconding the nomination. For practical reasons the Secretary General of ELSA International will sign the ICM Host Agreement with a group only after receiving the application from them and the Nomination Committee will only receive a nomination sheet if the candidate group has to show

a signed ICM Host Agreement. This way we can try our best to ensure that the applicant group has fulfilled all obligations before deadline without accidentally overlooking one of them.

In the case where the call for nominations for candidates for ICM Hosts is extended by the Council beyond the deadline referred to in the preceding point 9.3, the submission of the application to the International Board and to the members shall not take place any later than midnight of the day prior to the Final Plenary session.

During the Plenary the applicant group will give a short presentation. The Council will then decide. So, do not hesitate – APPLY!

#### Applying to host the International Presidents' Meeting Winter 2013

The host for the next IPM has been elected. The Summer IPM 2012 will take place in Paris, France. If you are thinking about organising an IPM in your group in winter 2013, this is the right moment to apply! Prepare an application and sign the IPM Host Agreement that you can find annexed to these Working Materials, and you will have the opportunity to have a nice presentation in Plenary.

Any national or local ELSA group is eligible for applying to host a Presidents' Meeting.

The IPM Host Agreement shall be signed before the Council will vote upon the Presidents' Meeting host and shall be in force towards the elected host after the Council Decision upon the Presidents' Meeting host. The pre-drafted contract is negotiable between the parties prior to the opening of the Council 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 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.

The dates of the IPM in winter have to be between January 15<sup>th</sup> and February 15<sup>th</sup>.

The nomination sheet which you will get from the Nomination Committee needs to be returned to the Nomination Committee by the same deadline than the application has to be given to the International Board and the National Groups, meaning on Tuesday at 23.59. On the nomination sheet one National Group will be nominating you and another will be seconding the nomination. For practical reasons the Secretary General of ELSA International will sign the IPM Host Agreement with a group only after receiving the application from them and the

Nomination Committee will only receive a nomination sheet if the candidate group has to show a signed IPM Host Agreement. This way we can try our best to ensure that the applicant group has fulfilled all obligations before deadline without accidentally overlooking one of them.

During the Plenary the applicant group will give a short presentation. The Council will then decide. So, do not hesitate – APPLY!

#### Call for Final IFP Conference 2013



# FINAL IFP CONFERENCE

on

# **Health Law**

Spring 2013

# Host the biggest IFP event in the Network!

The applications should be sent to elsa@elsa.org at the latest on

22nd April 2012 23.59 CET

#### Memento

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

i. You have filled in the entire **State of the Network Inquiry** and given it to the Secretary General of ELSA International and **all debts** due to ELSA International **have been paid**.

Please make sure the Secretary General of ELSA International has received the Inquiry of your National Group and confirm the debt situation with the Treasurer of ELSA International prior to the ICM.

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

This document must include:

- The contact details of your National Group;
- The names of the delegates of your National Group who are allowed to raise the voting cards during voting;
- The names of all other delegates;
- The list of Local Groups that are currently members or observers of your National Group (please indicate which groups enjoy what status);
- Two signatures from the National Board members authenticating the letter.

Please note that the Letter of Authorisation should be ready and handed in to the Secretary General of ELSA International **BEFORE** the start of the Opening Plenary session, meaning at 13.00 in the Plenary room. You will only get your voting cards if you have given the Letter!

#### Head of Delegation

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

- delegates are on time, especially in the morning (if needed, wake them up);
- delegates are informed about all practicalities;
- delegates are summoned to discuss important issues raised in the Workshops and in Plenary.

#### Reporting Time

After the daily workshop session is over the National Groups will be granted reporting time (check ICM and Workshop timetables). The Head of Delegation is responsible for gathering the

National Group. This is the moment when the delegation meets and discusses important matters brought up in the Workshops and in Plenary. This is also the right moment to create a good spirit in your delegation, since you are supposed to work together in ELSA for one year and an ICM is the right place to create friendship inside your national team.

#### **ELSA Vision Contest**

Please be ready to prepare an act and/or a singing and/or dancing performance – represent your National Group in a glamorous and funny way. The ELSA Vision Contest will take place during one of the parties during the week. The International Board will be the jury for the event.

#### Joint Workshops

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

#### Nominations and Election of Council Guests

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

#### Plenary Presentations

In order to bring efficiency to the work at the Plenary, we hereby present some rules for groups that want to give presentations during Plenaries:

- The demonstration of any presentations during the plenary session will be up to the discretion of the Chair and Vice Chair;
- No presentations will be allowed if not matching the following criteria:
  - 1. Having a maximum length of 3 minutes;
  - 2. Being in accordance with ELSA's Principles;
  - 3. Being given to the Chair or the Vice Chair before 15.00 (UTC+01:00) on Monday 26<sup>th</sup> of March.
- The priority of acceptance will be as follows:
  - 1. Statutory Meetings Presentations;
  - 2. International Area Meetings (non-statutory);
  - 3. Training Events;
  - 4. ELSA Core Activities events;
  - 5. Social Events;
  - 6. Others.

#### Finger rules for Workshops

These "finger rules" as you can find below intend to make the job of the Chair easier, to make sure the discussions are as effective as possible with a logical flow and order.

The theory behind the finger rules is simple; you indicate what you want to state by using one of the following gestures:

One finger: New idea/topic
Two fingers: Reply/comment

Three fingers: End the discussion – it's not useful

Pinky: Technical remark (e.g. "open the window" or "the text is too small")

Finger with scissor: Remove/cut from speakers' list.

Thumbs up/down: Show immediate feedback to a statement, instead of asking for the word

to only say "I like xxx's idea" or "I don't like xxx's idea".

The priorities of the gestures go in the following order: pinky, three, two and one in descending order. With this system the Chair can easier moderate the discussions.



### **DRAFT TIMETABLES AND AGENDAS**

#### **ICM TIMETABLE**

ICM Algarve								
Draft Timetable								
Time	Sun 25 <sup>th</sup>	Mon 26th	Tue 27th	Wed 28th	Thu 29 <sup>th</sup>	Fri 30 <sup>th</sup>	Sat 31st	Sun 1st
08:00								
08:30		Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
09:00		Dicarrast	Dicariast					
09:30								
10:00	Arrival of the							
10:30	Participants							
11:00						Workshops	F: 1	
11:30		Workshops	Workshops	Workshops	Sightseeing	Workshops	Final Plenary	
12:00								
12:30								
13:00	Letters of Auth. &							
13:30	Payments					Lunch		
14:00		Lunch Lunch Lunch		Lunch	Lunch		Lunch	
14:30						Transport		
15:00	Opening							Departure of the
15:30	Plenary				Workshops	Conference		
16:00								
16:30		Workshops Mid- Plenary		Workshops				
17:00						Final Plenary	Participants	
17:30	Opening		1 icitary			richary		
18:00	Workshops							
18:30						Dressing Time		
19:00	Officers & Freshers	Reporting Time		Reporting Time	Reporting Time	Transport		
19:30 20:00						Transport		
20:30	Dinner	Dinner	Dinner	Dinner	Dinner		Dinner	
21:00		D IIII CI	mer Dinner Dinn			17111	Diffici	
21:30								
22:00				Gala Ball	Gala Ball			
22:30	Party	Party	Party	Party	Party		Party	
23:00								
23:30								
45.50								

#### PLENARY DRAFT AGENDA

## Opening Plenary, Sunday 25th March 2012

(14.00-17.30)

Morning	Arrival and registration of the participants
13.00	Payments due to ELSA International and delivery of Letters of Authorisation
14.00	Introduction of the members of the International Board 2011/2012 Francisco Pedago, Head of the Organising Committee
14.10	Opening of the Council Meeting by the President of ELSA International Niousha Nademi
14.15	Presentation of the Directors and Assistants of ELSA International Niousha Nademi
14.20	Welcoming of Council Guests and Externals Niousha Nademi
14.30	Presentation and Information by the Organising Committee of the Council Meeting Francisco Pedago, Head of the Organising Committee
14.45	Presentation of the ICM Sponsors/Partners Francisco Pedago, Head of the Organising Committee
14.55	Announcement of the list of votes by the Secretary General of ELSA International Jaana Saarijärvi
15.05	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) Jaana Saarijärvi
15.20	Election of the Chair of the Plenary  LXI International Council Meeting of ELSA

Algarve, Portugal 25<sup>th</sup> March – 1<sup>st</sup> April 2012

	, 0
	Jaana Saarijärvi
15.30	Election of the other plenary officers: Vice Chair, two to four Secretaries, two to six Tellers, three members of the nominations committee Chair
15.55	Approval of the Council Meeting Agenda and presentation of the Council Meeting structure Chair
16.05	Approval of the Minutes of the LX International Council Meeting in Palermo, Autumn 2011 Chair
16.10	Report from the International Presidents' Meeting in Malta Chair of the International Presidents' Meeting
16.20	Presentation of C5
16.30	Presentation of London School of Englis
16.40	Presentation of the Workshops during the ICM by the members of ELSA International Chair and the International Board
17.00	Information on the Officer's and Fresher's Training Jaana Saarijärvi
17.10	End of the Plenary session

#### Mid-Plenary, Tuesday 27th March 2012

(15.00-20.00)

#### 15.00 Revision of the List of Votes

Jaana Saarijärvi

#### 15.10 Information from the Organising Committee

Organising Committee

#### 15.15 Announcement of Nominations

Nominations Committee

#### 15.25 Presentation of the Partners of ELSA International

Niousha Nademi

#### 15.40 Presentation and Voting of the BEE Workshop related proposals

Chair and Workshop Chair

#### 16.10 Presentation and Voting of the IM Workshop related proposals

Chair and Workshop Chair

#### 16.40 Presentation and Voting of the FM Workshop related proposals

Chair and Workshop Chair

#### 16.55 Presentation and Voting of the MKT Workshop related proposals

Chair and Workshop Chair

#### 17.10 Presentation of law student organisations

#### 17.40 Presentation of International Events

Organising Committees of respective events

#### 19.05 Presentation of the upcoming ICM Batumi, October 2012

Organising Committee

#### 18.50 Q&A ELSA International

Chair

#### 19.50 End of the Plenary Session

LXI International Council Meeting of ELSA Algarve, Portugal 25<sup>th</sup> March – 1<sup>st</sup> April 2012

#### Final Plenary, Saturday 31st March 2012 (15.00-20.00)10.00 Revision of the List of Votes Jaana Saarijärvi 10.10 Announcement of Nominations Nominations Committee 10.20 Presentation and Approval of the AA Workshop Report and related proposals Chair and Workshop Chair 10.35 Presentation and Approval of the S&C Workshop Report Chair and Workshop Chair 10.50 Presentation and Approval of the STEP Workshop Report and related proposals Chair and Workshop Chair 11.05 Presentation and Approval of the BEE Workshop Report and related proposals Chair and Workshop Chair 11.20 Presentation and Approval of the IM Workshop Report and related proposals Chair and Workshop Chair 11.35 Presentation and Approval of the FM Workshop Report and related proposals and recommendations Chair and Workshop Chair 11.50 Presentation and Approval of the MKT Workshop Report and related proposals Chair and Workshop Chair 12.10 Presentation and approval of the Interim Accounts 2011/2012

Auditors' Report

	Opinion of the Financial Management Workshop Ricardo Gomes, Auditors and the Financial Management Workshop Chair
12.30	Presentation of ELSA Development Foundation Interim Accounts Auditors' Report Opinion of the Financial Management Workshop Ricardo Gomes, Auditors and the Financial Management Workshop Chair
12.40	Presentation of ELS ELS Executive Committee and ELS members
13.30	Lunch Break
15.00	Revision of the list of votes Jaana Saarijärvi
15.20	Presentation by IPM Host Candidate(s), Winter 2013 Chair and Candidates
15.30	Questions and Answers to the IPM Host Candidate(s), Winter 2013 Chair and the Council
16.05	Presentation by ICM Host Candidate(s), Autumn 2013 Chair and Candidates
16.15	Questions and Answers to the ICM Host Candidate(s), Autumn 2013 Chair and the Council
16.25	Presentation of the Council Guests for the Autumn ICM 2012 Nomination Committee
16.30	Presentation of Candidates for the International Board 2012/2013 Chair
19.00	Presentation of Candidates for the Auditors and the Vice Auditor of ELSA International 2012/2013  Chair
19.30	Presentation of the voting procedure Chair

19.35	Handing out ballot sheets Jaana Saarijärvi
19.55	Casting of the votes
20.00	Dinner break
21.30	Presentation time
22.00	Presentation of the International Internal Meetings Organising Committees
22.30	Announcement of the results of the elections Chair
22.45	Miscellaneous
23.00	Closing of the LXI International Council Meeting

# BOARD MANAGEMENT, EXTERNAL RELATIONS AND EXPANSION WORKSHOP

#### Timetable

Time	Sun 25 <sup>th</sup>	Mon 26 <sup>th</sup>	Tue 27 <sup>th</sup>	Wed 28 <sup>th</sup>	Thu 29 <sup>th</sup>	Fri 30 <sup>th</sup>	
08:00							
08:30		Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	
09:00			Dicariast				
09:30							
10:00	Arrival of the	AR II	Training: London	BEE & FM: Budget 2011/2012 & 2012/2013		ELSA and	
10:30	Participants	7111				the future	
11:00		Planning	School of English			Candidates	
11:30		Process		BEE & FM: Fundraising	Sightseeing	Garrenearco	
12:00		BEE, MKT	Proposal:	proposal		Closing, evaluation	
12:30		& STEP: Long-term	Strategic Goals	BEE, FM, MKT & AA:		WS	
13:00	Letters of Auth. &	Cooperation	Como	EMC <sup>2</sup>			
13:30	Payments			nch Lunch	Lunch	Lunch	
14:00			Lunch				
14:30					Transport		
15:00	Opening Plenary  Opening WS  Activity Reports I				BEE, IM & FM:		
15:30				Observership			
16:00		VP MCC		BEE, IM & FM:			
16:30				Membership	Training on Strategic	Conference	
17:00			Mid-Plenary	BEE, IM & FM:	Planning		
17:30		BEE, AA, S&C &		Demotion			
18:00		Activity STEP: SG'13		Proposal: Strategic			
18:30				Planning		Dressing	
19:00	Officers & Freshers	Reporting		Reporting	Reporting	Time	
19:30		Time		Time	Time	Transport	

# 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 LX Council Meeting of ELSA (ICM Palermo)
- Council Meeting Decision Book, 34th Edition
- One Year Operational Plan (OYOP) 2011/2012 of ELSA International
- Working Materials
- Minutes of the ICM Palermo and ICM Poznan as well as IPM Tallinn and IPM Malta
- Please prepare a written Activity Report and send it to the BEE mailing list beforehand, as well as bring your printed Activity Report in 40 copies to the participants of the BEE Workshop

Links to all documents/materials can be found from the same email as these Working Materials. If you have difficulties in finding them, please contact the President of ELSA International at <a href="mailto:president@elsa.org">president@elsa.org</a>.

Please read this Draft 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>.

It is encouraged to use the BEE mailing list (ELSA-BEE@LISTSERV.ELSA.ORG) and start a discussion before the LXI International Council Meeting in Algarve.

As this ICM will deal with a lot of complex and time consuming issues we all need to be as prepared as possible to avoid repetition, but at the same time not miss important information.

Many of these issues will not only affect our work during this term in office, but have a great influence on future ELSA generations and therefore, for the future of ELSA I deeply encourage you to prepare by reading this Working Material from cover to cover. Start making notes, and read the preparation material, prepare questions and start discussions already on the mailing lists to make the meeting in Algarve as effective as possible.

Welcome to the BEE Workshop!

### Draft Agenda

# Sunday, 25th March (17.30 - 20.00)

17.30 - 18.00

### Opening Workshop

**Aim:** To get to know each other, to go through the Agenda for the upcoming week, to elect the Workshop Officers, to express our expectations of the upcoming week.

### Means:

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

18.00 - 19.00

### Activity Reports I

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

### Means:

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

**Preparations:** Bring your printed Activity Reports and send them out on the BEE list.

19.00 - 20.00

### Officers' Trainings

Aim: To train Officers of this International Council Meeting on their fundamental tasks and responsibilities during the ICM. Workshop Chairs, Secretaries, Tellers and Nomination Committee will participate in these trainings.

- Chairperson training is delivered by the Chair, Vice Chair of the Plenary as well as the President of ELSA International
- Secretary training is delivered by the Secretary General of ELSA International
- Tellers and Nomination Committee training is delivered by ELSA International

19.00 - 20.00

### Introductory Workshop for Freshers

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

#### Means:

- To give an understanding of the main functions of ELSA
- To get answers to the questions arising

# Monday, 26th March (10.00 - 13.30)

10.00 - 11.00

### Activity Reports II

**Aim:** To continue with the Activity Reports of the National Groups to get an impression of the status of the board management, expansion and external relations at the national level.

### Means:

- Presentation of the Activity Reports of National Groups
- Q&A

Preparations: Bring your printed Activity Reports and send them out on the BEE list.

11.00 - 12.00

### Planning Process

**Aim:** To raise the awareness when it comes to the planning process and stress out the important steps in the cycle.

- Presentation of the Planning process and the planning cycle by C5 Group
- Q&A

Discussion

12.00 - 13.30

Joint BEE, MKT & STEP: Long term Co-operation

**Aims:** To discuss the ways of keeping previous STEP employers and maintaining continuity in STEP jobs; to focus on how to make the co-operation with employers long-lasting and more productive.

### Means:

- Presentation by ELSA International
- Group works
- Presentation of group works
- Discussion and Conclusion

Comment: Many National Groups are not successful in securing repeated STEP traineeships by actively re-establishing communication with previous employers. Instead of securing old contacts, groups are using their efforts to explore new markets. This session will be devoted to encourage groups to contact and keep successful co-operation with employers year after year and to take this into consideration during transition.

# Monday, 26th March (15.00 - 19.00)

15.00 - 17.00

Joint BEE, IM, FM & AA: Vice President for Moot Court Competitions

**Aims:** To discuss the topic of having an eight board position in ELSA International for the area of Moot Court Competitions. To present and vote upon the Proposals regarding VP MCC by the International Board.

#### Means:

- Presentation of AA and MCC by ELSA International
- Presentation of the Proposals regarding VP MCC by ELSA International
- Discussion regarding the Proposals
- Voting on the Proposals

Comments: This year the International Board has had a full-time Director working for Moot Court Competitions in order to ensure that both Moot Court Competitions and other activities

of Academic Activities are given the focus they deserve. The continuity and certainty of having two people working for this in the International Board each year from now on is important and thus the International Board is proposing to add one more board position to the International Board. For more comments, please read the Input Paper regarding Vice President for Moot Court Competitions.

Preparations: Please read all the Proposals and the Input Paper from the International Board regarding having Vice President for Moot Court Competitions. The Proposals are: Statutes article 12.1, Internal Management section and Information Technology section in Internal Management part of the Decision Book and Bridging Theory and Practise section in Academic Activities section of the Decision Book.

17.00 - 19.00

Joint BEE, AA, S&C & STEP: Strategic Goals for 2013

Aim: To see the progress regarding the Strategic Goals for 2013 after 3,5 years of its implementation, to see how to improve our work in order to get closer to our goals. To follow up the discussions from IPM Malta with the Key Areas.

### Means:

- Presentation of the fulfilment of the Strategic Goals for 2013 by ELSA International
- Q&A
- Discussion

**Preparations:** Read the Input Paper on Strategic Planning by the International Board. Read the Minutes from the SG'13 workshops from IPM Malta, ICM Palermo, IPM Tallinn as well as ICM Poznan. Bring your OYOP.

### Tuesday, 27th March (10.00 – 13.30)

10.00 - 12.00

Training: London School of English

**Aim:** To improve our skills when it comes to communication and negotiations in the day-to-day work with a clear focus on the linguistic aspects of the negotiation.

#### Means:

Training given by Nick Wadsworth from London School of English

12.00 - 13.30

### Proposals by ELSA Germany for amending the Decision Book regarding Strategic Goals

### Means:

- Presentations of the proposal
- Discussion
- Voting

**Preparations:** Please read the proposals regarding Strategic Planning section of the BEE part of the Decision Book and Strategic Goals for 2013 section of the General part of the Decision Book by ELSA Germany.

# Wednesday, 28th March (10.00 - 13.30)

10.00 - 11.30

Joint BEE & FM: Budget 2011/2012 & Budget 2012/2013

**Aim:** To present the revision of the current budget of ELSA International 2011/2012 according to the updated financial situation. To present the proposal of the budget of ELSA International 2012/2013.

### Means:

- Presentation of the proposal on the revision of the budget of ELSA International 2011/2012 by ELSA International
- Questions and answers
- Discussion
- Amendments
- Voting
- Presentation of the proposal of the budget of ELSA International 2012/2013 by ELSA International
- Questions and answers
- Discussion
- Amendments
- Voting

**Comments:** The financial reality of ELSA International is changing constantly. ELSA International is therefore proposing a revised budget for the term in office 2011/2012. The details of the changes can be seen in these Working Materials. During the Workshop all the changes will be explained in details. The budget for the term 2012/2013 will also be presented.

11.30 - 12.30

Joint BEE & FM: Proposal by ELSA International for amending the Decision Book regarding the External Relations part

Aim: To present the Proposal which is meant to set the regulations in line with its purpose.

### Means:

- Presentations of the proposal
- Discussion
- Voting

**Preparations:** Please read the proposal regarding External Relations section of the BEE part of the Decision Book.

12.30 - 13.30

Joint BEE, FM, MKT & AA: EMC<sup>2</sup>

**Aim:** To present and work on the current challenges that National Groups are facing with the ELSA Moot Court Competition on WTO law on the national and local levels.

### Means:

- Presentation by ELSA International and the EOS
- Questions and answers
- Working Groups on the challenges

Comments: During this Workshop we will address the problems or challenges that the National and Local Groups are facing with the ELSA Moot Court Competition. The number of European Teams participating in the Competition has not developed to be as high as it could. There are a number of issues behind this phenomenon that the ELSA Organising Secretariat on EMC<sup>2</sup> (EOS) will present during the Workshop. In the Working Groups we will tackle the problems together in order to be able to face these challenges in the National Groups after the ICM and before the launching of the following edition of EMC<sup>2</sup>.

**Preparations:** In order to have efficient Workshops with more time for discussion, please familiarise yourself with the updated presentation that will be sent to the BEE, FM, MKT and AA mailing lists prior to ICM Algarve. Prepare to give your inputs!

Wednesday, 28th March (15.00 - 19.00)

15.00 - 16.00

### Joint BEE, IM & FM: Observership application from the initiative group from Cyprus

Aim: To present and discuss the Observership application of the initiative group from Cyprus.

### Means:

- Opening words and procedure by ELSA International
- Presentation of the Observership application from Cyprus
- Q&A to the initiative group from Cyprus
- Voting on the application

**Preparations:** Please read the Observership application of the initiative group from Cyprus.

16.00 - 17.00

Joint BEE, IM & FM: Membership application of ELSA United Kingdom

Aim To present and discuss the Membership application of ELSA United Kingdom.

#### Means:

- Opening words and procedure by ELSA International
- Presentation of Membership application by ELSA United Kingdom
- Q&A to ELSA United Kingdom
- Voting on the applications

**Preparations:** Please read the Membership application of ELSA United Kingdom from these Working Materials.

17.00 - 18.00

Joint BEE, IM & FM: Demotion of ELSA Iceland

**Aim:** To discuss the state of ELSA Iceland and whether to demote the National Group in question from Member to Observer.

- Presentation of demotion as a tool by ELSA International
- Presentation of financial arguments for demoting ELSA Iceland
- Presentation of substantial arguments for demoting ELSA Iceland
- Q&A
- Voting for the demotion of ELSA Iceland

Comments: Demotion is a tool that can be used for National Groups that have difficulties to be a functioning Member country for a longer period of time. When using this tool the Council demotes proposed National Groups from the status of Member to the status of Observer.

**Preparations:** Read the Proposal of the International Board concerning demotion of ELSA Iceland. Read the article 7 in the Statutes and article 3 in the Standing Orders of ELSA regarding demotion.

18.00 - 19.00

Proposal by ELSA International for amending the Decision Book regarding the Strategic Planning part

**Aim:** To present the proposal aiding us to proceed with the plan we have to decide on the Strategic Plan for 2018 in Batumi in order to have good, clear goals and a plan on how to achieve them in due time before the Network starts to implement them.

### Means:

- Presentation by the President of ELSA International
- Presentation by Partner Associations
- Q&A
- Discussion

**Preparations:** Please read the proposals regarding Strategic Planning section of the BEE part of the Decision Book by the International Board.

### Thursday, 29th March (15.00 – 19.00)

15.00 - 19.00

Training on Strategic Planning

**Aim:** To develop our skills in Strategic Planning.

### Means:

• Training given by a trainer

### Friday, 30<sup>th</sup> March (10.00 – 13.00)

10.00 - 11.00

### ELSA and the future

**Aim:** To brief the participants on the work in progress by the Working Group on the Strategic Goals for 2018 as well as the Working Group on ELSA International and its future.

#### Means:

- Presentation by ELSA International
- Q&A
- Discussion

11.00 - 12.00

Presentation of the candidate(s) for the position of President of ELSA International 2012/2013

**Aim:** To receive a presentation and to interview candidates for the position of President of ELSA International 2012/2013.

### Means:

- Presentation of the candidate(s)
- Questions and answers to the candidate(s)

Comments: Like in every Spring ICM, also at the end of LXI ICM Algarve the new International Board is elected. During this Workshop the participants are given an opportunity to interview candidate for the position of Vice President Marketing exclusively before the Final Plenary.

**Preparations:** Read the candidature materials of the respective candidates and be prepared to ask questions. Be on time. Late arriving participants will not be allowed into the workshop room.

12.00 - 13.00

### Closing and evaluation Workshop

**Aim:** To gather feedback from the participants, to thank the officers, to settle the issues unresolved during other Workshop sessions, to approve the minutes, and to finish the Board Management, External Relations and Expansion Workshop of ICM Algarve.

### Means:

• Roundtable: evaluation from the participants

- Approval and signing of the Workshop Minutes
- Final words and notifications
- Closing of the Workshop

### INTERNAL MANAGEMENT WORKSHOP

# Timetable

Time	Sun 25 <sup>th</sup>	Mon 26 <sup>th</sup>	Tue 27 <sup>th</sup>	Wed 28 <sup>th</sup>	Thu 29 <sup>th</sup>	Fri 30 <sup>th</sup>
08:00	Arrival of the Participants  Letters of Auth. & Payments	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
08:30						
09:00						
09:30						
10:00		Activity Reports	International Council Meetings	Training on Transition	Sightseeing	Human Resources
10:30						Strategy
11:00		NSS				Candidate(s)
11:30		ELSA Online				Workshop
12:00			State of the Network Reports			Miscellaneous
12:30		IM & FM: ELSA ONLINE				& Closing
13:00						
13:30		Lunch	Lunch	Lunch	Lunch  IM & MKT: Recruitment	Lunch
14:00	Opening Plenary					
14:30						Transport
15:00		BEE, IM, FM & AA: VP MCC	Mid-Plenary	BEE, IM & FM:		
15:30				Observership		
16:00				BEE, IM & FM:		
16:30				Membership		Conference
17:00		Monthly updates		BEE, IM & FM:	Training on Team building	
17:30	Opening Workshop			Demotion		
18:00		Training and ITP		Human Resources of		
18:30				EI		Dressing
19:00	Officers & Freshers	Reporting Time		Reporting Time	Reporting Time	Time
19:30						Transport

### 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 LX Council Meeting of ELSA
- Council Meeting Decision Book, 34th Edition
- One Year Operational Plan (OYOP) 2011/2012 of ELSA International
- Working Materials
- Minutes of the ICM Palermo and ICM Poznan
- Please prepare a written Activity Report and send it to the IM mailing list beforehand

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

Links to all documents/materials can be found from the same email as these Working Materials. If you have difficulties in finding them, please contact the Secretary General of ELSA International at <a href="mailto:secgen@elsa.org">secgen@elsa.org</a>.

Please prepare an Activity Report and distribute it through the Internal Management mailing list. You should include both the things that you have worked on as a Secretary General during your term in office and the major projects that are taking place in your National Group.

Please read this Draft Agenda carefully; should you need any clarifications, please do not hesitate to contact the Secretary General of ELSA International at <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 LXI International Council Meeting in Algarve.

Welcome to the IM Workshop!

### Draft Agenda

# Sunday, 25th March (17.30 - 20.00)

17.30 - 19.00

### Introductory Workshop

**Aim:** To elect the Workshop Officers and approve the draft Agenda. To get to know each other and everyone's expectations for the week.

#### Means:

- Opening of the Internal Management Workshop
- Presentation of the tasks of the Workshop Officers
- Election and voting upon the Workshop Chair and Vice Chair as well as the Secretaries
- Presentation of the Workshop rules
- Presentation of the Workshop Agenda by ELSA International
- Approval of the Workshop Agenda
- Roundtable: Expectations of the participants

19.00 - 20.00

### Officers' Trainings

Aim: To train Officers of this International Council Meeting on their fundamental tasks and responsibilities during the ICM. Workshop Chairs, Secretaries, Tellers and Nomination Committee will participate in these trainings.

#### Means:

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

19.00 - 20.00

### **Introductory Workshop for Freshers**

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

#### Means:

- To give an understanding of the main functions of ELSA
- To get answers to the questions arising

### Monday, 26th March (10.00 - 13.30)

10.00 - 11.00

### **Activity Reports**

#### Aim:

To get an impression of the status of Internal Management in National Groups through Activity Reports presented in the Workshop and to discuss topics brought up in the Activity Reports.

### Means:

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

Comments: This Workshop is for sharing information from each National Group. It is important to gain inputs from each other.

11.00-11.30

### **Network Support System**

Aim: To get to know from the National Groups whether the Network Support System questionnaire was useful to them while having a focus on what was good and how it could have been improved.

### Means:

Discussion

Comments: At the end of February all National Groups will receive the NSS questionnaire which was discussed in the previous ICM. During this Workshop we should see how it worked and if it could be useful to use again.

**Preparations:** Please fill in the Network Support System questionnaire together with your National Board and send it back to Secretary General of ELSA International before the deadline.

11.30-12.30

### **ELSA Online**

**Aims:** To discuss the situation with ELSA Online 2. To see if it is possible to launch it in the near future and to map out the alternative solutions.

### Means:

- Presentation of the situation with ELSA Online 2 system by ELSA International
- Q&A
- Discussion
- Presentation of the proposal by ELSA Austria
- Discussion on the proposal
- Voting on the proposal

Comments: The previous ELSA Online system did not work and a new system was needed. The ELSA Online 2 project has been going on for few years now without success to getting it launched. During this Workshop we will discuss on what stage the project is now and what the options for the future are.

**Preparations:** Please read the Proposal from ELSA Austria regarding Information Systems section of the Internal Management part of the Decision Book.

12.30 - 13.30

Joint IM & FM: ELSA ONLINE Fee

Aims: To discuss the proposals presented by ELSA Austria regarding the ELSA ONLINE Fee.

- Presentation by ELSA International
- Presentation of the proposal to amend the Decision Book, FM part, Fees section by ELSA Austria
- Presentation of the proposal to amend the Decision Book, FM part, Responsibilities section by ELSA Austria
- Discussion
- Voting
- Conclusion

**Comments:** This Workshop will discuss the proposals regarding ELSA ONLINE made by ELSA Austria.

**Preparations:** Please read through the proposals by ELSA Austria regarding Responsibilities section and Fees section of the FM part of the Decision Book.

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

15.00 - 17.00

Joint BEE, IM, FM & AA: Vice President for Moot Court Competitions

**Aims:** To discuss the topic of having an eight board position in ELSA International for the area of Moot Court Competitions. To present and vote upon the Proposals regarding VP MCC by the International Board.

#### Means:

- Presentation of AA and MCC by ELSA International
- Presentation of the Proposals regarding VP MCC by ELSA International
- Discussion regarding the Proposals
- Voting on the Proposals

Comments: This year the International Board has had a full-time Director working for Moot Court Competitions in order to ensure that both Moot Court Competitions and other activities of Academic Activities are given the focus they deserve. The continuity and certainty of having two people working for this in the International Board each year from now on is important and thus the International Board is proposing to add one more board position to the International Board. For more comments, please read the Input Paper regarding Vice President for Moot Court Competitions.

Preparations: Please read all the Proposals and the Input Paper from the International Board regarding having Vice President for Moot Court Competitions. The Proposals are: Statutes article 12.1, Internal Management section and Information Technology section in Internal Management part of the Decision Book and Bridging Theory and Practise section in Academic Activities section of the Decision Book.

17.00-18.00

Monthly updates and communication

**Aim:** To discuss how to ensure better communication between ELSA groups in all levels. To discuss having a monthly update system.

### Means:

- Discussion
- Presentation of the Proposal by ELSA International
- Presentation of the Proposal by ELSA Austria
- Discussion on the Proposals
- Voting on the Proposals

Comments: This session will be dedicated to thinking how the communication could work better in international level and in national level.

**Preparations:** Please read through the second Proposal from the International Board regarding Responsibilities for Quality Management section in Internal Management part of the Decision Book and the Proposal from ELSA Austria regarding the same section.

18.00 - 19.00

Training and ITP

Aim: To discuss about status of Training in our Network and the use of the International Trainers' Pool.

### Means:

- Presentation on Training and ITP by ELSA International
- Q&A
- Discussion
- Presentation of the Proposal by ELSA Austria
- Discussion on the Proposal
- Voting on the Proposal

Comments: Trainings are ones of the activities we offer both to our officers and to members so they can enhance their skills.

**Preparations:** Please read the Proposal from ELSA Austria regarding Human Resources section of Internal Management part of the Decision Book.

### Tuesday, 27<sup>th</sup> March (10.00 – 13.30)

10.00 - 12.00

### **International Council Meetings**

Aim: To discuss the proposals regarding International Council Meetings.

#### Means:

- Presentation of the proposals by ELSA International
- Discussion on the proposals
- Voting on the proposals
- Presentation of the proposals by National Groups
- Discussion on the proposals
- Voting on the proposals

**Preparations:** Please read the following proposals by ELSA International from the ICM Working Materials: Council Meetings section and Responsibilities of Quality Management section of Internal Management part of the Decision Book.

Please read the following Proposals from National Groups: Standing Orders article 7.1 from ELSA Germany, Statutes articles 5, 6, 7, 8 and 11.3 from ELSA Denmark and ELSA Hungary, Standing Orders articles 7.2 from ELSA Denmark and ELSA Hungary, Standing Orders articles 5.5, 6.4, 7.2, 9.1 and 12.4 from ELSA Austria and Council Meetings section of Internal Management part of the Decision Book from ELSA Austria.

12.00-13.30

### State of the Network Reports

**Aim:** To go through the 11<sup>th</sup> State of the Network Report conducted before ICM Palermo in autumn 2011 with statistics from the current status of our Network. To compare the results with some of the previous editions of the State of the Network Reports. To discuss what these results mean to our Network.

- Presentation of the SotN Report by ELSA International
- Q&A
- Discussion

Comments: This session will be dedicated to provide knowledge of the current status of the Network and comparing the results with the past few years so the participants can understand the development of the Network better. The importance of the knowledge we receive from the SotN Report is something that also needs to be highlighted even more.

**Preparations:** Please read through the 11<sup>th</sup> SotN Report and prepare questions for ELSA International and other National Groups regarding the results. Please use the time and effort together with your National Board to answer to the 12<sup>th</sup> SotN Inquiry before the deadline.

### Wednesday, 28th March (10.00 - 13.30)

10.00 - 13.30

Training on Transition

Aims: To gain soft skills about Transition.

#### Means:

• Training given by an ITP Trainer

### Wednesday, 28th March (15.00 – 19.00)

15.00 - 16.00

Joint BEE, IM & FM: Observership application from the initiative group from Cyprus

Aim: To present and discuss the Observership application of the initiative group from Cyprus.

### Means:

- Opening words and procedure by ELSA International
- Presentation of the Observership application from Cyprus
- Q&A to the initiative group from Cyprus
- Voting on the application

**Preparations:** Please read the Observership application of the initiative group from Cyprus.

16.00 - 17.00

Joint BEE, IM & FM: Membership application of ELSA United Kingdom

Aim To present and discuss the Membership application of ELSA United Kingdom.

#### Means:

- Opening words and procedure by ELSA International
- Presentation of Membership application by ELSA United Kingdom
- Q&A to ELSA United Kingdom
- Voting on the applications

**Preparations:** Please read the Membership application of ELSA United Kingdom from these Working Materials.

17.00 - 18.00

Joint BEE, IM & FM: Demotion of ELSA Iceland

**Aim:** To discuss the state of ELSA Iceland and whether to demote the National Group in question from Member to Observer.

### Means:

- Presentation of demotion as a tool by ELSA International
- Presentation of financial arguments for demoting ELSA Iceland
- Presentation of substantial arguments for demoting ELSA Iceland
- Q&A
- Voting for the demotion of ELSA Iceland

Comments: Demotion is a tool that can be used for National Groups that have difficulties to be a functioning Member country for a longer period of time. When using this tool the Council demotes proposed National Groups from the status of Member to the status of Observer.

**Preparations:** Read the Proposal of the International Board concerning demotion of ELSA Iceland. Read the article 7 in the Statutes and article 3 in the Standing Orders of ELSA regarding demotion.

18.00 - 19.00

Human Resources of ELSA International

Aim: To discuss the Human Resources and Recruitment of ELSA International.

#### Means:

- Presentation by the Working Group
- Discussion
- Presentation of the Proposal by ELSA International
- Discussion on the Proposal
- Voting on the Proposal

**Preparations:** Please read the Proposal from the International Board regarding article 12.3 in the Statutes and the Proposal from ELSA Austria regarding the article 12.1 of Statutes.

### Thursday, 29th March (15.00 - 18.00)

15.00 - 16.30

Joint IM & MKT: Recruitment

Aim: To evaluate the Recruitment in the Network and discuss how to develop it.

#### Means:

- Presentation of Recruitment by ELSA International
- Presentations by National Groups
- Roundtable
- Discussion

Comments: This session will be dedicated to provide knowledge through examples and discussion on how we see Recruitment in our Network at the moment and how we can improve it even further.

**Preparations:** Be prepared to give examples of Recruitment in your National Group. Evaluate beforehand the Recruitment during this year in your National Group.

16.30 - 19.00

Training on Teambuilding

Aims: To gain soft skills about Teambuilding.

### Means:

• Training given by an ITP Trainer

### Friday, 30<sup>th</sup> March (10.00 – 13.00)

10.00 - 11.00

### Evaluation of the Human Resources Strategy of ELSA

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

#### Means:

- Presentation by ELSA International
- Discussion
- Conclusions

**Preparations:** Please read the Human Resources Strategy from Human Resources section of the IM part of the Decision Book

11.00 - 12.00

Presentation of the candidate(s) for the position of Secretary General of ELSA International 2012/2013

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

#### Means:

- Presentation of the candidate(s)
- Questions and answers to the candidate(s)

Comments: Like in every Spring ICM, also at the end of LXI ICM Algarve the new International Board is elected. During this workshop Secretaries General in the Network are given an opportunity to interview the candidate(s) for the position of Secretary General exclusively before the Final Plenary.

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

12.00 - 13.00

Miscellaneous & Closing the Internal Management Workshop

**Aim:** To discuss all postponed and outstanding items of the Workshop Agenda. To evaluate the IM Workshop.

### Means:

- Discussion led by Chair of the Workshop
- Final words and notifications
- Closing the Internal Management 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. The Chair of the Workshop decides the final content of this Workshop.

### FINANCIAL MANAGEMENT WORKSHOP

# Timetable

Time	Sun 25 <sup>th</sup>	Mon 26 <sup>th</sup>	Tue 27 <sup>th</sup>	Wed 28 <sup>th</sup>	Thu 29 <sup>th</sup>	Fri 30 <sup>th</sup>
08:00						
08:30		Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
09:00	Arrival of the Participants	Dieariast	Dicariast	Dicariast	Dicariast	Dicariast
09:30						
10:00		Activity Reports	Training	BEE & FM: Budget 2011/2012 & 2012/2013	Sightseeing	Interim Accounts
10:30						2011/2012
11:00		SotN				Candidates
11:30				BEE & FM: Fundraising proposals		
12:00		Communication				Misc. Evaluation
12:30		IM & FM: ELSA		BEE, FM, MKT & AA: EMC <sup>2</sup>		
13:00	Letters of Auth. &	ONLINE				
13:30	Payments	Lunch	Lunch	Lunch	Lunch	Lunch
14:00	Opening Plenary					
14:30						Transport
15:00		BEE, IM, FM & AA: VP MCC	Mid-Plenary	BEE, IM & FM:		
15:30				Observership	EDF	
16:00				BEE, IM & FM: Membership		
16:30					Budgeting	Conference
17:00				BEE, IM & FM: Demotion		
17:30	Opening Workshops	Financial evolution of ELSA International				
18:00				FM & AA: Project Planning		
18:30						Dressing
19:00	Officers & Freshers	Reporting Time		Reporting Time	Reporting Time	Time
19:30						Transport

### Preparations and reminders for the Financial Management Workshop

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

- Statutes and Standing Orders, in force after LX Council Meeting of ELSA
- Council Meeting Decision Book, 34th Edition
- One Year Operational Plan (OYOP) 2011/2012 of ELSA International
- Working Materials
- Minutes of the ICM Palermo and ICM Poznan
- Proposal for the revision of the budget of ELSA International 2011 / 2012
- Proposal for the budget of ELSA International 2012 / 2013
- Interim Accounts 2011/2012 (to be sent later)
- Please prepare a written Activity Report and send it to the FM mailing list beforehand

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

Links to all documents/materials can be found from the same email as these Working Materials. If you have difficulties in finding them, please contact the Secretary General of ELSA International at secgen@elsa.org.

Please prepare an Activity Report and distribute it through the Financial Management mailing list. You should include both the things that you have worked on as a Treasurer during your term in office and the major projects that are taking place in your National Group.

Please read this Draft Agenda carefully; should you need any clarifications, please do not hesitate to contact the 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 LXI International Council Meeting in Algarve.

Welcome to the FM Workshop!

### Draft Agenda

# Sunday, 25th March (17.30 - 20.00)

17.30 - 19.00

### **Introductory Workshop**

**Aim:** To elect the Workshop Officers and approve the draft agenda; to try to get to know each other and to have a roundtable about our expectations.

#### Means:

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

19.00 - 20.00

### Officers' Trainings

Aim: To train Officers of this International Council Meeting on their fundamental tasks and responsibilities during the ICM. Workshop Chairs, Secretaries, Tellers and Nomination Committee will participate in these trainings.

#### Means:

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

19.00 - 20.00

### Introductory Workshop for Freshers

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

#### Means:

To give an understanding of the main functions of ELSA

To get answers to the questions arising

### Monday, 26<sup>th</sup> March (10.00 – 13.30)

10.00 - 11.00

### **Activity Reports**

Aims: To get an overview of the state of Financial Management in the National Groups through Activity Reports presented in the Workshop. To find common elements in the work of the National Treasurers, share experiences and knowledge.

### Means:

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

11.00 - 12.00

SotN (State of the Network)

**Aims:** To present the results of the latest SotN enquiry.

### Means:

- Presentation of the SotN by ELSA International
- Q&A
- Discussion

12.00 - 12.30

### Communication within the Financial Management area

Aims: To present the current status of communication within the Financial Management Network. To encourage the Treasurers to use the existing platforms of communication, as well as create new ones. To share tools that will make the work of financial managers more effective and easy.

- Presentation by ELSA International
- Q&A
- Discussion

12.30 - 13.30

### Joint IM & FM: ELSA ONLINE Fee

Aims: To discuss the proposals presented by ELSA Austria regarding the ELSA ONLINE Fee.

#### Means:

- Presentation by ELSA International
- Presentation of the proposal to amend the Decision Book, FM part, Fees section by ELSA Austria
- Presentation of the proposal to amend the Decision Book, FM part, Responsibilities section by ELSA Austria
- Discussion
- Voting
- Conclusion

Comments: This Workshop will discuss the proposals regarding ELSA ONLINE made by ELSA Austria.

**Preparations:** Please read through the proposals by ELSA Austria regarding Responsibilities section and Fees section of the FM part of the Decision Book.

# Monday, 26th March (15.00 - 19.00)

15.00 - 17.00

Joint BEE, IM, FM & AA: Vice President for Moot Court Competitions

**Aims:** To discuss the topic of having an eight board position in ELSA International for the area of Moot Court Competitions. To present and vote upon the Proposals regarding VP MCC by the International Board.

#### Means:

- Presentation of AA and MCC by ELSA International
- Presentation of the Proposals regarding VP MCC by ELSA International
- Discussion regarding the Proposals
- Voting on the Proposals

Comments: This year the International Board has had a full-time Director working for Moot Court Competitions in order to ensure that both Moot Court Competitions and other activities

of Academic Activities are given the focus they deserve. The continuity and certainty of having two people working for this in the International Board each year from now on is important and thus the International Board is proposing to add one more board position to the International Board. For more comments, please read the Input Paper regarding Vice President for Moot Court Competitions.

Preparations: Please read all the Proposals and the Input Paper from the International Board regarding having Vice President for Moot Court Competitions. The Proposals are: Statutes article 12.1, Internal Management section and Information Technology section in Internal Management part of the Decision Book and Bridging Theory and Practise section in Academic Activities section of the Decision Book.

17.00 - 19.00

### Financial Evolution of ELSA International

Aim: To present the financial evolution of ELSA International since the beginning of the new millennium. To draft conclusions to be used in the financial planning of ELSA International.

#### Means:

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

Comments: This Workshop will analyse the financial situation of ELSA International during the past 10 years according to the information in the final accounts. In order to have a correct picture of the finances of ELSA International today we need to review the information from the past. The information from this specific period of time can teach us a lot about the financial stability of ELSA. These conclusions will also be used to plan the next year in terms of financial management.

**Preparations:** Information about this Workshop will be sent out through the FM mailing list before the ICM.

### Tuesday, 27<sup>th</sup> March (10.00 – 13.30)

10.00 - 13.30

Training

**Aims:** To improve the soft skills of the FM officers.

### Wednesday, 28th March (10.00 – 13.30)

10.00 - 11.30

Joint BEE & FM: Budget 2011/2012 & Budget 2012/2013

**Aim:** To present the revision of the current budget of ELSA International 2011/2012 according to the updated financial situation. To present the proposal of the budget of ELSA International 2012/2013.

### Means:

- Presentation of the proposal on the revision of the budget of ELSA International 2011/2012 by ELSA International
- Questions and answers
- Discussion
- Amendments
- Voting
- Presentation of the proposal of the budget of ELSA International 2012/2013 by ELSA International
- Questions and answers
- Discussion
- Amendments
- Voting

**Comments:** The financial reality of ELSA International is changing constantly. ELSA International is therefore proposing a revised budget for the term in office 2011/2012. The details of the changes can be seen in these Working Materials. During the Workshop all the changes will be explained in details. The budget for the term 2012/2013 will also be presented.

11.30 - 12.30

Joint BEE & FM: Proposal by ELSA International for amending the Decision Book regarding the External Relations part

Aim: To present the Proposal which is meant to set the regulations in line with its purpose.

- Presentations of the proposal
- Discussion
- Voting

**Preparations:** Please read the proposal regarding External Relations section of the BEE part of the Decision Book.

12.30 - 13.30

Joint BEE, FM, MKT & AA: EMC<sup>2</sup>

**Aim:** To present and work on the current challenges that National Groups are facing with the ELSA Moot Court Competition on WTO law on the national and local levels.

### Means:

- Presentation by ELSA International and the EOS
- Questions and answers
- Working Groups on the challenges

Comments: During this Workshop we will address the problems or challenges that the National and Local Groups are facing with the ELSA Moot Court Competition. The number of European Teams participating in the Competition has not developed to be as high as it could. There are a number of issues behind this phenomenon that the ELSA Organising Secretariat on EMC<sup>2</sup> (EOS) will present during the Workshop. In the Working Groups we will tackle the problems together in order to be able to face these challenges in the National Groups after the ICM and before the launching of the following edition of EMC<sup>2</sup>.

**Preparations:** In order to have efficient Workshops with more time for discussion, please familiarise yourself with the updated presentation that will be sent to the BEE, FM, MKT and AA mailing lists prior to ICM Algarve. Prepare to give your inputs!

### Wednesday, 28th March (15.00 - 19.00)

15.00 - 16.00

Joint BEE, IM & FM: Observership application from the initiative group from Cyprus

Aim: To present and discuss the Observership application of the initiative group from Cyprus.

- Opening words and procedure by ELSA International
- Presentation of the Observership application from Cyprus
- Q&A to the initiative group from Cyprus
- Voting on the application

Preparations: Please read the Observership application of the initiative group from Cyprus.

16.00 - 17.00

Joint BEE, IM & FM: Membership application of ELSA United Kingdom

Aim To present and discuss the Membership application of ELSA United Kingdom.

### Means:

- Opening words and procedure by ELSA International
- Presentation of Membership application by ELSA United Kingdom
- Q&A to ELSA United Kingdom
- Voting on the applications

**Preparations:** Please read the Membership application of ELSA United Kingdom from these Working Materials.

17.00 - 18.00

Joint BEE, IM & FM: Demotion of ELSA Iceland

**Aim:** To discuss the state of ELSA Iceland and whether to demote the National Group in question from Member to Observer.

### Means:

- Presentation of demotion as a tool by ELSA International
- Presentation of financial arguments for demoting ELSA Iceland
- Presentation of substantial arguments for demoting ELSA Iceland
- Q&A
- Voting for the demotion of ELSA Iceland

Comments: Demotion is a tool that can be used for National Groups that have difficulties to be a functioning Member country for a longer period of time. When using this tool the Council demotes proposed National Groups from the status of Member to the status of Observer.

**Preparations:** Read the Proposal of the International Board concerning demotion of ELSA Iceland. Read the article 7 in the Statutes and article 3 in the Standing Orders of ELSA regarding demotion.

18.00 - 19.00

### Joint FM & AA: Project planning

**Aim:** To contribute to a synergy between Treasurers and AAers in the planning of projects. To present the role and possibilities of both of these officers in project planning.

#### Means:

- Presentation by ELSA International
- Working groups on Project Planning

Comments: The desire and the need to have a Workshop where Treasurers and AAers can create synergies between the two positions and overall responsibilities is recognised by the International level of ELSA and also by National Groups. This Workshop will be dedicated to project planning related to the financial management of projects (fundraising, budget, grants, etc.).

# Thursday, 29th March (15.00 - 18.00)

15.00 - 16.30

### ELSA Development Foundation – EDF

**Aims:** To discuss the proposal of the amendment of the Decision Book on ELSA Development Foundation regulations proposed by ELSA International.

### Means:

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

Comments: This Workshop will discuss the proposal on the EDF section of the FM Part made by ELSA International.

**Preparations:** Please read through the proposal on the ELSA Development Foundation section of the FM part of the Decision Book by the International Board.

16.30 - 19.00

### Budgeting

**Aim:** To provide Treasures with tools on how to work on budgeting, making not only general budgets, but also event budgets accompanied by cash flow budgets. Present a draft proposal for a cash flow budget.

#### Means:

- Presentation by ELSA International
- Working groups on budgeting

Comments: This is a practical Workshop where the participants will work on budgeting developing new tools that will be part of the Financial Management archive to be passed on during transition.

### Friday, 30th March (10.00 – 13.00)

10.00 - 11.00

Interim Accounts of ELSA International 2011/2012 and of ELSA Development Foundation 2011/2012

**Aim:** To present the Interim Accounts of ELSA International as well as ELSA Development Foundation for the financial year of 2011/2012.

#### Means:

- Presentation of the interim accounts of ELSA International by ELSA International
- Presentation of the interim accounts of ELSA Development Foundation by ELSA International
- Presentation by the Auditors of ELSA International 2011/2012
- Q&A
- Voting
- Conclusion

Comments: The interim accounts give the Council an update on the first half of the financial year of ELSA International from the 1<sup>st</sup> of August 2011 to the 31<sup>st</sup> of January 2012. Together with the auditors' report the interim accounts indicate the financial situation. This is the groundwork on which the discussion in the workshop will be based on.

**Preparations:** Please read through the Interim Accounts of ELSA International as well as ELSA Development Foundation for the financial year of 2011/2012 as well as the Auditors Report that will be sent to the FM mailing list before the ICM Algarve.

11.00 - 12.00

Presentation of the candidate(s) for the position of Treasurer of ELSA International 2012/2013 and Auditors 2012/2013 and Vice Auditor 2012/2013

**Aim:** To receive a presentation and to interview candidates for the position of Treasurer of ELSA International, Internal Auditors and Vice Auditor.

### Means:

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

Comments: Like in every Spring ICM, also at the end of LXI ICM Algarve the new International Board is elected and also ELSA's Internal Auditors and Vice Auditor. During this Workshop the Treasurers in the Network are given an opportunity to interview candidates for the position of Treasurer, Internal Auditors and Vice Auditor exclusively before the Final Plenary.

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

12.00 - 13.00

Miscellaneous. Evaluation and Closing.

Aim: To evaluate the week. To discuss all postponed and outstanding items of the Workshop Agenda.

#### Means:

- Discussion led by Chair of the Workshop
- Closing the Financial Management 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 the Workshop a possibility to finish postponed discussions. The Chair of the Workshop decides the final content of this Workshop.

# MARKETING WORKSHOP

## Timetable

Time	Sun 25 <sup>th</sup>	Mon 26 <sup>th</sup>	Tue 27 <sup>th</sup>	Wed 28 <sup>th</sup>	Thu 29 <sup>th</sup>	Fri 30 <sup>th</sup>
08:00						
08:30		Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
09:00		Dicariast	Dicarrast	Dicariast	Dicariast	Dicariast
09:30						
10:00	Arrival of the Participants	Advertise- ments	Corporate Identity  CI Proposal	MKT, AA & S&C: Targeting  MKT & AA: Online projects	Sightseeing	
10:30						Transition
11:00						
11:30						Т. 1 .:
12:00		BEE, MKT				Introduction of
12:30		& STEP: Long-term		BEE, FM, MKT & AA:		Candidates & Closing
13:00	Letters of Auth. & Payments	Cooperation	1	EMC2		
13:30		Lunch	Lunch	Lunch	Lunch	Lunch
14:00						
14:30						Transport
15:00	Opening Plenary	Activity	Mid-Plenary	Training on Strategic Planning	IM & MKT: Recruitment	
15:30		Reports				
16:00						
16:30					Market Research	Conference
17:00		Training on Negotiation				
17:30	Opening Workshops	Skills				
18:00					Misc, Q&A	
18:30						Dressing Time
19:00	Officers & Freshers	Reporting Time		Reporting Time	Reporting Time	
19:30	riesners	riesners		Time	Time	Transport

## 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 LX Council Meeting of ELSA (ICM Palermo)
- Council Meeting Decision Book, 34th Edition
- One Year Operational Plan (OYOP) 2011/2012 of ELSA International
- Working Materials
- Minutes of the ICM Palermo and ICM Poznan and SAM Bordeaux
- Please prepare a written Activity Report and send it to the Marketing mailing list beforehand

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

Links to all documents/materials can be found from the same email as these Working Materials. If you have difficulties in finding them, please contact the Vice President Marketing of ELSA International at <a href="mailto:vpmarketing@elsa.org">vpmarketing@elsa.org</a>.

Please prepare an Activity Report and distribute it through the Marketing mailing list. You should include both the things that you have worked on as VP Marketing during your term in office and the major projects that are taking place in your National Group.

Please read this Draft Agenda carefully; should you need any clarifications, please do not hesitate to contact the Vice President 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-MARKETING@LISTSERV.ELSA.ORG) and start a discussion before the LXI International Council Meeting in Algarve.

Welcome to the MKT Workshop!

## Draft Agenda

Sunday, 25th March (17.30 - 20.00)

17.30 - 19.00

### **Introductory Workshop**

**Aim:** To elect the Workshop Officers and approve the draft agenda; to try to get to know each other and to have a roundtable about our expectations. To make the participants aware of the state of Marketing in ELSA.

#### Means:

- Presentation of the tasks of the Workshop Officers
- Election and voting upon the Workshop Chair and Vice Chair as well as the Secretaries
- Presentation of the Workshop rules
- Presentation of the Workshop Agenda by ELSA International
- Approval of the Workshop Agenda
- Roundtable: Expectations of the participants
- Presentation of the State of the Network Report by ELSA International

**Preparations:** Please participate in filling out the Marketing section of the SotN Inquiry of your National Group. Read the Strategic Goals for 2013 in the General Part of the Decision Book of ELSA (page 5 of the DB).

19.00 - 20.00

## Officers' Trainings

Aim: To train Officers of this International Council Meeting on their fundamental tasks and responsibilities during the ICM. Workshop Chairs, Secretaries, Tellers and Nomination Committee will participate in these trainings.

#### Means:

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

19.00 - 20.00

## **Introductory Workshop for Freshers**

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

#### Means:

- To give an understanding of the main functions of ELSA
- To get answers to the questions arising

## Monday, 26<sup>th</sup> March (10.00 – 13.30)

10.00 - 12.00

#### Advertisements

Aim: To develop tools and practices for fundraising through advertisements for Marketing officers and to involve marketers in building products which ELSA groups can provide for partners and supporters.

#### Means:

- Presentation by ELSA International
- Roundtable discussion
- Open discussion

Comments: Advertisements on <a href="www.elsa.org">www.elsa.org</a> and in Synergy magazine are a significant source of income for ELSA. Furthermore, advertisements, visibility and reaching law students are the main benefit which ELSA groups provide for their general and project partners. By giving thought to the product, by preparing ones proposal and approach and by practising selling skills, ELSA officers can benefit from the full potential of advertisements.

12.00 - 13.30

Joint BEE, MKT & STEP: Long term Co-operation

**Aims:** To discuss the ways of keeping previous STEP employers and maintaining continuity in STEP jobs; to focus on how to make the co-operation with employers long-lasting and more productive.

#### Means:

- Presentation by ELSA International
- Group works

- Presentation of group works
- Discussion and Conclusion

Comment: Many National Groups are not successful in securing repeated STEP traineeships by actively re-establishing communication with previous employers. Instead of securing old contacts, groups are using their efforts to explore new markets. This session will be devoted to encourage groups to contact and keep successful co-operation with employers year after year and to take this into consideration during transition.

## Monday, 26th March (15.00 – 19.00)

15.00 - 16.00

### **Activity Reports**

Aim: To get an impression of the status of Marketing in National Groups through Activity Reports presented in the Workshop. To understand the way in which Marketers work in different National Groups.

#### Means:

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

**Preparations:** Please send your Activity Report to the Marketing mailing list and read the Activity Reports that were distributed through the Marketing mailing list beforehand and be prepared.

16.00 - 19.00

#### Training on Negotiation Skills

Aim: To develop our Negotiation Skills and apply them in fundraising and Marketing work.

#### Means:

• Training given by Nick Wadsworth from London School of English

## Tuesday, 27th March (10.00 - 13.30)

10.00 - 12.30

### Corporate Identity

**Aim:** To support the uniformity and visual strength of communication and promotion of ELSA. To help Marketing officers in implementing the Corporate Identity of ELSA in their daily work.

#### Means:

- Presentation by ELSA International and Content5
- Q&A
- Roundtable discussion
- Brainstorming in groups
- Presentation of group work
- Conclusions

Comments: This Workshop will focus on tackling the practical problems which Marketers face when creating documents, marketing material and promotional campaigns: How will we best communicate a unified and consistent message? What are the challenges for Marketers in implementing the Corporate Identity? How do we respond to these challenges?

**Preparations:** Please bring marketing material from your National or Local Group, both printed and electronic, for previous and upcoming projects. Read the ELSA Identity Handbook. More importantly, bring templates for material from your group, produced with commercial or freeware programs.

12.30 - 13.30

Proposal for amending the Uniformity section of the MKT-part in the Decision Book

**Aim:** To improve the Uniformity section of the Marketing part of the Decision Book and to give officers a chance to discuss the way the Corporate Identity is regulated in ELSA.

#### Means:

- Presentation of the proposal
- Discussion
- Voting
- Open discussion

**Preparations:** Please read the proposal by the International Board regarding Uniformity section of the Marketing part of the Decision Book.

Wednesday, 28th March (10.00 – 13.30)

10.00 - 11.30

Joint MKT, AA & S&C: Targeting

**Aim:** To diversify the palette of events and projects in the Network. To help ELSA groups respond to the different needs of members from their first year of studies until their last year at university. To ensure long-term membership and increase human resources in the Network.

#### Means:

- Presentation by ELSA International
- Group work
- Presentation of group work
- Conclusions by ELSA International

Comments: Different activities attract students and members with different kinds of backgrounds, at different stages in their studies and with interest in different areas of law. Thus, planning projects and events with a focus on different areas of law or with different levels of academic challenge serve the needs of a variety of target groups. ELSA can respond to those needs by giving thought to the diversity in law students and by combining elements from different Key Areas to form projects targeted to certain groups of students.

11.30 - 12.30

Joint MKT & AA: Academic Activities Online Projects

**Aim:** To develop the projects "Online Guide to Legal Studies in Europe" and "Online Law Portal" from the point of view of fundraising and of promotion.

#### Means:

- Presentation by ELSA International
- Roundtable discussion

Comments: During earlier years when there were enough human resources directed towards GLSE and SPEL, the projects were relatively successful. It is now time to develop new projects based on the aims and idea of these former publications and bring them closer to their target groups. Based on AA Workshops held in ICM Palermo, we are now developing new online versions of the projects.

**Preparations:** In order to have efficient Workshops with more time for discussion, please familiarise yourself with the presentation that will be sent to the MKT and AA mailing lists prior to ICM Algarve.

12.30 - 13.30

Joint BEE, FM, MKT & AA: EMC<sup>2</sup>

**Aim:** To present and work on the current challenges that National Groups are facing with the ELSA Moot Court Competition on WTO law on the national and local levels.

#### Means:

- Presentation by ELSA International and the EOS
- Questions and answers
- Working Groups on the challenges

Comments: During this Workshop we will address the problems or challenges that the National and Local Groups are facing with the ELSA Moot Court Competition. The number of European Teams participating in the Competition has not developed to be as high as it could. There are a number of issues behind this phenomenon that the ELSA Organising Secretariat on EMC<sup>2</sup> (EOS) will present during the Workshop. In the Working Groups we will tackle the problems together in order to be able to face these challenges in the National Groups after the ICM and before the launching of the following edition of EMC<sup>2</sup>.

**Preparations:** In order to have efficient Workshops with more time for discussion, please familiarise yourself with the updated presentation that will be sent to the BEE, FM, MKT and AA mailing lists prior to ICM Algarve. Prepare to give your inputs!

### Wednesday, 28th March (15.00 – 19.00)

15.00 - 19.00

Training on Strategic Planning

Aim: To develop our skills in Strategic Planning

#### Means:

• Training given by an ITP Trainer

## Thursday, 29th March (15.00 – 18.00)

15.00 - 16.30

Joint IM & MKT: Recruitment

Aim: To evaluate the Recruitment in the Network and discuss how to develop it.

Means:

• Presentation of Recruitment by ELSA International

• Presentations by National Groups

• Roundtable

Discussion

Comments: This session will be dedicated to provide knowledge through examples and discussion on how we see Recruitment in our Network at the moment and how we can improve it even further.

**Preparations:** Be prepared to give examples of Recruitment in your National Group. Evaluate beforehand the Recruitment during this year in your National Group.

16.30 - 18.00

Market Research

**Aim:** To update the Network on the structure and plans for the International Market Research. To ensure that all National and Local Groups will participate in data collection for the Market Research.

Means:

Presentation by ELSA International

Q&A

Discussion

Comments: The International Market Research will work as a base for strategic planning in ELSA. It will help the Network focus its efforts and develop in a direction which serves the needs of law students and our members and advances our Vision. Marketing officers need to be aware of the next steps which will be taken in conducting the International Market Research.

18.00 - 19.00

Miscellaneous, Questions & Answers

**Aim:** To provide an opportunity to have updates and finish discussions on what was not covered during the Workshop, to give feedback on the Workshop and to gather inputs for the Supporting Area Meeting and International Council Meeting during the rest of 2012.

#### Means:

- Open discussion
- Q&A
- Roundtable discussion
- Conclusion by ELSA International

Comments: Remember to write down any questions or topics which were not covered during the Workshop and bring them up during this Workshop.

### Friday, 30<sup>th</sup> March (10.00 – 13.00)

10.00 - 12.00

#### Transition

**Aim:** To ensure continuity of board and Marketing work in ELSA and help ELSA officers to prepare their successors for the next term in office.

#### Means:

- Roundtable discussion
- Open discussion
- Conclusions by ELSA International

Comments: This topic would deserve a whole day even, as transition is crucial for the success of a Board. We will use the time we have as best we can and collect best practices for transition from each other.

**Preparations:** Please reflect on your own individual and general transition. Think about what was positive about your transition and what could be developed.

12.00 - 13.00

Presentation of the candidate(s) for the position of Vice President Marketing of ELSA International 2012/2013

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

#### Means:

- Presentation of the candidate(s)
- Questions and answers to the candidate(s)
- Closing of the Marketing Workshop

Comments: Like in every Spring ICM, also at the end of LXI ICM Algarve the new International Board is elected. During this Workshop Marketers in the Network are given an opportunity to interview candidate(s) for the position of Vice President Marketing exclusively before the Final Plenary.

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

# **ACADEMIC ACTIVITIES WORKSHOP**

## Timetable

Time	Sun 25 <sup>th</sup>	Mon 26 <sup>th</sup>	Tue 27 <sup>th</sup>	Wed 28 <sup>th</sup>	Thu 29 <sup>th</sup>	Fri 30 <sup>th</sup>
08:00	Arrival of the Participants	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
08:30						
09:00						
09:30						
10:00		Key points of AA area		MKT, AA & S&C: Targeting		AA & S&C:
10:30						Human Rights
11:00						Rights
11:30			MKT & AA: Online	Sightseeing	Candidates	
12:00		Online Law Portal for ELSA		projects		Swiidiances
12:30				BEE, FM, MKT & AA: EMC <sup>2</sup>		Closing
13:00	Letters of Auth. &					
13:30	Payments	Lunch	Lunch	Lunch	Lunch	Lunch
14:00	Opening Plenary					
14:30						Transport
15:00				Training on Transition & Strategic Planning Mid-Plenary	AA, S&C & STEP: IFP	Conference
15:30						
16:00						
16:30			Mid-Plenary		MCC & Other Bridging Theory and Practice - Projects	
17:00		BEE, AA, S&C & STEP: SG'13				
17:30	Opening Workshops/ Activity Reports					
18:00				FM & AA: Project Planning	Online GLS	
18:30						Dressing
19:00	Officers & Freshers	1 0		Reporting Time	Reporting Time	Time
19:30						Transport

## 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 LX Council Meeting of ELSA
- Council Meeting Decision Book, 34<sup>th</sup> Edition
- One Year Operational Plan (OYOP) 2011/2012 of ELSA International
- Working Materials
- Minutes of the ICM Palermo and ICM Poznan
- Minutes of the IPM Malta
- Please prepare a written Activity Report and send it to the AA mailing list beforehand

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

Links to all documents/materials can be found from the same email as these Working Materials. If you have difficulties in finding them, please contact the Secretary General of ELSA International at secgen@elsa.org.

Please prepare an Activity Report and distribute it through the Academic Activities mailing list. You should include both the things that you have worked on as an Academic Activities officer during your term in office and the major projects that are taking place in your National Group.

In order to save time for more discussion rather than presentations, please read the presentations sent to the AA-mailing list prior to the ICM.

Please read this Draft Agenda carefully; should you need any clarifications, please do not hesitate to contact the Director for 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 LXI International Council Meeting in Algarve.

Welcome to the AA Workshop!

## Draft Agenda

# Sunday, 25th March (17.30 - 20.00)

17.30 - 19.00

### Introductory Workshop

Aim: To elect the Workshop Officers and approve the draft agenda; to try to get to know each other and to have a roundtable about our expectations. To get an impression of the status of Academic Activities in National Groups through Activity Reports presented in the Workshop.

#### Means:

- Presentation of the tasks of the Workshop Officers
- Election and voting upon the Workshop Chair and Vice Chair as well as the Secretaries
- Presentation of the Workshop rules
- Presentation of the Workshop Agenda by ELSA International
- Approval of the Workshop Agenda
- Presentation of the Activity Report of ELSA International
- Presentation of the Activity Reports of National Groups
- Q&A
- Roundtable: Expectations of the participants

Comments: The second part of the Workshop is for sharing information from each National Group. It is also important to gain inputs from each other.

**Preparations:** Please send your Activity Report to the AA mailing list and read the Activity Reports that were distributed through the AA mailing list beforehand and be prepared.

19.00 - 20.00

#### Officers' Trainings

Aim: To train Officers of this International Council Meeting on their fundamental tasks and responsibilities during the ICM. Workshop Chairs, Secretaries, Tellers and Nomination Committee will participate in these trainings.

### Means:

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

19.00 - 20.00

## **Introductory Workshop for Freshers**

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

#### Means:

- To give an understanding of the main functions of ELSA
- To get answers to the questions arising

### Monday, 26th March (10.00 – 13.30)

10.00 - 10.30

### Key Points of the Academic Activities Area

**Aim:** To introduce the Academic Activities policies with a new prospective. To present the ground principles and conception of AA area. To discuss the key points of the area with a focus on the current State of the Network.

#### Means:

- Presentation by ELSA International
- Q&A

Comments: ELSA's Academic Activities Key Area aims to serve the contribution towards legal education. Since the beginning of ELSA's history, Academic Activities has been one of our fundamental areas. The original idea was to form an international network for the exchange of scientific legal information. Academic Activities has faced incredible changes and the status of the area will be dealt with during the entire ICM week. This Workshop will work as an introduction to these discussions.

Preparations: Please read the AA part of the Decision Book as well as the AA Handbook.

10.30 - 12.00

Legal Research Activities

**Aims:** To present new possible activities within the Legal Research programme. To brainstorm on new ways of development.

#### Means:

- Presentation by ELSA International
- Q&A
- Working Groups
- Presentations by Working Groups and following discussion
- Conclusion

Comments: ELSA International has begun his active involvement in encouraging legal research across the Network. ELSA maintains the structure of the Network, which serves as an ideal basis for international legal research. Currently the ELSA for Children and some smaller LRGs take place throughout the Network, but more effective use of our resources is required. We want to show some other ways of organizing the Legal Research activities and to come up with possible ways of development this kind of activity.

**Preparations:** Please read the Input Paper on the Legal Research Activities which you can find in these Working Materials.

12.00 - 13.30

Online Law Portal for ELSA

**Aim:** To present the outline of the project and to discuss the role of National and Local AA officers in its implementation.

#### Means:

- Presentation by ELSA International
- Q&A
- Working Groups
- Presentation by WGs
- Discussion

Comments: Online Law Portal for ELSA – will be a platform for international exchange of legal information provided by students for students. The idea of this project has been introduced and discussed during ICM Palermo and partly during IPM Malta.

**Preparation:** In order to have an efficient Workshop on this new project with more time for discussion, please familiarise yourself with the materials that will be sent to the AA mailing list

prior to ICM Algarve as well as with the Minutes of the corresponding Workshop from ICM Palermo.

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

15.00 - 17.00

Joint BEE, IM, FM & AA: Vice President for Moot Court Competitions

**Aims:** To discuss the topic of having an eight board position in ELSA International for the area of Moot Court Competitions. To present and vote upon the Proposals regarding VP MCC by the International Board.

#### Means:

- Presentation of AA and MCC by ELSA International
- Presentation of the Proposals regarding VP MCC by ELSA International
- Discussion regarding the Proposals
- Voting on the Proposals

Comments: This year the International Board has had a full-time Director working for Moot Court Competitions in order to ensure that both Moot Court Competitions and other activities of Academic Activities are given the focus they deserve. The continuity and certainty of having two people working for this in the International Board each year from now on is important and thus the International Board is proposing to add one more board position to the International Board. For more comments, please read the Input Paper regarding Vice President for Moot Court Competitions.

Preparations: Please read all the Proposals and the Input Paper from the International Board regarding having Vice President for Moot Court Competitions. The Proposals are: Statutes article 12.1, Internal Management section and Information Technology section in Internal Management part of the Decision Book and Bridging Theory and Practise section in Academic Activities section of the Decision Book.

17.00 - 19.00

Joint BEE, AA, S&C & STEP: Strategic Goals for 2013

Aim: To see the progress regarding the Strategic Goals for 2013 after 3,5 years of its implementation, to see how to improve our work in order to get closer to our goals. To follow up the discussions from IPM Malta with the Key Areas.

#### Means:

- Presentation of the fulfilment of the Strategic Goals for 2013 by ELSA International
- Q&A
- Discussion

**Preparations:** Read the Input Paper on Strategic Planning by the International Board. Read the Minutes from the SG'13 workshops from IPM Malta, ICM Palermo, IPM Tallinn as well as ICM Poznan. Bring your OYOP.

### Tuesday, 27<sup>th</sup> March (10.00 – 13.30)

10.00 - 13.30

### The Human Rights Moot Court Competition

**Aim:** To present the current status of the project, to discuss and to work on the academic as well as the organisational part of the competition.

#### Means:

- Presentation by ELSA International
- Questions and answers
- Discussion
- Working Groups on the implementation of the HRMCC in National Groups

Comments: During this Workshop we will discuss the new international Moot Court Competition on Human Rights that is organised in cooperation with the Council of Europe. We will discuss the academic part of the competition such as the Rules of the competition, as well as the entire organisation of the Competition. We will examine together the different aspects and possibilities of the Competition and decide how the competition will be built. In addition, we will have Working Groups on how the National Groups should prepare for the upcoming Moot Court Competitions.

#### Preparations:

In order to have efficient Workshops with more time for discussion, please familiarise yourself with the updated presentation that will be sent to the AA mailing list prior to ICM Algarve as well as with the Minutes of the corresponding Workshop from ICM Palermo. Prepare to give your inputs!

## Wednesday, 28th March (10.00 – 13.30)

10.00 - 11.30

Joint MKT, AA & S&C: Targeting

Aim: To diversify the palette of events and projects in the Network. To help ELSA groups respond to the different needs of members from their first year of studies until their last year at university. To ensure long-term membership and increase human resources in the Network.

#### Means:

- Presentation by ELSA International
- Group work
- Presentation of group work
- Conclusions by ELSA International

Comments: Different activities attract students and members with different kinds of backgrounds, at different stages in their studies and with interest in different areas of law. Thus, planning projects and events with a focus on different areas of law or with different levels of academic challenge serve the needs of a variety of target groups. ELSA can respond to those needs by giving thought to the diversity in law students and by combining elements from different Key Areas to form projects targeted to certain groups of students.

11.30 - 12.30

Joint MKT & AA: Academic Activities Online Projects

**Aim:** To develop the projects "Online Guide to Legal Studies in Europe" and "Online Law Portal" from the point of view of fundraising and of promotion.

#### Means:

- Presentation by ELSA International
- Roundtable discussion

Comments: During earlier years when there were enough human resources directed towards GLSE and SPEL, the projects were relatively successful. It is now time to develop new projects based on the aims and idea of these former publications and bring them closer to their target groups. Based on AA Workshops held in ICM Palermo, we are now developing new online versions of the projects.

**Preparations:** In order to have efficient Workshops with more time for discussion, please familiarise yourself with the presentation that will be sent to the MKT and AA mailing lists prior to ICM Algarve.

12.30 - 13.30

Joint BEE, FM, MKT & AA: EMC<sup>2</sup>

**Aim:** To present and work on the current challenges that National Groups are facing with the ELSA Moot Court Competition on WTO law on the national and local levels.

#### Means:

- Presentation by ELSA International and the EOS
- Questions and answers
- Working Groups on the challenges

Comments: During this Workshop we will address the problems or challenges that the National and Local Groups are facing with the ELSA Moot Court Competition. The number of European Teams participating in the Competition has not developed to be as high as it could. There are a number of issues behind this phenomenon that the ELSA Organising Secretariat on EMC<sup>2</sup> (EOS) will present during the Workshop. In the Working Groups we will tackle the problems together in order to be able to face these challenges in the National Groups after the ICM and before the launching of the following edition of EMC<sup>2</sup>.

**Preparations:** In order to have efficient Workshops with more time for discussion, please familiarise yourself with the updated presentation that will be sent to the BEE, FM, MKT and AA mailing lists prior to ICM Algarve. Prepare to give your inputs!

### Wednesday, 28th March (15.00 – 19.00)

15.00 - 18.00

Training on Transition with the special focus on Strategic Planning

Aims: To gain soft skills about Transition and Strategic Planning

#### Means:

• Training given by an ITP Trainer

18.00 - 19.00

### Joint FM & AA: Project planning

**Aim:** To contribute to a synergy between Treasurers and AAers in the planning of projects. To present the role and possibilities of both of these officers in project planning.

#### Means:

- Presentation by ELSA International
- Working groups on Project Planning

Comments: The desire and the need to have a Workshop where Treasurers and AAers can create synergies between the two positions and overall responsibilities is recognised by the International level of ELSA and also by National Groups. This Workshop will be dedicated to project planning related to the financial management of projects (fundraising, budget, grants, etc.).

## Thursday, 29th March (15.00 - 18.00)

15:00 - 16.30

### Joint AA, S&C & STEP: International Focus Program

Aim: To give the officers an update on the current state of the implementation of the IFP. To discuss the preparations for the final IFP results. To promote the upcoming events on IFP and present current projects. To raise the awareness of the selection of the new IFP topic, discuss the strategy, brainstorm on possible ways to research on a new IFP topics.

#### Means:

- Presentation by ELSA International
- Group works
- Presentations of group works
- Open discussion

Comments: The IFP is one of the most important, established and developed projects of ELSA. It's also included in the Strategic Goals 2013. ELSA International will inform the participants about the implementation process and development on the international level and discuss the procedure of choosing next IFP topic.

**Preparations:** Please read the IFP section in the Decision Book, Strategic Goals 2013 Section, and IFP Handbook. Go through an IFP Event Report Template. Please bring the list of past and

upcoming IFP Projects/IFP Traineeships. Bring your promotional-materials. If you would like to promote your upcoming IFP Projects, please prepare a short (3 min) presentation.

16.30 - 18.00

### Moot Court Competitions & Other Bridging Theory and Practice -Projects

**Aim:** To present and discuss National and Local Moot Court Competitions and other projects under Bridging Theory and Practice and moreover, share the knowledge on these.

#### Means:

- Presentation by ELSA International
- Presentations by Workshop participants
- Questions and answers
- Discussion
- Presentation of the proposal by ELSA International
- Discussion
- Voting

Comments: During this Workshop we will discuss the status of the National and Local Moot Court Competitions as well as other projects falling under "Bridging Theory and Practice". The National Groups will have a chance to present their own projects and thus share the experiences and the knowledge with other AAers.

Preparations: In order to have efficient Workshops with more time for discussion, please familiarise yourself with the presentation that will be sent to the AA-mailing list prior to the ICM. Additionally, if you have these kinds of projects in your National Groups, please prepare to share the experience and the knowledge with the Workshop. You are very welcome to prepare a presentation, however, please inform the Director for Moot Court Competitions prior to the ICM. Prepare to share! Please read the proposal by the International Board regarding AA Policies section of the AA part of the Decision Book.

18.00 - 19.00

## Online Guide to Legal Studies Abroad

**Aim:** To present the outline of the project and to discuss the role of national and local AA officers in its implementation.

#### Means:

Presentation by ELSA International

- Q&A
- Working Groups
- Presentation of WGs
- Discussion

Comments: Online Guide to Legal Studies Abroad – will work as a platform for international exchange of detailed information on available opportunities if one wishes to study law (doctorate, under- and postgraduate level) or to practice law in different countries provided by students for students. The idea of this project has been introduced and discussed during the IPM Malta.

**Preparation:** In order to have a productive Workshop on this specific topic with more time for discussion, please familiarise yourself with the materials that will be sent to the AA mailing list prior to ICM Algarve as well as with the Minutes of IPM Malta.

Friday, 30<sup>th</sup> March (10.00 – 13.00)

10.00-10.45

Joint AA & S&C: Human Rights in ELSA and the non-political status

**Aim:** To clarify the practical meaning of the non-political status and ensure that all ELSA groups work towards the Vision according to the means set forth by the Philosophy Statement.

#### Means:

- Presentation by ELSA International
- Q&A

Comments: ELSA since its foundation made the clear choice to be educationally oriented rather than be an advocacy NGO. Often the members and the groups are not properly aware of the implications of such a standpoint and this endangers the cohesion of action of ELSA and the perception of its independence. By understanding the non-political status of our Association, ELSA groups will also have confidence in organising non-political projects with a potential positive impact on society.

10.45 - 11.30

Joint AA & S&C: Human Rights Handbook

**Aim:** To present the proposed structure for a new Human Rights Handbook, brainstorm and discuss on it so to decide the main directions for its development.

#### Means:

- Presentation by ELSA International
- Working Groups
- Discussion

Comments: The last edition of the ELSA Human Rights Handbook was issued in 2001. The content is outdated and the structure would not represent anymore a valuable support for ELSA officers, so there is need for a brand new edition rather than a mere updating. A new project of structure will be presented for the National Groups to present comments on it before proceeding to the actual writing of the Handbook.

11.30 - 12.30

Presentation of the candidate(s) for the position of Vice President for Academic Activities of ELSA International 2012/2013

**Aim:** To receive a presentation and to interview candidates for the position of Vice President for Academic Activities of ELSA International.

#### Means:

- Presentation of the candidate(s)
- Questions and answers to the candidate(s)

Comments: Like in every Spring ICM, also at the end of LXI ICM Algarve the new International Board is elected. During this Workshop Academic Activities officers in the Network are given an opportunity to interview candidate for the position of Vice President for Academic Activities exclusively before the Final Plenary.

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

12.30 - 13.00

Miscellaneous & Closing the Academic Activities Workshop

**Aim:** To discuss all postponed and outstanding items of the Workshop Agenda. To evaluate the week.

#### Means:

• Discussion led by Chair of the Workshop.

- Final words and notifications.
- Closing the Academic Activities 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. The Chair of the Workshop decides the final content of this Workshop.

## **SEMINARS AND CONFERENCES WORKSHOP**

## Timeline

Time	Sun 25 <sup>th</sup>	Mon 26 <sup>th</sup>	Tue 27 <sup>th</sup>	Wed 28 <sup>th</sup>	Thu 29 <sup>th</sup>	Fri 30 <sup>th</sup>
08:00						
08:30		Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
09:00						
09:30						
10:00	Arrival of the			MKT, AA &		AA & S&C:
10:30	Participants	SoTN Analysis	Study Visits	S&C: Targeting		Human Rights
11:00			Study Visits	Targeting		Rights
11:30		<i>r</i> s · ·		How do we measure	Sightseeing	Presentation of the
12:00		Training on Strategic Planning in S&C area	Delegations & Institutional Relations	quality?	Lunch	Candidates
12:30				Commun- ication		Closing
13:00	Letters of Auth. & Payments					
13:30		Lunch	Lunch	Lunch		Lunch
14:00						
14:30						Transport
15:00		Training on Strategic				
15:30	Opening Plenary	Planning in S&C area			AA, S&C & STEP: IFP	
16:00		Partnerships & S&C		F5		
16:30		Possibilities		Training on Knowledge Management & Transition	How to make a	Conference
17:00			Mid-Plenary			
17:30	Opening	BEE, AA,	THE THIRTY		brand event	
18:00	Opening, Activity Reports	S&C & STEP: SG'13			Alumni	
18:30						Dressing
19:00	Officers & Freshers	1 8		Reporting Time	Reporting Time	Time
19:30						Transport

# Preparations and reminders for the Seminars and Conferences Workshop

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

- Activity Report with detailed information on the past and upcoming S&C Projects
  of your National Group on international, national and local level, what has been
  done by you as an Officer in the S&C area on national level
- Statutes and Standing Orders, in force after LX Council Meeting of ELSA
- Council Meeting Decision Book, 34th Edition
- Working Materials
- Minutes of the ICM Palermo, ICM Poznan and KAM Turku
- Handbooks, Guidelines, Forms
- Promo materials of the upcoming events, evaluation videos etc.

Please, note that there will not be a sessions for more fresh officers such as Key Area Definition, S&C Tools etc. The content of each workshop planed more for the experienced S&C Officers. Therefore, in order to be on top of all discussions, it is strongly recommended read the Minutes of S&C Workshop from at least the two previous International Council Meetings, Key Area Meeting, S&C related Handbooks and Guidelines. This is of great importance for the procedure, discussions and outcome of the Workshop sessions. If you bring your laptop with you, it is recommendable that you have these minutes downloaded on your computer.

In order all officers to have a chance to read your activity report and be ready for the questions, to share an experience and your achievements with the S&C team, including those, who will not be present during ICM Algarve, please send your activity report to the S&C mailing-list not later than 21<sup>st</sup> of March 2012.

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

Welcome to the S&C Workshop!

## Draft Agenda

Sunday, 25th March (17.30 - 20.00)

17.00 - 19.00

### Introductory Workshop

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

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

#### Means:

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

Preparations: Think about questions you want to be answered during workshops, even though they are not related to any of topics on the agenda. Write and send your Activity Report to the S&C mailing-list in order to give participants some time to get familiar with the reports. All reports should be sent to VP S&C ELSA International not later than 21<sup>st</sup> of March 2012. Please read the Activity Reports that were send to the S&C mailing-list and be prepared to present your own. Representatives should include both their own activities and the activities taking place in the respective country. If you are not a National S&Cer, please make sure you can present the Activity Report of your National Officer. Be ready to volunteer to be a Chair, Vice-Chair of Secretary of the Workshop.

19.00 - 20.00

#### Officers' Trainings

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

#### Means:

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

19.00 - 20.00

### **Introductory Workshop for Freshers**

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

#### Means:

- To give an understanding of the main functions of ELSA
- To get answers to the questions arising

## Monday, 26th March (10.00 - 13.30)

10.00 - 11.30

State of the Network (SotN) Analysis

**Aim:** To present the results of the State of the Network enquiries and to inform the participants of the current status quo of S&C in the Network. To make an analysis of the current state.

#### Means:

- Presentation by ELSA International
- Group works
- Presentation of group works
- Open discussion

**Preparations:** Read the part of the SotN Report related to the S&C area. Learn what a SWOT analysis is.

11.30-13.30

Training session on Strategic Planning in S&C area

**Aim:** To give the S&C officers skills in strategic planning in their area and encourage them in strategizing the work in their ELSA Groups. To prepare for the discussion and further work on Strategic Goals 2013-2018.

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

Monday, 26th March (15.00 - 19.00)

15.00-16.00

Training session on Strategic Planning in S&C area

**Aim:** To give the S&C officers skills in strategic planning in their area and encourage them in strategizing the work in their ELSA Groups. To prepare for the discussion and further work on Strategic Goals 2013-2018.

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

16.00 - 17.00

Partnerships & S&C Possibilities

**Aim:** To raise awareness about ELSA's International Partnerships and possibilities for the S&C Officers.

Means:

- Presentation by ELSA International
- Q&A

**Preparations:** Think about how did you use ELSA's partnerships on Local, National and International levels in S&C area and be ready to share your experience with the Network.

17.00 - 19.00

Joint BEE, AA, S&C & STEP: Strategic Goals for 2013

Aim: To see the progress regarding the Strategic Goals for 2013 after 3,5 years of its implementation, to see how to improve our work in order to get closer to our goals. To follow up the discussions from IPM Malta with the Key Areas.

Means:

- Presentation of the fulfilment of the Strategic Goals for 2013 by ELSA International
- Q&A
- Discussion

**Preparations:** Read the Input Paper on Strategic Planning by the International Board. Read the Minutes from the SG'13 workshops from IPM Malta, ICM Palermo, IPM Tallinn as well as ICM Poznan. Bring your OYOP.

## Tuesday, 27th March (10.00 - 13.30)

10.00 - 12.00

Study Visits

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

#### Means:

- Presentation by ELSA International
- Group works
- Presentation of the group works
- Open Discussion

Comments: Study Visits are included in the Strategic Goals 2013 and are one of the most developed activities in the Network. However, they have a lot of unexpressed potential mostly concerning the planning and matching phase. Putting focus on that stage of the organisation process is a priority to increase the number of organised International Study Visits. Beside last year Network haven't evaluate properly so this is a part which should be improved.

**Preparations:** Please read the Decision Book in the General Part, Strategic Goals part; S&C Handbook, SV Handbook. Familiarize yourself with SV/ISV Evaluation Forms. Be ready to present the Study Visit activities that your group has planned or is open to organize in this term. Prepare information on the groups, which are looking for SV-partner group. Bring your promotional materials.

12.00 - 13.30

Delegations and Institutional Relations

**Aim:** To give the officers an update on the ELSA Delegations and Institutional Relations of ELSA, further development and strategy.

#### Means:

- Presentation by ELSA International
- Group works
- Presentation of the results of group works
- Open discussion
- Conclusions

**Preparations:** Please read the S&C Handbook and the Decision Book in the Institutional Relations section, Guidelines for the selection of ELSA Delegations, Guideline on writing reports, Delegations Handbook.

# Wednesday, 28th March (10.00 - 13.30)

10.00 - 11.30

Joint MKT, AA & S&C: Targeting

Aim: To diversify the palette of events and projects in the Network. To help ELSA groups respond to the different needs of members from their first year of studies until their last year at university. To ensure long-term membership and increase human resources in the Network.

#### Means:

- Presentation by ELSA International
- Group work
- Presentation of group work
- Conclusions by ELSA International

Comments: Different activities attract students and members with different kinds of backgrounds, at different stages in their studies and with interest in different areas of law. Thus, planning projects and events with a focus on different areas of law or with different levels of academic challenge serve the needs of a variety of target groups. ELSA can respond to those needs by giving thought to the diversity in law students and by combining elements from different Key Areas to form projects targeted to certain groups of students.

11.30 - 12.30

How do we measure quality?

**Aim:** To define how can we measure quality of our activities. To discuss means and procedure of evaluation.

#### Means:

- Presentation by ELSA International
- Open discussion

**Preparations:** Think about possible ways of evaluations, how do you analyse them. Learn what the means for quality are. Prepare to share your experience and suggestions.

12.30 - 13.30

#### Communication

**Aim:** To improve the flow of information between officers and to present communication tools. To share an experience in solving communication problems on national and international level.

#### Means:

- Introduction by ELSA International
- Open discussion

Comments: Information flow shall be considered as one of the most important promotion tools and motivation for national and local officers to keep up with their best. Considering the benefits, communication shall be improved amongst the S&C Officers. It is also necessary to realize which communication tools may be the most effective for keeping communication up.

**Preparations:** Brainstorming on the possible content and the structure of the tools.

Wednesday, 28th March (15.00 – 19.00)

15.00 - 19.00

Training Session on Knowledge Management and Transition

**Aim:** To give the S&C officers means for properly passing knowledge and prepare their successors to take over their position.

#### Means:

• Training provided by an ITP Trainer

Comments: Transition ensures that a certain level of quality is maintained during the instruction of the new board members and that no information gets lost due to the change of the people in charge. In fact it guarantess an ongoing development within the ELSA Network. The training will be held by an ITP Trainer.

## Thursday, 29th March (15.00 - 19.00)

15:00 - 16.30

Joint AA, S&C & STEP: International Focus Program

**Aim:** To give the officers an update on the current state of the implementation of the IFP. To discuss the preparations for the final IFP results. To promote the upcoming events on IFP and present current projects. To raise the awareness of the selection of the new IFP topic, discuss the strategy, brainstorm on possible ways to research on a new IFP topics.

#### Means:

- Presentation by ELSA International
- Group works
- Presentations of group works
- Open discussion

Comments: The IFP is one of the most important, established and developed projects of ELSA. It's also included in the Strategic Goals 2013. ELSA International will inform the participants about the implementation process and development on the international level and discuss the procedure of choosing next IFP topic.

**Preparations:** Please read the IFP section in the Decision Book, Strategic Goals 2013 Section, and IFP Handbook. Go through an IFP Event Report Template. Please bring the list of past and upcoming IFP Projects/IFP Traineeships. Bring your promotional-materials. If you would like to promote your upcoming IFP Projects, please prepare a short (3 min) presentation.

16.30 - 18.00

How to make an event go from a one-time project to a well-known brand.

**Aim:** To provide S&C Officers with knowledge on how to make an event become a well-known brand, to share the best experiences, to show what are the benefits of such projects and to encourage them to organize annual events.

Means:

• Presentation by ELSA International

Presentation from National Groups

• Open Discussion

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. 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.

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

18.00 - 19.00

Alumni

**Aim:** To provide the S&C officers with inspiration on how to involve Alumni in their projects. To present a new supporting system of the ELSA Groups.

Means:

Presentation by ELS Member

• Q&A and discussion

Comments: Pierangelo Graziani, member of the Executive Committee of ELS and former VP STEP of ELSA International will present his experience and provide with ideas about the cooperation with Alumni.

**Preparations:** Be ready to share your experiences or make questions about project cooperation with Alumni.

Friday, 30th March (10.00 – 13.00)

10.00-10.45

Joint AA & S&C: Human Rights in ELSA and the non-political status

**Aim:** To clarify the practical meaning of the non-political status and ensure that all ELSA groups work towards the Vision according to the means set forth by the Philosophy Statement.

#### Means:

- Presentation by ELSA International
- Q&A

Comments: ELSA since its foundation made the clear choice to be educationally oriented rather than be an advocacy NGO. Often the members and the groups are not properly aware of the implications of such a standpoint and this endangers the cohesion of action of ELSA and the perception of its independence. By understanding the non-political status of our Association, ELSA groups will also have confidence in organising non-political projects with a potential positive impact on society.

10.45 - 11.30

Joint AA & S&C: Human Rights Handbook

**Aim:** To present the proposed structure for a new Human Rights Handbook, brainstorm and discuss on it so to decide the main directions for its development.

#### Means:

- Presentation by ELSA International
- Working Groups
- Discussion

Comments: The last edition of the ELSA Human Rights Handbook was issued in 2001. The content is outdated and the structure would not represent anymore a valuable support for ELSA officers, so there is need for a brand new edition rather than a mere updating. A new project of structure will be presented for the National Groups to present comments on it before proceeding to the actual writing of the Handbook.

11.30 -12.30

Presentation of the Candidate(s) for the International Board 2012/2013

Aim: To present the Candidate(s) for VP S&C of ELSA International 2012/2013.

#### Means:

- Presentation by the Candidate(s)
- Q&A

Comments: Good luck to the Candidate(s)!

**Preparations:** Please read the candidature materials. Try to have an interview with the candidate(s). Prepare your questions.

12.30 - 13.00

# Evaluation and closing of the workshop

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

#### Means:

- Roundtable discussion
- Filling in the Evaluation form

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

# STUDENT TRAINEE EXCHANGE PROGRAMME WORKSHOP

# Timetable

Time	Sun 25 <sup>th</sup>	Mon 26 <sup>th</sup>	Tue 27 <sup>th</sup>	Wed 28 <sup>th</sup>	Thu 29 <sup>th</sup>	Fri 30 <sup>th</sup>
08:00	Arrival of the Participants  Letters of Auth. &	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
08:30						
09:00						
09:30						
10:00		SotN & Statistics	Training on Transition	DB Proposals	Sightseeing	Presentation of the
10:30						Candidates
11:00		Activity Reports				Misc. &
11:30						Q&A
12:00		BEE, MKT & STEP: Long-term Cooperation				Evaluation &
12:30				Job Hunting Evaluation		Closing
13:00						
13:30	Payments	Lunch	Lunch	Lunch	Lunch	Lunch
14:00	Opening Plenary Opening Workshops					
14:30						Transport
15:00		STEP Calendar	Mid-Plenary	Training on Commun- ication	AA, S&C & STEP: IFP	
15:30						
16:00						
16:30					Student Hunting	Conference
17:00		BEE, AA, S&C & STEP: SG'13				
17:30						
18:00					Improving Reception	
18:30						Dressing
19:00	Officers & Freshers	Reporting Time		Reporting Time	Reporting Time	Time
19:30						Transport

# 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 LX Council Meeting of ELSA
- Council Meeting Decision Book, 34th Edition
- One Year Operational Plan (OYOP) 2011/2012 of ELSA International
- Working Materials
- Minutes of ICM Palermo and ICM Poznan
- Please read the STEP Handbook (updated: January, 2012)
- Please prepare a written Activity Report and send it to the STEP mailing list beforehand

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

Links to all documents/materials can be found in the same email as these Working Materials. If you have difficulties in finding them, please contact the VP STEP of ELSA International at <a href="mailto:vpstep@elsa.org">vpstep@elsa.org</a>.

Please prepare an Activity Report and distribute it through the STEP mailing list. You should include both the things that you have worked on as a STEP Officer during your term in office and the major projects that are taking place in your National Group.

Please read this Draft Agenda carefully; should you need any clarifications, please do not hesitate to contact the Vice President for Student Trainee Exchange Programme of ELSA International at <a href="mailto:vpstep@elsa.org">vpstep@elsa.org</a>.

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

Welcome to the STEP Workshop!

# Draft Agenda

Sunday, 25th March (17.30 - 20.00)

17.30 - 19.00

#### Introductory Workshop

**Aim:** To elect the Workshop Officers and approve the draft agenda; to get to know each other and to have a roundtable about our expectations.

#### Means:

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

19.00 - 20.00

# Officers' Trainings

Aim: To train Officers of this International Council Meeting on their fundamental tasks and responsibilities during the ICM. Workshop Chairs, Secretaries, Tellers and Nomination Committee will participate in these trainings.

#### Means:

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

19.00 - 20.00

#### Introductory Workshop for Freshers

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

#### Means:

To give an understanding of the main functions of ELSA

To get answers to the questions arising

# Monday, 26<sup>th</sup> March (10.00 – 13.30)

10.00 - 11.00

#### State of the Network Report & Statistics

**Aims:** To highlight the statistics from the 11<sup>th</sup> State of the Network Report conducted in autumn 2011 before ICM Palermo and to give some statistics from the current status of our Network and to compare them with past years in the framework of the Strategic Goals 2013.

#### Means:

- Presentation of the SotN Report by ELSA International
- Presentation of Statistics by ELSA International
- Q&A
- Discussion

Comments: This session will be dedicated to provide knowledge to the participants of the current status of the Network in order for them to better understand the status of the Network. The session will also give the participants a general overview about the development in STEP.

11.00 - 12.00

#### **Activity Reports**

**Aims:** To update the officers in the Network about all the activities done by the fellow colleagues from different National Groups and to gain inputs from each other.

#### Means:

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

Comments: This Workshop will be dedicating for sharing information between ELSA International and National Groups. It will give us the opportunity to stay updated on the current situation in different countries.

**Preparations:** Please send your Activity Report to the STEP mailing list and read the Activity Reports that were distributed through the STEP mailing list beforehand and be prepared.

12.00 - 13.30

Joint BEE, MKT & STEP: Long term Co-operation

**Aims:** To discuss the ways of keeping previous STEP employers and maintaining continuity in STEP jobs; to focus on how to make the co-operation with employers long-lasting and more productive.

#### Means:

- Presentation by ELSA International
- Group works
- Presentation of group works
- Discussion and Conclusion

Comment: Many National Groups are not successful in securing repeated STEP traineeships by actively re-establishing communication with previous employers. Instead of securing old contacts, groups are using their efforts to explore new markets. This session will be devoted to encourage groups to contact and keep successful co-operation with employers year after year and to take this into consideration during transition.

# Monday, 26th March (15.00 – 19.00)

15.00 - 17.00

STEP Calendar

Aims: To discuss about the new structural changes in STEP; To present the STEP Calendar features and general figures; To discuss about the significance of following up the STEP activities in line with the special Cycle; To evaluate the running of STEP Calendar so far and to analyse the possible outcome.

#### Means:

- Presentation of STEP Calendar by ELSA International
- Q & A
- Discussion

Comment: The STEP Calendar with new deadlines has recently been introduced. This year, it is the first time since late 90's when the whole STEP society throughout Europe is strictly following up the Calendar. So, it is of utmost importance to raise the awareness of the new system among the STEP officers and to promote the pilot STEP Calendar project.

17.00 - 19.00

Joint BEE, AA, S&C & STEP: Strategic Goals for 2013

Aim: To see the progress regarding the Strategic Goals for 2013 after 3,5 years of its implementation, to see how to improve our work in order to get closer to our goals. To follow up the discussions from IPM Malta with the Key Areas.

#### Means:

- Presentation of the fulfilment of the Strategic Goals for 2013 by ELSA International
- Q&A
- Discussion

**Preparations:** Read the Input Paper on Strategic Planning by the International Board. Read the Minutes from the SG'13 workshops from IPM Malta, ICM Palermo, IPM Tallinn as well as ICM Poznan. Bring your OYOP.

# Tuesday, 27th March (10.00 – 13.30)

10.00 - 13.30

Training on Transition

Aims: To gain skills in passing your knowledge and experience to your successor.

#### Means:

• Training given by an ITP Trainer

Comment: Since the Transition period in almost all National Groups is approaching, it is very vital to focus on keeping the continuity in STEP activities between STEP Officers. Transition is the main task once the current officers are preparing to leave their offices. Only with a successful transition, we can secure the stability in STEP.

# Wednesday, 28th March (10.00 - 13.30)

10.00 - 12.30

Proposals on amending the STEP part of Decision Book

Aim: To discuss and vote upon the proposals related to the STEP part of ELSA Decision Book

#### Means:

- Presentation of the proposals
- Q&A
- Discussion
- Voting

**Preparations:** Please read the separate proposals from ELSA Germany and ELSA Austria regarding STEP part of the Decision Book.

12.30 - 13.30

# Job Hunting Evaluation

**Aim:** To evaluate the Job Hunting completed by ICM Algarve coinciding with the STEP Calendar we set in the beginning of our term in office, to analyse the problems in the National Groups which did not manage to offer traineeships so far.

#### Means:

- Presentation by ELSA International
- Q & A
- Discussion

Comment: Since we are in the middle of our term in office it is of utmost importance to evaluate the job hunting strategy, the quality of traineeships and discuss about the further possibilities to strengthen job hunting. We will also identify what the most common problems in approaching employers are with a special focus on the National Groups who have relatively seen attaining less traineeships.

# Wednesday, 28th March (15.00 – 19.00)

15.00 - 19.00

#### Training on Communication

Aims: To gain soft skills in Communication.

#### Means:

• Training given by an ITP Trainer

Comment: Communication skills have an irreplaceable importance for all STEP Officers while they are trying to establish long term co-operation with potential employers. The Training in communication skills will definitely contribute to future success in this area.

# Thursday, 29th March (15.00 – 19.00)

15:00 - 16.30

#### Joint AA, S&C & STEP: International Focus Program

Aim: To give the officers an update on the current state of the implementation of the IFP. To discuss the preparations for the final IFP results. To promote the upcoming events on IFP and present current projects. To raise the awareness of the selection of the new IFP topic, discuss the strategy, brainstorm on possible ways to research on a new IFP topics.

#### Means:

- Presentation by ELSA International
- Group works
- Presentations of group works
- Open discussion

Comments: The IFP is one of the most important, established and developed projects of ELSA. It's also included in the Strategic Goals 2013. ELSA International will inform the participants about the implementation process and development on the international level and discuss the procedure of choosing next IFP topic.

**Preparations:** Please read the IFP section in the Decision Book, Strategic Goals 2013 Section, and IFP Handbook. Go through an IFP Event Report Template. Please bring the list of past and upcoming IFP Projects/IFP Traineeships. Bring your promotional-materials. If you would like to promote your upcoming IFP Projects, please prepare a short (3 min) presentation.

16.30 - 18.00

#### Student Hunting

Aims: To give guidelines for the student hunting strategy in order to increase the number of applications; to evaluate the current student hunting period and to analyse the major problems derived in it; to introduce the Trainee Guide Project with the explanation of the main format.

#### Means:

- Presentation by ELSA International
- Q & A
- Roundtable

Comment: In accordance with the STEP Calendar, Student Hunting will be going on during ICM Algarve. Thus, it is inevitable to evaluate the process and identify problems, which may occur in this area.

**Preparation:** Please read the Input Paper regarding the Student Application Form (SAF) by ELSA Austria.

18.00 - 19.00

#### Improving Reception

**Aim:** To illuminate the importance of the Reception by National and Local Groups and to discuss about further improvements; to prepare the STEP officers for the upcoming Reception period actively starting at spring onwards;

#### Means:

- Presentation by ELSA International
- Q&A
- Discussion

Comments: Reception plays a very important role in STEP, therefore this session will be dedicated to discuss how to plan and execute reception during their term in office.

# Friday, 30<sup>th</sup> March (10.00 – 13.00)

10.00 - 11.00

Presentation of the candidate(s) for the position of Vice President for Student Trainee Exchange Programme of ELSA International 2012/2013

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

#### Means:

- Presentation of the candidate(s)
- Questions and answers to the candidate(s)

Comments: In the end of LXI ICM Algarve the new International Board is elected. During this workshop STEP Officers are given an opportunity to exclusively interview candidate(s) for the position of Vice President STEP before the Final Plenary.

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

11.00 - 12.00

#### Miscellaneous and Q & A

Aim: To discuss all postponed and outstanding items during the week. To give workshop participants a chance to settle unresolved issues during other workshop sessions and to clarify issues which were not included in the Workshop Agenda.

#### Means:

- Discussion led by Chair of the Workshop.
- Q & A to ELSA International and National Groups

12.00 - 13.00

# Evaluation & Closing the STEP Workshop

Aim: To evaluate the week, workshop sessions as well as the trainings delivered during the ICM.

#### Means:

- Discussion led by Chair of the Workshop.
- Final words and notifications.
- Roundtable evaluation.
- Closing the STEP Workshop.

# **ACTIVITY REPORTS**

# THE INTERNATIONAL BOARD 2011/2012

# Niousha Nademi, President

#### **Board Management**

My biggest and most important task as the President of ELSA International has been the coordination of the overall work of the International Board. It has decisively taken up the main part of my time as it is such a vital part of the management and functioning of the quantity and quality of our work.

The board meetings have been conducted regularly each week and become more efficient throughout the year. As the President my task has been to make sure that they take place, and that there is an agenda for each meeting, as well as a chair and a secretary which every board member has contributed to as officers in an equal number of times.

This formal type of board management is however just one part of the coordination and management. Apart from the board meetings I have also had meetings, both individual and as a group when it comes to the general status quo and the satisfaction the work has given us to keep to motivation on top and all channels open, in order for us to be more open and accessible to one another. I have facilitated the evaluation of the work conducted to make sure we are on the right course and that the focus is maintained.

Overall one could say that my role has been to be available for all my board members, assist where needed and feedback the individual and joint work of the board as well as facilitating and mediating where needed.

#### IPM Malta

The second IPM of the year was took place in Qawra, Malta. It was a very well planned a very productive mid-term check for the whole Network's terms in office. Apart from looking back at the previous six months we illustrated the overall development of our set goals and analysed it with a critical eye to what the Network is doing. The overall aim of the IPM was to develop and provide tools which would help strengthening the coordination on all levels in the Network.

#### **External Relations**

As the responsible for External Relations in the International Board I have first and foremost dealt with our general partners, but also with project partners, project sponsorships, institutional relations and the work with Non-Governmental Organizations.

I have been on top of all our contacts, but the responsibility among our general partners has been shared within the board. I have been the contact person for CMS, Queen Mary School of Law, IE Law School and London School of English, our Treasurer Ricardo Gomes has been the contact person for Mazars, our Vice President for Marketing Kaisa Kimmel has been the contact person for C5 Group, European Voice and Student Events, and finally our Director for Academic Activities has been the contact person for the Council of Europe. I have together with my various board members maintained and developed the bonds between us and our partners in order to make sure that we are both getting what we need and at the same time satisfying their needs, for a sustainable long-term cooperation. We have re-established and improved the communication with partners who have not really been aware the full potential of our cooperation.

One of the concrete measures taken this year, both to give our partners an opportunity, to see what we are doing, but also give them a networking possibility is the first edition of ELSA International's Partner Reception in Brussels, to which partners and ELS members have been invited. This serves also as an outpost for ELSA to show our activities and our capacity, and to attract partners and potential partners to us and our projects.

Another great achievement during our year; not only of ours, but the whole Network has been that we managed to have 100 ELSA members at the EU Studies Fair organized by our partner European Voice in Brussels. This year we had a stand for the first time where we could promote ELSA to students, universities and other professionals.

I have been working together with my board members when it comes to externals within all specific areas in the board and I have encouraged a development where it becomes natural to reach out for opportunities outside of ELSA. Also, I have worked on strategies for IFP and Human Rights partnerships especially with the Key Areas.

Furthermore I have also worked together with our Director for Corporate Relations, Ave-Geidi on the research and general strategizing when it comes to new approaches and new businesses since we have decided on a qualitative approach with a goal-oriented tactic.

I have also been the responsible for alumni within the international Board of ELSA and together with our Director for Alumni, Agne Mereckaitė, worked on how to appeal to more members to our international alumni association, by making it more attractive to recent graduates. I have

been in a very good contact with ELS and we have had a close cooperation and apart from the initial meeting during Transition we also met during ICM Palermo and in December in Brussels. Another step to involve ELS more has been to invite them also to ELSA International's Partner Reception for an added value, to which a lot of ELS members came.

In the field of Non-Governmental Organizations we have continued to develop our stand by meeting with different NGOs, both in Brussels and elsewhere in Europe. Organizations that we have been in contact with are apart from the one we already have long-term cooperation with such as ELS, ALSA, WTO, and INTA also IPSF, FIP, EPSA, AEGEE, ESN and A4ID.

Two new partnerships that have been finalized are BEST (the Board of European Students of Technology) which was signed in Copenhagen in November and the other one being ILSA (the Israeli Law Students' Association) which was meant to be signed during the IPM but was not possible due to a last minute cancellation on their behalf.

Communication has been good in general, but there is still immensely much one can improve within this field, and incredibly much to build, where the only thing that is lacking is time.

#### Expansion

As the responsible for Expansion within the International Board of ELSA I have worked actively on the three established approaches with students from Moldova, Belarus and Cyprus.

When it comes to Moldova we are in contact with several people who are interested in establishing an ELSA Group, and we are trying to put them in contact with each other, however the situation is very sensitive.

Regarding Belarus I have continued the contact with the leader of the initiator group of ELSA Belarus which now has received the approval of establishing an association.

Concerning Cyprus I have continued the contact with the leader of the initiator group, with whom I have been working on the promotion and awareness of ELSA. The initiator group has already sent us all documents needed for the Observership application and will apply for Observership at this ICM.

#### Coaching Countries

I am the proud coach of ELSA Finland, ELSA Malta, ELSA The Netherlands, ELSA Ukraine and ELSA United Kingdom. It has been an honour for me to work closely with these National Groups. They are all National Groups who all are very strong and excelling in different fields.

I have been in good contact with all of my Coaching Countries and I have been there to assist them, to answer questions and to respond to requests; over e-mail, on Skype, on the phone and in person. I have met the National Boards as well as the Local Groups and members of all of them this year during various events. I have had the pleasure of visiting three of them for their NCMs; namely ELSA The Netherlands, ELSA Ukraine and ELSA United Kingdom and I met with ELSA Malta and spent some time with them during the IPM in Qawra, Malta in February. I have also tried to meet up with ELSA United Kingdom whenever we have been to meetings in London, which always has been a pleasure. I hope to have the chance to also visit ELSA Finland before my term in office is over. I have been more than well received every time I have visited my coaching countries and the National Boards as well as the Organising Committees have made a marvellous job each time.

Furthermore I have also visited the NCM of ELSA Germany in Heidelberg in January, where the OC also did a great job.

#### Final Word

Exactly one year ago I was working on my candidature for the position I am now holding, but at that time I had no idea that it would take me to this place. Therefore it feels a bit strange to address you in what is the second Working Materials during our term in office, but I want to thank the whole Network for the trust you have put in me and my team.

From the Network I cannot help but to lift up the BEEst team one could ever ask for! For the laughs and the joyful moments we have had together! The friendship I have seen and experienced with you is beyond what I could have imagined, and you are all leading your National Groups on a very good path. I would like to thank the whole ELSA International Team for the work they have invested in us and the Network, and especially my two lovely Directors; Agne and Ave who I have been in working with the most. Thank you for being there and the continuous support and for keeping my head straight. Another person I owe a big thanks to is Oscar Lema, not only for his guidance but also for his friendship.

This year has probably been the hardest, but definitely the most rewarding year of my life, and I could not have done it without some very special people. Ricardo, Kaisa, Jaana, Irakli, Khrystyna, Liisa and Zosya; thank you from the bottom of my heart! I could never imagine that I would end up in a house for 400 days to eat, breath, travel and dream ELSA with all of you, but I am happy I did. And even if I am sitting grumpy and stubborn in my corner complaining about this and that when you are not in the office at 09:00, I am happy that I got the chance to work, live, laugh together with you. This year would not have been the same without all of you lovely Cookie Monsters!

# Jaana Saarijärvi, Secretary General

Almost half of the term is still ahead of us but we are already planning for our last international meeting of the year and thinking about the Transition of the next International Board. Our own work is no way near to be over and our final Activity Reports can be read in the Working Materials for ICM Batumi. Thus this is only the second of three Activity Reports regarding our term in office distributed through the ICM Working Materials and covers our work from mid-September until February, but still it has the taste of ending as this will be for our final ICM as the International Board.

#### International Council Meetings

After I wrote my previous Activity Report for ICM Working Materials, we had our first ICM in Palermo. It meant a lot of preparations for me as I was not only preparing for IM Workshop, but I was the Head of Delegation and also responsible for Plenary and contact with the OC. All of this meant long hours before and during ICM, but it was all rewarded by the discussions and inputs we had in the IM Workshop. Afterwards I had an evaluation meeting with the OC and my board as usual in order to ensure that we would have inputs to make the next ICM even better. Afterwards I was in charge of compiling the 532 pages of ICM Minutes and updating our regulations meaning Statutes and Standing Orders and Decision Book, which was quite a huge task. I have to thank both the Plenary and Workshop Secretaries for their incredible job!

But the preparations for the next ICM have been also been going on for a long time now. The Working Materials which you are reading at the moment are one part of it. I have also been in contact with the OC. We had our first meeting during ICM Palermo and in January I made a Pre-ICM Visit to Portugal. I am looking forward to this ICM and I am sure that the OC will do a good job!

#### State of the Network

I compiled the 11<sup>th</sup> State of the Network Report and send it to the Network in January. We will be going through the SotN Report in question during this ICM but also comparing it to the results of previous editions. I ask all of you to read the SotN Report if you already have not as it gives the best description of how our Network is at the moment.

I was also in charge of compiling the 12<sup>th</sup> State of the Network Inquiry together with my board. You have received it already when you read this. My wish is that all of you understand the importance of this Inquiry and together with your board answer it using the necessary time and effort. These results can be used to compare the situation, see the weaknesses and strengths of the whole Network!

#### Board work

Big part of being in the International Board is not your individual area but the general board work. All of us are here to discuss topics regarding also other areas, to plan and strategize together different topics and having board meetings. A big part of the work is responding to emails. We get a lot of questions from National Groups and often from law students who want to join ELSA. I am also the person who is in charge of regulations and often answering to questions regarding them to straight to National Groups or to my board when they need it.

Of course there are parts of our general work as board that is not happening every day. The Partners Reception, EU Studies Fair and visits to the ELSA House are good examples of these. All of us have been putting our time and effort to these but it has been worth it. Partners Reception was held in January and to our knowledge it was organised for the first time. We invited our Partners and alumni to hear more about ELSA nowadays and mingle with each other. The feedback we got was very positive and we hope that this will become annual event. EU Studies Fair is an event of our Media Partner, European Voice. This year close to 100 ELSA members participated in the EU Studies Fair with other students from all around Europe. ELSA International was holding a stand on the second day of the event in the fair and answering questions regarding ELSA to students and externals.

ELSA groups visiting the ELSA House is always fun experience as it gives as a chance to show the work of the International Board to regular ELSA members. We had one group visiting us from Germany in the beginning of October and four different groups from Norway, the United Kingdom, Italy and the Netherlands during February.

#### **ELSA Online**

In the beginning of December Martin Bär, Director for ELSA Online, came to ELSA House for ELSA Online weekend. Through the whole weekend we went through the specifications and the current system comparing and checking possible errors. Martin's experience with the system and dedication throughout the weekend made it possible to go through it so quickly. After the weekend we gave an update to the rest of IB of the current status of the system. Bmotion received our feedback right away and in January we received their comments. Now Martin and I are checking the things they fixed and the comments they gave.

#### Coaching Countries and NCMs

I have been in contact with my wonderful Coaching Countries: ELSA Albania, ELSA Azerbaijan, ELSA Denmark, ELSA Lithuania and ELSA Spain. In the beginning of my term all the other National Groups were Members and ELSA Azerbaijan was Observer. However, ELSA Azerbaijan was interested applying Membership in ICM Palermo I gave them the information on how to apply as Members. As they were quite fresh National Group, I wanted to give them more

support. Thus I organised Irakli Samkharadze, VP STEP of ELSA International, to visit them in Azerbaijan during October before the ICM. Irakli had some sessions with the National Board and also told his own experiences about applying Membership during his time as national officer. I was more than happy that ELSA Azerbaijan and ELSA France were approved as Members during ICM Palermo!

During November I travelled to the NCM of ELSA Albania and also stayed few extra days and had session with the officers and few other interested outside the NCM. ELSA Albania is very enthusiastic National Group that got its Membership year ago in Poznan, but they had some problems regarding their statutes, which made the elections quite hard as the quorum was quite hard to reach. After my visit they accomplished to have the three missing board members elected and have now a full board working hard.

I have also been in contact with ELSA Denmark, ELSA Lithuania and ELSA Spain. In the beginning of March I will visit Lithuania for their Training Weekend. I am inspired for their tradition for Training Weekends for their members and I really hope that other National Groups will use their example in the future. In April I will participate in the NCM of ELSA Denmark and I am already looking forward to it. I am also planning to visit ELSA Spain during the spring. I have a mission to make sure that all of my Coaching Countries will get a visit, if not from me then from one of the other seven people. As ELSA Azerbaijan has invited me to their NCM at the end of April, I might be able to go there personally also.

I also had the privilege to participate partly to the National Council Meeting of ELSA Germany in Heidelberg during January together with Niousha Nademi, President of EI, and Kaisa-Maria Kimmel, VP Marketing of EI. I gave short presentations in IM, FM and STEP Workshops and enjoyed seeing for the first time a NCM of this size.

#### Training

Together with Zinaida Chkhaidze, Director for Training, we made the preparations for the Refreshment Weekend which happened in Palermo during the same weekend than ICM Palermo started. Without Zizi's marvellous work it would have been impossible as I was already quite busy with ICM. The purpose of Refreshment Weekend is to ensure the continuing enhancement of the talent of our ITP trainers. We had six ITP trainers present and at the moment we have discussion going on together with the ITP trainers on how to make sure that there will be more present next year.

Zizi has been in contact with the groups requesting a training from an ITP trainer. She has done great work and only needed sometimes opinions or expertise in certain questions. We had strategizing day together in December regarding training and ITP, which has now during

January and February affecting the work in ITP. I ask you to read Zizi's Activity Report to get more information.

#### Thank you!

I want to thank my lovely IM officers who always keep positive atmosphere and have given me so much energy during this term! All of you are Incredibly Magnificent, do not ever forget that! I have to admit that I already get sad for the thought that the upcoming ICM is the last official meeting for our IM team. All of you are of course welcome to join us for the traditional Transition Barbeque in July and celebrate officially the end of our term and the new International Board!

Another group of people I want to thank at this point of the term is the whole ELSA International! Our Directors and Assistants have made excellent job supporting our work! I dedicate my special thanks to Martin Bär, Director for ELSA Online, and Zinaida Chkhaidze, Director for Training! I could not imagine this year without you two! And then there are of course the seven people who I share both my work and life completely this year: Niousha, Ricardo, Kaisa, Khrystyna, Liisa, Zosya and Irakli. The experience so far has been amazing, crazy, unbelievable and surprising and I am grateful that I have all of you the share it with me!

# Ricardo Gomes, Treasurer

#### General Financial Administration

The role of the Treasurer within the board according to the responsibilities set out by the regulations is to take part in every financial decision, ensure financial control, keeping the other members of the board updated of the financial situation. I am also the responsible for the ELSA House and office performing the simple tasks of day-to-day management.

# Accounting/Budgeting/Bookkeeping

As Treasurer of ELSA International it is my job to account for all financial transactions made according to what is budgeted for ELSA International and in line with the decisions taken by the International Board.

I started drafted the Interim Accounts for the first six months of the term 2011/2012 and I scheduled the auditing weekends both happening after sending the working materials where I will be present available for further clarifications and questions that might arise.

#### **ELSA Development Foundation**

Being Chairman of the ELSA Development Foundation is one of the most important tasks of the Treasurer of ELSA International. Since the beginning of the term I have been promoting EDF throughout the Network, during Area Meetings, International Council Meetings and coach visits or other meetings within the Network. Furthermore I took care of the applications received during these six months of the term 2011/2012 in cooperation and assistance of the Director for grants Olga Sendetska.

When it comes to the daily management of the Foundation it is also part of my daily tasks, managing the accounts separately bearing in mind that we are managing a different legal entity and keeping an organized archive for the Foundation and also drafting the accounts of EDF.

#### International Council Meeting Palermo

The preparations for each International Council Meeting start months before for the members of the International Board and the ICM Palermo was not different.

The drafting of the agenda for the Financial Management workshop, the preparation and request for a trainer, the proposals to be consider and all other elements that individually or together with other IB members has to be carried out before a Statutory Meeting.

The Financial Management workshop contributed with mature comments about the topics discussed and the quality of the national officers was very revealing in the outcome of the workshop.

I am certain that the inputs given at the FM workshop will contribute for the improvement and the development of the Association and the Financial Management area.

Important topics were brought to discussion such as EDF, Local Groups Report, new memberships and demotion and debts.

#### Grants

ELSA International applied for the grant given by the European Commission, Youth in Action 4.1 operational grant for the year 2012/2013, however the decision made this year was to match the grant application period to the ELSA financial year and not to the Civil year as it has been done during past years. The Report for the year 2011 was also prepared and set to the administration of the YiA (Youth in Action) Programme.

Apart from dealing with the grants research, the Director for Grants, Olga Sendetska, has been assisting me on the administration of the ELSA Development Foundation dealing with application procedures and reports from the groups applying. This precious help has been highly appreciated by me and it has been a breath of fresh air making the EDF procedures more transparent.

#### External relations

Part of my responsibilities as an International Board member is also representation of ELSA International which I have been doing by attending a meeting at Council of Europe and with other partners present at the Partner Reception.

#### Coaching countries

According to the Coaching Countries system in ELSA International I am a coach of ELSA Georgia, ELSA Hungary, ELSA Luxembourg, ELSA Poland, ELSA Slovenia and ELSA Russia. I have established a good communication with all of the aforementioned groups and I am helping them in any questions that arise in their work every time my intervention is requested.

During my term I have visited ELSA Slovenia for a coach visit where I visited two local groups, gave a speech for new students and had a meeting with the National Board.

The second coaching country that I have visited was ELSA Poland for the National Council Meeting held in Szczecin where I held presentations at the FM workshop and where I had the

chance to meet the National Board during all my stay and Alumni from ELSA Poland at the anniversary gala ball.

Lastly, I was present at the National Council Meeting of ELSA Georgia holding a presentation and participated in various meetings with Externals concerning the support of ELSA Georgia as the host of the International Council Meeting Autumn 2012.

From all my visits I keep the best memories and I am sure that the bounds create with the people goes beyond the relationship between coach and National Groups.

#### Other

I would like to thank the Network for the work done so far in the Financial Management area. I cannot forget the International Team of ELSA 2011/2012 (Directors / Assistants), their worked proved to be responsible, committed, serious, and continuous, and their support was beyond imaginable.

To Olga Sendetska, for being first of all a teacher, a friend and a personal adviser but also for her job as director.

Lastly, my thanks go to the seven people sitting at the ELSA House office every day, working full-time, on a voluntary basis with full motivation and dedication.

# Kaisa-Maria Kimmel, Vice President Marketing

# Synergy

The 50<sup>th</sup> edition of Synergy magazine was printed and shipped to all National and Local Groups of ELSA in October. In November I started strategizing for the next edition of the magazine and had a meeting about the edition with our Director for Advertisements, Viltè Kristina Steponenaite. We want to develop Synergy so it is more attractive to ordinary members and so our Partners and advertisers see it as a professional product reaching law students across Europe. Furthermore, we want the publication to focus more on the contents of the projects and events of ELSA and not solely on the organiser's point of view. I also sent a call for articles in November and decided on a theme for the spring issue of Synergy, "Studies Abroad: Improving our skills through international education". The theme sparked a lot of interest, which made me work in collecting articles easier. I uploaded the 51<sup>st</sup> edition of Synergy Magazine to our Marketing & IT Partner Content5 on Monday Jan 30<sup>th</sup>. From then on I have been working with them on perfecting the magazine to be ready for printing.

#### Advertisements

I have been working together with Viltė on securing advertisements for Synergy. I am happy to say that we have been able to cover the costs for both editions this year, securing a full page advertisement and a booking for the back cover of the magazine for the spring edition! With online advertisements we reached the OYOP goal of EUR 15,000 already in late January. This is the result of repeated advertisements and of an additional email bomb which Viltė sent regarding online advertisements.

#### Market Research

After ICM Palermo our Assistant for Market Research, Petra Podgoršek, visited our office in Brussels. We spent three days brainstorming on the project, made a SWOT analysis and drafted an action plan. During December Petra researched Market Research companies together with our Director for Corporate Relations, Ave-Geidi Jallai. We also sent guidelines for Market Research to the Network and asked officers for inputs on questions for the research. As the results of the Market Research will be used as a basis for Strategic Planning, we decided together with the International Board to extend the research to all law students. I have initiated talks with a Belgian junior entrepreneurship group, LSM Conseil, on establishing a partnership and contacted numerous Market Research companies found in the research. We are aiming at finding a full service provider which can supply us with sample calculation, an online survey platform, data collection, data processing and data analysis.

#### Website and Social Media

I have been updating the ELSA website with information on our projects such as the ELSA for Children Legal Research Group. Currently I am working with the Director for IT, Oscar Ledesma on fixing some of the problems which we have been facing with the ELSA website. I have also been in contact with the IT Team of ELSA Germany. We have been using Facebook actively for promoting international projects, in particular STEP and delegations. I have taken a more active strategy for using Twitter to keep members and institutions aware of ELSA and its projects. My next concern is to establish ELSA on LinkedIn.

#### **Partners**

I am glad to say that we have secured another LL.M. Partner, IE Law School in Madrid. The Law School offers scholarships for ELSA members for their LL.M. programme. The Partners of ELSA with which the Vice President Marketing is working with most are the Council of Europe, Content5, European Voice, London School of English, Queen Mary School of Law and IE Law School. Together with other members of the International Board, I participated in a meeting with the Council of Europe in late November. In December Niousha and I met with Queen Mary School of Law and with A4ID (Advocates for International Development) in London. On Feb 2<sup>nd</sup> we organised a Partner Reception at the office of Interel Group in Brussels, hosting Partners and alumni from the Brussels area. We were also successful in having 100 ELSA participants at the EU Studies Fair organised by our Media Partner European Voice. As ELSA, we present at the fair with our own stand and had the opportunity to initiate contact with many universities and professionals.

#### Coaching

I am coach of ELSA Bulgaria, ELSA Iceland, ELSA Ireland, ELSA Romania and ELSA Turkey. I have been in contact with the new board of ELSA Bulgaria, mostly with practical questions. With ELSA Iceland I have been communicating with questions regarding the statutes of the group and the possibility of demotion to Observer. In November I had the pleasure of participating in the NCM of ELSA Ireland in Dublin. The group has taken great steps as Observer of ELSA and they have now two Local Groups. Later in November I visited ELSA Romania in their NCM in Sinaia and was impressed with the level of human resources and the number of academically focused projects and events, especially international ones, in the group. During March I will visit the NCM of ELSA Turkey in Izmir.

#### Final remarks

I want to thank previous International Boards, our Alumni and ELS for being available for us and for ELSA with valuable inputs and support, be it furniture for the ELSA House, visiting us in Brussels, helping us ship material to National Groups or supporting us in our Partner Reception.

Thank you, ELSA Network and all of our active officers in 42 countries for working hard on academically focused events and projects, on developing our Association and especially for sharing ELSA, promoting ELSA and contributing to Synergy magazine. It is you that makes the ELSA Spirit, shapes our Association and brings us closer to our Vision, Purpose and Means.

I want to thank the entire International Team of 2011/2012 – without our Directors and Assistants as well as the EOS and Academic Coordinators for Delegations we would not be able to achieve our goals or conduct our everyday work! You are amazing.

To the International Board, the people living with me in the ELSA House, I want to express my gratitude for keeping me motivated, for making my days in the House interesting and fun, for sharing our work as a Team and for being my friends throughout this exceptional experience!

I am looking forward to seeing everyone and working with you at the ICM in Algarve!

# Khrystyna Brodych, Director for Academic Activities

#### General

When writing this report I can sincerely say that I would have never believed anyone saying that my first seven months with ELSA International would be like this. Life challenge, work challenge, friendship challenge, time of our lives. ELSA means everything for us, changes us and makes us stronger and allows us to act for the good of the society. I believe that through these difficulties, our experience in working full-time has strengthened us both personally and in ELSA related topics and I am thankful for this.

After ICM Palermo, when the International Board 2011/2012 decided to keep me as a full-time Director for Academic Activities in order to ensure the continuity of the activities, I have been carrying out the following responsibilities and activities:

### Project Management

# 1) The ELSA for Children Legal Research Group:

- development of a coordination strategy and an Outline for the project;
- development of the tasks and responsibilities of each member of the LRG (starting guidelines for Researchers, National Coordinators, members of the International Coordination Committee);
- recruitment of the Coordination team (International and National Coordinators);
- Public Relations for the project (approaches on fundraising, promotion, outreach purposes);
- cooperation with the Council of Europe on the project.

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Right after launching, we faced some problems with ELSA for Children, but now the project is going in a right direction and runs smoothly. I am looking forward to working with the whole International Coordination Team on this project. We believe that this project will be a good example to follow and similar projects will be running in the Network in the near future.

# 2) The 4th IFP Essay Competition:

- improvement of the Rules and the Registration procedure;
- communication with the Academic Partner "Erasmus Observatory on Health Law" in regards of the reviewing essays and a general academic evaluation of the competition;
- ensuring support of the Council of Europe for this project and the best essay to be published on their website.

-

We see the potential in the development of the IFP Essay Competition, especially when it comes to prizes for winners and participants. We started working on this in scope of the general IFP

strategy which hopefully will allow us to raise the value of the competition and will make it more attractive for participation.

#### 3) ELSA Web Portal:

- research on the possibilities of the development of the Legal Writing area;
- evaluation of similar projects run by ELSA in the past and analysis of the current situation;
- development of the project outline and the implementation of the plan that will be presented during the ICM Algarve.

The basic idea of the web portal, where ELSA could publish all outcomes of the academic activities has been introduced in ICM Palermo. The whole board and the Director for Human Rights, Paolo Amorosa, have been involved. I would like all of you to read carefully all the materials that will be sent prior to the ICM and prepare yourself for an intensive workshop.

# 4) Online Guide to Legal Studies Abroad

This is something we will present during the ICM Algarve. We developed the idea of the platform for international exchange of information about legal studies abroad, legal requirements for practicing law in foreign countries.

# Network Management

#### 1) AA Network

The Director for Moot Court Competitions, Liisa Oravisto, and I share this responsibility which has been very interesting and I hope beneficial for the whole AA network as well. I have been concentrated on the new-old activities and general development of the area. There are so many very motivated, knowledgeable and experienced AA officers in the Network, who have been doing a great job and amazing projects. I am looking forward to seeing and to working with you during the ICM Algarve! Before we will meet in Portugal, I would like to encourage you to keep on with your activeness so that we could have productive AA WS.

#### 2) Coaching Countries

In accordance with our Coaching Country system, I have been working closely with ELSA Austria, ELSA Armenia, ELSA Bosnia and Herzegovina, ELSA Germany, ELSA Greece and ELSA Serbia. Each NG has different needs and different ways of communication, thus it has also been very interesting for me to get closer to particular cultures and National Groups. I have not had a chance to visit either of them in the previous 7 months due to visa issues. Now, as the problem is solved, I am looking forward to visiting the rest of the ELSA National Groups which ELSA International has not visited yet.

#### International Team Management

#### Directors and Assistants

I have a pleasure to work with two amazing officers of ELSA International Team – Director for Human Rights, Paolo Amorosa, and Assistant for Legal Writing, Vasco Silva.

I want to thank Paolo, my dearest friend and the best "consultant" who was available anytime when his support or help was needed. I believe we have done a great job together on our new projects and will keep up raising awareness about Human Rights and other possibilities of ELSA through which our Association is contributing to the legal education and acting for the good of the society for the rest of our term.

I would like to also thank my friend Vasco Silva, who has been as always very creative and has done a great job in assisting me with the development and improvement of the Legal Writing field of activities. Keep up!

The Handbook on Legal Writing will be presented during the ICM Algarve and you will have a chance to evaluate our close cooperation.

#### **External Relations Management**

# Cooperation with the Council of Europe as the Human Rights Partner of ELSA

I have been the main contact person for the relations with the Council of Europe. Unfortunately, I have not had any opportunity to have a meeting with the Council of Europe representatives due to visa issues. ELSA International has had meeting with the different departments of the Council of Europe. I have been arranging the meeting from ELSA's side even when was not able to be part of it in Strasbourg. My fellow team members Kaisa, Liisa, Irakli and Ricardo had a chance to discuss details of our cooperation in regards to the ELSA for Children LRG, Human Rights Moot Court Competition, STEP, Essay Competitions and general mutual aid activities with the Council of Europe.

#### **Internal Meetings**

#### International Presidents' Meeting, Malta 2012

Together with Niousha Nademi, I have been representing ELSA International at the winter IPM. I held the Workshop on the Key point of Academic Activities for the Presidents of the Network as well as the introduction Workshop on the Proposal on Vice President for Moot Court Competitions. The IPM was very good and the results were very motivating and thought-provoking. Thank you, all participants, and especially my dear President Niousha Nademi for a great time of work and fun.

#### International Council Meeting Algarve 2012

I have been working on preparation of the draft AA workshop agenda and other necessary materials for making the upcoming ICM productive together with my best friend and AA-stakeholder, Liisa Oravisto.

#### Other

I would like to thank everyone who has been part of this journey. You know, without you it would be different. I want to thank my team, my second family, people whom I love even when they annoy me and without whom I cannot imagine my life!

# Liisa Oravisto, Director for Moot Court Competitions

#### General

Time has flown by. The year has been challenging but exciting so far and truly an experience of a lifetime. This is why I would like to express my sincere gratitude to the amazing team I have had the privilege to work with; Niousha, Jaana, Ricardo, Kaisa, Irakli, Zosya and Khrystyna. From the bottom of my heart: thank you. I would also like to thank the Assistant for EMC2, Iryna Polovets for dedicating her free time on EMC2 and supporting my work. Mr. Paolo Amorosa, Director for Human Rights has been a great help and support with the Human Rights Moot Court Competition and for this I express my gratitude. The ELSA Organising Secretariat for EMC2 (EOS) also deserves a thank you for the work they have done for the promotion of EMC2. Last but not least I would like to express my gratitude and respect to the Academic Supervisors of EMC2 for their unlimited dedication in EMC2 during the past ten years. ELSA and EMC2 have gained so much from their efforts and trust in the competition over the years.

#### EMC2 10th Edition

The deadline for the Teams to register for the 10th edition of EMC2 was on the 6th of December. Due to the high interest and many requests ELSA International extended the deadline for registration. This year we had 62 teams registering. Due to teams disqualifying and withdrawing this number was reduced to 57. As the Head of the EMC2, I have been working together with the Regional Round Organisers and Academic Supervisors on the Regional Rounds of the EMC2 in order to ensure well prepared Selection Rounds. For that purpose I have visited both Maastricht and Muenster for a pre-RR Meeting. This year EMC2 is celebrating its 10th edition and this means special celebration and the Final Oral Round in Montpellier, France will have a special atmosphere because of this. In addition to the Regional Round visits, I have also visited ELSA France and ELSA Montpellier on location. My cooperative work with the organisers of the Regional Rounds and the Final Oral Round is still in progress, as the Regional Rounds will take place throughout March and the Final Oral Round will take place in May 2012. For the tenth edition we have secured several Sponsors and this year we have three new international Sponsors. With the development of the competition as my goal I have worked together with the Academic Supervisors towards the goal of having new Regional Rounds covering the regions of Africa and Middle East. The interest to participate from those regions has not been very high so far, which makes it difficult to hold Regional Rounds. We have however done a lot of groundwork for the following year and there will be a better opportunity to get teams from these countries. I encourage everyone to visit the official website of competition: www.elsamootcourt.org and contribute to the promotion of the 10<sup>th</sup> edition of EMC<sup>2</sup>!

#### The Human Rights Moot Court Competition

As the Director for Moot Court Competitions, one of my biggest projects this year is also the Human Rights Moot Court Competition that is organised in cooperation with the Council of Europea. The competition is going to be simulation of the European Court of Human Rights. It will be organised on an annual basis and the Final Round will take place in the actual European Court of Human Rights in Strasbourg. So far the project has been under construction meaning that we have been figuring out the academic as well as the organisational part of the competition. The project has faced some challenges we have had to tackle, especially regarding the timeline, however, we are going forward and I am doing my utmost to make this competition the best possible. The Discussion Group on the Human Rights Moot Court Competition was set up and it is contributing to the creation of the Competition. Thank you very much to all participants for their activeness! For more updates on the HRMCC, please come join the AA Workshop on the Human Rights Moot Court Competition!

#### **Coaching Countries**

I am very proud to be the Coach of ELSA Portugal, ELSA Norway and ELSA Montenegro. I have had good communication with all of these countries and I am glad to be invited to the National Council Meetings as well. Unfortunately I was not able to attend the first NCM of ELSA Portugal due to an unexpected strike. However, I am hoping to visit all of my coaching countries by the end of my term.

Following these thoughts I want to thank the entire Network and especially the AA Network for their activeness and great support with the development of the entire AA area. Rock on AA!

# Zoia Stankovska, Vice President for Seminars and Conferences

#### Communication with the National Officers and support of the Network

A big part of my work is to be in contact with the S&C officers and other members, who is interested in S&C activities and to provide them with information, guidance and other means of support. Main ways of the communication for the S&C Officers today are: S&C mailing-list, S&C Skype group, S&C Facebook group and S&C forum. It should be mentioned, that most of the S&Cers were quite active in the communication even if it could be better. I encouraged communication also by keeping the exchange of information in the S&C mailing list active, suggesting topics of discussion and providing useful information.

#### **S&C** Events

In regards to the S&C events, I have been mainly supporting the National Groups by searching for international speakers and patronages as well as advising the national officers on related to the organizing the S&C events issues. I have encouraged the officers to submit the ESFs for the international events in order to promote them on the website and in Synergy. I am proud to say that we are currently promoting 16 international S&C events on the website, which are planned up to September. However I still hope to change a bad practice of starting planning international events less than 10 months in advance and to allocate them during the Spring-Summer period.

### Study Visits and Institutional Study Visits

Together with Ana Roce – Assistant for Study Visits, we have provided the S&C officers with information and guidance on how to organise international Institutional Study Visits and Study Visits between the groups. We've been also encouraging officers to collect and send in evaluation forms in order to ensure realistic statistic from the Network and share best practices. Together with Ana we've been working on updating Study Visit Guidebook and Study Visit Handbook. Furthermore, I have been in contact with the groups visiting the ELSA House in Brussels during their Institutional Study Visits. Over 130 people already visited ELSA House during our term in office.

#### **Delegations**

Thanks to the great support of the Director for Delegations – Oleksandr Bulayenko and Academic Coordinators André Reis E Silva, Burcu Filiz, Claas Seestädt, Marzia Carla Iosini and Zuzana Kliska, we achieved both targets: stabilization and quality. Besides, we expanded in the number of the Events, where ELSA has been represented. At the moment of writing, 29 calls have been sent out and 23 Delegations have been appointed. The number and quality of applications also rose up. Delegations Team has been working hard on getting the Reports from the previous years and current delegations, updating Guidelines, creating forms for making the

control process easier and more structured. It is planed that by the end of my term Delegations Handbook will be updated.

#### **External Relations**

I have been the main contact person in the International Board for the Erasmus Observatory on Health Law (see IFP point below) and INTA. I have been in contact with our Media Partner, European Voice regarding the EU Studies Fair that took place in Brussels 10<sup>th</sup> – 11<sup>th</sup> February 2012. The event was participated by almost 100 members of ELSA, including the International Board and ELSA members from Belgium, Georgia, Italy, Poland, Portugal, United Kingdom and Norway. This made our position in the partnership with European Voice way stronger. I have been in close contact with the International Trademark Association (INTA) concerning mutual promotion, Institutional Study Visits to the office in Brussels, possible online conference and the ELSA Delegation in the INTA Conferences in Dublin in December. We have planned a meeting with ISIC representatives to discuss possible partnership.

#### International Focus Programme (IFP)

To ensure the implementation and proper evaluation of the current IFP topic together with the Director for IFP – Antonella Biasi, I have been spreading the information about possibilities for the IFP events, encouraging the officers to organise an events. We have updated IFP Event Evaluation Form and have spread it among officers. The IFP Handbook, as one the main S&C tool has been updated too. The IFP Newsletter, mainly made by the previous ELSA International team, has also reached our members.

The IFP Mid-Evaluation Conference on Mental Health Law will take place this April in Trieste, Italy. I have been in close contact with the Organising Committee of the Conference and supporting them in the arrangements.

When the current IFP topic will come to an end, the Final IFP Publication will be published. To ensure the quality content and the proper fundraising planning, together with my board members and the Director for IFP, Antonella Biasi, we have been working on the concept for the Final IFP Publication, made the research on the possible grants and sponsorship. I have had a separate meeting with the representative of our IFP Academic Partner – Andre Den Exter on this matter in order to ensure that the issue would be of high academic quality and interest.

We have also started the discussion on the selection of the new IFP topic so the next IB can prepare for the implementation of it. I am looking forward to create a Working Groups which will work on the research on new possible IFP topic.

#### Coaching Countries

My coaching countries are ELSA Belgium, ELSA Croatia, ELSA Italy, ELSA Kazakhstan, ELSA Latvia and ELSA Slovakia. I am corresponding with all of them. I am glad that all of them are keeping in touch and updating with the situation on the National level. I am going to visit most of them during the upcoming months and I will keep on supporting them in the name of ELSA International. I would like to thank my coaching countries for a good cooperation! I hope your groups will be even stronger and current boards will give an amazing transition!

#### Other

I would like to thank the amazing S&C officers for their work, contributions, will to share their best and friendly attitude, being ready to give a hand to each other when it is needed. Special thanks go to the great ELSA Delegations Team: to the Academic Coordinators for the ELSA Delegations Burcu, Andre, Marzia, Claas, Zuzana and the best Director for Delegations I could only imagine – Oleksandr Bulayenko without whose outstanding work, the achievements of this term with regard to Delegations could have never been reached. Big thanks go to my Assistant for Study Visits Ana Roce for being so motivated, dedicated and being such a big support for me during all this months. Of course I am thankful to the creative, hardworking and a great person – Director for IFP Antonella Biasi. There are also seven people I share my life with, moments of joy, love, sadness and greatest happiness. Irakli, Kaisa, Khrystyna, Liisa, Niousha, Jaana and Ricardo, thank you for each day we spent together working and enjoying life. I believe last months of our stay in the ELSA House will be even more unforgettable! Together we complement and support each other, and I want us to continue giving our best for making this experience one of the best in our lives and for ELSA!

# Irakli Samkharadze, Vice President for Student Trainee Exchange Programme

#### ICM Palermo

I would like to start my Activity Report with mentioning ICM Palermo. First of all, I have to admit, that STEP workshop on ICM Palermo was full with academic work, important decisions and huge ELSA Spirit among STEP Officers. We had very productive sessions that have been extremely helpful so far for further development of STEP. Since, I have a chance again to express my gratitude towards my wonderful workshop officers, I want to thank Dena Dervanovic, Deni Vitkovic, Kathy Rombouts and Aynur Hajiyeva for their great time management and outstanding job conducted on ICM. In Palermo there have been many issues settled, but mostly I would like to highlight the decision about the STEP Calendar, as we agreed to follow it up strictly. In line with this decision, this year ELSA International has started a promotion of Calendar among all STEP Officers in 42 countries. Detailed picture and the deadlines of STEP Calendar can be read in this Working Materials as an input paper on STEP Calendar by ELSA International.

#### Job Hunting

Since the beginning of my term in office, I was mainly focusing on the development of Job Hunting strategy as effective as it was possible. In order to meet my goal, I was continuously giving tips to several National Groups how to communicate with different types of employers. I was also providing them with contacts of potential employers we have been co-operating with. Luckily I have been given positive feedbacks from the National Groups and turned out soon with good results. Hopefully we will keep growing in the future. Moreover I was unceasingly answering plenty of e-mails on different job hunted related topics and encouraging STEP Officers in their day to day work.

As a result, I would say, that we have tangible outcome in job hunting during the first half of the year. By the February 17<sup>th</sup>, when I am writing this Activity Report, in total we have gained 52 Traineeships which is very good number in comparison the previous years' statistics. In addition to this we have received 296 applications from our member countries willing to get selected as a trainee in respective company.

As ELSA International, I approached various employers with an aim to get job offers for our members from them. I have to definitely mention one of the leading American law firms - Butzel Long in Detroit, USA, which has already offered 4 traineeships this year and European Digital Rights in Brussels, Belgium, which has also offered 2 traineeships during this term. It is very challenging to me to establish the relationship with many international institutions in Europe as well as outside of it. Therefore, I will be keeping contacting them in order to find more internship opportunities.

#### Council of Europe Traineeships

Sadly, we are still facing some problems in retrieving traineeships in CoE due to changing the Traineeship Policy in the Council of Europe last spring. In accordance with new policy ELSA should approach with separate directorates instead of sending the bunch of applications, which were linked to the different directorates afterwards. I had the meeting with Council of Europe in Strasbourg in November 30<sup>th</sup>, 2011 for further settlement of traineeship issue. As a result we reached a verbal agreement that ELSA will have Traineeship positions in CoE again after the settling all modified traineeship details in the beginning of 2012. Taking my mail correspondence into the consideration, we will get the new traineeship draft agreement very soon.

# ELS - STEP Anniversary Campaign

Contribution of ELS and Alumni to STEP is very significant for STEP, as almost all former ELSA members are very familiar with the idea behind STEP, so it is very valuable for them to welcome ELSA trainee in their companies. In line with ELS – STEP Anniversary Campaign we have already gained some worthwhile traineeships in Germany, Luxembourg and Ireland. I would like to thank ELS members for their dedications to STEP, especially I thank to Robert Tremel, Piernagelo Graziani and Johanna Kaupinen for their enormous commitment to STEP. I sincerely hope that in the framework of the Campaign we will have more outcomes in the end of the year.

#### Joint research Project with IPSF

In the framework of the MoU between ELSA and IPSF, joint Research Project in line with IFP on Competition and Pharmacy Law: "How they integrate with each other and how they clash" is being organized by ELSA and IPSF. The main part of the Project is taking place at the headquarter of FIP (International Pharmaceutical Federation) in the judicial capital of Europe in The Hague under the supervision of the FIP professionals. Unfortunately due to some technical obstacles our main Researcher, who was selected in May, did not manage to move to The Hague. As a result we had to send a new call and change a trainee. In the end Italian student from Trieste — Davide Migali has been selected as a main researcher of ELSA who is already in The Hague and working hard on the Project. The final resolution paper will be published on the web-sites and used for various academic purposes. The results will be also presented on the conferences of the associations: IPSF Congress, FIP Congress, ELSA — IFP Mid-Evaluation Conference in Trieste, Italy.

#### Marketing Materials and Website

In order to promote STEP, in close co-operation with VP Marketing, I updated the STEP Brochure and STEP Media Card with more renewed information. There has been a new sub-

menu added on the website called "Selection Results" for better sharing of information between ELSA International and students who have applied for STEP Traineeships. I think that it will be a useful tool to stay Network constantly updated about the selection results. Together with STEP Working Group established after KAM last summer, we updated the STEP Handbook, which still stays as one of the best techniques to provide the STEP officers and newly interested members with specific information how STEP works and functions.

## Representation of ELSA International in National and International Events

After ICM Palermo, I had the excellent chance to visit my coaching country in Kletečná in Czech Republic. Apart from my coaching countries, I was also present at the NCM of ELSA Georgia in Tbilisi, Georgia. Moreover, I was representing ELSA International at the Ex-Yu Conference in Bosnia and Herzegovina, which was magnificent event participate by all Balkan countries. In March I am planning to attend the NCM of ELSA Switzerland in Basel as well as the NCM of ELSA Sweden in May in Örebro and NCM of ELSA Estonia.

## Other

To sum up, I would like to thank to my fellow colleagues National and Local STEP officers for their astonishing work done in the first half of the year, but we should keep in mind that we still have a long way to go. At the same time my special thanks go to all the National Groups I have visited. I hereby thank to my brilliant predecessor Elif YILDIRIM for her constant advices, my tireless and always energetic "engine" Director for Student Hunting Claudio PIOMBO, my trustworthy board members for their helpful support in every single circumstance. Last but not least I wish good luck to all who is running for the International Board of 2012/2013. I am especially thrilled to know who will be my successor since I am here eager to give a good Transition.

## **DIRECTORS OF ELSA INTERNATIONAL 2011/2011**

## Viltė Kristina Steponėnaitė, Director for Advertisements

## September 2011

Owing to a number of important sessions developed in Brussels in July 2011 (sessions with Vice President Marketing 2010/2011, Laurits Ketcher, transition and brainstorming sessions with Vice President Marketing 2011-2012, Kaisa Kimmel, transition session with Treasurer 2010/2011, Olga Sendetska, and Treasurer 2011/2012, Ricardo Gomes) and as I was appointed for a second term, there was no need for typical transition weekend. Respectively, communication, transition and planning Kaisa Kimmel were successfully conducted online. September 2011 included mainly general and preparation activities such as updating contact sheets, Google documents and Excel files of ELSA International as well as preparing materials for the term 2011/2012.

## October 2011

Contacting with previous and prospective advertisers; Sending out advertisement offers regarding online advertisement opportunities (for over 400 addressees); strategizing for new advertisement options and creating individualized offers, continuously renewing emailing lists.

## November 2011

Sending out individualized offers on online opportunities including information about recently published Synergy magazine. Dealing with the results of successful emailing – starting sales of online advertisements:

- a. Consulting and communicating;
- b. Preparation of advertisement confirmation sheets;
- c. Cooperating with Ricardo regarding invoicing and financial matters.

## December 2011

Analysing previous editions of Media Cards; Discussing and suggesting possible improvements for the content and design of the Media Card 2012; Creating a strategy and discount system for new Synergy offers; drafting individualized offers for previous advertisers; Sending out advertisement offers regarding advertisement opportunities in Synergy magazine for over 400 addressees (including renewed information about online advertisement opportunities).

## January 2012

Sending out reminders relating advertisement opportunities in Synergy magazine (for over 400 addressees) as well as contacting previous advertisers with individual discount offers.

Dealing with the results of successful emailing – starting sales of both printed and online advertisements:

- a. Consulting and communicating;
- c. Preparation of advertisement confirmation sheets;
- d. Cooperating with Ricardo Gomes regarding invoicing and financial matters.

Please note that this report highlights only most significant activities in my work. Generally the process includes continuous and successful cooperation with Kaisa, constant strategizing, dealing with the inquiries as well as renewing database for easier and more effective usage of Outlook mailing system in the future.

## Ave-Geidi Jallai, Director for Corporate Relations

My name is Ave-Geidi Jallai and I am glad to be part of the ELSA International team 2011/2012 as a Director for Corporate Relations. I was appointed as a Director in September 2011 and since that time I have, mainly together with Niousha Nademi - President of ELSA International 2011/2012, working on the External Relations of ELSA International.

## Transition, new position

Since the position for Director for Corporate Relations was not used last few years, I did not have traditional transition. Instead of that, Niousha Nademi and I had brainstorming session to define the area and work responsibilities. The outcome was that my tasks are, together with the President develop a strategy regarding Corporate Relations, find and research on potential partners, prepare initial contacts to them, and help the President in managing contacts with companies, universities and other organizations in establishing long term co-operations between ELSA and other institutions, which would bring benefits to the Association and its members.

## Meetings

I have had several online meetings with President to update him about my work and research results, but also to discuss further steps and plans. We have had very fruitful meetings where we have mainly focused on two questions: how to improve the cooperation with current partners of ELSA International, and who could be and how to approach potential future partners, which would benefit the Network the most. The core points lay on prospective cooperation with universities, possible travel partners, and Market Research.

Since the Market Research is a vital project, we have put a lot of efforts on it. I have also had several online meetings with Assistant for Market Research, Petra Podgoršek and VP Marketing, Kaisa-Maria Kimmel. We have worked actively to find the best possible Market Research partners and approaching strategies.

## Research

I have done a several researches to find the possibilities of new partnerships and fundraising opportunities. As I already mentioned before, I have mainly focused on universities, travel partners and Market Research partners.

I have tried to find universities as partners of ELSA International in different categories: LLM partners, Market Research partners, HRMCC partners, and universities that could be very good partners for ELSA to start with some new and fresh projects.

The idea is to co-operate with some bigger transportation companies (air transportation, railway transportation etc.) in order to establish travel partnership.

## Market Research

When it comes more specifically to Market Research, as I said, I have helped Petra Podgoršek to find a potential cooperation partners, but I have also tried to help her as much as possible to work out the best strategy to approach the partners and also a tactic to carry out the research itself. Market Research is an extremely important project for the whole Network and therefore it needs a lot to work towards. Since it has been a problematic topic for several years, we also have a heavy time pressure when working on it.

## Future plans

The financial stability of the Association has always a vital importance, since it sets some of the limitations of what is achievable within the scope of the Association. I believe that new projects, new challenges and new opportunities will help to strengthen and activate the Network more.

Since external contacts can provide much to the Association, my goal is to continue helping President of ELSA International to enhance communications and foster relationships between the Association and partners who could help us to provide growing development of the main areas of ELSA. I would like to keep helping to find more international sponsors. I find it possible to develop general sponsorship with international companies by moving step-by-step and starting with project sponsorship approaches too. More specifically, what I further see as good opportunities for ELSA is to develop partnership with some consulting firms, which could benefit the Association work both, on the international and national level. I also see having a language partner as a good idea to have a language partner and other possible partnerships that could help us to ease and benefit the work in ELSA.

Besides working on cooperation with financial partners, it is very important that ELSA has partners that provide different kinds of cooperation and opportunities for law students. I see many institutions that ELSA should try to cooperate (more) on the international level, for instance the International Criminal Court, FIDE (Fédération Internationale pour le Droit Européen — the International Federation for European Law), and many more.

I am very happy that I can contribute to further development of ELSA. I am very thankful to all the people with whom I have had smooth and productive cooperation so far. I have already managed to do a good research on different institutions to cooperate with. Now it is time to take a more active approaches and do the best possible to actually establish these relations. I am continuing to use all my experience and motivation to help President of ELSA International with external relations, and whole ELSA International team to work towards serving the Association.

## Oleksandr Bulayenko, Director for Delegations

#### General remarks

Overall, this academic year seems to be very successful for ELSA delegations. To this date, with 23 appointed delegations we achieved record-high number of applicants and delegates: 103 delegates were appointed out of 207 applicants, coming from practically all national ELSA groups (for more statistical information, please, see a table at the end of the Activity Report on ELSA delegations).

We continued to send our delegations to already traditional meetings of the World Intellectual Property Organisation (WIPO), United Nations Economic and Social Council (UN ECOSOC) and the United National Commission on International Trade Law (UNCITRAL). It is the second year when we send our delegations to the meetings at the United Nations Human Rights Council (UN HRC). We also send our representatives to conferences of the International Trademark Association (INTA), partner of ELSA International

This year, unlike in the previous years, all calls for delegates were successful. There has been no lack of eligible applicants. The selection process has become more competitive. There has been no cancellation of delegations due to insufficient number of applicant – rather the opposite, many qualified applicants were rejected due to the number of eligible applicants being significantly higher than number of places available.

Current year is also when we have a Delegations Team. The team is composed of a Director for Delegations, Academic Coordinators and an Advisory Board for ELSA Delegations.

The Director and the Academic Coordinators (currently five) compose the core of the Delegations Team. Their primary responsibility is organisation of work of delegations and they are directly responsible to the IB. Director and the Academic Coordinators, besides their ordinary duties, realised or are currently undertaking a number of initiatives related to improvement of delegations. Some projects will be briefly described after a short overview of results of the ordinary activities of the Delegations Team.

## Overview of ELSA Delegations (2011-12)

Delegations were appointed to the following organisations and their working bodies and/or events.

## World Intellectual Property Organization (WIPO):

- 23 session of the Standing Committee on Copyright and Related Rights (SCCR);
- 17 session of the Standing Committee on the Law of Patents (SCP);

LXI International Council Meeting of ELSA Algarve, Portugal 25<sup>th</sup> March – 1<sup>st</sup> April 2012

- 20 session of the Intergovernmental Committee on Intellectual Property and Genetic Resources, Traditional Knowledge and Folklore (IGC);
- Symposium of Intellectual Property (IP) Authorities.

Participation in the sessions of the mentioned Standing Committees of WIPO (SCCR and SCP) and the Standing Committee on Standing Committee on the Law of Trademarks, Industrial Designs and Geographical Indications (SCT) is already traditional for our organisation.

Until the end of 24 February 2012 application process is open for applicants for three more delegations to WIPO:

- 9 session of the Committee on Development and Intellectual Property (CDIP)
- 21 session of the IGC;
- Diplomatic Conference on the Protection of Audiovisual Performances.

This year we have gotten a unique opportunity for our members to participate in perhaps historic event in the international law-making – WIPO invited us to attend the Diplomatic Conference on the Protection of Audiovisual Performances, which will be held in Beijing, Republic of China from 20 to 26 of June 2012.

We made calls practically for all events which were of some interest/relevance for our members. Accreditation of our delegates to WIPO went smooth with no complications. Preparation of the delegates to the delegations, actual participation and work on reports after the attended events were exceptionally well organized by the two Academic Coordinators for Delegations to WIPO, Claas-Eike Seestädt and Marzia Carla Iosini.

## United Nations Commission on International Trade Law (UNCITRAL)

- 21 session of the Working Group I: Procurement;
- 56 session of the Working Group II: Arbitration and Conciliation;
- 24 session of the Working Group III: Online Dispute Resolution;
- 46 session of the Working Group IV: Electronic Commerce;
- 41 session of the Working Group V: Insolvency Law;
- 20 and 21 sessions of the Working Group VI: Security Interests.

We have call for delegates to all six Working Groups (WG) of the UNCITRAL. In the UNCITRAL we have reached the limits for expansion.

Until the end of 24 February 2012 application process is open for applicants for a delegation to the 25 session of the Working Group III: Online Dispute Resolution.

However, this year, organisation of our delegations to the sessions of WGs of the UNCITRAL has proven to be challenging. Dates and locations (New York, USA, or Vienna, Austria) of the sessions changed several times due to budgetary problems of the UNCITRAL. Although, thanks to well-coordinated work of the delegations team and to constant communication with Secretariat of the UNCITRAL we managed to ensure that the delegates did not book their tickets or accommodations before the very final dates were know. Unfortunately, situation with one of the delegations remain to be uncertain. Proper communications with delegates and coordination of their work would not be possible without efforts of the two Academic Coordinators for Delegations to the UNCITRAL, André Tadeu Reis e Silva and Zuzana Kliská.

This year, the UNCITRAL, without a prior notice, limited number of representatives from NGOs to five per one event. In spite of this change in the general policy of the organisation, we have managed to obtain accreditation for all our delegates who were already selected. Special thanks here go to the current VP S&C, Zosya Stankovskaya. Undeniably, past months of the current academic year were very stressful for this branch of ELSA delegations.

United Nations Economic and Social Council (UN ECOSOC) and United Nations Human Rights Council (UN HRC)

#### **UN ECOSOC:**

- 7 session of the Committee of Experts on International Cooperation in Tax Matters;
- 56 session of the Commission on the Status of Women (CSW);
- 45 session of the Commission on Population and Development (CPD).

## **UN HRC:**

- 18 and 19 sessions of the UN HRC (3 delegations were sent to the former session and 4 to the latter);
- 4 session of the Forum on Minority Issues.

We called for delegations to most of the events. There is still room for expansion. Delegates from NGOs are welcome at the meetings of the UN HRC.

Until the end of 24 February 2012 application process is open for applicants for two delegations to the events organized under the umbrella of the UN ECOSOC:

- 60 session of the Committee on the Rights of the Child;
- Rio+20, United Nations Conference on Sustainable Development.

Unlike most of the calls for delegates, call for delegates to the Rio+20 is an initiative of ELSA members from ELSA France, who approached the IB with constructive suggestion.

Accreditation process for meetings of the UN ECOSOC and the UN HRC is much more formalistic and complex than for other organisations. Due to the facts that (1) signatures of NGOs-Observers can be renewed/registered once every calendar year and (2) members of the IB who can sign Accreditation Letters change once every academic year we had to contact constantly former members of the IB or Delegations Team. Special thank you goes to the former VP S&C, Paolo Amorosa, and the former Academic Coordinator for Delegations to the UN ECOSOC, Serife Gosmen. Organisation and coordination of these many delegations to the UN ECOSOC and the UN HRC would not be feasible without constant hard work of the current Academic Coordinator for these delegations, Burcu Filiz.

## Conferences of the International Trademark Association (INTA)

INTA is a non-governmental association, which as a part of its partnership with ELSA offer our members to participate in its academic conferences about the law of trademarks. This year we were invited already for the second time to the events of INTA.

## **Projects**

## **Publication of Reports**

We are continuously working on increasing quality of reports delivered by the delegates. We are making sure that all reports submitted to the IB by the delegates comply with the Guidelines on Writing Reports, which were drafted during the previous academic year, and are of sufficient quality to be eventually published on the website of ELSA International. Implementation of this initiative should greatly contribute to the popularization of ELSA delegations, in particular, and absolutely unique possibilities that ELSA provides, in general.

## Documentation

We have successfully finalised work on the new Guidelines for Delegations to WIPO, which in the recent future might be extended into the Guidelines for Delegations to Geneva. Special gratitude for contribution to this project is addressed to the Academic Coordinators for Delegations to WIPO, Claas-Eike Seestädt and Marzia Carla Iosini.

## Promotion

In order to promote ELSA delegations and to better distribute information about this activity offered by ELSA we created Facebook page and we are working on its content. Academic Coordinators for Delegations to the UNCITRAL, André Tadeu Reis e Silva and Zuzana Kliská deserve to be complimented for realization of this undertaking.

## Status of Delegations Report

We established a procedure for reporting of the Delegations Team to the IB through filling out of a document, Status of Delegations, reflecting stage of work within different delegations.

## **ELSA E-mail Addresses**

This year, Academic Coordinators, for the first time, were provided with ELSA corporate e-mail addresses that have extension "@elsa.org". This should ensure communications related to delegations will be passed to the next Academic Coordinators in the form of e-mail archive.

## Challenges

## Creation of new documentation and update of already existing

It has happened so that knowledge about delegations, functions of members involved in this activity is mostly an oral knowledge. This is unsatisfactory and unacceptable situation for a permanent project that aims to be sustainable and even to expand. Existing documentation on ELSA delegations, also not numerous, needs to be updated in order to be of some help to our delegates. The following documents will have to be updated: Guidelines for Delegations to WIPO, Guidelines for Delegations to ECOSOC, Guidelines on Writing Reports, Letter of Confirmation, Letter of Participation and application form for delegations.

## Backlog of "Old" Reports

In addition to dealing with the delegations for which we called during the current academic year, we also had to deal with "old" reports – unfinished reports of the previous-year delegations and/or reports not checked by the previous Academic Coordinators before the end of their term at the office.

Here is a complete list of delegations called in the 2010-11 academic year with members of which we were until recently or, in some cases, still are communicating regarding their reports (in addition to the delegates called for in the present year):

## WIPO:

- 22 session of the Standing Committee on Copyright and Related Rights (SCCR);
- 15 and 16 sessions of the Standing Committee on the Law of Patents (SCP);
- 6 session of the Committee on Development and Intellectual Property (CDIP);
- 24 session of the Standing Committee on Standing Committee on the Law of Trademarks, Industrial Designs and Geographical Indications (SCT).

#### **UN ECOSOC:**

- 55 session of the Commission on the Status of Women (CSW).

## UN HRC:

- 16 and 17 sessions of the UN HRC;
- 2 session of the Working Group on the Optional Protocol to the Convention on the Rights of the Child.

#### 9 in total.

Communications with members of the previous delegations and work on their reports has added to the high work load of the members of the Delegations Team inevitably distracting them from other projects, for example work on documentation or expansion of delegations. Thanks to assistance of some members of the Advisory Board for Delegations, new body that consists of ELSA members experienced with delegations, we managed to solve most of the problems related to the old reports.

Currently, it is absolutely apparent that expansion of delegations (one of strategic goals of the previous year aimed at increase of number of delegations and institutions to which delegations are being sent) is not a problem and is something that can be easily achieved. One of likely areas of expansion can be delegations to the meetings of the Council of Europe.

The main problem and our biggest challenge for the future is maintenance of the achieved success/scale of ELSA delegations. Increased number of applicants, delegates and delegations has greatly increased workload with which the Academic Coordinators and the Director for Delegations have to deal. After tackling issues related to ordinary procedures of delegations not much time is left for realisation of projects necessary to sustain in the long term perspective the ambitious and unique project of ELSA delegations.

Dates of Calls	Organisations	Number of Delegations	Number of Applicants	Number of Appointed Delegates
14 July 2011	UN HRC, UN ECOSOC and WIPO	6	35	25
12 September 2011	WIPO	2	16	9
3 October 2011	UNCITRAL and INTA	5	42	19
25 November 2011	UNCITRAL,	6	44	28

	UN ECOSOC and WIPO			
11 January 2012	UN HRC	4	70	22
23 Calls	5 Organisations	23	207	103

8 February 2012,	UNCITRAL,	UN	24 February 2011 the deadline for applications
which consist 6	ECOSOC	and	
Calls	WIPO		

## Martin Bär, Director for ELSA Online

After the transitional time short before the last ICM in Palermo, I started with getting myself an overview of the current state of the system back then. First communication with BMotion was done in that time, too. I got to know there point of view on the development of the system and their opinion on how to continue.

At the ICM Palermo I held workshops to all other areas except FM. It was my aim to introduce most of the officers to the ELSA Online system. While with AA, S&C and STEP the ways to use ELSA Online in the Key Areas was discussed, Marketers developed strategies to promote the new system to the network. From highest interest for the most, in the BEE and IM workshop the current situation and problems with ELSA Online as well as its future was examined.

After the ICM and rethinking the discussions and the inputs given by the delegates, I spend one weekend at the beginning of December together with the International Board in Brussels testing ELSA Online fully. The results and further steps were discussed with the International Board. Overall the testing was not satisfying due to the fact that the bugs in the system were more than expected.

The testing results were reported to BMotion and they were working on our comments until late January. Having received their comments on our testing result it's now the time for us to go through that and retest the whole system.

Furthermore in January I held two ELSA Online workshops at the NCM of ELSA Germany after a request of the National Board. It is important that the discussions about ELSA Online do not only take place on the international level of ELSA, Local Officers should be kept updated, too. I'm always ready to help doing that, so if you need information or materials, do not hesitate to contact me (elsaonline@elsa.org).

## Olga Sendetska, Director for Grants

Dear Council of the European Law Students' Association, I would like to hereby present you with the activity report for my time in office on the position of the Director for Grants of ELSA International of the term 2011/2012.

This year my position has been entrusted with responsibilities for carrying out communication with the applicants for ELSA Development Foundation grants, research on grant possibilities for the projects and activities of ELSA International and most importantly for the application and reporting for the European Commission grant.

While working on the EDF applications and EDF reports it has become obvious that no matter how much the EDF regulations have been simplified over the years it is still difficult for the applicants to fulfill the requirements in most of the cases from the first try. Therefore at the same time as contributing from the financial involvement of the Foundation in the activity or a project the applicant is also receiving knowledge on filling in applications and reports for grants therefore receiving training on the subject through practice. Nevertheless, EDF applicants are only a small number of the officers and Local, National Groups of the Network, therefore further training on grants would be advised to be provided to the ELSA officers.

EDF work has also involved contributing to the proposal submitted by ELSA International for the consideration of the International Council Meeting in Algarve as well as preparation for the corresponding workshop.

ELSA International has once again applied for the last call of Youth in Action program for the term of ELSA International of 2012/2013 therefore evening out the reporting period and the financial period of the grant. I have been working together with the National Groups on the application and submitting of the package of the documents for the grant. The results are expected to be delivered by the Commission in the upcoming month. On the other hand, reporting time for the grant of 2011 is coming up and after ICM together with the Treasurer of ELSA International, the International Board and the Network I will be working on composing the report for the grating period of 2011.

I am looking forward to contributing to various workshops during the upcoming ICM in Algarve and hope that we will be able together to work on the most nagging problems related to grants with the National Groups. I would be happy if you would all contact me prior to the ICM or during with your expectations, problems and questions at my e-mail grants@elsa.org.

I would like to thank Ricardo Gomes, Treasurer of ELSA International, for the time we spent working together, for being always supportive and understanding as well as the rest of the ELSA International Team.

## Paolo Amorosa, Director for Human Rights

#### Main tasks

My main task as Director for Human Rights has been the one of a "consultant" for the International Board, sharing my experience in all human rights related issues, gained both as previous responsible, in the term 2010/11, for the cooperation between ELSA and the Council of Europe and professionally as a researcher in the field.

#### Communication

I have been in constant communication with the International Board, especially with my direct responsible, the Director for Academic Activities, Khrystyna Brodych. I have been available to the Network and replied all the queries received on human rights related matters.

## Human Rights Institutional Partners

Together with the International Board, I am developing a strategy in order to obtain new human rights institutional partnerships. The main targets, at this stage, are the offices of the UN High Commissioner for Human Rights and High Commissioner for Refugees.

## Human Rights Moot Court Competition

I have been advising the Director for Moot Court Competitions, Liisa Oravisto, on the development of the Human Rights Moot Court Competition in relation to issues of project management and suggested her possible academic in the field to be part of the project.

## Legal Research Group ELSA for Children

I have been advising the Director for Academic Activities, Khrystyna Brodych, on issues of project management in relation to the ELSA for Children Legal Research Group.

## Online Law Web portal

We have developed a project of an ELSA online publication, in form of a blog, especially in light of the abolition of SPEL in the past term. The publication will host articles and news on human rights and the IFP topic.

## Human Rights Handbook

The last edition of Human Rights Handbook was issued in 2001. The content is outdated and the structure wouldn't represent anymore a valuable support for ELSA officers, so there is need for a brand new edition rather than a mere updating. During ICM Algarve a new project of structure will be presented for the National Groups to present comments on it before proceeding to the actual development and writing of the Handbook.

## **ICM Algarve**

I will be involved with human rights related workshop sessions during the ICM planned by the International Board, especially in relation to the projects of an Online Law Web portal and a new Human Rights Handbook.

## Other

I would like to thank the International Board for giving me the opportunity to support them after seeing them form as a team and having had the pleasure to be part of the Board who organized their transition. It is always special to watch a new IB starting from being people coming from different corners of Europe and who know each other superficially to get to become a family with the strength and the skills to run our Association. I treasure my experience in the IB and I value the chance I am having to follow closely theirs. A special thank you goes to my IB responsible, Khrystyna, for her openness, dedication and understanding and for being such an amazing "boss".

## Oscar Ledesma, Director for Information Technology

Since my appointment in September, it took a while to get to work. Due to personal reasons and later due to Kaisa's busy schedule with Synergy, I did not begin my work during autumn 2012.

From January onward we began having regular meetings, discussing the functions and problems of our Content Management System (CMS) Typo3. We are now working on concrete problems found on the website. Together with Kaisa we are setting up a test site identical to <a href="www.elsa.org">www.elsa.org</a> which we can use for finding solutions for these concrete problems. This will enable us to try out different solutions without exposing the current system to any risks.

## Antonella Biasi, Director for International Focus Programme

#### IFP Handbook

I've been updating the IFP Handbook since the beginning of my term, but I implemented it with new sections after the ICM in Palermo focusing on specific issues such as current IFP international projects, guidelines for choosing the next IFP topic and European grants possibilities in the IFP area, according to suggestions I got from national officers during my first workshop.

## Partners and Grants

I have supported the International Board in the research for new potential institutional and financial partners for the IFP in general and for specific projects as for example the IFP Essay Competition or the Final Conference and Publication, focusing on Law Firms and Foundations. I also researched on potential European grants and I am currently studying the EU Health Programme in order to provide the Network with some more information about it to and to support and encourage them to apply for international projects realized in 2013.

#### IFP Mid Evaluation Conference

As Director for IFP and Head of the Organizing Committee (OC) of the IFP Mid Evaluation Conference which will be held in Trieste, Italy (16th-22nd April 2012), it has been quite easy to update IB members on project, timelines and to prepare for them presentations for ELSA's partners when needed. I am glad to inform that the Conference will include presentations by Mental Health Law professionals and experts collaborating with the WHO (World Health Organization), from the EOHL (Erasmus Observatory on Health Law) in Rotterdam, ELSA partner for the IFP, and professors coming from foreign Universities, thanks to the cooperation with some ELSA National and Local Groups. I really would like to thank all ELSA Officers who helped us, the IB for its great support and work and of course my OC. Apart from me, Niousha Nademi, Zosya Stankovskaya, Khrystyna Brodych, Irakli Samkharadze and Kaisa Maria Kimmel will attend the Conference on behalf of ELSA International and this means a huge opportunities to share information about ELSA and our international projects with new potential partners and sponsors, ELSA members, partners associations of students of law and medicine. Furthermore, during the Conference, ELSA International will present the result of the Joint Research Project on IFP organized in cooperation with the IPSF (International Pharmaceutical Students' Federation) under the supervision of the FIP (International Pharmaceutical Federation) and the winner of the IV IFP Essay Competition launched during the ICM Palermo.

## Final IFP Publication on IP

I have been actively working on the Final IFP Publication on IP since my transition in September, reading the articles, searching the missing information and images. It was a huge

work to collect and read all these materials, so it took more time than I thought in the beginning. Due to financial reasons, the Publication will be launched as an online publication instead of hard copies.

## ICM Algarve

During the ICM Algarve, the IFP will be discussed during workshops, with particular attention to the new IFP topic, starting in 2013. Unfortunately, I am not sure if I'll be able to attend the ICM, but I'll work in close co-operation with VP S&C of ELSA international, Zosya, in order to prepare a presentation for the workshop. However, even if I am not able to join you in Algarve, I hope that there will be many e-mails and reports from the officers concerning IFP events and projects. Feel free to contact me at ifp@elsa.org for further information about the IFP, about ELSA current projects or the Mid Evaluation Conference, hints on topics related to Health Law and for reports about the past projects. I kindly ask you to approach me whenever you need help in promoting your events or finding partners for the IFP or topics and to share your experiences through the mailing list and by writing articles for the Synergy Magazine and the IFP newsletter. Lastly, I would like to thank the International Board 2011/2012 and especially Zosya Stankovskaya for their great work and commitment to the Association. I am glad to be part of the International Team and to have the opportunity to work with you for our network.

## Claudio Piombo, Director for Student Hunting

## ICM Palermo

Since I was in the Organizing Committee, I could just only attend the Student Hunting session, with me giving a presentation on Student Hunting, leaving the floor for some round table and giving some hints for effective promotion. Nonetheless, I am very happy about the changes made towards a tight but effective STEP calendar and to make our STEP Newsletter catchier as it has been before. I am very happy to have seen so many participants during ICM, which was extremely loaded with many productive STEP related discussions. It was a great pleasure to meet all my colleagues within the Network during ICM which has been held in my home country.

## Applications

Interest for STEP has always been very high; as a result I have received many applications for our traineeships offered to the network, especially I have to distinguish STEP jobs in Sweden and Luxembourg, as well as in The Netherlands and in Switzerland. I am very happy that the promotion of STEP traineeships is resulting into 267 (not including applications for Council of Europe) application forms sent to me so far. Collaboration with officers has been productive and continuous. Exchange of information and availability were the key to such a good result in terms of student hunting part. I have monitored the application process, trying to solve problems that some of the applications had, but the most of them were filled up accurately. Besides, I have also received some positive feedbacks from employers, thanking ELSA for prompt assistance and praising the competence of candidates, all this makes me very proud of being part to this association.

## STEP Handbook

STEP Handbook has been recently updated in its Student Hunting section. I have made some changes in it focused more on the ways to promote STEP within students and the kinds of events related to STEP. Another part of the section concerned marketing materials, which has been made more detailed and clearer. Lastly, some of the mistakes in Application Procedure have been corrected. It is going to be sent to the Network before ICM Algarve.

#### Trainee Guide

It is a project I have discussed with VP STEP of ELSA International, Irakli Samkharadze, which gives a short description of the place where the STEP is held, providing all the useful information for a student who wants to make up his mind on where to apply. I won't discuss much about the outline of the guide in my activity report as it is going to be detailed discussed during ICM Algarve.

There is still a long way to go together, I strongly believe, that the OYOP will surely be implemented STEP by STEP.

## Zinaida Chkhaidze, Director for Training

#### Transition

I received transition from my predecessor, Director for Training 2010/2011, Arvind Rattan. During the transition we discussed the following important issues: Area definition and the role of ITP, Training in the Network, ITP Regulations, Trainings from the ITP, Refreshment Weekend, Train the Trainers Week and etc. I would like to thank Arvind for the good cooperation and great transition in general.

After this, Secretary General of ELSA International 2011/2012, Jaana Saarijärvi, and I had special meeting for strategizing our future work. We set ourselves goals for 2011/2012, and we discussed issues like: New ITP Regulations, ITP Newsletter 2011/2012, Trainers' Handbook, Promotion ITP, Relationship between ITP and NTP and etc.

During this period, I gained a lot of information, inputs, ideas how to develop this area. I am full of motivation to fulfil my position properly.

## Refreshment Weekend and the 60th ICM Palermo 2011

It is unwritten rule, that the first big challenge for Director for Training is Refreshment Weekend, event which takes place prior to the Autumn ICM. I was not exception and it won't be surprise if I say that my first big challenge was organization of the Refreshment Weekend (RW) 2011. The goal of a RW is to refresh the training skills of the present ITP trainers, and to discuss several issues regarding training, the Network and the ITP. The responsible persons for the academic part of the RW 2011 were ITP trainers Ms. Ketevan Aleksidze and Mr. Rudolf Reiet. I'd like to thank them for their great efforts, for their time and for the great cooperation.

The RW 2011 was promoted amongst the ITP trainers, the special applications forms were created for registering at the event. But unfortunately due to the remote location of Palermo and more importantly the relatively high travel expenses to get to this place many trainers declined the invitation to take part of the RW 2011. Refreshment Weekend 2011 took from 22<sup>nd</sup> to 23rd October. The event was attended by following trainers: Arabela Trifoi, Dixsha Patel, Jean-Marc Lauwers, Ketevan Aleksidze, Katrien Willems, Koen Klootwijk and Rudolf Reiet. At the beginning of the event Jaana and I made presentation about current situation in the ELSA (the aim of this presentation was to update trainers with new information related to ELSA development).

Refreshment Weekend mainly focused on improving quality of the trainings and improving contact between ITP trainers. The event was very fruitful. Participants had interesting inputs and

recommendations. I would like to thank all of them for their enthusiasm and for active participation in the Refreshment Weekend.

After the RW 2011, the 60th ICM took place. Trainings were delivered by: Arabela Trifoi - Presentation Skills for Marketing Workshop, Jean-Marc Lauwers – Fundraising for Marketing Workshop (together with Katrien Willems), Decision Making, AD & Procedures for FM Workshop; Ketevan Aleksidze - Communication and Information for IM Workshop, Events Planning & Project Management for S&C Workshop (together with Katrien Willems); Koen Klootwijk – Area Definition and Time Management for IM Workshop and Communication for BEE Workshop; Pierangelo Graziani- Negotiation Skills for STEP Workshop. I had the pleasure to attend many trainings given by ITP trainers, and to attend (partially) the IM Workshops. I had primarily the task to support the trainers when necessary, and to promote the ITP and training as much as possible. I can freely say that ITP Trainers had great success there. I would like to thank all of them for their enthusiasm and for their time.

In order to raise awareness about the International Trainers' Pool and importance of trainings for the network we had special session during IM workshop. I made presentation about ITP (ITP Facts, Regulation, ITP Trainers, Training Topics, How to get a Training from ITP Trainer, financial side of the training event, etc.).

## Training and the Network

The core-activity of the Director for Training is to coordinate the ITP and to distribute trainings from the ITP in the Network. But unfortunately I have to admit, that the number of trainings delivered by ITP Trainers was not high, which is very disappointing. However, we are working hard to increase the number of training by the end of term. We already planned some activities for this and I hope they will have positive results.

## Miscellaneous

I actively communicate with the Network in order to raise the awareness about the ITP. Another way to promote the ITP is the Training Newsletter. Newsletters will contain experiences from training; by the trainer and the requesting group and etc. I am doing my best Training Newsletter to be ready for the ICM Algarve, but it will be ready latest in April for sure. I stay in touch with the Network.

I would like to stress out that, generally my work is divided in two parts. After ICM Palermo I made researches, identified the problems we have and tried to find ways, make plan to solve these problems (Together with Secretary General EI 2011/2012). So, I can say that the first part of my term was not active, what about the second part of my work, it will be extremely active with lots of new activities and suggestions in order to improve trainings within network.

I would like to thank everyone I have pleasure to work with. Especially I would like to thank Jaana Saarijärvi and ITP Trainers for outstanding cooperation.

## ASSISTANTS OF ELSA INTERNATIONAL 2011/2012

## Iryna Polovets, Assistant for EMC<sup>2</sup>

On September 1, 2011 I commenced my work as an Assistant for the EMC<sup>2</sup> on WTO. Prior to entering the position, I had limited experience in organization of ELSA events, website management etc. Therefore at the very outset, I would like to express my sincere gratitude to ELSA DMCC Liisa Oravisto for her ongoing support and knowledge transfer. I would also like to thank the previous Director for the EMC<sup>2</sup> Marje Mulder for enlightening me on website management and ELSA Treasurer Ricardo Gomez for helping with addressing the financial issues of the participation in the EMC<sup>2</sup>.

My main responsibilities as Assistant for the EMC<sup>2</sup> included: team registration, invoicing, providing access to TradeLawGuide database, managing requests for clarifications, written submissions etc. The competition was officially launched on September 15, 2011. By November 28, 2011, teams submitted their requests for clarifications which were forwarded to the Academic Supervisor Ms. Letizia Raschella-Sergi for the final version of the Clarifications to be approved. By the end of the registration period, on December 21, 2011, 62 teams were registered for the 10th Edition of the EMC2. Out of those, 4 teams withdrew and 1 team failed to submit their Written Submissions. In comparison with the 9th edition, whereby 71 teams expressed their willingness to participate in the competition, the number of registered teams dropped. In my observation, several factors contributed to a drop in a number of teams. First, with a de-facto failure of Doha Round negotiations, the interest of many students in the area of WTO law and policy might have been dropped off. Second, many Universities do not encourage participation of their students in the EMC<sup>2</sup> and do not provide any additional credits for participation in the competition. Finally, many teams, especially from developing countries and countries in transition, face difficulties in finding sponsorship for their participation. The mentioned issues should be addressed jointly by the ELSA International Board and the Academic Supervisors. Upon the registration and completion of payment teams were provided with logins and passwords to TradeLawGuide, the online database on WTO law. Further, ELSA Regional Rounds allocation lists were prepared, published online and communicated to the teams. The deadline for the Written Submissions dispatch was January 20, 2012. Upon receipt, Written Submissions were forwarded to the Academic Supervisors, Director for Moot Courts and Regional Round Organizers. Information on the timing of submissions, necessary for assigning penalties was communicated as well.

## Vasco Silva, Assistant for Legal Writing

My term in office as the Assistant for Legal Writing 2011/2012 began on September 2011, after my appointment. During this and the following months I had some meetings with Ms. Khrystyna Brodych, the Director for Academic Activities for ELSA International, concerning the situation of Legal Writing projects as part of Academic Activities area in ELSA. It was clear that there was a need for changes in this area, but firstly we discussed the main reasons for the lack of projects in the Network. The main problem we saw was the lack of general knowledge from the national officers regarding Legal Writing itself and the ways of finding solutions for it. After the end of the SPEL (Selected Papers on European Law) the most relevant project left was the Essay Competitions. We decided that there was a need for new materials related to Essay Competitions, not only giving formation in how to start these events or how to present the results in a professional way, but also making specific suggestions and giving successful examples of competitions going on in Europe. It was decided to create a new guide for Legal Writing that has been developed in the last months by me and the Director for Academic Activities, to be presented during the ICM Algarve, 2012. This new guide is going to be a useful tool for the National and the Local Officers to learn how to implement essay competitions and how to create new events in Legal Writing. It is also going to allow the officers to work closely to ELSA proposes concerning Legal Writing and to make sure that all the projects launched will be correctly promoted and developed in different phases, in order to respect the participants best interest.

During the last ICM, in Palermo, I also gave a presentation in the AA workshop related to Legal Writing issues and I presented the main concept of the guide I've been working on. It was suggested that the national officers could contact me during my term to give inputs related to it. Having the collaboration from officers, even local officers, was quite useful during part of my term, since it is essential to understand how they are created and developed in a local and national level.

I had also the opportunity to collaborate with Ms. Khrystyna Brodych in the launching and promotion of the IV International IFP Essay Competition, in which I became responsible for part of the communication with participants, rules and application clarifications. It was good to see that there are a lot of students from regions apart from Europe interested in ELSA's projects related to Legal Writing, which is very positive if the Network wants to expand its projects for more potential participants.

One of the main topics discussed during my term until this moment, was the project "Legal Publications" which was examined during the ICM Palermo by the AA officers. Even though the project is still being developed by ELSA International it was well received by national and local

officers who are aware of the relevance of Legal Writing for our Network. There is still a lot of discussion going on regarding this topic and in how to make it become a reality.

To sum up, I have to say that during this semester and with the presentation of the Legal Writing Guide, it's going to be possible to deepen the discussion about Legal Writing new projects.

## Petra Podgoršek, Assistant for Market Research

I was appointed for this position on 21.09.2011. First I read all 520 e-mails (today, 16.02.2012 there are already 720) on the special e-mail account for Market Research (MR). I also read all accessible documents from MR from 2007.

Transition was done via Skype with my predecessor Katarzyna Stecko. I was also in the ELSA House (13.11.-16.11. 2011) for transition and making action plan with the Vice President Marketing of ELSA International 2011/2012, Kaisa Kimmel. Afterwards my action plan was sent on the ELSA mailing lists. Together with Kaisa, we had Skype meeting with Nils Fjelkegård, Vice President Marketing of ELSA International 2006/2007, when first ELSA MR was conducted.

Until the middle of December I wrote 10 pages long Market Research Guidelines for officers and ELSA Network to better understand the content, process and importance of MR. We sent these guidelines to the mailing list asking for inputs on what ELSA groups need and want to know about their members. During January I collected the inputs and made an overview of the needs for Market Research from the point of view of National Groups. After that my main task was to search for MR providers/companies. We made a list of approximately 50 companies with the help of the Assistant for Market Research of ELSA International 2010/2011, Kasia Stecko, the Director for Corporate Relations of ELSA International 2011/2012, Ave-Geidi Jallai and Kaisa. Until now I had 10-15 Skype meetings (around 10 with Kaisa, 1 with Kasia, 2 with Ave).

We are now at the point of action plan (little behind the schedule) where we will start approaching the companies and we already have negotiations with a potential partner to execute the plan B.

I would like to thank all above mentioned people and the Network for their inputs until now and I hope that they will be willing to cooperate in the future months as well, when the main part of MR will be executed.

## Ana Roce, Assistant for Study Visits

I was appointed for the position of Assistant for Study Visits in September and then I started my work in coordination with the VP S&C of ELSA International, Zosya. I am glad that we have established very good communication and she is a big help in my work.

Primarily I collected all the necessary materials for my work from Zosya, who helped me get a transition so I could have a good start. I went through old evaluations, in this way I learned more from the experience of other Officers.

On one of our frequent and fruitful Skype meetings with Zosya we decided that we will update SV Guidebook and we agreed upon the form and content that we want for a new Guidebook to be.

I prepared an example and I have sent the instructions on mailing list. We hoped that the Guidebook could be finished very quickly but unfortunately that didn't happened. After all efforts to collect all National Guidebooks, we still don't have all of them even thought I contacted personally Officers of those National Groups that didn't send the Guidebook. We decided to publish it with the information we have. In my daily work I also helped S&Cers who had questions about Guidebook and gave suggestions on how to resolve problems that they had with Local Officers.

Before ICM Palermo I prepared presentation for the workshop in coordination with Zosya. On ICM I had a presentation on Study Visits and Institutional Study Visits. During the Workshop I tried to give all basic knowledge that is important for organizing a good SV and ISV. One of the focuses was on the importance of evaluations.

Also I helped National Officers in preparing itinerary for ISV by suggesting them which institutions to visits. There is a big interest for classical ISV like Brussels. Hopefully we will have a bigger number of ISV and SV this year. Main problem is lack of evaluations reports. I hope there is much more SV that reports that I have. Throw mailing list I tried to encourage officers to send evaluations. I'm very grateful to all of them who sent the evaluations till now. All the evaluations I gather and systematize so I'm able all useful and innovative information's I get share with the Network.

The tool we have and which on my opinion is not used enough is our ELSA Study Visit group on Facebook on which every Local Group can present themself and try to find a partner for a Study Visit. I'm working on activating this group, as I see it as a unique possibility for Local Groups from all over the Network to have a direct contact with each other.

At the moment I'm preparing for the Workshop for ICM Algarve.

Besides, Guidebook I also stared to work on updating the Study Visit Handbook. We analyzed evaluations we received this year and some from the previous time and wants to systemize all good practices, tips, to include more concrete examples in the new edition of the SV Handbook. Our plan is to finish it after ICM Algarve and spread through the Network when it is done.

## **PROPOSALS**

## THE INTERNATIONAL BOARD

## Statutes amendment concerning article 12.1

The International Board proposes the following to the Council:

## Article 12 - The International Board

#### 12.1 The Role of the International Board

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

The International Board consists of the President, the Secretary General, Treasurer, the Vice President in charge of Marketing, the Vice President in charge of Academic Activities, the Vice President in charge of Moot Court Competitions, the Vice President in charge of Seminars and Conferences, and the Vice President in charge of the Student Trainee Exchange Programme.

In order to be legally representative at least four of the International Board positions hashave to be occupied.

## Comments:

Regarding the proposal to have the Vice President for Moot Court Competition, this is the one that decides the future as it adds it to the Statutes and thus needs 2/3 majority. Please read the Input Paper regarding Vice President for Moot Court Competition for more information.

The proposal is also correcting a verb into the right conjugation.

## Statutes amendment concerning article 12.3

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

## 12.3 Composition

There may not be more than two persons with a substantial connection to the same Member or Observer on the International Board.

## Comments:

As also people from Observer Groups can be members of the International Board, we believe the same restriction of having two elected board members with substantial connection to the same country should apply to both Member and Observer Groups.

# Decision Book amendment to the Strategic Planning section of the BEE part (BEE 01/12 I)

The International Board proposes the following to the Council:

## Strategic Planning

#### 1. General

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

## 2. Monitoring

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

The Strategic Goals Questionnaire shall include questions concerning the achieved goals during the previous year and goals for the next year. It shall be sent out to the Presidents of the National Groups by ELSA International before July 15<sup>th</sup> and shall be filled in and returned by the Presidents of the National Groups to ELSA International before July 31<sup>st</sup> each year.

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

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

The Strategic Plan Final Report shall be finalized by ELSA International with updated information from the whole duration of the Strategic Plan, including the fifth year of its implementation and ready to be presented at the first ICM after the last year of the Strategic Plan in force.

#### 3. Implementation

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

#### Comments:

As presented and discussed with the Network in IPM Tallinn, ICM Palermo as well as IPM Malta we decided to be out in due time for the Strategic Plan for the upcoming 5-year period

between 2013 and 2018 should be already decided during ICM Batumi in the autumn 2012. This way there will enough time for the Network to prepare for the new Strategic Plan. Consequently we need to include the option to the Decision Book of ELSA as well. We do not want to state that it has to be done in the Autumn ICM in order to also prepare for the worst, if something happens we should have the possibility to also vote for it in the Spring ICM without it being against the regulations.

In the current wording there will be at least a few months which fall outside of the report. To make sure that this report is totally complete for future generations to read we need to add this responsibility to ELSA International.

# Decision Book amendment to the External Relations section of the BEE part (BEE 01/12 II)

The International Board proposes the following to the Council:

## External Relations

(...)

## 3. Project sponsorship

- 3.1 The Organising Committee of a project or event organised or co-organised by ELSA International (e.g. ICM, IPM, EHTW, EMC<sup>2</sup>) shall be considered as ELSA International National Group for the purposes of these regulations in the case of international contacts.
- 3.2 The Organising Committee shall notify the National Board of the approach.

(...)

#### **Comments:**

Ever since these fundraising regulations were introduced in ICM Alanya 2010, faults have been found: The regulations do not correspond to their purpose, which is to ensure that we avoid double contacts.

The aim of these regulations is that a Local Group who takes on the challenge of arranging an event like these ones should not be stalled by the procedures and regulations on national level but have the same rights as National Groups do when it comes to contacting International Contacts. Note that in any case international contacts are coordinated by ELSA International and national contacts are up to the discretion of the National Groups.

With the current regulations the Organising Committee (LG) would not need to ask for permission from the International Board which could lead to double contacts being made, which is against the core of the External Relations regulations, since there will be no coordination, and no control of who is actually contacting whom.

Furthermore, with the current regulations there is nothing hindering the Local Groups from contacting partners of ELSA International today. When the Local Group is to be considered as ELSA International that means that all international contacts can be contacted, including current partners, and the sanction part, which the Council decided upon, is not even actual in these cases. This is a problem which can potentially have catastrophic consequences for ELSA.

# Decision Book amendment to the Internal Management section of the IM part (IM 01/12 I)

The International Board proposes the following to the Council:

# Internal Management

#### General

# 1. Access to ELSA Activities by non-ELSA Members

ELSA activities are open also to non-members of ELSA, unless otherwise specified.

#### 2. ELSA International

- 2.1 The International Board consists of the following positions:
  - President,
  - Secretary General,
  - Treasurer,
  - Vice President for Marketing,
  - Vice President for Academic Activities,
  - Vice President for Moot Court Competitions,
  - Vice President for Seminars and Conferences,
  - Vice <u>pP</u>resident for the Student Trainee Exchange Programme

*(...)* 

#### Comments:

This is one of the proposals for having the eight board member, Vice President for Moot Court Competitions, in the International Board. Please read the Input Paper on the topic in these Working Materials for more information.

We also want to capitalize the letter "P" in Vice President for the Student Trainee Exchange Programme to match all others.

# Decision Book amendment to the Council Meetings section of the IM part (IM 01/12 II)

The International Board proposes the following to the Council:

# Council Meetings

(...)

#### 4. Preparation

Each nNational gGroup shall prepare the following package of documents to bring to the International Council Meetings:

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

### 5. Starting Quorum in Council Meetings

"Members" according to Article 9.511.4 of the Statutes is to be interpreted as all members of the association regardless of their suspension status.

(...)

#### Comments:

Regarding article 4 there are some changes to capitalize letters and also removing the sentence of Address list updates as this is not used anymore. Nowadays the contact information sheet is used by sending email to the Secretary General of ELSA International after the new National Board is elected and updated when necessary. There is another proposal regarding Responsibilities of Quality Management to add this to the responsibilities of National Board. The updates on Local Boards are received through the Local Group Report.

Regarding article 5 we want to change the reference to the correct article in the Statutes.

# Decision Book amendment to the Information Technology section of the IM part (IM 01/12 III)

The International Board proposes the following to the Council:

# Information Technology

(...)

#### 3. E-mail communication

- 3.1 The official E-Mail addresses of each group shall be the following: president@, secgen@, treasurer@, vpaa@, vpmcc@, vpsc@, vpstep@, vpmarketing@ followed by the domains mentioned in 1.2.
- 3.2 E-mail signatures shall contain at least name, area, ELSA group and postal group address.

#### Comments:

This proposal is attached to the idea of having a Vice President for Moot Court Competitions. Even though the proposal only affects the International Board and not National nor Local Groups, it is good to have regulated the general email address for those groups who in the future want to have Vice President for Moot Court Competitions. The idea behind this regulation is to ensure the similarity of the email addresses of ELSA officers no matter in which group they are. In any case it does not mean that they need to have VP MCC themselves, if they do not choose so.

# Decision Book amendment to the Responsibilities for Quality Management section of the IM part (IM 01/12 IV)

The International Board proposes the following to the Council:

# Responsibilities for Quality Management

## 1. Responsibilities of the Local Groups

- Comply with the Statutes and Standing Orders of ELSA International, as well as with the Council Decisions.
- Ensure that individuals, who on behalf of the <u>Local gGroups</u> access and process data collected in ELSA ONLINE, comply with the ELSA Privacy Statement.
- Submit the updated <u>Hocal bBoard's</u> address and officers list to the <u>nNational bBoard.</u>
- Support its alumni by keeping them updated about recent developments, achievements and projects planned by the <u>1</u>Local <u>e</u>Group.

## 2. Responsibilities of the National Board

- Ensure that the Statutes and Standing Orders of ELSA International, as well as Council Decisions, are known and implemented by the nNational gGroup and all Local gGroups.
- Ensure that individuals, who on behalf of the <u>nN</u>ational <u>gG</u>roup access and process data collected in ELSA ONLINE, comply with the ELSA Privacy Statement.
- Ensure that the ELSA Privacy Statement is known and followed by the <u>IL</u>ocal <u>gGroups</u>.
- Submit the information gathered at the ICM to all the <u>Local gGroups.</u>
- Ensure that there are uniform Statutes and Standing Orders in all <u>Hocal gGroups</u>.
- Ensure that the English version of the Statutes and Standing Orders is submitted to ELSA International.
- Submit the updated National Board's address and officers list to the Secretary General of the International Board after election of the new National Board or having changes in the National Board.
- Promote international activities on the local level, thus increasing the awareness of ELSA as an international association.
- Inform ELSA International periodically about local and national activities.
- Organise training meetings in order to improve the board's attitudes, skills and ELSA knowledge.
- Support alumni in the country by keeping them updated about recent developments, achievements and projects planned by the groups in the country.
- Ensure that the State of the Network Inquiry for their National Group is submitted to ELSA International electronicallythrough e-mail seven days before the beginning of each Council Meeting the at the latest. Should the Quorum of the Plenary of the International Council Meeting be at risk, it is at the discretion of the Secretary General of ELSA International to accept the State of the Network Inquiry of a National Group until the beginning of the Opening Plenary.
- Fill in the Local Group Report accurately and submit it the Local Group Report in due time to ELSA International.

### 3. Responsibilities of ELSA International

- Make available to the Network the updated version of the Statutes and Standing Orders, as well as the Council Meeting Decision Book.
- Ensure that all member and observer groups comply with statutory and council regulations.
- Provide support in managing ELSA ONLINE.
- Provide guidelines for the specifics of the ELSA Privacy Statement.
- Ensure that the ELSA Privacy Statement is known and followed by all <u>mM</u>ember and <u>Θ</u>Observer groups.
- Ensure the good functioning of the ICM.
- Prepare and distribute the State of the Network Inquiry 28 days before each Council Meeting.
- Evaluate all the information received on the international level.
- Update the ELSA International website.
- Prepare training manuals and make these manuals available to the  $\frac{1}{2}$  etwork.
- Provide guidelines for the specifics of the International Trainers Pool.
- Work with the nNational bBoards in suggesting solutions for the problems that arise.
- Support alumni in ELSA by keeping them updated about recent developments, achievements and projects planned by ELSA International.

#### Comments:

On many points changing to capital letters to certain terms in which we use them and adding the full stop at the points missing it. And there is also one case of rephrasing the sentence.

Actually changing something is the two points in 2. Responsibilities of the National Board. First is to add the responsibility to send contact information sheet after new National Board is elected and when there are updates. This is connected to the removal of same kind of responsibility regarding Council Meetings section. Both proposals are in order to match the regulations to the practice which is used nowadays.

Other point is to require the submission of the State of the Network Inquiry electronically instead of by email, thus giving the International Board free hands on evaluating the best approach. Earlier a Word file sent by email was used, but in the beginning of the term 2010/2011 the International Board asked about the National Boards' opinion on using Google Docs form and the National Groups answered that they are fine with using any platform for answering that is easiest for the International Board. Thus since then the submission of the State of the Network Inquiry has been through Google Docs form.

Decision Book amendment to the Responsibilities for Quality Management section of the IM part (IM 01/12 V)

The International Board proposes the following to the Council:

# Responsibilities for Quality Management

(...)

### 2. Responsibilities of the National Board

 $(\ldots)$ 

- Fill in accurately and submit the Local Group Report in due time to ELSA International.
- Make sure that every National Board member sends monthly updates on their respective international area mailing list. If a position is vacant, the National Board is responsible for sending the updates on the international area mailing list in question.

## 3. Responsibilities of ELSA International

*(...)* 

#### Comments:

The International Board fully supports the idea of better communication on the international level which ELSA Austria is suggesting in its proposal for monthly updates from the International Board. We believe that it is important to have monthly updates of each National Board also for all international area mailing lists. This way all National Groups and the International Board are better aware of what is happening in all National Groups.

# Decision Book amendment to the ELSA Development Foundation section of the FM part (FM 01/12 I)

The International Board proposes the following to the Council:

# The ELSA Development Foundation

## 1. Definition and Purpose

The ELSA Development Foundation (hereinafter EDF) is a Foundation financed collectively by ELSA International and National Groups to help overcome structural weaknesses within the Network. The purpose of the 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 Foundation shall be managed by the Board of Directors, which will be appointed from the members of the International Board of ELSA.

# 2. Modes of Support

The EDF may be used to support the following events and activities:

- (A) Project Support
- (A.1) Financial assistance for events constituting a core activity of ELSA.
- (B) Training Support
- (B.1) Financial assistance for international and national training events, or events incorporating training sessions, organised to increase awareness of ELSA, or dealing in specific ELSA areas, which is catered towards an audience at least half of whom are not from the country of the organising National or Local Group.
- (B.2) Travel and/or accommodation expenses of trainers for training events or sessions organised by ELSA International, National Groups or Local Groups.
- (B.3) Travel and/or accommodation expenses of National Board members for training sessions organised by ELSA International, National Groups or Local Groups. Training support will be granted only to events and sessions delivered in English.
- (C) Network Support
- (C.1) Financial assistance for established cooperation between National Groups within the Network Support System (NSS).
- (C.2) Travel and/or accommodation expenses of National Board member to Statutory Meetings.
- (C.3) Financial assistance for events constituting an event for officers of ELSA.

#### 3. Eligible Applicants

The following Groups are eligible to apply to EDF:

- (a) Local Groups
- (b) National Groups
- (c) ELSA International

# 4. Local Groups eligibility Criteria

- 4.1 Local Groups may only apply for modes of support A.1, B.1, and B.2, and C.3.
- 4.2 All applications from Local Groups shall be handled by their respective National Group. National Group may apply on behalf of their Local Group only if the National Group is lacking financial resources to support the Local Group themselves.
- 4.3 Local Groups may only apply on their own behalf if:
  - (a) there is no National Group in their country;
  - (b) their National Group has persistently refused to offer their administrative support to the Local Group, proven to the satisfaction of ELSA International;
  - (c) they are lacking financial resources;
  - (d) they have a low level of activity and/or are lacking human resources and/or are lacking knowledge and know-how.

## 5. National Groups eligibility Criteria

- 5.1 National Groups may only apply for modes of support A.1, B.1, B.2, B.3, C.1, and C.2, and C.3.
- 5.2 National Groups may only apply if:
  - (a) they are lacking financial resources;
  - (b) they have a low level of activity and/or are lacking human resources and/or are lacking knowledge and know-how.

#### 6. ELSA International eligibility Criteria

- ELSA International may only apply for mode of support B.2 if:
  - (a) the session will take place at a Statutory Meeting or International Internal Meeting;
  - (b) the session will take place during an event dedicated towards the training and/or refreshment of ITP trainers.

#### 6.7. Application Procedure

- 7.1 Application Form
- 7.1.1 Every EDF applicant is to fill out their respective EDF Application Form which will be provided to the applicant by ELSA International the Chairman of EDF upon request.
- 7.1.2 The application shall contain the following information:
  - (a) general information about the applicant;

- (b) one selected mode of support;
- (c) description of the event/activity;
- (d) estimation of influence of the grant on the situation of the group;
- (e) description of the situation of the applicant;
- (f) budget of the event/activity detailing the amount requested from the EDF.

#### 7.2 Additional Information

7.2.1 The Board of Directors may request additional information from the group in order to clarify the situation of the aforementioned group or the event or activity the group is applying for.

#### 7.3 Timeline

- 7.3.1 The applicants shall submit the application form to the Board of Directors of EDF no later than three weeks before the event or activity they wish to seek funding for.
- 7.3.2 Within two weeks of receiving the application, the Board of Directors shall take a decision on the submitted application, and shall communicate such decision to the applicant within two days of the date of the decision.
- 7.3.3 The Board of Directors 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 7.3 shall be dispensed with.

#### 8. Award Criteria

- 8.1 The Board of Directors is at liberty to decide on the amount to be granted on the application.
- 8.2 In deciding whether or not to grant an applicant, and how much of the amount requested may be financed, the Board of Directors shall take into account the following criteria:
- (i) the fulfilment of the eligibility criteria of the applicant;
- (ii) the quality of the submitted application form;
- (iii) the quality of the plan of action and draft budget;
- (iv) the quality of the event or the activity;
- (v) the multiplier effect that financing the event or activity would have on the Network;
- (vi) the resources currently available in the EDF.
- 8.3 The Board of Directors 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 7.3 shall be dispensed with.

8.4 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.

# 9. Payment Procedure

In order for an applicant to be paid the amount granted to it, it must comply with the following regulations:

## 9.1 Receipts

- (i) Within four weeks of the conclusion of the event or activity, the applicant shall submit the receipts 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. All payments made in other currency than Euro shall be supported with a conversion of the amounts into Euro with the currency rate of the date when the payment was made.
- (iii) The Executive Committee reserves the right to unilaterally exclude a receipt or receipts from the final payment if they fail to fulfil the requirements detailed under the previous sub-article.
- (iv) The applicant shall never make profit on the event or activity supported by the Foundation.

## 9.2 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) The activity report shall also include the profit and loss account and balance sheet of the event or activity.
- (iv) The Board of Directors reserves the right to unilaterally reject an activity report if it has in their opinion failed to sufficiently fulfil the requirements detailed under the previous two sub-articles.
- (v) In such cases, the Board of Directors 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 and providing a new deadline for submission of the amended report. The newly amended activity report shall then be taken in as the applicable activity report, to the exclusion of the original.

#### 9.3 Procedure

- (i) Within four weeks of the submission of the acceptinged of the receipts and the activity report, the Board of Directors shall directly credit the relevant amount to the bank account of the applicant, based on the details submitted with the original application.
- (ii) If either the accepted receipts or activity report have not been submitted to Executive Committee by the applicant within four weeks from the conclusion of the event or activity

to which the grant relates, the grant awarded shall expire, and no claim for payment may be made in its regard thereafter.

## 10. Financing of the Foundation

- 10.1 Source of the Foundation
  - (i) ELSA International and 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 The board of Directors of EDF may also accept donations to the EDF from other individuals, groups or associations which are aimed at furthering the purposes of the Foundation and the Association in general.

# 10.2 EDF Report

- (i) The National Groups shall fill in and submit a report to ELSA International the Board of Directors of EDF with the amounts they received from their general sponsors in the period between the 1st of August and the 31st of July of the previous financial year.
- (ii) This report shall be submitted to ELSA International the Board of Directors of EDF by the 31st of August 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 the Board of Directors of EDF by the date mentioned above, the International Board shall invoice the National Group based on the last information ELSA International the Board of Directors of EDF has regarding the National Group's contribution towards the EDF. Such National Groups will be considered non eligible to apply for EDF support until the National Group fills in the report.
- (iv) Any EDF invoices left unpaid shall be treated in the same manner as all other debts to ELSA International.

#### 11. Administration of the Foundation

- 11.1 The financial year of the EDF is from the first day of August until the thirty-first day of July.
- 11.2 The Treasurer of ELSA International is responsible for the administration of the EDF and will be appointed as a Chairman of the EDF.
- 11.3 The Chairman of EDF shall prepare interim accounts to be presented to the Spring Council Meeting and final accounts to be presented for approval of the Autumn Council Meeting

#### 12. Auditing of the Foundation

- 12.1 Auditors of ELSA <u>International</u> will be automatically <u>be</u> appointed auditors of the EDF <u>upon their election</u>.
- 12.2 The Auditors shall examine the accounts of all revenue and expenditure of EDF and fulfillment of the regulations of EDF by the Board of Directors, according to the generally accepted auditing standards. The Auditors shall provide a certification as to the reliability of the accounts and the legality and regularity of the underlying transactions. The Auditors shall present their audit report and certification concerning the interim and the final accounts to the Council.

# 13. Capitalizing of the Foundation

- 13.1 The annual income of the Foundation shall be capitalized by a 6% on an annual basis, meaning that 94% of the annual income of the Foundation could be spent by the Board of Directors. 6% of the annual income will be deposited on the savings account of the Foundation.
- 13.2 The Board of Directors is not in any case entitled to grant from the capitalized amount.

#### Comments:

The first amendment is to exclude ELSA International from the subjects of EDF support, on one hand from the beneficiary side and on the other hand from the contributors' side. The second change is to create the mode of support C.3 Financial assistance for events constituting an event for officers of ELSA i.e. internal meetings, whether NCMs, NOMs or transition. There are also some changes that concern mostly correction in the texts in order to have consistency in all EDF regulations.

The last amendments are about financing of the foundation, article 10, as the current limit of EUR 200,00 does not in practice take into account the differences between the financial structures within National Groups.

For more information please read the input paper on the ELSA Development Foundation regulations.

# Decision Book amendment to the Uniformity section of the MKT part (MKT 01/12 I)

The International Board proposes the 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. Apart from the rules outlined in this section, the ELSA Identity Handbook provides further guidelines on the visual image of ELSA.

### 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:



- 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 recommended size of business cards is 85 x 55 mm or 87mm x 49mm. 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 1.9.
- 2.2.2 The name and the title of the owner must be featured.
- 2.2.3 The name and the title of the owner must be 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 215 g/m2, 250 g/m2 or 265 g/m2.
- 2.5.2. The background colour of business cards must be either grey <u>CMYK 0.0.0.09</u> with a white border or white
- 2.6 There shall be no background pictures of any kind featured on business cards.

3. Leti	<del>terneads</del>	
3.1.	The ELSA logo must be featured in the heading of the letterhead.	
	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 Neue for title text and Monotype Garamond Pro 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.	
4. Env	velopes	
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 1.9	

When using stamps, the colour of the ink of the stamp shall be black or Blue.

Responsibilities for Uniformity

5. Stamps

1. Responsibilities of the Local Group

- Ensure the protection of the ELSA brand
- Implement the uniformity rules in the <u>lL</u>ocal <u>gGroup</u>
- Ensure that breaches of the uniformity rules, especially the logo rules are corrected immediately and mistakes removed
- Consult the nNational gGroup 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 <u>lLocal</u> <u>eG</u>roups 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 <u>nN</u>etwork
- Prepare manuals on how to implement the uniformity rules and make these manuals available to the <u>nN</u>etwork
- Supervise the correct use of the uniformity rules in all #National <u>#G</u>roups
- When breaches are noticed, contact the breaching group immediately and see to that they are corrected

## Comments:

The most important parts of the uniformity section are in fact the logo rules and the regulations of ELSA business cards. The regulations concerning letterheads, envelopes and stamps are not relevant anymore. The essential content of these regulations is either entailed in the logo rules or in the ELSA Identity Handbook. Many groups are following the guidelines of the ELSA Identity Handbook as we speak. A great part of the visual image which ELSA is communicating comes from those guidelines and is not included in the Decision Book. The aim of the guidelines is that eventually all ELSA groups will produce material and documents in accordance with the

Corporate Identity outlined in the ELSA Identity Handbook. Thus, it is appropriate to refer to the ELSA Identity Handbook in the Decision Book in order the keep groups aware of these guidelines. The colour code for the background grey for business cards had been added for the sake of clarity.

# Decision Book amendment to the AA Policies section of the AA part (AA 01/12 I)

The International Board proposes the 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 are focused on contributions towards legal education and are structured into Legal Writing, Studies Abroad, Legal Research and Bridging Theory and Practice.

Academic Activities are Essay Competitions, Studies Abroad Programme, Legal Research Groups, Moot Court Competitions, Legal Debates and Lawyers at Work Events (L@W Events).

#### Comments:

Legal Debates are events organized in the area of Academic Activities with a long tradition. At the moment they are not mentioned in the list of activities in this article thus there is a need to add it to demonstrate the range of possibilities in the field of Academic Activities.

# Decision Book amendment to the Bridging Theory and Practice section of the IM part (AA 01/12 II)

The International Board proposes the following to the Council:

# Bridging Theory and Practice

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

## 1. Moot Court Competitions (MCC)

- 1.1 A moot court competition aims at actuating the academic knowledge acquired during law studies and at enriching it with presentation and public speaking skills.
- 1.2 In a moot court two pairs of students argue a fictitious legal case in front of a bench of judges. To win, one does not necessarily have to win the legal case, but must make the best presentation of legal arguments.
- 1.3 ELSA Moot Court Competition on WTO Law (EMC<sup>2</sup>)

### 1.3.1 Organisation

The ELSA Moot Court Competition on the Law of the World Trade Organization (EMC²) is the annually organised international moot court competition of <u>Tthe</u> European Law Students' Association (ELSA). The EMC² consists of the International Written Round, ELSA National Rounds, ELSA Regional Rounds, non-ELSA Regional Rounds and the Final Oral Round.

#### 1.3.2 Responsibilities of ELSA International

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

#### 1.3.3 Responsibilities of National Groups

National Groups are responsible for providing ELSA International with the shipping address for the posters, distributing the EMC2 posters to their Local Groups and promoting the competition in general with the assistance of the VP AAMCC of ELSA International and the EOS.

#### 1.3.4 ELSA Organising Secretariat - EOS

ELSA Organising Secretariat (EOS) is appointed by ELSA International prior to the launch of the EMC<sup>2</sup> every year. The Head of EOS is the Vice President <u>for Academic Activities Moot Court Competitions</u> of ELSA International. The EOS is responsible for the promotion of EMC<sup>2</sup> in Europe. The EOS shall assist ELSA National and Local Groups when sending teams and/or organising a National Round of EMC<sup>2</sup>. The EOS shall also assist in the organisation of the EMC<sup>2</sup> upon tasks given by the Vice President <u>for Academic Activities Moot Court Competitions</u> of ELSA International.

#### 1.3.5 The ELSA Network

The EMC<sup>2</sup>, being a project for the entire ELSA Network, requires cooperation and communication between ELSA International, EOS, National Round Organisers (NRO), Regional Round Organisers (RRO) and the Final Oral Round Organisers – International Organising Secretariat (IOS).

ELSA Groups are to be involved in finding participants for the EMC<sup>2</sup> making their members aware of the Case and the Rules, including but not limited to, the Timeline and the Structure of the Competition. Where ELSA Groups are actively involved in finding participants and fundraising for them, they must ensure that the team members are satisfactory representatives of their university and the ELSA Group. For this reason they should ensure the proper coaching of teams.

ELSA International, EOS, NRO, RRO and FOR organisers safeguard the interests of the ELSA members throughout the organisation of the EMC<sup>2</sup>.

Through the EMC<sup>2</sup> ELSA shall also strive to develop a moot court tradition in all member states. In all matters concerning the EMC<sup>2</sup>, ELSA member states should be given priority. The aim of this is to reach a state where most member countries take part in the EMC<sup>2</sup>.

# **Responsibilities in Moot Court Competitions**

#### Responsibilities of the Local Groups

- Promote the participation of law students and young lawyers and engage in the organisation of moot court competitions
- Shall submit information about topic, rules, timeline, structure, awards and supporters, a short evaluation and promotional material to the national group
- Shall complete the Event Specification Form for the oral pleadings of moot court competitions and send it to ELSA International in due time prior to the event
- Shall complete the AA Events Evaluation Form for the oral pleadings of moot court competitions and send it to the national group and ELSA International not later than two weeks after the event
- Update the Organisations Menu in ELSA ONLINE with participating organisations and contact persons

## Responsibilities of the National Groups

- Shall provide necessary training material and information on how to organise moot court competitions to the local groups
- Shall collect information about moot court competitions organised by the local groups and pass it on to ELSA International
- Shall ensure that the local groups submit the Event Specification Form for the oral pleadings of moot court competitions to ELSA International in due time prior to the event
- Shall ensure that the local groups are submitting the AA Events Evaluation Form for the oral pleadings of moot court competitions 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
- When organising moot court 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 moot court competitions to the national and local groups and make it accessible through the ELSA ONLINE Archive
- Collect information about moot court competitions organised by the local and national groups and archive it
- Publish information about oral pleadings of moot court competitions on the website of ELSA International

#### Comments:

This is one of the proposals in connection of having VP MCC as an  $8^{th}$  board member of the International Board. VP MCC, and not VP AA would be responsible from now on regarding all moot court competitions and in this case especially  $EMC^2$ .

For more information read the Input Paper regarding Vice President for Moot Court Competitions.

We would also add the abbreviation MCC to the title of "1. Moot Court Competitions" so the official abbreviation can be found in ELSA regulations.

The proposal is also correcting the spelling of the name of "the European Law Students' Association" to have a lower case "t" instead of the upper case "T" in article 1.3.1 when the name is in the middle of the sentence.

# Proposal on the Demotion of ELSA Iceland

# The International Board proposes the following to the Council:

ELSA Iceland is to be demoted from the status of Member of ELSA to Observer of ELSA in accordance with Article 7 (i) of the Statutes.

#### Comments:

The International Board sees the need to support ELSA Iceland in its development and has carefully considered and analysed the arguments regarding the current state of affairs and decided to propose the demotion of ELSA Iceland.

The topic of demotion has been discussed together with the contact person from ELSA Iceland who is also in favour of demoting ELSA Iceland from Member to Observer.

The demotion is a useful tool for situations when a National Group is not capable for a longer period to be liable the obligations of Membership. It gives the National Group time to recover without collecting more debt.

ELSA Iceland has long faced obstacles in its activity – both financial and human resources have been weak for a while. For these reasons the demotion of ELSA Iceland was proposed during ICM Malta in spring 2010. At that point a new National Board had just been elected and the National Groups decided that demotion at that point would be demotivating.

At the moment the situation has gone even worse from two years ago. The debt of ELSA Iceland towards ELSA International is at the moment 1231,40 euros. ELSA Iceland has not paid any fees for at least 7 consecutive ICMs. The Human Resources of the National Group equals at the moment one person.

According to Article 11.2 of the Statutes, the International Board has been sending written invitations for the ICM hoping to see a delegation from ELSA Iceland. The latest participation of ELSA Iceland to the ICM was during the ICM in Nuremberg autumn 2008 to where the delegation consisted of one person.

The International Board believes that demotion of ELSA Iceland will give the National Group better conditions to recover from their debt situation as well as their lack of Human Resources and activities. The International Board will continue assisting them on improvement of the situation.

## **NATIONAL GROUPS**

# Statutes amendment concerning article 5 proposed by ELSA Hungary and Montenegro

ELSA Hungary and ELSA Montenegro propose the following to the Council:

#### Article 5 – Observers

- 5.1 A national organisation from any European State with members being local groups present at law faculties, or law students and young lawyers, which supports the aims and activities of ELSA, may become an Observer of ELSA provided the following requirements are met:
- (i) in the State of the organisation that is applying for Observership there is no existing Member or Observer; and
- (ii) a written application for Observership is submitted to the International Board in which the national organisation states that it supports the aims and activities of ELSA; and
- (iii) the national organisation submits its statutes and standing orders to the International Board and these statutes and standing orders are compatible with those of ELSA; and
- (iv) the application for Observership is approved by Council with a two thirds majority.
- (iv) the voting upon Observership of ELSA will be done by secret voting. (...)

# Comments:

This amendment is based on several considerations that are important into account.

- These votes are sensitive and emotional to the involved parties.
- If the secret voting does not take place, there is a presumption that some members will not vote objectively due to fear of populism.
- We will get rid of a major procedure discussion, since it has previously been shown that
  there is always a member who demand secret voting. This amendment will provide a
  faster votingprocedure regarding the mentioned voting as such discussions will be
  avoided.

# Statutes amendment concerning article 6 proposed by ELSA Hungary and Montenegro

ELSA Hungary and ELSA Montenegro propose the following to the Council:

#### Article 6 - Members

- 6.1 Membership of ELSA is open to Observers of ELSA that have proved to support and work for the <u>vision</u>; aims and activities of ELSA providing the following conditions are met:
- (i) the Observer can apply for membership no earlier than at the second Council Meeting immediately following the Council Meeting where the status of Observership was attained; and
- (ii) a written application for membership is submitted to the International Board in which the observerObserver states the methods and means by which it has been supporting the vision; aims and activities of ELSA thus far; and
- (iii) the Observer submits its statutes and standing orders to the International Board and these statutes and standing orders are compatible with those of ELSA; and
- (iv) the application for membership is approved by the Council with a two thirds majority.
- (iv) the voting upon Membership of ELSA will be done by secret voting.
  (...)

#### Comments:

This amendment is based on several considerations that are important into account.

- These votes are sensitive and emotional to the involved parties.
- If the secret voting does not take place, there is a presumption that some members will not vote objectively due to fear of populism.
- We will get rid of a major procedure discussion, since it has previously been shown that
  there is always a member who demand secret voting. This amendment will provide a
  faster votingprocedure regarding the mentioned voting as such discussions will be
  avoided.

# Statutes amendment concerning article 7 proposed by ELSA Hungary and Montenegro

ELSA Hungary and ELSA Montenegro propose the following to the Council:

# Article 7 - Demotion

Membership can be demoted to Observership with a two third majority vote by the Council if that Member has either:

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

The voting upon demotion from Member of ELSA to Observer of ELSA will be done by secret voting.

#### Comments:

This amendment is based on several considerations that are important into account.

- These votes are sensitive and emotional to the involved parties.
- If the secret voting does not take place, there is a presumption that some members will not vote objectively due to fear of populism.
- We will get rid of a major procedure discussion, since it has previously been shown that there is always a member who demand secret voting. This amendment will provide a faster votingprocedure regarding the mentioned voting as such discussions will be avoided.

# Statutes amendment concerning article 9 proposed by ELSA Hungary and Montenegro

ELSA Hungary and ELSA Montenegro propose the following to the Council:

# Article 9 - Expulsion

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

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

The voting upon a Member of ELSA or an Observer of ELSA's expilsion of ELSA will be done by secret voting.

#### Comments:

This amendment is based on several considerations that are important into account.

- These votes are sensitive and emotional to the involved parties.
- If the secret voting does not take place, there is a presumption that some members will not vote objectively due to fear of populism.
- We will get rid of a major procedure discussion, since it has previously been shown that
  there is always a member who demand secret voting. This amendment will provide a
  faster votingprocedure regarding the mentioned voting as such discussions will be
  avoided.

# Statutes amendment concerning article 11.3 proposed by ELSA Hungary and Montenegro

# ELSA Hungary and ELSA Montenegro propose the following to the Council:

11.3 Right to make proposals
The following have the right to make proposals to the Council:
The International Board
Members
The Presidents' Meeting
The Key Area Meeting
The Supporting Area Meeting

#### Comments:

With this proposal, we hope to strengthen support for the area meetings. We believe that the meetings will get more participants if the meetings will have a greater impact in proportion to the council.

# Statutes amendment concerning article 12.1 proposed by ELSA Austria

# ELSA Austria proposes the following to the Council:

## Article 12 - The International Board

#### 12.1 The Role of the International Board

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

The International Board consists of the President, the Secretary General, Treasurer, the Vice President in charge of Marketing, the Vice President in charge of Academic Activities, the Vice President in charge of Seminars and Conferences, and the Vice President in charge of the Student Trainee Exchange Programme.

In order to be legally representative at least four of the International Board positions hashave to be occupied.

(...)

#### Comments:

Grammar mistake.

# Standing Orders amendment concerning article 5.5 proposed by ELSA Austria

## ELSA Austria proposes the following to the Council:

## 5.5 Number of delegates

Members and Observers have the right to send nine ten delegates to each Council Meeting. The host of the Council Meeting in agreement with the International Board may increase this number.

If a Member or Observer can not fulfil all nine ten positions with its own members, the respective group can give free positions from its delegation to the members from other Member or Observer groups.

The national board of the person applying shall approve him/her as a delegate and shall bear the financial responsibilities for him/her.

#### Comments:

ELSA Austria proposes to raise the number of delegates for International Council Meetings from nine to ten in order to ensure motivated National groups to send more delegates to Council Meetings.

# Standing Orders amendment concerning article 6.4 proposed by ELSA Austria

# ELSA Austria proposes the following to the Council:

6.4 Proposals not sent to the Secretary General of ELSA International in accordance with Article 5.2 of these Standing Orders will only be allowed to be submitted to Council at the absolute discretion of the Chair of the Council or if requested by one third of the Members.

#### Comments:

The Members should have the power to decide, whether proposals should be submitted to the Council or not. The Chair should not decide on his/her own, if it can be submitted to the Council or not. Therefore a submission should be available, if requested by one third of the Members.

# Standing Orders amendment concerning article 7.1 proposed by ELSA Germany

## ELSA Germany proposes the following to the Council:

## Article 7 – Council Meeting Voting Procedure

- 7.1 The voting procedure shall be as following:
- (i) The Chair asks the Council for arguments in favour and against a proposal and any proposed amendments thereto.
- (ii) If any amendments are proposed, the Chair asks the Council to vote on the amendments. In case the proposer accepts an amendment to his proposal, the proposal is immediately modified by which a separate voting on the amendment gets unnecessary.

  In case the proposer does not accept the amendment, Tthe Chair asks for votes in favour, votes against and abstentions. The Chair announces the result of the voting process.
- (iii) The Chair asks the Council to vote on either the original proposal or the amended proposal, depending on whether any amendment was accepted. The Chair asks for votes in favour, the votes against and abstentions. The Chair announces the result of the voting process.
- (iv) If there are two or more proposals on the same issue and neither of them obtains an absolute majority in the first vote, the Chair may ask for a new vote on the two proposals that obtained the most votes.
- (v) The Chair may reverse the voting procedure on non-disputed or procedural votes. The Chair asks for votes against and for abstentions. The Chair announces the result of the voting process.

*(...)* 

#### Comments:

The proposed amendment to article 7 Standing Orders affects the voting procedure in the Council. Article 7.1 (ii) states that there is to be voted upon every amendment brought up to the Council.

Thereby, the current regulation denies an efficient voting procedure and the proposer is refused to alter his own proposal in order to incorporate improvements which may be brought in by the proposer or another National Group.

There might be concerns regarding the effect this proposed amendment has to the Council's working procedure. Without a doubt, if there is a member country with an amendment different from the proposer's version, the Council will have to vote on the amendment and on the original or amended proposal. In this point there is no change.

Thus, the spirit and purpose of formal requirements in the Statutes and Standing orders must be taken into account.

At first, the proposals are to be submitted and made available in the Working Materials so the members and observers of ELSA International have the possibility to decide whether to attend the ICM because the topics to be discussed are of the National Group's interest or not.

Secondly, all proposals shall be discussed in the respective Workshops during the ICM. This is done in order to achieve an exchange between the National Groups concerning the topic in question and to discuss different approaches. The National Groups seek for the optimum solution for the Network finding the best phrasing.

Eventually, the amendments being presented during the Council are in most of the cases a result of these Workshop preparations and therefore in favour of the interest of the majority of the National Groups.

By allowing the proposer to accept these amendments, the Council can avoid unnecessary voting procedures and thereby save time. Furthermore, it stresses the intention of working together by developing ideas and shaping the Network in a collaborative process.

# Standing Orders amendment concerning article 7.2 proposed by ELSA Austria

## ELSA Austria proposes the following to the Council:

#### 7.2 Secret Voting

Voting in Council—shall must be carried out by written and secret vote (ballots) whenever there is an election or any one voting delegate requests a secret vote or a decision is made according to the following articles: Art. 6 (iv), Art. 9 or Art 12.4. of the Statutes. In all other cases voting in Council shall be carried out by a show of hands.

Whenever secret voting takes place, counting of votes shall be conducted publicly by the Chair and the tellers.

Only one delegate per each national group is allowed to be present in the room during the counting of vote. The delegates allowed to watch the counting of the votes have to stay in silence and cannot disturb the counting procedure. The Chair has to ensure, that no information of the result leaves the room before it has been announced in the Council, otherwise Secret Voting has to be redone.

#### Comments:

There are several very important topics where National Groups face pressure from other National Groups. Therefore it is very important to ensure, that every National Group can decide independently and thus it is fundamental to ensure this via Secret Voting so we take care of these essential topics. Especially the following topics are important to vote secretly and therefore independently upon: Applications of new National Groups, as well as the Expulsion of a Member or Observer, also the Dismissal of the International Board.

# Standing Orders amendment concerning article 7.2 proposed by ELSA Hungary and Montenegro

# ELSA Hungary and ELSA Montenegro propose the following to the Council:

#### 7.2 Secret Voting

Voting in Council shall be carried out by written and secret vote (ballots) whenever there is an election, a membership application, demotion, expulsion or any one voting delegate requests a secret vote. In all other cases voting in Council shall be carried out by a show of hands.

Whenever secret voting takes place, counting of votes shall be conducted publicly by the Chair and the tellers the Chair and the tellers shall conduct counting of votes publicly.

Only one delegate per each national group is allowed to be present in the room during the counting of vote. The delegates allowed to watch the counting of the votes have to stay in silence and cannot disturb the counting procedure.

#### Comments:

This amendment is based on several considerations that are important into account.

- These votes are sensitive and emotional to the involved parties.
- If the secret voting does not take place, there is a presumption that some members will not vote objectively due to fear of populism.
- We will get rid of a major procedure discussion, since it has previously been shown that there is always a member who demand secret voting. This amendment will provide a faster voting procedure regarding the mentioned voting as such discussions will be avoided.

This proposal is only directed at these special sensitive votings, since experiences have proved that these votings are not handled best possible ad hoc. We therefore see this amendment of the statutes as the most diplomatic solution.

The change of the sentens in article 7.2 is a gramma corection.

## Standing Orders amendment concerning article 9.1 proposed by ELSA Austria

ELSA Austria proposes the following to the Council:

#### Article 9 - The Council Meeting Officers

- 9.1 The Role of the Council Meeting Officers
- (i) The role of the Chair of the Council Meeting is to act neutral and 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.

#### Comment:

The Chair should act neutral and ensure that the participants of the discussion are able to share their thoughts freely.

## Standing Orders amendment concerning article 12.4 proposed by ELSA Austria

ELSA Austria proposes the following to the Council:

### The International Board

#### Article 12 - Elections

(...)

12.4 The elections start with the reading out of all nominations received in accordance with this Article of these Standing Orders by the Nomination Committee.

Each candidate for a post on the International Board shall be given five (5) a maximum of ten (10) minutes for a short presentation to the Council. After each presentation, the Council shall be given ten (10) a maximum of twenty (20) minutes to question the candidate. Candidates standing for the same board position must leave the meeting room during the presentation and hearing of their fellow candidates. During the presentation and hearing, no person shall leave the meeting room.

After the presentation and hearing of all candidates, the delegates shall be given considerable time to discuss how to vote.

#### Comments:

The time limits are not long enough and we would like to give the candidates more time and the Members also more time to question the candidates, if needed.

Decision Book amendment adding the Philosophy Statement section to the Decisions relating to ELSA in General part (GEN 01/12 I) proposed by ELSA Germany

ELSA Germany proposes the following to the Council:

### Philosophy Statement

#### Vision

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

#### **Purpose**

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

#### Means

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

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

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

#### Comments:

#### Unravelling the Philosophy Statement

The Philosophy Statement was adopted by our association in 1992. It states the overall idea of ELSA and has been guiding the association ever since. Although it is very closely linked to the Strategic Goals it is more than just part of them. In order to ensure that special role thy should stay in the decision closely linked to the decisions on Strategic Planning, yet independently from the Goals which are respect to a 5 year limitation.

#### Additional comment from Secretary General of ELSA International:

From the proposal sent by ELSA Germany it is clear that this section would be situated as first section of the Decisions relating to ELSA in General part of the Decision Book.

Decision Book amendment adding the Strategic planning section to the Decisions relating to ELSA in General part (GEN 01/12 II) proposed by ELSA Germany

ELSA Germany proposes the following to the Council:

### Strategic planning

#### 1. General

Strategic Planning shall be an ever-present part of planning in the European Law Students" Association. A Strategic Plan shall be adopted for five years by a two thirds majority of the Council at the spring International Council Meeting of the last year of the Strategic Plan in force. This long term Strategic Plan will then become Part of the Decision Book. Additionally a 5 Year Strategy Booklet shall be established and become an Annex to the Decision Book. This Booklet shall at least include:

- 5 Year Operational Goals
- Operational Sub Goals, Means and Methods
- Summary of all the Preparatory Work by the Working Group, with references to their Minutes and other important documents
- Summary of all Workshop Sessions held during Internal Meetings dealing with Strategic Planning
- The Strategic Plan Yearly Reports of ELSA International
- The OYOPs of ELSA International
- it should also explain how the Strategy and Goals interact with our Philosophy Statement

Responsible for the Executive Summaries of the meetings and Workshops will be the chair of the same. He has to submit the report to ELSA International who will then add it to the Booklet.

#### 2. Monitoring

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

The Strategic Goals Questionnaire shall have two parts. Part I dealing with Strategic and Operational Planning and Part II reporting about the goals achieved during the term in office. Part I shall be sent to the National Groups 3 weeks prior to the Summer IPM and include questions about how the NG is planning to reach the strategic goals. It has to be returned to ELSA International one week before the Summer IPM. Part II shall be sent to the Presidents before June 15th and filled in and returned by the Presidents of the National Groups to ELSA International before June 30th of each year. It shall include questions on the achievement of the Strategic Goals and the own set goals.

The Strategic Plan Yearly Report shall be prepared by ELSA International and discussed in every Workshop of at the autumn International Council Meeting. It shall summarize the strategic goals and critically compare the level of achievement to previous results.

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

#### 3. Implementation

ELSA International and the National Groups shall draft their One Year Operational Plan in compliance with the Strategic Plan of ELSA and the Operational Goals set in the 5 Year Strategic Booklet.

#### Comments:

#### 1. Moving Strategic Planning to the General Part

The Decisions taking on Strategic Planning at the ICM Sinaia were very good. However they were put in the BEE section of the Decision Book. This might cause the impression that it is only up to the President to conduct Strategic Planning. It is true that this task has been mainly carried out by Presidents in the past. Yet the past has also shown that it is essential to involve every Area of ELSA into the Strategic Planning Process in order to form a more perfect association.

#### 2. Splitting up the Strategic Goals Questionnaire

During the Strategic Goals session at IPM Malta the Presidents were split up into different groups, which should analyze different problems of the Strategic Goals 2013. One Group was dealing with the issue of reporting. The result was that with the reporting as it is right now National Groups have one big problem. The Presidents are to submit planned events before they had a chance to talk to their new boards or at least before they sat down together and prepared their OYOP.

This led to completely false results and fictitious data being reported. The comparison that should take place between planned/achieved goals was worthless. The Presidents came up with the idea that the questionnaire could be split up.

The original notion was that the old and the new president are forced to talk about the Strategic Goals during transition. But then again this led to the situation where only the President was conducting strategic planning for the whole board. With the new deadline this meeting is not enforced anymore (though still strongly recommended). However even if there is no transition at all the new President will be confronted with the Strategic Plan and Goals at the latest three weeks before the Summer IPM. The deadline of Part I is chosen, so the OYOPs and Strategic Planning can be discussed thoroughly at the IPM.

The deadline of Part II is chosen so the IB can use the data during its transition and so that the new International Board can take the results into consideration while drafting their own OYOP. Skipping the month of July is not much of a problem since all Events that are carried out during the summer break are usually bigger (e.g. Law Schools, Study Visits, Seminars and Conferences) and are already planned out enough so they can be put down in the questionnaire at the June.

#### 3. Changes in the Yearly Report

At the IPM Tallinn complaints about continuously talking only about problems rather than about solutions arouse. If the report is just presented it is up to the Presidents to find the problems and then discuss them. If the presentation is already focused on the problems and the level of fulfillment of the goals through adopting the given means and methods, the participants of the IPM and ICM can concentrate on finding solutions rather than defining the same problems over and over again.

At the ICM Palermo it was discussed that not every Key Area is equally involved in reaching the Strategic Goals 2013. It was especially criticized that AA has no particular Strategic Goal on its own. However it can still contribute to the general idea of being an international academic organization, which was one of the main reasons why the ITP Event became part of the SG13. If the yearly report is discussed in every workshop every area will see how they can contribute towards reaching the Strategic Goals. Also by using the basic concept of analyzing, setting goals, realizing them, controlling the fulfillment but controlling and analyzing the goals and progress as well it is ensured that every Area is part of the Strategic Goals and that the goals can be adjusted if deemed necessary.

#### 4. Not having Operational Goals in the Decision Book

In the past there has no real distinction been made between Strategic Goals and Long Term Operational Goals. Nonetheless the Strategic Goals were formulated in a process in which firstly the strategic direction "Strategic Plan" was defined. And in a second step operational long term goals which then were called "Strategic Goals" were formulated. Also some Sub-Goals became part of the Plan. In the course of focusing on several activities rather than on the overall strategic direction it occurred that some areas were taken more into account than others. To avoid this in the future the decision book should only state the Strategic Plan and alignment of the association. This should be the result of the working group in cooperation with the Area Meetings and the Council. Those are based on the Market Research and should not be changed throughout the five year course.

The Operational Goals such as one STEP per local Group should be the guidelines to reach the "Strategic Goal" and can also be subject to change if deemed necessary. In order to have

operational Goals for every area and to make adjustments easier they should not be stated in the Decision Book.

#### 5. Creating the "5 Year Strategy Book"

The Operational Goals and Sub-Goals should still relate to the Strategic Plan and should be of somewhat binding character. Therefore the booklet shall be an Annex to the Decision Book. It should include all important documents relating to long term and strategic planning in ELSA. This Book will first of all ensure that the Strategic Goals are easy to understand and interpret. By offering enough room to set Operational Goals for every Area it also guarantees that the whole association will work towards achieving the Strategic Plan.

If designed neatly it could also be used as a handbook to strategic planning and the core values of ELSA to new officers.

It will also be a handy tool when it comes to following the development and creating the new goals five years from now.

#### Additional comment from Secretary General of ELSA International:

From the proposal sent by ELSA Germany it is clear that this section would be situated just before the Strategic Goals for 2013 section of the Decisions relating to ELSA in General part of the Decision Book.

Decision Book amendment to the Strategic Goals for 2013 section of the Decisions relating to ELSA in General part (GEN 01/12 III) proposed by ELSA Germany

ELSA Germany proposes the following to the Council:

### Strategic Goals for 2013

#### **Vision**

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

#### **Purpose**

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

#### **Means**

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

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

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

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

#### 1. STEP

- 1.1 STEP is an International Programme
- 1.2 Online system
  - 1.2.1 The online system will be working and running at latest SPRING ICM 2009
  - 1.2.2 All traineeships registered in the online system
  - 1.2.3 All STEP applications registered in the online system
  - 1.2.4 Accessible for every STEP officers according to their tasks/role
- 1.3 Matching process regulated by the online system, under administration of the STEP officer
- 1.4 The number of traineeship increase with at least one traineeship in average on a national level per each local group.
- 1.5 Every STEP traineeship shall be evaluated by the trainee and the employer.
- 1.6 Majority of employers shall be repeat employers → long-term cooperation

#### 2. Study Visits

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

#### 3. Legal Education

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

#### Comments:

Unravelling the Philosophy Statement

The Philosophy Statement was adopted by our association in 1992. It states the overall idea of ELSA and has been guiding the association ever since. Although it is very closely linked to the Strategic Goals it is more than just part of them. In order to ensure that special role thy should stay in the decision closely linked to the decisions on Strategic Planning, yet independently from the Goals which are respect to a 5 year limitation.

Why not already change the Strategic Goals 2013 in that matter

If these changes were adopted the Strategic Goals 2013 will infringe rules. So why should we adopt the changes without changing the SG13?

The idea behind this proposal is to learn from flaws from the past and to improve the next Strategic Goals. There have been many discussions in the past about how to interpret the Strategic Goals, what they actually mean, if they are goals, guidelines or just some vision, binding or not and so on. All these discussions could have been avoided if the prep-work and all important decisions relating to the Strategic Goals would have been comprehensively documented and archived accessibly.

The foundation stone of the 5 Year Strategy Booklet will be set today and in order for it to be complete and to fulfill its task of leading to a greater understanding of the next Strategic Plan all

the Preparatory Work which started already at this ICM will have to be documented. This is why it is so important to have these changes made now already, so the next Strategic Plan really will use the lessons learnt from the past.

Moreover all necessary Prep Work and Minutes should still be available in the archives of ELSA International, so that the Strategic Goals 2013 could be changed to meet the new requirements.

## Decision Book amendment to the Strategic Planning section of the BEE part (BEE 01/12 III) proposed by ELSA Germany

ELSA Germany proposes the following to the Council:

### Strategic Planning

#### 1. General

Strategic Planning shall be an ever-present part of planning in the European Law Students' Association. A Strategic Plan shall be adopted for five years by a two thirds majority of the Council at the spring International Council Meeting of the last year of the Strategic Plan in force. It is the President's task to ensure that the current Strategic Plan is respected and implemented by the whole board.

#### 2. Monitoring

The President has to gather all relevant Information on Strategic Planning and fill out and return the Strategic Goals Questionnaire Part I no later than one week prior to the Summer IPM and Part II until June 30th of every year to ELSA International.

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

The Strategic Goals Questionnaire shall include questions concerning the achieved goals during the previous year and goals for the next year. It shall be sent out to the Presidents of the National Groups by ELSA International before July 15th and shall be filled in and returned by the Presidents of the National Groups to ELSA International before July 31st each year.

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

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

#### 3. Implementation

ELSA International and the National Groups shall draft their One Year Operational Plan in compliance with the Strategic Plan of ELSA <u>and the Operational Goals set in the 5 Year Strategic Booklet</u>.

#### Comments:

Moving Strategic Planning to the General Part

The Decisions taking on Strategic Planning at the ICM Sinaia were very good. However they were put in the BEE section of the Decision Book. This might cause the impression that it is only up to the President to conduct Strategic Planning. It is true that this task has been mainly carried out by Presidents in the past. Yet the past has also shown that it is essential to involve every Area of ELSA into the Strategic Planning Process in order to form a more perfect association.

#### Adding new responsibilities of the President

Consequently the President has to receive new tasks. He will be the main person in charge of Strategic Planning and see for every area in order to reach the Strategic Goals set. He is there to collect all the data and support the other areas in questions they might have.

#### Splitting up the Strategic Goals Questionnaire

During the Strategic Goals session at IPM Malta the Presidents were split up into different groups, which should analyze different problems of the Strategic Goals 2013. One Group was dealing with the issue of reporting. The result was that with the reporting as it is right now National Groups have one big problem. The Presidents are to submit planned events before they had a chance to talk to their new boards or at least before they sat down together and prepared their OYOP.

This led to completely false results and fictitious data being reported. The comparison that should take place between planned/achieved goals was worthless. The Presidents came up with the idea that the questionnaire could be split up.

The original notion was that the old and the new president are forced to talk about the Strategic Goals during transition. But then again this led to the situation where only the President was conducting strategic planning for the whole board. With the new deadline this meeting is not enforced anymore (though still strongly recommended). However even if there is no transition at all the new President will be confronted with the Strategic Plan and Goals at the latest three weeks before the Summer IPM. The deadline of Part I is chosen, so the OYOPs and Strategic Planning can be discussed thoroughly at the IPM.

The deadline of Part II is chosen so the IB can use the data during its transition and so that the new International Board can take the results into consideration while drafting their own OYOP. Skipping the month of July is not much of a problem since all Events that are carried out during the summer break are usually bigger (e.g. Law Schools, Study Visits, Seminars and Conferences) and are already planned out enough so they can be put down in the questionnaire at the June.

#### Creating the "5 Year Strategy Book"

The Operational Goals and Sub-Goals should still relate to the Strategic Plan and should be of somewhat binding character. Therefore the booklet shall be an Annex to the Decision Book. It should include all important documents relating to long term and strategic planning in ELSA.

This Book will first of all ensure that the Strategic Goals are easy to understand and interpret. By offering enough room to set Operational Goals for every Area it also guarantees that the whole association will work towards achieving the Strategic Plan.

If designed neatly it could also be used as a handbook to strategic planning and the core values of ELSA to new officers.

It will also be a handy tool when it comes to following the development and creating the new goals five years from now.

# Decision Book amendment to the Council Meetings section of the IM part (IM 01/12 VI) proposed by ELSA Austria

ELSA Austria proposes the following to the Council:

### Council Meetings

(...)

#### 2. Delegates

- 2.1 There shall be seven delegates from each National Group representing areas of activity of ELSA.
- 2.2 These should mirror the areas of responsibility of the International Board.
- 2.3 There may be appointed twothree additional delegates at the discretion of the National Board.
- 2.4 It is at the discretion of the International Board and the CM Organising Committee to allow extra-delegates to the CM.
- 2.5 ELSA's Partner Students' Associations have the right to send three delegates to each Council Meeting. The host of the Council Meeting in agreement with the International Board may increase this number.

(...)

#### Comments:

ELSA Austria proposes to raise the number of additional delegates for International Council Meetings from two to three in order to ensure motivated National groups to send more delegates to International Council Meetings.

## Decision Book amendment to the Information Systems section of the IM part (IM 01/12 VII) proposed by ELSA Austria

ELSA Austria proposes the following to the Council:

### Information Systems

#### 1. General

- 1.1 Each local and national board shall, within the board, appoint an administrator for ELSA ONLINE. If no one is appointed, the Secretary General shall be the administrator.
- 1.2 The data entered in ELSA ONLINE is collected and protected by ELSA International. ELSA International shall be registered as data controller.
- 1.3 The International Board, each national and local board, which accesses or processes personal data must do so strictly in accordance with the ELSA Privacy Statement.
- 1.4 Every member of the European Law Students' Association shall be registered in ELSA ONLINE. This means that the membership details of each member shall be registered in ELSA ONLINE.

#### 2. ELSA ONLINE Policies

- 2.1 Local groups, national groups and ELSA International shall protect the integrity of ELSA ONLINE by ensuring its proper use.
- 2.2 Each ELSA ONLINE user shall be issued with only one password and user name.
- 2.3 No ELSA ONLINE user shall disclose ELSA ONLINE user names and passwords to anyone for any purpose.
- 2.4 No ELSA ONLINE user shall alter the information of another member's forms in ELSA ONLINE without permission.
- 2.5 ELSA ONLINE users shall ensure that the information entered in ELSA ONLINE has been checked properly.
- 2.6 Local groups shall only approve the membership applications, which comply with their regulations for membership. This approval or disapproval shall be done within two weeks after the membership application has been entered.
- 2.7 Local Groups shall take the necessary actions to ensure proper usage of ELSA ONLINE by their members. If the local group neglects taking necessary actions ELSA International, after consultation with the national group, can withdraw the permission to access ELSA ONLINE for the group.

#### Comments:

ELSA Austria proposes to discard the Information Systems section of the Internal Management part, as ELSA Online seems to be ELSA Offline at the moment. A whole section in the decision book for a system which doesn't function is highly unnecessary.

This part should either be rewritten or reinstated when ELSA Offline goes online.

## Decision Book amendment to the Human Resources section of the IM part (IM 01/12 VIII) proposed by ELSA Austria

ELSA Austria proposes the following to the Council:

### Human Resources

(...)

#### 5. Training

- 5.1 Officers training is a priority in all three levels of ELSA in order to make activities qualified and to give value to the active membership in ELSA.
- 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 this specific purpose.
- 5.3 ELSA International has the responsibility to organise annual international training events for all functional areas of ELSA. The hosts for these events shall be appointed by ELSA International at least six month prior to the events. The dates for the events shall be set and communicated to the network at least three months prior to the event.
- 5.4 Every National Group should annually organise at least one officers' training event to enhance the skills needed in the officers' tasks.
- 5.5 Every National Group should annually organise at least one members' training event and encourage its Local Groups to organise them as well for their members. Through these events ELSA members can enhance their soft skills.

(...)

#### Comments:

The ITP is rarely in use and therefore we should use the resources more properly on local and regional levels and thus encourage National Groups to establish local and regional trainer pools. These trainers would be more flexible.

Decision Book amendment to the Responsibilities for Quality Management section of the IM part (IM 01/12 IX) proposed by ELSA Austria

ELSA Austria proposes the following to the Council:

## Responsibilities for Quality Management

(...)

#### 3. Responsibilities of ELSA International

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

#### Comments:

Adding this amendment would ensure that the network knows more about what the IB is doing.

# Decision Book amendment to the Fees section of the FM part (FM 01/12 II) proposed by ELSA Austria

ELSA Austria proposes the following to the Council:

Fees

(...)

#### 3. ELSA ONLINE Fee

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

ELSA ONLINE Fee will be paid by Members, Observers shall be excluded from the calculation.

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

(...)

#### Comments:

This should be discarded as long as ELSA Online is not up and running.

## Decision Book amendment to the Responsibilities section of the FM part (FM 01/12 III) proposed by ELSA Austria

ELSA Austria proposes the following to the Council:

## Responsibilities

(...)

#### Responsibilities of National Groups

- Inform about the amounts received from general sponsors by the 31st of August
- Cover the costs of the payer bank and the payer bank's international bank charges
- Pay the membership fee due at the 31st of July upon invoice or the administrative fee for observer due before the Spring Council Meeting or immediately after acceptance as observer
- Pay the ELSA ONLINE fee due at the 31st of December upon invoice
- Pay to the EDF due at the 30th of September upon invoice

#### Comments:

As we do not have a working ELSA Online system right now, we should not be forced to pay an ELSA ONLINE fee.

## Decision Book amendment to the STEP Procedure section of the STEP part (STEP 01/12 I) proposed by ELSA Germany and ELSA Montenegro

ELSA Germany and ELSA Montenegro propose the following to the Council:

### STEP Procedure

#### 1. Traineeships

- 1.1 General Regulations
  - The aim of a traineeship is to provide the student with
  - a positive learning experience
  - practical skills in a foreign environment to complement his/her education
  - interaction with a new social and cultural environment
  - preparation for future responsibilities as a member of the legal society
  - opportunity to apply skills, knowledge and attitudes to work for the good of society
  - development of the student's awareness and knowledge of social issues and different practices of the host country

STEP enables law students and young lawyers to gain first hand experience of the substantive and procedural law as well as the culture of another country. The traineeships can take place in any law related area: law firms, courts, public institutions, banks, in-house legal departments, consulting firms and international organizations. STEP gives the trainee increased knowledge of a particular legal system or an area of law, thus strengthening the professional skills of the trainee. As important as the academic and professional skills are, the improved language abilities and the experience of another culture that the trainee gains while participating in STEP are invaluable.

(...)

#### Comments:

We believe it is not necessary for the aims of STEP to be in the Decision Book, as they fit more into the Handbook, and should serve the purpose of educating officers and leading them into the area. One should keep in mind that the Decision Book is a statutory document which regulates areas and its' procedures — it does not promote the aims of areas, and does not have an educational purpose in terms of basics on the areas themselves. This should be left entirely to the Handbook.

However, we are aware that even the Decision Book must contain an area definition in its basic form, thus, we incorporate a definition of STEP which gives a better insight on the characteristics of the area which will proceed into detailed regulations from this paragraph on to the last STEP-related part in the Decision Book.

## Decision Book amendment to the STEP Procedure section of the STEP part (STEP 01/12 II) proposed by ELSA Germany and ELSA Montenegro

ELSA Germany and ELSA Montenegro propose the following to the Council:

### STEP Procedure

#### 1. Traineeships

- 1.2 General Regulations
  - The aim of a traineeship is to provide the student with
  - a positive learning experience
  - practical skills in a foreign environment to complement his/her education
  - interaction with a new social and cultural environment
  - preparation for future responsibilities as a member of the legal society
  - opportunity to apply skills, knowledge and attitudes to work for the good of society
  - development of the student's awareness and knowledge of social issues and different practices of the host country
  - 1. Duration

Traineeships have a minimum duration of two weeks and a maximum duration of two years. The traineeship can only commence at least ten weeks after the application deadline of the respective traineeship has expired.

 $(\ldots)$ 

#### Comments:

We included the minimum period between these points of time as it happened quite often in the past that between the application deadline and the preliminary start of the traineeship were only two or three weeks. But this is definitely too short to organize the trip, the accommodation or even a visa. For this reason we need such a regulation

# Decision Book amendment to the STEP Procedure section of the STEP part (STEP 01/12 III) proposed by ELSA Germany and ELSA Montenegro

ELSA Germany and ELSA Montenegro propose the following to the Council:

### STEP Procedure

#### 1. Traineeships

#### 1.1 General Regulations

The aim of a traineeship is to provide the student with

- a positive learning experience
- practical skills in a foreign environment to complement his/her education
- interaction with a new social and cultural environment
- preparation for future responsibilities as a member of the legal society
- opportunity to apply skills, knowledge and attitudes to work for the good of society
- development of the student's awareness and knowledge of social issues and different practices of the host country

#### 1. Duration

Traineeships have a minimum duration of two weeks and a maximum duration of two years.

#### 2. Compensation

Trainceships have to be paid. The compensation shall cover the general living costs during the time of trainceship.

#### 3. 2. Issuing a traineeship

Employers can only issue a traineeship by filling in the Traineeship Specification Form provided by ELSA International. ELSA International has the right to make amendments in the Traineeship Specification Form or to make a separate agreement with an employer according to the STEP Procedure section of the STEP part of the Decision Book. In such a case ELSA International:

- Shall inform the National Groups regarding the amendments in the Traineeship Specification Form or about the separate agreement;
- Shall send the information to the National Groups before the agreement is signed; Council Meeting Decision Book Student Trainee Exchange Programme
- Shall provide the National Groups with the draft of the amendments or the separate agreement.

#### 4. 3. Internationality

STEP-traineeships are international.

#### 4. Compensation

Traineeships have to be paid. The compensation shall cover the general living costs during the time of traineeship

#### 1.2 Specific Regulations

(...)

#### Comments:

We changed the order of the regulations so that Compensation falls beneath all the General Regulations in order for it to be followed directly by its exceptions. This is merely aesthetical, as we want to avoid apparent random and chaotic regulations. One should keep in mind that the clearer the regulations are, the easier it will be to interpret and follow them. This change logically leads to a different numeration of the clauses, as shown above.

## Decision Book amendment to the STEP Procedure section of the STEP part (STEP 01/12 IV) proposed by ELSA Germany and ELSA Montenegro

ELSA Germany and ELSA Montenegro propose the following to the Council:

### STEP Procedure

#### 2. Applicants

#### 2.1 General Regulations

Only members of ELSA may apply for STEP.

#### 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. Local Groups are responsible for receiving the Application Forms and other documents as well as for checking the validity of the information given.
- d. The application is no guarantee for being matched.

#### 2. 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 matched trainees to the Local and respective National Group.
- e. 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.

(...)

#### Comments:

It is clearly stated in the Decision Book that this stage is called "Matching". Due to that, it is clear that a change from "selected" to "matched" needs to be done. Furthermore, there is an obvious necessity of changing this since ELSA International is the one doing the Matching, thus

following the STEP Procedure it has to pass the information to the Hosting Group/National Group.

In contrast to that, once received from the employer, the Hosting Group will forward the selected application to the National Group and to ELSA International.

# Decision Book amendment to the STEP Procedure section of the STEP part (STEP 01/12 V) proposed by ELSA Austria

ELSA Austria proposes the following to the Council:

### STEP Procedure

(...)

#### 2. Applicants

#### 2.2 General Regulations

Only members of ELSA may apply for STEP.

#### 3. Application

- e. 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.
- f. Applying for and participating in STEP is free of charge.
- g. Local Groups are responsible for receiving the Application Forms and other documents as well as for checking the validity of the information given.
- h. The application is no guarantee for being matched.

#### 4. Matching

- f. ELSA International revises all applications and matches them to those traineeships fitting best.
- g. One applicant shall only be matched for one traineeship at the same time.
- h. There shall be no contact between the applicant and the employer before the selection.
- i. ELSA International sends the Application Forms of the selected trainees to the Local and respective National Group.
- j. 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.

#### 5. Selection

- a. The employer selects the trainee.
- b. The employer informs the Hosting Group about the selection. The Hosting Group immediately forwards this information to ELSA International.
- c. The employer must select a trainee at least 7 weeks prior to the beginning of the traineeship.

#### Comments:

Trainees have to prepare their accommodation and book their flights in order to start a traineeship properly. Therefore it is important for the trainees to know at least 7 weeks prior to the beginning of the traineeship, if they have been selected or not.

# Decision Book amendment to the STEP Responsibilities section of the STEP part (STEP 01/12 VI) proposed by ELSA Germany and ELSA Montenegro

ELSA Germany and ELSA Montenegro propose the following to the Council:

## STEP Responsibilities

#### 1. Local Groups

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

The s-Sending and h Hosting Group shall explain the applicants their role as representatives of ELSA.

#### 1. Hosting Group

- 1. The <u>h-H</u>osting Group ensures that the Traineeship Specification 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 Specification Form.
- 2. The h 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 <u>h-H</u>osting Group has to use the Contract provided by ELSA International. The <u>h-H</u>osting Group is allowed to translate the wording into the respective language and to change or add paragraphs only due to legal necessities.
- 4. Upon request, the <u>h-H</u>osting Group provides the employer with further information on the applicants, subject to the law of the hosting country and if applicable in line with the privacy law policy of the European Union.
- 5. The <u>h-H</u>osting Group must ensure that the employer receives the Trainee Acceptance Form within two weeks.
- 6. The h-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 <u>h-H</u>osting Group and the employer
- advice and assistance in applying for necessary documentation and legal papers (visa, work and residence permit, insurance and other requirements)

- finding a proper accommodation in accordance with the trainee's interest and economic capacity.
- 7. The <u>h-H</u>osting Group provides the trainee with possibilities for cultural learning and community involvement e.g. giving access to local ELSA-events, organizing socializing events, involving him/her in daily ELSA-work.
- 8. The h Hosting Group ensures access or at least assistance in accessing the internet during the traineeship.
- 9. The h Hosting Group periodically evaluates the traineeship with the trainee and the employer.
- 10. The <u>h-H</u>osting Group informs ELSA International and the applicants about the cancellation of a traineeship immediately after notification by the employer.
- 11. The <u>h-H</u>osting Group reminds the trainee to complete the Traineeship Evaluation Form and send it to ELSA International.
- 12. The h Hosting Group shall send the STEP Certificate provided by ELSA International to the trainee if completed his/her Traineeship Evaluation Form. The STEP Certificate is filled in and signed by ELSA International.

#### 2.2 Sending Group

- 1. The s Sending Group assists the applicants in completing the Student Application Forms.
- 2. The <u>s</u>-Sending Group ensures in all conscience that the information filled in by the applicant is correct and complete.
- 3. The <u>s Sending Group</u> ensures that the details of the trainee's arrival are sent to the Hosting Group two weeks in advance.
- 4. The <u>s</u> 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 <u>s</u> Sending Group immediately informs ELSA International if the trainee has to cancel his/her traineeship.
- 6. The <u>s</u> Sending Group immediately informs ELSA International if the applicant has to cancel his/her application.

#### 2. National Groups

- 1. National Groups ensure that all ½ Local Groups follow up on their responsibilities within STEP.
- 2. National Groups provide all the necessary training and information about STEP to the Local Groups.

Hosting National Groups remind the Local Groups to submit the completed Traineeship Evaluation Form and Evaluation Form during the last week of the traineeship.

#### 3. ELSA International

(...)

3.10 ELSA International shall provide the s Sending Group with the evaluation results.

#### 4. Applicants/Trainees

(...)

4.2 Trainee

*(…)* 

4. The trainee maintains communication with the <u>h-H</u>osting Group during the traineeship as well as with the <u>s-S</u>ending Group before and after.

(...)

#### Comments:

This change is purely aesthetical – the Decision Book did not contain a uniformed image of the terms "Local Group", "Hosting Group" etc. The reason for putting this change is an aspiration towards meliorating the Decision Book by eliminating and altering its slightest errors in making.

## Decision Book amendment to the STEP Responsibilities section of the STEP part (STEP 01/12 VII) proposed by ELSA Austria

ELSA Austria proposes the following to the Council:

### STEP Responsibilities

#### 1. Local Groups

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

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

1.1 Hosting Group

(...)

- 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 informs the applicants that have not been selected.
- 41.12. The hosting Group reminds the trainee to complete the Traineeship Evaluation Form and send it to ELSA International.
- 42.13. The hosting Group shall send the STEP Certificate provided by ELSA International to the trainee if completed his/her Traineeship Evaluation Form. The STEP Certificate is filled in and signed by ELSA International.

 $(\ldots)$ 

#### Comments:

Also those applicants who have not been selected should be informed about not-being selected for a traineeship. It often happened in the past that applicants had to contact the local VP STEPs several times in order to be informed, that they have not been selected and this is totally unprofessional.

Decision Book amendment to the STEP Responsibilities section of the STEP part (STEP 01/12 VIII) proposed by ELSA Germany and ELSA Montenegro

ELSA Germany and ELSA Montenegro propose the following to the Council:

### STEP Responsibilities

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

#### 1. Local Groups

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

(...)

#### Comments:

An obligation that affects all instances should be stated ahead as a general regulation. Thus it is necessary to exclude it from the Responsibility section of the Local Groups to avoid chaotic regulations.

# Decision Book amendment to the Penalty System section of the STEP part (STEP 01/12 IX) proposed by ELSA Austria and ELSA Germany

ELSA Austria and ELSA Germany propose the following to the Council:

### Penalty System

#### 1. Applicants

(...)

#### 1.3 Cancellation/Withdrawal

- <u>a.</u> The applicant may only withdraw/cancel the selection due to a valid reason. As valid reason is considered e.g.
- any meanwhile necessary medical treatment
- serious family issues
- serious changes of the traineeship conditions to those being stated in the Traineeship Form
- b. A cancellation after signing the Traineeship Confirmation Form without valid reason results in a fine payable to ELSA International. The fine has a minimum amount of EUR 80,00 and consists of 15% of the monthly salary of the respective traineeship. It may not exceed EUR 300,00.

ELSA International will use all fines gathered to support the ELSA Development Foundation.

In addition the applicant shall be denied any further access to STEP and is liable for any further damages caused.

c. Once the traineeship has started, the selected trainee may cancel the traineeship only if it differs significantly from what was stated in the Traineeship Form or if the employer, even when notified, does not provide him/her with adequate working conditions in accordance with the respective national labour law.

a. If the applicant/trainee withdraws/cancels the traineeship without valid reason he/she shall be denied any further access to STEP. In addition, the trainee shall cover possible damages.

(...)

#### Comments:

By imposing this fine it will be ensured that the applicant takes his application as serious as necessary by both the association and the employer so that issues such as visa regulations, time conflicts with universities and curiculae will be taken into consideration earlier and do not affect

the participation in the program. We consider ourselves a network of high potentials however the past has shown that STEP has not always been taken serious enough by several applicants so that for the reason of poor planning some traineeships could not be fulfilled and had to be cancelled on very short notice. This inevitably leads to unsatisfying results and endangers even long term cooperation.

The applicant is still left with a number of valid reasons in which the fine will not be imposed. In order to ensure our own quality standards and to increase the reputation of STEP thus enabling further expansion we should use the resources we have in our own network in the most effective way. When signing a contract that might be linked to financial consequences one will also truly aim to fulfilling it. The students that are really interest in other cultures, working abroad experience and mutual understanding will not experience the danger of being fined as an obstacle rather than a tool of really ensuring the very function of the program.

Due to our experience since 2009, when the penalty has been implemented in Germany, the number of German applicants increased consistently. Thus there is any direct connection between a possible decrease of applicants and the implementation of such a regulation.

Although it has not been common practice in the past that receivables were actively followed by ELSA International they could be legally claimed especially as there is a binding contract between the trainee and ELSA International.

Just the mere danger of being suit in that particular matter should be incentive enough to take the confirmation of a traineeship as serious as mentioned above. This means in the best case ELSA International would never even have to be in the situation to file a legal case.

One could oppose that the effort it would take to successfully claim 300 Euros at the most is not really worth time and resources spend on it. However this sets the wrong frame and puts the comparisons in wrong relations. The question which really needs to be raised is if we consider the advancement and continuation on the road of success for STEP worthy enough to stick and follow the rules that we as a network reckoned to be necessary to ensure the quality needed to follow that road.

# Decision Book amendment to the Penalty System section of the STEP part (STEP 01/12 X) proposed by ELSA Germany and ELSA Montenegro

ELSA Germany and ELSA Montenegro propose the following to the Council:

### Penalty System

#### 1. Applicants

(...)

#### 1.3 Cancellation/Withdrawal

<u>a.</u> The applicant may only withdraw/cancel the selection due to a valid reason. As valid reason is considered e.g.

- any meanwhile necessary medical treatment
- serious family issues
- serious changes of the traineeship conditions to those being stated in the Traineeship Form

Once the traineeship has started, the selected trainee may cancel the traineeship only if it differs significantly from what was stated in the Traineeship Form or if the employer, even when notified, does not provide him/her with adequate working conditions in accordance with the respective national labour law.

b. In addition to 1.3. a. once the traineeship has started, the selected trainee may only cancel the traineeship if it differs significantly from what was stated in the Traineeship Form or if the employer, even when notified, does not provide him/her with adequate working conditions in accordance with the respective national labour law.

<del>a.</del> <u>c.</u> If the applicant/trainee withdraws/cancels the traineeship without valid reason he/she shall be denied any further access to STEP. In addition, the trainee shall cover possible damages.

 $(\ldots)$ 

#### Comments:

Even if it can be assumed that the first clause was not intended to be restricted by the second one, it is highly recommended that we slightly change the contents. This in order to avoid

apparent inconsistency in the regulations, which is stated in the obvious example of the aforementioned "valid reasons" being restricted and annulled by the second clause which differs from the first one only by the time of cancellation/withdrawal of the traineeship. In addition to that, we added the lacking numeration.

# Decision Book amendment to the Penalty System section of the STEP part (STEP 01/12 XI) proposed by ELSA Austria

ELSA Austria proposes the following to the Council:

## Penalty System

(...)

## 2. Companies

#### 2.1 Misuse of STEP

In case, that the employer has misused STEP only for receiving the applicants' personal data, the employer shall be denied access to STEP for two years.

#### 2.2 Cancellation

- a. Traineeships may only be cancelled due to valid reason. As valid reason is considered e.g.
  - meanwhile insolvency of the employer
  - lack of suitable applicants

In case, the employer cancels the traineeship without valid reason, the employer <u>has to pay a fine of 500 euro to the hosting group and</u> shall cover <u>all possible damages of the trainee</u>. In addition, the employer shall be denied access to STEP for one year.

### Comments:

ELSA's reputation suffers from short-term cancelled traineeships. A contractual penalty could prevent employers from cancelling a traineeship without comprehensible reasons. 500 euro would be a well-defined amount to cover the damages of the hosting group without difficulties of verifiability. High costs (flight, accommodation ...) can occur for a trainee after getting confirmed for a traineeship, if a employer cancels a traineeship without valid reason he should pay for these damages.

## **INPUT PAPERS**

## THE INTERNATIONAL BOARD

## Input Paper concerning Vice President for Moot Court Competitions

During the International Presidents' Meeting in Malta on February  $7^{th} - 12^{th}$  2012, the topic of having one more statutory position in the International Board, a Vice President for Moot Court Competitions, was discussed.

The participants agreed that in order for ELSA to develop further and to ensure the academic quality of our activities, both the Moot Court Competitions and Academic Activities need more focus, coordination and continuity. This can only be achieved by having two people in the International Board working full time on these areas. The workshop agreed that a change in the statutory positions of the International Board does not have to be reflected in the board positions of National or Local Groups. Furthermore, the Academic Activities area as a Key Area will stay intact — with one AA workshop at the International Council Meeting. Different parts and projects of this area should be coordinated by two board members.

#### The AA Area

The Academic Activities area has been the strongest Key Area of ELSA since ELSA was established. Academic Activities have provided the most attractive prospects for our members. It helps them to develop their professional skills and prepare for their future professional life with very active participation in the learning process through legal research, mooting, taking part in different writing competitions, publishing members' articles in the well-known ELSA's periodicals. Thus, legally and academically focused projects with strong practical involvement of participants are characteristic for the AA area.

The ELSA Moot Court Competition (EMC<sup>2</sup>) on World Trade Organization Law has taken most of the time of the Vice President for Academic Activities during the last 10 years. This means that the VP AA did not have enough time for supporting the Network and other activities within AA apart from this one competition, which admittedly has become ELSA's flagship in achieving international recognition.

Before EMC<sup>2</sup> took over the time and focus of the VP AA, the entire AA area was different and more versatile. Currently the situation with the AA area internationally is quite poor. We have almost no international events and projects in the Network. The area is not unified and focused on what it should be: academia and international exchange. The AA area has been on the

shoulders of national and local officers who cannot handle the whole Network without guidance and coordination. The AA area has a lot of space and potential and as a former corner stone of ELSA, it is time to build up this area again. The only way this is possible, is to have one person dedicated fully to the Moot Courts in ELSA International, or, to lose the area entirely.

#### Human Resources in AA

The amount of work and time that the VP AA has been supposed to dedicate to EMC<sup>2</sup>, has been discussed in many ICMs during different years. In 2002/2003 the possibility of an 8<sup>th</sup> board position was included in plans for the Network but not followed up on. During 2007/2008, ELSA International even proposed to cease EMC<sup>2</sup> as an ELSA activity due to the workload it made for the VP AA and the way it was distracting the VP AA from other, possibly more beneficial, activities. The proposal was rejected by the Council. Later on, priority on EMC<sup>2</sup> from ELSA International caused that other activities were ceased or not developed due to lack of human resources. For example, originally successful projects like GLSE, SPEL, legal research groups and others were not developed and even ended because of this lacking focus.

During ICM Poznan in spring 2011, the Council decided to budget an allowance for a full-time Director for Moot Court Competitions living in the ELSA House together with the International Board for 2011/2012. After that the newly elected International Board 2011/2012 sent a call for Director for Moot Court Competitions together with the IB 2010/2011 and appointed the current Director for Moot Court Competitions, Ms Liisa Oravisto.

During the term 2011/2012 there have been two people working on the Academic Activities area, enabling ELSA to launch an extensive Legal Research project, the ELSA for Children Legal Research Group, to develop plans for long-term development within AA, to initiate the organisation of a new Human Rights Moot Court Competition and to develop EMC<sup>2</sup> further. Based on the experience of this term, the reality is that two people are needed in the International Board in the AA area: One officer taking care of the maintaining the Moot Courts Competitions that ELSA has been so focused on and the other officer responsible for the rest of the area that has been neglected for the past 10 years.

## Statutory Position: Vice President

Seeing the work which has already been started by two people within the Academic Activities area, it would be a natural development to have a permanent position also for Moot Court Competitions in the International Board. For these reasons the International Board proposes to add one more statutory board position in the International Board: Vice President for Moot Court Competitions. We want all National Groups to know all aspects of the proposal and to discuss this properly within their board. Thus, we encourage everyone to read the all proposals related to this matter.

Why is it then that there is a need for a VP position and the Directorship is not enough? First of all, the amount of work regarding EMC<sup>2</sup> and the upcoming Human Rights Moot Court Competition makes it inevitably a full-time job. Moreover, it is necessary for this person to be physically living in the ELSA House in Brussels with the rest of the board as cooperation and managing the tasks is not possible otherwise. Secondly, the responsibilities which this position entails are much heavier than what can be expected from a Director. This person is in charge of a global project with numerous externals, professionals and sponsors, such as the WTO. With all these responsibilities of taking care of the Moot Courts entirely, it is necessary for this person to be equal to the other board members when it comes to voting rights and other rights and responsibilities of a full board member. For this person to be able to conduct his/her work properly he/she needs to represent ELSA International in multiple situations such as official meetings, signing agreements, and representing in general. In this respect it is needed for the person to have a full board membership as the representation demands it.

Furthermore, by including the position of Vice President for Moot Court Competitions in our Statutes, the ELSA Network can ensure that each year from now on there will be elections for a Vice President for Moot Court Competitions and that continuity within Moot Court Competitions and Academic Activities in general is respected. More importantly, this will improve the democratic aspect of the procedure by also giving the Council the right to vote upon who will be working full-time for ELSA International and in this way the person will have the trust of the Council to do his/her job.

Thus, we will need both a Vice President for Academic Activities and a Vice President for Moot Court Competitions. For the International Board 2011/2012 it has been a reality that both of these positions are desperately needed in order to maintain the activities and to develop this Association.

There will be proposed changes to both the Statutes and the Decision Book. Please read all the Proposals from the International Board regarding having Vice President for Moot Court Competitions. The Proposals are: Statutes article 12.1 (This will need the support of two-thirds of the votes cast by the Council), Internal Management section and Information Technology section in Internal Management part of the Decision Book and Bridging Theory and Practice section in Academic Activities part of the Decision Book.

## Impact on the Network

Even with eight board members in the IB, there would still be three Key Areas: Academic Activities, Seminars and Conferences and Student Trainee Exchange Programme. The two board members working within Academic Activities would have a very clear cut in their responsibilities

in the area. The VP MCC would be responsible for the Moot Court Competitions and the VP AA would be responsible for all the other AA activities. They would work together when being in contact with AA officers in the Network and while planning for internal meetings.

ELSA International works in a different way than National and Local Groups and the nature of the tasks differ a lot. As the change of having one more board member dedicated to Moot Court Competitions would only affect ELSA International. National and Local Groups would not need to add a corresponding position it in their regulations. Although if some feel that the same is needed for their National or Local Groups, this is their own decision.

We ask you and your boards to discuss the topic together from all aspects. We see it is important to have both the Vice President for Academic Activities and the Vice President for Moot Court Competitions in the future to secure the continuity and quality in this Key Area.

## Input Paper concerning Strategic Planning – A Task for Everyone in the Board

Planning has always existed in ELSA. That is a fact. The form it has taken has however been differed throughout the years. Our aims and values have since the start been the same; to work towards an increase in internationality, to improve legal education and the understanding between law students. But demonstrating these thoughts through official statements and implementing this in our Association are ways to ensure its continuation. During this ICM, we will work towards including officers from all board areas in the strategic planning process of ELSA and to present tools which will facilitate this development.

In 1992 the Philosophy Statement including our Vision, our Purpose and our Means was itemized. At this point we knew who we were, and where we wanted to go (aim).

In 2007 a Market Research was conducted which intended to tell us what law students in Europe wanted. At this point we knew how we could give it to them (paths).

In 2008 the 5-year Strategic Plan of ELSA was formulated. At this point we knew what to focus on and jointly work towards (goals).

In our activities we are meant to

- Provide opportunities for law students and young lawyers to learn about other cultures and legal systems in a spirit of critical dialogue and scientific co-operation.
- Assist law students and young lawyers to be internationally minded and professionally skilled.
- Encourage law students and young lawyers to act for the good of society.

## That will

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

And by doing this we are contributing to

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

To keep it short and simple this is actually everything that ELSA is about.

Without our philosophy we cannot identify ourselves and we cannot justify our actions and our projects. For this reason it is essential when making a plan or arranging an activity that the Philosophy Statement is actually pursued and kept in mind. We are not planning for the sake of

planning. Setting goals and having a plan has no value in itself. The plan exists in order for us to reach our aims.

There are many ways for us to do so, but in order for us to work in a uniform way, and in order to work as a Network we need to assist each other and make sure that we are all heading in the same direction. We need common goals, such as our Strategic Plan, in order to have something to discuss, something to compare with each other, so we can make our Association more efficient.

The Strategic Plan itself included the concrete means we chose for approaching our aims. The Network decided to do this by focusing on Study Visits, both to Local Groups in other countries, but also to international institutions in other countries. The Network decided to focus on our International Focus Programme, not only to give inspiration in which fields you could also arrange events, but also to work on a specific area of law. As a result of each IFP topic we could also show the work we did, and have an impact on society in the specific field of the IFP. The Network decided to focus on international events to stimulate the nationally focused environment that we law students otherwise were exposed to. The Network decided to focus on STEP because of its direct impact on the international mind-set and professional skills of each trainee.

By following these five (5) goals we would – and we have – worked closer to our Vision, our Purpose and our Means. Maybe not with the results we had in mind four years ago; but the spotlight is directed to our goals, and where we want to be.

As the years passed by since 2008 the reasons behind the goals were forgotten. The Network is smart, and has realized it. The International Board is presenting the facts that we all know here, and it is time for the National Groups to go back to the pre-work. It is time to reflect upon the goals that they set up a few years ago, and to share that commitment with the Local Groups, the part of our organisation which is actually working on the concrete implementation and realization of the goals.

A dream often floats up and beyond, and it is now our job to make sure that this dream infuses the Local Groups, and not only to make them see the goals, but also to understand *why* we are working on what we are working and to make them *want* to work on it too. It is not only about the presidents, but every single person in the board. Keep in mind that it is actually the Key Areas, namely the S&C, AA, and STEP officers who are achieving the goals so their involvement is vital, but strategic planning is something that the Supporting Areas need to be involved in too; to facilitate and assist the work of the Key Areas.

The reality of our Network is that the national presidents of the Network gather four times per year, the other officers gather three times per year go through the goals and see the problems, and try to help each other reach them every time. This scenario has two difficulties. Firstly, strategic planning is mainly brought up in the BEE WS. It is a fact that presidents are responsible for the implementation of the goals, but presidents also need to focus on the communication to the rest of their boards. This brings us to the second problem; it is mainly the National Boards who attend these meetings. But is awareness really the biggest problem?

From what we have seen several years in a row in both the Strategic Goals Questionnaires and State of the Network inquiries most ELSA officers today know about the Strategic Goals, but they do not see it as "their thing". The bigger problem is that the strategic planning is considered to be something from another level while it actually is something that is based on the members of the Local Groups, and formulated by the National Groups. The identifying factor is missing, the dreams that we talk about.

Many National Boards have implemented the Strategic Goals in their OYOP. However, this should not be done in a routine manner but with focus on what the goals mean in practice for that particular group, what the responsibility of implementation is for each board member and for the Local Groups. If the National Board does not take the Strategic Goals to be their own and commit to them, we cannot expect Local Groups to do so.

Talking about these issues is the easy part. What we discovered during IPM Malta was that it is the part that comes afterwards that is the bottleneck. To take all of it back to the National Boards, discuss how they specifically can reach the goals set for them, and to communicate this in a proper way to all officers in the Local Boards. It seems like the work stops when the Workshop is over. The thoughts and the discussions do not leave the Workshop room, and that is the biggest problem. There is no follow up, no analysis and no evaluation on the national and local level to assess the problems and to find solutions that exist; we have become so comfortable and we are settling with the discussions taking place in the ICMs, the IPMs and the area meetings without taking enough measures in between these meetings. Six out of twelve National Groups present at the Workshop did not evaluate their Strategic Goals achievements within their National Groups, and many of these were well established Groups who are fully aware of the situation.

So what can be done? Lately we have been receiving a lot of requests for statistics and old Minutes where the interpretation of the goals during ICMs and IPMs, as well as problem and solution discussions. Reading these discussions is a great opportunity to get insight on how the Network has wanted to tackle these problems. ICMs have proposed many good solutions — we should now follow up on them and implement those recommendations. What now is needed is for you all to address these problems, have a look at the discussions and which tools they

presented, and work out solutions that suit you within your National Groups. We could see that the National Groups that were evaluating their own progress on a half-year basis were more successful in comparison to their goals than others.

Another important point that was brought up during the IPM was the importance of having a focus on strategic planning during transition. This is potentially our biggest Achilles heel in ELSA so this cannot be stressed enough.

During this ICM we will have Workshops on strategic planning, not only for the presidents, but for other areas as well, to evaluate the work executed, and have a look at how we are working together in order to achieve the goals. To make the most out of the time, we need you to prepare within your National Boards and make sure that *every* person in the board knows their role in the Strategic Goals. Bring the thoughts from your Local Groups in the upcoming month and read up on the discussions, both from IPM Malta, but also other recent meetings. We will have trainings on strategic planning for the BEE, MKT, AA, S&C and STEP Workshops, the IM Workshop will focus on transition specifically, and the general financial long-term planning will also be a topic in the FM Workshop.

We have seen what we need to work on, now this needs to be discussed within the National Boards, and communicated to the Local Groups. If this is discussed in the National Groups before the ICM we can directly attack the problems identified. So, have a meeting with your board, write down the specific points for improvement in your group, make a list of the challenges and think of solutions for your group and for the Network.

There is a need for a change in our approach, but breaking the goals down to national and local tasks for which you assume the responsibility will make the fulfillment on your end a lot smoother, so hopefully we will have some good outcome, either in results, in discussions or mentality-wise when we see each other at this ICM in Algarve.

## Input paper concerning ELSA Development Foundation regulations

In 2006 a tool called ELSA Development Fund, was transferred from the Internal Management section to the Financial Management part of the Decision Book. Since that time it has been under the responsibility of the Treasurer of ELSA International. Finally in ICM Budva in 2009 the Fund became a Foundation and today we have a solid entity working full time on the development of the Association, supporting ELSA International, National Groups and Local Groups.

The ELSA Development Foundation is a Foundation financed collectively by ELSA International and ELSA National Groups to help to overcome structural weaknesses within the Network, whether financially or non-financially. The purpose of the Foundation is to give financial support to projects and activities within the Association which further the vision and purpose of ELSA.

The ELSA Development Foundation was designed to strengthen the Network with financial assistance, either through supporting events, trainings or covering officers' expenses. However, we need to administrate the Foundation accounts prudently in order to ensure that in the future the Foundation can have a stronger economic position and we can support even more ELSA groups within the Network.

The proposal that you can find in these working materials intends to change the structure of EDF partly and also the financial contributions system that we have implemented. The International Board believes that these proposals are necessary for fixing existing problems.

The first amendment is to exclude ELSA International from the subjects of EDF support, on one hand from the beneficiary side and on the other hand from the contributors' side. The main reason why this is brought up is because of the questions from the Network concerning the uncertain and unclear division between the Board of Directors of EDF and the International Board of ELSA International. Even though all decisions made by the International Board 2011/2012 were taken in compliance with the award criteria and completely impartial and transparent we believe that it is better to separate the two bodies completely.

The second change is introduced under the modes of support section. We propose to create the mode of support C.3 Financial assistance for events constituting an event for officers of ELSA. Events for officers are one of the most important activities in ELSA, internal meetings, whether NCMs, NOMs or transition are in our opinion crucial moments in a life of a National Group.

There are also some changes that concern mostly correction in the texts in order to have consistency in all EDF regulations.

Moving on along the proposal we will find the last amendments about financing of the foundation, article 10. We propose to delete the sentence "Sponsorships of less than EUR 200,00 shall not be taken into account" mostly because it does not make any sense to have such limit without any further positive discrimination. Let us say for example that ELSA X receives a sponsorship of EUR 1000. ELSA X will pay the correspondent percentage for the EDF Contribution. ELSA Y at the same time gets a sponsorship of EUR 250. ELSA Y will be invoiced upon the correspondent percentage to be applied. What makes a difference between these two ELSA Groups is that ELSA X and ELSA Y can have different budgets and if ELSA X has a budget of EUR 2500 will have less difficulties in paying the EDF Contribution than ELSA Y with an annual budget of EUR 300 from which will be deducted the percentage to pay to EDF transforming the EDF in a non-supportive tool.

Therefore we kindly ask you to consider these changes and bring new inputs for the discussion.

## Input Paper concerning Legal Research Activities

Legal Research activities as the core of international exchange of information and significant knowledge

Legal Research was one of the main aims of ELSA during our early years. In the 1980s, when ELSA was created as platform of European cooperation between law students, the vision of sharing experiences and ideas was the main purpose of our Association. Later on in the 1990s, our predecessors made successful steps and built a strong association with great focus on international exchange. In the 2000s, young students from the west to the east were facing impressive development. Our members were part of such giant progresses as the EU expansion and the process of EU Law implementation. The outcome of the ELSA PINIL (Project on International Criminal Court National Implementation Legislation) was the most massive international criminal law research in Europe. The final country reports have been used as a basis for establishing new legislation in many European countries. The outcome is still works as an actual resource of information for professionals involved in the ICC.

It is obvious that under different periods the focus and importance of Legal Research has changed. However, it is still at the center of a young lawyer's education and professional development. Regardless of which field of law one has been chosen to specialise in, no lawyer can succeed in his or her career without constant research. In today's world, international cooperation and sharing of experiences is crucial for being effective.

Since ELSA seeks to assist law students in the achievement of the necessary skills of Legal Research, the Association has organised activity in this sphere for many years. This provides students with opportunities to improve their academic skills, to increase their knowledge and to begin a serious career.

Our organisation offers students and young lawyers the chance to form Legal Research Groups which work independently but report their work to ELSA. The young researchers might work in cooperation with different scientific institutions or other organisations. Legal professionals with sufficient knowledge or relevant expertise usually advise the researchers and review the outcome of research. Concrete outputs of this activity may be publications, articles and presentations at conferences.

An International Legal Research Group should be well structured and coordinated. This year ELSA has special focus on this field of activity that might bring all National Groups to work together on the biggest research project in cooperation with the Council of Europe on Children's Rights – the ELSA for Children Legal Research Group (EfC). The EfC project will become a

collection of country reports analysing the state of legislation in the area of Children's Rights in each member country.

We believe this project to evoke enthusiasm of not only those who have a sincere interest in Human Rights protection but those ones who will create many research possibilities in other fields for future legal development.

We see a great potential in such type of activities as the PURPOSE of LRG is to establish a platform to fulfil a specific purpose in line with the objectives of ELSA.

This should reflect our role in society according to the Philosophy Statement. MEANS of LRG - law students and young lawyers of ELSA can establish a LRG at the local, national and international level of the organisation. The research work has to be carried out in consultation with experts in the relevant areas of law concerned (at least, in the phases of the definition of the topic and of the legal drafting of papers). Academic institutions, NGOs and other entities with relevant expertise could be the partners/sponsors/targets of Legal Research.

There many the universities, education centres, research institutes, NGOs that can provide us with the specific stand for cooperation in the field of Legal Research. We are not using this nowadays but we can do it in the future. ELSA is very attractive organisation for both partners and students when it comes to the STEP – so why not create a similar project to STEP but just as research aid programme? There are few such massive organisations as ELSA in the law world that can cover 42 countries. We are sharing the idea of contributing to legal education and of acting for a good of society. This is why we see the legal research of complex legal issues as the way to archive our vision. We would like to encourage the National AAers to be focusing in this field of activities.

We see that we can do more in this field and there are all possibilities for it. Legal Research projects should not only aim at international exchange of legal information or knowledge but actually do so. Academic Activities officers will have a Workshop on Legal Research Activities where ELSA International will present the plan of growth but in the same time we would like the Network to present vision of possible development of this area as well. ELSA International has already started a project that can be adopted by the National and Local Groups. But it cannot be the only one type of activity that we are proposing for our students. We see that there more options how to increase the number of Legal Research projects in the Network. Through this Input Paper we would like to draw attention to the prospective that can bring us to a higher level of development. Legal Research in ELSA aims at contributing to this development and still searching for new, enthusiastic and engaged participants on all ELSA levels. Join in and develop the opportunity in your hands!

## Input paper concerning STEP Calendar

Currently STEP, as international exchange in ELSA, is a perfect opportunity for law students and young lawyers to practice their theoretical knowledge in different law related institutions, to build and maintain their legal career and diversify their cultural background. STEP was flourishing in late 90's, when it reached its peak with 500 traineeships and over 2500 applications. Comparing to the golden age in STEP in the 90's, the last decade is now facing an obvious reduction in retrieving many traineeships on the one hand and getting several qualified applications on the other. The global financial crisis has by now stretched across the world, a crisis which emerged in developed countries has already spread to the developing world. It naturally limits the possibility for employment of ELSA Students in different countries too. Furthermore, there are other internal reasons, which also harm the development of STEP such as: lack of focus on long term co-operation with externals; lack of communication with Alumni; quality of reception the trainees etc.

Strategizing can be appreciated as the best option in order to keep the continuity of STEP on a year to year basis and bring it to the stage, when we whole STEP team throughout Europe is working in combination with each other. We have to plan and make STEP as a project in terms of strictly following up different activities precisely organized in time. I hereby promote the STEP Calendar as an opportunity to offer STEP to the Network as a complete project coordinated with the use of chronological actions.

The cycle in STEP, so called STEP Calendar, was introduced during ICM Budva, in spring 2009, as a recommendation for the STEP officers on how to plan and execute their undertakings in STEP during the entire year. Unfortunately, the STEP Calendar remained only as a recommendation and the officers were rarely following it. During ICM Palermo the STEP Workshop discussed it productively and decided to strictly implement the STEP Calendar, and it will be mandatory to track its success by all officers in all ELSA countries. Severe implementation of the Calendar means that all STEP officers must respect the specific deadlines approved by them for different activities: Job Hunting, Student Hunting, Matching, Selection, Reception, Evaluation.

Following the STEP Calendar is a magnificent chance for us to avoid vagueness in STEP, because dealing with the different activities at the same time is barely possible to handle, as a result hunting for the jobs and students, matching the applications to the appropriate traineeships, selecting and receiving the trainees were all mixed with each other, which was ruining the idea of synchronisation. STEP Calendar fixes the specific dates for every single action, which should be definitely respected by the STEP officers in order to set a harmony in STEP activities in different countries. In this case, Job Hunting is supposed to take place from

August till February, which should be followed by publishing of the STEP Book - Newsletter containing all the traineeships retrieved during the first part of the year. In the beginning of spring, promotion of the traineeships should be accompanied with an aim of getting more students interested in applying for Job offers. Afterwards, ELSA International should match qualified applications to suitable traineeships and send them to the hosting group. In the end, selection has to be done by the employer as well as reception by the respective National or Local Group, which should be finally accomplished by filling the specific evaluation forms.

Since the STEP Workshop in Palermo decided to start implementing the STEP Calendar imperatively from this year, ELSA International came up with an idea to set the pilot project of the Cycle during the year 2011/2012. I strongly believe that the pilot project will be fully committed to raising awareness of the STEP Calendar features among STEP officers as well as all board members. Here are the deadlines for the pilot STEP Calendar project for the year of 2011/2012:

Job hunting (traineeships) \_ until 25<sup>th</sup> February, 2012.

Publishing the STEP Newsletter \_ 25<sup>th</sup> February - 1<sup>st</sup> March, 2012

Student hunting (applications) \_ 1<sup>st</sup> March - 15<sup>th</sup> April, 2012

Matching \_ 15<sup>th</sup> April - 22<sup>nd</sup> April, 2012

Selection \_ 23<sup>rd</sup> April - 10<sup>th</sup> May, 2012

Reception \_ May, 2012 onward

Evaluation \_ right after finishing the traineeship

STEP also needs to satisfy the requirements of flexibility, when the STEP Calendar deadlines do not fit the employer's time schedule. In such cases we can have some limited exceptions toward job offers, which are not matched to the Cycle, but publishing the traineeship is an actual asset for the Association. However, STEP officers should do their best to fit all the traineeships in the STEP Calendar, otherwise we will have too many exceptions, which will impact the idea of STEP Calendar and lead us to the disorganization again.

If we all thoroughly realize the significance of STEP Calendar and adopt it smoothly, we will definitely achieve a systematic progress for years to come. Keeping up the strategy is a chance for us firstly to secure the programme from different challenges and let it grow at the same time. If we all work in close coordination, the achievements will be concrete and permanent.

## **NATIONAL GROUPS**

## Input Paper concerning the timeline for drafting the Strategic Goals 2018 by ELSA Germany

During IPM Malta Presidents were presented the draft timeline and roadmap for creating the Strategic Goals 2018. This timeline included a working group consisting of 80-100 ELSA Members. Their task should be to firstly screen old documents from the years where strategic planning was changed from the two year tactical plan (TYTP) to long term planning and secondly analyze the Strategic Goals 2013 and draft the new goals in compliance with the results of the Market Research so they can submit their results to the IPM Paris, which will then propose to the council to adopt the new strategic goals in ICM Batumi.

In order to perform that task the working group shall have a core group consisting of 10 persons who will be the speakers of the group. Also the group shall have the current and recent IB as well as externals acting as consultants.

The Working Group is to be established in March 2012 and meet at some time in July 2012 in Brussels.

We agree with the idea that a separate body should be created which also has access to all the archives and documents in order to really ensure a good process and to enable that body to critically analyze the problems and structural insufficiencies the present Strategies Goals clearly have.

We also appreciate the ideas of

- 1. Involving more than one ELSA Generation in the discussion process
- 2. Opening the Working Group to every ELSA member
- 3. Focusing on results and having a strict timeline

However we also believe the following

- 1. The size of the Group will paralyze it rather than broadening its horizon
- 2. The Area Meetings should be included in the process
- 3. Analyzing the Market Research will lead to many questions
- 4. More time will be needed to discuss strategic orientation and operational sub goals
- 5. SG 18 should be adopted in accordance with the decision book

The size of the Group will paralyze it rather than broadening its horizon

The basic concept of having a large group in order to involve as many different opinions, board positions, levels of experience and backgrounds is alluring at first sight. Yet it is a scientifically known fact of social psychology that (depending on the task but still in general) the efficiency of the group decreases while its member count increases. This is also a problem in Working Groups within ELSA. Social loafing and free riding are other common problems. These can be avoided through the proposed application process. This means that the IB will have to read 80-100 applications in order to create the group. The group should be established by the end of February. As of February 18<sup>th</sup> there has not even been a call yet. We believe that this will need more time. After forming the group it will take up very much time to form different teams and coordinate the work of them. Also the speakers will have to be elected. It is questionable if there will still be enough time to meet with advisors and consultants and screen all the necessary documents as well as critically analyzing the SG13 until July. A smaller group might be more efficient.

## Analyzing the Market Research will lead to many questions

Once the results of the Market Research are obtained they will have to be analyzed. When the working group is provided with the results in June they will firstly have to analyze the differences of the results compared to previous results. Also the question of the main messages and a possible shift in our core values will have to be evaluated. Awareness of our identity needs to enter into our planning efforts. It should be discussed how to improve the projection of our identity in accordance with our philosophy statement. After that the SG18 could be formulated. It will still be a very time consuming process of considering different options and putting those down in words. The Working Group could instead funnel the results for the upcoming IPM so there the Presidents could discuss the results as it was done at the ICM Reggio di Calabria and the IPM Ohrid. There the core values and areas could be analyzed and a first idea of where those areas should be in five years could be developed. A crucial part also is the summer vacation where not everybody might be available.

## The Area Meetings should be included in the process

When the discussion was brought from the small effective Group to the IPM the other Area Meetings, especially the Key Area Meeting should be involved as well. Instead of trying to get 80 people to Brussels at the same time we should use the resources we already have. The Key Areas as well as every other officer will be the ones carrying out the work and every area knows itself the best. The results of the Market Research should be discussed as well as the question where the area should be in 5 years.

## More time will be needed to discuss strategic orientation and operational sub goals

Once the Strategic Questions have been answered the working group could take the Input and start developing long term operational Goals (Strategic Goals 2018). Those goals should be

compiled of the overall goals for every area in relations to the Strategic focus and the philosophy statement and also several sub goals. If these goals are realistically and can be implemented by Operational plans could be discussed at the subsequent Council Meeting Batumi. Here also the yearly development of the goals could be discussed. The following IPM could then propose to the Council in Cologne to vote upon the final Strategic Plan.

## SG 18 should be adopted in accordance with the decision book

With decision BEE 02/09 I the Council has stated in Sinaia that a five year Strategic Plan shall be adopted at the Spring International Council Meeting of the last year of the current Strategic Plan.

Following that the next Strategic Plan should be voted upon during the Spring Council Meeting 2013 (rather than the fall ICM 2012). Having in mind the above arguments that more time will be needed to finalize the next Strategic Goals there is no reason why the network should decide earlier than necessary/possible. Additionally this might jeopardize the efforts of the Boards of 2012/13 to focus on the fulfillment of the Strategic Goals 2013 for might already be trying to reach the Goals of 2018.

## Input Paper concerning Student Application Form by ELSA Austria

ELSA Austria would like to discuss the arrangement of the SAF with the STEP Workshop. With the current SAF it is only possible to write one Letter of Motivation and one CV for several different traineeships. As different employers have various requirements for applicants, applicants should also be able to write adapted Letters of Motivation and CVs.

This would increase the quality of applications and the chance for applicants to be selected for the traineeships.

## **APPLICATIONS**

## **OBSERVERSHIP APPLICATION**

Observership Application from the initiative group from Cyprus

#### **Declaration**

The initiative group from Cyprus expresses its will to become an Observer National Group at ELSA International. Since there is no existing ELSA group in Cyprus -a Member State of both the United Nations and the European Union- we have taken the initiative to establish one.

The group will be situated in the law faculty of the University of Cyprus. As all law faculties in Cyprus are situated in Nicosia, there can be no local groups. Nevertheless, there shall be contact persons in all faculties.

We hereby declare that we will support all activities and aims of ELSA International, namely to promote, establish and develop mutual understanding, co-operation and personal contacts between law students and young lawyers from different states.

On behalf of the initiative group from Cyprus,

Agathi Trakkidi

18 February 2012

Nicosia, Cyprus

**Statutes and Standing Orders** 

#### **Statutes**

#### Section I

## Name, Official Seat, Means, Language

#### **Article 1: Name and Official Seat**

The Association shall be known as the "European Law Students' Association-Cyprus" and it shall be based in Nicosia. The Association may also use the Greek title "Ευρωπαϊκή Ένωση Νέων Νομικών-Τμήμα Κύπρου" or the abbreviation "ELSA" followed by the name of the country either in English or Greek (CYPRUS-KYΠΡΟΥ).

#### **Article 2: Aims and Activities**

The Association aims to promote, establish and develop mutual understanding, cooperation and personal contacts between law students and young lawyers from different states.

Also, the Association aims to promote the understanding of foreign legal systems and international relations through the engaging with other legal orders and international law, as well as through personal meetings and acquirement of personal experiences, thereby equipping law students and young lawyers for professional life in an international environment.

With respect to the realisation of the above aims ELSA will be operating guided by the following:

### Vision

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

## **Purpose**

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

#### Means

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

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

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

In order to reach its aims, the Association has three main fields of activity:

- 1. The Student Trainee Exchange Programme (STEP): It provides opportunities to law students and young lawyers to acquire work experience in a foreign legal system while learning about other cultures.
- Seminars and Conferences (S&C): It aims to the acquisition of knowledge by the
  participants through the exposure to professionals and foreign cultures. The events
  organised within the context of this field include seminars, conferences, lectures,
  speeches and symposiums.
- 3. Academic Activities (AA): It aims to the development of legal knowledge through guided practical activities such as the organisation of moot courts, the conduct of legal research, through working groups, the publication of a newspaper or a magazine, competitions, publications of law papers and information on studies in European programmes.

## **Article 3: Language**

Since ELSA is an international organization, the official language of ELSA Cyprus shall be English; this, however, shall not in any way preclude the use of the Greek language where this is necessary.

#### Section II

#### **Nature of the Association**

#### **Article 4: Nature of the Association**

ELSA Cyprus is a non-governmental, independent, non-profit-making organisation with no political or economic nature whatsoever.

## **Article 5: Political position**

ELSA Cyprus maintains strict political neutrality. Any effort to politicise or control the Association by any political body, constitutes a reason for its dissolution after the decision of the Council, taken by a majority of three quarters of the present members provided that it is found that external political influences alter the aims of the Association.

## **Article 6: Relationship with ELSA International**

ELSA Cyprus is a member of ELSA International. It operates under the principles and rules of the Council and the International Board of ELSA International.

#### Section III

#### Members

## **Article 7: Members of the Association**

Membership to ELSA Cyprus is open to:

- a) law students of the law schools of Cyprus;
- b) any students who are regularly enrolled in a law faculty outside of Cyprus, but who are at a given time residents in Cyprus;
- c) law graduates up to the age of 30 who are residents in Cyprus and are either postgraduate law students or practicing lawyers, or lawyers registered to a Bar Association in Cyprus.

For the purposes of the present article, law school means that faculty of a Higher Education Institution with such a curriculum, that its graduates can practice a legal profession.

## **Article 8: Termination of membership**

A member shall automatically and immediately cease to be a member of the Association, thereby renouncing to the consequences of membership, if that member either:

- a) tenders his/her resignation in writing to the National Board;
- b) is expelled in accordance with these Statutes, following a decision taken by the National Board of the Association;
- c) fails to renew membership following the expiry of such membership;
- d) in any other way, ceases to fulfill the requirements of Article 7.

## **Article 9: Expulsion**

- 1. A member can be expelled from ELSA if that member has:
  - a) violated these Statutes or the Standing Orders;
  - b) not complied with the decisions taken by the organs provided in these Statutes;
  - c) taken actions that are contrary to the aims of the Association, or seeks to alter the nature of the Association and in particular its dependence on any political body;
  - d) not met his or her financial obligations to the Association for two consecutive years.
- 2. The expulsion of a member is decided by the Council with the quorum provided in article 19 and the majority provided in article 20. The expelled member shall be notified of his/her expulsion within one (1) month.
- 3. An expelled member may be registered again with the decision of the Council

4. Instead of a permanent expulsion pursuant to paragraph 1 of the present article, the Board may suspend the membership, making the member inactive for a specified period or until the member complies with a specific term (e.g. payment of subscription).

#### Article 10: Rights and obligations of members

### 1. Rights

- a) All members are entitled to participate in Council Meetings where they are allowed to say their opinion, vote on any matter put on vote and elect the National Board.
   Each member is entitled to participate in collective and other events of the Association and enjoy its offers.
- b) Within the context of the proper functioning of the Association, members may criticise the organs of the Association for their acts or omissions.
- c) Every member has the right to vote provided that he/she fulfills his/her financial obligations. Each member can cast one vote.
- d) Every member has the right to be elected as a member of the Board, provided that he/she fulfills his/her financial obligations.

## 2. Obligations

- a) Members are obliged to comply with the present Statutes and Standing Orders, the individual decisions of the Council and the Board, to pay their contributions, to attend the Council Meetings and to the extent possible, assist the work of the Board and the achievement of the Association's aims.
- b) Each member should pay the fee determined by the Board upon his/her registration. The Board decides the amount of the annual contribution and sets out the ways and time limits for payment. The Board may also impose fees for other services rendered (e.g. magazine subscription).

#### **Section IV**

#### **Finance**

### **Article 11: Sources of Funding**

- 1. The Association's sources of funding are:
- a) the registration fee;
- b) the regular annual membership fee or other contributions from members;
- all kinds of donations, heritage or grants whether in cash or in kind, provided
  however that such funds must not be accepted if they are tied to conditions contrary
  to the aims and principles of ELSA or if they are otherwise not in the interests of
  ELSA;
- d) revenues from any property (movable or immovable) that the Association may acquire;
- e) any other income that may result from an activity that is not contrary to the present Statutes and Standing Orders or to the aims of the Association;
- f) any special contribution that the Council may approve after the proposal of the Board in order to deal with urgent financial needs.
- 2. Each member of the Association shall pay an annual membership fee, established by the National Board.
- 3. All funds raised for the benefit of, or payable to the Association, shall be managed by the Treasurer.

Without prejudice to the foregoing section, the Secretary General of the Association is responsible for the administration of memberships and together with the Treasurer, is jointly responsible for the collection of membership fees.

#### **Article 12: Accounts**

- 1. The financial year of ELSA Cyprus is from the first day of January until the thirty-first day of December.
- The audited final accounts shall be submitted to the spring National Council Meeting and are to have been approved by the Audit Committee appointed by the fall National Council Meeting.
- 3. The audited interim accounts covering the first six (6) months are to be presented by the Treasurer to the fall National Council Meeting.

#### Article 13: Audit

- 1. The National Council shall appoint a three-member Audit Committee (Two Auditors and a Vice-Auditor) for a period of one year starting the first day of the year and terminating with the final decision of the National Council on the final accounts. They shall not be granted discharge until the financial accounts are approved. The Auditor shall be a person independent from the National Board and with necessary experience in accounting and finance.
- The Auditors shall examine the accounts of all revenue and expenditure of ELSA
   Cyprus and the financial management of ELSA Cyprus. The Auditors shall present
   their auditing report and certification concerning the final accounts to the Council.

### Section V

## **Organs**

## **Article 14: Organs of the Association**

1. The organs of the Association are:

- a) The National Council
- b) The National Board
- 2. The office of the President of the Board is inconsistent with any other office.

#### **Article 15: The National Council**

- 1. The National Council represents the members of ELSA Cyprus and is the supreme decision-making body, the decisions of which are binding on the Association.
- 2. The National Council Meetings are divided into ordinary, extraordinary and statutory.
- 3. Notices to members for any kind of Council Meetings must be sent at least 14 days prior to the convergence of the meeting.
- 4. The ordinary Council Meetings take place twice a year after the autumn and the spring International Council Meetings of ELSA International.
- 5. The extraordinary Council Meetings are convened whenever it is deemed necessary by the Board or when it is requested in writing and for specific issues by the 1/5 of the members who have fulfilled their financial obligations towards the Association.
- 6. The Board convenes Statutory Meetings under article 24 of this Statute.

## Article 16: Issues regarding the Council – Electoral Process

- During the ordinary Council Meeting the Board accountable for the period ended, must submit the assessment of the work made the previous year for approval by the Council.
- 2. The elections for the members of the Board are held during the spring ordinary Council Meeting. The voting system is defined as a simple majority.
- 3. The elections of the members of the Board are held by secret voting. The number of crosses marked in the ballot must not exceed the number of the members of the board without the alternates.
- 4. The elections are supervised by the Elections Committee which consists of three members elected by the Council before the elections. Prior to the elections, the Board shall submit to the Committee the list of members who are entitled to vote and be voted under the Statute. The Committee will then verify the list and proceed to the elections based on the above list.
- 5. Members shall submit objections to the validity of the Council Meeting within three days to the President of the Board and regarding the validity of the elections, the objections shall be submitted to the Elections Committee. Failure to object to the validity of either the Council Meeting or the election of the Board equals to the acceptance of the validity of the Meeting or the elections in accordance with the procedures provided in these Statutes and Standing Orders.

## **Article 17: Invitations for the National Council Meeting**

The convening of the Council Meeting by the Board shall be made by personal invitations to the members at least ten days prior to the Meeting.

## Article 18: Submission of candidacy for the National Board

Candidacy for the elections of the Board must be submitted to the Secretary at least three days before the day of the Council Meeting. This deadline must be clearly stated on the invitation by the Council. The Board may extend the submission deadline until the voting begins, if this is deemed necessary.

#### **Article 19: Quorum of the National Council**

- 1. There is quorum of the National Council if at least (one-third) 1/3 of the members entitled to vote are present, except for the issues provided in paragraph 3 of this article.
- 2. If there is lack of quorum, a new Council Meeting will take place within three days from the day of the postponement. At this meeting, there is quorum regardless of how many members are present.
- Regarding issues of expulsion or suspension of a member or amendment of the Statutes or Standing Orders or dissolution of the Association a quorum of two-thirds (2/3) of the members entitled to vote is necessary.

## Article 20: Decision-making in the National Council Meeting

- 1. In general the decisions are made by simple majority and show of hands.
- 2. Regarding elections, issues of trust towards the Board, amendment of the Statute and personal issues, the ballot is secret, in compliance with the quorum and majority required under the Statute.
- 3. Regarding issues of expulsion or suspension of a member or amendment of the Statutes or Standing Orders or dissolution of the Association, a majority of two-thirds (2/3) of the members entitled to vote is necessary.

#### **Article 21: The National Board**

The National Board is the supreme executive body of the Association and its tasks
are to carry out the decisions of the Council Meeting, to promote the aims and
efficiency of the Association, to represent it and to ensure that all is run in
accordance with these Statutes, Standing Orders, guidelines and policies and those
of ELSA International.

#### 2. The National Board consists of:

The President

The Secretary General

The Treasurer

The Vice-President for Marketing

The Vice-President for Academic Activities

The Vice-President for Seminars and Conferences

The Vice-President for the Student Trainee Exchange Programme

- The National Board prepares the Balance Sheets, Income and Expense Accounts along with the relevant report of the Audit Committee to the spring Ordinary National Council Meeting.
- 4. The members of the National Board shall not receive a salary and will be physical persons who are members of ELSA Cyprus.
- 5. The National Board is elected by the Council in the spring Ordinary Council Meeting for an annual service. (article 16)

- 6. The National Board shall hold ordinary meetings once a month and extraordinary meetings whenever requested by the President or upon the written request of at least three members addressed to the Secretary General.
- 7. The National Board shall be accountable to the National Council for its actions and decisions.
- 8. A member of the National Board may be dismissed by the National Council by a majority of two thirds of the votes cast, if the National Board member violates these Statutes and Standing Orders or those of ELSA International or the interests of the organisation.
- 9. The National Board may appoint any person to carry out a specific task and will be accountable to the National Council for the activities of this person.
- 10. 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.
- 11. The National Board holds its first meeting within ten days from the election day. If the annual service of the previous National Board does not expire, the aforementioned meeting takes place after the annual service of the previous National Board expires.
- 12. There is quorum of the National Board when the present members are more or equal in number to the members who are absent. There is no need for quorum when

the National Board meets after the postponement of a previous meeting due to lack of quorum. However no decision can be made if less than three members are present.

- 13. The decisions of the National Board are made by majority of the present members.
- 14. In order for personal issues, decisions are made by secret voting without the participation of the person whom the issue concerns.
- 15. The National Board may be withdrawn before the completion of its annual service for a justifiable cause, or omission or inadequacy with a fully justified decision by the National Council. In that case, the alternate members of the Board may cover those positions.

### Article 22: Alternate members of the National Board

- The alternate members of the National Board are called by the Board to cover the
  positions of its members if these positions fall vacant or if the members refrain from
  carrying out their duties without a serious cause resulting in their withdrawal by the
  National Council pursuant to article 21, as well as in every other case where the
  number of the members is reduced. Each vacant position may be covered only by an
  alternate member.
- 2. The alternate members may be allowed to participate in the organ's meetings and be assigned tasks within the context of their responsibilities.

#### Section V

## **Standing Orders**

## **Article 23: Standing Orders**

The National Council Meeting will further regulate the internal affairs of the Association in its Standing Orders. In the event of any conflict, the Statutes are to take precedence over the Standing Orders.

#### Section VI

## **Amendment of Statutes and Standing Orders**

## **Article 24: Amendment of Statutes and Standing Orders**

- Any proposed amendment or addition to these Statutes or Standing Orders is to be sent to the National Board at least twenty five running days before the National Council Meeting.
- Any amendments or additions to these Statutes and Standing Orders may be made if supported by two-thirds of the present members and if there is quorum of the twothirds of the members as provided in articles 19 and 20 of this Statute.
- 3. 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 decides otherwise.

#### **Section VII**

#### **Dissolution and Liquidation**

#### **Article 25: Dissolution**

The Association may be dissolved by a decision approved by the two-thirds (2/3) of all members of the Association entitled to vote, provided that such dissolution and liquidation is communicated to the International Board of ELSA in due course; in this manner the Association will withdraw its membership from ELSA International.

# **Article 26: Liquidation**

The National Council Meeting, upon a decision to dissolve the Association, shall elect two liquidators and shall decide about the destination of the net assets and property of the Association, if any.

# **Standing Orders**

In order to clarify and explain the statutes of the Association, the members thereof agree to adopt the following Standing Orders:

#### Section I

### **Termination and Expulsion**

# **Article 1: Validity of Termination or Expulsion**

In order for a termination or expulsion to be valid, in accordance with articles 8, 9, 19 and 20 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 General Procedure**

# **Article 2: Invitations to the National Council Meetings**

1. The invitation must clearly state the place, date and time of the Meeting as well as the issues that are to be discussed. In case the Meeting is cancelled due to lack of quorum (article 19), a new place, date and time will be stated on the invitation.

2. Every decision or discussion that is based on issues not clearly stated on the invitation is void, unless the present members unanimously decide to discuss an issue not clearly stated on the invitation.

# **Article 3: Opening the National Council Meeting**

A National Council Meeting is opened by the President of the Association. In case of absence or of other inability, one of the Vice Presidents as nominated by the President shall assist the President and stand in for the President in the event.

# Article 4: Appointed officers at the National Council Meeting

After the opening of the National Council Meeting, the following officers are appointed:

Chair

Vice-Chair

Two secretaries

Two tellers

#### 1. Chair

The Chair of the National Council Meeting is the President of the National Board pursuant to these Standing Orders and his/her role 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 fulfill the abovementioned duties, the power to expel anybody from the National Council Meeting.

# 2. Vice-chair

The role of the Vice-chair is to assist the Chair and stand in for the Chair in the event of his/her absence.

#### 3. Secretaries

The role of the two secretaries is to keep the minutes of the National Council Meeting. The two secretaries are appointed by the Council and they are responsible to the Secretary General.

### 4. Tellers

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 Chair of the result.

# **Article 5: Approval of the National Council Meeting agenda**

After the appointment of the officers of the National Council Meeting, the agenda as proposed by the National Board shall be approved by a majority vote by the National Council.

### **Article 6: National Council Meeting Voting Procedure**

The voting procedure for any proposals, motions, amendments or additions to the Statutes and Standing Orders shall be as follows:

- a) The Chair shall ask for any arguments in favor or against the proposal, motion, amendment or addition and any proposed amendments thereto;
- b) If any amendments thereto are proposed, the Chair shall ask the Council to vote on the amendments. The Chair shall ask for votes in favour, against and abstentions and shall announce the result of the vote.
- c) The Chair asks the Council to vote on either the original proposal, or the amended proposal, depending on whether any amendment was accepted and will then ask for

votes in favour, against or abstentions. The Chair shall then announce the result of the voting process.

d) If there are two or more proposals, amendments, motions, or an addition, regarding the same issue and none of them obtains an absolute majority in the first vote, the casting vote goes to the Chair.

# **Article 7: Secret Voting**

At the request of any member present and voting at the National Council Meeting and in the cases provided in articles 16 and 21 of the Statute, a secret voting shall be taken. In all other cases, voting in the National Council Meeting will be carried out by a show of hands.

### **Article 8: Entry into Force**

National 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 two-thirds (2/3) majority of the members present and voting, to the contrary.

# **Article 9: Working Materials**

National Council Meeting working materials, which must be read at the beginning of every National Council Meeting, are to include:

- a) National Board members' reports;
- b) any other report or minute 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;
- d) any other documents deemed to be necessary by the Secretary General, provided that in the spring National Council Meeting the working materials shall also include the Auditor's Report and the budget.

#### **Article 10: The Minutes**

The National Council Meeting's minutes are to be drawn up by the Secretary General in conjunction with the secretaries appointed by the National Council.

#### Section III

### **The National Board**

### **Article 11: The Members of the National Board**

#### 1. The President of the National Board

The President of the Board and in the event he/she is absent one of the vice presidents as nominated by the President:

- a) represents the Association in court;
- b) convenes the meetings of the National Board setting along with the Secretary
   General the daily agenda and presides over the National Council Meetings and the
   National Board Meetings, which he/she may interrupt or terminate;
- c) is responsible for the organisation's external relations;
- d) signs along with the Secretary General the important documents, the minutes of the National Board Meetings and the National Council Meetings and signs along with the Treasurer the paying bills;
- e) supervises the management of the treasury and the treasurer and is jointly responsible with him/her for any negligence, omission or failure in duty;
- f) supervises and monitors the implementation of the Statute and Standing Orders and the decisions of the National Council and the National Board;
- g) is in charge of the overall co-ordination of the Association, planning and direction of the work of the National Council and the National Board.

# 2. The Secretary General

- a) Handles the correspondence of the Association, keeps the minutes and the stamp of the Association and prepares all documents which he/she signs with the President.
- b) By all means informs the members and the friends of the Association for its actions and progress in all events.

### 3. The Treasurer

- a) He/she in charge of the finances of the Association, being responsible for bookkeeping, preparation of the accounts, any defined budget, property, payments and fund-raising.
- b) He/she is obliged to deposit the money in a bank appointed by the National Board, except for the amount needed for the current projects as the National Board will determine;
- c) In case the Treasurer is absent or unable to attend, a member of the National Board, admitted by the Board itself will replace him/her.

### 4. The Vice-Presidents

They are responsible for the overall coordination, organisation and supervision of their corresponding area of activity.

# a) Vice-President of Marketing

He/she undertakes the public relations of the Association, seeks for sponsors, the relevant information for the Association in every direction and generally the promotion of the Association.

#### b) The Vice-President for Academic Activities

He/she collects academic material with which the Association may participate in the international publications of ELSA International. He/she also ensures that any activity in academia that promotes the training of young lawyers and law graduates,

especially providing information about studies in European universities, moot courts, legal research, publication of a newspaper or a magazine.

### c) The Vice-President for Seminars and Conferences

He/she organises and coordinates seminars, conferences and educational trips.

# d) The Vice-President for the Student Trainee Exchange Programme

He/she informs the Association's members about traineeship opportunities by ELSA International and also informs the latter for traineeships offered by national agencies.

# Article 12: Appointment of a person by the National Board

- 1. When appointing a person in terms of Article 21 of the Statute of the Association, 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.
- 2. Upon termination of office, appointees shall present the National Board with a written report of their performance.

# Article 13: Appointment of an Organising Committee by the National Board

- 1. When appointing an Organising Committee in terms of Article 21 of the Statute of the Association, 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.
- 2. 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 appointees;
  - 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 appointees; the accountability of the National Board towards the National Council Meeting remaining unaffected.
- 3. Upon termination of office, appointees shall present the National Board with a written report of their performance.

### **Section IV**

#### **Finance**

# Article 14: Payment of fees to ELSA International

The Association shall pay the fees established by the International Council of ELSA in due time.

# **Article 15: Budget and Audit**

1. The National Council decides on the budget of the next following financial year submitted by the Treasurer of ELSA Cyprus during the fall National Council Meeting.

2. The Audit Committee shall be elected according to the electoral procedure of the National Board.

# **Article 16: Liquidation**

The liquidators shall make an account of all assets, property, debtors and creditors of ELSA Cyprus, claim outstanding debts and pay debts due. They shall thereafter divide the net assets and property, if any, equally between ELSA Cyprus's Members unless the National Council decides otherwise.

# Initiative group from Cyprus' plans for organising and structuring the group

Should we be honoured to be accepted as an Observer National Group within the ELSA family, we shall engage in all necessary activities to render Cyprus' national group successful and viable.

Among the first things to do is to co-operate with the 'NGO Support Centre', a NGO established in Cyprus with the aim to provide newly created NGOs with the necessary support, expertise and advice in order for them to be viable. We shall then organise our first National Council Meeting, contacting all law faculties and bar associations in order to invite people to participate. During the Council Meeting we shall elect the National Board so as to start taking actions.

The next step would be to find sponsors. Fundraising is never an easy task; nevertheless, we shall contact bar associations, law firms and other companies and agencies. Furthermore we shall apply for national and European funds provided to NGOs.

What is more, we shall make the group known to the public with the creation of a website, a newsletter or students' magazine and brochures, but also with our presence at events organised by law faculties, the bar association etc. Due to the fact that the law school of the University of Cyprus as well as the law schools of other universities are newly established, there is a great enthusiasm among the island's legal community and thereby we are confident that they will embrace our effort. Many students have already expressed their interest in being active ELSA members and contributing in the group's efforts. They are eager to participate in the ELSA moot court competition in the future, write articles and express their opinion on current legal affairs, comment on decisions of international tribunals and organise events.

More specifically many law students are interested in organising seminars and conferences in co-operation with the law faculties. For this reason as a first step we would like to organise a mini-seminar about human rights inviting our professors to participate. We are confident that they will answer to our invitation as they support this kind of activities.

Furthermore there is great interest for the Student Trainee Exchange Programme. More and more students are interested in pursuing traineeships in Europe and therefore many of them believe that ELSA offers a unique opportunity. From our side, we shall seek for STEP opportunities in Cyprus contacting law firms, banks, the law departments of audit firms and other agencies.

It must be highlighted that the law school of the University of Cyprus will support us in all our efforts. It will provide us with class-rooms for our meetings and help us to find sponsors, whilst some professors are willing to contribute to some projects that will be undertaken by ELSA Cyprus.

Our professors' support, as well as the keen interest of our fellow students in establishing a national branch of ELSA makes us confident that ELSA Cyprus will definitely be a successful project.



Dr. Nikitas E. Hatzimihail
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Nicosia, 16 February 2012

Re: Letter in Support of the Establishment of ELSA Cyprus

Dear ELSA Family,

I am writing this letter to express my support for the establishment of the National Group of ELSA in Cyprus. I was made aware for quite some time of the strong interest among our students to establish connections with your respectable student network and further integrate themselves into the European and global environment.

The law faculty of the University of Cyprus (the country's national university) is rather new: our first students were admitted in 2008 and will graduate this May; our first Erasmus exchanges took place in 2011, but we have been quite active in establishing exchange agreements. Our university is also committed to academic excellence and social responsibility for our students and staff. Establishing an ELSA branch would therefore greatly benefit our faculty and, more generally, the legal community of Cyprus.

Speaking for myself as well as for the rest of my colleagues at the Department of Law, we would be keen on providing all necessary support for the local branch. Such support will include mentoring of the group, providing class and seminar rooms for group meetings and open events, and of course close cooperation on educational and research projects (including perhaps the co-sponsoring of public events).

Sincerely yours,

Nikitas Hatzimihail, SJD (Harvard)

Assistant Professor of Private Law and Vice-Chair of the Department of Law,

Nihitas Ellateimihail

University of Cyprus

# **MEMBERSHIP APPLICATION**

# Membership Application of ELSA United Kingdom

Dear Council, Dear International Board,

At this ICM, ELSA UK will be presenting its application for full membership. ELSA UK has undergone important changes, and we hope our dedication, hard work and commitment to ELSA will be recognised.

The National Board for 2011/2012 has been working very hard to improve and expand ELSA in the United Kingdom through various means. We have improved communication with Local Groups, extended our recognition to national and international organisations and gained contacts with other National Groups.

ELSA UK is a non-political, independent, non-profit making organisation which fully supports the aims and activities of ELSA. Our activities have been created in order to assist in the promotion, establishment and development of 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. The Key Areas of ELSA have flourished in the United Kingdom during our Observership, as evidenced in our report. We have provided opportunities for law students and young lawyers to learn about other cultures and legal systems in the spirit of critical dialogue and scientific co-operation, assisted law students and young lawyers to be internationally minded and professionally skilled and encouraged law students and young lawyers to act for the good of society. Our members have benefitted tremendously from the inclusion of ELSA in the United Kingdom, acquiring new skills which will be used in their professional lives, making new friends across the Network and gaining an international perspective and understanding of the world. We shall continue to provide these opportunities as Members of the Association and we look forward to contributing to the success of ELSA.

Yours sincerely,

### The National Board of ELSA UK

On behalf of ELSA UK.

# **Activity Report**

# **President**

Siddharth Fresa

My name is Siddharth Fresa, I am a third year law student from the University of Leicester I was elected President in the December 2011 NCM after a one year experience as a President of ELSA Leicester a local group. Due to the vacancy of the position I had received no transition, but I was lucky to encounter lots of support from my friends and colleagues from other ELSA NBs and LGs, in particular from in Italy, Netherlands, Portugal and Ukraine.

Since then, despite the very limited time, our board has worked very hard to be able to achieve high standards of organisation to allow ELSA UK to successfully re-join the ELSA Network.

# **Board management**

During the Observership period ELSA UK has had some issues with maintaining a full working board. This is mainly due to the length of the studies in the UK, where a law degree is a mere three years, after which, many students go directly into work. This puts board members in the difficult position to have to decide whether to start working or find an alternative that can include ELSA.

In March 2011, Anna Baranowska was elected as President of ELSA UK, however, due to her other commitments she was unable to continue in her role. The position of President was effectively vacant during the whole year. Many of the tasks where undertaken by the other Board members that made an extraordinary effort to work with this difficult situation.

Following the NCM in December we were faced with the task to replace some key board members who had to leave the Board due to other commitments. This was not an easy one, but after much deliberation, the Board decided to appoint directors in the IM, FM and Marketing areas pending elections in the Spring NCM that will be held in Leicester in March 2012.

My mandate so far has focused on primarily on drastically improving communication not only among the national board, but also with the local groups. This was done with a successful implementation of Google Apps that allowed creating an effective system of communication, storage and distribution of the information. The national board still regularly meets over Skype and we plan to have regular meetings in person. We appreciate that much more can be done, but we also have come to the conclusion that the lack of transition and general ELSA knowledge has had a important impact on the way that the organisation is managed.

Another important task has been that of 're-educating' the local groups to appreciate the role of the National Board and not see it as simply a bureaucratic entity. This has been probably the most difficult task as due to the relative absence of contact of the previous National Boards, the local groups have grown accustomed to act autonomously, sometimes in disregard of the Nationals Board guidelines. We have been trying to respond to this problem by firstly having constant contact with the various local groups and we are planning on implementing a coaching system similar to that is in place on an international level.

Although my term has only recently started, I am glad on the level of commitment and achievement we have been having and we hope ELSA UK will continue to work following the ICM.

We are conscious of the fact that one of the major problems that ELSA UK will face will be one of continuity. Since the December NCM, there has been a strong intention to try to find dedicated people long in advance that have an interest in continuing ELSA UK's work. We have invested lots of energy in this search and we hope that this will surface through time

# Expansion

Currently the ELSA UK Network is compromised of six full members (ELSA Leeds, Leicester, Newcastle, Reading, UWE, UEA) and 1 observer (ELSA Essex) with a total number of approximately 450 individual members.

This new composition is the result of the December NCM, where a radical reorganisation of local groups was done. Two previous local groups were voted out (ELSA Dundee and Warwick) due to inactivity or breach of the statutes and two new local groups where voted in (Leicester and Essex).

Currently there are several other universities that have contacted us to have information to set up a local group. However, in light of the suggestions of our IB Coach and the uncertainty attached to the outcome of the ICM, we decided to wait before expanding further.

# **External Relations**

In the past, ELSA UK has been on the outskirts of the Network but we are happy to see that this is changing. Many of our members have attended international events, including summer schools, conferences and trainings as well as being a constant presence in the last three ICMs and other statutory meetings.

We have also had an important surge in the number applicants to ELSA International Delegations, many of which were accepted. Finally we have organised the first international event to be held this March, a conference on the Rights to Access Essential Medicines and IP Rights, in line with the IFP topic.

We are determined to help ELSA UK become a strong and present element in Network and in doing so the board has recently decided appoint a Director of External Relations. We hope that

this extra help will allow us to improve our position in the Network and certainly hope to be able to continue working on this element after the ICM.

# **Academic Activities**

Dear Council,

My name is Natasha Shotunde and I am the Vice President of Academic Activities for ELSA UK. ELSA UK has moved from strength to strength in the area of Academic Activities. All AA officers have strived to create and encourage the participation in academic activities by our members and this is reflected by the array of activities available. As a Key Area of ELSA, it is an important part of what the Association offers its members and its importance is something that is recognised by all of our local groups. This report shall describe ELSA UK's time as Obververs from the Academic Activities point of view and shall illustrate our determination to strengthen this area in the United Kingdom.

#### ELSA UK 2009-2012

Unfortunately, due to the lack of transition in the past, I have not been able to gain any information about the first Vice President of Academic Activities for ELSA UK, Marie-Claire Oziem, during our current Observership period.

Natassia Fox was the second Vice President of Academic Activities for ELSA UK. In her term of office, many events took place within local groups showing that her advice assisted in the creation of activities across the UK Network. She is still committed to ELSA as she is currently the President of ELSA Reading.

I became the third Vice President of Academic Activities during our Observership period. I was voted in on the National Board in March 2011 at our spring NCM at the University of Reading. I then joined the AA mailing list and focussed on gaining more knowledge on the area of Academic Activities through reading the handouts sent to me by my predecessor and being in contact with the previous Vice President of Academic Activities of ELSA International.

In the effort to prepare ourselves for our membership application with ELSA in the spring ICM 2012, the new board of ELSA UK are trying to create effective rules, rights and responsibilities for the ELSA UK Network. During the summer, we had a series of meetings to draft our Statutes & Standing Orders and Decision Book in which a dedicated team, of which I was a part of, spent time debating and drafting the various sections. All that is left is to format it, send it to the local groups and vote it in at our next NCM in Autumn.

#### Transition

In the past, the transition between the national board officers has not been at its best. Indeed, many of our board members today did not receive adequate transition, including myself. However, we strived to overcome this and gained knowledge of our positions through other means.

After my appointment, I joined the AA mailing list and focussed on gaining more knowledge on the area of Academic Activities through reading the handouts sent to me by my predecessor and being in contact with the previous Vice President of Academic Activities of ELSA International.

Transition is an area which I am determined to improve and we have already made steps towards this. We have changed the UK National Board's term of office in our Statutes & Standing Orders to match those of the International Board. This gives us more time to teach new officers about their roles. I recognise that the area of Academic Activities is a huge one and I personally shall endeavour to explain everything to the new officer, from giving them basic ELSA knowledge to updating them on the projects and ideas I have started in order for them to develop them further.

#### Communication

Communication has always been a concern for ELSA UK but it is something we have overcome during my term in office. At first, developing effective communication with local groups was difficult as many officers were going through transition. However, I have managed to create various communication channels with VP AAs of local groups through emails, messages on facebook and writing on their ELSA local group walls on facebook. This has aided my performance in my role immensely, as it has enabled me to promote international events and competitions, such as the IFP essay competition and EMC<sup>2</sup>, in an effective way. My goal is to have monthy skype meetings with local group VP AAs in order to listen to their concerns, suggestions and advise them on how to manage their duties effectively.

### **Academic Activities**

The local groups we have in the UK are very active in providing events for their members and for all members on a national level. I am very proud of their efforts to add to the personal development of their members through a variety of avenues. In 2010-2011 our members participated in a number of study visits which included:

- ELSA Reading A fully subsidised study visit to Brussels and Luxembourg in December 2010, where students visited the European Court of Justice, the European Parliament and the ELSA House. ELSA Reading hosted a study visit when ELSA Ukraine came to the UK. ELSA Reading visited the Supreme Court in London.
- ELSA Leeds A study visit to Luxembourg and Brussels where students visited the European Court of Justice and the European Parliament.

- ELSA UWE A study visit to Brussels.
- ELSA UEA A study visit to Strasbourg where students visited the European Parliament, the European Court of Human Rights and the Council of Europe.
- ELSA Warwick A study visit to Brussels where students visited the Clifford Chance and Herbert Smith offices, and visited the European Parliament.
- ELSA Newcastle A study visit to Brussels where students visited the European Parliament.

Students also participated in other academic activities, including:

- ELSA Newcastle Five students participated in a Model United Nations in Geneva where the winner was an ELSA Newcastle member.
- Legal Research Group: "Freedom of Speech" students from ELSA Newcastle, ELSA Reading and ELSA Warwick took part in the research.

During my term in office, there has been more a variety of events organised by our local groups. These include:

- ELSA Leeds "5 Ideas for a Younger Europe" A student led discussion with the Vice President of the European Parliament and the Vice President of the European Economic and Social Committee about what Europe can do for the younger generation.
  - A talk to be given by Professor Han Somsen from Tilburg Law School on "The EU and the Regulatory Challenges of New Technologies".
- ELSA Reading Study visit to the European Parliament, Council of Europe and the European Court of Human Rights in Strasbourg.
  - Institutional Study Visit to the Supreme Court of the United Kingdom.
  - Institutional Study Visit to the UK Parliament.
  - Lecture on the global financial crisis.
  - Lecture on International Human Rights.

- Seminar on Health Law where there will be talks on the PIP breast implants scandal and on euthanasia.
- A legal debate ("ELSA Question Time") where a panel of academics will be questioned by an audience of law students on EU membership.
- ELSA Newcastle A Model United Nations simulation on topics such as statehood and Palestine and NATO's intervention in Libya.
  - Organised a study visit to Brussels where they attended the EU studies fair.
- ELSA UEA A study visit to Brussels and Luxembourg where students will visit the European Court of Justice and the European Parliament.
- ELSA Leicester A legal debating competition where students compete with each other
  - Participated in the Frankfurt 2012 Investement Law Moot
  - Organised the Internal International Commercial Law Moot

On a national level I have managed to secure a L@W event with Allen & Overy LLP for March 2012 for 15 ELSA UK members. This will not only be an opportunity for our members to meet trainees, associates and partners at Allen & Overy's office in London, gain information about the profession, the work they do and their recruitment process but it hopefully will be a chance for our members to gain some training on topics including communication and networking, negotiation and ... I am confident that this event will be a success and I hope that it will lead to future co-operation with Allen & Overy.

### **Future Plans**

The ELSA UK National Board have many plans for the future. Obtaining sponsorship is our main goal, as our lack of funds has restricted our ability to implement our ideas for events. We are in talks with a variety of organisations and are attempting to establish links with them.

I hope that the L@W event with Allen & Overy LLP will become an annual event and lead to future co-operation with the major law firm in other areas, such as mooting competitions and their pro-bono projects. I also hope that having a L@W event at Allen & Overy LLP will help in obtaining L@W events at other major law firms for all members of ELSA UK so that our members have the opportunity to gain exposure in such a competitive industry.

I am really excited about the Legal Research Group "ELSA for Children" and I intend to get a National Research Group set up. I invited Martyn Bond to give a talk on child abuse at our

Autumn NCM to educate and encourage local groups to participate. The feedback from local groups has been positive and I look forward to ELSA UK contributing to such a worthy project.

At our next NCM, I shall be conducting workshops on the area of Academic Activities with ELSA UK members. I intend to use them not only to teach but to create a forum for discussion where members can share their concerns, ideas and past ELSA experiences in order to assist each other to make this area a success in the UK.

Thank you for taking the time to read this report. I am confident that the area of Academic Activities will continue to grow in the United Kingdom as our officers are motivated, hardworking and passionate about improving the skills of our members through academic activities and about the aims and activities of ELSA.

# **Seminars & Conferences**

Josie Biel

My name is Josie Biel and I am the Vice President of Seminars & Conferences for ELSA UK.

Following a brief transition with my predecessor Anna, I discussed ideas with my board and local S&C officers. My key aims were to improve and strengthen the communication and support network between the local officers and myself, and of course to work on organising S&C events. As a group we have been compiling our decision book and statutes in preparation for applying for membership and the Spring ICM. We had our first National Board meeting in October, which was very successful and we were given some presentations from the President of ELSA International, Niousha.

# **Building S&C Team of ELSA UK**

The main issue for me was communication; I wanted to encourage local officers to not only be in regular contact with me, but with each other. This is slowly progressing, especially after the implementation of online systems with Google Apps I have created a Facebook group for quick and easy communication, and use Skype and email otherwise. For the next NCM I will also be hosting a S&C workshop

#### ELSA UK's Contribution to the SVG

This included a page on each Local Group, including information about the city, culture and sights. Most UK Local groups have planned study visits, and I am working towards making them bi-lateral. The UK is a popular destination and I am happy to be able to encourage people to visit.

### **Study Visits**

ELSA Newcastle are currently planning a study visit to Brussels and Belgium, which will include a series of seminars on EU studies and job market and also a visit to the EU institutions in Brussels. This will take place on 10<sup>th</sup>-14<sup>th</sup> February 2012.

ELSA Reading have organised a fully sponsored study visit to Strasbourg between the 27<sup>th</sup>-30<sup>th</sup> November, going to the European Court of Human Rights, the Council of Europe and the European Parliament. They are also exploring the possibility of making this bi-lateral.

ELSA UEA (University of East Anglia) will be visiting Strasbourg and Luxemburg at the beginning of February, and they will also be taking a day visit to Luxembourg.

#### **Seminars**

ELSA Reading are planning a health law seminar in accordance with the IFP topic, this will take place in their spring term, with lecturers and professionals speaking.

ELSA UEA (University of East Anglia) are in the process of liaising with a contact in the Commonwealth office, in the hope of organising a seminar and discussion session themed around having a career in the EU.

In November ELSA Leeds are having a speaker (Prof Han Somsen from Tilburg Law School), who will be talking about 'The EU and the Regulatory Challenges of New Technologies'.

In October ELSA Leeds are holding '5 ideas for younger Europe', a student led discussion with the VP of the European Parliament and the VP of the European Economic and Social Committee about what Europe can do for the younger generation.

ELSA Leeds are also in the process of arranging a meeting with Edward Macmillan-Scott (MEP) in order to hold a discussion about the role of the European Parliament and what our MEP's can do for us.

ELSA Leicester have organised several events including, Movie Nights, a Panel Discussion on the Future of Legal Services a seminar on competition law with Nicholas Green QC, ELSA Delegation Workshop, Lecture on French and Italian Legal Systems, a talk by Richard Jones QC International Arbitration. They have also organised the first international event of ELSA UK, a conference on Health Law that will be held on the 1-2 of March 2012.

#### Other Events

ELSA Reading are hosting a series of "crash courses" for students, the subjects will be European law, Human Rights or Health law. They will consist of a session with a speaker or University professor offering an insight into the relevant subject area.

ELSA Newcastle are holding a Model United Nations Workshop in preparation for the MUN meeting in Portugal. This will consist of an introduction of the rules and rundown of MUN as

well as a simulation of the lobbying and debates on selected UN issues and training on debating skills.

ELSA UEA are planning to attend some conferences taking place in London. One concerns the 20<sup>th</sup> anniversary of the EU law 'Francovich case', and another relates to asylum policies in the EU. They will hire a minibus and take some of their members with them.

### **Delegations**

Thanks to a heavy advertising campaign, ELSA UK has sent several students to attend different delegations. This has been one of the most successful areas, one that has received much interest by all members. ELSA UK members have also been able to attend the Brussels EU Study fair, where several members from different local groups have attend.

We sincerely hope to be able to continue our work and we plan to try to help our local groups in organising more international events as well has incentivising our members to travel around and get some good old ELSA spirit.

# **STEP**

Freya Whiteman

#### Overview

My name is Freya Whiteman and I joined the UK National Board in late March 2011 at our spring NCM. This is the first Activity Report that I have had to prepare and present to the ELSA network and I hope it gives an overview as to what progress has been made in the ELSA UK network and particularly within the STEP Key Area.

### **ELSA UK**

The current board has been working hard to formulate the rules, rights and responsibilities for the ELSA UK network to follow. Throughout the summer months, I participated in a series of meetings to debate and draft our Statutes & Standing Orders and Decision Book. All that remains is to reformat the drafts, send to our local groups and vote in at our next NCM this Autumn.

# **Transition**

I had no transition and I soon realised that my predecessor left no structure or systems in place for me to build upon. This meant that the STEP programme in the UK was virtually nonexistent.

As a result my main objective for this year is to create the foundations for the STEP programme to build upon in the future. I spent my first months in office formulating my strategy for the year and learning about the STEP programme and procedures. I have also worked hard to locate,

establish contact and motivate local STEP officers. Although this is an ongoing process, I have developed effective working relationships with many of my STEP colleagues and aim to build upon this throughout the remainder of my term in office.

So far the task of establishing and promoting STEP within the UK has proved to be challenging due to the inherent difficulties that exist in approaching firms and legal organisations in the UK. However despite these obstacles, I feel significant progress has been made.

# **Student Hunting**

Strategy: To establish effective communication and motivation with local officers and ELSA members in order to raise awareness and understanding of the STEP programme.

The training and support I have received from our coach and VP STEP on the International Board has helped me develop a number of initiatives to implement my strategy.

- I have created a "STEP Discussion Group" on Facebook comprised of myself and local STEP officers. Its purpose is to act as a forum for discussion and ideas
- I have also included and tailored the handbook and various STEP presentations around the specific needs of local officers in order to address particular difficulties
- I regularly promote the STEP newsletter to local officers and encourage them to relay this to their members
- I have also contacted local officers about a weekly STEP meeting on Skype to discuss issues and suggest new ways of promoting STEP. I aim to have this up and running within the next few weeks
- I am also encouraging local officers to market STEP by organising social and fundraising events and to promote these through their respective law departments and social media

# Achievements:

- 4 applications
- 2 successful applications and one pending
- 1 Council of Europe Traineeship, Maria de Freitas, who is featured in the latest edition of our newsletter. She has also agreed to write another article after her Traineeship where she will reflect upon her experience and the knowledge and skills she has gained
- Progress in establishing and developing effective relationships with local officers
- Local officers have greater understanding of ELSA in general and the STEP procedure in particular
- Local officers are better equipped and motivated to market STEP in their local groups

### Job Hunting

When approaching firms and organisations regionally and in London the biggest problems I have encountered have been twofold. Firstly they do not have the resources to cater for an ELSA trainee and secondly they already have their own application process and scheme. I have been told on many occasions that they are reluctant to give Traineeships to a student organisation, regardless of ELSA's reputation and the benefits of STEP.

Since my appointment I have approached several firms and have had personal meetings and telephone calls with their respective HR departments. I have also used my personal contacts and spoken to various academics and professionals at my university for advice and insider contact within firms. Although some have expressed interest, none of them were serious enough to commit themselves.

After having little success with such firms, I implemented a new strategy which focuses on other targets such as Barristers' Chambers. I have started negotiations with various chambers and had managed to establish some initial relationships, however I have had to temporarily postpone negotiations until after the ICM as it would look unprofessional to go further whilst the future of ELSA UK's membership is pending.

Depending on the outcome of the ICM, I hope to continue negotiations with an aim to establish sponsorship and traineeships.

# Future plans

- STEP workshops: At our next NCM, I intend to run STEP workshops where I will use tailored presentations and the handbook to develop further STEP familiarisation
- Establish relationships with firms for Sponsorship and Traineeships
- Weekly Skype sessions with STEP officers
- Use the workshops and knowledge I gain at Palermo and from the experience of my fellow STEP officers to help develop the ELSA UK network

# **Treasurer**

# Natasha Shotunde

Currently, the position of Treasurer is vacant and we are in the process of appointing a Director to manage this responsibility until our next NCM in March. As such, I (Natasha Shotunde), have produced this section of the report.

Financial management of ELSA UK has grown from strength to strength in the later years of our Observership. When the board took over in March 2011, ELSA UK had debts with ELSA totalling nearly 600 euros. Through the hard work, dedication and negotiation of our then Treasurer, Boyana Yordanova, we managed to clear our debts and continue our term with a clean slate. Her knowledge, precision and expertise in financial management were impeccable and her presence in ELSA UK is sorely missed.

Now that we are in a better financial position and our local groups are stronger than ever, we are in a good place to start building up our revenue in order to organise international events and help struggling local groups. This shall be the main goal of the future Treasurer and we look forward to helping them in their new role.

# Secretary-General

As a Director for Marketing was appointed in February 2012, I (Natasha Shotunde) shall give an overview of this position in ELSA UK during our Observership before our Director for Marketing delivers her report.

Information about Secretary-Generals prior to my appointment in March 2011 has not been available at the time of drafting this report.

Our previous Secretary-General, Eleanor Dixie, was appointed in March 2011. She assisted ELSA UK in executing tasks in order for us to establish communication lines with local groups. She collected the contact information of board members in local groups and distributed this to the National Board. She also sent emails to local groups on our behalf and took over the responsibility of giving prospective local groups information on how to establish themselves within ELSA UK.

# Director for Internal Management

My name is Maria de Freitas and I am the current Director of IM of ELSA UK. I was appointed in January 2012 and have working with the board since.

My experience with ELSA started when I completed my STEP traineeship at the Council of Europe. I was very grateful for such an exciting opportunity and I decided I wanted to help ELSA UK in some way.

Since my appointment the Board in February 2012 I have worked very hard to primarily improve communications at all level of the ELSA UK Network. As all my colleagues have pointed this was the area that need major improvement. We hope that new system that we have adopted, as well as our dedication will help improving the aspect of internal management.

# **Marketing**

As a Director for Marketing was appointed in February 2012, I (Natasha Shotunde) shall give an overview of this position in ELSA UK during our Observership before our Director for Marketing delivers his report.

In 2009, Vannina Castellani became the first Vice President of Marketing during our Observership period. With no prior knowledge in this area, she successfully assisted the National Board and local groups by creating marketing tools to promote ELSA in the UK. She also started our Newsletter, produced twice yearly, which kept the UK Network updated with what was going on in local groups. This was particularly important during a time in which no structure was put in place for local groups to communicate with each other.

In March 2011, Ian Bell became our Vice President of Marketing and continued in his role until our Autumn NCM. He worked extremely hard during his period in office, following the regulations of ELSA to produce letter headings for local groups, uploading information onto our website and producing our most impressive Newsletter to date. His first degree in graphics design truly assisted us in the marketing of our group and his talent is sorely missed. ELSA UK Marketing

# Director of Marketing

My name is Sheroze Junejo and I have been appointed Director of Marketing in Febraury 2012. I am a third year law student from the University of Leicester and have covered the position of VP S&C in our local group.

Following my appointment, I have been working with the board improve the this area to its fullest. We are planning to do so based on the following points:

### 1. Communication

One of our first goals is to streamline communication for faster, more efficient publicity of events being held by ELSA branches throughout the UK. This would be done by holding meetings between the Vice Presidents of Marketing for the various ELSA branches, once every fortnight, via Skype.

### 2. Training

We will aim to ensure that Vice Presidents of Marketing throughout ELSA UK receive appropriate training. Training would take place following the NCM and would entail:

- Advances classes in the use of Microsoft Publisher and Adobe Photoshop and other tools.
- A workshop on HTML, CSS (as well as the use of programs such as Wordpress, Dreamweaver and DotNetNuke) and general website maintenance.
- Public speaking workshops.

The purpose of training would be to ensure that Vice Presidents of Marketing throughout ELSA branches in the UK have the tools necessary to carry out their roles.

# 3. Publicity

### a) Facebook

Take advantage of the Facebook group page for ELSA Vice Presidents of Marketing, to communicate local branches events to the rest of the network. Use the ELSA UK and various ELSA branches Facebook groups and/or pages for the purpose of publicising events. Make it a point to have all events made open to all members of ELSA UK for a wider audience.

Post pictures of all ELSA branches events throughout the UK on the ELSA UK Facebook group, in addition to short videos introducing the event and the guest speakers.

### b) Twitter

Open up and ELSA UK twitter account in order to publicise local branches' events.

# c) YouTube

Post introductory videos to ELSA branches events for the purpose of publicity. In addition to this, post excerpts of videos from ELSA branches hosting events in order to publicise the success of events and the guest speakers involved.

### d) ELSA UK Website

Revamp and update the website. Place links to the Facebook, YouTube and Twitter pages for greater publicity. Have videos and pictures of events up on the website and a forum to allow members of ELSA UK to discuss relevant topics pertaining to ELSA and the legal industry on the Website.

# 4. Magazine

Create an ELSA UK magazine, similar to Synergy, published annually. The magazine will be used to publicise priority events being organised by ELSA branches throughout the UK as well as giving students within the ELSA network to publish articles on legal topics that are of interest to them. A director for Marketing within ELSA UK will be appointed as the Magazine editor. The magazine itself will be distributed to ELSA branches throughout the UK.

We are very excited about the future of ELSA UK and hope to be able to continue to work to further improve this area.

# **Conclusion**

We hope this report has been clear, informative and accurate in describing the journey of ELSA UK during its Observership period. The continuation of ELSA's presence in the UK is something we are confident would assist in ELSA's aims, as we intend to continue to provide our members opportunities to learn about different cultures and legal systems through the key areas of ELSA.

Yours sincerely,

Siddharth, Natasha, Josie, Freya, Maria, Sheroze, On behalf of ELSA UK

### ELSA UK STATUTE

# § 1 Name, Seat

- (1) The association is named "the European Law Students' Association United Kingdom", abbreviated: "ELSA UK"
- (2) The headquarters of the association is London.

# § 2 Purpose

ELSA UK recognises the statutes of the ELSA International and supports their goals.

The Aims and Activities of ELSA are:

ELSA is a non-political, independent, non-profit-making association the aims of which are to promote, establish and develop mutual understanding, co-operation and personal contacts between law students and young lawyers from different states and legal systems, thereby equipping them for professional life in an international environment.

With respect to the realisation of the above aims, ELSA will be guided by the following philosophy statement:

#### Vision

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

### Purpose

To contribute to legal education, to foster mutual understanding and to promote social responsibility

of law students and young lawyers.

### Means

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

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

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

In order to reach its aims as set out in the Preamble and above ELSA's main fields of activity are:

- The Student Trainee Exchange Programme (STEP), providing opportunities for law students and young lawyers to gain work experience in a foreign legal system while learning about other cultures.
- Seminars and Conferences (S&C) involving the acquisition of knowledge through exposure to professionals and foreign cultures.
- Academic Activities (AA) involving the development of legal knowledge through guided practical activities.

# § 3 Status of ELSA UK:

ELSA UK is the national association of the organization Faculty groups in the UK, and member of the European Law Students Association (ELSA), the international Umbrella organization based in Brussels.

The association pursues exclusively and directly charitable purposes.

The funds of the Association may only be used for the purposes of the statutes of ELSA International.

No person or Groups may benefit from expenses which are foreign to the purpose of the association,

or be favoured by disproportionately high cost reimbursement or other compensation.

# Membership and observer status

In order for a Local Group to become a member of ELSA UK, it firstly has to obtain an Observer status with the National Board of ELSA UK.

# § 4. Observer status

- 4.1 In order for a local group to become an observer, the following requirements must be met upon the submission of application:
  - (i) Within the local group, have a board with at least seven standard filled positions (President, Treasurer, VP AA, VP Sem and Conf, VP STEP, Sec Gen, VP Marketing)
  - (ii) Be based within the UK.
  - (iii) The signed constitution of each LG has to comply with the International and the National Board's DB, Statutes and Standing Orders and a signed copy must be submitted to ELSA UK.
  - (iv) Each LG must submit an OYOP to ELSA UK
  - (v) Each LG must have at least 15 members
  - (vi) Local groups can either affiliate themselves with their university students' union ( or equivalent) or establish themselves as an independent group subject to the conditions outlined in ELSA guidelines.
  - (vii) Be able to prove by way of financial strategy that you are able to pay the ELSA UK fees
- 4.2 The application for observership has to be submitted to ELSA UK one month prior to the any next NCM
- 4.3 A local group is voted in as an observer at an NCM with a simple majority.

- 4.4 Local groups which are not successful in their observership application retain the right to reapply
- 4.5 Clauses 4.1 and 4.2 are subject to the discretion of the Board of ELSA UK
- § 5. Membership status
- 5.1 In order for a local group to become a member of ELSA UK, the following requirements must be met:
  - (i) Owe no debts to ELSA UK
  - (ii) Adopt a One Year Operational Plan (OYOP)
  - (iii) Provide proof on activities in at least one of the Key Areas
  - (iv) You must provide a recommendation letter from an academic
  - (v) You must provide us with a motivation letter as to why you want to become an ELSA UK member
- 5.2 The period in which local groups with observer status can apply for full membership is between the first NCM after they obtained observership status and ceases on the fourth NCM.
  - i) If the local group with observer status has failed to obtain membership status in the period as required in 5.2 their observership period ceases and are no longer part of the ELSA network.
  - ii) LG with observer status fails to obtain membership if they do not apply within the period set out in 5.2 or if they are not voted in at the NCMs.
- 5.3 During the observership period ELSA UK retains the right to expel an observership group, which does not comply with regulations. Subject to the Board of ELSA UK's discretion
- 5.4 A local group will become a member of ELSA UK once they have been voted in at a National Council Meeting (NCM) with a simple majority vote
- 5.4 A local group must apply to the National Board to become a member one month prior to the NCM.
  - (i) The requirements set out in 5.1 must be satisfied by the time the local group applies to the National Board to become a member

### Art 6. Termination

Membership or Observership immediately ends if:

i) An Observer did not apply for membership or was rejected as member for 3 consecutive Council Meeting where the observer can apply for membership;

- ii) A Member or Observer notifies the National Board in writing that it wishes to terminate its Membership or Observership;
- iii) A Member or Observer is expelled in accordance with Article 8 of these Statutes

# § 7: Expulsion

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

- i) Violated these Statutes, the Standing Orders, decisions taken by Council or the interests of ELSA; or
- ii) Not paid any fees or amounts due to ELSA for four consecutive Council Meetings; or
- iii) Caused considerable harm to ELSA, any of its Members or Observers or anyone within their responsibility;
- iv) Ceased to support the aims and activities of ELSA
- v) Ceased to take appropriate measures in case anyone within the Member's or Observer's responsibility violates points i, iii and iv above.

# § 8 Honorary membership:

- i) Individuals and legal persons and associations of individuals who support the goals and purposes of ELSA. The admission and contributions of such members are to be decided by ELSA UK
- ii) ELSA UK can appoint such members on the request of local groups.
- iii) ELSA UK and the appointed person are responsible for termination of position

### § 9 Sponsors and Partners

- i) Sponsors and Partners can advise and assist ELSA in achieving its objectives
- ii) Sponsors and Partners can provide financial support in achieving the objectives of ELSA

# § 10: Organs of ELSA UK

The National Board of ELSA UK and the National Council

# § 11: National Council

### 1. Role of the Council

The Council represents the members of ELSA UK and is the supreme decision-making body of ELSA UK the decisions of which are binding on the entire organisation of the ELSA UK network.

The Council shall decide on any questions or matters within the scope of the present Statutes and Standing Orders except for those assigned to other organs by these same Statutes and Standing Orders.

- 2. The National Council consists of representatives from a local groups with membership status
- 3. It is responsible for the Constitution (decision book, rules, statute and standing orders) of ELSA UK.
- 4. Summoning of the Council

The Council shall meet twice a year, in spring and in autumn, at a time fixed by the National Board.

Extraordinary meetings can be requested by the National Board or by at least one-third of all the Members.

The Council shall be summoned by means of invitation sent by the National Board to all Members, Observers and any person appointed by the National Board or Council to carry out specific tasks at least 28 days before the opening of the Council Meeting in question specifying the agenda.

The Council has the right to change the agenda

The NCM agenda shall be sent by the Secretary General of ELSA UK 14 days prior to the NCM

# 5. Hosting an NCM

A local group (observers or members) who wish to host the subsequent NCM must apply 28 days before the nearest NCM.

At the NCM, the local group's proposal to host shall be put to the Council and voted on by simple majority.

# 6. Extraordinary Meetings

Extraordinary General meeting can be summoned on the initiative of the National Board or at the request of at least two thirds of local group with membership status

Notwithstanding 12.4 the minimum notice to call an EGM is 14 days

# 7. Proposals in Council Meetings

The following have the right to make proposals to the Council:

- i) National Board
- ii) Local Groups with membership status
- 8. Every proposal has to be seconded by another Local Group with membership status.
- 8. Resolutions and Voting

Each member has three (3) votes in Council

The voting rights of a member are suspended if a member either has not fully fulfilled its financial obligations towards ELSA or has not submitted a local group status report to ELSA UK.

In case of any disagreements on the fulfilments of the obligations specified above, between a member group and ELSA UK, the member has the right to address the Chair of the Council Meeting. If the Chair has not yet been elected, the member instead has the right to address a representative of the National Board. The National Board is then obliged to state the reasons why the obligations are not considered fulfilled. If the member does not accept the statement given by the National Board the member has the right to address the Council with its own statement on the reasons why the obligations should instead be considered fulfilled.

The respective statements shall be followed by a call for votes from the Council. The call for votes is made by the Chair or the national board. The call for votes is to determine whether the obligations of the members are to be considered fulfilled or not.

If a two-thirds majority of the members decides that the obligations are to be considered fulfilled, ELSA UK shall not, according to this article, suspend the voting rights of the member.

The right of appeal can only be claimed once for each member during the Council Meeting.

Decisions voted on at the NCM are binding on the ELSA UK network regardless of amount of local groups present

### § 12: National Board

The National Board is the executive body of ELSA UK. Its tasks are to represent ELSA UK, to carry out and be responsible for the day to day running and management of ELSA UK, to promote and supervise ELSA UK's fields of activity, to advance the aims and efficiency of ELSA UK as well as executing Council decisions.

The National Board consists of the President, the Secretary General, Treasurer, Vice President of Academic Activities, Vice President of STEP, VP Sec Gen, Vice President of Marketing.

Directors can be appointed by the national board.

In order to be legally constituted, at least four of the National Board positions have to be occupied.

# § 13 Elections

The Council shall elect the National Board members during the Spring Council Meeting. The period of office shall be the 1<sup>st</sup> August in the year of election, terminating on the 31<sup>st</sup> July of following year.

There is a transition period between 1<sup>st</sup> and 31<sup>st</sup> July.

### 1. Composition

There may not be more than four persons with a substantial connection to the same Member Local Group on the National Board.

#### 2. Dismissal

A member National Board member may be dismissed by the Council by a majority of two-thirds of the votes cast if the National Board member violates these Statutes, the Standing Orders or the interests of ELSA.

The National Board have the right to appoint a Director to undertake the dismissed member's duties until the post has been filled. The Director has the right to apply to become a National Board member at the next NCM, regardless of whether it is the autumn NCM.

# § 14: Special Resolutions

The ELSA UK Statutes & Standing Orders and Decision Book can be altered by the National Council by 2/3 majority of the Council

# § 15: Budget and Accounts

1. The costs of running ELSA UK and its local groups will be funded through annual membership fees.

ELSA UK also has the right to collect a percentage of each local group's sponsorship capital

ELSA UK shall use the money collected in the following ways in order of priority

- (i) Paying ELSA International fees
- (ii) Helping local groups
- (ii) For the interests, promotion and growth of ELSA UK
- 2. The financial year of ELSA UK is between 1<sup>st</sup> August until 31 July. The fiscal year is divided into two periods corresponding to the Spring and Autumn NCM
- 3. At each respective NCM a budget will be presented by the National Board's Treasurer
- 4. Amendments and proposals may be suggested by member local groups
- 5. Proposals will be voted on by the Council by Simple Majority
- 6. The final approved version will then be voted on by the Council

# **ANNEXES**

# Annex 1- Interim Accounts and Auditing Reports 2011/2012

The Interim Accounts 2011/2012 will be sent as an annex to the Working Materials after all financial information is reviewed by external auditors (by the 5th of March 2012) in order to have them in compliance with the International Financial Reporting Standards that ELSA International is following.

The Auditors Report will be sent as an annex to the Working Materials after the auditing is carried out by the auditors.

# Annex 2 – Proposed Revision of the Budget of ELSA International 2011/2012

All amounts are in Euro (€)			
General Income	2011/2012 approved Poznan	2011/2012 approved Palermo	2011/2012 proposal Algarve
Not project	102,666.67	94,666.67	97,566.67
EMC <sup>2</sup>	27,400.00	36,475.00	43,043.00
Synergy	36,000.00	36,000.00	38,000.00
Projects	4,000.00	4,000.00	2,000.00
General Income total	170,066.67	171,141.67	180,609.67
Expenditures			
Not project	124,566.67	123,641.67	131,109.67
EMC <sup>2</sup>	3,000.00	5,000.00	7,000.00
Synergy	36,000.00	36,000.00	38,000.00
Projects	6,500.00	6,500.00	4,500.00
Expenditures total	170,066.67	171,141.67	180,609.67
Profit / Loss			
Not project	-21,900.00	-28,975.00	-33,543.00
EMC <sup>2</sup>	24,400.00	31,475.00	36,043.00
Synergy	0.00	0.00	0.00
Projects	-2,500.00	-2,500.00	-2,500.00
Total profit/loss	0.00	0.00	0.00

General Income	2011/2012	2011/2012	2011/2012
	approved	approved	proposal
	Poznan	Palermo	Algarve
Externals	26,600.00	22,600.00	30,000.00
Membership Fee	18,000.00	18,000.00	18,000.00
Observership Administration Fee	400.00	400.00	400.00
ELSA ONLINE Fee	15,000.00	15,000.00	15,000.00
Links Project	20,000.00	20,000.00	18,500.00
Bank Interest	400.00	400.00	400.00
Miscellaneous Income	600.00	600.00	600.00
ELS	5,000.00	5,000.00	2,000.00
European Commission grant	11,666.67	11,666.67	11,666.67
Provision for ELSA House	1,000.00	1,000.00	1,000.00
General Income total	102,666.67	94,666.67	97,566.67
Expenditures			
The ELSA House:	35,930.00	39,360.00	39,660.00
Rent	28,000.00	28,000.00	28,300.00
Heating	1,500.00	3,930.00	3,930.00
Electricity	3,000.00	3,000.00	3,000.00
Water	1,000.00	1,000.00	1,000.00
Repairs	500.00	500.00	500.00
Fire insurance	430.00	430.00	430.00
Improvement of the house	1,500.00	2,500.00	2,500.00
Office:	3,000.00	3,500.00	3,500.00
Day to day office supplies	1,500.00	1,500.00	1,500.00
Upgrade Office facilities	1,500.00	2,000.00	2,000.00
Communication:	2,400.00	2,600.00	2,600.00
Phone and Fax	1,000.00	1,200.00	1,200.00
Internet	1,000.00	1,000.00	1,000.00
Post	400.00	400.00	400.00
ELSA ONLINE Admin.	15,000.00	15,000.00	15,000.00
Housing of Server	2,000.00	2,000.00	2,000.00
ELSA ONLINE upgrades &	13,000.00	13,000.00	13,000.00
maintenance			
Bank Charges	300.00	300.00	300.00

EDF contribution by EI	1,596.00	855.35	855.35
·			
ICMs:	5,000.00	5,500.00	5,500.00
Travel Autumn ICM	2,200.00	2,500.00	2,500.00
Accommodation Autumn ICM	300.00	300.00	300.00
Materials for ICM	100.00	100.00	100.00
Travel Spring ICM	2,000.00	2,200.00	2,200.00
Accommodation Spring ICM	300.00	300.00	300.00
Materials for ICM	100.00	100.00	100.00
Internal Meetings	2,000.00	2,000.00	2,000.00
Travels:	11,000.00	12,300.00	12,600.00
Meetings with externals	3,000.00	3,300.00	3,600.00
Meetings within the Network	8,000.00	9,000.00	9,000.00
Allowance of the International Board	25,200.00	25,200.00	25,200.00
Allowance of the Director for Moot Courts/VP MCC	3,600.00	3,600.00	3,600.00
Representation	500.00	500.00	500.00
Directors	2,000.00	3,000.00	3,000.00
General directors	2,000.00	3,000.00	3,000.00
Director for Anniversary	0.00	0.00	0.00
•			
Auditing:	2,000.00	2,400.00	2,400.00
ICM Travels	1,000.00	1,200.00	1,200.00
Auditing weekends	1,000.00	1,200.00	1,200.00
Annual Report	500.00	500.00	500.00
Miscellaneous	1,000.00	2,000.00	2,000.00
Marketing Budget	1,340.67	1,526.32	1,394.32
ELSA International Previous term	200.00	500.00	500.00
Statutes amendments	0.00	0.00	1,500.00

Return for YiA grant 4.1 2010	0.00	0.00	5,500.00
<u> </u>			
Contingency	10,000.00	3,000.00	3,000.00
Expenditures total	124,566.67	123,641.67	131,109.67
Administrative Profit	-21,900.00	-28,975.00	-33,543.00
EMC2	2011/2012 approved Poznan	2011/2012 approved Palermo	2011/2012 proposal Algarve
Income EMC2			
	12 (00 00	21 (75 00	20.0/2.00
EMC <sup>2</sup> Sponsorship	12,400.00	21,475.00	29,043.00
EMC <sup>2</sup> Registration	15,000.00	15,000.00	14,000.00
Income total	27,400.00	36,475.00	43,043.00
Expenditutes EMC2			
Administration	3,000.00	5,000.00	7,000.00
Expenditures total	3,000.00	5,000.00	7,000.00
EMC2 Profit	24,400.00	31,475.00	36,043.00
Synergy	2011/2012 approved Poznan	2011/2012 approved Palermo	2011/2012 proposal Algarve
Income Synergy			
Synergy 1st Edition	18,000.00	18,000.00	19,000.00
Synergy 2nd Edition	18,000.00	18,000.00	19,000.00
General Income total	36,000.00	36,000.00	38,000.00
Expenditures Synergy			

Synergy 1st Edition	18,000.00	18,000.00	19,000.00
Synergy 2nd Edition	18,000.00	18,000.00	19,000.00
oynergy 2nd Edition	10,000.00	10,000.00	19,000.00
Expenditures total	36,000.00	36,000.00	38,000.00
Synergy Profit	0.00	0.00	0.00
Projects	2011/2012 approved Poznan	2011/2012 approved Palermo	2011/2012 proposal Algarve
Income projects			
Final IFP Publication	0	0	0
Visits to the House	4000	4000	2000
Income total	4000	4000	2000
Expenditutes projects			
ITP Refreshment Weekend	2000	2000	2000
Final IFP Publication	0	0	0
Train the Trainers Week	0	0	0
Visits to the House	4000	4000	2000
OYOP Weekend	500	500	500
Expenditures total	6500	6500	4500
Project profit	-2500	-2500	-2500

## Annex 3 – Proposed Budget of ELSA International 2012/2013

All amounts are in Euro (€)			
General Income	2011/2012 approved Poznan	2011/2012 approved Palermo	2012/2013 proposal Algarve
Not project	102,666.67	94,666.67	89,450.00
EMC <sup>2</sup>	27,400.00	36,475.00	35,000.00
Synergy	36,000.00	36,000.00	38,000.00
Projects	4,000.00	4,000.00	2,000.00
General Income total	170,066.67	171,141.67	164,450.00
Expenditures			
Not project	124,566.67	123,641.67	115,450.00
EMC <sup>2</sup>	3,000.00	5,000.00	4,500.00
Synergy	36,000.00	36,000.00	38,000.00
Projects	6,500.00	6,500.00	6,500.00
Expenditures total	170,066.67	171,141.67	164,450.00
Profit / Loss			
Not project	-21,900.00	-28,975.00	-26,000.00
EMC <sup>2</sup>	24,400.00	31,475.00	30,500.00
Synergy	0.00	0.00	0.00
Projects	-2,500.00	-2,500.00	-4,500.00
Total profit/loss	0.00	0.00	0.00

General Income	2011/2012	2011/2012	2012/2013
	approved	approved	proposal
	Poznan	Palermo	Algarve
Externals	26,600.00	22,600.00	32,500.00
Membership Fee	18,000.00	18,000.00	18,000.00
Observership Administration Fee	400.00	400.00	250.00
ELSA ONLINE Fee	15,000.00	15,000.00	15,000.00
Links Project	20,000.00	20,000.00	18,700.00
Bank Interest	400.00	400.00	400.00
Miscellaneous Income	600.00	600.00	600.00
ELS	5,000.00	5,000.00	3,000.00
European Commission grant	11,666.67	11,666.67	0.00
Provision for ELSA House	1,000.00	1,000.00	1,000.00
General Income total	102,666.67	94,666.67	89,450.00
Expenditures			
The ELSA House:	35,930.00	39,360.00	37,630.00
Rent	28,000.00	28,000.00	28,700.00
Heating	1,500.00	3,930.00	2,500.00
Electricity	3,000.00	3,000.00	3,000.00
Water	1,000.00	1,000.00	1,000.00
Repairs	500.00	500.00	500.00
Fire insurance	430.00	430.00	430.00
Improvement of the house	1,500.00	2,500.00	1,500.00
Office:	3,000.00	3,500.00	2,500.00
Day to day office supplies	1,500.00	1,500.00	1,500.00
Upgrade Office facilities	1,500.00	2,000.00	1,000.00
Communication:	2,400.00	2,600.00	2,400.00
Phone and Fax	1,000.00	1,200.00	1,000.00
Internet	1,000.00	1,000.00	1,000.00
Post	400.00	400.00	400.00
ELSA ONLINE Admin.	15,000.00	15,000.00	15,000.00
Housing of Server	2,000.00	2,000.00	2,000.00
ELSA ONLINE upgrades &	13,000.00	13,000.00	13,000.00
maintenance			
n 1 0	200.00	200.00	200.00
Bank Charges	300.00	300.00	300.00

EDF contribution by EI	1,596.00	855.35	1,220.00
·			
ICMs:	5,000.00	5,500.00	4,600.00
Travel Autumn ICM	2,200.00	2,500.00	2,500.00
Accommodation Autumn ICM	300.00	300.00	300.00
Materials for ICM	100.00	100.00	100.00
Travel Spring ICM	2,000.00	2,200.00	1,300.00
Accommodation Spring ICM	300.00	300.00	300.00
Materials for ICM	100.00	100.00	100.00
T 114 ·	2 000 00	2 000 00	2 000 00
Internal Meetings	2,000.00	2,000.00	2,000.00
Travels:	11,000.00	12,300.00	10,500.00
Meetings with externals	3,000.00	3,300.00	2,500.00
Meetings within the Network	8,000.00	9,000.00	8,000.00
Allowance of the International Board	25,200.00	25,200.00	25,200.00
Allowance of the Director for Moot Courts/VP MCC	3,600.00	3,600.00	3,600.00
Representation	500.00	500.00	500.00
Directors	2,000.00	3,000.00	2,000.00
General directors	2,000.00	3,000.00	2,000.00
Director for Anniversary	0.00	0.00	0.00
Auditing:	2,000.00	2,400.00	2,000.00
ICM Travels	1,000.00	1,200.00	1,000.00
Auditing weekends	1,000.00	1,200.00	1,000.00
-			
Annual Report	500.00	500.00	500.00
Miscellaneous	1,000.00	2,000.00	1,000.00
14113ccitaticous	1,000.00	2,000.00	1,000.00
Marketing Budget	1,340.67	1,526.32	1,000.00
ELSA International Previous term	200.00	500.00	500.00
Statutes amendments	0.00	0.00	0.00

Return for YiA grant 4.1 2010	0.00	0.00	3,000.00
Contingency	10,000.00	3,000.00	3,000.00
Expenditures total	124,566.67	123,641.67	115,450.00
Administrative Profit	-21,900.00	-28,975.00	-26,000.00
EMC2	2011/2012 approved Poznan	2011/2012 approved Palermo	2012/2013 proposal Algarve
Income EMC2			
EMC <sup>2</sup> Sponsorship	12,400.00	21,475.00	20,000.00
EMC <sup>2</sup> Registration	15,000.00	15,000.00	15,000.00
Income total	27,400.00	36,475.00	35,000.00
Expenditutes EMC2			
Administration	3,000.00	5,000.00	4,500.00
Expenditures total	3,000.00	5,000.00	4,500.00
EMC2 Profit	24,400.00	31,475.00	30,500.00
Synergy	2011/2012 approved Poznan	2011/2012 approved Palermo	2012/2013 proposal Algarve
Income Synergy			
Synergy 1st Edition	18,000.00	18,000.00	19,000.00
Synergy 2nd Edition	18,000.00	18,000.00	19,000.00
General Income total	36,000.00	36,000.00	38,000.00
Expenditures Synergy			

Synergy 1st Edition	18,000.00	18,000.00	19,000.00
Synergy 2nd Edition	18,000.00	18,000.00	19,000.00
, 0,	26,000,00	26,000,00	20,000,00
Expenditures total	36,000.00	36,000.00	38,000.00
Synergy Profit	0.00	0.00	0.00
Projects	2011/2012 approved Poznan	2011/2012 approved Palermo	2012/2013 proposal Algarve
Income projects			
Final IFP Publication	0	0	0
Visits to the House	4000	4000	2000
Income total	4000	4000	2000
Expenditutes projects			
ITP Refreshment Weekend	2000	2000	2000
Final IFP Publication	0	0	0
Train the Trainers Week	0	0	2000
Visits to the House	4000	4000	2000
OYOP Weekend	500	500	500
Expenditures total	6500	6500	6500
Project profit	-2500	-2500	-4500

## Annex 4 – Debtors of ELSA International

no.	National Group	Debt on 31.07.2011	Debt on 23.09.2011	Debt on 24.02.2012
		3100,02011		
1	ELSA Albania	0.00	0.00	0.00
2	ELSA Armenia	46.29	96.29	96.29
3	ELSA Austria	0.00	0.00	495.75
4	ELSA Azerbaijan	0.00	6.05	0.00
5	ELSA Belgium	0.00	0.00	318.01
6	ELSA Bosnia and	0.00	0.00	0.00
	Herzegovina			
7	ELSA Bulgaria	1,854.67	1,854.67	1,906.20
8	ELSA Croatia	0.00	284.28	236.62
9	ELSA Czech Republic	0.00	0.00	0.00
10	ELSA Denmark	0.00	0.00	0.00
11	ELSA Estonia	0.00	0.00	0.00
12	ELSA Finland	0.00	0.00	0.00
13	ELSA France	4,444.31	4,444.31	4,444.31
14	ELSA Georgia	0.00	155.41	155.41
15	ELSA Germany	0.00	0.00	0.00
16	ELSA Greece	0.00	0.00	0.00
17	ELSA Hungary	-0.01	6.16	0.00
18	ELSA Iceland	1,046.81	1,151.30	1,231.40
19	ELSA Ireland	0.00	0.00	0.00
20	ELSA Italy	0.00	1,811.71	0.00
21	ELSA Kazakhstan	1,442.67	1,492.67	1,492.67
22	ELSA Latvia	1,202.55	1,202.55	1,202.55
23	ELSA Lithuania	0.00	0.00	167.45
24	ELSA Luxembourg	150.36	200.36	200.36
25	ELSA Malta	0.89	83.91	0.00
26	ELSA Montenegro	0.00	63.73	50.56
27	ELSA Norway	0.00	0.00	-10.00
28	ELSA Poland	890.74	1,065.62	0.00
29	ELSA Portugal	0.00	0.00	0.00
30	ELSA Rep. Of Macedonia	0.00	59.32	48.15
31	ELSA Romania	0.00	583.82	468.37
32	ELSA Russia	2,215.57	2,265.57	2,265.57
33	ELSA Serbia	0.00	428.91	772.39
34	ELSA Slovakia	0.00	0.00	0.00
35	ELSA Slovenia	0.00	178.50	136.12

36	ELSA Spain	0.00	0.00	0.00
37	ELSA Sweden	0.00	0.00	0.00
38	ELSA Switzerland	0.00	1,015.39	815.47
39	ELSA The Netherlands	0.00	0.00	0.00
40	ELSA Turkey	-1.44	130.28	102.56
41	ELSA Ukraine	0.00	723.09	547.57
42	ELSA United Kingdom	539.03	0.00	0.00
		13,832.44	19,303.90	17,143.78

Annex 5 – Draft International Council Meeting Host Agreement

# INTERNATIONAL COUNCIL MEETING HOST AGREEMENT

regarding

"TCX I	))
"ICM	

### between

The Organising Committee of the LXIV International Council Meeting of ELSA (Hereinafter the **OC**), represented by the Head of the OC

### and

### **ELSA International**

(Hereafter **EI**), acting by the members of the International Board (Hereafter **IB**), represented by the Secretary General of ELSA International

Dates of	the	ICM
Article 1		

1.1 The dates of the	: International Council Meeting (h	nereinafter the <b>ICM</b> ) will be from
of	to of	2013.
1.2 The ELSA grou	p responsible for the Organising C	Committee is ELSA
1.3 EI authorizes th Agreement.	ne OC to host the ICM on the	terms and conditions set out in this
Venue and Logistics Article 2		

- 2.2 The logistical requirements annexed to this agreement are to be ensured by the OC.
- 2.3 The logistics of the ICM must be assured at the latest before the arrival of the IB.

### Financial Implications

### Article 3

- **3.1** The OC shall host the ICM on its own account. Any profit or loss arising from the organisation of ICM shall be kept by or covered by the OC.
- 3.2 No exclusivity can be proposed to any sponsor of an ICM since the sponsors of ELSA International have the right to be featured during the ICM.
- 3.3 Nothing in this Agreement is intended to or shall operate to create a partnership or joint venture of any kind between EI and the OC, or to authorise the OC to act as agent for EI, and the OC shall not have authority to act in the name or on behalf of or otherwise to bind EI in any way (including but not limited to the making of any representation or warranty, the assumption of any obligation or liability and the exercise of any right or power).

- 3.4 The OC shall comply with Council Decision FM 01/07 I "Maximum Participation Fee for Statutory Meetings and International Internal Meetings" when charging the participation fee for all delegates.
- 3.5 The OC is not allowed to charge additional fees for accommodation, food or reception. However, a maximum fee of 60€ per participant may be charged covering the gala ball, social programme, sightseeing and transportation. It is under discretion of OC to decide how these four fees shall be split.
- 3.6 According to the IM Policies, the participation fee for 9 members of ELSA International shall be covered by the OC. This fee includes accommodation for ten nights, meals and special fees requested from other participants.
- 3.7 The OC shall cover accommodation for a maximum of two nights for two speakers.
- **3.8** The OC shall cover accommodation for a maximum of eight nights for the Chair and Vice Chair of the plenary.
- **3.9** The OC shall cover the gala ball fees of 9 delegates of ELSA International, the Chair and the Vice Chair.

### Responsibilities of the OC

### Article 4

The OC shall act in the utmost good faith in the organisation and management of the ICM on behalf of EI, and shall in particular be responsible for:

- **4.1** Appointing one person to be responsible for the communication and to report to the IB before as well as during and after the ICM.
- 4.2 Informing the IB about the members of the OC and their responsibilities in the OC.
- 4.3 Fundraising for the ICM in order to have a sufficient financial basis for the event.
- **4.4** Receiving Secretary General of ELSA International and his/her successor for the Pre-ICM Visit during July 2013.

- **4.5** Providing all necessary information to the Network about the application procedure and practical information including general promotion of the event.
- **4.6** Ensuring that invitations and other necessary documents are provided for participants in need of visa.
- 4.7 Providing adequate reception upon arrival of the participants and external guests.
- **4.8** Providing accommodation, food and social programme for the participants as well as external guests. The guests shall be liable for the accommodation, food and social programme fees directly to the OC. The OC shall not be limited by the Decision Book "Event Fees" and Annex II hereto when charging the external guests with the accommodation, food and social programme fees.
- 4.9 Fulfilling the logistical requirements annexed to this agreement.
- **4.10** Arranging possibly a sponsor's fair in which also the Sponsors of ELSA International can participate.
- 4.11 Sending regular reports to the IB on the organisation before the aforementioned event.
- **4.12** Staying available and responding to requests from the IB within one week from receiving the request.
- **4.13** Submitting financial report after the ICM upon request by the IB in accordance with art. 4.8 in the Standing Orders of ELSA.
- 4.14 To provide receipts, upon request, to all the participants.

### Responsibilities of EI

### Article 5

EI shall be responsible for:

5.1 Appointing one person to be responsible for the communication and to report to the OC before as well as during and after the ICM.

- 5.2 Supporting the OC in fundraising by providing contacts as well as help in drafting proposals if requested by the OC. The IB shall also as far as considered appropriate present the ICM to external contacts of ELSA International.
- 5.3 Advising the OC in budgeting and accounting if requested.
- 5.4 Sending Secretary General of ELSA International and his/her successor for the Pre-ICM Visit during July 2013.
- 5.5 Sending statutory invitations to the Member and Observer Groups.
- **5.6** Preparing the Working Materials and the plan for the Workshops and Plenary sessions of the ICM.
- 5.7 Ensuring the well-functioning of the Workshops during the ICM and making sure that the internal regulations are followed as well as that the Meeting is minuted properly.
- 5.8 Keeping the OC regularly updated about scheduled meetings as well as additional requirements that might be needed. EI shall cover the costs of such additional requirements that are not mentioned in Annex I of this ICM Host Agreement Requirements.
- 5.9 Keeping the OC updated about external guests as well as any specific arrangements that have to be made for these guests. EI shall cover all costs of specific arrangements, except the accommodation for the speakers
- 5.10 Staying available and responding to requests from the OC within one week from receiving the request.

# Discharge of ICM Host/OC Article 6

**6.1** If any problems occur before, during or after the ICM, which might jeopardize any of the points regulated in this agreement the OC is to inform the International Board immediately.

- **6.2** When such problems are reported, the IB is to take necessary measures to help find solution to these problems together with the OC.
- **6.3** The International Board can immediately discharge the OC in case of violation of the following points: 4.1, 4.4, 4.5, 4.11 and 4.12.
- **6.4** Should the OC fail to fulfil any other responsibilities, the IB shall inform the OC by email or letter followed by a phone call, stating the responsibility which is not being fulfilled. The OC shall send the IB a plan for how they will improve the situation within five days from the phone call was received.

Should the OC not send such report or the report should not include a satisfactory action plan the IB may discharge the OC. The IB may also discharge the OC in case such plan is not followed by the OC.

From the time when the IB has correctly informed the OC of the occurred problems the IB may also take necessary measures to remedy the damage. Any costs incurred by such remedies shall be split between the IB and the OC.

, of March 2012	
Jaana Saarijärvi	
Secretary General	Head of OC
ELSA International	ELSA

### Annex I to the ICM Host Agreement for the LXIV International Council Meeting

### List of Logistical Requirements for International Council Meeting

### Plenary hall

- 1 hall, seating all participants and guests, approximately 9 delegates x 42 groups + externals = 400 persons;
- 1 head-table to accommodate 7/8 IB members + Chair + Vice Chair with appropriate name placards/place names;
- 1 table for plenary secretaries (2 to 4 persons);
- 1 video projector, which can be used by a computer on the head-table, to be used for PowerPoint presentations and/or Video presentations (compatible with Windows Vista/Windows 7/Mac operating system);
- 1 sound system, which should include three fixed microphones on the head table, a number of cordless microphones circulating amongst the floor and can be connected to a computer on the head-table;
- 1 ELSA \_\_\_\_\_\_ banner, depicting the ELSA logo. If you wish, you may also write the name, number and date of the Council Meeting;
- 1 secret voting ballot box.

<u>Note</u>: Please bear in mind that ELSA International is obliged to hang banners and posters of its sponsors in the Plenary Hall. Please check with the IB beforehand on this point, and also check with the IB before hanging up sponsor banners of your own. Bear in mind the Fundraising Regulations when contacting sponsors of your own.

### Workshops

- 7 rooms seating all participants around 35-50 people;
- 2 or 3 larger rooms to accommodate joint workshops composed of one, two or even three areas.

WS room should be equipped with:

- Enough tables and chairs to accommodate all workshop participants
- 1 flip-chart, flip-chart paper and coloured markers
- Coloured paper and tape
- Beamer for presentations
- Disposable cups
- Refreshments

### Additional equipment

- 2 spare flipcharts on self-supporting stands (for externals)
- 1 printer
- Sufficient printing paper (for 1500 prints)
- Free internet access
- Pigeonholes for all National Groups, ELSA International and the OC
- Note: It is also useful to have a number of spare flipcharts on self-supporting stands. These will almost certainly be used by externals that will come to give training sessions, and will probably prepare their charts beforehand. The stands will therefore be carried around from the one workshop to another.

### **IB** Room

The IB room should be accessible three days before the ICM for the IB to use during preparations.

- 1 printer,
- Sufficient printing paper (for 1500 prints)
- 1 conference-table with possibility to accommodate the IB and NB's during meetings (i.e. approximately 14-18 people)
- 1 flip-chart on stand and coloured markers
- Free internet access

### Annex II to the ICM Host Agreement for the LXIV International Council Meeting

The OC will also host the Refreshment Weekend (hereinafter RW) for the trainers of the International Trainers Pool if the International Board decides to have the RW in connection to the ICM.

### Responsibilities of the OC:

- 1. Host the RW on the first or last weekend of the ICM
- 2. Provide transportation from and to nearby stations, ports, and airports for participants and organizers of the RW
- 3. Provide accommodation for the participants and organizers
- **4.** Provide an appropriate room for the meeting, with the same materials as the workshops rooms, mention in the previous annex
- 5. Expect around 25 participants for the event
- 6. Charge a participation fee not higher than 25 euros per night per participant

### Responsibilities of EI

- 1. Settle the dates of the RW before 15<sup>th</sup> of August if having the RW in connection to the ICM and tell the decision to the OC
- 2. Ensure Financial Responsibility for the whole event, including participation fees
- 3. Communicate with the OC
- 4. Collect all the information from the participants
- 5. Invite all the trainers from the International Trainers' Pool

Annex 6 – Draft International Presidents' Meeting Host Agreement

# INTERNATIONAL PRESIDENTS' MEETING HOST AGREEMENT

regarding

"IPM	<b>))</b>

### between

The Organising Committee of the XLVI International Presidents' Meeting of ELSA (Hereinafter the **OC**), represented by the Head of the OC

### and

ELSA International

(Hereafter EI), acting by the members of the International Board (Hereafter IB), represented by the Secretary General of ELSA International

Dates of	f	the	<b>IPM</b>
Article	1		

1.1 The dates of the Inter				
1.2 The ELSA group resp	oonsible for the Orga	nising Committe	ee is ELSA	·
1.3 EI authorizes the OO Agreement.	C to host the IPM	on the terms a	nd conditions set	out in this
Venue and Logistics Article 2				
<b>2.1</b> The venue of the IPM	will be			·
2.2 The logistical requirer	ments annexed to this	agreement are t	o be ensured by the	e OC.

2.3 The logistics of the IPM must be assured at the latest before the arrival of the IB.

# Financial Implications Article 3

- **3.1** The OC shall host the IPM on its own account. Any profit or loss arising from the organisation of IPM shall be kept by or covered by the OC.
- 3.2 Nothing in this Agreement is intended to or shall operate to create a partnership or joint venture of any kind between EI and the OC, or to authorise the OC to act as agent for EI, and the OC shall not have authority to act in the name or on behalf of or otherwise to bind EI in any way (including but not limited to the making of any representation or warranty, the assumption of any obligation or liability and the exercise of any right or power).
- 3.3 The OC shall comply with Council Decision FM 01/07 I "Maximum Participation Fee for Statutory Meetings and International Internal Meetings" when charging the participation fee for all delegates.
- 3.4 The OC shall cover all expenses for the President of EI and one additional member of ELSA International in connection to IPM, except for travel expenses. The accommodation and meal costs of the President and the additional IB member covered by the OC include the days of the IPM and maximum 3 extra nights per each one of them.
- **3.5** The OC shall cover all special fees of the President of EI and one additional member of ELSA International.

# Responsibilities of the OC Article 4

The OC shall act in the utmost good faith in the organisation and management of the IPM on behalf of EI, and shall in particular be responsible for:

- 4.1 Appointing one person to be responsible for the communication and to report to the IB before as well as during and after the IPM.
- 4.2 Informing the IB about the members of the OC and their responsibilities in the OC.
- 4.3 Fundraising for the IPM in order to have a sufficient financial basis for the event.
- 4.4 Providing all necessary information to the Network about the application procedure and practical information including general promotion of the event.
- 4.5 Ensuring that invitations and other necessary documents are provided for participants in need of visa.
- 4.6 Providing adequate reception upon arrival of the participants and external guests.
- 4.7 Providing accommodation, food and social programme for the participants as well as external guests. The guests shall be liable for the accommodation, food and social programme fees directly to the OC. The OC shall not be limited by the Decision Book "Event Fees" and Annex II hereto when charging the external guests with the accommodation, food and social programme fees.
- 4.8 Fulfilling the logistical requirements annexed to this agreement.
- 4.9 Sending regular reports to the IB on the organisation before the aforementioned event.
- **4.10** Staying available and responding to requests from the IB within one week from receiving of the request.
- 4.11 Submitting financial report after the IPM upon request by the IB in accordance with article 4.8 in the Standing Orders of ELSA.
- 4.12 Providing receipts, upon request, to all the participants.

Responsibilities of EI Article 5

### EI shall be responsible for:

- 5.1 Appointing one person to be responsible for the communication and report to the OC before as well as during and after the IPM.
- 5.2 Supporting the OC in fundraising by providing contacts as well as help in drafting proposals if requested by the OC. The IB shall also as far as considered appropriate present the IPM to external contacts of ELSA International.
- 5.3 Advising the OC in budgeting and accounting if needed.
- 5.4 Sending invitations to the National Groups via e-mail.
- 5.5 Preparing the Working Materials and the plan for the workshop sessions of the IPM.
- 5.6 Ensuring the well-functioning of the workshops during the IPM and make sure that the internal regulations are followed as well as that the Meeting is minuted properly.
- 5.7 Keeping the OC regularly updated about scheduled meetings as well as additional requirements that might be needed. EI shall cover the costs of such additional requirements that are not mentioned in Annex I of these IPM Host Agreement Requirements.
- 5.8 Keeping the OC updated about external guests as well as any specific arrangements that have to be made for these guests.
- 5.9 Staying available and responding to requests from the OC within one week from receiving the request.

# Discharge of IPM Host/OC Article 6

- 6.1 If any problems occur before, during or after the IPM, which might jeopardize any of the points regulated in this agreement the OC is to inform the International Board immediately.
  - When such problems are reported, the IB is to take necessary measures to help find solution to these problems together with the OC.
- 6.2 The International Board can immediately discharge the OC in case of violation of the following points: 4.1, 4.3, 4.4, 4.9 and 4.10.
- 6.3 Should the OC fail to fulfil any other responsibilities the IB shall inform the OC by email or letter followed by a phone call, stating the responsibility which is not being

fulfilled. The OC shall send the IB a plan for how they will improve the situation within three days from the phone call was received.

- Should the OC not send such report or should the report not include a satisfactory action plan the IB may discharge the OC. The IB may also discharge the OC in case such plan is not followed by the OC.
- From the time when the IB has correctly informed the OC of the occurred problems the IB may also take necessary measures to remedy the damage. Any costs incurred by such remedies shall be split between the IB and the OC.

, of March 2012	
Jaana Saarijärvi	
Secretary General ELSA International	Head of the OC ELSA

### Annex I to the IPM Host Agreement for the LXVI International Presidents' Meeting

### List of Logistical Requirements for International Presidents' Meeting

### Workshops

1 room seating all participants around 35-50 people

• 1 ELSA \_\_\_\_\_\_ banner, depicting the ELSA logo. If you wish, you may also write the name, number and date of the Presidents' Meeting

WS room should be equipped with:

- enough tables to accommodate all workshop participants
- 1 flip-chart, flip-chart paper, coloured markers, coloured paper and tape
- Beamer for presentations
- Disposable cups
- Refreshments

### Additional equipment and services

- 1 spare flipcharts on self-supporting stands (for externals)
- 1 printer
- Sufficient printing paper and ink
- Free internet access