

LXV INTERNATIONAL COUNCIL MEETING

WORKING MATERIALS

Qawra, Malta

16th - 23rd of March 2014



Human Rights Partner of ELSA

COUNCIL OF EUROPE

CONSEIL DE L'EUROPE

Juris Doctor Partner of ELSA


THE UNIVERSITY OF IOWA
COLLEGE OF LAW

LL.M. Partners of ELSA


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elsa

The European Law Students' Association

GENERAL INFORMATION

FOREWORD

Dear ELSA friends,

Barely 3 months ago we were all gathered on the coast of the Adriatic Sea in Opatija, Croatia. We had an intense week and in four weeks we will start one even more so. We are now happy to take you out into the Mediterranean sea and meet you in Malta!

The winds of change are blowing within our Network and one of our slogans from the start of the year **“Together, we can do it better!”** has been central in this year’s work. Together, the ELSA International team and the Network has taken big steps to do things differently and moved forward because of it. Another opportunity to move is now coming closer and with these working materials we wish to provide the stepping stones.

Strangely enough, this early Spring ICM marks the beginning of the end for us as our successors will most likely be elected during this week in Malta. To the candidates I send a big good luck and the promise of an ICM and a year out of the ordinary. To our team, I feel a copious amount of gratitude for the moments and the work of the past year and that especially goes for the closest of my ELSA family; Anneloes, Rebecca, Petra, Tino, Oda, Ana and Clemens.

For now we have an amazing week in Malta ahead of us and an opportunity to create more moments together. We are looking forward to doing it better with all of you.

On behalf of the International Board 2013/2014

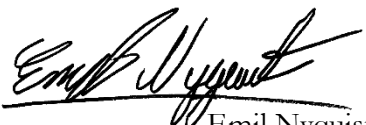

Emil Nyquist
Secretary General
ELSA International

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REMINDERS

General Reminder

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 of ELSA (OYOP 2013/2014).

To be prepared for the stay...

- Check out the ICM Website at <http://www.icm-malta.org/> and make sure you have taken note of all the Organising Committee's instructions;
- Make travel arrangements to be in Qawra, Malta in time for the opening of the ICM at 14.00 on Sunday 16th 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 2015;
- Consider hosting the ICM in Autumn 2015;
- Consider running for the International Board of 2014/2015;
- Consider running for Auditor or Vice-Auditor of ELSA International 2014/2015;

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

- Bring your NATIONAL DRINKS and SWEETS!
- Bring good mood and happy smiles!
- Bring all of your ELSA Spirit!

Deadlines for nominations

The deadline for nominations for:
INTERNATIONAL BOARD 2014/2015,
TWO AUDITORS AND VICE AUDITOR OF ELSA INTERNATIONAL 2014/2015,
is Monday, March 17th 2014, at 23.59 (CET))
and
The deadline for nominations for:
INTERNATIONAL PRESIDENTS' MEETING HOST WINTER 2015
AND
COUNCIL MEETING HOST AUTUMN 2015
is Tuesday 18th of March 2014, at 23:59 (CET)
and
for the deadline for nominations for:
COUNCIL GUESTS ICM BODRUM 2014
is Friday 21st of March 2014, at 23:59 (CET)

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 supporting and key area. Each Workshop is supervised by the relevant International Board member(s) 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.

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

Academic Activities (AA) – supervised by the Vice President for Academic Activities and the Vice President for Moot Court Competitions of ELSA International and attended by National AA and MCC officers.

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

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

Who is a Workshop officer?

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

The task of the Chair is to conduct the Workshop in good order, to lead it together with the relevant member of the International Board of ELSA 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.

Who is a Council Meeting officer?

There are nine or more ICM officers supporting the Plenary sessions during the ICM. They are the Chair, the Vice Chair, two to four Secretaries, two or more Tellers, and three members of the Nominations Committee. The ICM officers ensure that some of the most important tasks in an ICM are carried out properly.

What is the role of the Chair of the Council Meeting?

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 ELSA International, 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. As such the Nominations Committee should be comprised by well known persons in the Network to make it easy to find and approach them.

Obligations of National Groups

Important information!

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

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

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

To be allowed to participate in the Council, the delegates representing a Member must be duly authorised to vote in the Council on behalf of the Member and must therefore present to the Secretary General of ELSA International the Letter of Authorisation signed by two (2) elected board members of their respective National Group. The Letters of Authorisation shall be accompanied with a list of Local Groups that are currently Members and Observers of the respective National Group. National Groups who have Observer status are also obliged to present the Letter of Authorisation in order to receive their presence card.

Call for the International Board 2014/2015



The European Law Students' Association

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

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

Ever dreamt of living in the ELSA House?

This is your opportunity:
Join the International Board!

MAKE A DIFFERENCE FOR ELSA:

RUN FOR
THE INTERNATIONAL BOARD OF
2014/2015!

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 to 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 Members and Observers of ELSA. The Secretary General shall also be responsible for identifying any non-observances in this field, and shall make all the necessary resources available to correct any inconsistencies. 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 the International Trainers' Pool and organise training sessions throughout the Network as well as to develop the Human Resources and information systems in the ELSA Network.

Treasurer

The Treasurer is in charge of the financial management of ELSA and is responsible for the accounts, the property, and the payments of ELSA International as well as 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 Marketing

The Vice President for Marketing is responsible for the supporting area of Marketing. The tasks include amongst others, the coordination of advertising for various publications and for the website. He or she is also responsible for the production and editing of Synergy, the production of internal presentation and marketing materials for the Key Areas, and the representation of 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 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 Moot Court Competitions

The Vice President Moot Court Competitions is responsible for the overall planning, coordination and supervision of the ELSA Moot Court Competition on WTO law and the European Human Rights Moot Court Competition. This responsibility includes cooperation with the WTO and the Council of Europe, finding case authors, Panellists/Judges, promotion, team support, planning the venue, finding hosts for the various Regional Rounds, planning the Final Oral Rounds for both competitions. The Vice President Moot Court Competitions has also the responsibility, when called upon, to support and assist Local and National Groups in organising Moot Courts in the Network.

Vice President 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 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 of 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.

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 Mid 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 people running for the same board position, the nominees have to leave the Workshop room during the presentation of the other nominees.

During the Mid 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 people 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 people from the same Member or Observer of ELSA on the International Board.

Transition

The elected International Board 2014/2015 has to be present in the ELSA House in Brussels from the 1st of July 2014 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 2014/2015 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 and team-building sessions, as well as trainings.

Call for Internal Auditors of ELSA International 2014/2015



The European Law Students' Association

Are you an accurate person?

Do you have a 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:

**INTERNAL AUDITOR OR
VICE-AUDITOR
OF
ELSA INTERNATIONAL
2014/2015!**

What is the role of the Internal Auditor of ELSA International?

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

The Internal Auditors are commonly 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 the respective year they have been elected for; the Vice Auditor is only active if one of the Auditors is not able to fulfil his or her task.

The Internal Auditors are responsible for checking the documents and accounts in the headquarters of ELSA in Brussels.

What are the general responsibilities of the Internal Auditors?

- Travelling to Brussels in order to control the accounts of ELSA International and the ELSA Development Foundation;
- Writing the Internal Auditors' report about the auditing of ELSA;
- Presenting the Internal Auditors' report in the International Council Meeting.

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

- Basic knowledge of accounting;
- Basic knowledge of auditing;
- A certain interest in financial matters;
- No involvement in ELSA International for the term 2013/2014.

**Call for the International Presidents' Meeting Host Winter 2015 and the
International Council Meeting Host Autumn 2015**



The European Law Students' Association

**WINTER IPM 2015
AUTUMN ICM 2015**

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

Imagine the best ELSA experience ever!

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

Do you wonder how it would feel 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?

APPLY FOR HOSTING AN ICM OR AN IPM!

**SEE THE DRAFT AGREEMENTS ANNEXED TO THESE
WORKING MATERIALS!**

Election of Host for the International Council Meeting Autumn 2015

The hosts for the next two upcoming ICMs have been appointed. The Autumn ICM 2014 will take place in Bodrum, Turkey, organised by ELSA Turkey and the Spring ICM 2015 will take place in Cluj-Napoca, Romania, organised by ELSA Romania.

If you are thinking about organising an ICM in your National Group in autumn 2015, this is the right moment to apply!

Prepare a proposal containing a draft programme and a draft budget, present it to the International Board and sign the agreement that you can find annexed to these Working Materials before the ICM, and you will have the opportunity to have a nice presentation in Plenary. The Council will then decide. So, do not hesitate – APPLY!

Host candidates 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

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

Election of Host for the International Presidents' Meeting Winter 2015

The hosts for the next two upcoming ICMs have been appointed. The Summer IPM 2014 will take place in Graz, Austria, organised by ELSA Graz.

If you are thinking about organising an IPM in your National Group or Local Group in winter 2015, this is the right moment to apply!

Prepare a proposal containing a draft programme and a draft budget, present it to the International Board and sign the agreement that you can find annexed to these Working Materials before the ICM, and you will have the opportunity to have a nice presentation in Plenary. The Council will then decide. So, do not hesitate – APPLY!

Host candidates 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

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

Nominations and Election of Council Guests

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

Memento

Your National Group is **NOT** eligible to vote in Plenary unless:

- 1) You have filled in the **entire State of the Network Inquiry** and handed it to the Secretary General of ELSA International and **paid all debts** due to ELSA International.

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

- 2) You have delivered the **letter of authorisation** to the Secretary General of ELSA International. Please complete the letter of authorisation that is annexed to these ICM Working Materials.

This letter must include:

- The contact details of your National Group;
- The names of the delegates of your National Group who are allowed to raise the voting cards during the voting process;
- The names of all other representing 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 elected National Board members authenticating the letter.

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

Head of Delegation

Every National Group must have a *Head of Delegation*. The Head of Delegation should be present at the ICM! This person will be responsible for making sure that:

- delegates are on time;
- delegates are informed about all practicalities, before and during the ICM;
- delegates are summoned to discuss important issues raised in the workshops and in the Plenary.

Reporting Time

After the daily workshop sessions are over, the National Groups will be granted reporting time (check ICM and Workshop timetables). The Head of Delegation is responsible for gathering all the members of the National delegation. This is the moment when the delegation meets and discusses important matters brought up in the workshops and in the Plenary. It is also a perfect moment to create real ELSA spirit within your delegation, since an ICM is the right place to create friendship outside *and* inside your national team.

ELSA Vision Contest

Please be ready to prepare an act and/or a singing and dancing performance – to represent your National Group in a fabulous 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 of this event.

European Night

On the night of the ELSA Vision contest the cultures of Europe will have their space. During a fair in the hotel your National Group will have the opportunity to present what is special about your country. Pack your traditional clothing, your drinks, your candies and dry foods and spread your culture to the many members of ELSA!

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.

Open workshops

Open workshops are forums where topics that might interest an audience not solely comprised by one or two areas gets discussed. The open workshop is for anyone who is interested in the specific topic.

Plenary Presentations

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

- The demonstration of any presentations during the Plenary sessions 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 an appropriate length (between 3 and 5 minutes);
 2. Be in accordance with ELSA's principles;
 3. Be given to the Chair or the Vice Chair before 6 p.m. of the day before they are to be shown.
- The priority of acceptance will be as follows:
 1. Statutory Meetings;
 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 and 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”)
Scissors fingers:	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 more easily moderate the discussions.



DRAFT TIMETABLES AND AGENDAS**ICM TIMETABLE****General Timetable**

ICM MALTA								
Draft Timetable								
Time	Sun 16th	Mon 17th	Tue 18th	Wed 19th	Thu 20th	Fri 21st	Sat 22nd	Sun 23rd
08:00	Arrival of Participants	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Break fast	Break fast
08:30								
09:00								
09:30								
10:00								
10:30		Workshops	Workshops	Mid Plenary	Conference	Workshops	Final Plenary	
11:00								
11:30								
12:00								
12:30								
13:00	Letters of A. and payments	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	
13:30								
14:00								
14:30	Opening Plenary	Workshops	Open Workshops	Mid Plenary	Sightseeing	Workshops	Final Plenary	
15:00								
15:30								
16:00								
16:30								
17:00								
17:30								
18:00	Opening Workshops	Workshops	Reporting Time	Reporting Time / ELS Time	Reporting Time			
18:30								
19:00								
19:30	Officers and Freshers	Reporting Time	Reporting Time / ELS Time	Sightseeing	Reporting Time			
20:00								
20:30								
21:00	HoD	Dinner	Dinner	Dinner	European Night / ELS Reception / Dinner / ELSA Vision Contest	Preparation	Dinner	
20:30								
21:00								
21:30	Party	Preparations	Preparations	Preparations		Gala Ball	Party	
22:00								
22:30								
23:00								
23:30								

DRAFT PLENARY AGENDA

Opening Plenary, Sunday, March 16th 2014

Morning	Arrival and registration of the participants
13.00	Payments due to ELSA International, delivery of Letters of Authorisation
14.00	Introduction of the International Board 2013/2014 Karl Tanti, Head of Organising Committee
14.10	Opening of the Council Meeting by the President of ELSA International Anneloes Dijkstra
14.15	Presentation of the Directors and Assistants of ELSA International Anneloes Dijkstra
14.25	Welcoming of Council Guests and Externals Anneloes Dijkstra
14.35	Presentation and information by the Organising Committee of the Council Meeting Karl Tanti, Head of Organising Committee
14.45	Presentation of ICM Sponsors and Partners Karl Tanti, Head of Organising Committee
15.00	Announcement of the list of votes by the Secretary General of ELSA International Emil Nyquist
15.15	Reading out the agreement between ELSA Greece and ELSA Republic of Macedonia (Council Decision PLE 01/99 II) Emil Nyquist
15.20	Election of the Chair of the Plenary Emil Nyquist
15.30	Election of the other Plenary officers: Vice Chair, two to four Secretaries, the tellers, three members of the nominations committee Chair

- 16.00 **Approval of the Council Meeting Agenda and presentation of the Council Meeting structure**
Chair
- 16.20 **Approval of the Minutes of the LXIV International Council Meeting in Opatija, Autumn 2013**
Chair
- 16.30 **Report from the XLVIII International Presidents' Meeting in San Sebastian, Spain**
Chair of the International Presidents' Meeting in San Sebastian
- 16.40 **Information regarding elections**
Chair
- 16.50 **Information regarding the Officers' and Freshers' Training**
Emil Nyquist
- 16.55 **Information regarding the Head of Delegation Meeting**
Emil Nyquist
- 17.00 **End of Plenary session**

Mid-Plenary, Wednesday, March 19th 2014

- 10.00 **Revision of the list of votes**
Emil Nyquist
- 10.20 **Information from the Organising Committee**
Organising Committee
- 10.25 **Announcement of Nominations**
Nominations Committee
- 10.30 **Strategic Goals implementation Annex Presentation**
Chair of SG Implementation WG
- 10.40 **Strategic Development Handbook Presentation**
Chair of the Strategic Development WG
- 10.50 **Presentation and approval of the BEE workshop related proposals**
Chair and Workshop Chair
- 11.00 **Presentation and approval of the Joint BEE and FM Workshop related proposals**
- 11.30 **Presentation and approval of the Joint BEE, IM and FM Workshop related proposals**
Chair and Workshop Chairs
- 12.00 **Proposed revision of Budget of ELSA International 2013/2014**
Rebecca Yourstone, Chair of the FM Workshop
- 12.30 **Proposed Budget of ELSA International 2014/2015**
Rebecca Yourstone, Chair of the FM Workshop
- 13.00 **Presentation and approval of STEP workshop related proposals**
- 13.30 **Lunch Break**
- 15.00 **Revision of the list of votes**
Emil Nyquist
- 15.10 **Q&A ELSA International**
Chair

-
- | | |
|-------|----------------------------------------------------------------------------------------------------------------------------------------|
| 16.10 | Presentation and approval of the Joint AA and S&C Workshop related proposals
Chair and Workshop Chair |
| 16.35 | Presentation of the Partners of ELSA International
Anneloes Dijkstra |
| 16.45 | ELSA Day competition and outcome
Ana Roce |
| 16.55 | Reports from Open Workshops
Chair |
| 17.25 | Termination of ELSA Kazakhstan's Observership status
Chair, Emil Nyquist |
| 17.30 | Membership application ELSA Luxembourg
Chair, Chair of the Joint BEE, IM and FM Workshop, representatives of ELSA Luxembourg |
| 17.40 | Q&A Membership application ELSA Luxembourg
Chair, representatives of ELSA Luxembourg |
| 17.50 | Observership application of ELSA Belarus
Chair, Chair of the Joint BEE, IM and FM Workshop, representative of ELSA Belarus |
| 18.00 | Q&A Observership application of ELSA Belarus
Chair, representative of ELSA Belarus |
| 18.10 | Presentation of voting procedure
Chair, Emil Nyquist |
| 18.15 | Handing out ballot sheets
Emil Nyquist |
| 18.25 | Break |
| 18.45 | Casting of the votes |

- 19.00 **Presentation of ALSA**
International Board of ALSA
- 19.15 **Announcement of results**
Chair
- 19.25 **Presentations**
- 19.55 **Information from the ELS**
Representatives of the ELS Executive Committee
- 20.00 **End of Plenary Session**

Final Plenary, Saturday, March 22nd 2014

- 10.00 **Revision of the List of Votes**
Emil Nyquist
- 10.10 **Announcement of Nominations**
Nominations Committee
- 10.15 **Presentation and approval of the STEP Workshop Report and related proposals and recommendations**
Chair and STEP Workshop Chair
- 10.25 **Presentation and approval of the AA Workshop Report and recommendations**
Chair and AA Workshop Chair
- 10.35 **Presentation and approval of the S&C Workshop Report and recommendations**
Chair and S&C Workshop Chair
- 10.40 **ELSA House Crowd Funding Project**
The International Board
- 10.50 **Presentation and approval of the Interim Accounts 2013/2014 and Auditors Report**
Rebecca Yourstone, Auditors and FM Workshop Chair
- 11.05 **Presentation of the ELSA Development Foundation Interim Accounts 2013/2014 and Auditors Report**
Rebecca Yourstone, Auditors and FM Workshop Chair
- 11.20 **Presentation and approval of the MKT Workshop Report and recommendations**
Chair and Workshop Chair
- 11.30 **Presentation and approval of the FM Workshop Report and related proposals and recommendations**
Chair and FM Workshop Chair
- 11.40 **Presentation and approval of the IM Workshop Report and related proposals and recommendations**
Chair and IM Workshop Chair

- 11.50 **Presentation and approval of the Final Accounts of ELSA International 2012/2013**
Chair, Representative of the International Board 12/13, the FM Workshop Chair
- 12.05 **Presentation and approval of the Final Accounts of ELSA Development Foundation 2012/2013**
Chair, Representative of the International Board 12/13, the FM Workshop Chair
- 12.20 **Report from the International Board 2012/2013**
Chair, representative of the International Board 2012/2013
- 12.30 **Relief of Responsibility of International Board 2012/2013**
Chair
- 12.35 **Handing out ballot sheets**
Emil Nyquist
- 12.40 **Break**
- 12.50 **Casting of the votes 10 min**
- 13.00 **Presentation and approval of the BEE Workshop Report and recommendations**
Chair and Workshop Chair
- 13.10 **Announcement of Results**
Chair
- 13.15 **Presentation by the ELS**
Representatives of the ELS Executive Committee
- 13.30 **Lunch Break**
- 15.00 **Revision of the List of Votes**
Emil Nyquist
- 15.05 **Presentation by the University of Law**
- 15.15 **Presentation of the IPM Host Candidate(s), Winter 2015**
Chair and Candidate(s)
- 15.25 **Questions and Answers to the IPM Host Candidate(s), Winter 2015**

Chair and Candidate(s)

15.35 **Presentation of the ICM Host Candidate(s), Autumn 2015**

Chair and Candidate(s)

15.45 **Questions and Answers to the ICM Host Candidate(s), Autumn 2015**

Chair and Candidate(s)

16.55 **Presentation of the Council Guests for the Autumn ICM 2014**

Nominations Committee

16.00 **Presentation of the Candidates for International Board 2014/2015**

Chair

19.15 **Presentation of the Candidates for Auditors and the Vice Auditor of ELSA
International 2014/2015**

Chair

20.00 **Presentation of the voting procedure**

Chair

20.05 **Handing out ballot sheets**

Emil Nyquist

20.10 **Casting of the votes**

20.10 **Presentation of International Internal Meetings**

Organising Committees

20.15 **Presentation time**

20.45 **Announcement of the results of the elections**

Chair

20.50 **Miscellaneous**

21.00 **Closing of the LXV International Council Meeting**

Anneloes Dijkstra

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

ICM MALTA 2014												
Draft BEE Timetable												
Time	Sun 16th	Mon 17th	Tue 18th	Wed 19th	Thu 20th	Fri 21st	Sat 22nd	Sun 23rd				
8:00	Arrival of Participants	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast				
08:30												
09:00												
9:30												
10:00		SG Implementation Manual	Budget	Mid Plenary	Conference	Candidates	Final Plenary					
10:30												
11:00		SG '13 Proposal	Moving ELSA's Legal Seat			Final Accounts						
11:30		Strategic Development Handbook				Relief of Responsibility						
12:00												
12:30												
13:00	Letters of A. and payments	Lunch	Lunch	Lunch	Lunch	Lunch	Departure of Participants					
13:30												
14:00												
14:30												
15:00	Opening Plenary							Allowance Proposal	Open Workshops	Mid Plenary	Sightseeing	Interim Accounts
15:30								Debt proposal				Misc & Closing
16:00								Audit proposal				
16:30								ICM Proposals				
17:00	Opening Workshop							EO Proposals	Membership / Observership	Reporting Time / ELS Time	Reporting Time	
17:30												Observership Proposal
18:00												
18:30												
19:00	Officers and Freshers	ELSA Card	Reporting Time	Reporting Time / ELS Time	European Night / ELS Reception / Dinner / ELSA Vision Contest	Gala Ball		Dinner				
19:30												
20:00	HoD	Dinner	Dinner	Dinner								
20:30												
21:00												
21:30												
22:00	Party	Preparations	Preparations	Preparations	Party	Party						
22:30												
23:00												
23:30												

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

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 the workshops...

- Please prepare a written Activity Report and sent it to BEE mailing list beforehand;
- Read these Working Materials;
- Read the Statutes and Standing Orders in force after the LXIV Council Meeting of ELSA;
- Read the Council Meeting Decision Book, 39th Edition, especially the parts dedicated to Board Management, External Relations and Expansion and Strategic Planning;
- Read the Minutes of the BEE Workshop in the LXIII Council Meeting in Cologne and LXIV Council Meeting in Opatija; You can download them from:
ICM Cologne: http://files.elsa.org/ICM_Minutes/ICM_Min_2013_I_Cologne.pdf
ICM Opatija: http://files.elsa.org/ICM_Minutes/ICM_Min_2013_II_Opatija.pdf
- Read the minutes from IPM Tbilisi and IPM San Sebastian;

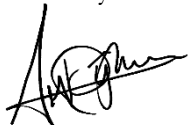
Links to these documents can be found from the same e-mail as these Working Materials. Please read them carefully. This is of great importance for the discussions and outcome of the Workshop sessions.

Please read this draft agenda carefully. Should you need any clarifications, please do not hesitate to contact the President of ELSA International at president@elsa.org.

Please use the BEE mailing list (ELSA-BEE@LISTSERV.ELSA.ORG) and start a discussion before the LXV Council Meeting.

Let's have an amazing BEE Workshop! Can't wait to see all of you (again)!

Sincerely Yours,



Anneloes Dijkstra

President

ELSA International 2013/2014

Draft Agenda

Sunday, 16th of March, 2014 (17.30 – 20.00)

17:30 – 19:00

Opening Workshop

Aim: To get to know each other and to talk about our expectations. To discuss the purpose of this ICM, to present and approve the agenda and to elect the Workshop Officers. During this session we will also establish some rules for the rest of the week.

Means:

- Opening of the BEE Workshop
- Round of Expectations
- Election of the Chair, the Vice Chair and the Secretaries
- Workshop rules
- Presentation and approval of the agenda

Preparations: Prepare your inputs and expectations for this ICM. Read the agenda carefully and think about WS rules that can be adopted. Think about why we have these meetings and how we can profit the most from them. What does this ICM mean for you? What do you intend to get out of it?

18.30 - 20.00

Officers' Trainings

Aim: To train the Officers of this International Council Meeting on their fundamental tasks and responsibilities during the ICM. The 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
- Secretaries training is delivered by the Secretary General of ELSA International
- Tellers and Nomination Committee training is delivered by ELSA International

18.30 - 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 answer questions that arise

Monday, 17th of March, 2014 (10.00 – 13.30)

10:00 – 11:30

Strategic Goals Implementation

Aim: To evaluate what the Working Group on SG Implementation has been working on. To give inputs to their work and to add things to the manual they are creating.

Means:

- Presentation by the Strategic Goals Implementation Working Group
- Questions & Answers
- Discussion

Comments: The SG Implementation Working Group is working hard on creating a manual/guide for Local Groups and National Groups, which will be considered to be an annex to the current Strategic Plan.

11:30 – 12:00

Strategic Goals Proposals

Aim: To discuss the proposals about amending the Decision Book concerning Strategic Goals.

Means:

- Presentation of the proposal by ELSA The Netherlands, ELSA Norway, ELSA Ireland, ELSA Austria and ELSA Poland
- Presentation of the proposal by ELSA International
- Discussion
- Workshop vote

Preparations: Read the proposals on pages [151](#) and [183](#)

12:00 – 13:30

Strategic Development

Aims: To evaluate what the Working Group on Strategic Development has been working on. To give inputs to their work and to add things to the guide that they are creating.

Means:

- Presentation by Strategic Development Working Group
- Questions and Answers
- Discussion

Comments: Besides the SG Implementation Working Group, there is also a Working Group on Strategic Development. This last WG focusses mostly on the actual process of Strategic Development. Think of questions that you would like to have answered by this guide.

Monday, 17th of March, 2014 (15.00 – 20.00)

15:00 – 16:00

Joint Workshop BEE, FM: Allowance Proposals

Aim: To discuss the proposals regarding an increase of the allowance of the International Board on pages [186](#) and [187](#)

Means:

- Presentation of the proposal by ELSA Austria, ELSA Croatia, ELSA Denmark, ELSA Ireland, ELSA Poland, ELSA Sweden, ELSA The Netherlands, ELSA UK
- Discussion
- Workshop vote

Preparation: Be sure to read the proposals carefully to be able to ask questions and to have an initial workshop vote on it.

16:00 – 16:30

Joint Workshop BEE & FM: Debt Proposal

Aim: To discuss the proposal regarding the amendment of the Standing Orders about Debts of Members and Observers.

Means:

- Presentation of the proposal by ELSA The Netherlands, ELSA Ireland, ELSA Sweden & ELSA Poland
- Discussion
- Workshop vote

Preparations: Read the proposal on page [180](#).

16:30 – 17:00

Joint Workshop BEE & FM: Audit Proposal

Aim: To discuss the Audit proposal regarding the amendment of the Statutes that is one page [176](#).

Means:

- Presentation of the proposal by ELSA Germany
- Discussion
- Workshop vote

Preparations: Look through the proposal carefully and think of questions that you would like to ask.

17:00 – 17:30

Joint Workshop BEE, IM & FM: ICM Proposals

Aim: To discuss the proposal regarding the amendment of the Decision Book about the ICM Fees of the International Board and the amendment to the Standing Orders about ICM Dates that can be found on pages [146](#) and [184](#).

Means:

- Presentation of the proposal by ELSA International
- Presentation of the proposal by ELSA Germany
- Discussion
- Workshop vote

Preparations: Look through the proposals carefully and think of questions that you would like to ask.

17:30 – 18:00

Joint Workshop BEE, IM & FM: ELSA Online Proposals

Aim: To discuss the proposals about amending the Decision Book concerning ELSA Online.

Means:

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

- Workshop vote

Preparations: Read the proposals on pages [155](#) and [182](#).

18:00 – 19:00

Joint Workshop BEE, IM & FM: Observership Proposals

Aim: To discuss the proposals about amending the Standing Orders concerning the Observership status in ELSA. To discuss the Observership and Membership status in ELSA in general.

Means:

- Presentation of a proposal by ELSA Ireland, ELSA The Netherlands & ELSA A Sweden
- Presentation of an input paper by ELSA Germany & ELSA UK
- Presentation of a proposal by ELSA International
- Discussion
- Conclusions (to be presented in the plenary)

Preparations: Read the proposals and input paper on pages [146](#), [177](#) and [198](#).

19:00 – 20:00

Joint Workshop BEE, IM & MKT: ELSA Card

Aim: There are many companies that would like to cooperate with ELSA. However, there are not enough Human Resources to make them all as our partners and be able to deliver the same quality (time challenges, the proper connection between the ELSA and potential ADV/Partner) and that is why ELSA Card is a great opportunity – to still offer to our Members additional benefits, opportunities! Discounts, special offers from the prominent companies – what do you think? Should we go for it?

Means:

- Presentation by ELSA International
- Discussion

Comments: If your LG/NG already has something similar like this Membership discount card or any other form of an ELSA card with opportunities for your members – please bring it to this workshop, so we will be able to get good inputs and share best practices.

Tuesday, 18th of March, 2014 (10.00 – 13.30)

10:00 – 11:30

Joint workshop FM & BEE: Budgets

Aim: To revise the current budget of ELSA International 2013/2014 according to the updated financial situation and to set a budget for next term in office, for ELSA International 2014/2015.

Means:

- Presentation of the proposal on the revision of the budget of ELSA International 2013/2014 by ELSA International
- Presentation of the proposed budget for ELSA International 2014/2015
- Q&A
- Discussion
- Amendments
- Voting

Preparations: Look through the proposal on the revision of the budget of ELSA International 2013/2014 on page [246](#) and the proposed budget for ELSA International 2014/2015 on page [250](#).

11:30 – 13:30

Joint Workshop BEE, IM & FM: Moving ELSA's Legal Seat

Aim: To discuss the developments of the Jurisdiction research that is being done in Switzerland after the vote during ICM Opatija on the statement of continuing research on this topic in Switzerland. To discuss the proposal about the Decision Book amendment for a Jurisdiction Working Group.

Means:

- Presentation by the Jurisdiction Research Group
- Presentation of the proposal by ELSA International
- Discussion
- Workshop vote

Preparations: Read the proposal on pages [153](#).

Tuesday, 18th of March, 2014 (15.00 – 19.00)

15:00 – 17:00

Open Workshops

We have organised one block with four different open workshops for you. We recommend you to have at least one representative from your Delegation at each workshop to be able to get knowledge from each one and to provide us with inputs in each one. They are very diverse, so there should be something interesting for every one of your delegation members. The descriptions of each workshop can be found on page [103](#)

OPEN WORKSHOPS:

Non-Political Status**Move of the Legal Seat****Strategy Implementation****Observership/Membership**

17:00 – 19:00

Joint Workshop BEE, IM and FM: Membership and Observership applications**Aim:**

To present and discuss the Membership application of ELSA Luxembourg.

To present and discuss the Observership application of ELSA Belarus

Means:

- Introduction by ELSA International
- Presentation of the application by ELSA Luxembourg
- Q&A to ELSA Luxembourg
- Presentation of the application by ELSA Belarus
- Q&A to ELSA Belarus
- Voting on the recommendation of the application

Preparations:

Please read the Membership application of ELSA Luxembourg starting from page [221](#)

Please read the Observership application of ELSA Belarus starting from page [204](#)

Friday, 21st of March, 2014 (10.00 – 13.30)

10:00 – 11:00

Candidates Workshop

Aim: The candidate(s) running for the position of President of ELSA International 2014/2015 will present themselves and will be interviewed by the workshop participants.

Means:

- Presentation of the candidate(s)
- Q&A for the candidate(s)

Preparation: Read all the candidatures carefully and plan meetings with the candidates before this workshop to ask questions that you would like to have answered.

11:00 – 12:00

Joint Workshop BEE & FM: Approval of the Final Accounts 2012/2013

Aim: To present the Final Accounts for 2012/2013. To vote upon recommendation of approval the Final Accounts for the financial year of 2012/2013.

Means:

- Presentation of the Final Accounts for 2012/2013
- Presentation by the Auditors of ELSA International 2012/2013
- Q&A
- Voting

Preparations: Read the Final Accounts of ELSA International 2012/2013 and the annexes to the Final Accounts on pages [244](#) and [245](#), as well as the auditors' report.

12.00-13.30

Joint Workshop BEE & FM: Relief of responsibility of ELSA International 2012/2013

Aim: To present the Activity Report of ELSA International 2012/2013. To discuss and vote upon a workshop recommendation regarding the relief of responsibility of ELSA International 2012/2013.

Means:

- Presentation of the Activity Report of ELSA International 2012/2013
- Q&A
- Voting

Friday, 21st of March, 2014 (15.00 – 18.30)

15:00 – 16:00

Joint Workshop FM & BEE: Interim Accounts of ELSA and EDF 2013/2014

Aim: To present the interim accounts of ELSA and EDF; to present the auditors' report regarding the Interim Accounts; workshops to close the Financial Management Workshop.

Means:

- Presentation of the interim accounts of ELSA 2013/2014 by ELSA International
- Presentation of the Auditors' Report regarding the interim accounts of ELSA 2013/2014 by the Auditors of ELSA
- Discussion
- Voting
- Presentation of the interim accounts of EDF 2013/2014 by the Chairman of the EDF
- Presentation of the Auditors' Report regarding the interim accounts of the EDF 2013/2014 by the Auditors of the EDF
- Discussion
- Voting

Preparations: Look through the attached interim accounts of ELSA International 2013/2014 and the EDF, on pages [242](#) and [243](#) and read through the auditors' report.

16:00 – 18:30

Miscellaneous, evaluation & closing

Aims: A good closing of our BEE Workshop is the most important thing before we say goodbye. This workshop is to discuss the topics that you would like to discuss with the Presidents before we return home, to evaluate the discussions we have already had and to properly close the meeting.

Means:

- Discuss miscellaneous topics
- Roundtable of ICM evaluation
- Closing

Preparations: During the meeting, write down topics you would like to still discuss before leaving the ICM. Keep a feedback list in your notebook during the whole meeting so you will be able to properly evaluate the meeting. Think of a special way to say goodbye in your own language.

INTERNAL MANAGEMENT WORKSHOP**Timetable**

ICM MALTA 2014								
Draft IM Timetable								
Time	Sun 16th	Mon 17th	Tues 18th	Wed 19th	Thurs 20th	Fri 21st	Sat 22nd	Sun 23rd
08:00	Arrival of Participants	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
08:30								
09:00								
09:30								
10:00		Knowledge Archive	Transition	Mid Plenary	Candidates	Final Plenary		
10:30								
11:00			Moving ELSA's Legal Seat		Conference		Alumni	
11:30								
12:00								
12:30								
13:00	Letters of A. and payments	Lunch	Lunch	Lunch	Lunch	Lunch		
13:30								
14:00								
14:30	Opening Plenary	Knowledge Archive	Open Workshops	Mid Plenary	Sightseeing	Alumni	Final Plenary	
15:00								
15:30								
16:00		ICM Proposals	Member- & Observership Application			SotN		
16:30								
17:00								
17:30		EO Proposals		Miscellaneous & Closing				
18:00		Observership Proposal						
18:30								
19:00		Officers and Freshers	ELSA Card	Reporting Time		Reporting Time / ELS Time		Reporting Time
19:30								
20:00	HoD	Dinner	Dinner	Dinner	Preparation			
20:30								
21:00								
21:30	Party	Preparations	Preparations	Preparations	European Night / ELS Reception / Dinner / ELSA Vision Contest	Gala Ball	Dinner	
22:00		Party	Party	Party			Party	
22:30								
23:00								
23:30								

Preparations and reminders for the Internal Management Workshop

In order to actively participate and contribute to the Workshops, please, don't forget to:

Please prepare a written Activity Report and send it to the IM mailing list;

- Read these Working Materials;
- Read the Statutes and Standing Orders in force after the LXIV Council Meeting of ELSA;
- Read the Council Meeting Decision Book, 39th Edition;
- Read relevant sections of the Minutes of the Internal Management Workshop in the LXIII Council Meeting in Cologne and LXIV Council Meeting in Opatija. You can download them from:
ICM Cologne: http://files.elsa.org/ICM_Minutes/ICM_Min_2013_I_Cologne.pdf
ICM Opatija: http://files.elsa.org/ICM_Minutes/ICM_Min_2013_II_Opatija.pdf
- Read the One Year Operational Plan (OYOP) of ELSA International 2013/2014;

Links to these documents can be found from the same e-mail as these Working Materials and on <http://officers.elsa.org>. Please read them carefully. This is of great importance for the discussions and outcome of the Workshop sessions.

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

Please use the IM mailing list (ELSA-IM@LISTSERV.ELSA.ORG) and start a discussion before the LXV Council Meeting.

Welcome to the IM Workshop!



Emil Nyquist

Secretary General

ELSA International 2013/2014

Draft Agenda

Sunday, 16th of March, 2014 (17.30 - 20.00)

17.30 - 18.30

Opening Workshop

Aim:

To elect the Workshop Officers and to approve the Draft Agenda. To get to know each other and to share expectations for the upcoming week.

Means:

- Opening of the Internal Management Workshop
- Presentation of the tasks of the Workshop Officers
- Election of the Workshop Chair, Vice Chair and Secretaries
- Defining Workshop Rules
- Presentation of the Workshop Agenda by ELSA International
- Approval of the Workshop Agenda
- Roundtable: Expectations of the participants

18.30 - 20.00

Officers' Trainings

Aim:

To train the Officers of this International Council Meeting on their fundamental tasks and responsibilities during the ICM. The 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
- Secretaries training is delivered by the Secretary General of ELSA International
- Tellers and Nomination Committee training is delivered by ELSA International

18.30 - 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 answer questions that arise

Monday, 17th of March, 2014 (10.00 - 13.30)

10:00 – 13:30

Knowledge Archive

Aim: To find out what the NBs need in terms of a knowledge archive and to produce an outline/product for a common archive

Means:

- Introduction by ELSA International
- Show and Tell
- Working groups

Preparations: Make an outline of your current knowledge archive if you have one. Bring pictures, descriptions, the archive itself or just files/knowledge you think others could benefit from. Be prepared to introduce the archive to the group. Think about what you want in a Knowledge Archive

Monday, 17th of March, 2014 (15.00 - 20.00)

15:00 – 17:00

Knowledge Archive

Aim: To find out what the NBs need in terms of a knowledge archive and to produce an outline/product for a common archive

Means:

- Working groups
- Roundtable
- Conclusions

Preparations: Make an outline of your current knowledge archive if you have one. Bring pictures, descriptions, the archive itself or just files/knowledge you think others could benefit from. Be prepared to introduce the archive to the group. Think about what you want in a Knowledge Archive

17:00 – 17:30

Joint Workshop BEE, IM & FM: ICM Proposals

Aim: To discuss the proposal regarding the amendment of the Decision Book about the ICM Fees of the International Board and the amendment to the Standing Orders about ICM Dates that can be found on pages [144](#) and [184](#).

Means:

- Presentation of the proposal by ELSA International
- Presentation of the proposal by ELSA Germany
- Discussion
- Workshop vote

Preparations: Look through the proposals carefully and think of questions that you would like to ask.

17:30 – 18:00

Joint Workshop BEE, IM & FM: ELSA Online Proposals

Aim: To discuss the proposals about amending the Decision Book concerning ELSA Online.

Means:

- Presentation of the proposal by ELSA International
- Presentation of the proposal by ELSA Austria
- Discussion
- Workshop vote

Preparations: Read the proposals on pages [155](#) and [182](#).

18:00 – 19:00

Joint Workshop BEE, IM & FM: Observership Proposals

Aim: To discuss the proposals about amending the Standing Orders concerning the Observership status in ELSA. To discuss the Observership and Membership status in ELSA in general.

Means:

- Presentation of a proposal by ELSA Ireland, ELSA The Netherlands & ELSA Sweden
- Presentation of an input paper by ELSA Germany & ELSA UK

- Presentation of a proposal by ELSA International
- Discussion
- Conclusions (to be presented in the plenary)

Preparations: Read the proposals and input paper on pages [146](#), [177](#) and [198](#).

19:00 – 20:00

Joint Workshop BEE, IM & MKT: ELSA Card

Aim: There are many companies that would like to cooperate with ELSA. However, there are not enough Human Resources to make them all as our partners and be able to deliver the same quality (time challenges, the proper connection between the ELSA and potential ADV/Partner) and that is why ELSA Card is a great opportunity – to still offer to our Members additional benefits, opportunities! Discounts, special offers from the prominent companies – what do you think? Should we go for it?

Means:

- Presentation by ELSA International
- Discussion

Comments: If your LG/NG already has something similar like this Membership discount card or any other form of an ELSA card with opportunities for your members – please bring it to this workshop, so we will be able to get good inputs and share best practices.

Tuesday, 18th of March, 2014 (10.00 - 13.30)

10.00 - 11.30

Transition

Aim: To share experiences from Transitions and help each other to prepare upcoming Transitions.

Means:

- Round table
- Working groups
- Discussions
- Conclusion

11:30 – 13:30

Joint Workshop BEE, IM & FM: Moving ELSA's Legal Seat

Aim: To discuss the developments of the Jurisdiction research that is being done in Switzerland after the vote during ICM Opatija on the statement of continuing research on this topic in Switzerland. To discuss the proposal about the Decision Book amendment for a Jurisdiction Working Group.

Means:

- Presentation by the Jurisdiction Research Group
- Presentation of the proposal by ELSA International
- Discussion
- Workshop vote

Preparations: Read the proposal on pages [153](#)

Tuesday, 18th of March, 2014 (15.00 - 19.00)

15:00 – 17:00

Open Workshops

We have organised one block with four different open workshops for you. We recommend you to have at least one representative from your Delegation at each workshop to be able to get knowledge from each one and to provide us with inputs in each one. They are very diverse, so there should be something interesting for every one of your delegation members. The descriptions of each workshop can be found on page [103](#)

OPEN WORKSHOPS:

Non-Political Status

Move of the Legal Seat

Strategy Implementation

Observership/Membership

17:00 – 19:00

Joint Workshop BEE, IM and FM: Membership and Observership applications

Aim:

To present and discuss the Membership application of ELSA Luxembourg.
To present and discuss the Observership application of ELSA Belarus

Means:

- Introduction by ELSA International
- Presentation of the application by ELSA Luxembourg
- Q&A to ELSA Luxembourg
- Presentation of the application by ELSA Belarus
- Q&A to ELSA Belarus
- Voting on the recommendation of the application

Preparations:

Please read the Membership application of ELSA Luxembourg starting from page [221](#)

Please read the Observership application of ELSA Belarus starting from page [204](#)

Friday, 21st of March, 2014 (10.00 - 13.30)

10:00 – 11:00

Candidates Workshop

Aim: The candidate(s) running for the position of Secretary General of ELSA International 2014/2015 will present themselves and will be interviewed by the workshop participants.

Means:

- Presentation of the candidate(s)
- Q&A for the candidate(s)

Preparation: Read all the candidatures carefully and plan meetings with the candidates before this workshop to ask questions that you would like to have answered.

11:00 – 13:30

Alumni

Aim: To share experiences on the relationship with alumni, useful best practices in this field and ways of registering alumni. To find a common practice on the last point and to develop alumni connections.

Means:

- Introductions by ELSA International
- Show and tell
- Working groups

Preparation: Bring examples of you alumni registers and outlines of useful practices. Think about what you want in an alumni register.

Friday, 21st of March, 2014 (15.00 - 18.30)

15:00 – 16:30

Alumni

Aim: To share experiences on the relationship with alumni, useful best practices in this field and ways of registering alumni. To find a common practice on the last point and to develop alumni connections.

Means:

- Working groups
- Conclusions

Preparation: Bring examples of you alumni registers and outlines of useful practices. Think about what you want in an alumni register.

16.30 – 17.00

SotN

Aims: To shortly introduce the results of the 16th SotN with a focus on human resources

Means:

- Presentation by ELSA International
- Q&A

17.00 – 18.30

Misc. & Closing

Aims: To allocate time on topics not covered in the sessions during the week, to close the open discussions on topics that were left unfinished. To evaluate the week and the workshops and to close the Internal Management Workshop.

Means:

- Discussion
- Roundtable of feedback and evaluation
- Closing of the Internal Management workshop.

FINANCIAL MANAGEMENT WORKSHOP**Timetable**

ICM MALTA 2014									
Draft FM Timetable									
Time	Sun 16th	Mon 17th	Tue 18th	Wed 19th	Thu 20th	Fri 21st	Sat 22nd	Sun 23rd	
08:00	Arrival of Participants	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	
08:30									
09:00									
09:30									
10:00		Area Update	Budgets	Mid Plenary	Conference	Candidates	Final Plenary	Departure of Participants	
10:30									
11:00									
11:30									
12:00		Fees	Moving ELSA's Legal Seat	Mid Plenary	Conference	Final accounts	Final Plenary		
12:30									
13:00		Grants	Mid Plenary	Conference	Relief of Responsibility	Final Plenary			
13:30									
14:00	Letters of A. and payments	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch		
14:30									
15:00									
15:30									
16:00		Allowance proposal	Open Workshops	Mid Plenary	Sightseeing	Interim Accounts	Final Plenary		
16:30									
17:00									
17:30									
18:00		Opening Workshop	EO proposal	Members/ Observers	Mid Plenary	Sightseeing	Closing and Miscellaneous		Final Plenary
18:30									
19:00									
19:30									
20:00	Officers and Freshers	Step Penalty System	Reporting Time	Reporting Time / ELS Time	Preparation	Gala Ball	Dinner		
20:30									
21:00									
21:30									
22:00	Party	Preparations	Preparations	Preparations	European Night / ELS Reception / Dinner / ELSA Vision Contest	Gala Ball	Party		
22:30									
23:00									
23:30									

Preparations and reminders for the Financial Management Workshop

In order to actively participate and contribute to the Workshops, please, don't forget to:

- Read these Working Materials;
- Read the Statutes and Standing Orders in force after the LXIV Council Meeting of ELSA, held in Opatija fall 2013;
- Read the Council Meeting Decision Book, 39th Edition, focus on the Financial Management part;
- Read the Minutes of the Financial Management Workshop in from the LXIII Council Meeting in Cologne and the LXIV Council Meeting in Opatija.
- Please prepare a written Activity Report and send it to the FM mailing list;

Please read the Draft Agenda carefully. Should you need any clarifications, please do not hesitate to contact the Treasurer of ELSA International at treasurer@elsa.org.

Also, feel free to use the FM mailing list (ELSA-FM@LISTSERV.ELSA.ORG) to start discussions and get a good start before the ICM. The FM mailing list can be used to bring up ideas you want to share and issues you feel need to be discussed either before or during the ICM.

Welcome to the FM Workshop!



Rebecca Yourstone
Treasurer
ELSA International 2013/2014

Draft Agenda

Sunday, 16th of March, 2014 (17.30 – 20.00)

17.30-19.00

Opening Workshop

Aim:

To elect the Workshop Officers and to approve the Draft Agenda. To get to know each other and to share expectations for the upcoming week.

Means:

- Opening of the Financial Management Workshop
- Presentation of the tasks of the Workshop Officers
- Election of the Workshop Chair, Vice Chair and Secretaries
- Defining Workshop Rules
- Presentation of the Workshop Agenda by ELSA International
- Approval of the Workshop Agenda
- Roundtable: Expectations of the participants

18.30 - 20.00

Officers' Trainings

Aim: To train the Officers of this International Council Meeting on their fundamental tasks and responsibilities during the ICM. The 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
- Secretaries training is delivered by the Secretary General of ELSA International
- Tellers and Nomination Committee training is delivered by ELSA International

18.30 - 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 answer questions that arise

Monday, 17th of March, 2014 (10.00 – 13.30)

10.00-11.30

Area Update**Aim:**

To evaluate the term in office so far and get an overview of what is going on in the FM area in different groups. To go through the Activity Reports prepared for the ICM. To share experiences; good ones, as well as bad ones.

Means:

- Presentation of Activity Reports
- Sharing of experiences

Preparations:

Please prepare a written Activity Report and send it to the FM mailing list (ELSA-FM@LISTSERV.ELSA.ORG) before the ICM. Also, read your fellow FMers Activity reports sent to the list prior the ICM.

11.30-12.30

Membership Fees**Aim:**

To discuss Membership Fees in ELSA and compare different systems.

Means:

- Round table
- Working groups
- Discussion

12.30-13.30

Grants**Aim:**

To compare the work with grants in different groups and share experiences.

Means:

- Round table
- Working groups
- Discussion

Monday, 17th of March, 2014 (15.00 – 20.00)

15:00 – 16:00

Joint Workshop BEE, FM: Allowance Proposals

Aim: To discuss the proposals regarding an increase of the allowance of the International Board on pages [186](#) and [187](#)

Means:

- Presentation of the proposal by ELSA Austria, ELSA Croatia, ELSA Denmark, ELSA Ireland, ELSA Poland, ELSA Sweden, ELSA The Netherlands, ELSA UK
- Discussion
- Workshop vote

Preparation: Be sure to read the proposals in the annex carefully to be able to ask questions and to have an initial workshop vote on it.

16:00 – 16:30

Joint Workshop BEE & FM: Debt Proposal

Aim: To discuss the proposal regarding the amendment of the Standing Orders about Debts of Members and Observers.

Means:

- Presentation of the proposal by ELSA The Netherlands, ELSA Ireland, ELSA Sweden & ELSA Poland
- Discussion
- Workshop vote

Preparations: Read the proposal on page [180](#).

16:30 – 17:00

Joint Workshop BEE & FM: Audit Proposal

Aim: To discuss the Audit proposal regarding the amendment of the Statutes that is one page [176](#).

Means:

- Presentation of the proposal by ELSA Germany
- Discussion
- Workshop vote

Preparations: Look through the proposal carefully and think of questions that you would like to ask.

17:00 – 17:30

Joint Workshop BEE, IM & FM: ICM Proposals

Aim: To discuss the proposal regarding the amendment of the Decision Book about the ICM Fees of the International Board and the amendment to the Standing Orders about ICM Dates that can be found on page [144](#) and [184](#)

Means:

- Presentation of the proposal by ELSA International
- Presentation of the proposal by ELSA Germany
- Discussion
- Workshop vote

Preparations: Look through the proposals carefully and think of questions that you would like to ask.

17:30 – 18:00

Joint Workshop BEE, IM & FM: ELSA Online Proposals

Aim: To discuss the proposals about amending the Decision Book concerning ELSA Online.

Means:

- Presentation of the proposal by ELSA International
- Presentation of the proposal by ELSA Austria
- Discussion
- Workshop vote

Preparations: Read the proposals on pages [155](#) and [182](#).

18:00 – 19:00

Joint Workshop BEE, IM & FM: Observership Proposals

Aim: To discuss the proposals about amending the Standing Orders concerning the Observership status in ELSA. To discuss the Observership and Membership status in ELSA in general.

Means:

- Presentation of a proposal by ELSA Ireland, ELSA The Netherlands & ELSA A Sweden
- Presentation of an input paper by ELSA Germany & ELSA UK
- Presentation of a proposal by ELSA International
- Discussion
- Conclusions (to be presented in the plenary)

Preparations: Read the proposals and input paper on pages [146](#), [177](#) and [198](#).

19.00-20.00

Joint STEP + FM Workshop – Penalty System**Aim:**

To evaluate the progress of the Working Group and plan further actions.

Means:

- Presentation by ELSA International
- Presentation by the Working Group
- Discussing further actions

Comments:

At last ICM the Proposal for a Penalty System was withdrawn and we decided to establish a Working Group on this topic. The working group started in January 2014. During ICM Malta we can do the first evaluation and see how far we got and what is still needed.

Preparations:

Please read the minutes of the last Joint STEP-FM Workshop. .

Tuesday, 18th of March, 2014 (10.00 – 13.30)

10:00 – 11:30

Joint workshop FM & BEE: Budgets**Aim:**

To revise the current budget of ELSA International 2013/2014 according to the updated financial situation and to set a budget for next term in office, for ELSA International 2014/2015.

Means:

- Presentation of the proposal on the revision of the budget of ELSA International 2013/2014 by ELSA International
- Presentation of the proposed budget for ELSA International 2014/2015
- Q&A

- Discussion
- Amendments
- Voting

Preparations:

Look through the proposal on the revision of the budget of ELSA International 2013/2014 on page [246](#) and the proposed budget for ELSA International 2014/2015 on page [250](#).

11:30 – 13:30

Joint Workshop BEE, IM & FM: Moving ELSA's Legal Seat

Aim: To discuss the developments of the Jurisdiction research that is being done in Switzerland after the vote during ICM Opatija on the statement of continuing research on this topic in Switzerland. To discuss the proposal about the Decision Book amendment for a Jurisdiction Working Group.

Means:

- Presentation by the Jurisdiction Research Group
- Presentation of the proposal by ELSA International
- Discussion
- Workshop vote

Preparations: Read the proposal on page [153](#).

Tuesday, 18th of March, 2014 (15.00 – 19.00)

15:00 – 17:00

Open Workshops

We have organised one block with four different open workshops for you. We recommend you to have at least one representative from your Delegation at each workshop to be able to get knowledge from each one and to provide us with inputs in each one. They are very diverse, so there should be something interesting for every one of your delegation members. The descriptions of each workshop can be found on page [103](#).

OPEN WORKSHOPS:

Non-Political Status

Move of the Legal Seat

Strategy Implementation

Observership/Membership

17.00-19.00

Joint Workshop BEE, IM and FM: Membership and Observership applications**Aim:**

To present and discuss the Membership application of ELSA Luxembourg.

To present and discuss the Observership application of ELSA Belarus

Means:

- Introduction by ELSA International
- Presentation of the application by ELSA Luxembourg
- Q&A to ELSA Luxembourg
- Presentation of the application by ELSA Belarus
- Q&A to ELSA Belarus
- Voting on the recommendation of the application

Preparations:

Please read the Membership application of ELSA Luxembourg starting from page [221](#)

Please read the Observership application of ELSA Belarus starting from page [204](#)

Friday, 1st of November, 2014 (10.00 – 13.30)

10.00 – 11.00

Candidate(s) Workshop**Aim:**

The candidate(s) running for the position of Treasurer of ELSA International 2014/2015, as well as candidate(s) for the position of Auditors and Vice Auditor ELSA International 2014/2015 will present themselves and be interviewed by the workshop participants.

Means:

- Presentation by the candidate(s)
- Workshop Q&A for the candidate(s)

11.00-12.00

Joint Workshop BEE & FM: Approval of the Final Accounts 2012/2013**Aim:**

To present the Final Accounts for 2012/2013. To vote upon recommendation of approval the Final Accounts for the financial year of 2012/2013.

Means:

- Presentation of the Final Accounts for 2012/2013
- Presentation by the Auditors of ELSA International 2012/2013
- Q&A
- Voting

Preparations:

Read the Final Accounts of ELSA International 2012/2013 and the annexes to the Final Accounts on pages [244](#) and [245](#), as well as the auditors' report.

12.00-13.30

Joint Workshop BEE & FM: Relief of responsibility of ELSA International 2012/2013**Aim:**

To present the Activity Report of ELSA International 2012/2013. To discuss and vote upon a workshop recommendation regarding the relief of responsibility of ELSA International 2012/2013.

Means:

- Presentation of the Activity Report of ELSA International 2012/2013
- Q&A
- Voting

Friday, 1st of November, 2014 (15.00 – 18.30)

15.00-16.00

Joint Workshop FM & BEE: Interim Accounts of ELSA and EDF 2013/2014**Aims:**

To present the interim accounts of ELSA and EDF; to present the auditors' report regarding the Interim Accounts; workshops to close the Financial Management Workshop.

Means:

- Presentation of the interim accounts of ELSA 2013/2014 by ELSA International
- Presentation of the Auditors' Report regarding the interim accounts of ELSA 2013/2014 by the Auditors of ELSA
- Discussion
- Voting
- Presentation of the interim accounts of EDF 2013/2014 by the Chairman of the EDF
- Presentation of the Auditors' Report regarding the interim accounts of the EDF 2013/2014 by the Auditors of the EDF
- Discussion
- Voting

Preparations

Look through the attached interim accounts of ELSA International 2013/2014 and the EDF, on pages [242](#) and [243](#) and read through the auditors' report.

16.00-17.30

Transition**Aim:**

To share experiences from Transitions and help each other to prepare upcoming Transitions.

Means:

- Round table
- Working groups
- Discussions
- Conclusion

17.30-18.30

Miscellaneous & Closing**Aim:**

To discuss topics, which were not covered in the sessions during the week. To close open discussions on topics, which were not fully discussed during the week. To evaluate the week and the Financial Management workshop.

Means:

- Discussion
- Roundtable

MARKETING WORKSHOP**Timetable**

ICM MALTA 2014								
Draft MKT Timetable								
Time	Sun 16th	Mon 17th	Tue 18th	Wed 19th	Thu 20th	Fri 21st	Sat 22nd	Sun 23rd
08:00	Arrival of Participants	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
08:30								
09:00								
09:30								
10:00		#weCARE #iCARE - MKT HB	TRAINING 2	Mid Plenary	Conference	Candidate Workshop	Final Plenary	
10:30								
11:00		Pulitzer Prize goes to...				Structured & Constructive or just Sweet & Cool?		
11:30		PR - The face of... OUR Association				MCC Season 3 and 13		
12:00		Letters of A. and payments						
12:30								
13:00	Opening Plenary	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	
13:30								
14:00								
14:30								
15:00		TRAINING 1	Open Workshops	Mid Plenary	Sightseeing	ELSA Shop(ping) - Spring SALE!	Final Plenary	
15:30						ELSA as the Franchise		
16:00			30 years...the older, the better?			Marketing Mix		
16:30								Misc& Closing
17:00		Opening Workshop		Reporting Time				
17:30					Reporting Time / ELS Time			
18:00	Preparation							
18:30			European Night / ELS Reception / Dinner / ELSA Vision Contest					
19:00		Gala Ball						
19:30				Party				
20:00	Party							
20:30			Party					
21:00		Party						
21:30				Party				
22:00	Party							
22:30			Party					
23:00		Party						
23:30				Party				

Preparations and reminders for the Marketing Workshop

In order to actively participate and contribute to the Workshops, please, do not forget *to write the Activity Report* and send it to the Marketing mailing list and go through the following documents:

- Read these Working Materials;
- Read the Statutes and Standing Orders in force after LXIV International Council Meeting;
- Read the 39th edition of the International Council Meeting Decision Book;
- Read the Minutes of the Marketing Workshop from the LXIV International Council Meeting;
- Read the Minutes of the Marketing Workshop from the III Supporting Area Meeting;
- Read the One Year Operational Plan (OYOP) of ELSA International and Marketing OYOP;
- Bring your fresh ideas and positive energy!

Links to this documents can be found from the same e-mail as these Working Materials. Please get familiar with the above mentioned documents, to enable good basic for discussions and outcome of the Workshop sessions.

Also, please read this Draft agenda. Should you need any clarification or have a question, please do not hesitate to contact the Vice President for Marketing of ELSA International at vpmarketing@elsa.org.

Use the MKT mailing list (ELSA-MARKETING@LISTSERV.ELSA.ORG) and start a discussion even before the International Council Meeting.

Together, we can make it better!

Welcome to the MKT Workshop!



Petra Podgoršek

Vice President for Marketing
ELSA International 2013/2014

Draft Agenda

Sunday, 16th of March, 2014 (17.30 - 20.00)

17.30 – 19.00

Opening Workshop: Welcome MarKeTers!

Aim:

To open the Marketing Workshop of the LXV International Council Meeting. To elect the Workshop Officers and to approve the drafted agenda. To get to know each other and to share expectations for the week. To give a general overview of the meeting.

Means:

- Opening of the Marketing Workshop
- Presentation of the tasks of the Workshop Officers
- Election and voting upon the Workshop Officers
- Presentation of the Workshop rules
- Presentation of the Workshop Agenda by ELSA International
- Approval of the Workshop Agenda
- Roundtable: Expectations of the participants.

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

18.30 - 20.00

Officers' Trainings

Aim: To train the Officers of this International Council Meeting on their fundamental tasks and responsibilities during the ICM. The 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
- Secretaries training is delivered by the Secretary General of ELSA International
- Tellers and Nomination Committee training is delivered by ELSA International

18.30 - 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 answer questions that arise

Monday, 17th of March, 2014 (10.00 – 13.30)

10.00 – 11.30

#weCARE #iCARE: MKT HB

Aim: To give the participants a general update about the process and the current status regarding the working group for creating the new Marketing Handbook and to get the last inputs before making the final version of it.

Means:

- Presentation by the Working Group on creating the new Marketing Handbook
- Discussion
- Group Work

11.30 – 12.30

Pulitzer Prize goes to...

Aim: To learn about and have practice with the tools for making our Members' magazines/newsletters attractive to our readers. To evaluate the reconstruction of the Synergy Magazine (sections) and to evaluate/compare/give the inputs on already existing magazines/newsletters in the ELSA Network. To share best practices.

Means:

- Presentation by ELSA International
- Exercise

Comments: Bring some copies of your National or Local Members' magazine/newsletter, to use it during the exercise part of this workshop.

12.30 – 13.30

PR – The face of..... OUR Association

Aim: To give the overview of the current PR situation (IMAGE Report) in the ELSA Network and to talk about the further possibilities of developing the PR within marketing area.

Means:

- Presentation by ELSA International
- Discussion

Comments: This workshop will be delivered by VP Marketing and Director for Public Relations. Marcelina Burzec will prepare the IMAGE Report and give the update about the situation with the PR in the Network. We will also talk about the possibilities of developing and strengthening of this area – therefore, pack the ideas and bring them with you to Malta!

Monday, 17th of March, 2014 (15.00 – 20.00)

15.00 – 19.00

TRAINING 1: Time Management

Aim: To give the participants interesting and useful knowledge about time management, with the focus and related to marketing area.

Means:

- Training delivered by a Trainer from the International Trainers' Pool

Comments: This training is meant to be focused on developing your soft skills and something that will be useful for both – your term in the office as a marketer and for your future professional life. The overload of work that marketers sometimes have, we have to be creative, but very structured at the same time – so this is the training that will give you tools and prepare you for the future challenges!

19.00 – 20.00

Joint Workshop BEE, IM, MKT: ELSA Card

Aim: There are many companies that would like to cooperate with ELSA. However, there are not enough Human Resources to make them all as our partners and be able to deliver the same quality

(time challenges, the proper connection between the ELSA and potential ADV/Partner) and that is why ELSA Card is a great opportunity – to still offer to our Members additional benefits, opportunities! Discounts, special offers from the prominent companies – what do you think? Should we go for it?

Means:

- Presentation by ELSA International
- Discussion

Comments: If your LG/NG already has something similar like this Membership discount card or any other form of an ELSA card with opportunities for your members – please bring it to this workshop, so we will be able to get good inputs and share best practices.

Tuesday, 18th of March, 2014 (10.00 – 13.30)

10.00 – 13.30

TRAINING 2: Transition

Aim: To give the participants interesting and useful knowledge about Transition, with the focus and related to marketing area.

Means:

- Training delivered by a Trainer from the International Trainers' Pool

Comments: This training is meant to be focused on improving the continuity in ELSA! To enrich yourself with the proper tools, to help deliver the right message to the right person, at the right place, at the right time – to your successor, in your LG/NG, during Transition! And where is the 4th P? Price? It is not the price/cost – It is investment into ELSA and your future!

Tuesday, 18th of March, 2014 (15.00 – 19.00)

15:00 – 17:00

Open Workshops

We have organised one block with four different open workshops for you. We recommend you to have at least one representative from your Delegation at each workshop to be able to get knowledge from each one and to provide us with inputs in each one. They are very diverse, so there should be something interesting for every one of your delegation members. The descriptions of each workshop can be found on page [103](#)

OPEN WORKSHOPS:

Non-Political Status
Move of the Legal Seat
Strategy Implementation
Observership/Membership

17.00 – 19.00

Joint Workshop STEP, MKT: 30 years...the older, the better?**Aims:**

To evaluate the 1st and introduce the promotion strategy for the 2nd STEP Cycle and brainstorm “how to implement the 30 years STEP anniversary”.

Means:

- Presentation by ELSA International
- Discussing the possibilities of a STEP Anniversary Event
- Discussion

Comments: Beside a summary of the first half of the MKT-STEP-Year we will also look into its future. This contains evaluations, comparison of things that were done (read “Preparations”), brainstorming for new ideas as well as considering possibilities for a STEP Anniversary Event.

Preparations: Please bring your STEP related MKT materials.

Friday, 21st of March, 2014 (10.00 – 13.30)

10.00 – 11.00

Candidate Workshop

Aim: Participants will receive the presentation by the candidate(s) for the position of the Vice President for Marketing of ELSA International 2014/2015. Also, the participants will have the possibility to ask questions to the candidate(s).

Means:

- Presentation of the Candidate(s)
- Questions & Answers to the candidate(s)

Comments: On the LXV ICM Malta, the elections for the ELSA International Board 2014/2015 will be held. During this Workshop, the participants will receive a presentation from the candidate(s) and will be given the possibility to ask questions even before the Final Plenary when elections will take place.

11.00 – 12.30

Joint Workshop S&C, MKT: Structured&Constructive or just Sweet&Cool?

Aim: To strengthen the cooperation between S&Cers' and MKTers' with the focus on the important upcoming events in the S&C area. To understand the dynamics and timeframe of the future events and plan/brainstorm about the proper promotion.

Means:

- Presentation by ELSA International
- Discussion

Comments: Bring the marketing materials and a lot of good ideas!

12.30 – 13.30

Joint MKT & AA: MCC Season 3 and 13

Aim: The aim of this workshop is to present the challenges and opportunities in this area; marketing, MCC'ers and AA'ers. We will also discuss how to involve students in future editions of the MCCs. We want to brainstorm about the next editions already.

Means:

- Presentations by ELSA International
- Group Work
- Discussions
- Conclusions

Comments: Please bring any additional material you might have when it comes to promoting Moot Courts in the Network, and think of what improvements can be made in this area for upcoming editions.

Friday, 21st of March, 2014 (15.00 – 18.30)

15.00 – 16.00

ELSA Shop(ping) – Spring SALE!

Aim: To define the ‘opening hours’, the profile of our customers and the products we will sell! To talk about the challenges and opportunities with the focus on developing the ELSA Shop (which products will be present in the ELSA Shop and plan/brainstorm about something creative like “The ELSA Product of the Month”, SALE period, categorizing the products etc.).

Means:

- Open discussion

Comments: We will also discuss about the ‘hot topic’– ELSA products that should/should not be included in the ELSA Shop! If possible, bring products to the Workshop to show/sell them to the participants as well!

16.00 – 17.00

ELSA as the Franchise?

Aim: To present the main characteristics of the Franchising and to discuss about the comparison or using this frame of business model for ELSA! Can we say that we are spreading the know-how and having LGs/NGs as a ‘chain’ etc.?

Means:

- Presentation by ELSA International
- Discussion
- Exercise

17.00 – 18.00

Marketing Mix

Aim: To give the time for the open discussion – for the topics that were not in the agenda and for the topics that might come up during this week.

Means:

- Open discussion

18.00 – 18.30

Misc., & closing the Workshop

Aim: To conclude the Marketing workshop and to discuss/answer the questions, which were left open during the week. To find out about participants' expectations for the upcoming ICM and to get feedback and ask about satisfaction with this International Council Meeting and Marketing Workshop.

Means:

- Questions & Answers
- Feedback
- Conclusion by ELSA International

ACADEMIC ACTIVITIES WORKSHOP**Timetable**

ICM MALTA 2014									
Draft AA Timetable									
Time	Sun 16th	Mon 17th	Tues 18th	Wed 19th	Thu 20th	Fri 21st	Sat 22nd	Sun 23rd	
08:00	Arrival of Participants	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	
08:30									
09:00									
09:30									
10:00		EMC2	Legal Publication	Mid Plenary		Candidates	Final Plenary		
10:30		HRMCC	Simulations		Conference	Studies Abroad Programme			
11:00									
11:30		LRG	Projects of the Network			MCC Season 3 and 13			
12:00									
12:30									
13:00	Letters of A. and payments								
13:30									
14:00	Opening Plenary	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch		
14:30									
15:00		Training	Open Workshops	Mid Plenary	Sightseeing	Open Workshop	Final Plenary		
15:30									
16:00			: ELSA Day			Closing Workshop			
16:30									
17:00		Opening Workshop	: IFP			Reporting Time			
17:30									
18:00		Officers and Freshers	Transition	Reporting Time	Reporting Time / ELS Time	Preparation			
18:30									
19:00	HoD	Dinner	Dinner	Dinner	European Night / ELS Reception / Dinner / ELSA Vision Contest	Gala Ball	Dinner		
20:00									
20:30									
21:00									
21:30	Party	Preparations	Preparations	Preparations			Party		
22:00									
22:30									
23:00									
23:30									

Preparations and Reminders for the Academic Activities Workshop

In order to actively participate and contribute to the Workshops, please read the following materials, and download them on your computer to bring to the Workshop sessions:

- Statutes and Standing Orders, in force after the 63rd Council Meeting of ELSA
- Council Meeting Decision Book, 39th Edition, the general part and the AA part
- Working Materials
- Minutes of the AA Workshop from ICM Croatia and KAM Bratislava
- AA Handbook
- MCC Organizers' Manual
- IFP Handbook

Make sure to read the Minutes from the AA Workshop at the last International Council Meeting. This is of great importance for the procedure, discussions and outcome of the Workshop sessions.

In order for us to make some progress from the outcome of the AA Workshops during the Key Area Meeting in Bratislava, it is important that you also read these minutes.

You can find the rest of the documents listed above on the officers' portal;
www.officers.elsa.org.

Please bring your laptop with you, it is recommended since it will be useful during the Workshops.

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

Please prepare a written Activity Report, and send it out on the AA mailing list **before** the ICM. It is important for all of us to be aware of what is going on in the network, in order for us to have the best possible outcome of the Workshops.

The more prepared you come to ICM, the better outcome we will have! And most importantly, bring positive energy, your own thoughts and ideas and a lot of ELSA spirit!

We are looking forward to see you in the AA Workshops!



Tino Boche

Vice President for Academic Activities
ELSA International 2013/2014



Oda Linneberg Uggen

Vice President for Moot Court Competitions
ELSA International 2013/2014

Draft Agenda

Sunday, 16th of March, 2014 (17.30 – 20.00)

17.30 – 19.00

Opening Workshop

Aim: To elect the Workshop Officers and to approve the draft agenda. To get to know each other, and share the expectations for the week.

Means:

- Opening of the Academic Activities Workshop
- Roundtable: Introductions and expectations of the participants
- 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

Comments: After finalizing the procedural issues for the Workshop, participants will be ready to listen to the presentations given by ELSA International, and to get actively involved in the discussions and roundtables that will take place during the ICM. It is also important to hear what expectations the participants have, to get the most out of the week.

18.30 - 20.00

Officers' Trainings

Aim: To train the Officers of this International Council Meeting on their fundamental tasks and responsibilities during the ICM. The 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
- Secretaries training is delivered by the Secretary General of ELSA International
- Tellers and Nomination Committee training is delivered by ELSA International

18.30 - 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 answer questions that arise

Monday, 17th of March, 2014 (10.00 – 13.30)

10.00 – 11.00

EMC² – In the middle of a global adventure

Aim: Presenting the 12th edition of the EMC²; how has it developed since last August, where are we standing now and what is happening next? We will discuss what kind of improvements can be made for the next edition.

Means:

- Presentations by ELSA International
- Q&A
- Discussion
- Conclusions

Comments: ICM Malta is happening literally between the various Regional Round all around the world, and the focus will therefore be latest developments of the competition and how the Final Oral Round will look like. We will also discuss some challenges faced during the 12th edition, and how we can improve for future editions.

11.00 – 12.00

HRMCC – Spreading the word of human rights all over Europe

Aim: To evaluate the second edition of the European Human Rights Moot Court Competition and to discuss the further development.

Means:

- Presentation ELSA International
- Roundtable with questions and inputs
- Discussion

Comments: The second edition of the HRMCC shows a steady and successful development of the competition. We will sum up some challenges that has been tackled along the way, give an overview of the second Final Round in Strasbourg, and open up the floor for ideas for future editions.

12.00 – 13.30

Legal Research Groups

Aim: Legal Research Groups are an important project within the AA area. As it is also one of the biggest projects within the AA area sometimes difficulties arise in the execution. We would like to use the opportunity to give an overview about the current Legal Research Group as well as discuss about problems, opportunities and the future approach of these kind of projects.

Means:

- An overview about the current LRG as well as the issues faced
- Presentation of a possible solution for future topics
- Q&A
- Discussion

Monday, 17th of March, 2014 (15.00 – 20.00)

15.00 - 19.00

Training on Leadership and Motivation

Aim: To give the AA officers the tools they need to plan and structure their work especially in the regard of working with teams and Organization Committees.

Means:

- Training delivered by an ITP Trainer

Comment: During the last ICM it was the wish of the participants to deal with these topics in the form of training. This training shall help them to organize the variety of projects within the area better and more structured, especially in regards of possible Human Resources who might be involved and how to delegate properly.

19.00 – 20.00

Transition

Aim: To introduce the importance of transition among the officers. To realise the importance of an effective transition. To stress the importance of communication between officers and the storage of information at each level of the organisation.

Means:

- Presentation by ELSA International
- Simulation
- Open discussion

Comment: It is crucial to keep in mind during the whole term in office that there must be sufficient preparation for the next term and for the successor to execute their work. The continuous change of officers in all levels of the organisation and the existence of short working cycles is of the major challenges ELSA faces. The goal is to facilitate a continuous improvement of ELSA through the increase of the number and the quality of events that reflect our Vision and Purposes.

Tuesday, 18th of March, 2014 (10.00 – 13.30)

10.00 – 11.00

Legal Publications

Aim: This workshop aims to give an update about the current status regarding the reintroduction of the ELSA Law Review.

Means:

- Presentation by the Director for Legal Publications
- Q&A
- Open Discussion

Comments: ELSA International is working since the beginning of the year to reintroduce the ELSA Law Review within the network with the help of a new structure and with a new outline.

11:00 – 12:30

Manage Your Board

Aim: To make you realise that boards can be very different, depending on certain behaviour and personality traits. To look at the different outcomes & decisions boards can make and to see what influenced these outcomes the most.

Means:

- Group management simulation
- Evaluation

Comments: Officers active within the AA area are often responsible to coordinate and manage a huge amount of Human Resources in order to organize the projects running within the AA area; this is a very difficult task, as it can be very abstract because every group or OC is different and works in a different way. During this simulation, we can look at the different influences that different personalities can have in such a situation and the resulting dynamics.

12.30 – 13.30

Presentations from local and national officers

Aim: To give the officers a chance to present current projects and plans in their respective ELSA groups as well as a chance to inspire each other with ideas and experiences.

Means:

- Short introductions by ELSA International
- Presentations by the participants (approximately five minutes per participant)
- Discussion

Comments: During the Key Area Meeting in Bratislava and the ICM in Croatia, it became clear that there are a lot of great projects going on in the network, which differ from the “classical AA-projects” presented in the AA part of the Decision Book. This workshop serves to give the officers a chance to present their own projects and learn about other’s projects. This workshop is put purposely in the beginning of the week, so that the officers have time to discuss further outside of Workshop time, and so that they can think about which projects they would like to discuss further in the Open AA Forum at the end of the week. Since this workshop proved to be a success at ICM Croatia, we decided to include it also for this ICM.

Preparations:

Please prepare a short presentation about projects going on in your ELSA Group this year. The presentation should be maximum five minutes. Have a look at the minutes from ICM Croatia and see if you have some projects going on in your group that has not been introduced to the AA Workshop yet.

Tuesday, 18th of March, 2014 (15.00 – 19.00)

15:00 – 17:00

Open Workshops

We have organised one block with four different open workshops for you. We recommend you to have at least one representative from your Delegation at each workshop to be able to get knowledge from each one and to provide us with inputs in each one. They are very diverse, so there should be something interesting for every one of your delegation members. The descriptions of each workshop can be found on page [103](#)

OPEN WORKSHOPS:

Non-Political Status

Move of the Legal Seat

Strategy Implementation

Observership/Membership

17.00 – 18.00

Joint Workshop S&C: ELSA Day

Aim: To evaluate the events and result from the last ELSA Day. To decide about the date for the next edition.

Means:

- Presentation ELSA International
- Open Discussion
- Presentation of the proposals
- Voting on the proposals

Comments: During the ICM we will already have the statistics from the last ELSA Day and based on them and your experience we can discuss what to improve for the next year. The biggest challenge this year was the date so we will discuss what would be the most suitable date for the next edition in order to start the next edition well prepared. You can find the proposal on page [147](#)

18.00 – 19.00

Joint Workshop S&C: IFP

Aim: To discuss the IFP related Decision Book proposals.

Means:

- Presentation of the Working Group
- Presentation of Decision Book Proposal
- Discussion
- Voting

Comments: After the ICM we started the Working Group that had the task to prepare the proposal about the final results we want to have after the end of the IFP cycle. Their input paper can be found on page [193](#) and the proposal on pages [148](#) and [149](#)

Friday, 21st of March, 2014 (10.00 – 13.30)

10.00 – 11.00

Candidate(s) Presentations

Aim: The candidate(s) running for the position of Vice President Academic Activities of ELSA International 2014/2015 will present themselves and will be interviewed by the workshop participants. The candidate(s) running for the position of Vice President Moot Court Competitions of ELSA International 2014/2015 will present themselves and will be interviewed by the workshop participants.

Means:

- Presentation of the candidate(s)
- Q&A for the candidate(s)

Comment: At the very end of this International Council Meeting, a new International Board will be elected. During this workshop session, AA officers have a chance of exclusively interviewing the candidate(s) running for the positions of VPAA and VPMCC before the Final Plenary.

11.00 – 12.30

Studies Abroad Programme

Aim: We would like to continue the discussion among the AA officer concerning Studies Abroad and Present the results of the Studies Abroad Working Group. We also would like to give a further insight in the organization and possibilities within this project type with the help of group work.

Means:

- A little overview about the development is given
- Group work
- Discussion
- Evaluation

Comment: The discussion about Studies Abroad Projects is continuing since the III Key Area Meeting in Bratislava. Since that time a working group tries to make this project type of the AA area more attractive and easier to understand for the officers in order to motivate them in organizing this project type.

12.30 – 13.30

Joint MKT & AA: MCC Season 3 and 13!**Aims:**

The aim of this workshop is to present the challenges and opportunities in the areas of marketeers, MCC'ers and AA'ers. We will evaluate the promotion of the latest editions and also

discuss how to involve students in future editions of the MCCs. We want to brainstorm about the next editions already.

Means:

- Presentations by ELSA International
- Group Work
- Discussions
- Conclusions

Comments: Please bring any additional material you might have when it comes to promoting Moot Courts in the Network, and think of what improvements can be made in this area for upcoming editions.

Friday, 21st of March (15.00 – 18.30)

15.00 – 17.00

Open AA Forum**Aims:**

This workshop shall give an open space to the participants to address topics within ELSA or the AA area they would like to discuss or get input about. The topics for this session will be gathered on the mailing list and later be presented during the Open AA Forum of the International Council Meeting. It is also possible to add topics to this Workshops during the ICM week.

Means:

- We will discuss the topics and projects proposed by the Network in an open and informal way
- ELSA International will also bring some topics for discussion

Comments: In a lot of cases there is not enough time during the workshops to present unique projects organized by the National Groups or discuss aspects of the Key Area AA with an appropriate amount of time. This is why we included this session to ensure this kind of exchange which is important for the development of the Key Area and its officers as a whole.

Think about topics you would like to discuss with the other participants of the AA Workshop or projects you would like to present and share it on the AA Mailing List or send to Oda or Tino from the International Board to include it in the agenda.

17.00 – 18.30

Closing Workshop

Aim: In this final workshop we will sum up the ICM all together as well as gathering inputs for the future AA officers. We will also use the time for feedback and a proper closing of the Workshop.

Means:

- Evaluation of the Workshop
- Feedback in group work
- Final Q&A
- Closing of the Workshop

Preparations: Think about issues and topics that are unclear. Do not hesitate to ask questions if you feel the need to clarify something. Give constructive feedback of the event.

SEMINARS & CONFERENCES WORKSHOP**Timetable**

ICM MALTA 2014								
Draft S&C Timetable								
Time	Sun 16th	Mon 17th	Tue 18th	Wed 19th	Thu 20th	Fri 21st	Sat 22nd	Sun 23rd
8:00	Arrival of Participants	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
08:30								
09:00								
9:30		What we did?	Training	Mid Plenary	Candidate(s) WS	Final Plenary		
10:00								
10:30								
11:00								
11:30	Knowledge Management	Conference			Structured & Constructive or just Sweet & Cool?			
12:00								Active participants at the events?
12:30	Letters of A. and payments	Lunch	Lunch	Lunch	Lunch	Lunch	Departure of Participants	
13:00								
13:30		Study Visits	Open Workshops	Mid Plenary	Sightseeing	First IFP year		
14:00								
14:30		Delegations	: ELSA Day	Mid Plenary	Sightseeing	Sharing & Caring		
15:00								
15:30		Opening Plenary	S&C and Institutional relations	: IFP	Sightseeing	Closing		
16:00								
16:30	Opening Workshop	Organizational challenges	Reporting Time	Sightseeing	Reporting Time			
17:00								
17:30	Officers and Freshers	Proposals	Reporting Time	Reporting Time / ELS Time	Sightseeing	Reporting Time		
18:00								
18:30	HoD	Dinner	Dinner	Dinner	Sightseeing	Preparation		
19:00								
19:30		Dinner	Dinner	Dinner	Sightseeing	Preparation		
20:00								
20:30		Party	Party	Party	Sightseeing	Gala Ball		
21:00								
21:30		Party	Party	Party	Sightseeing	Gala Ball		
22:00								
22:30	Party	Party	Party	Sightseeing	Gala Ball			
23:00								
23:30	Party	Party	Party	Sightseeing	Gala Ball			

Preparations and reminders for the Seminars & Conferences Workshop

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

- Seminars and Conferences part of Council Meeting Decision Book
- ICM Malta Working Materials
- Energy, ideas and S&C Spirit

In order to have fruitful discussion and to be able to have good outcome of the sessions, please make sure to read the Minutes from at least the previous International Council Meetings (ICM Croatia) and form the III Key Area Meeting Bratislava. If you bring your laptop with you, it is recommendable that you have these minutes downloaded on your computer.

It is also of great importance for the efficiency of the workshop to be prepared on the content of our internal regulations. Please read the Statute and Standing Orders and the Decision Book, with particular attention to: decision relating to ELSA in general, to S&C part and to BEE part of Institutional Relations.

Please read also this Draft agenda carefully. You will have an overview of the topics that will be treated and you will be able to prepare ideas and experience to share with the S&C Team!

If you should you need any clarifications, please do not hesitate to contact the Vice President Seminars & Conferences of ELSA International at vpssc@elsa.org.

Bring with you S&C Spirit!

Welcome to the S&C Workshop!



Ana Roce

Vice President Seminars and Conferences
ELSA International 2013/2014

Draft Agenda

Sunday, 16th of March, 2014 (17.30 – 20.00)

17.30 – 18.30

Opening Workshop

Aim: To elect the Workshop Officers and to approve the draft agenda. To get to know each other and to share expectations for the week.

Means:

- Opening of the S&C 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.

18.30 - 20.00

Officers' Trainings

Aim: To train the Officers of this International Council Meeting on their fundamental tasks and responsibilities during the ICM. The 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
- Secretaries training is delivered by the Secretary General of ELSA International
- Tellers and Nomination Committee training is delivered by ELSA International

18.30 - 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 answer questions that arise

Monday, 17th of March, 2014 (10.00 – 13.30)

10.00 – 11.30

What we did?

Aim: To share experience about organized projects and to learn about the projects in other National Groups. This is the opportunity where every National Officer will be able present their Activity reports.

Means:

- Presentation by National Officers
- Working Groups
- Discussion

Comments: at the moment we are not aware about different projects that are organized in different Local and National Groups. During this session we will have time to share our experience and discuss the challenges that we faced.

Preparation: prepare a summary of your Activity Reports and think which experience, project, and problems you want to share with the Workshop, preferably with a power point presentation.

11.30 – 12.30

Knowledge Management

Aim: To discuss steps taken until now to improve KM in ELSA. To discuss communication on all levels and share experience how to improve the flow of information and motivation.

Means:

- Presentation by ELSA International
- Open discussion

Comments: Good information flow is crucial for our work. During last ICM we discussed the challenges that we have in cooperation between National Officers, this time we will evaluate our progress and focus on how to communicate properly with the Local Officers. The continuous change of officers in all levels of the organisation and the existence of short working cycles is of the major challenges ELSA faces.

12.30 – 13.30

Active participants at the events?

Aim: To discuss participations at the S&C events and share experience about how active event participants are and what can we expect of them.

Means:

- Introduction by ELSA International
- Roundtable

Comments: Some Officers experienced difficulties with the participants during events. During the WS we will have opportunity to discuss what can we expect from participants and how to achieve it.

Monday, 17th of March, 2014 (15.00 – 20.00)

15.00 – 16.00

Study Visits

Aim: To discuss the difficulties that we have with Study Visit Agreement

Means:

- Presentation by ELSA International
- Brainstorming on how to improve the regulations

Comments: Current regulations about Study Visit Agreement are not realistic and Local Groups have lot of problems with fulfilment of the Agreement that they sign. During the Workshop we will discuss potential solutions.

16.00 – 17.30

Delegations

Aim: To discuss the delegation procedure.

Means:

- Presentation by ELSA International
- Working Group

- Presentaion of the Working Group
- Discussion

Comments: Delegations are project with a lot of challenges. All Officers are not aware of the possibilities and procedural aspect of it. During the Workshop we will have opportunity to clear out all misunderstanding and discuss how to improve the project.

17.30 – 18.30

S&C and Institutional relations

Aim: To discuss how to establish and develop academic cooperation with the institutions.

Means:

- Presentation by ELSA International
- Working groups
- Presentation of Working Groups
- Discussion

Comments: S&Cers are in contacts with lot of institutions especialy while organizing Institutional Visits. We will discuss challenges that we encounter and about opportunities we might have.

18.30 – 19.30

Organizational challenges

Aim: To detect problems we have while organizing concret projects.

Means:

- Presentation by ELSA International
- Working Groups
- Presenation of the Working Groups
- Discussion

Comments: Project management and team coordination are one of the main tasks of every S&Cer, during the WS we will share good and bad practice.

19.30 -20.00

S&C related DB proposals from National Groups

Aim: discuss S&C Decision book related proposals send in by National Groups.

Means:

- Presentaion of proposals
- Discusion
- Voting

Comments: If we get proposals from the National Groups we will have time to discuss them.

Tuesday, 18th of March, 2014 (10.00 – 13.30)

10.00 – 13.30

Training: Transition

Aim: to provide Officers with knowledge and tools that will help them plan their transition that is one of the most important tasks if we want ensure continuity in ELSA.

Comments: Training will be provided by a trainer from the International Trainers' Pool.

Tuesday, 18th of March, 2014 (15.00 – 19.00)

15:00 – 17:00

Open Workshops

We have organised one block with four different open workshops for you. We recommend you to have at least one representative from your Delegation at each workshop to be able to get knowledge from each one and to provide us with inputs in each one. They are very diverse, so there should be something interesting for every one of your delegation members. The descriptions of each workshop can be found on page [103](#)

OPEN WORKSHOPS:

Non-Political Status

Move of the Legal Seat

Strategy Implementation

Observership/Membership

17.00 – 18.00

Joint S&C and AA: ELSA Day

Aim: to evaluate the events and result from the last ELSA Day. To decide about the date for the next edition

Means:

- Presentation ELSA International
- Open Discussion
- Presentation of the proposal
- Voting on the proposal

Comments: During the ICM we will already have statistics from the last ELSA Day and based on them and your experience we can discuss what to improve for the next year. The biggest challenge this year was the date so we will discuss what would be most suitable date for the next edition in order to start the next year prepared.

18.00 – 19.00

Joint S&C and AA: IFP

Aim: To discuss the IFP related Decision Book proposals.

Means:

- Presentation of the Working Group
- Presentation of Decision Book Proposal
- Discussion
- Voting

Comments: After the ICM we started the Working Group that had the task to prepare proposals about the final results we want to have after the end of the IFP cycle. Their input paper can be found on page [193](#) and the proposal on pages [148](#) and [149](#)

Friday, 21st of March, 2014 (10.00 – 13.30)

10.00 – 11.00

Candidate(s) Workshop

Aim: The candidate(s) running for the position of Vice President for Seminars and Conferences 2013/2014 will present themselves and will be interviewed by the workshop participants.

Means:

- Presentation of the candidate(s)
- Q&A for the candidate(s)

Comment: At the very end of this International Council Meeting, a new International Board will be elected. During this workshop session, S&C officers have a chance of exclusively interviewing the candidate(s) running for the positions of VP S&C before the Final Plenary.

11.00 – 12.30

Joint Workshop S&C, MKT: Structured&Constructive or just Sweet&Cool?

Aim: To strengthen the cooperation between S&Cers; and MKTers' with the focus on the important upcoming events in the S&C area. To understand the dynamics and timeframe of the future events and plan/brainstorm about the proper promotion.

Means:

- Presentation by ELSA International
- Discussion

Comments: Bring the marketing materials and a lot of good ideas!

12.30 -13.30

Summer Law Schools

Aims: to evaluate the work we did until now for promotion of SLS and to discuss steps that we can take to develop the project.

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Means:

- Presentation by ELSA International
- Open Discussion
- Presentation of the upcoming SLS

Comments: Summer Law Schools are one of our more prestige events in the Network. This is opportunity to discuss how to promote them in proper way and what can we improve for the upcoming editions.

Friday, 21st of March, 2014 (15.00 – 18.30)

15.00 – 16.00

First IFP year

Aim: to evaluate work and progress in partnerships both on national and international level

Means:

- Presentation by ELSA International
- Discussion

Comments: As a Key Area we are the one that will organize the project that will reflect the development of the Programme so is important that we evaluate our work properly.

16.00 – 18.00

Sharing & Caring

Aim: To answer questions that has arisen during the event and we didn't have time to discuss, to give feedback of the event.

Means:

- Q&A
- Roundtable discussion

18.00 – 18.30

Closing**Aim:**

To close the S&C Workshop.

Means:

- Final words from Workshop participants.
- Closing

STUDENT TRAINEE EXCHANGE PROGRAMME WORKSHOP**Timetable**

ICM MALTA 2014								
Draft STEP Timetable								
Time	Sun 16th	Mon 17th	Tue 18th	Wed 19th	Thu 20th	Fri 21st	Sat 22nd	Sun 23rd
8:00	Arrival of Participants	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
08:30								
09:00								
9:30								
10:00		Statistics	Training or alternative	Mid Plenary	Candidates	Final Plenary		
10:30								
11:00								
11:30								
12:00								
12:30								
13:00	Letters of A. and payments				Conference	Training or alternative		
13:30								
14:00	Opening Plenary	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	
14:30								
15:00		Decision Book II	Open Workshops	Mid Plenary	Sightseeing	Transition	Final Plenary	
15:30								
16:00								
16:30								
17:00		Opening Workshop	30 years...the older, the better?			Miscellaneous & Closing		
17:30								
18:00								
18:30								
19:00	Officers and Freshers	Penalty System	Reporting Time	Reporting Time / ELS Time		ChairsSecretary Preperation		
19:30						Preparation		
20:00	HoD	Dinner	Dinner	Dinner	European Night / ELS Reception / Dinner / ELSA Vision Contest			
20:30								
21:00								
21:30	Party	Preparations	Preparations	Preparations		Gala Ball	Dinner	
22:00		Party	Party	Party	Party			
22:30								
23:00								
23:30								

Preparations and reminders for the Student Trainee Exchange Programme Workshop

Dear STEPers and participants in the STEP Workshops,

ICM is approaching and soon we will see each other again and spend a week full of Workshops, Trainings and fun together!

In order to actively participate and contribute to the Workshops, please, do not forget to write your *Activity Report* and send it to the STEP mailing list (elsa-step@listserv.elsa.org) and your STEP Coach.

Furthermore please read and bring the following materials to the Workshop sessions:

- Working Materials (digital is enough, Proposals printed is an advantage)
- [Statutes and Standing Orders](#), in force after the 64th Council Meeting of ELSA in Opatija (digital is enough)
- [39th Edition of Council Meeting Decision Book after ICM Opatija](#), (digital is enough)
- [STEP Workshop Minutes of the 63rd Council Meeting of ELSA in Cologne](#) (digital is enough)
- [3rd Key Area Meeting Minutes](#) (digital is enough)
- [STEP Handbook](#) and [Tutorial](#) (digital is enough)
- Newest version of STEP Forms (digital is enough)
- A lot of motivation and active participation (bring in physically)

*Why is it important to have them digital on your laptop or tablet?
Because we can never assure that you will have internet access all the time.*

Most of these documents you can find at the [ELSA Officers Portal](#).

To be best prepared for everything, you should have had a good and detailed Transition, attended one of the latest International Council Meetings held in Cologne or Opatija and attended the 3rd Key Area Meeting in Bratislava, or read the Minutes from these internal meetings.

This is of great importance for the procedure, discussions and outcome of the Workshop sessions since otherwise you will be lacking of knowledge or not up to date about the needs of STEP and the issues we will face.

It could be that you need your laptops so we suggest you to bring one per country if possible.

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

Welcome to the STEP Workshop!



Clemens Hartig

Vice President for Student Trainee Exchange Programme
ELSA International 2013/2014

Draft Agenda

Sunday, 16th of March, 2014 (17.30 – 20.00)

17.30 – 18.30

Opening Workshop

Aim: To elect the Workshop Officers and to approve the draft agenda. To get to know each other and to share expectations for the week.

Means:

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

18.30 - 20.00

Officers' Trainings

Aim: To train the Officers of this International Council Meeting on their fundamental tasks and responsibilities during the ICM. The 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
- Secretaries training is delivered by the Secretary General of ELSA International
- Tellers and Nomination Committee training is delivered by ELSA International

18.30 - 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 answer questions that arise

Monday, 17th of March, 2014 (10.00 – 13.30)

10.00 – 10.30

STEP Statistics**Aim:**

To summarize a little bit the numbers from the first half of the term.

Means:

- Presentation by ELSA International
- Roundtable

10.30 – 13.30

Decision Book I

Aim: To have a common understanding of the Decision Book and prepare the Workshop recommendations on the proposals.

Means:

- Presentation by ELSA International
- Screening the STEP part of the Decision Book
- Discussing the proposals

Comments: Many Officers are not really aware of what is written in the DB about STEP. Also sometimes they would need extra explanations. By going STEP by STEP through the regulations we can discuss the meaning, get a common understanding and in the same moment we already discuss the proposals that will be up to voting on Mid-Plenary.

Preparations: Please read the STEP part of the DB already carefully! If you have it printed in the Workshop it will be an advantage. Read the seven proposals starting on page [163](#) and the input paper on page [196](#)

Monday, 17th of March, 2014 (15.00 – 20.00)

15.00 – 19.00

Decision Book II

Aim: To have a common understanding of the Decision Book and prepare the Workshop recommendations on the proposals.

Means:

- Presentation by ELSA International
- Screening the STEP part of the Decision Book
- Discussing the proposals

Comments: Many Officers are not really aware of what is written in the DB about STEP. Also sometimes they would need extra explanations. By going STEP by STEP through the regulations we can discuss the meaning, get a common understanding and in the same moment we already discuss the proposals that will be up to voting on Mid-Plenary.

Preparations: Please read the STEP part of the DB already carefully! If you have it printed in the Workshop it will be an advantage. Read the seven proposals starting on page [164](#) and the input paper on page [196](#)

19.00 – 20.00

Joint STEP + FM Workshop – Penalty System

Aim: To evaluate the progress of the Working Group and plan further actions.

Means:

- Presentation by ELSA International
- Presentation by the Working Group
- Discussing further actions

Comments: At last ICM the Proposal for a Penalty System was withdrawn and we decided to establish a Working Group on this topic. The working group started in January 2014. During ICM Malta we can do the first evaluation and see how far we got and what is still needed.

Preparations: Please read the minutes of the last Joint STEP-FM Workshop. .

Tuesday, 18th of March, 2014

10.00 – 13.30

STEP skills

Aim: To improve soft- and social-skills in negotiations as well as for presentations.

Means:

- Introduction by ELSA International
- Exercise

Comments: Here we are a little bit more flexible. The plan would be to have a focus on rhetoric and soft skills for STEPers.

15:00 – 17:00

Open Workshops

We have organised one block with four different open workshops for you. We recommend you to have at least one representative from your Delegation at each workshop to be able to get knowledge from each one and to provide us with inputs in each one. They are very diverse, so there should be something interesting for every one of your delegation members. The descriptions of each workshop can be found on page [103](#)

OPEN WORKSHOPS:

Non-Political Status

Move of the Legal Seat

Strategy Implementation

Observership/Membership

17.00 – 19.00

Joint STEP + MKT Workshop – “30years...the older the better?”

Aim: To evaluate the 1st and introduce the promotion strategy for the 2nd STEP Cycle and brainstorm “how to implement the 30 years STEP anniversary”

Means:

- Presentation by ELSA International
- Discussing the possibilities of a STEP Anniversary Event

Comments: Beside a summary of the first half of the MKT-STEP-Year we will also look into its future. This contains evaluations, comparison of things that were done (read “Preparations”), brainstorming for new ideas as well as considering possibilities for a STEP Anniversary Event.

Preparations: Please bring your STEP related MKT materials.

Friday, 21st of March, 2014 (10.00 – 13.30)

10.00 – 11.00

Candidate(s) Workshop**Aim:**

To give the candidate(s) for Vice President for STEP of ELSA International 14/15 the floor to present themselves.

Means:

- Presentation by the candidate(s)
- Q&A Session

Comments:

This is the opportunity where you can ask more and longer questions than in the plenary. Only STEPers will be present.

11.00 – 13.30

Training on Negotiation or Teamleading / Alternative

Aim: To improve skills as a negotiator as well as improve skills as a Team-leader.

Means:

- Training delivered by ITP-Trainer

Comments: Trainings can be delivered by the best Trainer and about the best topic, but if the participants are not participating the outcome will be low and the after all feedback bad. Please volunteer and participate a lot so that you can take most out of it.

Friday, 21st of March, 2014 (10.00 – 13.30)

15.00 – 16.30

Transition

Aim: To get a feeling of how important a proper transition is and how to plan it.

Means:

- Presentation by ELSA International
- Exercise
- Roundtable

Comments: We will try to analyse what a Transition is, what it should be in ELSA, what it mostly is and how we can get it right.

16.30 – 18.30

Miscellaneous & Closing of the Workshops

Aims: To talk and discuss left over topics, issues or proposals and to give feedback on the Workshops.

Means:

- Talk about left-over topics etc...
- Inputs and feedback from the participants
- Closing of the Workshops

OPEN WORKSHOPS

Draft Agenda

Non-Political Status

15.00 – 17.00

The Non-Political status of ELSA

Aim:

To discuss the Non-Political status of ELSA with the aim to find and adopt guidelines on how to approach this topic within the network in the future.

Means:

- Presentation of the Working Group
- Q&A
- Discussion about the adoption of the guidelines

Comment:

The so called Non-Political status of ELSA is something which is discussed within the network since a long time. This year there was a working group dealing with this topic and as a result of their discussions they drafted some guidelines that can be found as an Input Paper on page [188](#) of these Working Materials.

Move of the Legal Seat

15.00 – 17.00

Move of the Legal Seat

Aim: To discuss the developments of the Jurisdiction research that is being done in Switzerland after the vote during ICM Opatija on the statement of continuing research on this topic in Switzerland. To discuss the proposal about the Decision Book amendment for a Jurisdiction Working Group.

Means:

- Presentation by the Jurisdiction Research Group
- Presentation of the proposal by ELSA International
- Discussion

Preparations: Read the proposal on page [153](#).

Strategy Implementation

15.00 – 17.00

Strategy Implementation

Aims: To evaluate the current draft of the Strategic Goals Implementation Annex that was created by the Strategic Goals Implementation Working Group.

Means:

- Presentation by the Strategic Goals Implementation Working Group
- Questions & Answers
- Discussion

Comments: The SG Implementation Working Group is working hard on creating a manual/guide for Local Groups and National Groups, which will be considered to be an annex to the current Strategic Plan.

Observership/Membership

15.00 – 17.00

Observership/Membership

Aim: To discuss the proposals about amending the Standing Orders concerning the Observership status in ELSA. To discuss the Observership and Membership status in ELSA in general.

Means:

- Presentation of a proposal by ELSA Ireland, ELSA The Netherlands & ELSA Sweden
- Presentation of an input paper by ELSA Germany & ELSA UK
- Presentation of a proposal by ELSA International
- Discussion
- Conclusions (to be presented in the plenary)

Preparations: Read the proposals and input paper on pages [146](#), [177](#) and [198](#).

ACTIVITY REPORTS

THE INTERNATIONAL BOARD

Anneloes Dijkstra, President ELSA International 2013/2014

External Relations

In general, a lot of my time has gone to keeping our partners happy and involved. Setting up the new partnerships with the new partners is a lot of work – as they are starting to understand ELSA and we need time to adjust the partnership to the best practice. I've also been in contact with a lot of potential partners, to see if they want to be involved in ELSA (in the future) and I have been trying to externally represent ELSA in many different places.

Partners Reception

On the 23rd of January our annual Partners Reception took place. It was a great event, hosted by CMS in Brussels. About 45 – 50 people showed up for the reception. Besides doing a presentation on the developments of ELSA International (by the International Board), a part of the reception was filled in by speeches from externals – which was a really great success. Our partners were very positive about the reception.

Personally I was very happy to see a lot of the Partners of ELSA International at the reception and I was also happy to see a lot of ELSA Officers there.

New Partners

Since Rainhard from ELSA Austria passed on the contact details of a professor at the IOWA School of Law in the United States, I have been in contact with this University about potential Partnership. They showed good interest quite soon but it took a while to finalize all the details of the partnership. Finally in January, they signed a Partnership Agreement in which they agree to be our new Juris Doctor Partner.

Furthermore, I am happy to announce another new partner: the International Bar Association. During transition, we had our initial contact with them, and now after quite a long time, we have managed to put a partnership on paper. We are very happy to have them as a partner, as they are very influential all over the world and they will help us with our projects.

Besides our official partnership, I am now also part of the Students' Committee of the International Bar Association. It is very nice to be gaining a more prominent place within these associations as ELSA – in order to have more support and a bigger 'say' in the ongoing issues.

Expansion

Armenia

During the World Forum for Democracy I got in contact with a girl from a students' association in Armenia. She was not from the same initiative as our other Armenian contacts and she was very enthusiastic about joining ELSA. In the following months, Emil and I helped her set up an Observership Application to be able to apply at the ICM in Malta.

Belarus

In the beginning of the year, Bartek (the former IB President) told me about his contact persons in Belarus. He told me about a group of students that he visited in his term and that were very eager to join ELSA. I have been in contact with this group of people from the moment I started my term, to help them understand ELSA and to support them in their application procedure. Together with my Expansion Team, we have been able to help the students set up an initiative group in Belarus, who will be applying at the upcoming ICM.

Moldova

Since a few months I have also been in contact with students from Moldova. They have expressed interest in setting up an ELSA group but they were not able to organise themselves well enough before the ICM in Malta, so I will further support them after Malta in order for them to be able to apply in the ICM in Bodrum.

Teams & Working Groups*Strategy Working Groups*

During Christmas and New Year's, I set up two Working Groups on the topics of Strategic Goals Implementation and Strategic Development. Both groups are creating a document that will be used for the further strategic development of our association. I have been working mostly with the SG Implementation group, as I am a part of the group.

Jurisdiction Research Group

Since the last ICM in Opatija, we decided on further researching the Jurisdiction possibilities in Switzerland. I have been in contact with the chair of the research group, Nicolas from ELSA Switzerland, to discuss the further process. A proposal for this process will be discussed during the upcoming ICM.

Corporate Relations Committee

Besides attending the Partners Reception, my CRC and I have been working on several different things. Tobias has been working on an initial proposal of setting up an 'ELSA Card' that provides discounts for ELSA members. Alisa has been working on gaining new sponsors for the ELSA Moot Court Competition. And Solveig has been going to conferences and fairs to represent ELSA and to gain new contacts.

Expansion Team

Together with my Expansion Team, we have been working on trying to update the website part about 'Joining ELSA'. We have also been looking at the Expansion Manual to see what kind of update it needs. And we have been helping initiative groups with their process of becoming part of the ELSA Network.

Misc.

I have been spending a lot of time on many different things, to support my board members in all their tasks. Besides that, I have been preparing for internal meetings like the IPM and the ICM that are coming up; I have been traveling quite a bit to visit National Groups in their projects and to visit our externals; I have been working on the ELSA website, the STEP platform, the ELSA Shop and the ELSA House Crowdfunding Project; I have been the main contact person for ELS and much more. It's been an amazing experience up till now and I hope to be able to continue this way.

Emil Nyquist, Secretary General ELSA International 2013/2014**LXIV International Council Meeting follow up**

November and December was filled with lot of follow up work. Planning for implementing the ideas and structures that came out of the workshop and looking into solutions for problems that were brought up during the ICM were therefore my two main tasks. Evaluating the experiences of the ICM and revising the plan for preparing and executing the next ICM was the key in the beginning of this period. Gathering, going through and compiling minutes took a lot of time towards the end of it. I have also updated the Decision Book and Standing Orders in accordance with the decisions of the Council.

LXV International Council Meeting preparations

With the International Council Meeting being held already in the middle of March and many deadlines being in the beginning and middle of February some substantial preparations like planning the agenda together with the rest of the board have to be made. Preparing and looking for suitable options for ICM chairs and trainers is as important as going to Malta for a pre-visit along with Anneloes, for doing site inspections and meeting the majority of the OC. I am also in almost daily contact with the Organisation Committee. Since the working materials and the ICM also are dependent on a lot of general documents I've been preparing these and my own parts before starting to compile the working materials.

Related to the ICM is also the 16th SotN and planning for questions and for compiling the Inquiry which will provide us with valuable information about the Network. On the 8th of February the SotN Inquiry was sent out.

Externals

In the beginning of the month Anneloes, Rebecca and I had a very interesting meeting with ELSA International alumni Fredrik Lofthagen, now CEO of Interel Group. We talked about the influence of alumni today and the former advisory board of ELSA International

I am also the main contact for our partner organisation BEST (Board of European Students of Technology) and have had an active communication with their President and Ambassador.

Finally I've kept in contact with ThinkYoung, a Brussels based think tank representing the interests of youth.

Network

During November I had the privilege of meeting the Network in different situations. During the ICM and shortly after I for example met up with my coaching group ELSA Slovenia in both Croatia and in Ljubljana. In the house we had ELSA Spain, three groups from ELSA the Netherlands, ELSA Norway, ELSA Italy and ELSA Turkey for visits that needed preparation. I also had the opportunity to visit the National Council Meeting of ELSA Ukraine in Donetsk. There I provided a session for all participants of the NCM to inspire internationality and talk about member opportunities.

Working Group on Human Resources Guideline

The Working Group started their work and during the ICM a workshop was held with the purpose to collect best practices from the present countries under dynamic circumstances. I had a meeting with a majority of the Working Group during the ICM. The group later during the autumn ICM had the chance to collect data for the Guideline during the ICM. The work of the group has since the ICM been progressing very slowly, due to lack of time to coordinate.

Training

Starting in the beginning of January I have been working to put the Training section of elsa.org online. It meant writing a lot of mark-up and preparing a lot of images and the page was close to publication when a technical set-back pushed the schedule up quite a lot. On the note of technology I have also made the Pre-training Questionnaire into an online form.

With one NCM season past and one NCM season coming up, trainings for the IPM and the upcoming NCM season has also been on the agenda. Facilitating the requests for trainings has been on my table.

Misc. & Administration

In the beginning of November, it was my task to make sure the newly elected board members were properly registered with the chamber of commerce in Amsterdam. Towards the end of the month I was responsible for the registrations for the ELSA House Christmas Cocktail. Mid December Anneloes and I went to a dinner with the event bureaus of Flanders to get some insight on organising events in Belgium. It left us with some really interesting contacts. In the beginning of the December I also lent a hand for the STEP Newsletter. It was my turn in the rotation to minute and chair board meetings during December. Since the launch I have also had my part in administering the ELSA House Crowdfunding Project. Also I have been quite involved in our current expansion projects by giving advice on written applications.

Rebecca Yourstone, Treasurer ELSA International 2013/2014**General**

A big part of my everyday work as a Treasurer, since the ICM in Opatija, has been dedicated to administration and financial tasks, such as bookkeeping, invoicing, keeping track of payments, paying bills, booking travels, answering e-mails and budgeting.

Oslo Conference

Between the 3rd and the 8th of December the Conference on Online Hate Speech took place in Oslo, Norway. Together with participants from 20 countries, five members from the International Board were in Oslo to take part in the Conference. As the Treasurer of ELSA International, my main goal in Oslo was to get the information needed for the reporting of the grant from the European Youth Foundation that supported the conference with 15,000 euro.

The conference was very successful, thanks to the hard work of the Norwegian OC. The participants got the opportunity to meet, listen to and discuss with experts in the field of Hate Speech, to share experiences with each other and to write guidelines for moderators online.

Grants

The deadline for the reporting of the grant from the European Youth Foundation (EYF) to support the conference on Online Hate Speech in Oslo, was on the 8th of February. During January I prepared the written report of the event and in the beginning of February I sent in documentation for the reporting to the Secretariat of the EYF.

Right after the Conference in Oslo, we received the good news that the EYF had decided to support another conference, on the topic of freedom of expression, with 17,000 euro. This event will take place in December 2014 and will be a mid-IFP evaluation and a follow up activity to the conference in Oslo.

Since the ICM in Opatija, I have been working together with the Grant Team to research new grant opportunities for ELSA and to update the grant handbook. During the fall and winter we have had Skype meetings almost weekly.

Moot courts

The registration deadline for the EMC2 was on the 10th of December. Before the deadline, several teams had requested early invoices, which I made and sent out to them. After the deadline, I made and sent out invoices to all the remaining teams that hadn't requested to receive early invoices. During December and January I kept track of all the payments we received for the registration fee of the EMC2 and sent out payment confirmations to those teams that paid. I was also in contact with those teams who made insufficient payments or didn't pay their registration fee in time.

Together with our VP for Mootcourts, Oda Linneberg Uggen, I have been working with and updated the budget of the Human Rights Moot Court, HRMCC, several times during the past

months. In the beginning of February I prepared and sent out invoices to all the teams that made it to the final in Strasbourg. Together with the rest of the International Board of ELSA, I will go to Strasbourg in the end of February for the final to assist Oda.

Bank Meetings

Before leaving for Opatija our President, Anneloes, and I had a meeting with our bank. Unfortunately, the bank man made a mistake and blocked our access to our accounts. We managed to temporarily get back the access to all the accounts, except our EMC2 account, before leaving for the ICM in Opatija.

Since then, I have had several meeting at the bank to get back full access to all our accounts, change the access and get a new credit card, since our old one was blocked due to fraud.

EDF

As the Chairman of the EDF, I have been responsible for preparing and chairing the EDF meetings with the Board of Directors. I have been in contact with applicant groups regarding their applications, gone through EDF reports and paid out EDF grants after approving the reports.

I have also had a meeting at our bank to discuss how to go about to open a new separate account for the EDF, so we can start separating the money for the EDF from the money of ELSA.

Audits

During the 10th-11th of January, we had the audit weekend for the final accounts for the term 2012/2013 in the ELSA House. I was in the house during this weekend, together with my predecessor Alpo Lahtinen, to ensure that the auditors had access to all documents they needed to perform the audit.

During the 8th-9th of February we had another audit weekend in the ELSA House. This time it was for the interim accounts for our term, 2013/2014.

NCM Germany

Between the 16th and the 19th I was in Dresden for the NCM of my coaching group, ELSA Germany. During the NCM I attended workshops for the Treasurers, the Presidents and the PR officers, as well as the Plenaries. Together with ELSA International's Director for PR, Marcelina Burzec, I also held a workshop about the work on the International level in ELSA and about ICM's for German marketers.

Petra Podgoršek, Vice President for Marketing of ELSA International 2013/2014**Synergy**

After the ICM Croatia, we still had challenges to deliver all the packages with Synergy. There were ca. 30 packages that we had to coordinate again. The last package for the 54th edition of Synergy Magazine was therefore delivered during Christmas time – and again, I would like to emphasize how important it is to deliver the right data and to stick to the deadlines set. With this, we show how professional we are toward externals. In the mid November, the process for the 55th edition of Synergy started – sending out the calls for the articles (to the ELSA Network, Partners, externals), send the bomb emails for advertising together with the Director for Advertising (especially customised for Synergy and with different messages for previous and potential new advertisers). We were a bit unfortunate with the deadlines set, since the timeframe and dynamics for this edition fell directly over New Year holidays (this includes a delay in delivering articles and advertisements). There were also a lot of reminders sent, because of the above mentioned challenge with timeline. The next step was the proper proofreading of the articles (Thank you, dear IB members for all the help!) and in the end the task to compile it into a new edition. It looked like printing/delivering costs will be higher – but in the end I managed to negotiate for even better offer.

ELSA Shop

During ICM Croatia, we decided at the Marketing Workshop that we want to realize the idea of the ELSA Shop and finally enable the exchange of the ELSA products. Therefore, the complete realization of the ELSA Shop was made during December/early January. I gathered all the ELSA products that were sent and uploaded them on the new website. ELSA Shop was launched and opened its' doors on the 14th of January 2014 - a step toward better promotion, visibility and recognisability of our association!

Packages

There were a few packages prepared and updates of the marketing materials: (● General materials for ELSA International – Flyers, Roll-up ● Media cards and other general materials, when changes occurred ● STEP promotion for 1st Cycle ● ELSA Day (for the Network and for Brussels) ● LRG 'Together against sexual exploitation of children' ● Summer Law School(s) ● IFP materials etc.) and also to give the individual support to the Network regarding templates and general support in the Marketing area.

Partners and Advertisers

There was a lot of communication with externals and our Partners to keep the continuity of the work and to manage to fulfil all the agreements we have and to keep a good relationship with them. There was also a lot of communication via email and telephone with potential & existing advertisers (online and Synergy). Inviting them to meetings, to send materials, to coordinate the promotion and fulfilling the agreement obligations etc.

Marketing Handbook

The discussion about making a new Marketing Handbook was opened and very well accepted during the III Supporting area Meeting and the final decision was made during ICM Croatia. Working Group for MKT HB was established and we planned the year ahead. After the ICM, we had a Skype meeting to define the first tasks and in December/early January we had to make the structure of the final Table of content and the structure of every section. After this deadline, we had another Skype meeting, where we divided the sections and now we are in the middle of the process of writing the sections for the new MKT HB. The deadline for submitting the written parts is on the 22nd of February. After this date, we will have the period of proofreading, giving each other feedback and inputs, prepare for the workshop for the upcoming ICM and hopefully – after ICM and final inputs, we will be able to create final document/handbook – a new tool for a new generation of marketers, for the ELSA term 14/15.

Other

I also had a meeting with all my Directors and Assistants about the area they cover. I was in contact with my Coaching Countries mainly via email, but we are scheduling the Skype meetings again in February. Also, I visited one of my Coaching Countries while attending the 5th ELSA Ex-Yu conference in Skopje, Republic of Macedonia. In January, I went to the NCM of ELSA The Netherlands where I delivered a few Marketing Workshops. We also organised and participated in Christmas Cocktail, had a lot of Study Visits in the House (present at all, with exception of 1 in January), Partners Reception, EU Studies Fair... We also have board meetings every Tuesday, EDF meetings and everyday work – as marketer – taking care of the general promotion via our Social media, website, a lot of email communication etc.

I am very much looking forward to meet again as many marketers as possible in the upcoming International Council Meeting and have a great discussions and output of our Workshop.

Tino Boche, Vice President for Academic Activities ELSA International 2013/2014**Law Review**

One of the biggest and most time consuming projects in the AA area for this year is reestablishment of the ELSA Law Review. During the last months I had meetings with people and partners who were involved with the ELSA Law Review and other projects in the past. I got a lot of valuable insights from these meetings and this also helped to set up my mind about the upcoming outline of the project. Afterwards Tessa, the Director for Legal Publications and me were appointing an Editorial Board for the quality control of the project as well as preparing the further steps to launch the projects and ask for the submission of articles from the network after the ICM.

Legal Research Group on Online Hate Speech

During October there was the final deadline for the submission of the final reports for the Legal Research Group on Online Hate Speech. The ICT and I had therefore a lot of organizational and administrative things to do – especially because the deadline was moved from the 10th to the 22nd of October. After that I was gathering and revising together with the ICT the language of the reports and we started to collect them in order to make them available for the Final Conference on Online Hate Speech in Oslo between the 3rd and 8th of December. Afterwards the reports were further compiled and the certificates were prepared to be issued to the participants.

Meetings & Institutional Relations

During the last months I had several meetings with different board members to visit externals and possible new partners. One of these meetings was at Deloitte together with Anneloes to present the general concept of Legal Research Groups. Afterwards, together with Ana I had a meeting with Open Dialogue to check possibilities of partnerships in the field of Media Law and general IFP as well as with Missing Children Europe to discuss and finalize the framework for the new Legal Research Group. Lastly Anneloes, Ana, Oda and I had a meeting with our contacts at the Council of Europe during the World Forum of Democracy to discuss projects in general as well as the cooperation with them as our Human Rights partner. During that time I was also in constant contact with especially the Council of Europe in order to facilitate communication between them and Local Groups and National Groups for visits and events.

World Forum of Democracy in Strasbourg

I had the chance to be a delegate for ELSA at the World Forum of Democracy in Strasbourg between the 27th and the 30th of November in Strasbourg. I took part in all the sessions to discuss the future of democracy as well as the modern day influences technical inventions and possibilities have on the overall development of our democratic future. I also used the time at the Council of Europe to visit some new and old contacts for ELSA throughout the week.

Final Conference on Online Hate Speech in Oslo

The Final Conference on Online Hate Speech which took place between the 3rd and the 8th of December in Oslo/Norway was finally happening. I took part in all the sessions to discuss the

different patterns and aspects of Online Hate Speech and the current status of its legislation. I also presented the cooperation and the first inputs from the Legal Research Group on Online Hate Speech we were executing in cooperation with the Council of Europe and was responsible for the communication with the speaker from the European Court of Human Rights before the event took place.

Legal Research Group “Together against sexual exploitation of children”

One of my biggest and busiest task was the preparation of the new Legal Research Group “Together against sexual exploitation of children”. A lot of things had to be discussed and I had two meetings with the involved parties since that time. I tried to make sure that the framework is now fixed and after some smaller issues we agreed on creating a Memorandum of Understanding. Furthermore I am also working on the update of the website regarding the project. The ICC is supporting me with this task. The ICC and I are also planning the further steps connected to the organisation of the LRG.

Visiting my Coaching Countries

Since the first ICM of this term I had the opportunity to visit three out of my 6 coaching countries. This was ELSA Norway again after a wonderful NCM in Bergen in September during the Final Conference of Online Hate Speech from the 3rd to the 8th of December, ELSA Bulgaria during their annual Charity Christmas Cocktail in Sofia from the 16th to the 19th of December as well as ELSA The Netherlands for their II. NCM in Rotterdam from the 31st of January to the 1st of February.

General

The everyday work as an IB officer includes a lot of small tasks and responsibilities

- Communication with the AA related Directors of ELSA International, namely the Director Human Rights, the Director for Institutional Relations, the Director for Academic Competitions and the Director for Legal Publications
- Working on a Human Rights Strategy for ELSA
- Frequent contact with the landlord to talk about minor issues and improvements of the house
- Preparations and issuing calls of new Working Groups regarding the non-political status of ELSA and the Studies Abroad Projects + participation in the Studies Abroad Working Group
- Contact with my Coaching Countries Bulgaria, Croatia, France, Malta, Norway and The Netherlands
- Contributing to Synergy and proofreading incoming articles
- Answering questions and support officers in their ICM preparations
- Research and planning for the implementation of the IFP topic Health Law
- Board Meetings & EDF Meetings
- Daily emails

Oda Linneberg Uggen, Vice President for Moot Court Competitions ELSA International 2013/2014

Dear Network, on the following pages you can read my Activity Report from the time period between the last International Council Meeting until the beginning of February 2013. I am, as always, grateful and honoured for having been given the opportunity to work one year full time for our association.

The European Human Rights Moot Court Competition

After ICM Croatia I was dealing with the many teams that had recently signed up. The fact that we had more than 100 teams signing up for the second edition shows that the Human Rights Moot Court Competition is on a steady course, and the variety of countries represented is improving. I finalized the pool of judges for the written submissions to be ready for the scoring. I updated the scoring guidelines and materials, and made a 'jury marking kit', which I sent out to all judges. Around the deadline for written submissions on November 15th, we received more than 140 written submissions, from 31 different countries. I was controlling each written submission, dividing them between the judges, and sending them out. During the course of December, I was making sure the judges handed in the written submissions on time, and calculating the penalty points according to the rules.

Large parts of the workload connected to the HRMCC after ICM Croatia has been dedicated to the Final Round of the Competition, taking place in Strasbourg from 23rd to 27th of February 2014. During World Forum for Democracy in Strasbourg in the end of November, I had a meeting with the Council of Europe, in order to discuss details about the final and future developments. After Christmas I have also made final arrangements with the judges who will be attending the final, sending them all relevant information. We will have mostly lawyers working at the ECHR and members of the European Human Rights Association in the jury, and judges from the ECHR in the Grand Final. The Opening Reception will take place at the Irish Representation, and the Secretary General of the Council of Europe, our patron, will participate in the Award Ceremony this year as well.

In the beginning of January we announced the 16 teams advancing to the Final Round, and established contact in order to make all arrangements for their participation. I have collected the personal details needed for badges to enter the European Court of Human Rights and Palais de l'Europe. I have coordinated final numbers of guests with the hotels and arranged for meals and social program. I have also been answering numerous questions from the teams. We received a grant from the CoE of 10 000 euro, and I am happy to announce that with these funds, we were able to lower the participation fee of the teams, compared to last year.

I would like to thank Petra for helping me with the correspondence regarding marketing materials with the CoE, Rebecca for helping me with having an overview of the budget and invoicing the teams and Jannika Törnquist for being my helper with logistics in Strasbourg.

The ELSA Moot Court Competition on WTO law

A lot of effort was made in order to promote the competition during the first part of our term, and this effort has paid off, with the highest amount of teams signing up for the competition ever. In the end, more than 120 teams signed up for the competition and more than 80 sent in written submissions. I helped the WTO facilitate an online conference with the teams in December and January, I allocated all the teams to their respective Regional Rounds in December, and I have been collecting all the written submissions around the deadline on January 10th.

We started the search for panellists early by finding suitable candidates for the various Regional Rounds, so that the local organizers could keep the costs low. I coordinated the discussion between our members of the Academic Board, which now consist of around 20 WTO law experts, and communicated the suggestions to the local organizers. In the end we will have a great pool of judges in each Regional Round. I have also been inviting trade law experts from all over the world to assess the written submissions, and I am marking the penalty points of each submission according to the rules. I have kept in close contact with the organizers of the various Regional Rounds, preparing materials for their respective rounds, and assisting them with various matters. Since the WTO is contributing financially to the very first African Regional Round, a lot of time is also spent on communication with them. In December I went on pre-visits to Prague and Warsaw, to make sure everything is going well. It was very nice to see how much effort the local groups are putting into the European Regional Rounds!

We have made big progress concerning the financial status of the competition this year, which is especially thanks to one of our Corporate Relations Committee members, Alisa Burkhard. We have established sponsorships with King & Spalding, Sidley Austin, Van Bael & Bellis and Akin Gump. This will not only help us to lower the participation fee for the teams, but hopefully also result in long term partnerships that can benefit the competition overall. Some arrangements for the Final Oral Round that will take place in Geneva from 13th to 18th of May has been made already, and I have established an IOC which has started working on various tasks. I want to thank them for applying, for being so motivated and eager to contribute, and I am looking very much forward to work together with them before and during the FOR. I would also like to thank my amazing assistants, Tahmina and Stephanie, for doing a great job so far with communicating with the teams, and for continuing to do so. Thanks to Rebecca for helping me with the financial side of the competition, Petra with the marketing aspects, Anneloes with sponsors, and the rest of my board for all the support.

General

Since ICM Croatia, I have attended the NCM of ELSA Italy, the World Forum for Democracy, the Final Conference on Online Hate Speech in Oslo, and our Partner's Reception in Brussels. I have attended various board meetings, and handled the other tasks related to my position in as part of the board. Very soon I will be starting my one and a half long travel around the world for the HRMCC final and the EMC2 Regional Rounds. I would like to thank my board, without which this year would not have been the same. Thank you for making this experience great so far, and I am looking forward to the time we have left together.

Ana Roce, Vice President for Seminars and Conferences ELSA International 2013/2014

After the ICM I worked on follow-ups from the S&C-workshops. Also as a result of ICM we opened two **Working Groups** that I was in charge of; IFP and Non-political status of ELSA. During the last months I monitored the work of the Working Groups, which results will be presented during ICM Malta.

Study Visits

Patrick, Assistant for Study Visits, did an amazing job by collecting and publishing the descriptions from Local Groups on the web page. Since recently we have the Study Visit Guide online and I hope more LGs will send in their descriptions. We believe this tool will make the search for SV partners easier.

From November to February we had seven visits to the ELSA House that I coordinated.

Summer Law Schools

This year we will have 18 Summer Law Schools in the Network. The list of all the schools and information about them, that was collected by Isil, Assistant for Summer Law Schools, can be found on the ELSA webpage, which I created. We believe that joint promotion of SLS will result in a bigger number of participants. We also started the promotion of SLS by using promotional materials that Petra prepared.

Delegations

We decided to put the main focus on preparing the delegates. The restructuring has started, and we introduced Skype meetings between delegates and Academic Coordinators (AC) before the delegations. The number of tasks and challenges in the delegation sector has increased, so we opened a call for more ACs and for one more director. In December we appointed the second director for delegations, Horia Secara and a new Academic Coordinator for WIPO, Eliana Rocchi. With these enlargements and restructure of our internal work we believe we will have even better results in regards to delegations. Burcu, director for delegations created the survey that we will use for reporting instead of usual reports. We also started looking for new institutions where we can send delegates so that we can enlarge the opportunities we offer our members.

ELSA Day

Iva, Assistant for ELSA Day, collected all the event specification forms that I published on the web page. The web page for ELSA Day is updated and the marketing materials that Petra prepared were shared with the Network.

In Brussels we will also organize a panel discussion on the topic of Online Hate Speech. During the conference we will present the comparison of all national results from the LRG. Mr Plenkov

(Croatian MEP and president of ELSA International in 1993) and Mr Droutsas (Greek MEP and former president of ELSA Austria) will host the event and the reception afterwards.

International Focus Programme

After ICM we published the IFP Handbook that is focused on the Media Law topic. I was present on two events dedicated to the IFP topic. From 3th to 8th of December I was participating together with Anneloes, Oda, Tino and Rebecca on the **Final Hate Speech Conference** that was organized in Oslo. During the week I had the opportunity to present future ELSA projects related to the topic, and as a part of the academic team of the conference to moderate lectures and lead one workshop. The organizing committee did an amazing job and I was very proud of the work they did.

From 27th until 29th of November I was part of the delegation on the **World Forum for Democracy** (WFD) in which ELSA was represented with 15 delegates who were supported by CoE. The focus of the 2nd WFD was connecting institutions and citizens in the digital age, which is also connected with our new IFP. I was in charge of preparing delegates and coordinating their participations

Coaching Groups

I had the pleasure of participating in the NCM of **ELSA Romania** in Predel from 21st to 24th November. I was part of the S&C Workshops where I had a WS about the changes made during ICM, IFP & ELSA Day and Delegations.

From 30th November to 1st December I joined the NCM of **ELSA Portugal** in Braga. I had a presentation with a focus on area definitions in ELSA. I was also participating in the joint AA and S&C WS.

I am also very happy that my coaching group, **ELSA Luxembourg**, submitted all necessary documents for the membership application and worked really hard to become members of ELSA. Form all Coaching Countries I get regular updates about their work.

At the end a big thank you to my S&C teams: Iva, Patrick, Lilla, Işıl, Zoia, Marko, Diana Laura, Burcu, Horiana, Ulla, Eliana, Leander, and Cristian who are working very hard during the whole term and I am sure they will continue because we will have many plans.

Clemens Hartig, Vice President for Student Exchange Trainee Programme ELSA International 2013/2014**ICM**

Our first ICM took place in Opatija, Croatia in the end of October. During the event we had workshops on a lot of different and important topics as well as challenging joint-workshops or trainings. Mentioning the trainings, the training for the STEPers was held by the London School of English about “Selling & Presenting by using the correct English”. According to the evaluations, this training was very well received. Furthermore we had a lot of proposals that passed and one which was withdrawn followed by the decision to establish a working group on it.

1st Cycle of the STEP Calendar**Implementations**

The 1st Cycle was coloured by new implementations.

I implemented a small team instead of one Director. This team was soon called Traineeship Team.

- **The Traineeship Team**

The “*Traineeship Team*” -(traineeship.team@elsa.org) consists out of the two “*Directors for STEP Traineeships*”- (Daria Oliynyk and Martina Lipke) and myself. The Traineeship team is a supporting element for me as VP STEP of ELSA International as well as a team that works on smaller project, is in charge of the matching and is monitoring some groups in the Network and also an institution for all possible questions regarding STEP. Furthermore one of them was representing the IB at a very important conference with a lot of CMS Head of HR departments. Also one of them was present at the last ICM and delivered some Workshops together with me.

Another new implementation is the Regional STEP Coordinators

- **Regional STEP Coordinators**

This regional STEP Coordinators (3 STEP –experienced people form the network; Áine Groogan, Fredrik, Johansen and Julia Münzenmaier) work as coaches for the STEP officers. It is very similar to the ELSA International coaching country system just that it is only about STEP and done by the 3 Regional STEP Coordinators and the Traineeship Team. After receiving their new email addresses, procedural guidelines and all the contact details of their STEPers to be coached, they became fully operational. They started to contact the STEPers of their countries and asked for general updates and offered help.

The new STEP Portal as the biggest implementation:

- **STEP Portal**

After some years of struggling with the old pdf Newsletter it was time for a change. People complained about the style which was then successfully changed by my predecessor. But still some people complained about the format itself. That it is a 200

pages pdf file and that you have to scroll down a lot to maybe find what you want or first read 30 Traineeships to come to the one that suits you.

This year with a help in the start from the Treasurer 12/13 but mostly with technical support by my President Anneloes we were able to set up the new STEP Portal (<https://www.step.elsa.org>). On This new portal the Traineeships are sorted attractively by their Nationalities, the updated Student Application Form is attached and webpage addresses of the respective local groups are provided.

In the future we would like to have special search functions to filter the Traineeships according to the needs of the applicants. But here we are depending on IT-skilled persons.

Still the project is new and has to be evaluated and improved STEP by STEP!

Involving the IT-Team to the STEP World:

- **STEP & the IT-Team**

Also the work with the IT-Team got a new focus. After writing Online Solutions in our OYOP, STEP found a lot of tasks for which IT-skilled people are needed. So far the most was done with IT-Team member Wolfgang Fuschelberger who cooperated a lot with my Directors and me. We took a STEP forward to the online forms we all want. This new online forms will be a huge STEP to more modern programme.

Job Hunting

Job Hunting was in my opinion good for the first half. We received 89 Traineeships for in total over 115 single Trainees. We got Traineeships from countries that didn't have Traineeships before and a many Countries got new STEP partners and employers. Also ELSA International was hunting a little bit and got for the first Cycle already 9 Traineeships, not only here in Europe, but also in the USA, Pakistan and India.

Student Hunting

Student Hunting was this year a real exciting challenge. In the beginning I thought we will not get enough applicants to continue with the success of last year, but then the last two days before the application deadline our inbox was flooded. We received exactly 1100 applications. This has a lot to do with the fact that STEP and MKT is working more together nowadays. Not only a proper promotion planning on STEP/MKT Workshops but also due to the good teamwork between those areas on all levels. On international level this was seen on our Facebook page where we continued the STEP Countdown more successful than ever before. The final post of the publishing of the portal already got 52.000 views!

After this great campaign and all the SAFs coming in, the first challenge was to sort them correctly and divide them on the Traineeships they applied for. For this procedure the exact same style of naming the forms is very important and was followed by the majority of the STEPers. Then we had to figure out a new procedure of matching since the new matching regulation was implemented in the Decision Book of ELSA. After figuring out a system with logical math and trying to be as objective as possible, the real matching/pre-screening began.

Please find more detailed information in our *Monthly Reports*!

TEAMS, DIRECTORS AND ASSISTANTS

Corporate Relations Committee ELSA International 2013/2014

Alisa Burkhard*Switzerland*

I have focused my work as part of the new Corporate Relations Committee on sponsor acquisition for the EMC2. After sending out several sponsorship requests, both blind and basing on contacts already established by ELSA, I had meetings with law firms in Geneva. As a result, we have acquired three new law firm sponsors for the EMC2, which will be announced as soon as the contracts are signed.

I am also responsible for drafting the relevant contracts and corresponding. with these sponsors and with other stakeholders in the EMC2. I am at Oda's disposal to help her with any other partnership matters that need attention and to make sure we take care of all of our sponsors' needs. Finally, I will also be also co-responsible for Panelist and Sponsor relations during the Final Oral Round of the EMC2 in Geneva in May, as well as for helping organize several of the sponsor-related events that will take place that week.

At the end of January, I attended the ELSA Partners' Reception in Brussels, which was also attended by several sponsors and stakeholders of the EMC2. It was great to meet them, and I was proud to hear how they praised Oda's and all of ELSA's great work in making the EMC2 what it is.

I look forward to my work for the rest of the term, which promises to be even more exciting because of the upcoming EMC2 Regional and Final Rounds.

Tobias Birsak*Austria*

The CRC is a new institution within the ELSA realm. Hence, the beginning of our term was dedicated mainly to structural work. After the initial brainstorming phase with the entire CRC we decided together with the President to focus on a number of clearly defined projects and divide them between the committee members.

I undertook to manage the introduction of an ELSA card for the whole network modelled on a similar system used by ESN. So far I have drafted a project plan which was approved by the International Board. Furthermore, I prepared the presentation to the IPM and the Input Paper to the ICM which will be sent out soon.

In addition to my ELSA Card duties I participated in the ELSA International Partners Reception in Brussels and try to support the President with my day-to-day advice.

Solveig Liv Heilmann*Germany*

Since the Corporate Relations Committee was newly created on the international level, we first had to think about a structure within the team and we exchanged our expectations and plans for the upcoming year.

The last months we met on a couple of meetings via Skype, Anneloes introduced us into the field of partners on the international level and always kept us up to date regarding the latest happenings. Together with Alisa and Tobias, I thought about new sponsors, possible new ways and we discussed about general fundraising questions.

We decided to divide the work of the Corporate Relations Committee in different fields to work on, so that I am now responsible for the field “general partners“, specially thinking about and getting in touch with possible new partners.

Since this is a quite broad field and due to the fact that there are some ongoing negotiations, Anneloes and I are in constant considerations regarding this work. Moreover, I am in contact with some people who are in general interested in ELSA, so that I will keep these contacts up in order to reach a concrete benefit.

In December I participated in the Christmas Cocktail in Brussels. In the end of January I participated in a congress in Berlin for General Counsels and other lawyers in companies. I held a presentation related to the question how to do Human Resources/Recruiting “in our view”. As I was listed as a representative of ELSA International, it was a good opportunity to promote ELSA, the value of working with our association and “investing in the next generations”, and I was able to get some new contacts.

Expansion Team ELSA International 2013/2014

Taras Repytskyi
Ukraine

Wiera Kupczanka
Poland

Since our appointment as members of ELSA International Expansion Team, we have managed to do the following work:

Updating the web-page with information

We updated information on the official page of ELSA about the expansion team.

Contact with local group from Finland

Only one local group turned to us for more information about the quality matter of expansion. We provided them with information about possible grants, as well as given them some recommendation about the work and project with ELSA Russia

Contact with interested people from Moldova

We were contacted by people from Republic of Moldova in terms of their interest to establish a new national group. Nevertheless the process is under considerations since no clear steps are being made from those who were interested.

Visit the NCM of ELSA Slovakia

One of our members visited the NCM of ELSA Slovakia, to establish a possible expansion within this national group.

Contact with interested people from Belarus

We were contacting with people from “ELSA Belarus”, that are not established yet officially, but people are very active and keen on working for their reputation. Our main contact person is Yaroslav Kovalchuk (“VP SC”) from Minsk, and one of our members was in Minsk for briefing introduction into ELSA and to share own experience. “ELSA Belarus” was organizing in October an event with two lawyers from Great Britain (that was associated with postgraduate education in the UK for students and young professionals in law), in December they had an event “Using NLP during presentations and negotiations”. They also are trying to reach ICM in Malta.

Grant Team ELSA International 2013/2014**Laurentiu Gherase***Romania*

As part of ELSA Internationals Grant Team I have had the pleasure of working alongside with two of the most experienced Financial Management members ELSA has to date. Since October 2013 when I was accepted in the Grant Team, we have continuously worked to improve the financial knowledge of ELSA International.

During our weekly meetings we have put together our expertise and have discovered new grants, which can now help support our ever expanding network with its multitude of projects and events. One of our biggest challenges so far was the Grant Manual. This is because the previous version had not been updated for a couple of years, and we had to revise all the grants and leave only the ones which could still be of any use to us, all in a new and easily accessible format.

It represents the basic tool which can be used by any ELSA member, and its main purpose is to give an insight as to what kind of financial support a project in the network can benefit from. More exactly, it shows what types of grant are available, which organisation and foundations offer such grants, and of course how and under which circumstances can they be accessed.

Also, one of our current activities in the Grant Team is to actually deal with grant applications. Currently we in the process of completing such a grant offered by the European Youth Foundation, which could finance one of the most important projects ELSA has to offer, namely the Summer Law Schools. On top of that, the European Commission's new Erasmus+ Programme which has recently been put into action, promises a vast array of actions schemes in the fields of youth and education, and will most surely open up new windows of opportunities for ELSA in the near future.

All in all, I have to say that being part of the Grant Team has proven to be a very good decision, and I'm glad that with our continuous effort of searching for grants we are bringing the whole network one step closer to reaching our goals and fulfilling our purpose.

Can Sevensen*Turkey*

I have been appointed for the term of 2013-2014 as a team member of Grant Team by ELSA International. In my work I am responsible for updating the Grant Handbook and also researching both National and International Grant possibilities for our National Groups and ELSA International. In our first term of teamwork, we worked with grants and writing a handbook of grants.

Firstly, we decided to start with researching available International Grants for our network. Personally I researched Erasmus+, which contains seven different grants. After my research we researched detailed information about this International Grant. We decided to continue researching the Erasmus+ for a longer time, because of the issues between the European Commission and Parliament about the budget of this fascinating programme.

After that we started to research Regional Grants. It was one of the main works for us, to be able to forward detailed information to our National Groups about this topic. It was also of importance, as we thought that it will be one of the main topics for our Grant Handbook in the future. Personally, I had researched available grants in the German Region. Afterwards I kept researching about grants awarded by the Open Society Foundation for all Europe.

In our Skype meetings, after researching Regional Grants, we decided to start writing our Grant Handbook, which is almost ready with useful information for our Treasurers.

After, we concentrated the working parts, which will be the main topics of our Handbook. In this work the current Handbook helped us. After sharing parts in our team, I started to write Basic Steps to apply for grants. Then I worked on one of the important points, which is the 'How to write a proposal?'. Lastly about our Handbook, I wrote the information about Erasmus+ which will be more important for us during the next six years.

Finally, as a team we worked on EYF Grants. Personally, I searched basic information about EYF and after that we started to think about possible projects to apply for with this Grant. Through this work, I got detailed information about this foundation. Then we decided to send a mail to S&C'ers in our Network to ask for inputs about projects. We decided to concentrate on Media Law and Freedom of expression.

Irakli Karkashadze, Director for Advertising ELSA International 2013/2014**Introduction to an Advertisement system**

Since I was elected in September 2013 and I took almost whole month for transition with Kristina Viltė Steponėnaitė. During the transition I was given all mail list and database of the advertisement. Introducing with all given information took whole October. 10-11 of October I visited ELSA House in Brussels and me and VP Marketing were discussing the future plans and creating new offers for potential and active partners. In the first part of October we also made SWOT analyses which helped us understanding the situation. In data base was found some missing information and some of information needed updating.

Offering

During my visit in ELSA House in October we created online advertising offering letters and prepared the mail bombing for 29th of October as it is international internet day. Offers were sent 16th of October and deadline was till 29th. During this mail offers only one law school was interested and they booked one year online ADV on www.elsa.org, in addition with some private negotiation the law school Brooklyn signed online advertisement agreement for one year.

Beside that Online ADV, I also tried to raise the interest some new partner's advertisement in Synergy, offers were sent in the end of November and remainders twice in December to a potential partners but unfortunately none of them reacted on our offers.

Database

The database which I was given during the transition was very big and included more than 1000 email contacts of potential, active and old partners, it was in an Excel sheet and working in it at the same time with VP Marketing was impossible, so first of all and with the help of Petra I started updating the data who has already negotiated with ELSA in a past 5 years. At the same time I split the list of partners who never advertised before in two parts - the first one is the one where no one ever replied and the second the one who never delivered. I also rechecked and added a second contact person to each University to make sure that our offer was delivered. Some of the universities asked to remove them from our mail list so I removed them. After updating all databases I created online Google Document which gives chance to many people work at the same time and making some changes in a data which saves time and makes it more easy to communicate.

Marcelina Burzec, Director for Public Relations ELSA International 2013/2014**Cooperation with the Network**

- I had the pleasure to talk and write a lot of emails with National Officers, regarding to our new strategic goal 'ELSA shall create and carry out the PR strategy' and Director for Public Relations responsibilities.
- In September I visited ELSA Norway for their National Council Meeting in Bergen, where I attended Marketing workshops and had presentation about PR in ELSA.
- I was present on International Council Meeting Opatija, where I was a participant during workshops for Marketers and lead with Petra one about One Year Operational Plan for PR this cadency and how to use one of PR tool – press release.
- In the end of November and first days of December I was attending ELSA Poland's National Council Meeting, where I leaded workshop about Social Media for Working Group for Directors for Public Relations and international guests.
- In the middle of January I visited ELSA Germany in Dresden for their National Council Meeting, where I was a participant during one Marketing workshop and leaded one, very fruitful, for Directors for Public Relations.

Cooperation with International Board

- I came to ELSA House in Brussels in the first part of October and together with Petra Podgoršek, we created One Year Operational Plan and discussed how to act this year in these areas. I also had a meeting with whole International Board and discussed their expectation if it is about Director for PR ELSA International.
- I was in ELSA House one more time this season in December for Christmas Cocktail, where I had an honor of being a double Little Helper of Rebecca and Clemens.

Image Report

I asked Officers to fill in the document in October. I wanted to present results during ICM Opatija, but it was impossible to manage, so I hope for showing them in Malta and compare with the Report from October, discuss development ect.

National Groups' Work on PR

I created a document at the beginning of my cadency where I compared which websites of National Groups are following Corporate Identity and the level of events' promotion in their social media.

MKT HB + PR Guideline

I am a part of Working Group on Creating Marketing Handbook, in which I am responsible for parts including PR issues. Also, I started creating PR Guideline in November, but after looking for more information I realized that Guideline will be better enriched with the inputs we could have after write the Handbook, so I decided to wait.

Media relations

My predecessor gave me the database of media entities which I expanded in October and in January. I have a plan to use them in the nearest future for external promotion of ELSA Day and ELSA Moot Court Competition.

Final Conference on Online Hate Speech

I was one of the participants on Online Hate Speech Conference which took part in Oslo in December, where I had a chance to get to know a lot about abuse on the Internet and got some facts useful in work of Director for Public Relations on legal bases.

Graphic Design Team ELSA International 2013/2014**Daniel de Senna Fernandes***Portugal*

After the last ICM, which unfortunately I was unable to attend, Petra was kind enough to specifically tell me your concerns regarding the business card designs and which options were more viable.

Ever since my Skype meeting with Petra, I redrafted the business card design and am preparing a final collection of options - which are based on the two selections made during the MKT WS's. Also, Petra requested assistance regarding the SLS logo creation that S&C'ers requested. However, since Petra was not satisfied with my proposal, she took over the design and finalized it together with Ana Roce.

Since I have exams between January and February, I have suspended most of my ELSA work - both as a GDT and as a NB MKTer. But I have tried my best to reply all e-mails, especially design assistance requests from NG's.

Finally, I am still waiting for more inputs and requests from Petra regarding work that should be done before the ICM and will be back to work on the business cards as soon as my exams are done.

In case you too are having exams, I wish you all the best and hope that you aced all those subjects! Feel free to e-mail me or Facebook me if you need any sort of assistance!

Warmest regards from rainy Portugal.

Cassandra Matilde Fernandez – Director for Institutional Relations ELSA International 2013/2014

The first half of the year has been heavily focused on the Online Hate Speech Legal Research Group, the work for which only came to its preliminary conclusion in January. This involved dealing with the various participating ELSA National Groups' questions, preliminary reports and with the final reports (proofreading, etc).

A number of meetings and initial contacts have been made with NGOs and some EU Institutions, notably concerning research projects, such as with Interpol, EU Institutions and OSCE.

The second half of the year will focus on uniformising the database of institutional contacts and concretising new institutional contacts. This will be carried out using the various collected documents in the possession of the VP SC and VP AA. This will facilitate future collaborations and allow EI to have a precise database of current contacts, allowing them to be able to develop this for future projects.

This means that the next 6 months will be fairly intense and will aim to produce a more structured and even stronger database of relations with various current and new institutions for ELSA International and National Groups.

Tessa Mallia Borg, Director for Legal Publications

As Director for Legal Publications for ELSA International, my objective was to re-introduce a law review for all ELSA Countries. The aim of the law review is to create a forum for analysis and discussion of legal issues. Moreover, the Review serves as a venue for ELSA Members to publish their work outside the scope of the typical legal curriculum.

During the first few months, I sent an overview about the law review, detailing clear timeframes, benefits and the required action plan for the project to succeed. In the meantime, Tino Boche - ELSA International and myself had many Skype meetings in order to discuss the details of the project. An editorial board was needed in order to get the project going and a few months later ELSA International issued a call for Editors.

Marzia Carla Iosini, Delia Halici, Sophie Karagianni and Madgalena Fitzner were selected as the Editorial Board. Following an introductory email, I sent the editorial board two documents. The first included an Author's Guide which outlined the conditions to be met by all authors who intended to submit their article/ case comment to the law review. The second included the content to be added to the call for submissions. We decided that OSCOLA is to be the chosen writing style for the law review. Together with Petra Podgorsek - ELSA International, we are currently designing marketing material for the call for submissions.

As a board, we intend to issue the call for submissions after the ICM in Malta, allowing Editors time to correct all articles received and for authors to make any required corrections during the summer months. We aim to publish the first issue of the law review in October 2014.

I am confident that this project will soon be launched and I look forward to discussing it in further detail during the upcoming Council Meeting, specifically with all ELSA Vice Presidents for Academic Activities.

I would like to thank my team of editors and Tino Boche for their feedback and kind support in this project.

Tahmina Sahibli, Director for Academic Competitions ELSA International 2013/2014

I was appointed as Director for Academic Competitions of ELSA International in September 2013. Since there was no director in this field before I did not get any transition. However, I have had a lot of help and support from Tino Boche, Vice President for Academic Competitions of ELSA International 2013/14.

I started my term by working with the new possible international competition on AA-area, in cooperation with European Social Charter. The European Social Charter had already received a suggestion of the outline of the competition which they were not very pleased with. We had not received any feedback from them about what they liked or disliked. After discussions with Tino, I looked over the previous proposal and made a new outline for the competition where I also kept some parts I considered being good. In the document I proposed different possible timelines for the competition. This was sent to Tino just before ICM Croatia and he sent it to the European Social Charter.

However, we have not heard anything from the European Social Charter yet, regardless of the memos we have sent them. Since we have not received any answer back, there has not been much else to do in this area but wait for a reply.

After ICM Croatia, I compiled all the Academic Activities presented during the workshops and sent them out to the AA mailing list. Since only few countries were represented in the AA WS, we thought the officers who were not there would benefit from the exchange of ideas.

Another part of my work has been to create an AA-survey about all the AA-events happening throughout the network. I have prepared the questions and I am now working with creating the survey itself. Our goal is to send it out to all AA officers before ICM Malta.

After ICM Malta, the result of the survey will be compiled and shared with the officers. It will also be used to create a section on ELSA webpage and possibly also the officers webpage. The purpose of this is to present ELSA and give both our members and externals better and more clear picture of what ELSA does.

The rest of my term I hope to continue working and developing the European Social Charter. I will also be working on developing the existing evaluation forms for AA which are unfortunately not up to date and very complicated. So for the rest of my term I would like to present an easier evaluation form.

I would like to end my activity report by thanking Tino Boche for all the support, motivation /and inspiration that he has given me.

**Stephanie Kohl and Tahmina Sahibli, Assistants for ELSA Moot Court
Competition ELSA International 2013/2014**

It all started in mid-September last year when we both (Oda's lovely two assistants) received the email that we had been chosen for this job. The Competition itself was already in full swing since the teams had started signing already in the beginning of September. Before we however could get started we received a lot of input on all EMC² matters from Oda. After reading and talking a lot about the Competition, its Rules and our job via Skype and email we were given all the necessary log in details to tackle our tasks. Armed with our very own email account and the knowledge about the admin page we were ready to face the teams.

On the 1st of October the adventure EMC² 2013/14 began with our first email from India. Ever since this day we both were checking the account multiple times per day in order to reply to all requests and questions as quickly as possible. Besides our role as "first point of contact" for the teams and their inquiries, we were also responsible for admitting them to the Competition. In the following two month we spend a lot of time with general question about the fees, the timeline and personal issues of the teams.

Our biggest Problem however were not the numerous questions, which we all answered eagerly BUT the fact that too many universities started to register two or even three teams. With the help of Oda and some disappointment on the sides of the teams we managed to find a solution for each of the universities that had formed multiple teams.

In December we were starting to get really busy. The emails of team members that had not received an automatic confirmation reply by the website or that had problems with filling in their team details started flooding our inbox. Especially around the registration deadline the mails from universities that simple had waited with registering until the last minutes were numerous. But we managed to keep them all happy despite the fact that had some glitches with the admin page.

In January we were very happy to receive 17 applications for International Organizing Committee. We appreciated that Oda wanted to discuss the applications and wanted all three of us to decide who should be in our team. The decision was very hard due to so many great applicants with so much experience. Finally we managed to choose our top seven which we are all very happy about. Shortly after the appointment of IOC we all had a Skype meeting where we discussed the current status of EMC², what would happen during the FOR and the division of the tasks. For the moment being we are planning and preparing for the FOR which we all are looking forward to. Since our email account is not receiving as many emails at the moment, we are both waiting for the RRs to get over in order to start informing the teams that advanced to the FOR about all the necessary details.

Throughout our term so far we have had a close, almost daily contact with Oda, whom we would like to thank for being a fantastic leader.

Horian Secara and Burcu Filiz, Delegation Team ELSA International 2013/2014

The new Delegation Team was appointed in august 2013 and it was comprised of one Director for Delegations and 5 Academic Coordinators:

- Director for Delegations: Burcu Filiz
- UN ECOSOC: Ulla Riipinen and Alicja Dżuryk
- UNCITRAL: Leander Dubbert and Cristian Boruzi
- WIPO: Lilla Légrádi
-

However, due to the amount of work and the availability of some members, the structure of the Delegation Team changed. In this regard, Alicja Dżuryk was dismissed from the team and at the beginning of December two more members have been added: me, as a Director for Delegations and Eliana Rocchi as an Academic Coordinator for the WIPO Delegations.

Introduction and transition

After the appointment process, Ana Roce, the Vice President of S&C, organised a Skype video call in order to introduce all the members to each other. In the first month, the entire team went through the process of transition in which the former Delegation Team presented the practices, made recommendations and answered to my colleagues' curiosity. As it was a lot of new information to process, the transition was mostly done by video calls.

Promotion

The promotion has been done through emails, ELSA's webpage and posts on the DelegationsFacebook page (<https://www.facebook.com/elsa.delegations>). Considering the increased popularity of Facebook, we aim to use it more in our promotion by posting news, photos, new calls, creating polls with events we could send delegations to.

Documentation

Burcu Filiz has successfully finalized the new online Survey which will replace the classic Report starting with February. This Survey is less time consuming for delegates and much well-structured in matters of useful information required.

Statistics

UNCITRAL: 81 applications, 14 appointed delegates, 3 delegations

UNECOSOC: 77 applications, 33 appointed delegates, 4 delegations

WIPO: 23 applications, 5 appointed delegates, 1 delegation

Human Rights Body: 101 applications, 16 appointed delegates, 4 delegations

LawTech Europe Congress: 13 applications, 8 appointed delegates, 1 delegation

World Forum for Democracy: 53 applications, 11 appointed delegates, 1 delegation

Total applications: 348 Selected delegates: 87

Other considerations

We are continuously communicating with each other via our Facebook group, Skype and e-mails. Recently we had some Skype meetings in which we shared the status of our work and proposed some new procedures that could improve the practice of the Delegation team make the Delegations more visible and appealing to the network and increase the reputation of ELSA in the international legal community. In what concerns you, we have identified some new international bodies and meetings that could be of great interest. Therefore, “brace yourself” for the new tempting and diverse opportunities we are preparing for you.

IFP Team ELSA International 2013/2014*Zoia Stankovska, Director for International Focus Programme**Diana Laura Cata, Assistant for International Focus Programme**Marko Dolenc, Assistant for International Focus Programme***Communication**

A big part of our work is to be in contact with the S&C, AA and STEP officers as well as with other members, who are interested in IFP. Our everyday work is focused on providing them with information, guidelines or other means of support, but we have also suggested new topics for the discussions, encouraged the officers to share useful information, etc.

Media Law Handbook

The updated IFP Handbook was presented and sent out to the Network. The Handbook is relevant for all ELSA officers due to its versatile approach through all Areas. We received good feedbacks as officers have found it as a helpful tool for getting the first insight into the IFP. The IFP Handbook is available online, on the ELSA Officers Portal.

Planning the implementation

For the new topic – Media Law, a better planning and more structured implementation is needed. We have started strategizing a 3-years implementation with the evaluation of previous IFP topics implementation results; we analyzed its strength, weaknesses, opportunities and threats. We aimed to bring a structure to the implementation of the Media Law. The results of our work related to this part have been presented during ICM Opatija and were appreciated by the present officers. Apart from implementation strategy presentation, during the ICM we gave the general IFP presentation in order to provide present S&C officers with the knowledge about the topic. The whole Workshop was structured in a way that was able to prepare officers for active implementation and to share ideas for projects through several working groups.

Working Group on the final outcome of the IFP implementation

During ICM Opatija, the Council suggested to create the Working Group which would focus on the IFP Final Outcome for Media Law. Therefore, the call was sent on the Network and the group was created. Our tasks as an IFP team were to encourage communication, to administrate their work, to provide them with relative information as well as to give our help for the report.

IFP events calendar

In order to have an overview of all ongoing and planned IFP projects, we asked all national and local officers to communicate their events and we created the IFP events calendar which will also be presented to the Network. It will not only be a useful tool for us as IFP team to monitor the implementation, but we think that national and local groups might be inspired with the events that other groups are organizing.

Delegation on the World forum for Democracy, Strasbourg

ELSA was invited to the second World Forum for Democracy organized by the Council of Europe in Strasbourg from 26th to 29th of November 2013. This year's topic "Re-wiring Democracy: connecting institutions and citizens in the digital age" was directly related to our IFP topic and we had the honour to represent ELSA together with 12 other delegates.

For us as IFP team, it was an extraordinary event to gain knowledge for the topic and to get ideas for projects that can be implemented within our IFP.

IFP Partnership

One of the main responsibilities for us was to search for the possible IFP partners and to assist the IB in contacting and establishing partnerships. So far, we have prepared a list of potential partners, but finding the mutual interest for them and ELSA seems to be the hardest task. We truly hope that until the end of the first year of implementation we will find contact(s) which might be interesting in establishing cooperation with us.

IFP promotion

To give a tool which officers can use to raise the awareness about the IFP topic, we have decided to create special marketing materials. We have created an IFP poster, a calendar which each local and national group can easily print and use for their ELSA offices, at the faculty during ELSA Day or any other ELSA events, as a promotion tool.

IFP Newsletter

We are still planning the release of the new IFP Newsletter and we have decided to focus on the academic knowledge and related issues about Media Law. We have started hunting for articles and our goal is to publish them in the upcoming months.

Işıl Ergeç, Assistant for ELSA Summer Law Schools ELSA International 2013/2014

Seeing for the first time the call for an Assistant to be appointed specifically for ELSA Summer Law Schools (SLS) excited me inexplicably since Law School is the activity of ELSA, through the organization of which I got committed to the Association in the first place. My term in office started in September 2013 with this huge motivation.

Initially, we planned our term with Ana Roce, VP S&C of ELSA International. Our main points of focus are promotion of all of the SLS's in the Network altogether as one big project, creating guidelines for how to organize an SLS and helping the organizers as much as possible with any kind of problems/questions they have.

My first task as an officer of ELSA International was to give a presentation at ICM Opatija. I talked in general on what an SLS is and mentioned our plans. The former Heads of Organizing Committees of SLS's who were with us at the ICM spoke of their experiences. Through the working groups, the participants of the Workshop pretended as if they were to realize an SLS next summer and drafted timelines for the whole process of organizing. In the end, they were asked to solve several "last minute" problems (risk management). The feedbacks indicate that listening to the experienced officers and practicing risk management were inspiring for the future organizers.

In the subsequent months, we prepared a webpage for the collective promotion of all of the SLS's in the Network so that a potential participant would be able to make a healthier decision on choosing which SLS to apply for. I asked the organizers to fill in the Event Specification Form and thus we collected the information to put online. When the webpage was ready, I informed the interested persons who have sent me e-mails previously and whom I promised to let know of the announcement of SLS's of 2014.

This year, 18 SLS's will take place in 17 different destinations! I am personally so proud of our Network that we increased the number of SLS's organized last summer which was 12. I am sure that next year even more options will be offered since already now there are groups getting ready for the summer of 2015.

Apparently, creating a special webpage increased the visibility of ELSA and SLS's and we reached more persons, both within and outside of the Network. In less than a week after the launching of the webpage, I received so many e-mails that I acknowledged how required this technique of marketing was. A good example for expanding the scope is that Asian Law Students' Association (ALSA) is going to announce on their own website our SLS's providing the link to the webpage of SLS's. Even before this announcement, I started to receive e-mails from interested ALSA members.

In the upcoming months until the end of my term, I am planning to help not only the organizers with any kind of problems they might face or any questions they might come up with but also the potential applicants. Another item in my agenda is to make a call for a working group for the

guidelines for how to organize an SLS. This tool is thought of upon demand of local and national groups which are planning to realize an SLS for the first time and thus in need of assistance.

I thank the International Board for giving me the opportunity to take a step further and pay back –ultimately on international level after local and national levels– to my beloved Association to which I owe so much. I thank especially Ana for all the help, support and encouragement starting from even before my appointment.

Patrick Zischeck, Assistant for Study Visits ELSA International 2013/2014

Since the beginning of my term as an Assistant for Study Visits for ELSA International there have been some tasks to do. I started with a transition with my predecessor. Together with Ana we started to think about possibilities for the Study Visit Guide. Before I started to work on it, I worked on the S&C Forum. This Task will be a part of my work for the whole year. After a brainstorming about the most important information which should be included in the Study Visit Guide I started to create the survey and published it. A few weeks later, in January, I was able to start on the hard work to implement the Study Visit Guide in the website of ELSA International and published it before the end of that month. Since that day I get some new filled in surveys and implement them in the guide, too.

Since the beginning I also often have a look in Facebook for the Study Visit Group and delete spam there. When local or national officers / directors have any questions about Study Visits I help them with information which should help them.

Lilla Légrádi, Assistant for Institutional Visits ELSA International 2013/2014

I was appointed as Assistant for Institutional Visits in September. I had no predecessor, as this position was just created this term, so I had a transition with the VP S&C of ELSA International, Ana. We needed to distinguish my tasks from the Assistant for Study Visits, as they used to be the part of that position, and we created a separate account. I gathered all necessary documents including old evaluations and went through a lot of emails so that I could have some basis on the nature of the position.

My task is to support National and Local Groups in finding opportunities for Institutional Visits, to assist them with the development and coordination of the events themselves. I sent an introductory email in order to promote the new position, with rather less success, unfortunately. I received a few requests for assistance and I sent suggestions for institutions and accommodation, and I realized that there is a need for a handbook, which would contain some models for popular destinations such as Strasbourg or Brussels.

I agreed with Ana, that by the end of my term, or preferably sometime after the ICM I should finish drafting a Handbook which would sum up the basic regulations, and would give a step by step plan for organizing an Institutional Visit with a possible timeline, and include tips and accommodation, institutions with contacts. This could be a really great tool for officers especially for those who are on the local level or are Freshers' left without any proper transition. For drafting the Handbook I would need some more information about the current status of Institutional Visits, so don't forget to send your evaluations of your IVs, as we usually have the feeling there are more IVs happening in the Network than we know of.

Traineeship Team ELSA International 2013/2014**Dariia Oliinyk, Director for STEP Traineeships**

Dear colleagues,

This year you have the chance to observe the creation and functioning of the new EI organ – Traineeship Team, in the composition of which together with Martina Lipke and Clemens Hartig I am lucky to work. I would like to admit that three of us, being real fanatics of STEP, launched certain innovations (about which you can read in more details in Martina’s Activity Report), and continue to work on the development and expansion of STEP.

Not to repeat my colleagues’ words I will focus on the main goals we were, are and will be aimed for:

1) Sustainability

By implementing STEP Coaching System we encourage STEP “oldies” to share their experience and STEP knowledge with young STEP officers from their region. It helps to maintain and improve STEP best practice in National Groups, mitigate absence of transition in some countries and force continuance of the project. Separate thanks to our amazing STEP Regional Coordinators: Áine Groogan (Ireland), Julia Münzenmaier (Germany/Spain) and Fredrik Johansen (Sweden), who gladly joined us in this initiative.

2) Expansion

As true STEP believers we see this project as a worldwide one and to help it grow conducting research on possible STEP employers within Europe, as well as outside it. Depending on the presence of National Group in the district of our search we either recommend relevant National Group to approach the potential employer, or do this by ourselves.

3) Optimization

Together we are working on making STEP procedures (for applicant) as well as internal processes of it (for STEP officers of all levels) clearer, easier, more effective, more transparent and less subjective. We already implemented: new format of STEP traineeship (now it’s at separate portal: www.step.elsa.org); ranking of matched applicants for the employers’ convenience based on more or less clear and objective system of matching. In our plans – preparing for online STEP forms launching, making matching process more automatic so we can save our resources on it.

Unofficially I would add one more point – “Spirit Up”! STEP is built on the united forces of set of the officers working the different levels: from local ones to international. On every level we are trying to set up the spirit of healthy competition and family cooperation simultaneously, because only with the help of every link in this chain it’s possible to make STEP work and prosper! Thank all of you for great work done so far and as the half of work for us this year is still ahead – good luck!

Activity Report from Martina Lipke, Director for STEP TraineeshipsThe Traineeship Team

This year the VP STEP of the IB is being supported by two directors instead of one, namely by Dariia Oliinyk and myself. After our appointment in September 2013 we regularly held skype meetings with Clemens Hartig to set goals for the year and to forge out plans.

New STEP Coaching System

One of our goals was to establish a coaching system in order to being able to provide the National STEP Officers with as much support as they need. Taking into consideration that not every single one of them received a proper transition, we wanted to make sure that each National Officer has enough STEP knowledge. The plan was to find STEP Coaches to mentor 7-8 National Officers. We are very happy to have found the perfect STEP Regional Coordinators in Áine Groogan (Ireland), Julia Münzenmaier (Germany/Spain) and Fredrik Johansen (Sweden). Dariia, Clemens and I are also in charge of some National Officers.

It was Dariia's and my task to introduce the Regional Coordinators to the coaching system and to provide them with all necessary information and tasks. In December we altogether held a big reporting session via skype to exchange coaching experiences and to give one another an update about the respective National Officers' activities and STEP knowledge.

Job Hunting

It is part of my job to find opportunities for Job Hunting. Be it, supporting STEP officers in doing so or hunting for new traineeships myself. The first STEP in this regard was my first visit in the ELSA House in October where I got the chance to browse through old archives. During my stay at the house I created a database with all traineeship contact details from the last four years.

Also in October, I and Nadja Brachwitz, a former national board colleague of mine, took a meeting with CMS for Anneloes Dijkstra and Clemens Hartig in Sinzig, Germany, since the two IB members were at the ICM Opatija at that time. During this meeting, Nadja and I presented STEP to nine HR representatives of CMS from all over Europe.

STEP Online

Another one of our goals this year is to finally implement online forms. Thus, I am involved in the communication with EP's IT-Team. So far, the Traineeship Team has set up a general framework of what we find necessary and submitted it to Wolfgang Fuschlberger who is in charge of the programming.

Matching

In January, Dariia, Clemens and I gathered in Brussels for an entire week in order to match the applications we received after the launch of the STEP Newsletter in December to the respective TNs. Together we created a new matching system in accordance with the Definition of Matching.

PROPOSALS

THE INTERNATIONAL BOARD

Standing Orders amendment concerning Article 4

The International Board proposes the following to the Council:

The Council

Article 4 – Council Meeting Host

4.1 The International Board in cooperation with the elected host is responsible for choosing the date and for the organisation of each Council Meeting. The Council shall however elect a Council Meeting host responsible for the practical organisation of the Council Meeting. Dates of the Council Meeting shall be between March ~~15th~~ 25th and April ~~15th~~ 25th for spring Council Meeting and between October 15th and November 15th for autumn Council Meeting.

Comment:

This year we are encountering one of the extremes in the ELSA timeline. The International Presidents' Meeting and the International Council Meeting are held at such times that the former is deprived of its right submit proposals to the Council, as it ends on the day when the Working Materials has to be sent out. By moving the possible period of the ICM 10 days forward this problem is eliminated. Also timing in the sense of the International Boards preparatory work is greatly improved.

Standing Orders amendment concerning Article 5

The International Board proposes the following to the Council:

Members and Observers

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~~
- (v) Observership of the same group was not terminated (according to art. 9 of these Standing Orders) during the Council Meeting before the Council Meeting in which they are applying; and
- (iv) the application for Observership is approved by Council with a two thirds majority.

5.2 A European State shall be defined by its geographical location. Since the Eastern border of Europe is unclear the divisions between Asia and Europe occur at the Ural Mountains, Ural River and Caspian Sea in the east, the Caucasus Mountains and the Black Sea with its outlets, Bosphorus and Dardanells in the south. Armenia, Azerbaijan, Georgia, Kazakhstan, Russia and Turkey are considered part of both Europe and Asia.

Comments:

The current regulations state that when Observers of ELSA get their Observership terminated by the Council, they can apply for Observership again in the next Council Meeting. This means that they can rush into the decision of applying again, without trying to redevelop themselves. It also means that the Council can have a more flexible vote to terminate Observership, as the group can immediately apply again. It is not necessarily a bad thing to have more flexible decision-making regarding this topic; however, it can cause trouble regarding the use of the name and logo by the respective terminated ELSA group as they will keep existing during the period that they are not officially Observers of ELSA – and the International Board has no responsibility over the group.

With the addition of the words in this proposal, Observers who get their Observership terminated in a Council Meeting, cannot immediately apply for Observership again at the next Council Meeting. They have to wait until the second Council Meeting after their termination.

Decision Book amendment concerning Human Rights of the General part (GEN 01/14 I)

The International Board proposes the following to the Council:

[...]

4. ELSA Day

4.1 Every Local Group shall organize an annual ELSA Day event, either alone or in cooperation with other groups.

4.2 The events will reflect the Vision of ELSA and create a forum for discussion on various Human Rights topics.

4.3 The ELSA Day event will be organized every second Wednesday in April.

Comments:

In our Strategic Goals we have decided that we will organize the ELSA Day event annually. Therefore, the ELSA Day is an important part of ELSA in general and should be regulated in the Decision Book. In a Network like ours it is difficult to find a date that fits the needs of all National and Local Groups. This is why a survey will be sent out before the ICM, in which all the Local Groups will have the opportunity to share and express their opinions about the most suitable date. Based on these results, we will amend this proposal so the date is suitable for the majority of the Network. We believe that having a regulated date will make it easier to plan the event in the future and give the officers the opportunity to focus more on the actual quality of the events.

Decision Book amendment to the International Focus Programme section of the General part (GEN 01/14 II)

The International Board proposes the following to the Council:

[...]

5. IFP Topic

5.1 The topic of the IFP shall be the following:
"Media Law"

The duration is 1st August 2013 until 31st July 2016.

5.2 Recommended approach for the 3-years implementation cycle is:

1st year

Main Focus: Preparing basics. Raising awareness about Media Law.

Recommended sub-topic: Media Law, Human Rights & Internet

2nd year

Main Focus: International projects

Recommended sub-topic: Telecommunication and Digital Communication

3rd year

Main Focus: Evaluation Year. Preparation to the new IFP topic.

Recommended sub-topic: Print Media

Focus Areas:

- Officers of all levels shall strive to raise interest in the topic and academic knowledge about Media Law.
- Officers of all levels shall develop a plan of the 3-years implementation for the respective ELSA group as well as making evaluation of each year of implementation with analysis and further needed plan changes to secure the continuity and better implementation.
- Officers of all levels shall endeavor to build a long-lasting partnerships and to develop a strategy to maintain and improve partnerships of former IFP topics, even after the introduction of the new IFP topic.
- Network shall seek to increase the number and quality of international and national IFP projects.

5.3 The final outcome of the implementation of the Media Law topic will be a Final IFP Conference, IFP Almanac and IFP Legal Research Group. All projects will reflect the work done by the Network during 3 years implementation and will include the most discussed topics. ELSA International is responsible for coordinating the realization of the final IFP results.

Comments: Proposal is prepared by the Working group on International Focus Programme. Please, read the Input Paper on IFP Implementation Strategy and the Final IFP Results.

Decision Book amendment to the IFP Section of General Part of the Decision Book (GEN 01/14 III)

The International Board proposes the following to the Council:

International Focus Programme

[...]

2. Implementation of the IFP

2.1 The Council decides upon the IFP topic, its duration and its Final IFP result.

2.2 The topic shall be:

- versatile, thereby representing ELSA`s cultural diversity
- internationally relevant
- with academic discussion potential
- with an impact on everyday life, thereby generating interest towards the topic
- attractive to sponsors at all levels.

2.3 The duration will be not less than one year.

2.4 The Final IFP Result is decided by the Council when the topic and duration is set. The result can be a Final IFP Conference and/or a Final IFP Publication, ~~shall be decided when the topic and duration of the IFP is decided by the Council.~~

2.5 Implementation of the IFP is solely a recommendation to the Network, and cannot, in any way, be enforced. However, ELSA International is responsible for making sure the Network is stimulated and informed to implement the IFP in all key areas. The Network therefore is responsible for promotion of the IFP and organising activities as much as possible and feasible.

2.6 The IFP shall be implemented in all Key Areas: AA, S&C and STEP.

2.7 The IFP would be considered implemented if: A minimum of 50 percent of national groups organises IFP events; when the total amount of organised IFP events in the network are at least 25 percent of all ELSA events organised; and if a Final IFP Result is concluded.

~~2.8 There should be a final IFP conference and shall be a final IFP Publication~~

3. Evaluation

3.1 All IFP related events shall be evaluated. Local groups as well as National Groups assure that IFP projects are properly evaluated to ELSA International in due time. ~~the evaluation forms are filled in and send to ELSA International in due time.~~

3.2 After each IFP, preferable at each ICM, every national group shall submit an Activity Report on the IFP implementation. These Activity Reports shall include the specific events organised and

the evaluation forms of each of these events. They serve ELSA in future evaluation of the IFP and in finalizing the final IFP results.

[...]

Prague, March 25th – April 1st 2007 force PLE 01/07 I, BEE 02/08 I, GEN 01/10 I, GEN 01/10 II	In
-----------------------------------------------------------------------------------------------------	----

~~The topic of the IFP shall be the following:~~

~~“Health Law”.~~

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

Comment:

Implementation of the IFP: To avoid unnecessary repetition of meaning, which we can find in the first sentence of the art.2.4 of the IFP Section.

Evaluation: In ELSA the term “events” is used to be associated mostly with S&C events. It leads to the situation when AA projects, STEP, multi-area projects are not evaluated properly. Therefore we suggest substituting term “events” with “projects” for better understanding and accordingly better IFP projects evaluation of all formats.

Second part of the art. 3.1 is reflecting the old process of evaluation when local officers were filling-in evaluation forms as a Word Document, then were sending it to the national officers; national officer was sending it to ELSA International . This process has been changed by creating an online evaluation last year. Hence formulation of this provision should be changed.

Since new IFP topic, Media Law, is already in force, Councils’ decision about having Health Law as an IFP topic for the years 2010-2013 seems to be unnecessary leftover in the Decision Book. Consequently we propose to delete it.

Decision Book amendment concerning Strategic Goals for 2013 section of the General Part (GEN 01/14 IV)

The International Board Proposes the following to the Council:

Strategic Goals for 2013

Lisbon 30th March — 6th April 2008 In force
BEE 01/08 I

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:

Since we have accepted new Strategic and Operational Goals for 2018 in ICM Cologne, it seems only logical to remove the old Strategic Goals from the Decision Book as they are no longer in effect.

Decision Book amendment concerning the General Part of the Decision Book (GEN 01/14 V)

The International Board proposes the following to the Council:

Jurisdiction Working Group

1. Working Group

- 1.1 Within 14 days of the coming into force of this proposal, the International Board shall issue a call for a Working Group on the topic of the Jurisdiction of ELSA International.
- 1.2 The Working Group shall start with the required or necessary work and/or required or necessary steps in relation to the transfer of the domicile of ELSA International to Switzerland and its jurisdiction as soon as possible.
- 1.3 The Working Group is constellated by the decision of the Assistant for Jurisdiction of ELSA International in compliance with the International Board on their own and sole discretion. Persons with specific knowledge in relation to the working group's purpose and from the involved countries i.e. Switzerland, Netherlands and Belgium should be part of the Working Group. The Assistant appointed for this position by ELSA International shall be a member of this Working Group. The International Board should also nominate one of its own members as member of the Working Group.
- 1.4 The International Board provides the required power of attorney in connection with the above mentioned purpose of the Working Group to members of the Working Group and third parties on its own discretion on request of the Working Group, if required, for information purpose, negotiations, signature of contracts and further purposes and documents.
- 1.5 The Working Group shall present the actual status of its work each following International Council Meeting and present a final application to the International Council Meeting when a binding decision regarding the change of statutes seems appropriate in relation to the purpose of the Working Group; latest at the ICM in Cluj Napoca, in spring 2015.

Comment:

At ICM Algarve (Spring 2012) the idea of moving the Jurisdiction came up as the Dutch law was considered to be not flexible enough for an international organisation like ELSA. Furthermore the costs for amending the statutes are so high (over 1000€ for amending one article), that the National Groups came to the conclusion that something needed to be done, as the Council decided not to amend statutes during ICM Batumi (Fall 2012) because the costs were not affordable.

During ICM Cologne (Spring 2013) the idea of moving the jurisdiction was then included in the Strategic goals 2018 by the Council – in the Focus Area 'Financial Stability' it says: "ELSA International shall move its statutory seat to a more cost efficient jurisdiction". Until ICM Opatija (Fall 2013) many different legal systems were researched and Switzerland was eventually chosen as the sole country the research should focus on. Since then, a research group in Switzerland has been working hard to get the further research going. The basic research is now done, and to actually initiate the whole process of moving, a Working Group with competent people should be formed.

This Working Group should be provided with power of attorney so it is able to do its work e.g. getting in touch with the authorities of each country in the name of ELSA.

The move of the legal seat will most likely begin with an amendment of the Statutes. In the annex to this proposal, there is a draft of what these new statutes may look like.

Decision Book amendment concerning ELSA Online in the IM part (IM 01/14 I)

The International Board 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.~~

Human Resources

1. Definition, goal and responsibilities of the Human Resources Strategy of ELSA

- 1.1 The Human Resources strategy is a process that has its presence in every area, as well as every level of action in the association. Every ELSA-event ranging from international to national level is to be tied into a structured strategy as it follows in this part of the decision book.
- 1.2 The primary goal of the Human Resources Strategy of ELSA is to increase the quality and quantity of ELSA members in the member countries of ELSA. The long-term goal for the strategy is to get a better recognition for ELSA as an international students' association.
- 1.3 ELSA International is the main responsible for the execution and administration of the Human Resources Strategy in the Network.
- 1.4 The Secretary General of every National Group in cooperation with the Director for Human Resources if appointed is responsible for implementing this Human Resources Strategy in the National Groups of ELSA.

2. Key factors of the Human Resources Strategy of ELSA

- 2.1 The four Key Factors of the Human Resources Strategy of ELSA are as follows:
 - a.) Recruitment
 - b.) Activities
 - c.) Training
 - d.) Transition

Both training and transition are part of the activities but they are also individual Key Factors due to their importance.

3. Recruitment

- 3.1 Recruitment is an ongoing process in all levels of ELSA. However there shall be an emphasis on recruitment at the beginning of the academic year, which is the period between August and October.
- 3.2 ELSA International shall prepare promotion and recruitment materials, and shall provide them to the officers ~~through ELSA Online.~~

4. Activities

- 4.1 ELSA offers two kinds of activities: core activities and activities for officers. A core activity is everything organised within a key area (e.g. STEP, seminar, conference, moot court competition, study visit, L@W, legal writing). Activities for officers include International, National and Local Council Meetings, Transition, Trainings and Area Meetings and their primary goal is to discuss the state of the network in order to keep its strength and enhance its development, as well as to perfect the knowledge of the officers.

- 4.2 In order to work as a unified network, ELSA International, the National Groups of ELSA and the Local Groups of ELSA should organise their work and events in accordance with the core activities. This will reinforce the concept of ELSA as an international students' association towards our members and potential partners.
- 4.3 Core activities play an essential role in the Human Resources Strategy of ELSA: they motivate potential members to join and to remain in our Network and to become active.
- 4.4 The activities for officers should be organised in accordance with the following structure:
- | | |
|-------------------|--------------------------------------|
| August-September: | Officers trainings and Area Meetings |
| October-November: | First Council Meeting period |
| March-April: | Second Council Meeting period |
| June-July: | Transition |
- 4.3 ELSA International is the main responsible for the promotion and administration of structured activities in the network. National and Local Groups are responsible to implement their activities according to what is stated in this article, taking nonetheless into account their own overall circumstances.

5. Training

- 5.1 Officers training is a priority in all three levels of ELSA in order to make 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.

6. Transition

- 6.1 Transition is the process of passing on know-how and experiences from the preceding officers to the succeeding officers. Transition ensures that a certain level of quality is maintained during the instructions of the new board members and that no information gets lost due the change of the people in charge. It therefore guarantees an ongoing development within the local group and the national network, but also within the ELSA network as a whole.

- 6.2 The Transition should focus on two major factors important for the work as an officer:
- a) The handover of general knowledge and information
 - b) Motivation of the new officers and teambuilding
- 6.3 General knowledge and information should not only contain data and facts regarding the current status of the board within the network but also all skills required for the work as an officer. Essentially, the handover of knowledge happens on a two levels basis: general and area transition. General transition knowledge and information should contain general data and facts regarding the current status of the board within the network. During the area transition the previous officer should transfer specific information regarding the area the upcoming officer is working in.
- 6.4 Transition also has to ensure that the succeeding officers are motivated and confident to be responsible for a whole term. It is also the time when the new officers get to know each other and form a team. Therefore, when preparing transition, the previous board should consider teambuilding elements.

7. Evaluation and development of the Human Resources Strategy of ELSA

- 7.1 The ELSA Human Resources Strategy shall be evaluated at each spring International Council Meeting.
- 7.2 Evaluation shall consist of at least the evaluation of the four Key Factors described in this article and it shall include some concrete figures from the most recent State of the Network report.
- 7.3 After the evaluation in the International Council Meeting, ELSA International is responsible to follow up results of the evaluation and to draft a strategy for recruitment and Human Resources in the network for the following term. The strategy is to be distributed to the IM list and put at disposal in ELSA Online. Execution of this strategy shall begin on August 1st of the current year and finish on July 31st of the following year.

Information Technology

Amended by IM 01/12 III

In force

1. Websites in the network

- 1.1 Each National Group is responsible for maintaining an up-to-date website. As far as the local group has its own website these regulations shall be followed as well.
- 1.2 The address of the website should contain the prefix “elsa-“, the name of the country in English and the top-level-domain “.org”. Alternatively the respective country-code top-level-domain can be used.

Domains for local groups should be set up in the same way. They can also be configured as sub-domains of the domain of the respective national group.

Examples: www.elsa-norway.org or www.elsa-norway.no

Local group addresses: www.elsa-oslo.org, www.elsa-oslo.no, www.oslo.elsa-norway.org, www.oslo.elsa-norway.no.

- 1.3 The website shall provide at least the following information:
A general description of ELSA, ELSA's Philosophy Statement, contact details, current international events and a link to the website of ELSA International. This information shall be available in English.
- 1.4 The general information about ELSA shall be in line with the information provided on ELSA International's website.
- 1.5 The ELSA logo shall be displayed on the website.

2. ELSA International website template

- 2.1 Upon request ELSA International shall provide groups with a website template and the possibility of hosting the finished website under a subdomain of elsa.org.
- 2.2 Groups are entitled to technical assistance of ELSA International regarding the website template.

3. E-mail communication

- 3.1 The official E-Mail addresses of each group shall be the following: president@, secgen@, treasurer@, vpaa@, vpmmc@, vpssc@, 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.

Local Groups

1. Local Groups

- 1.1. Any local organization based in a law faculty, as per article 4 of the Statutes and article 1 of the Standing Orders of ELSA, authorized to use the ELSA name or logo, according to the respective National Group regulations, is to be considered a Local Group of ELSA.

2. Report

- 2.1. National Groups shall fill in and submit a report to ELSA International with the detailed contacts of the Local Groups present in the respective country.

2.2. The report shall include:

- i. Name of the Local Group
- ii. Faculty or faculties in which it is based
- iii. Postal address of the Local Group
- iv. E-mail address of the Local Group

2.3. It shall be sent out to the Secretaries General of the National Groups by ELSA International before June 1st and shall be filled in and returned before July 1st every year, even if the National Group does not have any Local Groups at the date of delivering the report.**3. Sanctions**

- 3.1. The failure in filling in or delivering the report by a Member shall be deemed a very grave infraction of the regulations, which will result in a financial sanction equal to the number of Local Groups or a National Group, which is at the same time acting as a sole Local Group, multiplied by €150.
- 3.2. The delivery of a report by a Member stating a lower amount of Local Groups than that according to article 1.1 of the present regulations, shall be deemed, upon evidence, a very grave infraction of the regulations, which will result in a financial sanction equal to the difference in the real and declared number of Local Groups multiplied by €150.
- 3.3. In order to find out the amount of Local Groups as per article 1.1 of these regulations, ELSA International may use all of the means at its disposal; e.g. State of the Network enquiry, letters of authorization, ~~ELSA Online~~.
- 3.4. Until the payment, the debt will be considered a debt towards ELSA International for the purpose of article 11.5 of the Statutes.
- 3.5. These sanctions shall be directly transferred as a contribution to the ELSA Development Foundation.
- 3.6. In case of any disagreement on the abovementioned sanctions, between a Member and ELSA International, the Member has the right to address the Council, in accordance to article 11.5 of the Statutes. Only the Council may modify or cancel the sanction.

Responsibilities for Quality Management

Alanya, 5th - 12th November 2006	In force
IM 02/06 IM Policies	
Amended by IM 02/09 I, IM 01/12 IV, IM 01/12 V, IM 01/12 IX, IM 02/12 II	

1. Responsibilities of the Local Groups

- Comply with the Statutes and Standing Orders of ELSA International, as well as with the Council Decisions.
- ~~Ensure that individuals, who on behalf of the Local Groups access and process data collected in ELSA ONLINE, comply with the ELSA Privacy Statement.~~
- Submit the updated Local Board's address and officers list to the National Board.
- Support its alumni by keeping them updated about recent developments, achievements and projects planned by the Local Group.

2. Responsibilities of the National Board

- Ensure that the Statutes and Standing Orders of ELSA International, as well as Council Decisions, are known and implemented by the National Group and all Local Groups.
- ~~Ensure that individuals, who on behalf of the National Group access and process data collected in ELSA ONLINE, comply with the ELSA Privacy Statement.~~
- ~~Ensure that the ELSA Privacy Statement is known and followed by the Local Groups.~~
- Submit the information gathered at the ICM to all the Local Groups.
- Ensure that there are uniform Statutes and Standing Orders in all Local Groups.
- Ensure that the English version of the Statutes and Standing Orders is submitted to ELSA International.
- 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 electronically fourteen 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 in due time to ELSA International.
- Make sure that every National Board member sends updates every three months 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

- 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 35 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.

Comment:

The ELSA Online mentioned in the IM part of the Decision Book is the first implemented online system of ELSA. This system however is, since long, dead. The current regulations imposes a lot of responsibilities in relation to this system that no one will be able to fulfil since the system isn't there anymore. Therefore, we propose to remove ELSA Online

Decision Book Amendment concerning STEP Procedure section of the STEP part of the Decision Book (STEP 01/14 I):

The International Board proposes the following to the Council:

STEP Procedure

Budva, 29th March – 5th April 2009

In

Force

STEP 01/09 I

Amended by STEP 02/10 I, STEP 02/10 II, STEP 01/12 I, STEP 01/12 II, STEP 01/12 III, STEP 01/12 IV, STEP 01/12 V, STEP 01/13 I, STEP 02/13 I, STEP 02/13 II, STEP 02/13 IV, STEP 02/13 V

1. Traineeships

1.1 Definition

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, international organizations etc. 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.

1.2 General Regulations

1. Duration

Traineeships have a minimum duration of two weeks and a maximum duration of two years. Traineeships can only begin eight weeks after the application deadline has passed.

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 Decision Book. In this instance ELSA International:

- a. Shall inform the National Groups about the amendments in the Traineeship Specification Form or the separate agreement;
- b. Shall send the information to the National Groups before the agreement is signed;
- c. Shall provide the National Groups with the draft of the amendments or the separate agreement.

3. Internationality

~~STEP traineeships are international.~~ ELSA shall only accept applications for Traineeships, if the Traineeship does not take place in the same country the applicant studies or live in the moment of applying.

4. Compensation

Traineeships have to be paid. The compensation shall cover the general living costs during the time of the traineeship

Comment:

The sentence as it was before doesn't say much. Actually it is hard to say exactly what it means. After some research we found out that it is regulating the "Exchange" part of STEP – Student Trainee Exchange Programme. So it should regulate, that you can't apply for a Traineeship in your country. But with this saying we come to the next grey zone. What is your country? Your nationality? Your main address? The country where you study? The country in which the local group you are applying through is situated? This proposal is a first draft of how we could regulate it, but of course we are up for every improvement to make this regulation more clear.

Decision Book Amendment concerning STEP Procedure section of the STEP part of the Decision Book (STEP 01/14 II):

The International Board proposes the following to the Council:

STEP Procedure

[...]

1.3 Searching for Traineeships

- a. Each Group, whether Local, or National ~~or International~~, can only search for traineeships within its own federal state or country. Otherwise, the consent of the Local and National Group of the country the traineeship is located in is required.
- b. ELSA International can search for Traineeships or contact externals according to the regulations in the BEE part of the Decision Book (“External Relations/2.Procedures”)

Comment:

We want to cross out the Group “International” since it has no country and does not make sense in this article. This does not mean that we want to exclude ELSA International from restrictions regarding contacting externals. We would add sub point “b.” to make more transparent what is already regulated in the BEE part of the Decision Book under “External Relations/2.Procedures”. This part is in the BEE section; however it says “ELSA International” which includes the VP STEP of ELSA International as well.

Decision Book Amendment concerning STEP Procedure section of the STEP part of the Decision Book (STEP 01/14 III):

The International Board proposes the following to the Council:

STEP Procedure

[...]

2. Applicants

2.1 General Regulations

Only members of ELSA can apply for STEP.

1. Application

- a. Applicants can only apply for a STEP traineeship by using the Forms provided by ELSA International and filling them out in English. Additionally, they must provide the necessary diplomas, certificates, recommendations of professors or similar valid documents to verify 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. There is no guarantee of being matched to a traineeship when an application is submitted.

2. Matching

- a. ELSA International shall revise all applications and match them to the most suitable traineeships. Applicants can be matched to more than one traineeship at the same time up to the maximum of three- traineeships at each matching process.
- b. During the Matching process ELSA International shall take the following criteria into account:
 - i. Only Legal and Language Skills shall be matched.
 - ii. ELSA International shall forward the applications with the highest matching rates.
 - iii. With exception to (ii), if there is only a low number of applications for a Traineeship or if there are only applications with low matching rates, the best applications among these shall still be forwarded to employer with a remark explaining the circumstance.
 - iv. The applicant's preference list shall not affect the Matching.
 - v. ~~(v).~~—Poorly written applications shall be sorted out. A CV or a Motivation Letter is to be considered poorly written if the form, structure, grammar,

political correctness, politeness, information content, style or length do not correspond to the usual standards

- c. There shall be no contact ~~between from~~ the applicant ~~and to~~ the employer before the selection is made: or before the employer contacted the applicant first.
- d. ELSA International shall send the Application Forms of the matched trainees to ~~the Local Group and~~ the respective National Group: and the National Group forwards the Application Forms to the respective Hosting Groups.
- e. ~~If the Local Group does not send the Application Forms to the employer and simultaneously to ELSA International within one week of receiving them, ELSA International shall send the Application Forms to the employer directly.~~

3. Selection

- a. The employer shall select the trainee.
- b. The employer shall inform the Hosting Group about the selection and the Hosting Group shall immediately forward this information to ELSA International.
- c. The employer shall inform the Hosting Group about the selection results at least three weeks prior to the start of the traineeship. If this time-frame is not adhered to the trainee shall be entitled to postpone starting the traineeship for a time, equivalent to that of the employer's delay.'

Comment:

- The wording "traineeships at each matching process" was added because it was not clear how often a person could apply per STEP-Cycle before. It just said "up to the maximum of three" which could also be seen for just the Student Application Form.
- At sub-sub-point "v" we want to delete a typing mistake.
- The sub-point "c" would not allow the Skype Meetings the employers have with the applicants. This is common practice even though it is not allowed according to the DB. We think it should have regulated that the applicant do not contact the employers, but it should allow the employer to contact their potential applicants.
- In sub-point "d" it says that ELSA International should send it to the National and Local Groups. Since it is not that easy to get all the Local Officers addresses in some cases not even the National Officers addresses we think it should be more than enough to send the entire matching outcome to the National Group and they forward it further. This is also according to the current common procedure.
- We would like to cross out the whole sub-point "e". First, this was never really done like that. Second, it would imply that the Local Groups have to put ELSA International in cc and ELSA International would again receive the matched applications forwarded to the National Group before and has to keep track of all Traineeships if the Local Officers keep to this one week. Third, if then the Local Groups don't forward the applications to the employer the International VP STEP

has to step in and do it. This would not occur very professional to the employers and could lead to confusion.

Decision Book Amendment concerning STEP Procedure section of the STEP part of the Decision Book (STEP 01/14 IV):

The International Board proposes the following to the Council:

STEP Procedure

[...]

2. Applicants

2.2 General Regulations

Only members of ELSA can apply for STEP.

4. Application

- e. Applicants can only apply for a STEP traineeship by using the Forms provided by ELSA International and filling them out in English. Additionally, they must provide the necessary diplomas, certificates, recommendations of professors or similar valid documents to verify 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. There is no guarantee of being matched to a traineeship when an application is submitted.

5. Matching

- b. ELSA International shall revise all applications and match them to the most suitable traineeships. Applicants can be matched to more than one traineeship at the same time up to the maximum of three.
- c. During the Matching process ELSA International shall take the following criteria into account:
 - i. Only Legal and Language Skills shall be matched.
 - ii. ELSA International shall forward the applications with the highest matching rates.
 - iii. With exception to (ii), if there is only a low number of applications for a Traineeship or if there are only applications with low matching rates, the best applications among these shall still be forwarded to employer with a remark explaining the circumstance.
 - iv. The applicant's preference list shall not affect the Matching.
 - v. (v). Poorly written applications shall be sorted out. A CV or a Motivation Letter is to be considered poorly written if the form, structure, grammar,

political correctness, politeness, information content, style or length do not correspond to the usual standards

- d. There shall be no contact between the applicant and the employer before the selection is made.
- e. ELSA International shall send the Application Forms of the matched trainees to the Local Group and the respective National Group.
- f. If the Local Group does not send the Application Forms to the employer and simultaneously to ELSA International within one week of receiving them, ELSA International shall send the Application Forms to the employer directly.

6. Selection

- d. The employer shall select the trainee.
- e. The employer shall inform the Hosting Group about the selection and the Hosting Group shall immediately forward this information to ELSA International.
- f. The employer shall inform the Hosting Group about the selection results at least ~~three~~ five weeks prior to the start of the traineeship. If this time-frame is not adhered, to the trainee shall be entitled to postpone starting the traineeship for a time, equivalent to that of the employer's delay.'

Comment:

Three weeks is a very short time considering that the Trainee has to book flights and maybe even has to get Visa etc.

Also the employer has to send it to the Hosting Group which has to send it then to their National Group and ELSA International (STEP Responsibilities/1.Local Groups/1.1 Hosting Group/5.). Within this procedure more time is spend and the three weeks will be reduced. We think that four weeks are a minimum to notify an applicant that he is selected as a Trainee which means that the employer has to inform us even earlier. That is why we suggest five weeks.

Decision Book Amendment concerning STEP Responsibilities section of the STEP part of the Decision Book (STEP 01/14 V):

The International Board proposes the following to the Council:

STEP Responsibilities

[...]

1. Local Groups

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

1.1 Hosting Group

Hosting Group means the Local Group or National Group who is responsible for the organization of the relevant traineeship. This includes the following responsibilities:

1. The Hosting Group shall ensure that the Traineeship Specification Forms are filled in properly, i.e. that it adequately represents the responsibilities of the trainee and as such the Hosting Group shall assist the employer, at their request, to complete the Traineeship Specification Form.
2. The Hosting Group shall provide adequate support to the employer issuing a traineeship, e.g. they should maintain continuous communication with the employer to inform them about any updates in the process.
3. The Hosting Group shall provide the Contract provided by ELSA International, however, they are permitted to translate the document into their respective language. The Hosting Group shall also be permitted to change or add paragraphs in the paragraph due to legal necessities.
4. Upon request, the Hosting Group shall provide 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.

[...]

Comment:

This is just a grammar proposal. The verb “provide” is missing and after the “,” there is one space too much. Beside that we will discuss on ICM if we want to amend this proposal by defining which “Contract” is meant in sub-point “3”

Decision Book Amendment concerning STEP Responsibilities section of the STEP part of the Decision Book (STEP 01/14 VI):

The International Board proposes the following to the Council:

STEP Responsibilities

[...]

1. Local Groups

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

1.1 Hosting Group

Hosting Group means the Local Group or National Group who is responsible for the organization of the relevant traineeship. This includes the following responsibilities:

5. The Hosting Group shall ensure that the Traineeship Specification Forms are filled in properly, i.e. that it adequately represents the responsibilities of the trainee and as such the Hosting Group shall assist the employer, at their request, to complete the Traineeship Specification Form.
6. The Hosting Group shall provide adequate support to the employer issuing a traineeship, e.g. they should maintain continuous communication with the employer to inform them about any updates in the process.
7. The Hosting Group shall the Contract provided by ELSA International, however, they are permitted to translate the document into their respective language. The Hosting Group shall also be permitted to change or add paragraphs in the paragraph due to legal necessities.
8. Upon request, the Hosting Group shall provide 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.
9. The Hosting Group shall ensure that the employer receives the Trainee Acceptance Form together with the matched Student Application Forms provided by ELSA International. Once the employer has completed the Trainee Acceptance Form, the Hosting Group must immediately forward it to the National Group and ELSA International.
10. The Hosting Group shall provide 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 a minimum, the following:
 - information about the host country and city
 - general information about the employer
 - contact details of the Hosting Group and the employer
 - advice and assistance in applying for necessary documentation and legal papers (visa, work and residence permit, insurance and other requirements)
 - assistance in finding suitable accommodation in accordance with the trainee's preferences and economic capacity.

11. The Hosting Group shall provide the trainee with possibilities for cultural learning and community involvement e.g. giving access to local ELSA-events, organising socializing events, involving him/her in daily ELSA-work.
12. The Hosting Group shall ensure access or at least assistance in accessing the internet during the traineeship.
13. The Hosting Group shall periodically evaluate the traineeship with the trainee and the employer. At the end of the Traineeship, the Hosting Group shall provide the employer with the Evaluation Form and the trainee with the Traineeship Evaluation Form.
14. The Hosting Group shall inform ELSA International and the applicants about the cancellation of a traineeship immediately after notification by the employer.

[...]

2. National Groups

1. National Groups shall ensure that all Local Groups comply with and perform their responsibilities within STEP.
2. National Groups shall provide all necessary training and information about STEP to the Local Groups.
3. In the last week of the traineeship the National Group shall submit the Evaluation Form and Traineeship Evaluation Form to the Hosting Group and remind them to complete it with the employer and trainee.

Comment:

In the part about the Hosting Group the duty about the EF and TEF was not mentioned clearly. Here we would like to mention them more clearly.

In the part of the National Groups just one was mentioned but both forms are equally important for us. Here we would like to add the TEF. Also, this would be according to the current common procedure.

Decision Book Amendment concerning STEP Responsibilities section of the STEP part of the Decision Book (STEP 01/14 VI):

The International Board proposes the following to the Council:

STEP Responsibilities

[...]

3. ELSA International

- 3.1 ELSA International shall provide the Network with up-to-date forms.
- 3.2 ELSA International shall provide the Network with a contract for the employer containing the clauses specified below: ~~of clauses~~
1. Stating that the issued duration and compensation contained within the Traineeship Form are binding.
 2. Obliging the employer to guarantee that all the information stated is correct.
 3. Obliging the employer to provide the trainee with relevant material before the traineeship begins, if prior preparation is required on a specific topic.
 4. Obliging the employer to sign the Trainee Acceptance Form within two weeks.
 5. Obliging the employer to complete the Evaluation Form and send it to the Hosting Group.
 6. Obliging the employer to provide adequate and secure working conditions in accordance with respective labour law.
 7. Implementing the regulations contained within the Penalty System.
- 3.3 ELSA International shall administrate a digital archive and statistics for the Network, consisting of:
1. The traineeships being issued (name of the employer plus date of cooperation);
 2. The traineeships being cancelled (name of the employer, ~~plus~~ date of cooperation and cancellation, reason of cancellation and conclusion);
 3. The traineeships realised (name of the employer plus date of cooperation);

[...]

Comment:

- At sub-point “3.2” is a spelling mistake in the word “constaining” which should be “containing” and in the same point after the “:” there is written “of clauses” which is clearly misplaced.
- At sub-point “3.3/2” we would like to add in the brackets that ELSA International shall also archive the reasons of cancellations and the conclusion made out of it. These are very important information for future approaches.

NATIONAL GROUPS

Statutes amendment concerning Articles 16

ELSA Germany proposes the following to the Council:

Finance

[...]

Article 16 – Audit

Two Auditors and one Vice Auditor shall be elected by Council for a period of one year starting the 1st day of August and terminating with the final decision of the Council on the financial accounts. They shall not be granted discharge by the council until the financial accounts are approved. The Auditor shall be a person independent from the International Board and with necessary experience in accounting and finance or a society of chartered auditors. In the case of selecting a society of chartered auditors, the society of chartered auditors shall announce the person responsible for carrying out the audit.

The Auditors shall examine the accounts of all revenue and expenditure of ELSA and the financial management of ELSA, 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 auditing report and certification concerning the final accounts to the Council.

Comment:

This Amendment of our Statutes shall clarify that “shall not be granted discharge” does not mean that Auditors cannot resign. This confusion occurred at the ICM Opatija. By adding the words “by the council” we make sure that the words “granted discharge” are not interpreted as resignation.

Standing Orders amendment concerning Articles 2 and 3

ELSA Ireland, ELSA Sweden and ELSA The Netherlands proposes the following to the Council:

Members and Observers

Article 2 – Application for Membership or Observership

2.1 Any national organisation from any European state, which supports the aims and activities of ELSA as stated in the Statutes of ELSA International, that is intending to apply for Observership of ELSA in accordance with Article 5 of the Statutes is considered to be an Initiator Group.

An Initiator Group that reports its intention to join the network to the International Board, will be permitted to use the ELSA name and logo.

This permission is granted by the International Board of ELSA on the basis that the Initiator group will apply for Observership, at the latest, during the third International Council Meeting following its reporting to the International Board.

An Initiator group that fails to gain observership status at an International Council Meeting may only continue to use the ELSA name and logo if this is approved by the Council by a two-thirds majority, upon request by the Initiator Group, during the same ICM.

2.42 Any application for Membership, direct Membership or Observership as referred to in Articles 5, 6 and 7 of the Statutes must be submitted to the International Board at least 35 days prior to opening of a Council Meeting.

An application for Observership must include the documents referred to in Article 5 of the Statutes.

The written application referred in paragraph ii of Article 5 of the Statutes must include:

- (i) a declaration by means of which the applicant group expresses its commitment to the aims and activities of ELSA and its will to become an Observer;
- (ii) a report stating by whom the state of the organisation that is applying for Observership is recognised.

An application for Membership must include the documents referred to in Article 6 of the Statutes.

An application for direct Membership must include the documents referred to in Article 6 (ii), (iii) and (iv) of the Statutes.

The written application referred in paragraph ii of Article 6 of the Statutes must include:

- (i) a declaration in which the applicant group expresses its commitment to the aims and activities of ELSA and its will to become a Member;

- (ii) a report stating the applicant group's activities during its period as an Observer or its period as a Local Group/group of Local Groups;
- (iii) a report on the organisational structure of the Observer or Local Group/group of Local Groups that is applying for Membership, including guarantees for continuity;
- (iv) a report stating by whom the state of the organisation that is applying for Membership is recognised.

2.23 Observership, direct Membership or Membership is open to organisations established in a state that is recognised as such by a formal act of a United Nations Body and under the same name.

2.34 The International Board shall recommend to the Council whether to accept or decline an application for Observership or Membership. The International Board shall consider the organisation's statutes compliance with the statutes and standing orders of ELSA and shall present a report regarding this to the Council.

Article 3 – Demotion, Termination & Expulsion

3.1 A termination of membership as referred to in Article 8 (ii) of the Statutes shall be effective when the International Board receives either:

- a) a written notification, signed by all elected board members, of the decision stating the intention of termination taken in accordance with the member's or observer's Statutes and the Domestic Law of the country in which the group is based; or
- b) a notification of the member's or observer's dissolution, as decided by the National Council of the member or observer in accordance with its Statutes and the domestic law of the country in which the group is based; or
- c) a notification of the member or observer's dissolution, as decided by a supreme domestic decision-making instance whereby the dissolution takes effect according to domestic law.

3.2 In order for a demotion or expulsion to be valid in accordance with Article 7 and Article 9 of the Statutes, the Member or Observer must be given adequate opportunity to explain its acts and to reply to any allegation made against it.

The International Board must prove to the Council that the respective letter of invitation according to the Article 11.2 of the Statutes was sent to the Member or Observer, thereby giving it adequate opportunity.

3.3 If the Observership of a National Group is terminated, in accordance with art. 8 (i) of the Statutes, the affected National Organisation may continue to use the name of ELSA, Logo and (Corporate Identity) if it intends to reapply for Observership as an Initiator Group in accordance with Article 2.1 of the Standing Orders.

Comment:

During ICM Opatija and later via the BEE mailingslist, it was discussed how ELSA should deal with groups that want to apply or reapply to the network. Although a group is not part of the network until it is an observer, they are already an official organisation that needs to promote itself and therefore needs to be able to call itself ELSA already. On the other hand, groups should not be allowed to use the name of ELSA indefinitely, without ever becoming part of the network. Therefore, the above mentioned structure is proposed.

The reason for using the third following ICM after reporting itself to ELSA International is that a group then has exactly a year to prepare itself for this. If a country reports itself in September, it has until October/November of the following year to get used to acting as an ELSA entity.

The new 3.3 and the proposal as a whole deals partially with the problems associated with events during ICM Opatija and the aftermath. Of significance, it deals with the use of the name and logo of ELSA. That's the main goal for this proposal. If we wish to make more in depth changes to the system of Observership, further research is needed, for example about how it was reasoned when the termination-of-Observership-after-four-ICM-rule was created. It is a highly relevant question to ask: is this really a necessary system? This proposal does not go that far due to the level of urgency of the matter and limited time before ICM Malta to properly discuss the bigger changes. To regulate Initiator Groups as proposed, it creates few obligations apart from current practice in ELSA International and a control mechanism which is more dynamic than the one in force today for the council. The proposing ELSA groups hope that this proposal will facilitate productive discussions in Malta on the matter, and are open for any suggestions to make the network stronger and the proposal better.

Standing Orders amendment concerning Article 18

ELSA Ireland, ELSA Poland, ELSA Sweden and ELSA The Netherlands proposes the following to the Council:

Finance

Article 18 – Responsibility of the Members and Observers

18.1 The Members and Observers may organise their finance independently and are not in any respect responsible to, or under the supervision of, the Treasurer of the International Board other than as provided for in the Statutes and these Standing Orders and the Decision Book.

18.2 Special fees

Members and Observers that participate, or whose individual members participate, in any of the activities of ELSA and for which a special fee is payable (as determined by the Council) or for which other moneys are due, are obliged to pay such fees to ELSA.

18.3 Payment of the membership fee

The annual membership fee must be paid before the 31st of July of the year preceding the year for which the membership fee is due.

18.4 Debts of a National Group after termination of its Membership or Observership

In case the Membership or Observership of a National Group is terminated, any debts to ELSA International shall continue to exist whether or not this National Group reapplies for Observership to the ELSA Network, except in the instances that:

(i) this National Group itself ceases to exist as a legal entity. If a new association in this country is established later on, this new association will not carry the debt of the previous one when applying for Observership to the ELSA Network;

(ii) the Council decides to waive the debt, in accordance with the waiving procedures in 18.5.

18.45 Delaying and waiving amounts due

The International Board may agree to delay receiving payment of any fees or other amounts due under Article 14 of the Statutes or agree to receive payment other than in cash, in which case the value of the non-cash payment must be at least equal to the amount of cash that would have been received.

The Council may agree to waive or reduce any amounts due by member or observer groups under Articles 14 of the Statutes with a two third majority vote. The Council shall adapt the budget of ELSA International to the depreciation at the same time.

The proposal for waiving or reducing debts shall be submitted to the Council by the National Group and its Network Support System partners together with the following documents:

- A detailed description of the Network Support System project including planned actions, timeline and responsible persons;
- A detailed action plan for the following year including planned activities, expected results, timeline and responsible persons;
- An activity report from the past six months including the activities, their results and impact on the situation of the Group;
- A payment agreement signed with ELSA International regarding handling the rest of the debt, if any remains;
- A detailed fundraising plan for the following year including description of the actions to be taken, timeline and responsible persons.

In case the waving or reducing of the debts is accepted by the Council the National Group in question will:

- Report to ELSA International on a monthly basis about the execution of the Network Support System project, action plan and fundraising plan;
- Fulfill the payment agreement.

Comment:

Leaving the network and reapplying should not offer the opportunity to avoid paying debts to ELSA International. Even though the proposed article represents something that is already in practice, it should be written down as well. Having a debt that doesn't disappear when leaving the network is only reasonable if there are exceptions. In national law, a debt ceases to exist when the association ceases to exist. Furthermore, there should be an opportunity to waive the debt in certain circumstances. Therefore the (i) and (ii) exceptions.

Decision Book amendment concerning the ELSA Online 2 Inquiry section of the General part (GEN 01/14 VI)

ELSA Austria proposes the following to the Council:

~~ELSA Online 2 Enquiry~~

Cologne, April 7th – 14th 2013 GEN 01/13 IV

- ~~1) Within 14 days of the coming into force of this proposal, the International Board shall issue a call for a Working group on the inquiry of ELSA Online 2. The Working Group is independent from all and not answerable to any ELSA bodies, except for the Council.~~
- ~~2) The International Board shall disclose to the Working Group all contractual documents, offers, relevant board meeting minutes and source code of ELSA Online 2, including all legal and other expert opinions.~~
- ~~3) The Working Group shall draft a report on the circumstances of ELSA Online 2 to be included in the Working Materials of LXIV ICM in Croatia and presented at the same ICM.~~
- ~~4) After presentation of the report it shall be up to the Council to decide about the continuance of the Working Group and the scope of their powers.~~

Comment:

The WG already held its presentation during the ICM Opatija and the goal of the enquiry was fulfilled, furthermore no country explicitly wished to extend the mandate of the WG.

Decision Book amendment concerning the Presidents' Duties in Strategic Planning section of the BEE part (BEE 01/14 I)

ELSA Austria, ELSA Norway, ELSA Ireland, ELSA Poland and ELSA The Netherlands proposes the following to the Council:

Presidents' Duties in Strategic Planning

Sinaia, 25th October 1st November 2009
BEE 02/09 I
Amended by BEE 01/12 III

In force

1. General

It is the Presidents's duty 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.

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 Strategy Handbook, and the Strategic Goals Implementation Annex.~~

Comment:

During ICM Opatija the General Part of the Decision Book with regards to the Strategic Goals was amended and the term '5 year strategy handbook' was changed. This has, however, not been changed in the Strategy part of the BEE section of the Decision Book. The operational goals don't have to be mentioned, since they are part of the Strategic Plan.

In the General Part: It is the duty of the President of the Board, so one President. Therefore it should be President's instead of Presidents'.

Decision Book amendment concerning the Council Meetings section of the IM part (IM 01/14 II)

ELSA Germany proposes the following to the Council:

Council Meetings

[...]

3. Participation Fees for International Meetings

~~3.1 In each Council Meeting, the Organising Committee shall cover the participation fee for nine members of ELSA International. This fee includes accommodation for ten nights, meals, and special fees requested from the other participants.~~

3.21 In each Council Meeting, the Organising Committee shall cover the participation fee for the Chair and Vice Chair of the plenary for seven nights.

3.32 In each Presidents' Meeting the Organising Committee shall cover the participation fee for the President of ELSA International. This fee includes accommodation for six nights, meals, and special fees requested from the other participants.

3.43 The Organising Committees of elected hosts of future Council Meetings and groups applying to host Council Meetings will be entitled to send three persons to Council Meetings with delegate fees.

3.54 Trainers from the International Trainers Pool, giving training at a Council Meeting, shall be entitled to attend the Council Meeting with delegate fees.

3.65 In each Council Meeting, the participation fee for three Council Guests, elected at the previous Council Meeting, shall be covered by the Organising Committee.

3.76 In case the groups mentioned do not present their application to host a Council Meeting, they will be liable to pay the difference between the fee they were charged and the extra-delegate fee established by the Organising Committee.

Comment:

The ICM often is a huge financial load for hosting groups. Countries with a higher price level easily reach a budget of about 200.000 € for an ICM. ELSA Germany experienced a tough financial situation before and after the ICM Cologne, which only could be solved by taking money from

our “Fakultätsgruppenfonds” (which is the national equivalent to the EDF). Several hosting groups even were in debt over several years after an ICM. After the ICM Cologne also German Auditors were remarking that these costs could avoid a lot of financial trouble in funding an ICM. The cost of approximately 3000 – 4000 € for nine members of the IB for ten nights are additional very debiting expenses for the hosting group. Of course we are aware of the fact that organising an ICM is also very challenging for each IB member and the IB is supporting the hosting group to a very high extend. This support is highly appreciated. We just want to draw the attention to the hosting group’s position which is a rather weak one.

Since the International Board is getting more and more money through sponsors, we think that the IB should and can cover its participation fees for the ICM itself. In our eyes there is no obvious reason for the hosting groups to pay the fees for the IB. Paying for their fees themselves the IB would help hosting groups a lot. Additionally this change would higher the interest in organising an ICM a lot and would give countries with high living expenses the chance to host international meetings as well.

Decision Book amendment concerning the Allowance section of the FM part (FM 01/14 I)

ELSA Austria, ELSA Croatia, ELSA Denmark and ELSA Ireland proposes the following to the Council:

Allowance

Prague, 25th March -1st April 2007 FM 01/07 I, FM 01/08 IV, FM 01/13 V, FM 02/13 II	In force
----------------------------------------------------------------------------------------	----------

Members of the International Board of ELSA shall be entitled to an allowance of EUR ~~3~~400,00 per month.

In the event of a vacancy in an area within the International Board, the Deputy Officer responsible for fulfilling the tasks of the vacant area working fulltime in the ELSA headquarters shall likewise be entitled to an allowance of EUR ~~3~~400,00 per month.

The monthly allowance of the International Board may exceed the figure set under this article, upon inclusion of the said increase in any amended or proposed budget ratified by simple majority at an International Council Meeting.

It is the duty of the Treasurer of ELSA International to see that the allowance of members of the International Board is set in proportion to ELSA International's approved budget in his respective year in office, and is administered responsibly and in accordance with the principles set out under the FM part of the Decision Book.

Comments:

As already discussed in Opatija, the IB's income is not even enough for the living costs in Belgium and since they are investing a year in bringing ELSA forward they should be awarded with more than 300 Euros, depending on the financial situation of ELSA.

Up for discussion is the exact amount of the allowance since the budget for the next term is not published at the date of handing in the proposal.

Decision Book amendment concerning the Allowance section of the FM part (FM 01/14 II)

ELSA Austria, ELSA Croatia, ELSA Denmark, ELSA Ireland, ELSA Poland, ELSA Sweden, ELSA The Netherlands and ELSA United Kingdom proposes the following to the Council:

Allowance

Prague, 25th March -1st April 2007 FM 01/07 I, FM 01/08 IV, FM 01/13 V, FM 02/13 II	In force
----------------------------------------------------------------------------------------	----------

Members of the International Board of ELSA shall be entitled to an allowance of EUR 300,00 per month.

In the event of a vacancy in an area within the International Board, the Deputy Officer responsible for fulfilling the tasks of the vacant area working fulltime in the ELSA headquarters shall likewise be entitled to an allowance of EUR 300,00 per month.

The monthly allowance of the International Board may exceed the figure set under this article, upon inclusion of the said increase in any amended or proposed budget ratified by simple majority at an International Council Meeting.

It is the duty of the Treasurer of ELSA International to see that the allowance of members of the International Board is set in proportion to ELSA International's approved budget in his respective year in office, and is administered responsibly and in accordance with the principles set out under the FM part of the Decision Book.

The allowance shall be increased annually by the 1st of January, in line with the official rate of inflation of the Eurozone set by Eurostat. The allowance figure and the rate of inflation shall be distributed to the network via the mailing lists within one month from the date the raise takes affect.

Comment:

Inflation adjustments are common standard in the European world and we therefore propose to introduce it in the allowance part of the IB as well.

The following point is up for discussion:

The exact time when the raise takes affect (1st of January or 1st of August)

INPUT PAPERS

THE INTERNATIONAL BOARD

Input Paper concerning Guidelines on Non-Political Status

The International Board of ELSA submits the following on behalf of the working group on Non-Political Status:

Guidelines on Non-Political Status

1. Introduction

The Non-Political Status of the organisation has been problematic for ELSA members for years. During the spring International Council Meeting in Cologne, 2013, however, ELSA International initiated a discussion regarding the Non-Political Status in order to meet the challenges the current situation was presenting, as the Association grew ever more visible in the public sector and with the grave political circumstances some of the network found themselves operating in. It has become an even bigger problem in recent times to try to define what is and what isn't Political for ELSA and as such, these guidelines are presented as a possible solution, if accepted by Council, to bring greater certainty and clarity to a very complex issue.

To prevent certain dissensions this Working Group has come forward with several definitions of related terms that are used throughout these guidelines:

Political: of, relating to, or dealing with the structure or affairs of government, politics, or the state; Relating, involving or characteristic of politics or politicians; Being interested or active in politics; Having or influenced by partisan interests; Based on or motivated by partisan or self-serving objectives; Any activity which involves aid, support or help of Politicians to run a campaign, promote ideas of Political Parties, assist doing electoral chores while being an ELSA Officer or representing ELSA at Local, National or International Level.

Officer: Local Board Members, National Board Members, International Board Members, Directors, Assistants.

Involvement: Any actions from which the opinion of a Local, National or the International Board regarding a political issue might be ascertained or inferred from; Showing direct or indirect support for a political group or issue by installing banners, posters, spreading flyers, promoting on ELSA Websites or any other form of communication connected to ELSA.

Public Statement: Any communication made by an officer or group on or during a TV show, news broadcast, interviews, broadcasts, ELSA webpage (International, National, Local), radio, mail, email, press release, ELSA events, ELSA meetings or any other activity while representing ELSA.

- Example of statements that are not allowed to be made: As President (or any other Board member) of ELSA *National/Local Group* I believe ...
- Example of statements allowed to be made : I Jar Jar Binks personally believe ...

Person who claims an interest in Politics: Any individual who benefits from certain actions of support from a politician or political party; Agents of third parties not explicitly 'political' (business men, institutions, NGOs) but that are directly linked to political parties through financial support or otherwise and that have a direct interest in supporting a politician or political party.

Further to these definitions, we must make a distinction between 'professional life' and 'personal life'. When we refer to professional life, we mean anything that might be related to ELSA or its activities on a daily basis. In our professional life, we are not allowed to make public statements showing support for a Politician or a Political Party, or otherwise publicise our opinions, ideas, thoughts, emotions or any other such activity on these matters.

Personal life brings a different challenge to the round table. Members & Officers of ELSA are allowed to express their feelings, opinions, thoughts, emotions or any other such activity related to political issues in private. It is inevitable that ELSA members will have their own political opinions, beliefs and persuasions and we must as an association, in the interests of freedom and human rights, allow them to not only possess these but to vocalise and act upon them in their capacity as private citizens. As long as this occurs in private, there are no conflicts with this document and the rules agreed by it.

2. Political Status

Art. 3 SSO – 'ELSA is a non-political, independent, non-profit-making association, the aims of which promote, establish and develop mutual understanding, co-operation and personal contacts between law student and young lawyers from different states and legal systems, thereby equipping them for professional life in an international environment.'

We recommend that ELSA and its Officers should continue to adopt this non-political status. ELSA is represented by its Officers, which includes Local Boards, National Boards and the International Board. Under this agreement we make a statement in which we agree not to bring ELSA into Political life, by direct or indirect involvement.

With reference to *direct involvement*, we hereby state that ELSA or its Officers will not show public appreciation or support towards a politician, political party or any other individual who claims an interest in politics. This includes but is not limited to: setting banners, spreading flyers, promotion on websites, offering money, human resources, marketing materials, installing posters or any other materials that could be used to promote a politician or a political party.

With reference to *indirect involvement* or *passive involvement*, we hereby state that ELSA or its officers will not show support to a politician, political party or any other individual who claims an interest in politics. Passive involvement takes the form of support through agents or third parties.

3. ELSA Officers

Local, National and International Boards Members are to be known as ELSA Officers.

ELSA officers are allowed to belong to a political party but only as a passive member. Officers are not allowed to represent a political party. Officers are not allowed to express their opinion regarding political matters in public while representing ELSA in official matters. For example, officers are not allowed to state that ELSA is in favor or against a topic. ELSA should remain neutral when it comes to political problems and any public statements made by an ELSA officer acting in their professional capacity on political matters could be seen to be the opinion of ELSA as an entity, contravening its non-political status. Officers can share their opinion in a private capacity. We understand opinions shared on a personal facebook page, blog, website, etc. to be in a private capacity.

ELSA Officers acting in their professional capacity may not be directly involved in politics. This includes but is not limited to supporting, aiding, helping or assisting any politician, political party, or any other individual who claims an interest in politics, while being in a position which represents ELSA. Officers are not allowed to aid politicians with funds, information, human resources, marketing, promotion or anything that can be connected to ELSA.

ELSA Officers may also not be involved in politics indirectly. Indirect involvement includes but is not limited to any kind of support, help, aid, assistance through agents or third parties. Officers have to be very careful when it comes to political issues, as they are directly responsible in this matter.

4. ELSA Members

4.1. Officers

As stated above, officers are allowed to be signed into a political party, as long as they remain a passive member of that party. They are, however, recommended to not involve ELSA by any means with their political party. They should not use connections, information, or any kind of help provided by ELSA for the interests of or activities of their political party. The personal life of officers shall not be a topic of interest.

4.2. Members

Members of ELSA who are not officers are also allowed to be a member of a political party but it is similarly recommended that they do not involve ELSA by any means to their political party. They should not use connections, information, or any kind of help provided by ELSA for the interests of or activities of their political party. The personal life of officers shall not be a topic of interest.

We recommend that each National Group establishes ground rules in their Statutes and Standing Orders to regulate the political involvement of their members. Such rules should be set up in accordance with the general rule of law and democratic values.

5. Key Areas & Project Funding

ELSA is not allowed to receive funds from political parties. We are facing a big problem in our network regarding funds given by public institutions. We believe that some sort of funding should be allowed as long as there is no dependency on that institution. ELSA can receive funds in the form of grants, donations, subventions or sponsorship from local, national and international institutions (e.g. Mayor's Office, Local Council, National Ministry, District of Attorney Offices etc.).

ELSA can form connections with personalities from an academic and professional point of view. In these connections, we shall always express our neutrality on political matters from the start of and stress that we cannot show support for political matters or on any kind of issues that might lead to a political issue.

Collaborations with other NGOs or public institutions are allowed only in the interests of an event (such as an International Council Meeting, conferences, moot courts, National Council Meetings, STEP, EMC2 etc). If there is a possibility that a potential collaboration might lead to a political connection or opinion being associated with ELSA, ELSA must refrain from entering any type of relationship with the organisation, event or project involved.

Collaboration with Council of Europe, European Parliament, National Parliament, National Government, and other National Public Institutions

It must be acknowledged that some of our projects could be considered to have political leanings and as we develop and expand, the likelihood of this occurring will only become greater. ELSA, however, has a stated aim of promoting human rights and cultural diversity and we cannot allow our non-political status to be interpreted in such a way that would interfere with our responsibilities in this regard. This does not mean that we shall no longer take it into consideration but as long as any collaborations with externals are based on an academic framework, there should not be any problems regarding this. It is up to the Council to approve this understanding of our non-political status as being limited to a prohibition on showing public support for politicians, political parties or any other person interested or claiming an interest in politics.

Just as ELSA collaborates with the Council of Europe, it is possible that in the future similar projects and goals will be developed which will connect us more with the European Parliament. We suggest that any future possible collaborations should remain on an academic level only and that it should not be allowed to get involved in political matters such as supporting Parliamentarians or any party or faction within Parliament. We cannot show appreciation or support towards a politician or any political party outside of any academic cooperations, as this might backfire against us. In order to avoid any problems, it is recommended that officers check and familiarise themselves with the Political Status and ELSA Officers Chapter from this document.

Collaborations with national parliaments, governments and public institutions should be allowed only in the interests of a project. The support received from these institutions might come as a grant (money), human resources (speakers), or miscellaneous (logistic materials) etc.. ELSA should always check the background and terms of any grants, speakers and all other types of assistance that might come from these institutions to ensure they do not create any obligations for the association that would cause or would be likely to cause a conflict with our non-political status as described by this document. In the case that such assistance is dependent on clauses of a political nature, ELSA should stop any connection to the institution and return any material support already received in order to maintain our neutrality and non-political status.

Collaboration with International NGOs & Other Associations

NGOs are not directly interested in politics for our purposes, but they may be indirectly involved, e.g. they could be connected to the European Parliament, which promotes several ideas and goals. Collaborations with these types of NGOs should be allowed only on an academic level.

One of our aims is mutual understanding and we try to do this through co-operation and personal contacts. With this in mind, collaborations with NGOs that could not be considered to be directly or indirectly involved with politics are allowed on a wider basis when they share similar visions, goals and aims with ELSA. ELSA shall not collaborate with NGOs or associations that have an opposite vision, goals or aims than the ones that ELSA embraces.

6. Miscellaneous

We have experienced difficult situations in some National Groups, determined by public institutions and public authorities. This matter must be solved and taken under consideration as it will probably appear again and again in the future. Although ELSA remains a non-political organisation, nothing in these guidelines should be interpreted in a manner that would lead to a conflict with the stated vision and aims of our Association.

Working Group December 2013 – January 2014 :

Ilea Bogdan, ELSA Romania (Chair)

Aysel Akhundova, ELSA Azerbaijan

Maria Damianova, ELSA Bulgaria

Julia Bianca Stock, ELSA Germany

Aine Groogan, ELSA Ireland

Pawel Podjacki, ELSA Poland

Maria Kupris, ELSA Ukraine

Input Paper concerning IFP Implementation Strategy and the Final IFP Results

The International Board of ELSA submits the following on behalf of the working group on International Focus Programme

Background

The idea behind the International Focus Programme (IFP) is to have a specific theme for the whole ELSA Network to focus its efforts on over a fixed term. The activities on a theme covering a “hot legal topic” give ELSA members on local, national and international level the chance to have an impact on society and the international community.

Aims:

to use the ELSA Network to create awareness of the respective topic;

involve all ELSA Groups in the same activity;

create a forum to discuss a current theme;

give law students and young lawyers all over Europe a voice regarding a “hot legal topic”;

provide a common goal over a fixed term.

Implementation strategy

In order to have a successful IFP with the full implementation by the Network and the academic outcomes, it is crucial to create a common roadmap. By creating a plan of implementation, by bringing a structure to our activities during 3 years, we can easier bring the whole Network on the same page and therefore to consolidate our work more. We believe that having such strategy would contribute to the better reflection of our work in the final outcomes. For these purposes, based on the SWOT analysis of the previous experience, ELSA International created a strategy for implementation of the Media Law topic. It was discussed during ICM Opatija and was appreciated by the present officers. However, working with different national and local officers for the past months lead us to the conclusion that a lot of officers either not aware of the existence of such strategy or not taking it seriously. The next step would be to include the strategy to the Decision Book in the IFP part as a recommendation so the whole Network could be of one mind.

Final IFP Conference

Traditionally during the final year of a given IFP, ELSA organizes the Final IFP Conference based on the work of the previous two and half years, with each theme culminating with a publication. Comparing to the Final IFP Publication, this project was always of a big success. Covering most of the subjects within the scope of the present topic, it is not only academically very intense, but involves also the presence of high profile guests. Therefore, it usually attracts a large number of participants. Therefore we believe that we should keep a tradition.

Analyzing the approach of choosing the topics of the Final IFP Conferences, their lectures etc. we saw that mostly they were picked randomly by the OC and consequently were not really reflecting the work done by the Network for the years of implementation. To our view, if we will stick to the strategy of implementation, we could divide 3-4 days of the conference with the

following topics: 1st day: More general day when introduction will be made, IB will present results we achieved as well as the results of the LRG; 2nd day: Media Law, Human Rights & Internet; 3rd day: Telecommunication and Digital Communication; 4th day: Print Media. The conference could be at the same time the concluding science meeting of the LRG and will provide a critical overview of its findings while also indicating any remaining research gaps and future research opportunities. We would recommend that the lecturers would be selected among those, who already performed at other IFP events and whose lecture was evaluated by the students as the most interesting, which has sparked big discussions etc. It therefore to disseminate the outcomes of the projects and share the knowledge developed throughout the three years of implementation, as well as to give participants an opportunity to compare experiences and exchange ideas with colleagues from all over Europe.

Final IFP Publication

One of the final outcomes of International Focus Programme Media Law will be the Publication in form of Almanac collecting the results of the Final IFP conference. Considering many options for the publication we agreed that the collection of lectures and presentations given during the IFP conference would be the best solution as it is quite traditional for such legal events and it would underline academic dimension of the conference that will in any case reflect all three years of the IFP implementation. We agreed that regular IFP newsletters should be the main source of information and an overview about the implementation of Media Law and the final publication-Almanac should have mainly academic value given by professionals and members involved in the IFP activities.

Having not very good experience with the final publication of the past IFP topic, we consider that the time for submitting the papers for the publication should be in favour of publishing the publication before the expiration of the implementation period.

Legal Research Group

Having a LRG that would preferably last for a longer period than one year and that would be concluded before the Final IFP conference can be one of the ways to raise awareness among members about the new theme by providing them the opportunity to be involved in an international project in a spirit of scientific cooperation

Media law is a broad topic that gives the possibility of an extensive research on burning topics which can lead to valuable conclusions and concrete contribution to the establishing of an international legal framework for this area of law. There are legal sources that you can be taken into consideration such as TFUE, directives, regulations of the EU, international agreements, national laws, reports, case law and studies to provide a complex final report. As a consequence we raise the academic value of the Final IFP Publication by providing a comparative research of national legislations. Taking into consideration the success of the previous Legal Research Groups organized within the Network which have shown effectiveness, active involvement of national groups, interest of international organizations (especially Council of Europe) and law firms for ELSA as a partner and high quality reports that were produced we are suggesting LRG to be one of the outcomes of the IFP implementation.

We strongly believe that this project is an interactive method of learning, which encourages teamwork and research, will not only have a strong impact on the society and the international community, but also on the personal development of law students and young lawyers. Legal Research is a very suitable project not only because it involves all countries in the Network and the implementation requires only commitment, creativity and time, but the financial costs are low or almost inexistent.

Academic Framework of the LRG should be created in a way to reflect implementation strategy of the IFP and to provide answers and conclusions for the most relevant and most problematic aspects in the area, as well to contribute to the establishment of the international legal framework.

Working Group members:

Alina Sarca, Darko Dizdarević, Gabrielle Lenfant-Pierre, Madalina Perte, Michaela Komiňáková and IFP Team members Zoia Stankovskaya, Marko Dolenec and Diana Laura Cață

Input Paper concerning the STEP part of the Decision Book

The International Board of ELSA would like to bring the following to your attention:

STEP Penalty System

1. Applicants

1.1 False/Inaccurate Information

- a. Where the applicant intentionally or negligently provides false or inaccurate information relating to his/her personal background, the applicant's traineeship shall be cancelled with immediate effect. In addition, this applicant shall be denied any further access to STEP.
- b. If the employer is unsatisfied with the applicant due to the specified reasons in subsection (a) the applicant shall cover any costs that are incurred.

1.2 Delay

- a. The selected applicant shall submit his/her Traineeship Confirmation Form to ELSA International within two weeks after notification. Failure to do so shall result in the loss of certain rights for that traineeship, and the next ranked applicant shall be considered as selected for the traineeship.
- b. If the trainee fails to send the completed Traineeship Evaluation Form within four (4) weeks after the end of the traineeship, he/she shall not receive the STEP Certificate.

1.3 Cancellation/Withdrawal

- a. The applicant may only withdraw/cancel the selection if there is a valid reason. Such valid reasons include but are not limited to:
 - Any meanwhile necessary medical treatment;
 - Serious family issues;
 - Serious changes to the traineeship conditions compared to those stated in the Traineeship Form
- 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.
- c. 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 costs incurred.

Comments to the Article:

It happened in the past that ELSA was very late with the Selection Results due to employers that took too long for the selection process or due to the e-mail exchange over three levels a lot of time is lost.

So in these cases we think it is natural that if the notifications reach the selected applicants too late, that he/she can withdraw/cancel the selection. There might even be more valid reasons

come up during the discussions.

In any way a delay caused by the employer or by ELSA should not affect our applicants or Trainees negatively.

If we want to add this under the sub-point “1.3” we need to define what is too late. This implies a deadline until which the applicant/trainee has to be informed. But in case selected applicant Nr 1 gets informed and then withdraws/cancels with a valid reason we have to contact Nr 2 and then Nr 3. During this process a lot of time can pass. This time has to be considered by making a deadline here.

Thinking of this we soon touch two other deadlines.

The one in the part “STEP Procedure/1. Traineeships/ 1.2 General Regulations/ 1. Duration” – the new 8weeks rule.

The other one is the part “STEP Procedure/2.Applicants/2.1 General Regulations/3.

Selection/c” – the minimum of 3 weeks the employer has to inform the Hosting Group about the selection before the Traineeship starts, which is now proposed to be changed to 5 weeks.

At the moment this looks time wise impossible in our STEP Calendar, but if we switch thinking from 1st Cycle – Traineeships in the beginning of the year and 2nd Cycle – Traineeships in summer to 1st Cycle – Traineeships in summer and 2nd Cycle – Traineeships in the end/beginning of the year it should be more suitable.

NATIONAL GROUPS

Input Paper concerning Article 5 Statutes and Article 2 Standing Orders - Observership

By ELSA United Kingdom and ELSA Germany

Especially referring to Art. 5.1 (ii) and (iii) of our Statutes:

“(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 Art 2.1 (i) of our Standing Orders:

“(i) a declaration by means of which the applicant group expresses its commitment to the aims and activities of ELSA and its will to become an Observer;”

Background

After ICM Opatija a discussion about the interpretation of the requirements to become an Observer of ELSA appeared on the BEE Mailing list. At first, BEEs were discussing about the right of ELSA Russia to call itself “ELSA” after their Observership was terminated automatically when they were not granted full membership at ICM Opatija. Since this is a different topic, we will only refer to the interpretation of the requirements to apply as an Observer of ELSA.

Observership

What does Observership mean?

Observership gives associations willing to become a part of ELSA the possibility to observe, which means to learn how to become ELSA and how ELSA works. This is a process ending in the application for Membership (the term “full membership” is actually wrong, since there is Observership and Membership).

It is a matter of interpretation of our Statutes and Standing Orders:

Art. 5 S

“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”

Obviously it is common to interpret the compatibility of statutes and standing orders of an applicant with those of ELSA as the association has to be called ELSA and has to look like ELSA. This is a possible interpretation since statutes normally state the name of the association as well. From a logical point of view, however, it is the wrong interpretation.

To explain why, we will use the example of ELSA Armenia. The group from Armenia (former Armenian Young Lawyer Researchers' Association) applied for Observership at both ICM Cologne and ICM Opatija. In Cologne they were refused because they were not present and "the Charter of the Armenian Young Lawyer Researchers' Association does not match with the Statutes and Standing Order of ELSA" (Bartosz Balewski in the Minutes from ICM Cologne, p. 91). So they were told to name themselves ELSA, adapt their statutes (their Charter) to the statutes and standing orders of ELSA, and they did.

When they applied as ELSA Armenia at ICM Opatija, they were refused again. We don't want to evaluate the matters of the refusal, but want to point out that changing their name to ELSA, which was done to be in accordance with ELSA's statutes and standing orders, in our opinion, would not have been necessary.

We are forcing associations to call themselves "ELSA" before they can gain the Observership status.

Can you see the paradox in this? When we decide that a group shall not gain the Observership status for whatever reason, we still have an ELSA group because we forced them to call themselves ELSA before they could even apply and before we even voted on whether they should be a part of ELSA. This might cause harm to the reputation of ELSA.

Coming back to the example of ELSA Armenia, we have the very sad situation where they called themselves ELSA and were still rejected. Apparently the network didn't think that the requirements for gaining Observership were met. But still there is an association called ELSA Armenia in Armenia now despite not being technically affiliated with ELSA.

Art. 2.1 SO

"(i) a declaration by means of which the **applicant group expresses its commitment to the aims and activities of ELSA** and its will to become an Observer;"

Interpreting the declaration as being something that expresses "commitment to the aims and activities of ELSA", which is required in the application for Observership cannot constitute a duty to be called "ELSA" in order to apply for Observership status either.

To conclude: The requirements, especially Art. 5 (iii) of our Statutes should be interpreted as not requiring an applying association to change its name.

1. An applicant for Observership does not have to be called ELSA.

2. An applicant for Observership should be evaluated based on its desire to learn what ELSA is and how ELSA works whilst also satisfying the relevant criteria necessary to become an Observer.

We strongly believe that a third level of membership is the wrong direction. It makes Observership obsolete and it hinders the ability of associations to learn about ELSA before applying for Membership.

Keep in mind, Observership is just Observership.

Input paper concerning Key Area Officers' titles

By ELSA Finland

ELSA Finland would like to raise discussion about an issue concerning the use of Key Area officers' titles. We have noticed that ELSA is considered as an association that is very difficult to approach among potential new members due to "ELSA slang", hereby referring especially to Vice President for Seminars & Conferences and Vice President for Academic Activities.

We have discussed the matter during our autumn NCM and we see four topics in particular that should be discussed on an international level:

1) Restricting the use of titles to internal use

Using respective titles only internally, that is to say during board meetings, NCMs, area meetings and ICMs. When it comes to presenting yourself to members, we would therefore only use words "board member". However, elections for the new board are important in all of our LGs and it would be more attractive for freshers to apply for a position if their titles were more familiar.

2) Translating the titles into member countries' native languages

This would not be very helpful, though, since Seminars & Conferences and Academic Activities are difficult to translate without changing the meaning (e.g. in Finnish they would be *Seminaarit & Konferenssit / Akateemiset Aktiviteetit* - not much more informative than the original ones). We also find it ELSA's strength that we have a language in common for all the 42 member countries and therefore translating could be problematic.

3) Branding the titles

We feel that STEP has succeeded in this particularly well - even though abbreviation STEP in itself doesn't have the meaning "traineeships", all ELSA members instantly associate abbreviation with traineeships. It could be possible to brand AA and S&C in the same way: every ELSA member would instantly think of Law Schools, Study Visits, Institutional Visits and other numerous S&C activities when hearing the abbreviation S&C. Members would therefore associate the abbreviation AA with essay competitions, legal research groups and law reviews, among others.

4) Division of different events into categories

Which events are considered academic activities? Seminars, conferences and panel

discussion might be even more academic than Lawyers at Work -excursions, for instance. Why are different visits and law schools included in seminars and conferences even though they have nothing to do with either of them? We see that ELSA events could be divided into scientific (eg. LRGs, seminars and legal debate), career supporting (eg. L@W and moot courts), international (eg. SLSs, SVs and IVs) and social (eg. ELSA House Christmas Cocktail). Therefore we would actually need at least four Vice Presidents or Directors for different events. It would also be easier to sell ELSA if those titles would correspond to what those board members are actually doing - VP Scientific Events, VP Career, VP International Events and VP Social Events - just brainstorming! We are aware of that S&C used to be Scientific Events, but as S&C is so much more than scientific events and some AA events could also be considered scientific, a new division might be necessary.

Finally, we understand that these titles have been in use for a long time and therefore any changes to them would require a lot of work. Decision Book would need to be widely amended and implementation of such titles would be a long process. Therefore with this input paper we only wish to raise discussion about this topic and find out whether other National or Local Groups have faced similar challenges. Hopefully together we will be able to find a solution that would be simple to put into practice. It might also be that no other group finds the use of titles problematic and we will have to find a solution nationally.

We hope that this topic will be discussed during ICM Malta and that we will end up resolving the issue in the most suitable way - may it be a workshop with a concrete solution or a decision not to take further action internationally.

Thank you for your attention and all the best,
ELSA Finland

Input paper concerning the ELSA Day

By ELSA Germany

We would like to continue the discussion regarding the date of the ELSA Day.

The date of the first ELSA Day (20.03.2013) was based on a survey which was only answered by a small amount of national groups. Additionally the survey only offered a few options to choose from. This year's ELSA Day was moved to a date where it would not run afoul with the ICM. If we remember correctly the first date was meant to be the permanent ELSA Day. We discussed the topic with our local officers and they were very much in favour of having an ELSA Day with every single national group being actively involved. But this year's ELSA Day takes place during German semester break. At this time our Local Groups can hardly reach students and end up doing an ELSA Day only for local board members as they feel obliged to do so. Furthermore the chosen date happens to be Ash Wednesday. Ash Wednesday is a date where public buildings are closed, even though it is technically not a public holiday. To avoid this kind of inconvenient coincidence in the future we would like to repeat the survey regarding the date of ELSA Day.

After our last NCM and long discussions with our local officers they asked us to suggest the following procedure:

1. The specific date of ELSA Day shall be voted upon with a simple majority by the National Groups.
2. The dates to vote on shall refer to dates with a higher meaning, especially in the context of ELSA history (On May 4th, ELSA International's foundation), Human Rights (December 10th) or any other topic that correlates with the Philosophy Statement of ELSA. Another option would be to repeat ELSA Day every year at the same point of time, e.g. every 2nd Tuesday of a certain month. This avoids the problem of having ELSA Day on a Sunday or Saturday.
3. While voting on the date of the ELSA Day each National Group shall have the number of votes equal to the number of their local groups.
4. The ELSA Day chosen by the council shall be the permanent ELSA Day.

Having an ELSA Day only makes sense if the network is able to organise events together or at the same time. If major parts of the network are not able to participate this may harm the reputation of ELSA, as we promote the ELSA Day as THE day for the network. Taking into consideration that all ELSA Groups shall participate in the ELSA Day, it seems problematic that within the past two years a high amount of local groups in the network was not able to participate, only because of the date that was chosen to be the ELSA Day.

The idea of having an ELSA Day is a wonderful one and we would love to put even more work into it, but we believe that the way how the ELSA Day is set up, should be improved, so all of us can fruitfully contribute to the ELSA Day in the future.

APPLICATIONS

OBSERVERSHIP APPLICATION

Observership application from ELSA Belarus

APPLICATION FOR OBSERVER STATUS: BELARUS

TO: The International Council and the International Board of the European Law Students' Association

Dear Delegates to the ICM,

Dear Members of the International Board,

We, the initiative group of ELSA Belarus, are applying for observer status of ELSA International and declare that we are ready:

1. to commit to the aims and activities of ELSA;
2. to comply with the Statutes and Standing Orders with ELSA International;
3. to accept all obligations and responsibilities referring to an observer status.

Belarus, Minsk, 30 January 2014

The idea of creating ELSA Belarus appeared first with the help of the students of Belarusian State University studying International Law at the Faculty of International Relations in spring 2012. As The European Law Students Association is independent and international, made by students and for students, which is presented in 42 European countries except for Republic of Belarus, the creation of such organization could considerably widen the connections between Belarusian students and students and young professionals throughout Europe and open numerous opportunities for both. It may become a leading association for law students in Belarus. Thus, first steps towards the creation of ELSA Belarus were made in autumn 2012 and in February 2013 the initiative group went to their first STUDY VISIT to Ukraine to learn about their experience being a part of ELSA, to bring knowledge to Belarus and to apply it in practice.

Mikalai Melchanka

on behalf of the initiative
group

List of annexes:

- Declaration of commitment to the aims and activities of ELSA (including a report of previous events of ELSA Belarus)
- Overview over the Organizational structure of ELSA Belarus
- Report of state recognition and exclusivity of ELSA Belarus
- Statutes and Standing Orders of ELSA Belarus (in compliance with the Statutes and Standing Orders of ELSA International)

DECLARATION OF COMMITMENT TO THE AIMS AND VALUES OF ELSA

Republic of Belarus, as it is situated in the geographical center of Europe, surely can be considered as having in its history and essence close connections with the European culture. Belarus reached its independence a little more than 20 years ago, but people have always sought to maintain cultural diversity, international cooperation, equality and human dignity because of the natural and socio-historical background.

In this situation the creation of ELSA Belarus truly confirms our desire to commit to the aims and activities of ELSA, its values, ideas and principles.

REPORT OF PREVIOUS EVENTS OF ELSA BELARUS

The activity of the initiative group of ELSA Belarus started with a STUDY VISIT to Ukraine, which lasted six days. During that period the initiative group visited two major local groups – ELSA Irpin and ELSA Ostroh, where learned some basic knowledge of ELSA, its structure, forms of activities and some other useful information about time-management, the process of presentation and etc.

Then a period of our independent actions began. Therefore ELSA Belarus tried to inform students about career opportunities, internship and various possibilities to get legal education in Europe.

Firstly, the initiative group started from a meeting with an American judge – Mark Speiser. It was the event with the aim to get students of law faculties in Minsk, Belarus acquainted with the practice of law in the USA

Secondly, the initiative group decided to arrange a meeting with Belarusian lawyers who had achieved certain success in working with a number of European universities and large law firms. Thus, the first such event was the meeting with the graduate from University of Oxford Andrei Solin, who spoke about his experience studying in one of the best universities in the world. Then there was a meeting with Yaraslau Kryvoi. He is an Associate Professor of The University of London with considerable experience of practical and scientific work in the field of international arbitration and Harvard law. For several years he was working in the field of solving international disputes in major international law firms in St. Petersburg (Baker & McKenzie), Washington (Morgan Lewis) and London (Freshfields). Yaraslau Kryvoi is a member of the editorial board of several international journals, the author of two books and numerous publications in English, Russian and Belarusian. Also he is the founder of the English-speaking internet forum «Arbitration in the CIS» (CISArbitration.com), which focuses on arbitration and mediation in the former Soviet Union. The event included some discussions about the employment and finding your place in the field of jurisprudence.

Thirdly, the initiative group of ELSA Belarus organized a meeting with Eric Svanidze from Georgia – an Expert from Committee on Prevention of Torture – about the topic «The European Convention on Human Rights and Criminal Justice». The theme was devoted to the analysis of the Convention as a balanced mechanism. A special attention was drawn to the specificities and innovations in this document.

As time went on, the initiative group prepared a STUDY VISIT, during which the President of ELSA Ostroh Sergei Panasiuc and some members of ELSA Ostroh held a number of events for ELSA Belarus about STEP training, marketing and fundraising. Simultaneously, a training «Negotiations on free trade in services» was initiated, which was attended by Ukrainian and Belarusian students. The Belarusian-Ukrainian training was a simulation of the actual process of negotiations on free trade. Unlike conventional scientific conferences for students, that training gave the opportunity to gain knowledge in international trade law practice and develop skills in the process of negotiations.

For ELSA Belarus a visit of former President of ELSA International Bartosz Balewski to Minsk was a landmark event. He met with the initiative group, told the story of his success in ELSA and got acquainted closer with the organization.

One of the recent events was a meeting with a familiar Yaraslau Kryvoi and Elena Korosteleva. They are both lecturers from British universities, who spoke about the possibilities of postgraduate education in the UK. For example, there were given comprehensive information about the Master's and PhD's programs.

As ELSA gives students the opportunity to improve themselves in various ways, the invited NLP Coach Volha Shatalava showed how important developing and practicing your skills in presentation and negotiations is.

OVERVIEW OVER THE ORGANIZATIONAL STRUCTURE OF THE ORGANIZATION

1. Board

From December 2013, ELSA Belarus consists of:

- President of ELSA Belarus: Mikalai Melchanka
- VP S&C: Jaroslav Kovalchuk
- VP Marketing: Palina Sabalko
- VP AA: Liza Trachalina
- VP STEP: Asia Penthegova

ELSA Belarus do not currently include the positions of Secretary General and Treasurer, because it exists in the form of the initiative group until the process of our state registration is over. Currently there is no need to elect Secretary General and Treasurer, because ELSA Belarus operates efficiently and responsibly. However, if ELSA Belarus is elected as Observers, it will choose Secretary General and Treasurer because of the increasing amount of work and possible funding.

2. Status

As described above, the initiative group is still in the process of state registration as an NGO. The initiative group first applied for state registration in autumn 2013 but the responsible state agency recommended to modify a bit the Statutes and to try later for a second time.

3. Finances

At present moment, membership in ELSA Belarus is free as it exists in the form of the initiative group.

Belarusian State University (BSU) provides the initiative group of ELSA Belarus with a considerable help as it enables us to use its lecture rooms, technical support and etc. What concerns funding, the initiative group tries to use the opportunity to work with law firms situated in Republic of Belarus making together different events.

REPORT OF STATE RECOGNITION AND EXCLUSIVITY

Republic of Belarus is a sovereign state. It is a founding member of the Commonwealth of Independent States (CIS), a member of the Eurasian Economic Community, the Customs Union of Belarus, Kazakhstan and Russia, the Collective Security Treaty Organization, the international Non-Aligned Movement, the Organization on Security and Cooperation in Europe (OSCE), and the UN since its founding in 1945.

In September 1992 the Parliamentary Assembly of the Council of Europe (PACE) granted the Special Guest status to the Supreme Soviet of the Republic of Belarus. In March 1993 Belarus applied for membership in the Council of Europe. Unfortunately, in January 1997, the PACE Bureau decided to suspend the Special Guest status for the Belarusian Parliament. Despite of this, the relations between Belarus and the Council of Europe continued. Belarus is currently a state-party in 9 out of more than 200 Council of Europe legal instruments. At present moment, Belarus is a state-party in a number of the conventions (the European Cultural Convention, the Enlarged Partial Agreement on Sport, the Criminal Law Convention on Corruption, the Civil Law Convention on Corruption, soon the internal procedures to accede to the Convention on Action against Trafficking in Human Beings will be finalised). Moreover, Belarus is a full-fledged member of 4 Steering and Ad Hoc. It has also an observer status in a number of other Council of Europe Steering Committees. From May 2011 the Republic of Belarus participates in the implementation of some components of the EU-Council of Europe Facility in the framework of the «Eastern Partnership» program. From October 2010 Belarus takes part in the meetings of the European Commission for Democracy through Law (Venice Commission) as an associated member.

The Information Point of the Council of Europe was opened at the Belarusian State University in June 2009. This step was taken for the first time in a country, which is not yet a member of the Council of Europe.

ELSA Belarus has its center of activities in the Republic of Belarus, in its capital Minsk.

ELSA Belarus declares that it is the only ELSA organization in the Republic of Belarus.

STATUTES

ARTICLE 1 | GENERAL PROVISIONS

1.1. Youth cultural and educational NGO «Elsa Bel» (hereinafter - IPCI «Elsa Bel») is a membership-based voluntary, self-governing, non-profit-making youth non-political organization, created on the basis of common interests of students, alumni, legal professions and other stakeholders in the implementation of its statutory objectives individuals to protect their common interests and achieve underwritten goals.

1.2. IPCI «Elsa Bel» operates in accordance with the laws of the Republic of Belarus, this Charter and on the basis of the principles of legality, voluntary participation, independence, transparency.

1.3. IPCI «Elsa Bel» has the status of local non-government association. The area of distribution activities of IPCI «Elsa Bel» is Minsk.

1.4. IPCI «Elsa Bel» since its registration is a legal entity, which assumes sole responsibility for its obligations, has separate property, independent balance and bank accounts, on its own behalf appears in relationships with corporations and individuals can sue and be sued in the courts, has seals, forms with its name, may have its own symbols, which is subject to registration in the prescribed manner.

1.5. The full name of IPCI «Elsa Bel» is youth cultural and educational non-government association «Elsa Bel», abbreviated name: IPCI «Elsa Bel».

1.6. IPCI «Elsa Bel» can have a round seal, emblem and other symbols, to be registered in the prescribed manner.

1.7. IPCI «Elsa Bel» is not liable for the obligations of its members and other individuals and entities, as well as they are not liable for the obligations of IPCI «Elsa Bel».

1.8. Location of IPCI «Elsa Bel»: 10A-95-Partizanski Avenue, Minsk, Belarus, 220026.

ARTICLE 2 | SUBJECTS, GOALS, OBJECTIVES AND METHODS

2.1. The purpose of IPCI «Elsa Bel» is to increase the professionalism of young lawyers in Minsk.

2.2. The objectives of IPCI «Elsa Bel» are:

- contributing to the development of professional skills of law students at law faculties and young lawyers in Minsk;
- preparation of law students to the possibilities of future employment;
- promote the development of the student government at law faculties in Minsk;
- assistance in the development of curricula and improvement of the teaching level at law faculties in Minsk;

- establishing law students at universities and young lawyers in Minsk professional contacts among themselves, as well as with law students and young lawyers from other cities and countries;
- involvement of the students of law faculties in Minsk in the international legal community.

2.1. To achieve above-mentioned goals and objectives of the IPCI «Elsa Bel» in the manner prescribed by law, use the following methods:

- 1) active participation in functioning of law faculties in Minsk , interaction with teaching stuff, administration of law faculties in Minsk in order to update the educational process and the interests of students in the development of curriculum;
- 2) advise on matters relating to training and professional activities of young people;
- 3) organizing of experience's exchange and the development of scientific and creative activity of young lawyers;
- 4) support the learning of foreign languages;
- 5) promote the intensive study of comparative law;
- 6) organizing of basic and applied research in the field of law;
- 7) conducting scientific seminars, conferences and discussion clubs on topical issues of law;
- 8) dissemination of legal information and legal knowledge , promoting legal awareness ;
- 9) support for student initiatives in the organization of the educational process and scientific activities , leisure and issues of student government;
- 10) promote active cooperation of young people at local , regional, national and international level;
- 11) participation in international educational, scientific, cultural programs and facilitating the international exchange of students and young lawyers;
- 12) institutional support in realization of business, scientific visits and other similar events, including those which have international character;
- 13) conduction of lectures, conferences, meetings, workshops, seminars and courses , organization of business cooperation centers , clubs , cultural , recreational , sports and recreational activities , as well as exhibitions, competitions and fairs.

2.2. The subject of the IPCI "Elsa Bel" is the creation of the conditions to improve the professionalism of students of law faculties and young lawyers in Minsk.

**ARTICLE
3**

**CONDITIONS AND PROCEDURE FOR THE ACQUISITION
AND LOSS OF MEMBERSHIP IN THE IPCI «ELSA BEL», AS
WELL AS MEMBERS RECORDS OF IPCI «ELSA BEL»**

3.1. IPCI «Elsa Bel» provides for a fixed membership of natural people. Records of members of IPCI «Elsa Bel» are carried out by conducting the Chairman of the Board members list IPCI «Elsa Bel», which is updated and edited as needed.

3.2. IPCI members «Elsa Bel» may be citizens of the Republic of Belarus, stateless persons, foreign citizens permanently residing at the territory of the Republic of Belarus, have reached the age of sixteen, received or are receiving higher education and (or) at high school situated in the territory of Minsk, interested in the goals and objectives of IPCI «Elsa Bel» and recognizing its Statute.

3.3. At least 2 /3 (two thirds) of the members of IPCI «Elsa Bel» must be submitted by citizens under the age of 31 (thirty one).

3.4. Person who meets the requirements of paragraph 3.2. of the hereof Statute, wishing to become a member of the IPCI «Elsa Bel» , should send a written application for membership in the IPCI «Elsa Bel» addressed to the Chairman of the Board of IPCI «Elsa Bel» and pay the entrance fee (except if the Board's decision on the applicant was released from paid the entrance fee).

The decision on acceptance or rejection of membership in the IPCI «Elsa Bel» accepted by the Board within thirty (30) days starting with the day of reception of the written application for admission .

3.5. To the application of the candidate the following documents must be enclosed:

- 1) A completed application form;
- 2) The document certifying the payment of the admission fee (except if the Board's decision on the candidate was exempted from paying the entrance fee).

3.6. A person becomes a member of the IPCI «Elsa Bel» with the decision about his membership in the IPCI «Elsa Bel».

3.7. Founders of IPCI «Elsa Bel» and its members have equal rights and obligations under the present Charter.

3.8. Admission fee is 1/ 2 (one half) part of the base unit at the time of payment of the fee. Membership fees are paid monthly. Membership fee is 1 /10 (one tenth) to 1 /4 (one fourth) of the base rate applicable at the time of payment of the membership fee. The specific amount of the membership fee is determined by the decision of the Board in force at the time of payment. In exceptional cases, by the Board's decision IPCI "Elsa Bel" candidate members and members may be exempted from the entrance and (or) fees.

3.9. Refusal to grant membership in IPCI «Elsa Bel» must be motivated. In case of refusal to grant membership candidate is returned submitted documents and paid entry fee (if it has been paid).

ARTICLE 3.1	EXIT AND EXCLUSION FROM MEMBERSHIP IPCI «ELSA BEL»
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3.1.1. Resignation of the members of IPCI «Elsa Bel» performed at the personal request of INCD members «Elsa Bel» with prior written notice submitted to the Board not later than fifteen (15) days prior to the date of withdrawal.

3.1.2. Exclusion from the membership of IPCI «Elsa Bel» conducted by the Board in the case of:

- 1) gross violation of the provisions or the hereof Statute;
- 2) systematic failure or improper performance voluntarily taken on responsibilities, including the repeated non-fulfillment or improper fulfillment of decisions of the governing bodies of IPCI «Elsa Bel»;
- 3) their actions are not in line with the goals and objectives of IPCI "Elsa Bel";
- 4) taking actions discrediting IPCI «Elsa Bel»;
- 5) refusing to pay member fees for three (3) months.

3.1.3. The decision to expel from the membership of IPCI «Elsa Bel» must be motivated and can be appealed to the Auditor.

3.2. Other questions of the membership in IPCI «Elsa Bel» can be adjusted by the provision of the membership in IPCI «Elsa Bel».

ARTICLE	RIGHTS AND DUTIES OF IPCI “ELSA BEL”
4	

4.1. Member IPCI «Elsa Bel» has the right to:

- participate in activities of IPCI «Elsa Bel» at the meeting of the General Meeting;
- vote and to stand for election to the elected bodies of IPCI «Elsa Bel» adulthood;
- receive from the authorities and officials of IPCI «Elsa Bel» information relating to the activities of IPCI «Elsa Bel»;
- appeal against the decision of the Board, Chairman of the Board and its Deputy Inspector;
- make proposals for activities of IPCI «Elsa Bel» for consideration of elective bodies IPCI «Elsa Bel»;
- make voluntary donations to support the IPCI «Elsa Bel»;
- free exit of members.

4.2. Member IPCI «Elsa Bel» obliges to:

- comply with the requirements of the Constitution;
- Participate in achieving the goals and objectives IPCI «Elsa Bel»;
- Not to perform any action causing material damage or causing harm to goodwill of IPCI «Elsa Bel».

4.3. Membership records in IPCI «Elsa Bel» are performed by the Chairman of the Board by maintaining the list of members, which is edited as necessary, and is updated as the entry and departure of members.

ARTICLE 5	THE STRUCTURE OF IPCI «ELSA BEL»
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5.1. IPCI «Elsa Bel» is a solid public association without territorial organizational structures.

5.2. The structure of IPCI «Elsa Bel» includes:

- General Meeting;
- Board;
- Examiner.

ARTICLE 6	THE MANAGEMENT OF IPCI «ELSA BEL»
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6.1. The superior body of IPCI «Elsa Bel» is the General Meeting.

6.2. The governing body of IPCI «Elsa Bel» is the Governing Board.

6.3. Protocols, decisions and orders of IPCI «Elsa Bel» are drawn up in two (2) copies, one of them is handed over to the Head of the Governing Board, the other is sent to the archives of IPCI «Elsa Bel».

6.4. The General Meeting of IPCI «Elsa Bel»:

6.4.1. The General Meeting is the superior body IPCI «Elsa Bel»

6.4.2. The General Meeting is convoked by the Board at least once a year. The Board is responsible for the timely convocation and holding of the Annual General Meeting as well as the convocation and holding of the extraordinary meetings of the General Meeting.

6.4.3. The General Meeting may be convoked on the initiative of the Head of the Board, the Board or at least 25 % of the total members of IPCI «Elsa Bel»

6.4.4. The Head of The Board is to inform all the member of IPCI «Elsa Bel» of the decision to convoke the Regular and Extraordinary General Meetings , indicating the agenda , date and venue no less than 2 (two) weeks before The Meeting.

6.4.5. The General Meeting is authorized to take into consideration and make any of the decisions relating to the activities of IPCI «Elsa Bel» and its organs, despite the fact to the competence of which authority or officials of IPCI «Elsa Bel» it is referred.

6.4.6. The competence of the General Meeting:

- 1) The title establishment of IPCI «Elsa Bel»;
- 2) The establishment of the Charter, amendments and additions to the Charter, unless the different is provided in this Charter;

- 3) Making decisions on the reorganization or liquidation of IPCI «Elsa Bel»;
- 4) The establishment of the annual policy plan of IPCI «Elsa Bel»;
- 5) The establishment of the annual budget of IPCI «Elsa Bel»;
- 6) The election of the board members, the Head and the Deputy Head out of the elected members of the Board, the Auditor;
- 7) The examination of the annual report of the Head of the Board, Board members on their work done, the report of the other electoral management bodies, the annual report of the Auditor;
- 8) The consideration of the appeals of the Board against decisions made by the Auditor. The General Meeting is to consider the appeals against the decisions made by The Auditor within three (3) months and render a decision thereon.

6.4.7. The General Meeting has a quorum if it involves more than half of the members of the General Meeting.

6.5. Board IPCI "Elsa Bel":

6.5.1. Board IPCI "Elsa Bel" is a permanent governing body of the IPCI "Elsa Bel." The Board is accountable to the General Meeting.

6.5.2. Board members are elected by the General Meeting of the members of the IPCI "Elsa Bel" for a period of one (1) year. Board members may not hold the office of the Auditor of the IPCI "Elsa Bel."

6.5.3. The Board of the IPCI "Elsa Bel" includes three (3) members, including the Chairman of the Board.

6.5.4. Powers of the Board:

- 1) Convening of the General Meeting;
- 2) the establishment and abolition of permanent and temporary working groups of IPCI "Elsa Bel", whose activities contribute to the achievement of the goals;
- 3) approval of the staff list of the IPCI "Elsa Bel";
- 4) approval of the monthly and quarterly activity plan of the IPCI "Elsa Bel";
- 5) approval of the operational plan of money spending of the IPCI "Elsa Bel";
- 6) presentation of the annual balance of the IPCI "Elsa Bel" to the General Meeting, presentation of the annual report on the activities of the Board and IPCI "Elsa Bel" to the General Meeting of IPCI "Bel Else";
- 7) decision on the presentation on behalf of the IPCI "Elsa Bel" of complaints and claims to legal entities and individuals;
- 8) decision on the acquisition and disposal of property , his alienation;
- 9) introduction of changes and / or additions to the Charter related to the change of registered office or due to changes in legislation;
- 10) appeals against decisions of the Auditor to the General Meeting;
- 11) decision on other issues of management of the IPCI "Elsa Bel", which are not under exclusive jurisdiction of the General Assembly and the Chairman of the Board of the IPCI "Elsa Bel."

6.5.5. Board of the IPCI "Elsa Bel" meets at least one (1) once a month.

6.5.6. The Board Chairman, Board members, Inspector of the IPCI "Elsa Bel" have the right to convene the Board.

6.5.7. The Board has a quorum if at its meeting there are more than half of the Board members. Board decisions are taken by simple majority of the members of the Board. In case of equality of votes the chairman of the Board meeting has a casting vote.

6.5.8. Protocols of the Board are signed by the Chairman and Secretary, who is elected at the beginning of each meeting of the Board by a simple majority vote of the present members of the Board.

6.6. Chairman of the Board IPCI "Elsa Bel":

6.6.1. Chairman of the Board is the leader of the IPCI "Elsa Bel."

6.6.2. Chairman of the Board of the IPCI "Elsa Bel" is elected by the General Assembly for a term of one (1) year.

6.6.3. Chairman of the Board is accountable to the General Meeting.

6.6.4. Powers of the Chairman of the Board:

- 1) Holds meetings of the General Meeting and the Board, presides at meetings of the General Assembly and the Board; brings in the agenda questions for discussion; signs protocols and resolutions of the General Meeting and the Board;
- 2) provides overall guidance IPCI "Elsa Bel" leads current affairs, organizes the activities of the Board, coordinates the activities of all departments and members IPCI "Elsa Bel";
- 3) represents the IPCI "Elsa Bel" in relations with Belarusian and foreign legal entities and individuals; represents the IPCI "Elsa Bel" in the state and local authorities;
- 4) has the right to sign financial documents; on the basis of the decision of the Board signs on behalf of the IPCI "Elsa Bel" contracts, enter into transactions; grants power of attorney; opens in banks settlement and other accounts of the IPCI "Elsa Bel". Financial documents are signed by the Chairman and the Chief Accountant of the IPCI "Elsa Bel" together;
- 5) empowered to make representation to the Board of acceptance in members, of exclusion from the IPCI "Elsa Bel";
- 6) employs and dismisses employees of the IPCI "Elsa Bel";
- 7) represents to the Board for approval quarterly and annual work plan of the IPCI "Elsa Bel"; monitors the implementation of quarterly and annual activity plans of the IPCI "Elsa Bel";
- 8) assigns duties and tasks between the members of the Board and other members of the IPCI "Elsa Bel", determines their powers;
- 9) represents an annual report on the activities of the Board and the IPCI "Elsa Bel», as well as its work to the General Meeting;
- 10) represents to recording and controlling public authorities report on the activities of the IPCI "Elsa Bel" in accordance with the laws of the Republic of Belarus;

- 11) provides by his activity achievement of goals and objectives of the IPCI "Elsa Bel", implementation of the provisions of this Charter in connection with what makes other, including legally significant actions in the interests of the IPCI "Elsa Bel", not falling within the exclusive competence of the General meeting and Board of the IPCI "Elsa Bel»;
 - 12) maintains a list of members of the IPCI "Elsa Bel», edits and updates it as necessary.
- 6.6.5. During the absence of the Chairman of the Board of all his duties are exercised by the Vice Chairman.
- 6.7. Inspector is:
- 6.7.1. Accountable to the General Meeting;
- 6.7.2. Elected from the members IPCI “Elsa Bel “ by the General Meeting for the term of one year;
- 6.7.3. Inspector:
- 1) oversees the disbursement of IPCI “Elsa Bel “ funds;
 - 2) monitors the implementation of the present Charter, the rulings of the Board and The Chairman of the Board, as well as of other structural subdivisions of IPCI “Elsa Bel“;
 - 3) has the right to submit a notion of expulsion from IPCI “Elsa Bel “ to the Board in accordance with the procedure set out by the present Charter;
 - 4) reports to the General Meeting on the executed work;
 - 5) has access to all IPCI “Elsa Bel “ documents;
 - 6) submits a proposal of summoning an extraordinary General Meeting to the respective IPCI “Elsa Bel “ bodies;
 - 7) receives complaints concerning the rulings of the Board, the Chairman and Vice-Chairman of the Board. Inspector is to examine a complaint within a month, render a decision in its regard and respond to the complaint within 5 days. The rendered decision may be appealed with the General Meeting by a respective member, body or official of IPCI “Elsa Bel “. The General Meeting considers an appeal during the earliest to its receipt General Meeting. The agenda of the meeting may be changed at the moment of receiving the appeal. The General meeting informs the appellant about its decision within 5 days after its rendering.
- 6.9. Vice-chairman of the Board:
- 6.9.1. The vice-chairman of Board is accountable to General meeting and the Chairman of the board.
- 6.9.2. The vice-chairman of the Board is chosen by General meeting from among the elected board members of IPCI "Elsa Bel" for a period of 1 (one) year.
- 6.9.3. Vice-chairman of Board:
- 1) carry out the general planning, coordination and the management of activity of the IPCI "Elsa Bel";

- 2) is responsible for development and execution of special programs and the projects developed and accepted by General meeting and Board of the IPCI "Elsa Bel";
- 3) carries out all duties of the Chairman of the board in case of his absence.

ARTICLE 7 | FINANCIAL RESOURCES AND PROPERTY

7.1. IPCI "Elsa Bel" can have in property any property necessary for material security of authorized activity, except for objects which, according to the law, can be only in state property.

7.2. Money and property of the IPCI "Elsa Bel" are formed from:

- entrance and membership dues;
- donations of natural and legal entities;
- receipts from events held in the authorized purposes according to the legislation;
- assignments from created IPCI "Elsa Bel" of the enterprises;
- other receipts which haven't been forbidden by the legislation.

Means of the IPCI "Elsa Bel" are spent for realization of the authorized purposes and tasks and can't be redistributed between his members.

7.3 . IPCI "Elsa Bel" bears responsibility according to assumed liabilities all property belonging to it. IPCI "Elsa Bel" is not responsible for obligations of the members, and they are not responsible for its obligations.

7.4 . In case of the termination of membership in the IPCI "Elsa Bel" financial means and property transferred by his members of the IPCI "Elsa Bel" in property gratuitously aren't subject to return. The material means, transferred to the IPCI "Elsa Bel", by his members to temporary possession and using, come back according to conditions of contracts on the basis of which this possession and using was carried out.

ARTICLE 8 | RIGHTS OF IPCI "ELSA BEL"

8.1. For achievement of the goals and objectives of IPCI "Elsa Bel" is entitled to:

- carry out activities aimed at achieving the statutory purpose;
- freely receive and distribute information relating to their activities, in accordance with the legislation establish their own and use in the prescribed manner the State mass media, carry out publishing activities;
- to represent and protect the rights and legitimate interests of its members in government agencies and other organizations;
- communicate with other non-profit organizations;
- Create non-profit organizations, join unions (associations);
- have other rights stipulated by legislative acts.

8.2. IPCI " Elsa Bel" can carry out in the prescribed manner entrepreneurial activity only insofar as it is necessary for the statutory purposes for which it was created , corresponds these goals and responds the subject activity. Such activities can only be done through forming of commercial organizations (or) participation in their activity.

ARTICLE 9 | TERMINATION OF ACTIVITY OF THE IPCI "ELSA BEL"

9.1. Termination of activity of the IPCI "Elsa Bel " occurs through reorganization or liquidation.

9.2. Reorganization of the IPCI "Elsa Bel " is made by the General Meeting, if voted for it at least 2/3 (two thirds) of the members present at the relevant meeting of the General Assembly.

9.3. Liquidation of the IPCI "Elsa Bel " is made by the General Meeting, if voted for it at least 2/3 (two thirds) of the members present at the relevant meeting of the general meeting or by a court decision. Decision on liquidation is sent to the registering authority and shall be published in a periodical, according to the legislation. Liquidation is made by the liquidation committee created by the body that made the decision to liquidate.

9.4. Upon liquidation the property of the IPCI "Elsa Bel " remaining after full satisfaction of all property claims of creditors is used for the purposes stipulated in the Charter, if the funds and other property of the IPCI "ELSA " in accordance with the legislative acts can not be treated in the state.

MEMBERSHIP APPLICATIONS

Membership application from ELSA Luxembourg

APPLICATION FOR FULL MEMBERSHIP: LUXEMBOURG

**TO: THE INTERNATIONAL COUNCIL and
THE INTERNATIONAL BOARD of
THE EUROPEAN LAW STUDENTS' ASSOCIATION**

Dear Council,
Dear Members of the International Board,

We, the board of ELSA Luxembourg, are hereby tendering on behalf of the association ELSA Luxembourg's application for the full membership of ELSA International.

We hereby declare

- **to commit to the aims and activities of ELSA;**
- **to comply with the Statutes and Standing Orders of ELSA International;**
- **to guarantee the future representation of ELSA by our association being conducted seriously, respectfully and with dignity;**
- **to accept all obligations and responsibilities referring to the full membership.**

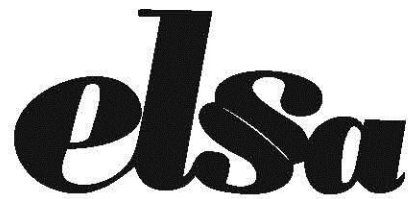
Our application is fully supported by our members, sponsors and partners, who hereby, together with the board, commit to taking any and all steps necessary to establish a durable and functional national group able and willing to represent the values of ELSA in Luxembourg.

Luxembourg, 23th january 2014

Victor Ferreira
President of ELSA Luxembourg 2013/2014;
on behalf of the board 2013/2014

List of annexes:

- Statutes and Standing Orders of ELSA Luxembourg (english, compatible with the Statutes and Standing Orders of ELSA International)
- Consolidated Activity reports of the board for 2012/2013
- Declaration of commitment to the aims and activities of ELSA and the will to become a member of ELSA
- Report on the Organizational structure of ELSA Luxembourg
- Report stating the status of recognition of Luxembourg and that there is no current member or observer of ELSA present in Luxembourg



The European Law Students' Association

LUXEMBOURG

Statutes

PREAMBLE

WHEREAS the European Law Students' Association (ELSA) is an independent, non-political and non-profit making international organization of law students and young lawyers which was founded on May 4th, 1981 in Vienna, Austria;

RECALLING that the aims of ELSA are to develop professional and student relations of an international character in the field of law, to prepare its members for professional life in an international environment, to contribute to the exchange of scholarly experience and to stimulate mutual understanding and friendship on the principle of equality of all its members;

CONSCIOUS that continually expanding international relations in the fields of trade and industry, legislation and state administration make growing demands on all professionals, especially lawyers;

REALIZING that the European legal professions not only have to recognize the importance of growing international cooperation, but also have to prepare themselves for the demands created by this development;

CONVINCED that in order to satisfy all these demands and to broaden and improve the international aspect of education, practice and exchange, the existence of an international organization of law students and young lawyers is recommended;

EXPRESSING that within this competence, the supreme aims of ELSA are to encourage and facilitate direct contacts and cooperation, individually and collectively, whether informally or officially, between persons from different states involved in the field of law and to promote the usefulness of foreign legal experience by expanding the knowledge and understanding of the different concepts and solutions to legal questions developed in the member states;

REAFFIRMING, moreover, that ELSA hopes to encourage initial understanding and peaceful co-operation between member states in the spirit of the final act of the CSCE Conference concluded in Helsinki;

RECALLING the initiatives and efforts of Martin DEBUSSMANN, Arnaud FOSTIER, Yean Lee HO, Caroline MINDACH, Bart VERMAAT, Valentina COVOLO and Bernd Justin JÜTTE that have contributed substantially to the creation of a European Law Students' Association in Luxembourg;

THEREFORE the following Statutes are adopted by ELSA Luxembourg a.s.b.l. in order to further these above-mentioned principles and aims, in the spirit of the statutes and standing orders of ELSA International.

ARTICLE 1 NAME / SEAT / DURATION

1.1 In accordance with the law of April 21st, 1928 (*Loi sur les associations et les fondations sans but lucratif*) (the “Law”), a non-profit making association (*association sans but lucratif*) is hereby established between the Founding Members, as defined in article 4 of the present Statutes.

1.2 The official full name of the association shall be:

The European Law Students’ Association – Luxembourg a.s.b.l.

1.3 The official abbreviation of the association’s name shall be:

ELSA Luxembourg a.s.b.l.

1.4 For the purposes of the present Statutes, ELSA Luxembourg a.s.b.l. shall be referred to as “Association” hereinafter.

1.5 The registered seat of the Association shall be:

**162a, avenue de la Faïencerie,
L-1511 Luxembourg
Grand-Duchy of Luxembourg**

1.6 In case of emergency, including, but not limited to events such as war, invasion, occupation, revolution, severe acts of terrorism, severe civil unrest and natural and man-made catastrophes, the registered seat of the Association may temporarily be moved outside of the territory of the Grand-Duchy of Luxembourg without affecting the nationality of the Association though. Such decision shall be taken by the National Board, as defined in article 7 of the present Statutes.

1.7 The Association is established for an unlimited period of time, notwithstanding the provisions of article 11 of the present Statutes.

ARTICLE 2 STATUTORY OBJECT

2.1 The Association is a non-political, independent, non-profit making association whose aims are to promote, establish and develop mutual understanding, cooperation and personal contacts between law students and young lawyers from different states and legal systems, thereby equipping them for professional life in an international environment.

2.2 The Association shall endeavor to achieve the aims laid down in the preamble and statutes of ELSA International by participating in any field that shall promote those aims. Moreover, the main fields of activity shall be the following, without any priority in order:

- the Student Trainee Exchange Program (“STEP”), involving the exchange of trainees and providing work experience in foreign legal systems;
- Seminars and Conferences (“S&C”), including *inter alia* the promotion and organization of law schools, study visits, seminars and conferences on legal issues, systems and skills;

- Academic Activities (“AA”), including *inter alia* the publication of law reviews, promoting essays and moot court competitions, a Legal Research Program (“LRP”) and an information database on studies abroad.
- 2.3 More generally, the Association may do anything that directly or indirectly falls within the scope of the provisions of the present article, always provided that (i) it is prohibited neither by law nor by the present Statutes, that (ii) it is in the best interest of the Association and that (iii) the non-commercial character of the Association remains intact.

ARTICLE 3 MINIMUM NUMBER OF MEMBERS

- 3.1 The minimum number of members shall be three (3).
- 3.2 Only Full Members, as defined in article 5, shall be taken into account for the purpose of the requirement laid down in the preceding paragraph.

ARTICLE 4 FOUNDING MEMBERS

- 4.1 The Association is established between the following persons (the “Founding Members”), without any priority in order:
- BEAUMONT, Faustine, French, law student at the University of Luxembourg, residing at L-1836 Luxembourg, 1, rue Jean Jaurès;
 - CARDOZO-DEVILLERS, Ariel, French, law student at the University of Luxembourg, residing at L-1836 Luxembourg, 1, rue Jean Jaurès;
 - DEPOULAIN, Iris, French, law student at the University of Luxembourg, residing at L-1221 Luxembourg, 55, rue de Beggen;
 - GERMAIN, Florian, French, law student at the University of Luxembourg, residing at L-1836 Luxembourg, 1, rue Jean Jaurès;
 - AM ENDE, Moritz, German, Legal Secretary at the EFTA Court, doctoral student at the University of Constance (Germany), residing at L-1250 Luxembourg, 50, Avenue du bois;
 - JAEGER, Giulia, Luxembourgian, law student at the University of Luxembourg, residing at L-1542 Luxembourg, 24, rue Jean-Baptiste Fresez;
 - RETSON BRISSON, Etienne, Canadian, law student at the University of Luxembourg, residing at L-1542 Luxembourg, 23, rue Jean-Baptiste Fresez;
 - FOERSTER, Ambroise, French, law student at the University of Luxembourg, residing at F-54400 Longwy (France), 8, rue du Chanoine Muel.
- 4.2 The Founding Members shall be considered as Full Members for the purposes of article 5.
- 4.3 If a founding Member ceases to be a Full Member of the Association for whatever reason, save the case provided for in paragraph 5.5, the title Honorary Member, as defined in paragraph 5.7, is automatically conferred to him/her for lifetime.

ARTICLE 5 ADMISSION / WITHDRAWAL / EXPULSION

5.1 There shall be three categories of members:

- Full Members;
- Alumni;
- Honorary Members.

5.2 The following persons shall be eligible to qualify as Full Members of the Association:

- all students regularly enrolled in any law or law-related program taught at a university in Luxembourg, e.g. Bachelor, Masters, PhD and similar programs or the CCDL up to a maximum of three years after obtaining their last degree or professional qualification;
- all students who are regularly enrolled in any law or law-related program at a university outside of Luxembourg, but who are at any given time domiciled in Luxembourg, up to a maximum of three years after obtaining their last degree.

5.3 Full Membership is contingent upon complying with the conditions set out in the preceding paragraph as well as upon payment of the Membership Fee, as defined in article 8 of the present Statutes.

5.4 A member shall automatically and immediately cease to be a Full Member when he/she:

- tenders his resignation by registered mail, mail or electronic mail to the National Board, or;
- fails to renew his/her membership following the expiry of such membership as described in these Statutes for more than three (3) months, or;
- ceases to fulfill the requirements provided for in Article 5.2 of the present Statutes, or;
- is expelled in accordance with paragraph 5.5.

5.5 A Full Member shall be expelled from the Association in accordance with the provisions of article 12, paragraph 3 of the Law when he/she has, whether separately or jointly, violated the present Statutes, the Standing Orders and/or, more generally, harmed the interests of the Association and/or ELSA International, thereby causing considerable harm to the Association and/or ELSA International.

5.6 Former ELSA members shall be eligible for Alumni Membership. Alumni are deprived from all Full Membership rights.

5.7 The title “Honorary Member” may be conferred to any person having proved outstanding and extraordinary merits for the Association. Honorary Memberships shall be awarded on an extremely restrictive basis only and shall be deprived from all Full Membership rights.

ARTICLE 6 THE NATIONAL COUNCIL MEETING

- 6.1 The National Council Meeting is the supreme decision making body of the Association.
- 6.2 All Full Members have the right to attend National Council Meetings as well as the right of audience. They have equal rights to vote and to run for executive positions.
- 6.3 Full Members not attending may be represented by virtue of a proxy for the exercise of their rights during the National Council Meeting by another Full Member. Such representation shall be communicated to the National Board before the commencement of the National Council Meeting.
- 6.4 The National Council Meeting's tasks include, but are not limited to:
- deciding on any proposed amendments of these Statutes;
 - adopting and amending the Standing Orders;
 - hearing the activity report(s) presented by the National Board;
 - electing and dismissing the National Board Members once a year or on request;
 - granting discharge to the outgoing National Board;
 - appointing two auditors for the forthcoming financial year;
 - approving the auditors' report;
 - approving the annual accounts;
 - approving the budget.
- 6.5 The National Council Meeting shall convene at least once a year on such date as established by the National Board or on request of at least one-fifth (1/5) of all Full Members.
- 6.6 When a National Council Meeting is to be held, the National Board shall inform all Full Members accordingly by sending them each at least ten (10) working days prior to the intended date a convening notice containing the exact time, place and agenda of such meeting. The convening notice shall be sent via any usual written means of communication that are readily accessible, such as, but not limited to, letters, emails and facsimile. For the purposes of this paragraph, a working day shall be any day of the week, except Saturday, Sunday and Luxembourg public holidays.
- 6.7 All proposals supported by at least one-twentieth (1/20) of Full Members shall be added to the agenda. Such proposals shall be notified to the National Board, as defined in article 7, at least forty-eight hours prior to the National Council Meeting, thereby leaving enough time to duly inform all Full Members.

- 6.8 In case the agenda contains an item relating to statutory elections, a call for candidacies shall be included in the convening notice. All candidacies shall be communicated orally or in writing to the National Board prior to the National Council Meeting.
- 6.9 Save where provided otherwise, all decisions are taken by absolute majority (50% + 1) of the votes cast, being all valid votes either for or against a proposal, but not including abstentions.
- 6.10 Decisions on any item not included in the agenda shall be taken by a qualified majority of two thirds (2/3) of the votes cast, as defined in the preceding paragraph, after all items that are on the agenda have been deliberated and voted on.
- 6.11 Following a National Council Meeting, the original minutes thereof shall be kept at the registered seat of the Association. A copy shall be circulated to all Full Members via any usual written means of communication that are readily accessible, such as, but not limited to, letters, emails and facsimile. Any decision materially affecting third parties shall be communicated in writing to those concerned.

ARTICLE 7 THE NATIONAL BOARD

- 7.1 The National Board is the supreme executive and administrative body of the Association. Notwithstanding paragraph 6.1, its main tasks include, but are not limited to, carrying out the decisions of the National Council Meeting, promoting the aims of the Association, representing it and ensuring that all current affairs are expedited in accordance with the Statutes, Standing Orders, guidelines and policies of the Association.
- 7.2 The National Board shall at all times consist of the following mandatory posts:
- the President;
 - the Secretary General;
 - the Treasurer.
- 7.3 The maximum number of National Board members shall be seven (7).
- 7.4 The National Council Meeting may elect Vice-Presidents for the following areas:
- Academic Activities;
 - Marketing;
 - Seminars and Conferences;
 - Student Trainee Exchange Program.
- 7.5 Notwithstanding the provisions of paragraph 7.7 and 7.8, the National Board may appoint any person ("Director") to carry out a specific task.

- 7.6 The National Board shall be accountable to the National Council Meeting for all of its actions, inactions and decisions. To that effect, the National Board shall draw up an annual activity report as well as the annual accounts along with the explanatory notes relating thereto, if any. All these documents shall all be submitted to the National Council Meeting for review and approval within one month of the end of the Financial Year, as defined in paragraph 9.7, and remain attached to the minutes of such meeting.
- 7.7 The President shall be the legal representative of the Association. Save where explicitly provided otherwise, the President is vested with sole signatory power to enter into any and all agreements in the name and on behalf of the Association, provided always that the terms and conditions of such agreement fall within the scope of the statutory object as set out in article 2 of the present Statutes.
- 7.8 By way of exception to the preceding paragraph, the Treasurer shall be the sole person authorized to open, operate and close bank accounts in the name and on behalf of the Association. The Treasurer shall be the sole authorized signatory on such bank accounts.
- 7.9 If deemed useful, the National Board may delegate the power to enter into specific contracts on behalf of the Association. The powers provided for in paragraphs 7.7. and 7.8. shall never be held by the same person.

ARTICLE 8 MEMBERSHIP FEE

- 8.1 Each Full Member of the Association shall pay an annual membership fee as established by the National Council Meeting.
- 8.2 The annual membership fee is to be paid within three (3) months of the beginning of the Financial Year, as defined in paragraph 9.7, or three (3) months after acceptance of the application by the National Board, as the case may be.

ARTICLE 9 FINANCES / BUDGET / FINANCIAL YEAR

- 9.1 The costs of running the activities of the Association shall be funded by, but not limited to, annual membership fees, sponsorships, advertisements, donations, subsidies, and more generally any levies from private or public entities, whether in cash or in kind.
- 9.2 Such funds must not be accepted if they are tied to conditions contrary to the aims and principles of the Association as expressed in the preamble and Article 2 of the present Statutes.
- 9.3 The Treasurer shall submit a budget for the subsequent Financial Year to the National Council Meeting who shall decide thereupon.
- 9.4 Immediately after the adoption of the budget, the National Council Meeting shall appoint two auditors who must not be on the National Board.
- 9.5 At the end of each Financial Year, the Treasurer shall present a detailed report on the financial situation of the Association, comprising the annual accounts, a breakdown of any expenses and income as well as the explanatory notes relating thereto, if any.

- 9.6 The report shall be examined and reviewed by the two auditors appointed in accordance with paragraph 9.4 who will verify that the Treasurer has executed his/her mandate in an orderly manner and issue a recommendation on whether or not to grant discharge to the members of the National Board for the performance of their duties for the Financial Year under review.
- 9.7 The Financial Year shall start on August 1st and end on July 31st of the subsequent calendar year.

ARTICLE 10 AMENDMENT OF THE STATUTES

- 10.1 The National Council Meeting in its capacity as supreme decision-making body of the Association is solely competent to vote upon any amendments to the present Statutes.
- 10.2 A convening notice shall be sent to each Full Member in accordance with the provisions of paragraph 6.6. Paragraph 6.10 is not applicable to amendments of the Statutes.
- 10.3 The proposal to amend the statutes shall be included as a separate item in the agenda.
- 10.4 The National Council Meeting may validly deliberate only if two thirds (2/3) of the Members are present or duly represented.
- 10.5 In order for amendment to be adopted, a qualified majority of two-thirds (2/3) of the votes cast is required; votes cast meaning all valid votes either for or against a proposal, but not including abstentions.
- 10.6 Articles 8 and 9 of the Law shall be strictly observed.

ARTICLE 11 DISSOLUTION

- 11.1 Paragraphs 10.2 and 10.3 shall be applicable.
- 11.2 The quorum and publication requirements set out in articles 20, 23 and 25 of the Law shall be strictly observed.
- 11.3 Once all debts *vis-à-vis* third parties have been settled, the remainder of the Association's assets, if any, shall be transferred to ELSA International or, should this for whatever reason not be reasonably possible, to any other association pursuing similar aims and objectives as the Association.

ARTICLE 12 SEVERABILITY

- 12.1 In case any provision or provisions of the present Statutes is held to be invalid, illegal, unenforceable or in conflict with the law of any jurisdiction, the validity, legality and enforceability of the remaining provisions shall not in any way be affected or impaired thereby.
- 12.2 Invalidity or unenforceability of one or more provisions of the present Statutes shall not affect any other provision of the present Statutes.

ARTICLE 13 GOVERNING LAW / JURISDICTION / COMPROMISE

- 13.1 The laws of the Grand-Duchy of Luxembourg shall govern the Association and all the provisions of the present Statutes shall be construed in accordance therewith.
- 13.2 The Association shall be subject to the exclusive jurisdiction of the courts of the Grand-Duchy of Luxembourg to the fullest extent permitted under law.
- 13.3 It shall be attempted to resolve any dispute between the Association and any member or any contractual party by way of mediation prior to bringing forward any legal proceedings.

Thus executed in Luxembourg
in the year two thousand and ten, on the 18th day of March,
by the undersigned, being the Founding Members.

Faustine BEAUMONT

Ariel CARDOZO-DEVILLERS

Iris DEPOULAIN

Florian GERMAIN

Moritz AM ENDE

Giulia JAEGER

Etienne RETSON BRISSON

Ambroise FOERSTER

Activity Reports ELSA Luxembourg 2013 / 2014**About ELSA Luxembourg:**

ELSA Luxembourg was founded and accepted for the first time as an observer member in 2009 at ICM Budva. Following two years of unsteady existence, the group practically ceased to exist in 2011. The former board (2012/2013), approached by a member of the last operational board of 2010/2011, decided to take over the existing structure of ELSA Luxembourg and revive it as a functional group, applying for the observer status again at the ICM Cologne.

Activity report - BEE:

Before taking over ELSA Luxembourg in May 2013, I attended ICM Cologne during which time I took part in the BEE Workshop with Clemens Thill (former president of ELSA Luxembourg).

My transition started there.

In the months between the ICM and board elections, we worked on planning the future of ELSA Luxembourg, created strategies, imagined how we could sell the association in Luxembourg and how we could increase the amount of members. I spent the first month of my term using all possible professional contacts. I worked on the different possibilities to create a better looking and a more professional webpage, which finally resulted in cooperation with ELSA Germany and its amazing IT Team.

From May to August, my introduction in the network was smooth, since I already knew a lot of people personally and had been well prepared. In August I attended the IPM in Tbilisi, which was my first international event as president of ELSA Luxembourg, excited and nervous I headed the event to continue the discussions that had started virtually and learn as much as possible.

Upon returning to Luxembourg, the board fixed ELSA Luxembourg's absolute goals:

- Quality and quantity
- Finances
- Future

Regarding the quality, we wanted to reach as many law students as possible, bachelor and master students but also PHD researchers (basically what the former board has already done), but we wanted more members (quantity) what brought us to start an online membership application form.

This application form was created in cooperation with the VPs.

Our SecGen Anne-lise Vandevor and I wrote an article for Synergy magazine (Integration of Luxembourg in the Network), which has been published.

Between September 2013 and December 2013 I created 7 new partnerships (financial):

- The ministry for higher education
- Individuum
- GenCreo
- Publux sàrl
- MMS Avocats
- The University of Luxembourg and his Student Life Office
- Legitech

We were given a grant by the Ministry for higher education, contributing to increase the legal knowledge and the social responsibility within the student body at the University of Luxembourg.

With regards to Individuum, we work together on potential partnerships: they have the contacts and the necessary resources to fulfil partnership goals.

In the near future we plan on creating a STEP program with them, their partners and professional clients. Through our work with Individuum we have managed to have them support the International level, resulting in a partnership with ELSA International.

Regarding GenCreo, which is a start-up company in Luxembourg working on intellectual property on a virtual level (Social Networks, Mails, etc.) we have not fixed an official partnership with them. It remains to recruit a company to support an association, but we cooperated and attended together several events: meeting with professionals, speed dating with firms, ... As soon as GenCreo is big enough to cooperate fully, we shall organize an event based on their activity, from a legal standpoint.

Concerning PubLux sàrl, we work together on promotional materials, such as apparel. These are sold on not only the national but also the international level.

Concerning MMS Avocats, together with our Treasurer, we managed to get them as our Main Partner. They fully support the ELSA vision and our work. They provide us with promotional material, speakers and AA, S&C activities Anne Metzler with whom I finalized this partnership will focus on the future plan in the FM part.

Concerning the University of Luxembourg, even if we already had a healthy relation, the university promised us a budget for the

next semester. They also provide use with printing, promotion within the university through the student mailing list, speakers and grants for AA, S&C events and with conference rooms.

Finally concerning Legitech, I'm currently working on a partnership with them. They already expressed their wish to work with us.

I'm also working on other partnerships, but wish to maintain silent since I don't have any guarantees of a future collaboration in writing.

As for the board management, we work together on all the different projects without focusing on a specific topic or board position.

Victor Ferreira President ELSA Luxembourg 2013/2014

Activity report - IM

ELSA Luxembourg still being a rather new association, the main and most important task was promoting the association within the law student community of Luxembourg.

The concept of a dynamic law association - which means not only offering the opportunity to party but offering para-academic opportunities to improve the skills and knowledge of future lawyers by organising academic activities, seminars and conferences – is new in Luxembourg.

At ICM Cologne, the question if the concurrence of another law student association could bring ELSA Luxembourg to deadlock again, appeared during our application for observership.

The success of this term showed that: no – ELSA is the only of its kind and the students, once they know about the range of offers, are delighted that the monotony that the student life in Luxembourg can have is broken.

Our main objective - beside getting financial support, which our president and treasurer took to heart – was to get ELSA Luxembourg known.

Keyword: communication.

The communication within the board never presented a problem. At the beginning of our term, we had weekly board meetings. When the goals, objectives and task distribution were fixed, we constantly communicated by Facebook and Skype to inform each other about state of affairs, new ideas or problems.

The communication with the students, members and potential members, was my biggest concern. For this, the relationship with the university was crucial. Our president had different meetings with the responsible of the student life office and the secretaries of the Bachelor and Master of the faculty of law. This was a big step made in terms of recruitment because ELSA Luxembourg was invited at different events organised by the university and could promote its program towards non members. In addition to this, the good relation towards the secretary of the law faculty allowed us to provide our messages or promotion of events over the email list of the whole law student community at the faculty.

Our own promotion was important too. We posted regularly on our Facebook page and group. Besides promoting our social and academic events, we will for example post funny law facts all over the world– just to be present and show that ELSA Luxembourg exists not sporadically but constantly, that ELSA Luxembourg is there and should not be forgotten.

Our biggest event was the BeNeLux event in Brussels, organised in cooperation with ELSA the Netherlands and ELSA Belgium. The promotion of this event started early and was done regularly to remind those who weren't perhaps that interested at the beginning but got curious after being reminded.

Anne-Lise Vandevor Secretary General ELSA Luxembourg 2013/2014

Activity report – FM

During my first term as treasurer of ELSA Luxembourg, I worked with our board on the construction of a stable basis while being active in different fields such as recruitment, sponsorship and recognition by the University of Luxembourg. After having lived the experience of ICM Cologne, where we presented our application for the observership, I got a totally new – better – understanding of what an international network means to law students of the young university of Luxembourg. After years of quasi non-existence, we breathed new life into ELSA Luxembourg and the grounding was done. My candidature at the election of the new board was a matter of course.

My tasks during this second term 2013/2014 had a focus on the area of FM.

Besides transactions, bookkeeping and accounting I worked out an agreement with our bank concerning an exemption of suffering the usual bank account fees for associations and concerning complimentary meeting and conference room space. My major task remains nevertheless the conclusion of a Main Partner Agreement. Together with our President Victor Ferreira, we concluded an agreement with MMS Avocats, a legal office operating in Luxembourg, Germany and The United Kingdom.

This Main Partner Agreement consists in a financial sponsorship just as in a support in form of allocation of materials and active participation in organising events in the area of S&C and A&A, as Victor already mentioned.

I agreed following events with the active participation and/or support of the Partners and Associates of MMS Avocats:

- Conference about „How to prepare the first years of the career as a lawyer“ held by one Partner of MMS, followed by a dinner with the all the Partners and Associates of MMS Avocats.

- A Conference about „The rights of defence in Luxembourg“ with participation of the Association Luxembourgeoise des Avocats Pénalistes, a substitute of the Public Prosecution and probably a Judge from the criminal chamber.

- A legal essay contest, related to the conference mentioned above, where the price will probably be a traineeship at MMS Avocats.

- A contest of case-resolution (based on a real case of MMS Avocats) where the price is the assistance during the trial of the real case.

The fact that one of the partners gives lectures at the university will make these events as more attractive.

My main occupation consists for the moment in the agreement with a Luxembourgish software development firm, SIMS Solutions, concerning the free allocation of a bookkeeping program for the whole ELSA network and the creation of an instruction book for this software.

Besides the achievements reached in the FM area, I contributed to promotion and recruitment tasks. I was present at every event organised by our board, provided the university with articles about ELSA Luxembourg, sold cakes and Glühwein during the charity event of the university and was in constant contact with our main partner to inform him regularly about our activities and plans.

During ICM Opatjia I learned a lot about bookkeeping and accounting, which I wrote down to a French note for my successor. My next task will be the negotiation with the university of a fix budget allocated on a semestrial basis.

Anne Metzler, Treasurer ELSA Luxembourg 2013/2014

Activity report – AA

After elections in June 2013, the seat of VP AA was left vacant. It was in the end of October 2013 when Iga Młynarczyk, myself, decided to continue my activities as a part of national board and was appointed as VP AA.

Activities performed by or in participation with VP AA:

7th of September 2013 – visit of Matěj Benda – VP S&C from Czech Republic

24th October 2013 – cocktail, followed by a party, with the founders of GenCreo – a national partner of ELSA Luxembourg.

During this event, our members had the opportunity to meet young professionals from a company dealing with IP matters.

27.10 – 03.11.2013 – ICM Opatja – As VP AA, I was present at all workshops for my section. It was a very enriching and inspiring experience. Certainly it gave me new ideas for the possible activities for the AA section for the following months.

13-15.12.2013 – BeNeLux meeting – and initiative brought by three ELSA national groups from Benelux countries. ELSA Luxembourg highly contributed to the academic part of the event – two speakers came from Luxembourg. Bernd Justin Jütte covered two topics - Law-making by cyberspace actors and the registration at resale of digital content. Clementine Boulanger spoke about money laundering as an instrument of social control.

AA section started its new project – we decided to use the opportunities given by the presence of EU institutions. We offer to our member's visits to ECJ to attend the hearings or pronouncements of judgments. The visits are not held on regular basis since the dates are picked according to the actual ECJ's calendar. We try to choose only the most interesting cases.

17th of February 2013 – visit to the Luxembourgish penitentiary center in Schrassig. Thanks to the help of the Dean of Law Faculty of our University, 10 members will be able to see how the penitentiary system and particular prison conditions look like.

With the beginning of the new semester we introduce our new project – “Law facts”. ELSA Luxembourg will issue monthly a leaflet containing law facts that are useful for students, ex. the kinds and rates of penalties for traffic offences. To make it also entertaining, every issue will contain some bizarre and funny law facts from all over the world.

5th March 2013 – The ELSA Day. The programme of the event is still under construction. We already entered into cooperation with the Law Faculty of the University of Luxembourg and we are promised to receive all help needed.

Together with our main partner, MMS Avocats, we're planning future conferences and legal events that our treasurer, in regular contact with MMS Avocats, worked out and presented them. We got for 4 events their promise of an active participation.

Iga Młynarczyk VP AA ELSA Luxembourg 2013/2014

Activity report – MKT

As VP Marketing my duty was to help in organizing events, create new materials for our partners and also try to increase the ELSA Luxembourg impact at the faculty. With my board, we worked together and pull out our best to get this association to his best level.

First of all, at the beginning of the year (October 2013), we promoted a first event to introduce ELSA to the new “first-semester” but also to make it known to all the other law students that didn’t really know the association. This first event was a success as we gain new members. We organised this event in a bar called Epic (A kick-off party) where we managed to gain some price-advantages for our members. The cooperation with this bar has several advantages. ELSA Luxembourg can get a percentage on the benefit that the bar made during the evenings we organised an event or our members get reduced prices on drinks.

We also managed to organise in cooperation with the Limpertsberg Fraternity, an association running a lounge at the campus of Limpertsberg where the law faculty is situated. This event was, in the field of recruitment, a big success. All our events where promoted on our Facebook group, over the email-list of the university or by posters and flyers posted and distributed all over the University and Uni lounge. The organization of the Benelux meeting and the meeting itself gave us other active members while this event offered a proof of the Elsa spirit which inspired all our new members. This first semester was full of good intention and create a better bound with our members. I personally did my best to promote this association around me and other law students that I know around Europe (Nancy, Madrid...); motivated students that are actually trying to build up local groups. There are a lot of projects that we planned to do in the following weeks and months such as the creation of a special group (for our members) with the annals of the previous exams that we kept because this does not exist at our University. I supported on a marketing level all the AA, SC but also BEE plans, together as a board we constituted a strategy of approach and distribution for all kind of promotional materials. We are all full of energy and ambitioned to pull Elsa Luxembourg to the summit. Up till now all our projects and ideas succeeded, so I am confident for the coming semester.

Orville Anaïs VP Marketing Luxembourg 2013/2014**Activity report – S&C**

From December 13th to 15th, we organized the BeNeLux Meeting, with ELSA The Netherlands and ELSA Belgium. The International Focus Programme mainly inspired the lectures.

Event for which, as S&C and in common work with the board, I tried to get, in a short amount of time, as much as possible stuff done.

In order to increase the interest of Luxembourgish students, we are organizing a survey addressed to students studying abroad for one semester and willing to contact the ELSA group in his host university. This is a good way to promote ELSA and to share the ELSA spirit among our members.

We will organize a conference with our main partner MMS Avocats aimed at helping our members to become better law students and to develop their skills. We are also thinking about organizing hearings at the Luxembourgish Courts and the ECJ.

We are currently discussing about organizing a lecture on Authoritative law making actors on cyberspace for the ELSA Day.

Déborah Bagoudou VP S&C ELSA Luxembourg 2013/2014

Declaration of commitment to the aims and values of ELSA

One year ago ELSA Luxembourg became Observer member of the ELSA Network, honored, motivated and determinate we gladly accepted the challenge and focused on honouring it as good as possible. ELSA Luxembourg promised itself to be back in the network, to reconnect with the international level, to reborn and focus more than ever on the main goal of ELSA, while opening our arms to accept and give.

Since ever ELSA Luxembourg followed a policy of international cooperation, while respecting equality and human dignity, through the years we hopefully could show our flexibility and our "openmindness" toward the network.

Despite the fact that ELSA Luxembourg had gone through difficult times, we never gave up, we searched for solutions, we focused on our goals, we created, we innovated, but we also learned, we got inspired and motivated. We implemented, we tried, we failed sometimes, but we earned a lot and won often.

"We took care of our tree and today we're able to pick the fruits of it"

In light of this statement, it is with profound respect that ELSA Luxembourg will request formal recognition as an full member with ELSA International at the 65rd International Council Meeting in Malta.

Report of the organizational structure of ELSA Luxembourg**1) The board of ELSA Luxembourg**

President:	Victor Ferreira
Secretary General:	Anne-Lise Vandevor
Treasurer:	Anne Metzler
VP AA:	Iga Mlynarczyk
VP S&C:	Déborah Bagoudou
VP Marketing:	Anais Orville

During an Extraordinary General Assembly the 12th October following directors were elected VP, Director AA and Director S&C. ELSA Luxembourg doesn't have a VP Moot court, since our main goal was to increase in stability and quality, we didn't focus on any national moot court event.

2) Membership and Funding

ELSA Luxembourg counts, as of February 2014, 150 members from all years and study courses of the law faculty of the University of Luxembourg (February 2013 – 80 members). Membership is open to all students regularly enrolled at the University of Luxembourg, as well as to students that are regularly enrolled in a university outside of Luxembourg, but domiciled in Luxembourg.

The ELSA Luxembourg is free and not subject to any membership fees.

During the transition we had some discussions with the former board about implementing membership fees, but through the months we worked on the increase the member amount, but also and mainly our partnerships, we noticed that keeping it free should be the right policy to follow.

2) Local groups

The University of Luxembourg is the only university in Luxembourg and has only one law faculty. Consequently, ELSA Luxembourg does not have any local groups, a situation which is unlikely to change in the foreseeable future.

3) Administration and communication

ELSA Luxembourg is incorporated as a non-profit association ("association sans but lucratif") under Luxembourgish law and duly registered at its Trade and Companies Register under the number F0008339.

ELSA Luxembourg has office facilities at the university, which also constitutes its registered offices. We have the university's full support wherever necessary and possible.

Board meetings are held on a weekly basis. The members are informed of the relevant decisions taken by mail and Facebook, as well as by our regularly published newsletter.

The official language of ELSA Luxembourg is French, but, due to the very multilingual nature of our country and university, English, German and Luxembourgish are regularly used as well.

Status of recognition of Luxembourg

ELSA Luxembourg is incorporated and has its center of activities in the Grand-Duchy of Luxembourg. The Grand-Duchy of Luxembourg is a sovereign state, founding member of the United Nations, founding member of the European Union and founding member of the NATO.

Luxembourg is currently the seat of numerous international institutions, most prominently the Court of Justice of the European Union, the Court of First Instance, the European Court of Auditors, several departments of the Commission of the European Union as well as the Court of Justice of the European Free Trade Association.

Exclusivity

The board hereby declares that ELSA Luxembourg is the only ELSA group in the Grand- Duchy of Luxembourg. No other associations in Luxembourg are a Member or Observer of ELSA, and no other group claims to be the luxembourgish chapter of ELSA.

ANNEXES

Annex 1 – Interim Accounts of ELSA International 2013/2014

The Interim Accounts of ELSA International 2013/2014 and Annexes can be seen and downloaded on the following links:

http://files.elsa.org/FM/Interim_Accounts1314.pdf

Due to the extensiveness of the document and to maintain correctness of labelling and form they are not included as text in these Working Materials.

Annex 2 – Interim Accounts of ELSA Development Foundation 2013/2014

The Interim Accounts of the ELSA Development Foundation for 2013/2014 can be seen as Annex 2 to the Consolidated Financial Statements and downloaded on the following link:

http://files.elsa.org/FM/Interim_Accounts1314.pdf

Due to the extensiveness of the document and to maintain correctness of labelling and form they are not included as text in these Working Materials.

Annex 3 – Final Accounts of ELSA International 2012/2013

The Final Accounts of ELSA International 2012/2013 and Annexes can be seen and downloaded on the following links:

http://files.elsa.org/FM/Final_Accounts_2012_2013/Final_Accounts_of_ELSA_2012-2013.pdf

http://files.elsa.org/FM/Final_Accounts_2012_2013/ANNEXES_to_Final_Accounts_of_ELSA_2012-2013.pdf

Due to the extensiveness of the document and to maintain correctness of labelling and form they are not included as text in these Working Materials.

Annex 4 – Final Accounts of ELSA Development Foundation 2012/2013

The Final Accounts of the ELSA Development Foundation for 2012/2013 can be seen as Annex 2 to the Consolidated Financial Statements and downloaded on the following link:

http://files.elsa.org/FM/Final_Accounts_2012_2013/ANNEXES_to_Final_Accounts_of_ELSA_2012-2013.pdf

Due to the extensiveness of the document and to maintain correctness of labelling and form they are not included as text in these Working Materials.

Annex 5 – Proposed Revision of Budget ELSA International 2013/2014

INCOME	Approved Opatija	Proposal Malta
Finance Income		
Bank Interest	300.00	300.00
Total Finance Income	300.00	300.00
General Income		
ELS Contribution	2,000.00	2,000.00
Grants	15,000.00	5,600.00
Income from Members		
Membership Fee	23,000.00	23,000.00
Observer Administration Fee	250.00	250.00
Total Income from Members	23,250.00	23,250.00
Marketing Income		
Online Advertisement Sales	19,000.00	19,000.00
Synergy Autumn Edition	14,000.00	11,000.00
Synergy Spring Edition	14,000.00	11,000.00
Total Marketing Income	47,000.00	41,000.00
Partnership Income	43,600.00	50,000.00
Uncategorized Income	600.00	600.00
Total General Income	131,450.00	122,450.00
Project Income		
Christmas Cocktail	700.00	850.00
EMCC Income		
EMCC FOR Participation Fee	16,000.00	16,000.00
EMCC Registration Fee	17,000.00	19,000.00
EMCC Sponsorship	15,000.00	15,600.00
Total EMCC Income	48,000.00	50,600.00
HRMCC Income		

HRMCC FOR Participation Fee	14,000.00	12,500.00
HRMCC Grant Income	15,000.00	15,000.00
Total HRMCC Income	29,000.00	27,500.00
Visits to the House Income	3,000.00	3,000.00
EYF Project Grant	15,000.00	15,000.00
Transition BBQ Income	1,500.00	1,500.00
Total Project Income	97,200.00	98,450.00
TOTAL INCOME	228,950.00	221,200.00
EXPENSES		
Financial Expenses		
Bank Charges	350.00	350.00
Interest Expense	800.00	300.00
Total Financial Expenses	1,150.00	650.00
General Expense		
Annual Report	500.00	500.00
Depreciation Expense	2,000.00	2,000.00
ELSA House		
Electricity	2,500.00	2,500.00
Heating	3,000.00	3,000.00
Insurance	400.00	400.00
Rent of House	29,400.00	29,400.00
Repairs	1,000.00	1,000.00
Water	1,000.00	1,000.00
Total ELSA House	37,300.00	37,300.00
Internal Audit	2,000.00	2,000.00
Internal Meetings		
Autumn ICM	2,700.00	2,700.00
Other Internal Meetings	2,000.00	2,000.00
Spring ICM	2,500.00	2,500.00

Total Internal Meetings	7,200.00	7,200.00
International Board Allowance	28,800.00	29,200.00
Marketing Expense		
General Marketing Expense	1,000.00	1,000.00
Synergy Autumn Edition	12,140.00	10,500.00
Synergy Spring Edition	12,140.00	11,500.00
Total Marketing Expense	25,280.00	23,000.00
Office and Communication		
Housing of Server	500.00	500.00
Internet	400.00	400.00
Office Supplies	1,750.00	1,750.00
Phone and Fax	700.00	700.00
Postage and Delivery	150.00	150.00
Upgrade of Office Facilities	1,500.00	1,500.00
Total Office and Communication	5,000.00	5,000.00
Previous Term Expenses	500.00	500.00
Representation	300.00	300.00
Statutes Amendments	0.00	0.00
Trainings	3,500.00	3,500.00
Travel Expenses		
Directors' Travel Expenses	2,000.00	2,000.00
Meetings with Externals	4,000.00	3,000.00
Meetings within the Network	4,000.00	4,000.00
Total Travel Expenses	10,000.00	9,000.00
Uncategorized Expenses	7,000.00	3,130.00
Total General Expense	129,380.00	122,630.00
Project Expense		
Christmas Cocktail (exp.)	700.00	700.00
EMCC		

EMCC Administration	4,000.00	4,000.00
EMCC FOR Administration	5,000.00	5,000.00
EMCC FOR Meals	19,000.00	19,000.00
EMCC FOR Panelists	5,000.00	5,000.00
EMCC FOR Transportation	2,000.00	3,000.00
EMCC Support for Rounds	9,000.00	9,000.00
EMCC Travels	4,000.00	5,000.00
Total EMCC	48,000.00	50,000.00
HRMCC Expenses		
HRMCC Accommodation	15,000.00	14,000.00
HRMCC Administration	4,000.00	4,000.00
HRMCC Meals	6,000.00	5,500.00
HRMCC Panelists	4,000.00	4,000.00
Total HRMCC Expenses	29,000.00	27,500.00
Visits to the House Expense	3,000.00	3,000.00
OYOP Weekend	500.00	500.00
Train the Trainers week	0.00	0.00
ITP Refreshment Weekend	1,000.00	0.00
Online Hate Speech Conference	15,000.00	15,000.00
Transition BBQ	1,200.00	1,200.00
Total Project Expense	98,400.00	97,900.00
TOTAL EXPENSE	228,930.00	221,180.00
Net Ordinary Income	20.00	20.00
Other Income/Expense		
Other Expense		
Currency change loss	20.00	20.00
Total Other Expense	20.00	20.00
Net Other Income	-20.00	- 20.00
PROFIT FOR THE YEAR	0.00	0.00

Annex 6 - Proposed Budget of ELSA International 2014/2015

INCOME	Approved Opatija	Proposal Malta
Finance Income		
Bank Interest	300.00	300.00
Total Finance Income	300.00	300.00
General Income		
ELS Contribution	2,000.00	2,000.00
Grants	15,000.00	0.00
Income from Members		
Membership Fee	23,000.00	23,000.00
Observer Administration Fee	250.00	200.00
Total Income from Members	23,250.00	23,200.00
Marketing Income		
Online Advertisement Sales	19,000.00	19,000.00
Synergy Autumn Edition	14,000.00	12,000.00
Synergy Spring Edition	14,000.00	12,000.00
Total Marketing Income	47,000.00	43,000.00
Partnership Income	43,600.00	50,000.00
Uncategorized Income	600.00	600.00
Total General Income	131,450.00	118,800.00
Project Income		
Christmas Cocktail	700.00	700.00
EMCC Income		
EMCC FOR Participation Fee	16,000.00	16,000.00
EMCC Registration Fee	17,000.00	19,000.00
EMCC Sponsorship	15,000.00	16,800.00
Total EMCC Income	48,000.00	51,800.00
HRMCC Income		
HRMCC FOR Participation Fee	14,000.00	14,000.00
HRMCC Grant Income	15,000.00	15,000.00
Total HRMCC Income	29,000.00	29,000.00
Visits to the House Income	3,000.00	3,000.00
EYF Project Grant	15,000.00	17,000.00
Transition BBQ Income	1,500.00	1,500.00
Total Project Income	97,200.00	103,000.00
TOTAL INCOME	228,950.00	222,100.00

EXPENSES		
Financial Expenses		
Bank Charges	350.00	350.00
Interest Expense	800.00	300.00
Total Financial Expenses	1,150.00	650.00
General Expense		
Annual Report	500.00	500.00
Depreciation Expense	2,000.00	2,000.00
ELSA House		
Electricity	2,500.00	2,500.00
Heating	3,000.00	3,000.00
Insurance	400.00	400.00
Rent of House	29,400.00	29,400.00
Repairs	1,000.00	1,000.00
Water	1,000.00	1,000.00
Total ELSA House	37,300.00	37,300.00
Internal Audit	2,000.00	1,500.00
Internal Meetings		
Autumn ICM	2,700.00	2,700.00
Other Internal Meetings	2,000.00	2,000.00
Spring ICM	2,500.00	2,500.00
Total Internal Meetings	7,200.00	7,200.00
International Board Allowance	28,800.00	32,400.00
Marketing Expense		
General Marketing Expense	1,000.00	500.00
Synergy Autumn Edition	12,140.00	11,000.00
Synergy Spring Edition	12,140.00	11,000.00
Total Marketing Expense	25,280.00	22,500.00
Office and Communication		
Housing of Server	500.00	500.00
Internet	400.00	400.00
Office Supplies	1,750.00	1,750.00
Phone and Fax	700.00	700.00
Postage and Delivery	150.00	150.00
Upgrade of Office Facilities	1,500.00	1,000.00
Total Office and Communication	5,000.00	4,500.00
Previous Term Expenses	500.00	500.00
Representation	300.00	300.00
Statutes Amendments	0.00	0.00

Trainings	3,500.00	2,500.00
Travel Expenses		
Directors' Travel Expenses	2,000.00	1,500.00
Meetings with Externals	4,000.00	3,000.00
Meetings within the Network	4,000.00	4,000.00
Total Travel Expenses	10,000.00	8,500.00
Uncategorized Expenses	7,000.00	1,830.00
Total General Expense	129,380.00	121,530.00
Project Expense		
Christmas Cocktail (exp.)	700.00	700.00
EMCC		
EMCC Administration	4,000.00	4,000.00
EMCC FOR Administration	5,000.00	5,000.00
EMCC FOR Meals	19,000.00	19,000.00
EMCC FOR Panelists	5,000.00	5,000.00
EMCC FOR Transportation	2,000.00	2,000.00
EMCC Support for Rounds	9,000.00	9,000.00
EMCC Travels	4,000.00	4,000.00
Total EMCC	48,000.00	48,000.00
HRMCC Expenses		
HRMCC Accommodation	15,000.00	15,000.00
HRMCC Administration	4,000.00	4,000.00
HRMCC Meals	6,000.00	5,500.00
HRMCC Panelists	4,000.00	4,000.00
Total HRMCC Expenses	29,000.00	28,500.00
Visits to the House Expense	3,000.00	3,000.00
OYOP Weekend	500.00	500.00
Train the Trainers week	0.00	1,000.00
ITP Refreshment Weekend	1,000.00	0.00
EYF Project	15,000.00	17,000.00
Transition BBQ	1,200.00	1,200.00
Total Project Expense	98,400.00	99,900.00
TOTAL EXPENSE	228,930.00	222,080.00
Net Ordinary Income	20.00	20.00
Other Income/Expense		
Other Expense		
Currency change loss	20.00	20.00
Total Other Expense	20.00	20.00

Net Other Income	-20.00	- 20.00
PROFIT FOR THE YEAR	0.00	0.00

Annex 7 – Debtors of ELSA International as of the 6th of February 2014

Type of debt	Date	Owned to	Open balance
ELSA Armenia*			
Opening Balance	01.08.2013	ELSA	27.00
Opening Balance EDF	01.08.2013	EDF	96.29
Total ELSA Armenia			123.29
ELSA Azerbaijan			
Overpayment	28.10.2013	ELSA	-6.57
Total ELSA Azerbaijan			-6.57
ELSA Bosnia and Herzegovina			
Membership Fee 2013/2014	12.07.2013	ELSA	194.07
Total ELSA Bosnia and Herzegovina			194.07
ELSA Bulgaria (payment agreement)			
Opening Balance EDF	01.08.2013	EDF	25.00
Opening Balance	01.08.2013	ELSA	1429.88
Total ELSA Bulgaria			1454.88
ELSA France (Payment Agreement)			
Opening Balance	01.08.2013	ELSA	3700.00
Total ELSA France			3700.00
ELSA Iceland			
Opening Balance	01.08.2013	ELSA	1281.40
EDF Contribution 2013/2014**	12.07.2013	ELSA	50.00
Total ELSA Iceland			1331.40
ELSA Kazakhstan			
Opening Balance EDF	01.08.2013	EDF	484.00
Opening Balance	01.08.2013	ELSA	1542.67
Observer Administration Fee 2013/2014	12.07.2013	ELSA	50.00
Total ELSA Kazakhstan			2076.67
ELSA Latvia (payment agreement)			
Opening Balance	01.08.2013	ELSA	1000.00
Total ELSA Latvia			1000.00
ELSA Lithuania			
Membership Fee 2013/2014	12.07.2013	ELSA	248.57
Total ELSA Lithuania			248.57
ELSA Montenegro			

Opening Balance	01.08.2013	ELSA	108.61
Membership Fee 2013/2014	12.07.2013	ELSA	70.17
Total ELSA Montenegro			178.78
ELSA Russia			
Opening Balance	01.08.2013	ELSA	2265.57
Observer Administration Fee 2013/2014	12.07.2013	ELSA	50.00
Total ELSA Russia			2315.57
ELSA Serbia (payment agreement)			
Opening Balance	01.08.2013	ELSA	599.59
Membership Fee 2013/2014	12.07.2013	ELSA	276.02
Total ELSA Serbia			875.61
ELSA Ukraine			
Membership Fee 2013/2014	12.07.2013	ELSA	-3.38
Total ELSA Ukraine			-3.38
TOTAL			13488.89

*ELSA Armenia is a former member of ELSA

*ELSA Russia is a former member of ELSA

Annex 8 – ELS Programme

All Alumni together under the Maltese sun this spring!

The ELSA Lawyers Society (ELS) invites all Alumni of ELSA to join the Alumni Meeting at the LXV International Council Meeting in Malta.

It's been a while since we all got together and it looks like the upcoming ICM in Malta is where this is going to be happening.

ELS is happy to invite all ELSA Alumni to participate in its programme. If you are looking to reunite with your old ELSA buddies join us in sunny Malta between the 19th and 23rd of March!

This is what we have planned for you:

Wednesday 19 March:

- 18:00 – 18:05 Presentation of Alumni Meeting Programme for ICM Malta at the Mid-plenary – by Anna Ziemnicka (President of ELS) and Lauro Fava (Alumni of ELSA Malta);
- 19:00 – 20:00 ELS together with International Board of ELSA meets ELSA members – open discussion about possibilities for cooperation between ELSA and ELS on local, national and international level – chaired by Natalia “Koska” Jankowska (Secretary General of ELS);
- 20:00 – 21:30 Dinner in the Hotel.

Thursday 20 March:

- 8:00 – 10:00 Breakfast;
- 12:30 – 14:00 Lunch in the Hotel;
- 19:00 – 20:00 Opening of Alumni Meeting at the LXV International Council Meeting in Malta - ELS welcome reception with a glass of wine for all Alumni and ELSA members at the "European Fair" – by Executive Committee of ELS and Lauro Fava;
- 20:30 – 23:00 Alumni dinner at 'Duo' Restaurant
(http://www.tripadvisor.com/Restaurant_Review-g608947-d1931542-Reviews-Duo_Restaurant_Bar-Qawra_Island_of_Malta.html)
The restaurant has excellent reviews. It is less than a minute's walk from the hotel and 10 minutes from the venue of the Vision Contest. We can enjoy a quiet (or loud) dinner and a few glasses of wine before heading to the party and leaving another mark in ICM history.
- 23:00 Party in the club with ELSA members (Vision Contest).

Friday 21 March:

- 08:00 – 10:00 Breakfast;
- Sightseeing for Alumni;
11:00 – 13:00 trip to the southern part of Malta;
13:30 – 14:30 Sightseeing in Valetta;
15:00 – 17:00 Reception hosted by the Maltese Chamber of Advocates (pending confirmation);

- 18:00 Return to the Hotel;
- 20:30 Gala Ball

Saturday 22 March:

- 8:00 – 10:00 Breakfast;
- 10:00 – 12:30 Free time;
- 13:00 – 13:10 ELS presentation at the Final Plenary;
- 13:30 – 15:00 Lunch in the Hotel with ELSA members;
- 15:30 – 17:30 ELS Conference;
- 17:30 – 20:00 Free time;
- 20:00 - 23:00 Sunset and dinner at Golden Bay, one of the nicest beaches in Malta. The restaurant is called ‘Munchies’ and it is literally on the beach;
- 23:00 Party in the Hotel with ELSA members.

Sunday 23 March:

- 8:30 – 10:00 Breakfast;
- 10:00 – Departure.

How to apply

Please fill in the application form for Alumni Meeting available at www.icm-malta.org and send it to bookings@icm-malta.org by Sunday 23 February 2014. Make sure you tick the box ‘Alumni Programme’ in your application form!

You can find more information about the ICM at www.icm-malta.org

Kindly please direct any queries you may have about Alumni Programme to secgen@elslawyer.org or laurofava@gmail.com

As the Romans used to say, “all roads lead to Malta”, so we hope to see you all in there in few weeks’ time! :)

Annex 9 – Draft International Council Meeting Host Agreement

INTERNATIONAL COUNCIL MEETING HOST AGREEMENT

regarding

“ICM_____”

between

The Organising Committee of the LXVIII International Council Meeting of ELSA
(Hereinafter the **OC**), represented by the Head of the OC

and

ELSA International
(Hereafter **EI**), acting by the members of the International Board
(Hereafter **IB**), represented by the Secretary General of ELSA International

Dates of the ICM

Article 1

- 1.1 The dates of the International Council Meeting (hereinafter the ICM) will be from ____ of _____ to ____ of _____ 2015.
- 1.2 EI authorizes the OC to host the ICM on the terms and conditions set out in this Agreement.

Venue and Logistics

Article 2

- 2.1 The venue of the ICM will be _____, _____.
- 2.2 The logistical requirements annexed to this agreement are to be ensured by the OC.
- 2.3 The logistics of the ICM must be assured 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.
- 3.5 The OC is not allowed to charge additional fees for accommodation, food or reception. However, a maximum special 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 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** Receive two members of the International Board for a Pre-visit in July of 2015
- 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 fees directly to the OC.

- 4.9 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.
- 4.10 Fulfilling the logistical requirements annexed to this agreement.
- 4.11 Arrange a sponsor’s fair in which also the Sponsors of ELSA International can participate.
- 4.12 Send regular reports to the IB on the organisation before the aforementioned event.
- 4.13 Submit financial report after the ICM upon request by the IB in accordance with art. 4.8 in the Standing Orders of ELSA.
- 4.14 Stay available and responding to requests from the IB within one week from receiving the request.
- 4.15 To provide receipts, upon request, to all the participants.
- 4.16 Provide ELSA International with a risk management plan, containing an analysis of likely risks, as well as mitigation strategies.

The plan should at least include:

- Number of qualified first aid and security personnel;
- A plan to encounter identified high and low impact risks.

The plan has to be provided to ELSA International the latest 4 months before the beginning of the International council Meeting and is subject to continuous updates until the beginning of the International Council Meeting.

Responsibilities of EI

Article 5

EI shall be responsible for:

- 5.1 Appointing one person to be responsible for the communication and report to the OC before as well as during and after the ICM.
- 5.2 Supporting the OC in fundraising by providing contacts as well as help in drafting proposals if requested by the OC. The IB shall also as far as considered appropriate present the ICM to external contacts of ELSA International.
- 5.3 Advising the OC in budgeting and accounting if requested.

- 5.4 Sending statutory invitations to the Member and Observer Groups.
- 5.5 Preparing the Working Materials and the plan for the Workshops and Plenary sessions of the ICM.
- 5.6 Ensuring the well-functioning of the Workshops during the ICM and make sure that the Internal Regulations are followed as well as that the Meeting is minuted properly.
- 5.7 Keeping the OC regularly updated about scheduled meetings as well as additional requirements that might be needed. EI shall cover the costs of such additional requirements that are not mentioned in Annex I of this ICM Host Agreement Requirements.
- 5.8 Keeping the OC updated about external guests as well as any specific arrangements that have to be made for these guests. EI shall cover all costs of specific arrangements, except the accommodation for the speakers
- 5.9 Staying available and 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, 4.10 and 4.12.
- 6.4 Should the OC fail to fulfil any other responsibilities the IB shall inform the OC by e-mail or letter followed by a phone call, stating the responsibility which is not being fulfilled. The OC shall send the IB a plan for how they will improve the situation within five days from the phone call was received.

Should the OC not send such report or the report should not include a satisfactory action plan the IB may discharge the OC. The IB may also discharge the OC in case such plan is not followed by the OC.

From the time when the IB has correctly informed the OC of the occurred problems the IB may also take necessary measures to remedy the damage. Any costs incurred by such remedies shall be split between the IB and the OC.

_____, ____ of March 2014

Emil Nyquist
Secretary General
ELSA International

Head of OC
ELSA _____

Annex I to the ICM Host Agreement for the LXVIII 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 8 IB members + Chair + Vice-Chair - with appropriate name placards/place names;
- 1 table for Plenary secretaries (persons);
- 1 video projector to be used for PowerPoint presentations and/or Video presentations (compatible with Windows Vista/Windows 7/Mac operating system);
- 1 additional computer, attached to beamer projector, to be used for PowerPoint presentations (compatible with MS Office 2007 and Windows 7);
- 1 ELSA _____ banner, depicting the ELSA logo. If you wish, you may also write the name, number and date of the Council Meeting;
- 1 video player and CD player, connected to sound system;
- 1 sound system, which should include two fixed microphones on the head table, and a number of cordless microphones circulating amongst the floor
- 1 presence card and 3 voting cards for all Members of ELSA and 1 presence card for every Observer of ELSA. Presence cards need to in one colour and voting cards in a different colour. The size of one card shall be A5. (Template will be provided by ELSA International prior to the ICM)

Note: Please bear in mind that ELSA International is obliged to hang banners and posters of its sponsors in the Plenary Hall. Please check with the IB beforehand on this point, and also check with the IB before hanging up sponsor banners of your own. Bear in mind the Fundraising Regulations when contacting sponsors of your own.

Workshops

- 7 rooms seating all participants around 35-50 people;
- 2 or 3 larger rooms to accommodate joint workshops composed of one, two or even three areas.

WS room should be equipped with:

- Enough tables to accommodate all workshop participants
- 1 flip-chart, flip-chart paper and markers
- Beamer for presentations
- Disposable cups
- Refreshments

Additional equipment

- 2 spare flipcharts on self-supporting stands (for externals)
- 1 printer
- Sufficient printing paper (for 1000 prints)
- Internet access

Note: It is also useful to have a number of spare flipcharts on self-supporting stands. These will almost certainly be used by externals that will come to give training sessions, and will probably prepare their charts beforehand. The stands will therefore be carried around from one workshop room to another.

IB Room

The IB room should be accessible three days before the ICM for the IB to use during preparations.

- 1 printer,
- Sufficient printing paper (for 1000 prints)
- 1 conference-table with possibility to accommodate the IB and NB's during meetings (i.e. approximately 14-18 people)
- 1 flip-chart on stand + coloured markers
- 1 telephone line, with possibility to make international calls
- Internet access.

VERY IMPORTANT NOTE:

Please ensure that all computers are virus-free and are equipped with updated virus protection, and that in case of emergency, virus protection may be reinstalled on location.

Annex 10 – Draft International Presidents’ Meeting Host Agreement

INTERNATIONAL PRESIDENTS’ MEETING HOST AGREEMENT

regarding

“IPM_____”

between

The Organising Committee of the L International Presidents’ Meeting of ELSA
(Hereinafter the OC), represented by the Head of the OC

and

ELSA International
(Hereafter EI), acting by the members of the International Board
(Hereafter IB), represented by the Secretary General of ELSA International

Dates of the IPM**Article 1**

1.1 The dates of the International Presidents' Meeting (hereinafter the IPM) will be from the ____ to the ____ of _____ 2015.

1.2 EI authorizes the OC to host the IPM on the terms and conditions set out in this Agreement.

Venue and Logistics**Article 2**

2.1 The venue of the IPM will be _____, _____.

2.2 The logistical requirements annexed to this agreement are to be ensured by the OC.

2.3 The logistics of the IPM must be assured 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.

3.4 The OC shall cover all expenses for the President of EI and one extra IB member in connection to IPM, except for travel expenses. The accommodation and meals costs of the President and the extra IB member covered by the OC include the days of the IPM and maximum 3 extra nights per each one of them.

3.5 The OC shall cover all special fees of the President of EI and one extra IB member.

Responsibilities of the OC

Article 4

The OC shall act in the utmost good faith in the organisation and management of the IPM on behalf of EI, and shall in particular be responsible for:

- 4.1 Appointing one person to be responsible for the communication and report to the IB before as well as during and after the IPM.
- 4.2 Informing the IB about the members of the OC and their responsibilities in the OC.
- 4.3 Fundraising for the IPM in order to have a sufficient financial basis for the event.
- 4.4 Providing all necessary information to the Network about the application procedure and practical information including general promotion of the event.
- 4.5 Ensuring that invitations and other necessary documents are provided for participants in need of visa.
- 4.6 Providing adequate reception upon arrival of the participants and external guests.
- 4.7 Providing accommodation, food and social programme for the participants as well as external guests. The guests shall be liable for the fees directly to the OC.
- 4.8 The OC is not allowed to charge additional fees for accommodation, food or reception. However, a maximum special 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.
- 4.9 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 Send regular reports to the IB on the organisation before the aforementioned event.
- 4.11 Submit financial report after the IPM upon request by the IB in accordance with art. 4.8 in the Standing Orders of ELSA.
- 4.12 Stay available and responding to requests from the IB within one week from receiving of the request.
- 4.13 To provide receipts, upon request, to all the participants.

- 4.14** To take into account the risk management when planning the International Presidents' Meeting.

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 4.11.
- 6.3** Should the OC fail to fulfil any other responsibilities the IB shall inform the OC by e-mail or letter followed by a phone call, stating the responsibility which is not being fulfilled. The OC shall send the IB a plan for how they will improve the situation within three days from the phone call was received.

Should the OC not send such report or should the report not include a satisfactory action plan the IB may discharge the OC. The IB may also discharge the OC in case such plan is not followed by the OC.

From the time when the IB has correctly informed the OC of the occurred problems the IB may also take necessary measures to remedy the damage. Any costs incurred by such remedies shall be split between the IB and the OC.

_____, ____ of March 2014

Emil Nyquist
Secretary General
ELSA International

Head of OC
ELSA_____

Annex I to the IPM Host Agreement for the L International Presidents' Meeting**List of Logistical Requirements for International Presidents' Meeting****Workshops**

- 1 room seating all participants around 35-50 people;
- 1 ELSA _____ banner, depicting the ELSA logo. If you wish, you may also write the name, number and date of the Presidents' Meeting

WS room should be equipped with:

- enough tables to accommodate all workshop participants;
- 1 flip-chart, flip-chart paper and markers;
- Beamer for presentations;
- Disposable cups;
- Refreshments

Additional equipment

- 1 spare flipcharts on self-supporting stands (for externals);
- 1 printer;
- Sufficient printing paper and ink;
- Internet access.

Annex 11 – Letter of Authorisation for LXV ICM**LETTER OF AUTHORISATION**

National Board of: _____

Address: _____

Tel: _____

Email: _____

Number of Local Groups: _____

(Please write their name on the back of the page clearly with CAPITAL letters)

The following delegates from ELSA _____ are hereby authorised to vote and speak on behalf of their National Group at the LXV International Council Meeting in Qawra, Malta between 16th and 23rd of March 2014.

1. _____
(*voting delegate name*)

4. _____
(*name*)

2. _____
(*voting delegate name*)

5. _____
(*name*)

3. _____
(*voting delegate name*)

6. _____
(*name*)

7. _____
(*name*)

On behalf of ELSA _____

Name of the National Board Member:	Name of the National Board Member:
Position:	Position:
Signature:	Signature: