

LXXIII International Council Meeting

WORKING MATERIALS

Lviv, Ukraine
15th April - 22nd April 2018



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GENERAL INFORMATION

FOREWORD

Dear All,

Swiftest days, as they flew, brought me here where I am writing my yet another but already the last Foreword. I did struggle quite a bit writing my first one as I cared for it to have a meaning both to you and me. Nevertheless, I choose to treat the very last letter as a way of saying “good luck for the rest of the term” to all of you instead of a “goodbye”. This is not the end but only the beginning of the end!

The International Council Meeting in Lviv is only twenty one days away and you all will hopefully have the time and desire to read all 320 pages of these Working Materials before the Opening Plenary starts. Yes, your SecGen went a little too far but trust me - this is the beauty of the ICM. There are twenty one days before we start discussing and deciding on the changes that will take our beloved Association further beyond. Humans tend to take the given for granted and I sincerely hope that we won't do the same this time. Twenty one days before it all starts and only twenty eight before it all ends.

Ultimately, I would like to say that I am grateful. I am grateful for this adventure of almost six years in and with ELSA, for this very last year that I will remember until the very end of my life, for all the amazing people I have met along the way and most importantly, for all of you who made this year as unique as it could only have gone. Once again - this is not the end but only the beginning of the end, as it continues to be a lifetime adventure for Anastasia, Elena, Krzysztof, Kerli, Michelle, Deniz, Aneta and myself.

This ICM will be another milestone for all of us...

So, BEE reAAdy to MaKe This STEP SpeCial and Financially Manageable because IM!

Yours always,



Narmin “Nana” Aliyeva
Secretary General
ELSA International

TABLE OF CONTENTS

GENERAL INFORMATION	2
FOREWORD	2
TABLE OF CONTENTS.....	3
THE INTERNATIONAL COUNCIL MEETING GUIDE.....	14
OBLIGATIONS OF THE NATIONAL GROUPS.....	17
REMINDERS.....	19
General Reminder	19
Deadlines for Nominations	20
Call for the International Board of ELSA 2018/2019.....	21
What is the role of the International Board of ELSA?.....	22
Call for Internal Auditors and Internal Vice Auditor of ELSA International 2018/2019	25
What is the role of the Internal Auditor of ELSA International?.....	26
Nomination and Election of Council Guests for ICM Opatija Autumn 2018.....	28
Memento.....	29
DRAFT TIMETABLES AND AGENDAS.....	33
ICM TIMETABLE	33
General Timetable.....	33
DRAFT PLENARY AGENDA	34
Opening Plenary: Sunday 15 th April 2018.....	34
Mid Plenary: Wednesday 18 th April 2018.....	36
Final Plenary: Saturday 21 st April 2018	39
BOARD MANAGEMENT, EXTERNAL RELATIONS AND EXPANSION WORKSHOP	42
Timetable	42
Preparations and Reminders for the BEE Workshop	43
Draft Agenda	44
Sunday, 15th April 2018 (17:00 – 18:30)	44
Monday, 16th April 2018 (10:00 – 19:00).....	44
Tuesday, 17th April 2018 (10:00 – 19:00).....	46
Friday, 20th April 2018 (10:00 – 19:00).....	47

INTERNAL MANAGEMENT WORKSHOP	50
Timetable	50
Preparations and Reminders for the Internal Management Workshop	51
Draft Agenda	52
Sunday, 15th April 2018 (17:00 – 18:30)	52
Monday, 16th April 2018 (10:00 – 19:00).....	52
Tuesday, 17th April 2018 (10:00 – 19:00)	54
Friday, 20th April 2018 (10:00 – 19:00).....	56
FINANCIAL MANAGEMENT WORKSHOP	59
Timetable	59
Preparations and Reminders for the Financial Management Workshop	60
Draft Agenda	61
Sunday, 15th April 2018 (17:00 – 18:30)	61
Monday, 16th April 2018 (10:00 – 19:00).....	61
Tuesday, 17th April 2018 (10:00 – 19:00)	63
Friday, 20th April 2018 (10:00 – 19:00).....	64
MARKETING WORKSHOP	67
Timetable	67
Preparations and Reminders for the Marketing Workshop	68
Draft Agenda	69
Sunday, 15th April 2018 (17:00 – 18:30)	69
Monday, 16th April 2018 (10:00 – 19:00).....	69
Tuesday, 17th April 2018 (10:00 – 19:00)	71
Friday, 20th April 2018 (10:00 – 19:00).....	72
ACADEMIC ACTIVITIES WORKSHOP	74
Timetable	74
Preparations and Reminders for the Academic Activities Workshop	75
Draft Agenda	76
Sunday, 15th April 2018 (17:00 – 18:30)	76
Monday, 16th April 2018 (10:00 – 19:00).....	76
Tuesday, 17th April 2018 (10:00 – 13:00)	78

Friday, 20th April 2018 (10:00 – 19:00)	79
SEMINARS AND CONFERENCES WORKSHOP	82
Timetable.....	82
Preparations and Reminders for the Seminars and Conferences Workshop.....	83
Draft Agenda.....	84
Sunday, 15th April 2018 (17:00 – 18:30)	84
Monday, 16th April 2018 (10:00 – 19:00)	84
Tuesday, 17th April 2018 (10:00 – 19:00)	86
Friday, 20th April 2018 (10:00 – 19:00)	88
STUDENT TRAINEE EXCHANGE PROGRAMME WORKSHOP	91
Timetable.....	91
Preparations and Reminders for the STEP Workshop.....	92
Draft Agenda.....	93
Sunday, 15th April 2018 (17:00 – 18:30)	93
Monday, 16th April 2018 (10:00 – 19:00)	93
Tuesday, 17th April 2018 (10:00 – 19:00)	95
Friday, 20th April 2018 (10:00 – 19:00)	95
OPEN WORKSHOP	98
Draft Agenda.....	98
OPEN TRAINING	99
Draft Agenda.....	99
ACTIVITY REPORTS	101
INTERNATIONAL BOARD 2017/2018	101
Anastasia Kalinina President of ELSA International 2017/2018.....	101
Narmin “Nana,, Aliyeva Secretary General of ELSA International 2017/2018.....	104
Elena Maglio Treasurer of ELSA International 2017/2018.....	106
Krzysztof Rumpel Vice President for Marketing of ELSA International 2017/2018.....	108
Kerli Kalk Vice President for Academic Activities of ELSA International 2017/2018...	109
Michelle Goossens Vice President for ELSA Moot Court Competitions of ELSA International 2017/2018.....	112
Deniz Hatemi Vice President for Seminars & Conferences of ELSA International 2017/2018.....	113

Aneta Korcová Vice President for Student Trainee Exchange Programme of ELSA International 2017/2018	116
International Internal Area Meeting Reports	118
International Presidents' Meeting Malta – BEE Chair Report Jan Kopec.....	118
PROPOSALS	120
THE INTERNATIONAL BOARD	120
Statutes of ELSA.....	120
Statutes amendment concerning “The International Board” part.....	120
International Council Meeting Decision Book of ELSA	121
No 1: International Council Meeting Decision Book amendment concerning Strategic Goals 2018 of the ELSA in General part.....	121
No 2: International Council Meeting Decision Book amendment concerning Human Rights of the ELSA in General part	127
No 3: International Council Meeting Decision Book amendment concerning Human Rights of the ELSA in General part	128
No 4: International Council Meeting Decision Book amendment concerning International Focus Programme of the ELSA in General part.....	129
No 5: International Council Meeting Decision Book amendment concerning International Focus Programme of the ELSA in General part.....	130
No 6: International Council Meeting Decision Book amendment concerning International Focus Programme of the ELSA in General part.....	132
No 7: International Council Meeting Decision Book amendment concerning International Focus Programme of the ELSA in General part.....	133
No 8: International Council Meeting Decision Book amendment concerning International Focus Programme of the ELSA in General part.....	134
No 9: International Council Meeting Decision Book amendment concerning International Focus Programme of the ELSA in General part.....	135
No 10: International Council Meeting Decision Book amendment concerning Board Management of the BEE part	138
No 11: International Council Meeting Decision Book amendment concerning Board Management of the BEE part	139
No 12: International Council Meeting Decision Book amendment concerning Board Management of the BEE part	140
No 13: International Council Meeting Decision Book amendment concerning Board Management of the BEE part	141

TABLE OF CONTENTS

No 14: International Council Meeting Decision Book amendment concerning Board Management and The Annual Report of the BEE part.....	142
No 15: International Council Meeting Decision Book amendment concerning Presidents' Duties in Strategic Planning of the BEE part.....	144
No 16: International Council Meeting Decision Book amendment concerning Expansion of the BEE part.....	145
No 17: International Council Meeting Decision Book amendment concerning Expansion of the BEE part.....	146
No 18: International Council Meeting Decision Book amendment concerning the IM part	147
No 19: International Council Meeting Decision Book amendment concerning Quality Management of the IM part	148
No 20: International Council Meeting Decision Book amendment concerning Quality Management of the IM part	149
No 21: International Council Meeting Decision Book amendment concerning Quality Management of the IM part	150
No 22: International Council Meeting Decision Book amendment concerning Quality Management and Internal Affairs of the IM part.....	152
No 23: International Council Meeting Decision Book amendment concerning Quality Management of the IM part	154
No 24: International Council Meeting Decision Book amendment concerning the Internal Affairs of the IM part	155
No 25: International Council Meeting Decision Book amendment concerning International Council Meetings of the IM part	156
No 26: International Council Meeting Decision Book amendment concerning International Council Meetings of the IM part	157
No 27: International Council Meeting Decision Book amendment concerning International Council Meetings of the IM part	158
No 28: International Council Meeting Decision Book amendment concerning International Council Meetings of the IM part	159
No 29: International Council Meeting Decision Book amendment concerning International Council Meetings of the IM part	162
No 30: International Council Meeting Decision Book amendment concerning International Council Meetings of the IM part	163
No 31: International Council Meeting Decision Book amendment concerning International Council Meetings of the IM part	165

No 32: International Council Meeting Decision Book amendment concerning International Council Meetings of the IM part	166
No 33: International Council Meeting Decision Book amendment concerning International Area Meetings of the IM part.....	167
No 34: International Council Meeting Decision Book amendment concerning International Area Meetings of the IM part.....	169
No 35: International Council Meeting Decision Book amendment concerning International Area Meetings of the IM part.....	170
No 36: International Council Meeting Decision Book amendment concerning International Area Meetings of the IM part.....	172
No 37: International Council Meeting Decision Book amendment concerning International Area Meetings of the IM part.....	173
No 38: International Council Meeting Decision Book amendment concerning International Area Meetings of the IM part.....	174
No 39: International Council Meeting Decision Book amendment concerning International Area Meetings of the IM part.....	175
No 40: International Council Meeting Decision Book amendment concerning International Area Meetings of the IM part.....	177
No 41: International Council Meeting Decision Book amendment concerning International Area Meetings of the IM part.....	178
No 42: International Council Meeting Decision Book amendment concerning Human Resources of the IM part	179
No 43: International Council Meeting Decision Book amendment concerning Training of the IM part.....	181
No 44: International Council Meeting Decision Book amendment concerning Training of the IM part.....	182
No 45: International Council Meeting Decision Book amendment concerning the Information Technology of the IM part.....	183
No 46: International Council Meeting Decision Book amendment concerning the Information Technology of the IM part.....	184
No 47: International Council Meeting Decision Book amendment concerning Agreement between ELSA Greece and ELSA Republic of Macedonia of the IM part	185
No 48: International Council Meeting Decision Book amendment concerning Damages caused to ELSA of the FM part.....	187
No 49: International Council Meeting Decision Book amendment concerning Damages caused to ELSA of the FM part.....	188

TABLE OF CONTENTS

No 50: International Council Meeting Decision Book amendment concerning Event Fees of the FM part	190
No 51: International Council Meeting Decision Book amendment concerning Payment Agreements of the FM part	191
No 52: International Council Meeting Decision Book amendment concerning the ELSA Development Foundation of the FM part.....	192
No 53: International Council Meeting Decision Book amendment concerning the ELSA Development Foundation of the FM part.....	193
No 54: International Council Meeting Decision Book amendment concerning the ELSA Development Foundation of the FM part.....	194
No 55: International Council Meeting Decision Book amendment concerning the ELSA Development Foundation of the FM part.....	195
No 56: International Council Meeting Decision Book amendment concerning the ELSA Development Foundation of the FM part.....	196
No 57: International Council Meeting Decision Book amendment concerning the ELSA Development Foundation of the FM part.....	197
No 58: International Council Meeting Decision Book amendment concerning the ELSA Development Foundation of the FM part.....	199
No 59: International Council Meeting Decision Book amendment concerning the ELSA Development Foundation of the FM part.....	201
No 60: International Council Meeting Decision Book amendment concerning the ELSA Development Foundation of the FM part.....	203
No 61: International Council Meeting Decision Book amendment concerning the ELSA Development Foundation of the FM part.....	204
No 62: International Council Meeting Decision Book amendment concerning the ELSA Development Foundation of the FM part.....	205
No 63: International Council Meeting Decision Book amendment concerning the ELSA Development Foundation of the FM part.....	207
No 64: International Council Meeting Decision Book amendment concerning the ELSA Development Foundation of the FM part.....	209
No 65: International Council Meeting Decision Book amendment concerning the ELSA Development Foundation of the FM part.....	210
No 66: International Council Meeting Decision Book amendment concerning the ELSA Development Foundation of the FM part.....	211
No 67: International Council Meeting Decision Book amendment concerning the ELSA Development Foundation of the FM part.....	213

TABLE OF CONTENTS

No 68: International Council Meeting Decision Book amendment concerning the ELSA Development Foundation of the FM part.....	214
No 69: International Council Meeting Decision Book amendment concerning the ELSA Development Foundation of the FM part.....	215
No 70: International Council Meeting Decision Book amendment concerning the ELSA Development Foundation of the FM part.....	216
No 71: International Council Meeting Decision Book amendment concerning the ELSA Development Foundation of the FM part.....	217
No 72: International Council Meeting Decision Book amendment concerning the ELSA Development Foundation of the FM part.....	218
No 73: International Council Meeting Decision Book amendment concerning Financial Strategy 2016-2019 of the FM part.....	221
No 74: International Council Meeting Decision Book amendment concerning the Marketing part.....	226
No 75: International Council Meeting Decision Book amendment concerning Uniformity of the Marketing part.....	227
No 76: International Council Meeting Decision Book amendment concerning Uniformity of the Marketing part.....	229
No 77: International Council Meeting Decision Book amendment concerning Uniformity of the Marketing part.....	230
No 78: International Council Meeting Decision Book amendment concerning Communication of the Marketing part.....	231
No 79: International Council Meeting Decision Book amendment concerning Uniformity of the Marketing part.....	232
No 80: International Council Meeting Decision Book amendment concerning Synergy of the Marketing part.....	233
No 81: International Council Meeting Decision Book amendment concerning Synergy of the Marketing part.....	234
No 82: International Council Meeting Decision Book amendment concerning the Marketing part.....	235
No 83: International Council Meeting Decision Book amendment the AA part.....	237
No 84: International Council Meeting Decision Book amendment concerning General Policies in AA of the AA part.....	238
No 85: International Council Meeting Decision Book amendment concerning General Responsibilities in AA of the AA part.....	239

TABLE OF CONTENTS

No 86: International Council Meeting Decision Book amendment concerning General Responsibilities in AA of the AA part	241
No 87: International Council Meeting Decision Book amendment concerning Policies concerning AA projects of the AA part.....	243
No 88: International Council Meeting Decision Book amendment concerning Policies concerning AA projects of the AA part.....	244
No 89: International Council Meeting Decision Book amendment concerning Policies concerning AA projects of the AA part.....	245
No 90: International Council Meeting Decision Book amendment concerning Policies concerning AA projects of the AA part.....	248
No 91: International Council Meeting Decision Book amendment concerning General Policies in AA of the AA part	249
No 92: International Council Meeting Decision Book amendment concerning Policies concerning Moot Court Competitions of the AA part.....	250
No 93: International Council Meeting Decision Book amendment concerning Policies concerning Moot Court Competitions and General Responsibilities in AA of the AA part	251
No 94: International Council Meeting Decision Book proposal concerning the S&C part	253
No 95: International Council Meeting Decision Book proposal concerning S&C Policies, Minimum Quality Standards and Responsibilities of the S&C part	254
No 96: International Council Meeting Decision Book proposal concerning S&C Policies, Minimum Quality Standards and Responsibilities of the S&C part	255
No 97: International Council Meeting Decision Book proposal concerning S&C Policies, Minimum Quality Standards and Responsibilities of the S&C part	256
No 98: International Council Meeting Decision Book proposal concerning Quality Standards for S&C Events of the S&C part.....	257
No 99: International Council Meeting Decision Book proposal concerning Quality Standards for S&C Events of the S&C part.....	258
No 100: International Council Meeting Decision Book proposal concerning S&C Policies, Minimum Quality Standards and Responsibilities of the S&C part	262
No 101: International Council Meeting Decision Book proposal concerning S&C Policies, Minimum Quality Standards and Responsibilities of the S&C part	265
No 102: International Council Meeting Decision Book proposal concerning S&C Policies, Minimum Quality Standards and Responsibilities of the S&C part	270
No 103: International Council Meeting Decision Book proposal concerning S&C Policies, Minimum Quality Standards and Responsibilities of the S&C part	272

TABLE OF CONTENTS

No 104: International Council Meeting Decision Book proposal concerning S&C Policies, Minimum Quality Standards and Responsibilities of the S&C part	273
No 105: International Council Meeting Decision Book proposal concerning S&C Policies, Minimum Quality Standards and Responsibilities of the S&C part	274
No 106: International Council Meeting Decision Book proposal concerning S&C Policies, Minimum Quality Standards and Responsibilities of the S&C part	276
No 107: International Council Meeting Decision Book proposal concerning S&C Policies, Minimum Quality Standards and Responsibilities of the S&C part	277
No 108: International Council Meeting Decision Book proposal concerning S&C Policies, Minimum Quality Standards and Responsibilities of the S&C part	279
No 109: International Council Meeting Decision Book proposal concerning S&C Policies, Minimum Quality Standards and Responsibilities of the S&C part	283
No 110: International Council Meeting Decision Book amendment concerning the Definition of the STEP part	286
No 111: International Council Meeting Decision Book amendment concerning STEP Procedure of the STEP part	287
No 112: International Council Meeting Decision Book amendment concerning STEP Procedure of the STEP part	288
No 113: International Council Meeting Decision Book amendment concerning STEP Procedure of the STEP part	289
No 114: International Council Meeting Decision Book amendment concerning STEP Procedure and STEP Responsibilities of the STEP part	291
No 115: International Council Meeting Decision Book amendment concerning STEP Procedure of the STEP part	293
No 116: International Council Meeting Decision Book amendment concerning STEP Responsibilities of the STEP part	294
No 117: International Council Meeting Decision Book amendment concerning STEP Responsibilities of the STEP part	296
No 118: International Council Meeting Decision Book amendment concerning STEP Responsibilities of the STEP part	298
No 119: International Council Meeting Decision Book amendment concerning Penalty System of the STEP part	299
No 120: International Council Meeting Decision Book amendment concerning Penalty System of the STEP part	300
NATIONAL GROUPS	301

TABLE OF CONTENTS

No 121: International Council Meeting Decision Book amendment concerning Responsibilities of ELSA International of the IM part	301
No 122: International Council Meeting Decision Book amendment concerning Remuneration of the FM part	303
No 123: Statutes and Standing Orders amendment concerning The International Board part	304
No 124: International Council Meeting Decision Book amendment concerning External Relations of the BEE part.....	305
No 125: International Council Meeting Decision Book amendment concerning Internal Affairs of the IM part	306
No 126: International Council Meeting Decision Book amendment concerning International Area Meetings of the IM part.....	307
INPUT PAPERS.....	308
NATIONAL GROUPS.....	308
Input Paper on the Calculation Method of the List of Favoured Countries.....	308
Input Paper on the concept of Participation Fees vs. Accountability vs. Network Participation, in terms of International Meetings within the Network.....	311
APPLICATIONS	313
MEMBERSHIP APPLICATION OF ELSA RUSSIA.....	313
ICM HOST APPLICATION AUTUMN 2019 – ELSA BUCHAREST	314
ANNEXES.....	315
ANNEX 1 – INTERIM ACCOUNTS OF ELSA INTERNATIONAL 2017/2018 AND INTERIM ACCOUNTS OF EDF 2017/2018	315
ANNEX 2 – INTERNAL AUDITORS’ REPORT ON THE INTERIM ACCOUNTS OF ELSA INTERNATIONAL 2016/2017 AND INTERNAL AUDITORS’ REPORT ON THE INTERIM ACCOUNTS OF EDF 2017/2018	316
ANNEX 3 – PROPOSED REVISION OF THE BUDGET OF ELSA INTERNATIONAL 2017/2018	317
ANNEX 4 – PROPOSED BUDGET OF ELSA INTERNATIONAL 2018/2019	318
ANNEX 5 – LETTER OF AUTHORISATION	319
ANNEX 6 – PROXY.....	320

THE INTERNATIONAL COUNCIL MEETING GUIDE

What is an International Council Meeting?

The International Council Meeting is one of the four types of international internal meetings of ELSA and one of the two statutory meetings of the association.

It brings together officers of all areas from the whole ELSA Network. It consists of both plenary and workshop sessions. The main aims of this meeting are:

- a. to provide an opportunity for all officers to meet, to get informed about the latest updates in their respective areas and to exchange ideas, and
- b. to summon the Council, which discusses issues concerning the administration and the further development of the association.

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

The International Council Meeting is held on a biannual basis, once in spring and once in autumn.

What is a Workshop?

Workshops provide an introduction to or a review of topics of interest. They offer space for interaction, discussion and exchange of information, while the participants explore different subjects and develop their soft skills.

In each ICM, there are seven Workshops; one for each area of activity. Each Workshop is conducted by the respective 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): conducted by the President of the International Board and attended by National Presidents and other BEE officers of the ELSA Network.

Internal Management (IM): conducted by the Secretary General of the International Board and attended by National Secretaries General and other IM officers of the ELSA Network.

Financial Management (FM): conducted by the Treasurer of the International Board and attended by National Treasurers and other FM officers of the ELSA Network.

Marketing (MKT): conducted by the Vice President for Marketing of the International Board and attended by National Vice Presidents for Marketing and other Marketing officers of the ELSA Network.

Academic Activities (AA): conducted by the Vice President for Academic Activities and the Vice President for ELSA Moot Court Competitions of the International Board and attended by National Vice Presidents for Academic Activities, National Vice Presidents for Moot Court Competitions and other AA and MCC officers of the ELSA Network.

Seminars and Conferences (S&C): conducted by the Vice President for Seminars and Conferences of the International Board and attended by National Vice Presidents for Seminars and Conferences and other S&C officers of the ELSA Network.

Student Trainee Exchange Programme (STEP): conducted by the Vice President for Student Trainee Exchange Programme of the International Board and attended by National Vice Presidents for Student Trainee Exchange Programme and other STEP officers of the ELSA Network.

What is a Joint Workshop?

A Joint Workshop sets on the table a topic that is worth being discussed by the officers of more than one area.

What is a Workshop Officer?

There are at least four Workshop Officers in the ICM: the *Chair*, the *Vice Chair* and two *Secretaries*. If necessary, more Secretaries can be appointed.

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

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

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

During the Opening Workshop of each respective area, which will be held on Sunday, the Officers of the Workshop will be elected, and they will attend a training provided by ELSA International right after the end of the opening session in order to receive the detailed guidelines of their task. If you are interested in becoming a Workshop Officer, please contact the respective member of the International Board, as soon as possible, in order to volunteer.

What is a Council Meeting Officer?

There are nine to fifteen Council Meeting Officers supporting the Council proceedings during each ICM: the *Chair*, the *Vice Chair*, two to four *Secretaries*, two to six *Tellers*, and three members of the *Nominations Committee*. The Council Meeting Officers ensure that some of the most important tasks regarding the plenary sessions of an ICM are carried out properly.

The role of the Chair of the Plenary is to ensure that the Council Meeting agenda is respected and adhered to, to supervise and assist the other Council Meeting Officers, to invite people to address the Council, to decide when to put proposals to a vote, to supervise the voting procedure, to announce the result of the voting procedure, to supervise the election procedure, to bring the meeting to order and to resolve any question concerning the Council Meeting proceedings.

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

The role of each Secretary is to keep the minutes of the plenary sessions. The Secretaries are responsible to the Secretary General of the International Board and should always refer to her in case of difficulty.

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

The role of each member of the Nominations Committee is to receive nominations for all the elections and to announce them to the Council. Therefore, it is recommended that the Nominations Committee is comprised of well-known individuals in the ELSA Network so that it is easier for people to find and approach them.

OBLIGATIONS OF THE NATIONAL GROUPS**Important Information!**

In accordance with article 11.5 of the Statutes of ELSA, the voting rights of a Member National Group are suspended during an ICM, if the National Group:

- a. has not entirely fulfilled its **financial obligations** towards ELSA, or
- b. has not submitted the **State of the Network Inquiry** (SotN Inquiry) to the International Board.

For this purpose, please address all financial enquiries concerning debts towards ELSA to the Treasurer of the International Board in due time before the ICM at treasurer@elsa.org.

Moreover, the SotN Enquiry must be thoroughly filled out and submitted to the Secretary General of the International Board. Please make sure that your National Group submits the SotN Enquiry at least 14 days before the opening of the International Council Meeting as stated in the Decision Book. The 24th State of the Network Enquiry has already been sent out and you may find it [here](#). If you need any clarifications regarding the SotN Enquiry, please contact the Secretary General of the International Board at secgen@elsa.org.

According to article 5.5 of the Standing Orders of ELSA, for the delegates representing a Member National Group to be allowed to participate in the Council, they must be duly authorised to vote in the Council on behalf of their National Group and must, therefore, hand in to the Secretary General of the International Board the **Letter of Authorisation** signed by two elected National Board members of the respective National Group. Each Letter of Authorisation shall be accompanied with a list of Local Groups that are currently Members and Observers of the respective National Group. This list shall be written on the back of the Letter of Authorisation sheet, a template of which you may find [here](#).

In order for the Council to reach the necessary quorum, as stated in article 11.4 of the Statutes of ELSA and be fully competent, it is highly recommended that the Member National Groups, which are not going to be represented in the Council by their own delegates, give a **proxy** to another Member National Group following the rules of article 5.6 of the Standing Orders of ELSA. A template of proxy can be found [here](#).

National Groups, who have Observer status, are also obliged to hand in the Letter of Authorisation to the Secretary General of the International Board, following the instructions described above, in order to receive their presence card.

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 the Workshops...

- Read carefully from cover to cover and bring with you a copy of these Working Materials;
- Read the minutes of at least the two previous ICMs: [ICM Prague](#) and [ICM Sarajevo](#);
- Read and bring with you a copy of the [Statutes and Standing Orders](#) of ELSA;
- Read and bring with you a copy of the 47th edition of the [International Council Meeting Decision Book](#);
- Bring the [One Year Operational Plan](#) of the International Board for the term 2017/2018;
- Bring your marketing materials so that you can promote your events;

To be prepared for your stay in Lviv...

- Check out the [official website](#) of ICM Lviv for further details, and make sure you have taken note of all the instructions given by the Organising Committee;
- Make travel arrangements to be in Lviv in time for the opening of the ICM at 14.00 on Sunday the 15th of April 2018;
- Bring formal clothes for the plenary sessions;
- 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 being a Teller;
- Consider being a member of the Nominations Committee;
- Consider running for the International Board of ELSA 2018/2019;
- Consider running for Internal Auditor or Internal Vice Auditor of ELSA International 2018/2019.

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

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

Deadlines for Nominations

The deadline for nominations for:

**THE INTERNATIONAL BOARD OF ELSA 2018/2019
INTERNAL AUDITORS AND VICE AUDITOR OF ELSA
INTERNATIONAL 2018/2019**

is on Monday the 16th of April 2018, at 23:59 (local time).

and

COUNCIL GUESTS FOR ICM OPATIJA AUTUMN 2018

is on Friday, the 20th of April 2018, at 23:59 (local time).

Call for the International Board of ELSA 2018/2019

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 ELSA
2018/2019!**

What is the role of the International Board of ELSA?

The International Board is the supreme executive body of ELSA. The tasks of the International Board 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 coordination of the 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 and final accounts of ELSA International. The Treasurer is the Chairman of the Board of Directors of the ELSA Development Foundation and he or she is also working actively in the field of grants.

Vice President for Marketing

The Vice President for Marketing is responsible for the supporting area of Marketing. The tasks include amongst others, the coordination of advertising for various publications and for the website. He or she is also responsible for the production and editing of Synergy Magazine, the production of internal presentation and marketing materials for the key areas, and the representation of ELSA towards externals. One of the main responsibilities that the Vice President for Marketing has is to define marketing strategies for all matters related to ELSA and its activities.

Vice President for Academic Activities

The Vice President for Academic Activities is responsible for the overall planning, coordination and supervision of the key area of Academic Activities. This responsibility includes legal writing; coordinating essay competitions, bridging theory and practice; Lawyers at Work events and legal debates. The Vice President for Academic Activities has also the responsibility, when called upon, to support and assist Local and National Groups in organising AA events in the Network as well as implementing legal education, Human Rights and the International Focus Programme in the activities related to his or her key area.

Vice President for ELSA Moot Court Competitions

The Vice President for ELSA Moot Court Competitions is responsible for the overall planning, coordination and supervision of the ELSA Moot Court Competition on WTO Law (EMC2) and the European Human Rights Moot Court Competition (EHRMCC). This responsibility includes cooperation with the World Trade Organization and the Council of Europe, finding case authors and panellists/judges, promotion, team support, finding hosts for the various EMC2 Regional Rounds, and planning the Final Oral Rounds for both competitions. The Vice President for ELSA Moot Court Competitions also has the responsibility, when called upon, to support and assist Local and National Groups in organising moot courts in the Network.

Vice President for Seminars and Conferences

The Vice President for Seminars and Conferences is responsible for the key area of Seminars and Conferences. This responsibility includes the coordination of seminars, conferences, study visits, institutional visits, ELSA Law Schools, ELSA Delegations and ELSA Webinars 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 related to his or her key area.

Vice President for the Student Trainee Exchange Programme

The Vice President for the Student Trainee Exchange Programme is responsible for the key area of STEP. This includes coordination and supervision of all the STEP-related information received from the Network and making the information and statistics available to all the officers. The Vice President for the Student Trainee Exchange Programme also coordinates the implementation of STEP-related international partnerships and actively seeks additional opportunities of the traineeship programme and the International Focus Programme within the scope of STEP.

Electoral Procedure for the International Board

A person running for a position in the International Board must be nominated by a Member National Group and seconded by another Member National Group. National Groups with Observer status cannot nominate or second nominations. It is possible for a candidate to be nominated by his or her own National Group.

The nominations must be handed in to the Nominations Committee by the deadline set for nominations in order for the candidates to be able to run for the International Board. This deadline is set at 23:59 (local time) on the second day of the International Council Meeting unless the Council decides to prolong the deadline. Nomination sheets will be made available by the members of the Nominations Committee during the ICM.

The nominee shall prepare a personal presentation in writing and distribute it to the National Groups before 23:59 (local time) on the day before the Final Plenary session. The presentation shall include a personal CV, an ELSA CV and an Action Plan for the term in office as member of the IB. It is also recommended that the presentation includes a Letter of Motivation.

During the Candidacy Workshop, all the candidates will first present themselves and their candidature and after that they will be granted some 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 Final Plenary session, 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.

Transition

The elected International Board 2018/2019 has to be present in the ELSA House in Brussels, Belgium, from the 1st of July 2018 since the transition with the current International Board will start on that day. There will be no exceptions for arriving later. The President, Treasurer and VP EMCC of the newly elected International Board should preferably attend the Final Oral Round of the EMC2 from 17th to 24th June 2018.

During the transition, the International Board 2018/2019 will be taught the ELSA work on the international level, such as ICM preparations, day-to-day running of the association, responsibilities of the members 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 teambuilding sessions, as well as trainings.

**Call for Internal Auditors and Internal Vice Auditor of ELSA International
2018/2019**



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 questions,
do not hesitate to run for:

**INTERNAL AUDITOR OR
INTERNAL VICE AUDITOR
OF
ELSA INTERNATIONAL 2018/2019!**

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

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

The Internal Auditors are elected by the Council during the spring International Council Meeting. The Internal Auditors' team consists of two Auditors and one Vice Auditor. The two Auditors are mainly responsible for controlling the interim and 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 tasks.

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 and the ELSA Development Foundation;
- Writing the Internal Auditors' report about the auditing of ELSA and the EDF;
- Presenting the Internal Auditors' report at 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 active involvement in ELSA International or any National Groups of ELSA for the term 2018/2019. Elected or appointed positions at Local Level or as Auditor at any level is acceptable.

Electoral Procedure for the Internal Auditors of ELSA International

A person running for a position in the Internal Auditors' team must be nominated by a Member National Group and seconded by another Member National Group. National Groups with Observer status cannot nominate or second nominations. It is possible for a candidate to be nominated by his or her own National Group.

The nominations must be handed in to the Nominations Committee by the deadline set for nominations in order for the candidates to be able to run for the Internal Auditors' team. This deadline is set at 23:59 (local time) on the second day of the International Council Meeting unless the Council decides to prolong the deadline. Nomination sheets will be made available by the members of the Nominations Committee during the ICM.

REMINDERS

The nominee shall prepare a personal presentation in writing and distribute it to the National Groups before 23:59 (local time) on the day before the Final Plenary session. The presentation shall include a personal CV and an ELSA CV. It is also recommended that the presentation includes a Letter of Motivation.

During the Final Plenary session, 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 more people running for the same position than there are positions, the nominees have to leave the room during the presentation of the other nominees.

Nomination and Election of Council Guests for ICM Opatija Autumn 2018

At each International Council Meeting, the Council elects a maximum of three individuals as Council Guests for the next International Council Meeting.

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 International Council Meeting.

Each candidate shall be nominated by a Member National Group and seconded by another Member National Group. Nomination sheets will be made available by the members of the Nominations Committee during the ICM.

The deadline for nominations for Council Guests is set at 23:59 (local time) on the day before the Final Plenary session.

Memento

Voting Rights in the Plenary

Each Member National Group has three voting cards/rights and may split them during any voting procedure according to the will of its voting delegates. Your National Group is **NOT** eligible to vote in the Plenary unless:

1. the National Board has filled in and submitted the **State of the Network Inquiry** to the International Board at least 14 days before the opening of the International Council Meeting;

Please make sure that the Secretary General of the International Board has received the responses of your National Group to the State of the Network Inquiry.

2. the National Board has **paid out all debts** due to ELSA;

Please confirm the debt situation of your National Group with the Treasurer of the International Board prior to the ICM.

3. its delegates in the ICM have handed in the **Letter of Authorisation** to the Secretary General of the International Board.

You may find the template for the Letter of Authorisation [here](#).

Letter of Authorisation

The Letter of Authorisation 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 delegates representing your National Group;
- the list of Local Groups that are currently Members or Observers of your National Group (please indicate the status of each local group); and
- the signatures of two elected National Board members authenticating the letter.

The Letter of Authorisation should be filled in and handed in **BEFORE** the start of the Opening Plenary on Sunday at the time designated on the [ICM General Timetable](#), if you wish to receive your voting cards/rights. Please make sure that the Letter of Authorisation is submitted to the Secretary General of the International Board in due time.

Proxy

If your National Group is a Member of ELSA and will not be represented by its own delegates at the International Council Meeting, the National Board can give a proxy to another Member which will speak and vote on behalf of the proxy-giver.

The Proxy must include:

- the names of the National Group which gives a proxy and of the National Group that receives the proxy;
- the dates during which the proxy will be valid;
- the signatures of two elected National Board members authenticating the letter; and
- the contact details of a person responsible from the proxy-giver National Group.

The Proxy should be filled in and handed in **BEFORE** the start of the Opening Plenary on Sunday, so that your voting cards/rights be given to the National Group acting as proxy. Please make sure that the Proxy is submitted to the Secretary General of the International Board in due time. You can find a draft Proxy [here](#).

Head of Delegation

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

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

Reporting Time

After the daily Workshop sessions are over, the National Groups will be granted reporting time at the hours designated on the [ICM General Timetable](#).

This is the moment when the delegation meets and discusses important matters brought up in the workshops and in the plenary sessions. It is also a perfect moment to foster real ELSA Spirit within your delegation, since an ICM is the right place to create friendships outside and inside your national team.

The Head of Delegation is responsible for gathering all the members of the National delegation during reporting time.

ELSA Vision Contest

Please be ready to make an act and/or a singing and dancing performance in order to represent your National Group in a fabulous and funny way. The ELSA Vision Contest will take place during one of the parties of the ICM. The International Board will be the jury of this event.

Voting Rights in the Workshops

In the Workshops, both area and joint ones, each Member National Group has only one vote, no matter how many people from the same National Group are present. Make sure that you prepare and coordinate your delegation and appoint one person from your delegation to be your voting delegate in the Workshops.

Plenary Presentations

During the plenary sessions, the National Groups may present their events and activities if they wish to inform the ELSA Network about them and attract participants.

In order to ensure the best possible efficiency to the Council proceedings, we hereby set some rules for the National Groups interested in making a presentation during the plenary sessions:

- The demonstration of any presentations during the plenary sessions will be up to the discretion of the Chair and/or Vice Chair.
- No presentations will be allowed if not matching the following criteria:
 1. having an appropriate length (between three and five minutes);
 2. be in accordance with the principles of ELSA;
 3. be given to the Vice President for Marketing of ELSA International before 08:00 pm (20:00) of the day before they are to be made.
- The priority of acceptance will be as follows:
 1. International Council Meetings;
 2. International Presidents' Meetings, Supporting Area Meetings and Key Area Meetings;
 3. Training Events;
 4. ELSA Core Activities events;
 5. Social Events;
 6. Other events or activities.

Finger Rules for the Workshops

The “finger rules” are intended to make the job of the Chair and the Vice Chair of the Workshops easier and to ensure that the discussions are as effective and smooth as possible.

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 – the current debate is not useful
Pinkie finger:	Technical remark (e.g. “open the window” or “the text projected is too small”)
Scissors gesture:	Remove/cut from the speakers’ list.
Thumb up/down:	Show immediate feedback to a statement, instead of asking for the word to only say “I like this idea” or “I don’t like this idea”.

The priority amongst the different gestures goes in the following order and is depicted in the pictures below: pinkie, three fingers, two fingers and one finger. With this system, the Chair can more easily moderate the discussions. Scissors gesture and thumbs up/down do not require a direct reaction by the Chair and that is why there is no priority rule applied for them.



DRAFT TIMETABLES AND AGENDAS

ICM TIMETABLE

General Timetable

	15th April	16th April	17th April	18th April	19th April	20th April	21st April					
	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY					
09:00	ARRIVAL	BREAKFAST										
09:30												
10:00		Workshop	Workshop	Mid Plenary	Sightseeing	Workshop	Final Plenary					
10:30												
11:00												
11:30												
12:00												
12:30	Letters of Authorisation											
13:00	Free Time	LUNCH										
13:30												
14:00	Opening Plenary	Workshop	Open Workshop	Mid Plenary	Conference	Workshop	ELS General Assembly					
14:30												
15:00												
15:30												
16:00												
16:30												
17:00	Opening Workshops	TRAINING				Workshop	Final Plenary					
17:30												
18:00												
18:30	Officers and Freshers' Workshops + HoD										Dressing Time	Reporting Time & Dinner
19:00	DINNER							Reporting Time & Dinner				
19:30												
20:00		Transport										
20:30					Gala Ball	PARTY						
21:00	PARTY											
21:30												

DRAFT PLENARY AGENDA**Opening Plenary: Sunday 15th April 2018**

- 14:00 **Introduction of the International Board 2017/2018**
Ivan Chopyk, Head of the Organising Committee
- 14:10 **Opening of the LXXIII International Council Meeting**
Anastasia Kalinina, President of ELSA International
- 14:15 **Presentation of the ELSA International Team 2017/2018**
Anastasia Kalinina, President of ELSA International
- 14:30 **Welcoming of Council Guests and Externals**
Anastasia Kalinina, President of ELSA International
- 14:40 **Presentation and information by the Organising Committee of the International Council Meeting**
Ivan Chopyk, Head of the Organising Committee
- 14:50 **Presentation of the ICM Sponsors and Partners**
Ivan Chopyk, Head of the Organising Committee
- 15:05 **Reading out of the agreement between ELSA Greece and ELSA Republic of Macedonia**
Narmin Aliyeva, Secretary General of ELSA International
- 15:10 **Announcement of the list of votes**
Narmin Aliyeva, Secretary General of ELSA International
- 15:25 **Election of the Chair of the Plenary**
Narmin Aliyeva, Secretary General of ELSA International
- 15:35 **Election of the other Council Meeting Officers: the Vice Chair, two to four Secretaries, two to six Tellers, and three members of the Nominations Committee**
Chair

- 16:05 **Approval of the International Council Meeting Agenda and presentation of the International Council Meeting structure**
Chair
- 16:25 **Approval of the Minutes of the LXXII International Council Meeting in Sarajevo, Autumn 2017**
Chair
- 16:35 **Presentation of Partners**
Anastasia Kalinina, President of ELSA International
- 16:45 **Information regarding the Officers' and Freshers' Training**
Narmin Aliyeva, Secretary General of ELSA International
- 16:55 **Information regarding the Heads of Delegation's Meeting**
Narmin Aliyeva, Secretary General of ELSA International
- 17:00 **End of the Opening Plenary**
Chair

Mid Plenary: Wednesday 18th April 2018

- 10:00 **Opening of the Mid-Plenary**
Chair
- 10:05 **Information from the Organising Committee**
Ivan Chopyk, Head of the Organising Committee
- 10:15 **Announcement of nominations**
Nominations Committee
- 10:20 **Revision of the list of votes**
Narmin Aliyeva, Secretary General of ELSA International
- 10:35 **Presentation and approval of the IM workshop related proposals**
Chair and Workshop Chair
- 11:45 **Presentation and approval of the FM workshop related proposals**
Chair and Workshop Chair
- 12:50 **Presentation of Meininger Hotel Group**
Leonardo Resende
- 13:00 ***Lunch Break***
- 14:30 **Revision of the list of votes**
Narmin Aliyeva, Secretary General of ELSA International
- 14:40 **Presentation and approval of the MKT workshop related proposals**
Chair and Workshop Chair
- 15:50 **Presentation by the Council of Europe**
Barbara Orkwiszewska
- 16:00 **Presentation and approval of the Joint FM & S&C workshop related proposal**
Chair and Workshop Chair
- 16:30 ***Break***
-

- 16:45 **Revision of the list of votes**
Narmin Aliyeva, Secretary General of ELSA International
- 16:55 **Presentation and approval of the Joint BEE & IM workshop related proposals**
Chair and Workshop Chair
- 17:30 **Announcement of the winner of the ELSA Day prize**
Kerli Kalk, Vice President for Academic Activities
Barbara Orkwiszewska
- 17:45 **Presentation of BARBRI International**
Robert Dudley
- 17:55 **Presentation and approval of the AA/MCC workshop related proposals**
Chair and Workshop Chair
- 19:00 *Dinner Break***
- 21:00 **Presentation and approval of the Joint BEE & IM & FM workshop related proposals**
Chair and Workshop Chair
- 22:30 **Presentation and approval of the STEP workshop related proposals**
Chair and Workshop Chair
- 23:30 **Membership Application of ELSA Russia**
Chair, Workshop Chair and ELSA Russia
- 23:40 **Questions and Answers for ELSA Russia**
Chair and ELSA Russia
- 23:55 **Presentation of the ICM Host Candidate, Autumn 2019**
Chair and ELSA Bucharest

Thursday 19th April 2018

- 00:05 **Questions and Answers for the ICM Host Candidate, Autumn 2019**
Chair and ELSA Bucharest
- 00:20 **Presentation of the voting procedure**
-

Chair

00:30

Handing out of ballot sheets

Narmin Aliyeva, Secretary General of ELSA International

00:45

Break

01:00

Cast of the votes

01:20

Q&A session for ELSA International

Chair

02:20

Announcement of the results of the elections

Chair

02:30

End of the Mid Plenary

Chair

Final Plenary: Saturday 21st April 2018

10:00	Opening of the Final Plenary Chair
10:05	Information from the Organising Committee Ivan Chopyk, Head of the Organising Committee
10:15	Announcement of nominations Nominations Committee
10:20	Revision of the list of votes Narmin Aliyeva, Secretary General of ELSA International
10:30	Presentation and approval of the Joint AA/MCC and S&C workshop related proposal Chair and Workshop Chair
11:20	Presentation and approval of the S&C workshop related proposals Chair and Workshop Chair
12:40	Presentation and approval of the Joint IM and MKT workshop related proposal Chair and Workshop Chair
13:00	<i>Lunch Break</i>
14:00	ELS General Assembly
16:00	Presentation of QMUL Anastasia Kalinina, President of ELSA International
16:10	Presentation of AIJA Anastasia Kalinina, President of ELSA International
16:20	Revision of the list of votes Narmin Aliyeva, Secretary General of ELSA International
16:30	Presentation and approval of the BEE workshop related proposals Chair and Workshop Chair

- 17:00 **Presentation of the Interim Accounts of ELSA International 2017/2018**
Elena Maglio, Treasurer of ELSA International
- 17:10 **Presentation of the Interim Auditors' Report of ELSA International 2017/2018**
Marek Škultéty and Peter Christian Binau-Hansen, Internal Auditors of ELSA International
- 17:20 **Presentation of the Interim Accounts of ELSA Development Foundation 2017/2018**
Elena Maglio, Treasurer of ELSA International
- 17:30 **Presentation of the Interim Auditors' Report of ELSA Development Foundation 2017/2018**
Marek Skultety and Peter-Cristian Binau, Internal Auditors of ELSA International
- 17:40 **Presentation and approval of the proposed revision of the Budget of ELSA International 2017/2018**
Chair and Workshop Chair
- 17:50 **Presentation and approval of the proposed Budget of ELSA International 2018/2019**
Chair and Workshop Chair
- 18:00 *Break***
- 18:10 **Presentation of the Council Guests for the LXXIV ICM Opatija 2018**
Nominations Committee
- 18:20 **Presentation and Q&A for the Candidate(s) for Internal Auditor of ELSA International 2018/2019**
Chair and Candidate(s)
- 18:40 **Presentation and Q&A for the Candidate(s) for Internal Vice Auditor of ELSA International 2018/2019**
Chair and Candidate(s)
-

19:00 *Dinner Break*

**20:00 Presentation and Q&A for the Candidates for the International Boards
2018/2019**
Chair and Candidates

Sunday 22nd April 2018

01:00 Presentation of the voting procedure
Chair

01:10 Revision of the list of votes
Narmin Aliyeva, Secretary General of ELSA International

01:20 Handing out of ballot sheets
Narmin Aliyeva, Secretary General of ELSA International

01:35 Break

02:30 Cast of the votes

02:40 Presentation of ELSA Lawyers Society
The Executive Board of ELS

02:50 Presentations of international events

03:50 Announcement of the results of the elections
Chair

04:00 Miscellaneous

04:10 Closing of the LXXIII International Council Meeting
Anastasia Kalinina, President of ELSA International

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

	15th April	16th April	17th April	18th April	19th April	20th April	21st April
	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
09:00	ARRIVAL	BREAKFAST	Proposals (BEE, IM & FM)	BREAKFAST	BREAKFAST	BEE Proposals	BREAKFAST
09:30							
10:00		EI Update	Strategic Planning	Mid Plenary	Sightseeing	Budget Revision 17/18 (BEE & FM)	Final Plenary
10:30							
11:00						Interim Accounts (BEE & FM)	
11:30		External Relations				Budget Proposal 18/19 (BEE & FM)	
12:00		Letters of Authorisation					
12:30							
13:00	Free Time	LUNCH					
13:30							
14:00	Opening Plenary	EHRMCC (BEE & AA/MCC)	Open Workshop	Mid Plenary	Conference	Candidacy Workshop	ELS General Assembly
14:30							
15:00		Restructuring (BEE & AA/MCC)	TRAINING			Alumni (BEE & IM)	Final Plenary
15:30							
16:00		Membership Application (BEE, IM & FM)					
16:30	Proposals (BEE & IM)						
17:00	Opening Workshops	Reporting Time & Dinner			Dressing Time		
17:30							
18:00	Officers and Freshers' Workshops + HoD	Reporting Time & Dinner			Gala Ball	PARTY	
18:30							
19:00	DINNER	Reporting Time & Dinner			Gala Ball	PARTY	
19:30							
20:00							
20:30							
21:00	PARTY				PARTY		
21:30							

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

In order to actively participate and contribute to the Workshop sessions, please, do not forget to:

- Please prepare a written Activity Report and sent it to BEE mailing list beforehand;
- Read these Working Materials cover to cover;
- Read relevant parts of the [Statutes and Standing Orders in force after the LXIX International Council Meeting of ELSA](#);
- Read relevant parts of the [Council Meeting Decision Book 47th Edition](#);
- Read the [One Year Operational Plan \(OYOP\) of ELSA International 2017/2018](#).
- Read the minutes from IPM Malta.

Please read the aforementioned documents carefully. This is of great importance for the discussions and the outcome of the Workshop sessions.

Moreover, please read the following draft agenda carefully. Should you need any clarifications, please do not hesitate to contact me at president@elsa.org or on Facebook.

It is my pleasure to welcome you to the BEE Workshop!

Anastasia Kalinina

President

ELSA International 2017/2018

Draft Agenda

Sunday, 15th April 2018 (17:00 – 18:30)

17:00 – 18:30

Opening Workshop

Description:

During this workshop, the agenda is presented and approved. The aim of this workshop is for officers to get to know each other, to prepare for the upcoming week and to elect the workshop officers. This workshop will serve as an ice-breaker between the participants. In addition to that, the decision upon the workshop rules will be taken. Finally, we will go have a round-table discussion to go through the expectations that the participants have for the BEE workshops.

Preparation:

Prepare your inputs for this International Council Meeting. Read the agenda carefully and think about workshop rules that could be adopted, especially “finger rules”. Think about why we have these meetings and how we can make the most out of them. What does this ICM mean for you? What do you intend to get out of it?

Monday, 16th April 2018 (10:00 – 19:00)

10:00 – 11:30

ELSA International Update

Description:

This workshop will outline the latest updates from the area of Board Management, External Relations and Expansion as well as the work of the International Board in general. Furthermore, there would be an opportunity to ask questions and share your own updates with the Network.

Preparation:

Please make sure that your National Group has filled in the SotN questionnaire, sent an Activity Report and OYOP to the BEE mailing list and review those shared by the other Presidents. Be prepared to contribute to the discussion on international updates.

11:30 – 13:00

External Relations

Description:

This would be workshop intended to focus specifically on external relations both on the international level and amongst the national groups, including any overall discussions on their structure, developments and future.

Preparation:

Please check the list of ELSA International's partners [here](#) and be prepared to give feedback on the current structure of partnership of ELSA International and engage in a discussion on how to improve external relation practices across the Network.

13:00 – 14:30

Lunch

14:30 – 16:00

European Human Rights Moot Court Competition – Joint BEE & AA/MCC**Description:**

Following the events of the past months, this workshop will give updates on the status of the EHRMCC. We will give time for Q&A to address any questions you may have.

Preparation:

Please prepare any relevant questions in relation to the EHRMCC.

16:00 – 17:00

Restructuring of the AA area – Joint BEE & AA/MCC**Description:**

In this Workshop we will continue the discussion on how recent changes have influenced the discussion on restructuring of the AA area and conclude the discussion started at ICM Sarajevo.

Preparation:

Prepare to compare the situation with ELSA International and the National and Local levels to identify key problems and find solutions to those problems, including the vast variety of events and responsibilities and engagement with the Network.

17:00 – 18:00

Membership Application – Joint BEE, IM & FM**Description:**

ELSA is continuously expanding trying to reach and cover whole Europe from the very West to the very East. The aim of this workshop is to discuss the Membership Application of ELSA Russia. The current Observer will have a chance to present itself and answer questions from the workshop.

Preparation:

- Read the Membership Application of ELSA Russia, found [here](#).
- Prepare questions for ELSA Russia

18:00 – 19:00

Proposals - Joint BEE & IM

Description:

We will hold discussions on proposals concerning the Regulations submitted to the Council Meeting by the International Board and the National Groups. Furthermore, we will vote upon a Workshop recommendation per proposal to the Council. The proposals can be found [here](#) (proposals 121, 123 and 126).

Preparation:

Read the proposals and discuss them within your National Group. Remember to include all your arguments in the discussions during the workshop in order to finish the debate with these proposals before the Plenary.

Tuesday, 17th April 2018 (10:00 – 19:00)

9:00 – 10:00

Proposals – Joint BEE, IM & FM

Description:

During this workshop the [Proposal to the Statutes](#), [Proposal 122](#) to the ICMDDB and [Input Papers](#) will be discussed.

Preparation:

Read the proposals and discuss them within your National Group. Remember to include all your arguments in the discussions during the workshop in order to finish the debate with these proposals before the Plenary.

10:00 – 13:00

Strategic Planning

Description:

The purpose of this Workshop would be to conduct follow-up from IPM Malta regarding the Strategic Goals of ELSA. It would also outline the plan for the working group and the further engagement of the Network in the discussion, research and drafting of these. This would also be facilitated by an external.

Preparation:

No prior preparation required.

13:00 – 14:30

Lunch

14:30 – 15:30

Open Workshop**Description:**

We have organised a block with three different open workshops for you again. Make sure to choose the topic you are most interested in! The descriptions of each workshop can be found on [page 98](#).

15:30 – 19:00

ELSA Training**Description:**

You grow by learning and learn by growing but the choice of what you need to learn has to be yours! So, this time around you will have a chance to make this decision for yourself. There will be three training topics to choose from and attend the one you are interested in the most! All three trainings will be delivered by the Trainers from the International Trainers' Pool of ELSA. The descriptions of each workshop can be found on [page 99](#).

Friday, 20th April 2018 (10:00 – 19:00)

9:00 – 10:00

BEE Proposals**Description:**

We will use this workshop to discuss and give a recommendation from the workshop to the council on the following proposals from International Council Decision Book: Nos 1, 10-17.

Preparation:

Please read the relevant proposals found on pages [121](#) and [138-146](#).

10:00 – 11:00

Budget Revision 17/18 – Joint BEE & FM**Description:**

The workshop will review the presented proposals for budget amendments for the upcoming term.

Preparation:

Review the Proposed Budget for the last part of the term 2017/2018, found [here](#).

11:00 – 12:00

Interim Accounts – Joint BEE & FM

Description:

The workshop will present the Interim Accounts of ELSA 2017/2018 and the Interim Accounts of the ELSA Development Foundation. The presentation will be followed by the Auditors' report on the accounts.

Preparation:

Look through the Interim Accounts of ELSA International 2017/2018 and of the ELSA Development Foundation. Read the Auditors' Report carefully and prepare questions to address to the International Board.

12:00 – 13:00

Budget Proposal 18/19 – Joint BEE & FM**Description:**

The ELSA year is almost at its conclusion and it is time to look at the future. The workshops will present the proposed budget for the term 2018/2019.

Preparation:

Read carefully the Proposed Budget for the term 2018/2019, found [here](#). Read the candidates' action plans.

13:00 – 14:30

Lunch

14:30 – 16:00

Candidacy Workshop**Description:**

This workshop will create a forum for the candidate(s) for the position of President of ELSA International 2017/2018 to present him/herself and for you to ask questions to the candidate(s).

Preparation:

Prepare any questions you might have to the candidate(s).

16:00 – 17:30

Alumni – Joint BEE & IM**Description:**

The Presidents and Secretaries General are yet again gathering to discuss and compare the alumni from two different perspectives of human resources and external relations. We will have guests from ELS present at this workshop who will contribute into the discussion with their inputs.

Preparation:

- Be ready to share the experience from your National/Local Group
- Prepare questions for ELS
- Think about how to improve the work with Alumni

17:30 – 19:00

Miscellaneous & Closing**Description:**

We will briefly cover any final topics, evaluate the week, highlight the outcomes and close the BEE Workshop.

Preparation:

Reflect about your experience during the week and what outcome it had overall for you.

INTERNAL MANAGEMENT WORKSHOP

Timetable

	15th April	16th April	17th April	18th April	19th April	20th April	21st April						
	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY						
09:00	ARRIVAL	BREAKFAST	Proposals (BEE, IM & FM)	BREAKFAST									
09:30													
10:00		Evaluation & AR	Proposals	Mid Plenary	Sightseeing	Transition	Final Plenary						
10:30													
11:00		Decision Book: New Structure				IT							
11:30													
12:00	Letters of Authorisation	GDPR	Knowledge Management & Archiving			Digits (IM & MKT)							
12:30													
13:00	Free Time	LUNCH											
13:30													
14:00	Opening Plenary	Human Resources	Open Workshop	Mid Plenary	Conference	Candidacy Workshop	ELS General Assembly						
14:30			TRAINING			Alumni (BEE & IM)	Final Plenary						
15:00		ELSA Training											
15:30		Hot Topics											
16:00					Membership Application (BEE, IM & FM)			Dressing Time					
16:30		Closing											
17:00	Opening Workshops	Proposals (BEE & IM)			Transport	Reporting Time & Dinner							
17:30													
18:00	Officers and Freshers' Workshops + HoD	Reporting Time & Dinner			Gala Ball	PARTY							
18:30													
19:00	DINNER	Reporting Time & Dinner			Gala Ball	PARTY							
19:30													
20:00					Gala Ball	PARTY							
20:30													
21:00	PARTY				Gala Ball	PARTY							
21:30													

Preparations and Reminders for the Internal Management Workshop

In order to actively participate and contribute to the Workshop sessions, please, do not forget to:

- Read these Working Materials from cover to cover;
- Read relevant parts of the [Statutes and Standing Orders of ELSA](#)
- Read relevant parts of the [International Council Meeting Decision Book 47th Edition](#);
- Read the [One Year Operational Plan \(OYOP\) of ELSA International 2017/2018](#).

Please read the aforementioned documents carefully. This is of great importance for the discussions and the outcome of the Workshop sessions.

Moreover, please read the following draft agenda carefully. Should you need any clarifications, please do not hesitate to contact me at secgen@elsa.org or on Facebook.

Lastly, it is highly recommended that you use the IM mailing list (ELSA-IM@listserv.elsa.org) and that you start a discussion even before the International Council Meeting Sarajevo on the topics that interest you the most. Feel free to bring up ideas you may want to share, regardless of whether you will be personally participating at the meeting or not.

It is my pleasure to welcome you to the IM Workshop of the International Council Meeting in Lviv!

Narmin “Nana” Aliyeva

Secretary General

ELSA International 2017/2018

Draft Agenda

Sunday, 15th April 2018 (17:00 – 18:30)

17:00 – 18:30

Opening Workshop

Description:

The Opening Workshop of the Internal Management area of the 73rd International Council Meeting aims to give an overview of the Agenda, feature the participants and provide an opportunity for them to get to know each other! During the Workshop we will also elect the Workshop Officers.

Preparation:

Think about running for one of the positions as Workshop Officer - Chair, Vice Chair, Secretary. Prepare a short presentation about yourself, your ELSA Career and a fun fact about yourself.

Monday, 16th April 2018 (10:00 – 19:00)

10:00 – 11:00

Evaluation and Activity Reports

Description:

The aim of this workshop is to evaluate the term in office from the beginning until ICM Lviv. We will share good and bad experiences as well as potential challenges within the Area, and create a basis for the evaluation at the end of the term. Furthermore, this workshop will provide an opportunity for all of the participants to share and compare their Activity Reports prepared for the ICM in a group activity.

Preparation:

- Read the Activity Report of ELSA International 2017/2018
- Bring your Activity Report
- Think of existing or potential challenges within the Area and/or your Network

11:00 – 12:00

Decision Book: New Structure

Description:

Over the past few years, the International Council Meeting Decision Book has been amended several times. All these changes lead to the overall structure of it to be inconsistent. Therefore, ELSA International will present a new structure for the ICMDDB that is aimed at giving a better construction to it.

Preparation:

- Go through the [International Council Meeting Decision Book](#)
- Prepare questions or points of discussion

12:00 – 13:00

General Data Protection Regulation (GDPR)**Description:**

One of the biggest changes to Europe's data protection will finally take an effect on the 25th May 2018. The legal framework for the management and enforcement of privacy and data protection mandates concern ELSA greatly. For this reason, we will discuss the enforcement of the Regulation to have a better understanding of further steps.

Preparation:

- Prepare questions or points of discussion

13:00 – 14:30

Lunch

14:30 – 16:00

Human Resources**Description:**

During previous International Internal Meetings we discussed the structure and importance of Human Resources Cycles as a basis of our beloved Association. This time around we will focus on evaluation of the general strategy of ELSA International, as well as National and Local Groups. According to the ICMDb, the evaluation of the Human Resources Cycles shall be conducted annually and presented at the spring International Council Meeting during the IM workshop.

Preparation:

- Take a look at the [Human Resources Cycles in the IM part of the Decision Book](#)
- Evaluate whether your National or Local Group is following the Strategy
- Prepare an evaluation for the Human Resources strategy that you are using in your Group

16:00 – 17:00

ELSA Training**Description:**

We have worked hard on this little internal project of ours since the beginning of the term. The reality of it was that it remained as a hard task to deal with for many years now, I am proud on

behalf of all of us to say that ELSA Training is no longer a problem! It is a great internal project that we need to keep developing and allocating the time and attention it deserves. During this workshop, we will present the statistics, improvements and news on the subject!

Preparation:

- Read the Training part of the Internal Management part of the [International Council Meeting Decision Book](#)
- Check out the webpage of [ELSA Training](#)
- Skim through the publications of ELSA Training: [NTP Manual](#) and [Agility Magazine](#)

17:00 – 18:00

Membership Application - Joint BEE, IM & FM**Description:**

ELSA is continuously expanding trying to reach and cover whole Europe from the very West to the very East. The aim of this workshop is to discuss the Membership Application of ELSA Russia. The current Observer will have a chance to present itself and answer questions from the workshop.

Preparation:

- Read the Membership Application of ELSA Russia, found [here](#).
- Prepare questions for ELSA Russia

18:00 – 19:00

Proposals - Joint BEE & IM**Description:**

We will hold discussions on proposals concerning the Regulations submitted to the Council Meeting by the International Board and the National Groups. Furthermore, we will vote upon a Workshop recommendation per proposal to the Council. The proposals can be found [here](#) (proposals 121, 123 and 126).

Preparation:

Read the proposals and discuss them within your National Group. Remember to include all your arguments in the discussions during the workshop in order to finish the debate with these proposals before the Plenary.

Tuesday, 17th April 2018 (10:00 – 19:00)

09:00 – 10:00

Proposals – Joint BEE, IM & FM

Description:

During this workshop the [Proposal to the Statutes](#), [Proposal 122](#) to the ICMDDB and [Input Papers](#) will be discussed.

Preparation:

Read the proposals and discuss them within your National Group. Remember to include all your arguments in the discussions during the workshop in order to finish the debate with these proposals before the Plenary.

10:00 – 12:00

Proposals**Description:**

The review of the Association, restructuring also involves purely Internal Management related decisions. During this workshop, we will discuss proposals regarding the IM part of the International Council Meeting Decision Book, giving it a better structure and content. The proposals can be found [here](#) (proposals 18 - 44).

Preparation:

Read the proposals and discuss them within your National Group. Remember to include all your arguments in the discussions during the workshop in order to finish the debate with these proposals before the Plenary.

12:00 – 13:00

Knowledge Management & Archiving**Description:**

We keep talking about the importance of Knowledge Management but maybe we should start off by defining what it does mean. There is a number of terms that needs to be defined under this subject such as but not limited to knowledge, data, types of these. This workshop will give us an opportunity to discuss and define how Knowledge Management works in ELSA, and what are the best ways to archive the knowledge.

Preparation:

- Think about your own practices within Knowledge Management
- Be ready to share the best and worst practices of knowledge transfer in your National or Local Group

13:00 – 14:30

Lunch

14:30 - 15:30

Open Workshop

Description:

We have organised a block with three different open workshops for you again. Make sure to choose the topic you are most interested in! The descriptions of each workshop can be found on [page 98](#).

15:30 – 19:00

ELSA Training**Description:**

You grow by learning and learn by growing but the choice of what you need to learn has to be yours! So, this time around you will have a chance to make this decision for yourself. There will be three training topics to choose from and attend the one you are interested in the most! All three trainings will be delivered by the Trainers from the International Trainers' Pool of ELSA. The descriptions of each workshop can be found on [page 99](#).

Friday, 20th April 2018 (10:00 – 19:00)

10:00 – 11:00

Transition**Description:**

The most important part of the term is by all means - Transition. You need to be very careful preparing for this period as it ensure the continuity and knowledge management in your Network. We will all together prepare for the first steps of Transition and come up with an actual plan.

Preparation:

- Think of the Transition you have received yourself
- Think of the Transition you have given (if you have)
- Evaluate the experiences and prepare to share them

11:00 – 12:00

IT**Description:**

The workshop will be focused on IT issues that we find to be most challenging, including further implementation of Google System. Assistant for IT of ELSA International will join the workshop via Skype to discuss the hot topics with us and answer your potential questions.

Preparation:

- Read through the Minutes of previous International Internal Meetings about this topic
- Ask the Secretary General of ELSA International if you have any questions regarding the Google System
- Prepare questions for the Assistant for IT of ELSA International, if you have any

12:00 – 13:00

“Digits” - Joint IM & MKT

Description:

As both Secretaries General and Marketeers are passionate about numbers (for different reasons) we are creating this platform where we can get together and share those digits with each other. The workshop is aimed at displaying that statistics are not just numbers and facts, they allow us to evaluate the state of the Network on quantitative evidence and draw a consequent outcome afterwards. Proposals 45 and 46 will be discussed during this workshop.

Preparation:

- Go through the past [State of the Network Reports](#)
- Think about the important numbers in your National or Local Groups
- Read proposals [45 and 46](#).
- Be ready to count!

13:00 – 14:30

Lunch

14:30 – 16:00

Candidacy Workshop

Description:

The candidate(s) for the position of Secretary General of ELSA International 2018/2019 will have a chance to present themselves as well as receive and answer questions from the workshop.

Preparation:

Prepare questions for the candidate(s). Keep in mind that there is limited time during the final plenary to ask questions for the candidate(s), so this is the time to ask all your questions.

16:00 – 17:30

Alumni – Joint BEE & IM

Description:

The Presidents and Secretaries General are yet again gathering to discuss and compare the alumni from two different perspectives of human resources and external relations. We will have guests from ELS present at this workshop who will contribute into the discussion with their inputs.

Preparation:

- Be ready to share the experience from your National/Local Group
- Prepare questions for ELS
- Think about how to improve the work with Alumni

17:30 – 18:30

Hot Topics

Description:

In this workshop the participants can bring up Hot Topics and miscellaneous topics that they would like to address or have not had the opportunity to discuss before. The purpose of the workshop is to ensure that the discussions of such topics begin as early in the term as possible.

Preparation:

- Think about possible topics that you would like to address to the Workshop and submit them to the Secretary general of ELSA International before ICM Lviv
- Take notes during the ICM, write down the topics or questions you would like to address

18:30 – 19:00

Closing & Evaluation

Description:

Not long time ago we were saying goodbye to each other until ICM Lviv 2018, and look - here we are now! The end of Spring ICM by no means implies the end of the term we all have months to go. Nevertheless, this is the last opportunity to say goodbye to our big international family that we created together, and hopefully always felt like we were part of something huge and incredible in its nature. Oh and, remember...once a SecGen, always a SecGen!

Preparation:

- Remember to take notes during the week and address the matters you deem to be important
- Prepare your “long” goodbye speeches but save your tears until the Final Plenary!

FINANCIAL MANAGEMENT WORKSHOP

Timetable

	15th April	16th April	17th April	18th April	19th April	20th April	21st April										
	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY										
09:00	ARRIVAL	BREAKFAST	Proposals (BEE, IM & FM)	BREAKFAST													
09:30																	
10:00		Brussels Morning News	EDF Interim Report	Mid Plenary	Sightseeing	Budget Revision 17/18 (BEE & FM)	Final Plenary										
10:30			EDF Proposals			Interim Accounts (BEE & FM)											
11:00		Interim Accounts				Budget Proposal 18/19 (BEE & FM)											
11:30																	
12:00		Letters of Authorisation	Interim Accounts			EDF Proposals		Mid Plenary	Sightseeing	Budget Proposal 18/19 (BEE & FM)	Final Plenary						
12:30																	
13:00	Free Time	LUNCH															
13:30																	
14:00	Opening Plenary	Proposals	Open Workshop	Mid Plenary	Conference	Transition Checklist	ELS General Assembly										
14:30			TRAINING			Mid Plenary		Conference	Candidacy Workshop								
15:00							Proposals (FM & S&C)		Mid Plenary	Conference	News from the Front						
15:30		Membership Application (BEE, IM & FM)									Mid Plenary	Conference	So Long and Goodbye				
16:00			ELS Scholarship										Mid Plenary	Conference	Final Plenary		
16:30							Reporting Time & Dinner									Mid Plenary	Conference
17:00	Opening Workshops	Mid Plenary		Conference	Final Plenary												
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Preparations and Reminders for the Financial Management Workshop

Another ELSA year is almost at its end and it is time for the last International Meeting of the year.

In this Council Meeting we are discussing and deciding upon several proposals, some of them very significant for the future of our association.

To ensure efficient use of our limited workshop time, please discuss these proposals beforehand with your board and prepare yourself to participate and contribute to the sessions by reading:

- These Working Materials from cover to cover, the Interim Accounts and the Auditors' reports;
- Relevant parts of the [Statutes and Standing Orders](#) in force;
- Relevant parts of the [Council Meeting Decision Book](#) updated after ICM Sarajevo;
- The Minutes of the Financial Management workshops from the previous International Meetings.

Someone said that the key to life is to always read something that will make you look good if you die in the middle of it and what better choice than Financial Management Documents for us Treasurers?

You can find all those documents in officers.elsa.org.

Should you need any clarifications, please do not hesitate to contact me at treasurer@elsa.org or any Social Network.

Last but not least, do not forget to bring your national / local sweets and / or drinks to share with the Workshop.

I am looking forward to meeting all of you at the International Council Meeting in Lviv!

Elena Maglio

Treasurer

ELSA International 2017/2018

Draft Agenda

Sunday, 15th April 2018 (17:00 – 18:30)

17:00 – 18:30

FM Opening Workshop

Description:

The FM opening workshop marks the beginning of an intense week full of discussions and experience sharing in the Financial Management Area. This workshop will provide an overview of how the work will be organised during the week and participants. The Workshop officers will be elected. You will meet new friends or greet old ones.

Preparation:

Think about your expectations for the upcoming week and topics you would like to discuss. Consider the possibility to be more active during the week and propose yourself as Workshop officer. Future secretaries... I am talking to you!

Monday, 16th April 2018 (10:00 – 19:00)

10:00 – 11:30

Brussels Morning News

Description:

The workshop will provide a general update of the current situation in the FM area and answer the questions you may have. The focus will be on discussing current issues/problems in which FM is currently working on. The results from the SOTN will be presented.

Preparation:

Prepare questions that you want to ask to the International Board and be ready to engage in discussions and activities.

11:30 – 13:00

Interim Accounts

Description:

The Workshop will present the Interim Accounts of ELSA 2017/2018 in detail.

Preparation:

Go through the accounts and prepare questions for the International Board.

13:00 – 14:30

Lunch

14:30 – 16:30

Proposals

Description:

The time has finally come to discuss the proposals for the changes in the Regulations. The aim of the workshop is to go through the proposals and vote on recommending them or not for the Plenary Assembly.

Preparation:

Read the Working Materials carefully and be prepared to ask questions and engage in the discussion.

16:30 – 17:00

Proposals – Joint FM & S&C

Description:

The workshop will be focused on a proposal concerning the ELSA Law Schools Administrative Fee.

Preparation:

Read carefully the regulations regarding ELSA Law Schools.

17:00 – 18:00

Membership Application - Joint BEE, IM & FM

Description:

ELSA is continuously expanding trying to reach and cover whole Europe from the very West to the very East. The aim of this workshop is to discuss the Membership Application of ELSA Russia. The current Observer will have a chance to present itself and answer questions from the workshop.

Preparation:

- Read the Membership Application of ELSA Russia, found [here](#).
- Prepare questions for ELSA Russia

18:00 – 19:00

ELS Scholarship

Description:

The Workshop will be held in cooperation with ELS and will be focused on ELS Scholarship selection criteria and development.

Preparation:

Be ready to be active and brainstorm on this great tool provided by the ELSA Lawyers Society.

Tuesday, 17th April 2018 (10:00 – 19:00)

9:00 – 10:00

Proposals – Joint BEE, IM & FM**Description:**

During this workshop the [Proposal to the Statutes](#), [Proposal 122](#) to the ICMDb and [Input Papers](#) will be discussed.

Preparation:

Read the proposals and discuss them within your National Group. Remember to include all your arguments in the discussions during the workshop in order to finish the debate with these proposals before the Plenary.

10:00 – 11:00

EDF Interim Report**Description:**

The workshop aim is to present the status of the ELSA Development Foundation and report its activities for the first part of the term.

Preparation:

If you do not know what the ELSA Development Foundation is, please look it up before the workshop.

11:00 – 13:00

EDF Proposals**Description:**

The workshop will present the proposals for the ELSA Development Foundation Regulations.

Preparation:

Read the relevant documents about the ELSA Development Foundation (Statutes and Decision Book). This workshop requires a lot of attention and concentration. Please be prepared to engage and brainstorm.

13:00 – 14:30

Lunch

14:30 - 15:30

Open Workshop

Description:

We have organised a block with three different open workshops for you again. Make sure to choose the topic you are most interested in! The descriptions of each workshop can be found on [page 98](#).

15:30 – 19:00

ELSA Training

Description:

You grow by learning and learn by growing but the choice of what you need to learn has to be yours! So, this time around you will have a chance to make this decision for yourself. There will be three training topics to choose from and attend the one you are interested in the most! All three trainings will be delivered by the Trainers from the International Trainers' Pool of ELSA. The descriptions of each workshop can be found on [page 99](#).

Friday, 20th April 2018 (10:00 – 19:00)

10:00 – 11:00

Budget Revision 17/18 – Joint BEE & FM

Description:

The workshop will review the presented proposals for budget amendments for the upcoming term.

Preparation:

Review the Proposed Budget for the last part of the term 2017/2018, found [here](#).

11:00 – 12:00

Interim Accounts – Joint BEE & FM

Description:

The workshop will present the Interim Accounts of ELSA 2017/2018 and the Interim Accounts of the ELSA Development Foundation. The presentation will be followed by the Auditors' report on the accounts.

Preparation:

Look through the Interim Accounts of ELSA International 2017/2018 and of the ELSA Development Foundation. Read the Auditors' Report carefully and prepare questions to address to the International Board.

12:00 – 13:00

Budget Proposal 18/19 – Joint BEE & FM

Description:

The ELSA year is almost at its conclusion and it is time to look at the future. The workshops will present the proposed budget for the term 2018/2019.

Preparation:

Read carefully the proposed budget for the term 2018/2019, found [here](#). Read the candidates' action plans.

13:00 – 14:30

Lunch

14:30 – 15:30

Transition Checklist

Description:

Someone said that the life of the dead is placed in the memory of the living. This workshop aims to give inputs and ideas on how to effectively transfer knowledge to our ELSA successors.

Preparation:

Gather all the information you can about the transition in your National or Local Group. Think about how you are planning to structure the last and maybe the most important task of your term.

15:30 – 16:30

Candidacy Workshop

Description:

It is time to roast the candidates! The aim of the workshop is to give to each candidate the opportunity to present himself/herself. You will have the opportunity to ask questions and/or clarification.

Preparation:

Think about all the questions you want to ask to the candidates. Read their Candidacy Materials carefully and with an open mind.

16:30 – 17:30

News from the Front

Description:

The workshop aims to provide insight and updates on International and National Working Groups. The participants would be asked for inputs and opinions. The hub of the future development of the FM area is here!

Preparation:

Be ready to ask questions and give feedback when required. If your National Group is running a working group that would like to present its outcome and ask for feedback, please contact me to be added to the speakers' list.

17:30 – 19:00

So Long and Goodbye**Description:**

This is the place for unfinished business to be completed. The workshop is dedicated to discussing all those topics which have not been discussed during the rest of the meeting. There will be also a short evaluation of the meeting and the official closure of the workshops.

Preparation:

Attend all the workshops during the week and be ready to provide feedback.

MARKETING WORKSHOP

MARKETING WORKSHOP

Timetable

	15th April	16th April	17th April	18th April	19th April	20th April	21st April			
	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY			
09:00	ARRIVAL	BREAKFAST								
09:30										
10:00		International Update	The International Moot Court Brands (MKT & AA/MCC)	Mid Plenary	Sightseeing	Synergy	Final Plenary			
10:30		Brand(s): What we had, have and will have?	Proposals			Transition				
11:00										
11:30										
12:00		Letters of Authorisation				Digits (IM & MKT)				
12:30										
13:00	Free Time	LUNCH								
13:30										
14:00	Opening Plenary									
14:30		Two STEPs Further, Many to Come (MKT & STEP)	Open Workshop	Mid Plenary	Conference	Candidacy Workshop	ELS General Assembly			
15:00		Network update				Open Forum		Final Plenary		
15:30										
16:00										
16:30										
17:00	Opening Workshops	ELSA Day (MKT, AA/MCC & S&C)	TRAINING							
17:30		Trademarks								
18:00	Officers and Freshers' Workshops + HoD			Reporting Time & Dinner						
18:30										
19:00										
19:30										
20:00	DINNER					Transport				
20:30										
21:00		PARTY				Gala Ball		PARTY		
21:30										

Preparations and Reminders for the Marketing Workshop

In order to actively participate and contribute to the Workshop sessions, please, do not forget to:

- Read these Working Materials cover to cover;
- Read relevant parts of the [Statutes and Standing Orders in force after the LXIX International Council Meeting of ELSA](#);
- Read relevant parts of the [Council Meeting Decision Book 46th Edition](#);
- Read the [One Year Operational Plan \(OYOP\) of ELSA International 2017/2018](#).

Please read the aforementioned documents carefully. This is of great importance for the discussions and the outcome of the Workshop sessions.

Moreover, please read the following draft agenda carefully. Should you need any clarifications, please do not hesitate to contact me at marketing@elsa.org or on Facebook.

Please use the MKT mailing list (ELSA-MKT@LISTSERV.ELSA.ORG) and our [Facebook Group](#) and start a discussion before the LXVI International Council Meeting, no matter whether you will be able to personally participate in the meeting or not.

Welcome to the Marketing Workshop!

Krzysztof Rumpel

Vice President for Marketing

ELSA International 2017/2018

Draft Agenda

Sunday, 15th April 2018 (17:00 – 18:30)

17:00 – 18:30

Opening Workshop

Description:

It is high time to introduce ourselves to the Marketing Workshop! We will get to know each other a bit better and get to share our expectations for the whole ICM. During this Workshop we will also elect Workshop Officers and set up some Workshop rules.

Preparation:

Be ready to talk about yourself. Prepare a decent amount of motivation for the upcoming week. Also, consider becoming a Workshop Officer.

Monday, 16th April 2018 (10:00 – 19:00)

10:00 – 11:00

International Update

Description:

Do you ever wonder what's up in Brussels? During this Workshop you will receive a brief overview of the activities of the International Board up to the date. We will also present our plans for the last months of the term.

Preparation:

Prepare questions for the IB. Be harsh and honest.

11:00 – 13:00

Brand(s): What we had, have and will have?

Description:

What is the status and the future of the ELSA brand? How is it defined and what changes can be made? What well-defined brands do we have for the international projects? What are the rebranding steps to be taken in the near future? We will look for answers for these and some more questions during this workshop.

Preparation:

Read carefully the Uniformity part of the Council Meeting Decision Book and the [Brandbook](#). Think of what you like and what you dislike.

13:00 – 14:30

Lunch

14:30 – 16:00

Two STEPs Further, Many to Come – Joint MKT & STEP

Description:

Promotion is an essential part of STEP when it comes to raising awareness of our project. Presenting marketing materials which were created so far together with other marketing tools. Discussion on future development.

Preparation:

Bring your promotional materials. Think about what improvements you would like to see in STEP when it comes to marketing.

16:00 – 17:00

Network Update

Description:

Our term is almost over. It is time to take a look at our work so far to better understand the area, to share best practices and to prepare for the final part of our term. The workshop will be about sharing your experiences and achievements.

Preparation:

Think about and note down your tasks as a Marketing Officer so far and be prepared to briefly present your activity report. Evaluate your work in advance – is it exactly as you imagined it would be in the beginning of your term?

17:00 – 18:00

ELSA Day – Joint MKT, AA/MCC & S&C

Description:

During this session, ELSA International will give an overview of the 6th edition of ELSA Day and presents new developments for the 7th edition, that is the structure of the preparations and rebranding.

Preparation:

Please be prepared to share your experiences about the 6th edition and to discuss the current brand of ELSA Day.

18:00 – 19:00

Trademarks

Description:

During this workshop we will present the current Trademarks situation of ELSA, the results of the research made by ELSA International and possible future steps.

Preparation:

Research your National Group's archives to find any info about trademarks history.

Tuesday, 17th April 2018 (10:00 – 19:00)

10:00 – 11:30

The International Moot Court Brands – Joint MKT & AA/MCC**Description:**

This workshop will address the branding of both the EHRMCC and the EMC2. We will also talk about the rebranding of the EMC2 and its wider implications.

Preparation:

Get your creative thinking hats on!

11:30 – 13:00

Proposals**Description:**

During this workshop we will discuss the marketing-related proposals and vote on what to recommend to the Council.

Preparation:

Read carefully the Marketing part of the Council Meeting Decision Book and the proposals. Prepare your questions and statements. Come open-minded and ready to change your mind.

13:00 – 14:30

Lunch

14:30 - 15:30

Open Workshop**Description:**

We have organised a block with three different open workshops for you again. Make sure to choose the topic you are most interested in! The descriptions of each workshop can be found on [page 98](#).

15:30 – 19:00

ELSA Training**Description:**

You grow by learning and learn by growing but the choice of what you need to learn has to be yours! So, this time around you will have a chance to make this decision for yourself. There will be three training topics to choose from and attend the one you are interested in the most! All three trainings will be delivered by the Trainers from the International Trainers' Pool of ELSA. The descriptions of each workshop can be found on [page 99](#).

Friday, 20th April 2018 (10:00 – 19:00)

10:00 – 11:00

Synergy**Description:**

The aim of this workshop is to evaluate the process of the production of Synergy and discuss how to improve it. We will analyse the timeline, the magazine's content and the opportunities it creates.

Preparation:

Read the last editions of Synergy, analyse its usage in your National Group. Bring hard copies and be ready to present your members' magazines.

11:00 – 12:00

Transition**Description:**

Transition should be one of your main focuses for the second part of your term. During the workshop we will go through how to structure a Marketing transition and what to include, we will share transition *dos* and *don'ts* and share some best practices.

Preparation:

Be ready to present the transition you got and your plans for the one that you will be giving to your successor. Think of transition *dos* and *don'ts* based on your ELSA group and your own personal experiences. Go through the [Transition Manual](#) and think about how you would amend it.

12:00 – 13:00

“Digits” - Joint IM & MKT**Description:**

As both Secretaries General and Marketeers are passionate about numbers (for different reasons) we are creating this platform where we can get together and share those digits with each other. The workshop is aimed at displaying that statistics are not just numbers and facts, they allow us to

evaluate the state of the Network on quantitative evidence and draw a consequent outcome afterwards. Proposals 45 and 46 will be discussed during this workshop.

Preparation:

- Go through the past [State of the Network Reports](#)
- Think about the important numbers in your National or Local Groups
- Read proposals [45 and 46](#).
- Be ready to count!

13:00 – 14:30

Lunch

14:30 – 16:00

Candidacy Workshop**Description:**

Here we will listen to and question possible future Vice President(s) for Marketing.

Preparation:

Read provided candidacy materials and come with questions.

16:00 – 17:30

Open Forum**Description:**

This workshop will aim at the issues which are not represented in the initial agenda. The floor is yours.

Preparation:

No need for any special preparations.

17:30 – 19:00

Closing & Evaluation**Description:**

We will evaluate the week, highlight the outcomes and close the Marketing Workshop.

Preparation:

No need for any special preparations.

ACADEMIC ACTIVITIES WORKSHOP

Timetable

	15th April	16th April	17th April	18th April	19th April	20th April	21st April
	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
09:00	ARRIVAL	BREAKFAST	Proposals (AA/MCC & S&C)	BREAKFAST			
09:30							
10:00		Academic Competitions	Intrenational Moot Courts Brands (MKT & AA/MCC)	Mid Plenary	Sightseeing	Candidacy Workshop	Final Plenary
10:30							
11:00						Academic writing	
11:30		EMC2	Proposals			LRGs	
12:00						Letters of Authorisation	
12:30							
13:00	Free Time	LUNCH					
13:30							
14:00	Opening Plenary	EHRMCC (BEE & AA/MCC)	Open Workshop	Mid Plenary	Conference	International Focus Programme (AA/MCC & S&C)	ELS General Assembly
14:30							
15:00		Restrucruting (BEE & AA/MCC)	TRAINING			Final Plenary	
15:30							
16:00							
16:30							
17:00	Opening Workshops	ELSA Day (MKT, AA/MCC & S&C)					
17:30		Transition					
18:00	Roundtable discussions	Dressing Time	Misc and Closing				
18:30	Officers and Freshers' Workshops + HoD		Reporting Time & Dinner		Reporting Time & Dinner		
19:00							
19:30	DINNER	PARTY			Transport		
20:00							
20:30			Gala Ball		PARTY		
21:00							
21:30							

Preparations and Reminders for the Academic Activities Workshop

In order to actively participate and contribute to the Workshops, please do not forget the following:

- Prepare a written Activity Report and send it to the AA mailing list beforehand;
- Read these Working Materials;
- Read the [Statutes and Standing Orders](#) of ELSA;
- Read through the Human Rights, International Focus Programme and Academic Activities section of the [International Council Meeting Decision Book](#) of ELSA;
- Read through the Minutes of the AA Workshop in the [LXXII ICM](#) in Sarajevo and [the VII KAM](#) in Bratislava;
- Check out the [Officer's Portal](#) for more documents that will help you prepare for the upcoming discussions, e.g. the IFP Handbook.

We kindly ask you to complete the above-mentioned tasks as it will greatly influence the quality of the outcome of the Workshop sessions. After all, we are all interested in having constructive discussions and develop the Association another step further.

If you would like any further clarifications, please do not hesitate to contact us at academicactivities@elsa.org with any further questions.

Moreover, we invite you to use the [AA mailing list](#) to start the discussions already before the ICM!

Last, but not least, bring your positive energy, your new thoughts and ideas and a lot of ELSA Spirit!

Kerli Kalk

Vice President for
Academic Activities
ELSA International 2017/2018

Michelle Goossens

Vice President for
ELSA Moot Court Competitions
ELSA International 2017/2018

Draft Agenda

Sunday, 15th April 2018 (17:00 – 18:30)

17:00 – 18:30

Opening Workshop

Description:

During this session, we will set up the framework of the Workshops. We will introduce ourselves to each other and ELSA International will give an overview of the following days. Moreover, the workshop officers will be elected. In addition, ELSA International will give a general update on the developments in the area and present their Mid-OYOP Evaluation.

Preparation:

Please send your activity reports to the AA mailing list beforehand.

Monday, 16th April 2018 (10:00 – 19:00)

10:00 – 11:30

Developments in Academic Competitions

Description:

During this workshop ELSA International will give an overview of the status quo and future potential development strategies of the academic competitions in the network, focusing specifically on the ELSA Negotiation Competition (ENC) and legal debates. In addition, there will be a roundtable for sharing experiences and knowledge on the different competitions in the network, with a possibility to present your own events in this area.

Preparations:

Please be prepared to present and/or discuss different academic competitions you have or are organising this year, with a special focus on the ENC and legal debates.

11:30 – 13:00

Halfway Through the Global Challenge

Description:

This workshop will give updates on the status of the EMC2. We will also discuss the future of the competition in relation to its structure.

14:30 – 16:00

EHRMCC - Joint BEE & AA/MCC

Description:

Following the events of the past months, this workshop will give updates on the status of the EHRMCC. We will give time for Q&A to address any questions you may have.

Preparation:

Please prepare any relevant questions in relation to the EHRMCC.

16:00 – 17:00

Restructuring of the AA area – Joint BEE & AA/MCC**Description:**

In this Workshop we will continue the discussion on how recent changes have influenced the discussion on restructuring of the AA area and conclude the discussion started at ICM Sarajevo.

Preparation:

Prepare to compare the situation with ELSA International and the National and Local levels to identify key problems and solutions to them, including the vast variety of events and responsibilities and engagement with the Network.

17:00 – 18:00

ELSA Day – Joint MKT, AA/MCC & S&C**Description:**

During this session, ELSA International will give an overview of the 6th edition of ELSA Day and present new developments for the 7th edition, as well as the structure of the preparations and rebranding.

Preparation:

Please be prepared to share your experiences about the 6th edition and to discuss the current brand of ELSA Day.

18:00 – 19:00

Roundtable discussions**Description:**

During this session, the floor is given to the national and local officers. This is a possibility to discuss topics that will not be covered in the agenda, to share ideas about different projects and to discuss challenges faced during events organised.

Preparation:

Please be prepared to present the unique projects in your network and to share some of the challenges you have faced in your work or to ask for advice on how to tackle them.

Tuesday, 17th April 2018 (10:00 – 13:00)

09:00 – 10:00

Proposals – Joint AA/MCC & S&C**Description:**

During this workshop we will discuss the ELSA Day and IFP proposals.

Preparations:

Please read & analyse the proposals carefully.

10:00 – 11:30

The International Moot Court Brands – Joint MKT & AA/MCC**Description:**

This workshop will address the branding of both the EHRMCC and the EMC2. We will also talk about the rebranding of the EMC2 and its wider implications.

Preparation:

Get your creative thinking hats on!

11:30 – 13:00

Proposals**Description:**

During this session, we will discuss the different proposals regarding the area.

Preparation:

Please read & analyse the proposals carefully.

13:00 – 14:30

Lunch

14:30 – 15:30

Open Workshop**Description:**

We have organised a block with three different open workshops for you again. Make sure to choose the topic you are most interested in! The descriptions of each workshop can be found on [page 98](#).

15:30 – 19:00

ELSA Training**Description:**

You grow by learning and learn by growing but the choice of what you need to learn has to be yours! So, this time around you will have a chance to make this decision for yourself. There will be three training topics to choose from and attend the one you are interested in the most! All three trainings will be delivered by the Trainers from the International Trainers' Pool of ELSA. The descriptions of each workshop can be found on [page 99](#).

Friday, 20th April 2018 (10:00 – 19:00)

10:00 – 11:00

Candidacy Workshop**Description:**

This session will give you the opportunity to hear the plans of potential future International Board members. The candidates for VP AA and VP EMCC of IB 18/19 will give short speeches, followed by Q&A from the WS participants.

Preparation:

Think about what you expect from the future International Board and form your questions accordingly.

11:00 – 12:00

Developments in Academic Writing**Description:**

During this session ELSA International will present the status quo and potential future development strategies of the different academic writing projects in AA, with a special focus on Legal Research Group and Law Review. In addition, there will be a roundtable for sharing experiences and new ideas of academic writing opportunities and a possibility to present your own projects in this area.

Preparation:

Please be prepared to present and/or discuss different academic writing projects you have or are conducting, with a special focus on law reviews and legal research groups.

12:00 – 13:00

International LRGs: Quo Vadis?

Description:

During this session, ELSA International will give updates on the current developments of International LRGs, present its development strategies and open a discussion on its implementation in the network.

Preparation:

Please think about the ways International LRGs could be improved and be ready to share those ideas!

14:30 – 17:00

International Focus Programme - Joint AA/MCC & S&C**Description:**

During this session, ELSA International will give an overview of the current activities with IFP and show an analysis of the two year implementation period of the IFP. Furthermore, the draft timeline for choosing the next IFP topic will be presented, together with a discussion on the directions in which the IFP should develop, if it should continue.

Preparation:

Please read through the minutes of the IFP workshop in the previous ICM's, looking specifically at [ICM Batumi](#). Please be ready to present the activities of your ELSA Group on the IFP for the current and previous term. Moreover, think about the future of IFP and its feasibility. Be ready to discuss it with others.

17:00 – 18:00

Transition**Description:**

There are still several months and a lot of hard work ahead before our term ends, but all good things come to an end. A high quality transition is the best way to ensure that the quality of our projects continue to grow and that our area continues to develop. Giving a good transition need a proper preparation, however. During this workshop, ELSA International will give a presentation on the key factors in transition, followed by a round table discussion for sharing ideas, problems and experiences with transition.

Preparation:

Think about what you find is important to share with your successor and about what challenges you might face in doing so. Please be prepared to actively participate in the discussions.

18:00-19:00

Misc. & Closing

Description:

This is the opportunity to extend the discussion on any of the topics covered during the week or to present to new ones that have not been discussed. This is also the time to evaluate the week and say some final words on our year together.

Preparation:

In this session we want to focus on what we can improve for next time. We appreciate honest inputs on how to do this and it will be passed on to the candidates that are elected for the next IB.

SEMINARS AND CONFERENCES WORKSHOP

Timetable

	15th April	16th April	17th April	18th April	19th April	20th April	21st April		
	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY		
09:00	ARRIVAL	BREAKFAST	Proposals (AA/MCC & S&C)	BREAKFAST					
09:30									
10:00		Study Visits & Institutional Visits	ELSA Delegations	Mid Plenary	Sightseeing	Proposals II	Final Plenary		
10:30									
11:00		ELS Law Schools I	ELSA Law Schools II			Knowledge Management & Transition			
11:30									
12:00						Candidacy Workshop			
12:30	Letters of Authorisation	I'm ELS, ask me anything							
13:00	Free Time	LUNCH							
13:30									
14:00	Opening Plenary	International Conferences	Open Workshop	Mid Plenary	Conference	IFP - Environmental Law (AA/MCC & S&C)	ELS General Assembly		
14:30									
15:00		Proposals I	TRAINING				Exchange Forum & Miscellaneous		
15:30									
16:00		Proposals (FM and S&C)							
16:30									
17:00	ELS Day (MKT, AA/MCC, S&C)	Exchange Forum & Miscellaneous							
17:30									
18:00	ELS Webinars	Closing							
18:30	Officers and Freshers' Workshops + HoD		Reporting Time & Dinner						
19:00	DINNER	Reporting Time & Dinner							
19:30									
20:00									
20:30	PARTY	Gala Ball	PARTY						
21:00									
21:30									

Preparations and Reminders for the Seminars and Conferences Workshop

“Before anything else, preparation is the key to success.” – Alexander Graham Bell

In order to actively participate and contribute to the Workshop sessions, please, do not forget to:

- Read these Working Materials from cover to cover;
- Read relevant parts of the [Statutes and Standing Orders in force after the 71st International Council Meeting of ELSA](#);
- Read relevant parts of the [International Council Meeting Decision Book 47th Edition](#);
- Read the [One Year Operational Plan \(OYOP\) of ELSA International 2017/2018](#);
- Bring energy, ideas, motivation, national drinks and food!

Please read the aforementioned documents carefully. This is of great importance for the discussions and the outcome of the Workshop sessions.

Moreover, please read the following draft agenda carefully. Should you need any clarifications, please do not hesitate to contact me at seminarsconferences@elsa.org.

Lastly, it is highly recommended that you use the S&C mailing list (ELSA-SC@listserv.elsa.org) and that you start a discussion even before the International Council Meeting Lviv on the topics that interest you the most. Feel free to bring up ideas you may want to share, regardless of whether you will be personally participating at the meeting or not.

It is my pleasure to welcome you to the final S&C Workshop of the International Council Meeting in Lviv!

Deniz Hatemi

Vice President for Seminars and Conferences

ELSA International 2017/2018

Draft Agenda

Sunday, 15th April 2018 (17:00 – 18:30)

17:00 – 18:30

Opening Workshop

Description:

The Opening Workshop of the Seminars and Conferences area of the 73rd International Council Meeting aims to give an overview of the Agenda, feature the participants and provide an opportunity for them to get to know each other! During the Workshop we will also elect the Workshop Officers.

Preparation:

Thinking about running for one of the positions as Workshop Officer? Then prepare a short presentation about yourself including your ELSA Career and a fun fact.

Monday, 16th April 2018 (10:00 – 19:00)

10:00 – 11:00

Study Visits & Institutional Visits

Description:

During this workshop, the updates regarding the Study Visits and Institutional Visits will be presented. And together, we will evaluate organised activities and discuss challenges connected with them. Also, we will discuss how to better implement Study Visit agreement and ensure wide usage of Study Visits' Guide. We will go through Institutional Relations regulations and peculiarities related to those. And finally, we will be exchanging the best practices on fundraising and organising Study Visits and Institutional Visits.

Preparation:

Do not forget to evaluate your previous events and think of the challenges you faced as well as any recommendations you have for the fellow officers. Also, please visit studyvisits.elsa.org and think about the implementation process.

11:00 – 12:30

ELSA Law Schools I

Description:

At ICM Sarajevo, we will enter the final week of the Summer ELSA Law Schools application period. During this workshop we will go over regulations and other necessities with a special focus on the upcoming stages leading to the start of each ELSA Law School. Furthermore, we will

evaluate the current status of the project and discuss individual experiences as an organiser or an applicant.

Preparation:

Prepare any questions, discussions or best practices that you'd like to share during the workshop.

12:30 – 13:00

I'm ELS, ask me anything!**Description:**

For this workshop representatives from ELS will join us. They will present to us what they have done since the ICM in Sarajevo with regards to helping groups to find speakers and will give an outlook of what kind of support they are aiming to provide in the future. We will have the opportunity to discuss with them how ELSA and ELS can work more closely together in order to reach an even higher academic output for the participants of the S&C events of tomorrow.

Preparation:

Prepare any questions you might have for the ELS representatives. Think about how they could support you and in which way you would like to communicate with them.

13:00 – 14:30

Lunch

14:30 – 15:30

International Conferences**Description:**

The discussion regarding the International Conferences has been one of the focuses of the S&C area for the term of 2017/2018. As our term is coming to end, in this workshop we will have concrete discussions, evaluate the progress of the working group and discuss the direction. We will aim to leave a tangible project for our successors after this workshop.

Preparation:

Please, read through the minutes of the previous Key Area Meeting and the International Council Meeting. And evaluate the International Projects your local/national group organises and compare it with International Conferences to have a basis. Be prepared to brainstorm a lot!

15:30 – 16:30

Proposals I**Description:**

During this workshop, we will discuss proposals regarding the S&C part of the International Council Meeting Decision Book, giving it a better structure and content.

Preparation:

Read the proposals No: 94, 95, 96, 97, 98 and 99, found [here](#), and discuss them within your National Group. Remember to include all your arguments in the discussions during the workshop in order to finish the debate with these proposals before the Plenary.

16:30 – 17:00

Proposals – Joint FM & S&C**Description:**

The workshop will be focused on a proposal concerning the ELSA Law Schools Administrative Fee.

Preparation:

Read carefully the regulations regarding ELSA Law Schools.

17:00 – 18:00

ELSA Day – Joint MKT, AA/MCC & S&C**Description:**

During this session, ELSA International will give an overview of the 6th edition of ELSA Day and presents new developments for the 7th edition, that is the structure of the preparations and rebranding.

Preparation:

Please be prepared to share your experiences about the 6th edition and to discuss the current brand of ELSA Day.

18:00 – 19:00

ELSA Webinars**Description:**

Throughout our term, there has been a huge increase regarding the ELSA Webinars, both as a internal tool of education and as well as a way of broadcasting S&C Projects, and reaching more young lawyers and law students. During this workshop we will discuss the possible improvements and evaluate our progress so far.

Preparation:

Be ready to discuss any and all challenges you have faced and possible solutions.

Tuesday, 17th April 2018 (10:00 – 19:00)

09:00 – 10:00

Proposals - Joint AA/MCC & S&C

Description:

During this workshop we will discuss the joint AA and S&C proposals regarding the ELSA Day and IFP proposals.

Preparations:

Please read & analyse the proposals carefully.

10:00 – 11:00

ELSA Delegations

Description:

We will dedicate this workshop mainly to discuss the ways of quality expansion with regards to the both the sessions we are attending and as well as the ELSA Delegates attending those sessions. ELSA International will present the current status-quo and we will evaluate our Flagship project

Preparation:

Think about your previous experiences about ELSA Delegations, both as an officer and as a Delegate if you attended any sessions in the past. Be ready to share experiences and brainstorm towards solutions for quality expansion.

11:00 – 13:00

ELSA Law Schools II

Description:

The second workshop on ELSA Law Schools will specifically focus on the way forward. During this workshop we will discuss and evaluate the outcome of the Working Group on the ELSA Law Schools Agreement. Furthermore, we will make time to discuss any pressing issues regarding ELSA Law Schools and finally, discuss a possible Winter Cycle for the upcoming term and start preparations.

Preparation:

Please come ready to brainstorm and prepare suggestions relating to the quality assurance within ELSA Law Schools. Also read proposals: 101, 102, 103 and 104, found [here](#).

13:00 – 14:30

Lunch

14:30 - 15:30

Open Workshop

Description:

We have organised a block with three different open workshops for you again. Make sure to choose the topic you are most interested in! The descriptions of each workshop can be found on [page 98](#).

15:30 – 19:00

ELSA Training**Description:**

You grow by learning and learn by growing but the choice of what you need to learn has to be yours! So, this time around you will have a chance to make this decision for yourself. There will be three training topics to choose from and attend the one you are interested in the most! All three trainings will be delivered by the Trainers from the International Trainers' Pool of ELSA. The descriptions of each workshop can be found on [page 99](#).

Friday, 20th April 2018 (10:00 – 19:00)

10:00 – 11:00

Proposals II**Description:**

During this workshop, we will discuss proposals regarding the S&C part of the International Council Meeting Decision Book, giving it a better structure and content.

Preparation:

Read the proposals No: 100, 105, 106, 107, 108 and 109, found [here](#), and discuss them within your National Group. Remember to include all your arguments in the discussions during the workshop in order to finish the debate with these proposals before the Plenary.

11:00 – 12:00

Knowledge Management & Transition**Description:**

The continuous change of officers at all levels of the organisation and the existence of short working cycles represent some of the major challenges that ELSA faces. Proper transition is the main condition to ensure continuity and progress, so we will discuss different forms of transition and things that should be done to achieve a good transfer of knowledge. Furthermore, we will also prepare the checklists for transition.

Preparation:

The continuous change of officers at all levels of the organisation and the existence of short working cycles represent some of the major challenges that ELSA faces. Proper transition is the main condition to ensure continuity and progress, so we will discuss different forms of transition

and things that should be done to achieve a good transfer of knowledge. Furthermore, we will also prepare the checklists for transition.

12:00 – 13:00

Candidacy Workshop

Description:

The candidate(s) for the position of Vice President for Seminars and Conferences of ELSA International 2018/2019 will have a chance to present themselves as well as receive and answer questions from the workshop.

Preparation:

Prepare questions for the candidate(s). Keep in mind that there is limited time during the final plenary to ask questions for the candidate(s), so this is the time to ask all your questions.

13:00 – 14:30

Lunch

14:30 – 17:00

International Focus Programme – Joint AA/MCC & S&C

Description:

During this session, ELSA International will give an overview of the current activities with IFP and show an analysis of the two-year implementation period of the IFP. Furthermore, the draft timeline for choosing the next IFP topic will be presented, together with a discussion on the directions in which the IFP should develop, if it should continue.

Preparation:

Please read through the minutes of the IFP workshop in the previous ICM's, looking specifically at [ICM Batumi](#). Please be ready to present the activities of your ELSA Group on the IFP for the current and previous term. Moreover, think about the future of IFP and its feasibility. Be ready to discuss it with others.

17:00 – 18:30

Exchange Forum & Miscellaneous

Description:

In the first part of this workshop, the floor is given to all participants to share their ideas and to present national or local projects that can be inspiring to others. This session will serve as a medium for exchange of best practices in the ELSA Network which in turn will serve as a way forward for inspiration and improvements.

On the second half, the floor is yours. This part of the workshop will aim at the issues that are not represented in the initial agenda. Feel free to bring up any topic you would like to discuss or focus more.

Preparation:

Prepare a short presentation of the project that you'd like to present to the other officers. Also, be ready to share experiences that you witnessed during your term in office.

18:30 – 19:00

Closing**Description:**

In our final workshop of the week, we will evaluate the workshops, highlight the outcomes and close the last international S&C Workshop for the term 2017/2018.

Preparation:

No need for any special preparation.

STUDENT TRAINEE EXCHANGE PROGRAMME WORKSHOP

Timetable

	15th April	16th April	17th April	18th April	19th April	20th April	21st April		
	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY		
09:00	ARRIVAL	BREAKFAST							
09:30									
10:00		Statistics & SotN Report	Decision Book & Proposals	Mid Plenary	Sightseeing	History of STEP	Final Plenary		
10:30						IT in STEP Update			
11:00		STEP on the International Level Update						STEP Procedure	
11:30									
12:00	Letters of Authorisation	Job Hunting Evaluation							
12:30									
13:00	Free Time	LUNCH							
13:30									
14:00	Opening Plenary								
14:30		Two STEPs Further, Many to Come (MKT & STEP)	Open Workshop	Mid Plenary	Conference	Candidacy Workshop	ELS General Assembly		
15:00			TRAINING			Reception			
15:30		Student Hunting					Transition		
16:00						Cancellations		Miscellaneous & Closing	
16:30									
17:00	Opening Workshops					Reporting Time & Dinner	Final Plenary		
17:30									
18:00	Officers and Freshers' Workshops + HoD	Reporting Time & Dinner			Dressing Time	Transport			
18:30									
19:00	DINNER							Gala Ball	PARTY
19:30									
20:00									
20:30									
21:00	PARTY				Gala Ball	PARTY			
21:30									

Preparations and Reminders for the STEP Workshop

In order to actively participate and contribute to the Workshop sessions, please, do not forget to read through and bring with yourselves the following documents:

- [Statutes and Standing Orders](#)
- [International Council Meeting Decision Book, STEP part](#)
- [STEP Calendar 2017/2018](#)
- [Minutes of the STEP Workshop KAM Bratislava](#)
- [Minutes of the STEP Workshop ICM Sarajevo](#)

It is important to get familiar with the abovementioned documents in order to be prepared for the Workshops. If you bring your laptop with you, it is recommended that you have the documents downloaded on it.

Please, also read following Agenda carefully. You will have an overview of the topics that will be discussed, and you will be able to prepare your own contributions and input to be shared with the other Workshop participants.

Should you need any clarifications, do not hesitate to contact VP STEP of ELSA International at step@elsa.org.

Last but not least bring a lot of ELSA Spirit!

STEPfully yours,

Aneta Korcová

Vice President for Student Trainee Exchange Programme

ELSA International 2017/2018

Draft Agenda

Sunday, 15th April 2018 (17:00 – 18:30)

17:00 – 18:30

Opening Workshop

Description:

Presentation and approval of the STEP Workshop Agenda for the International Council Meeting Lviv. Election of the Workshop Officers and decision upon the Workshop rules. Sharing our expectations for the upcoming week and getting to know each other.

Preparation:

Think about your expectations for this ICM, what topics you would like to discuss and what should be the outcome. Your inputs are essential for shaping our Workshops for your needs.

Monday, 16th April 2018 (10:00 – 19:00)

10:00 – 11:30

Statistics & SotN Report

Description:

Presentation of the STEP Statistics from the first Cycle of the term 2017/2018 and the STEP related results of the 24th State of the Network Inquiry. Evaluating Statistics from the last Cycle and knowing the current state of the network will help us to improve future results.

Preparation:

Be ready to present last Cycle's results of your National Group and improvements you would like to make.

11:30 – 12:00

STEP on the International Level Update

Description:

Providing the update on the work of VP STEP ELSA International and STEP ELSA International Team.

Preparation:

Think of any questions or comments you might have regarding work of VP STEP ELSA International and STEP ELSA International Team.

12:00 – 13:00

Job Hunting Evaluation

Description:

Briefly explaining the process of Job Hunting. Comparing Job Hunting statistics from previous year with the ones from this year. Discussing the problems which might appear during Job Hunting.

Preparation:

Be ready to present what you have achieved during the Job Hunting period, what you would like to improve for the next year and how ELSA International could help you with this.

13:00 – 14:30

Lunch

14:30 – 16:00

Two STEPs Further, Many to Come – Joint MKT & STEP

Description:

Promotion is an essential part of STEP when it comes to raising awareness of our project. Presenting marketing materials which were created so far together with other marketing tools. Discussion on future development.

Preparation:

Bring your promotional materials. Think about what improvements you would like to see in STEP when it comes to marketing.

16:00 – 17:30

Student Hunting

Description:

Learning more about how to conduct Student Hunting. Discussing the problems which appeared during Student Hunting and strategies on how to improve Student Hunting for the Second Cycle.

Preparation:

Be prepared to evaluate your Student Hunting results from the First Cycle and share your Student Hunting strategies.

17:30 – 19:00

Cancellations

Description:

Presentation of the reasons and consequences of the cancellations. Brainstorming on how to deal with the cancellations and what we can improve.

Preparation:

Be prepared to share your experiences with cancellations. Think about how we can avoid a high number of cancellations.

Tuesday, 17th April 2018 (10:00 – 19:00)

10:00 – 13:00

Decision Book & Proposals**Description:**

Getting familiar with the STEP part of the Decision Book will make our discussion about STEP proposals easier. Discussion and voting upon the proposals related to the STEP part of the Decision Book. The proposals are the following: no 111 – 120, found [here](#).

Preparation:

Read the STEP part of the Decision Book and STEP proposals in the Working Materials and prepare your comments.

13:00 – 14:30

Lunch

14:30 - 15:30

Open Workshop**Description:**

We have organised a block with three different open workshops for you again. Make sure to choose the topic you are most interested in! The descriptions of each workshop can be found on [page 98](#).

15:30 – 19:00

ELSA Training**Description:**

You grow by learning and learn by growing but the choice of what you need to learn has to be yours! So, this time around you will have a chance to make this decision for yourself. There will be three training topics to choose from and attend the one you are interested in the most! All three trainings will be delivered by the Trainers from the International Trainers' Pool of ELSA. The descriptions of each workshop can be found on [page 99](#).

Friday, 20th April 2018 (10:00 – 19:00)

10:00 – 11:00

History of STEP

Description:

It is important to look back at the past in order to improve our future development. Presenting the history of the development of the STEP and discussing the possible improvements for the future.

Preparation:

Think about any questions concerning the history of our programme and any new ideas you have for the future.

11:00 – 12:00

IT in STEP Update

Description:

Update on the STEP IT development, getting familiar with the new complex system. Discussion about further IT improvement.

Preparation:

Think about what you would like to improve when it comes to IT solutions in the STEP.

12:00 – 13:00

STEP Procedure

Description:

Being familiar with and understanding the STEP Procedure is crucial for fulfilling the tasks of a STEP Officer. Presentation about the different parts of the STEP Procedure, raising awareness about the STEP Tools which can be used in order to make our work easier and more efficient. Presenting IT innovations which affect the STEP Procedure.

Preparation:

Read the STEP Calendar 2017/2018 and get familiar with other STEP Tools which can be found in the STEP part of [ELSA Officers Portal](#). Be ready to present the tools you use in your STEP work. Is there something in the STEP you would like to see improved when it comes to the STEP Procedure?

13:00 – 14:30

Lunch

14:30 – 15:30

Candidacy Workshop

Description:

The candidate(s) running for the position of Vice President of the Student Trainee Exchange Programme of ELSA International 2018/2019 will present themselves and will be interviewed by the Workshop participants.

Preparation:

Think of the questions you want to ask the candidate(s).

15:30 – 16:30

Reception**Description:**

Presentation of the common parts of the Reception. Brainstorming on how the Reception can be improved.

Preparation:

Be ready to present in detail how the Reception is normally conducted in your Local and/or National Group.

16:30 – 17:30

Transition**Description:**

Preparing the best possible transition for your successors as transition assures continuity which is necessary for stability and improvements in the future.

Preparation:

Think about the quality of your transition (what was good, what was lacking, and what could have been done better). Be ready to present how the best transition should look like.

17:30 – 19:00

Miscellaneous & Closing**Description:**

Discussion of the remaining topics. Evaluation of the ICM Week and closing of the STEP Workshop.

Preparation:

Think about the topics you wish to bring up and be ready to give constructive feedback on the event.

OPEN WORKSHOP

Draft Agenda

Tuesday, 17th April 2018 (14:30 – 15:30)

a. The “WHY” of ELSA *(delivered by Pierangelo T. Graziani - ELS)*

Description:

The unity of the vision is a powerful component that leads the Network while upholding its mutual values. The way in which the activity is carried out in the organisation, the way in which the work is conducted, gives the organisation an individual shape and personifies it. During this workshop we will talk about the driving force behind it all and the eternal question of the “why” of ELSA.

b. Communication and Digitalisation *(delivered by Nana Aliyeva & Krzysztof Rumpel)*

Description:

During this Workshop we will present different types and theories of communication, and the most useful tools representing communication. Even though the need for digital innovation and engagement has emerged not very long ago it has had an immense impact on operation of most of the organisations. We will further discuss the engagement of ELSA using digital channels to maintain the relevance.

c. Strategic Management *(delivered by Anastasia Kalinina)*

Description:

This will involve in an exercise provided by an external outlining how to create a 20-minute business plan using the Business Model Canvas to design, communicate, implement and monitor any strategy, from a general one for your Network to one for a single event or project on any level.

OPEN TRAINING

Draft Agenda

Tuesday, 17th April 2018 (15:30 – 19:00)

- **Getting a deal while keeping your shirt** (*delivered by Patrick Zupansic*)

Description:

The training on **negotiation skills** aims to enlarge your (practical) knowledge on negotiations in general. This means you can use it for negotiations within ELSA, during your professional career but also in private. You will learn about the various types and styles of negotiations that exist and the advantages and disadvantages of using each of these styles in different negotiation situations. Additionally, you will be walked through the several phases of negotiations: What steps you could take to run a successful negotiation. Ultimately, you will practice some of the knowledge gained in an engaging negotiation role play with the other participants.

- **Short Flings or Long-lasting Matrimonies?** (*delivered by Pierangelo T. Graziani*)

Description:

The training on **fundraising** will be focused on planning and execution of the strategy to raise any kind of resources involving theory and practice of the current topic. You will be able to implement the gained knowledge from this training to raise the funds or any other resources including human resources. You will learn how to identify your counterpart's interest and keep that interest alive; identify who we are and what we have to offer and what the counterpart is interested in achieving. Turning around the offer, oftentimes once we achieve the short term goals we forget about the counterpart whereas with a better strategy and attitude we could have turned this into a long term partnership.

- **(Un)Conscious PRomises** (*delivered by Dagne Sabockis*)

Description:

The training on **public relations** aims to understand what public relations is, what the innovations in the PR industry are. The PR process and different steps of it will be covered alongside learning about how technology and global culture are shaping the practice of PR. An important part of the public relations process is strategy. During the training we will learn how to develop innovative and impactful tactics that are aligned with our strategic plan.

- **Dare to be a successful Project Manager?** *(delivered by Tiago Moreira Alves)*

Description:

The training on **project management** will involve understanding of essential terminology and knowledge areas that make up the project. You will learn how to prepare and plan the project beforehand, as well as navigate the process and manage the groups you will be dealing with. The comprehensive overview of the project management process from planning to execution will be described in the process of the training.

ACTIVITY REPORTS

INTERNATIONAL BOARD 2017/2018

Anastasia Kalinina

| President of ELSA International 2017/2018

Board Management

- Coordinating work within the Board;
- Implementing regular activity reporting for transparency within the Board;
- Conducting evaluation of events and international meetings;
- Organising an IPM follow-up weekend with an alumnus;
- Organising a mid-OYOP and maintaining contact with OYOP trainer;
- Supporting VP AA and VP EMCC with the EHRMCC changes;
- Conducting individual talks with board members.

External Relations

- Holding evaluation partner meetings with existing partners;
- Researching and contacting new law firm partners in Brussels;
- Researching and contacting potential IFP partners;
- Following up on networking event for IFP accommodation and transport partners;
- Securing two new association partners;
- Securing one new general partner;
- Working with the Council of Europe on new form of grant agreement;
- Opening a call and appointing a Director for External Relations;
- Updating outdated partner agreements;
- Creating new agreements and materials for potential LRG & Training & ELSA Law School & STEP partners;
- Holding meetings with the ELS;
- Organising meet-ups with partner student associations and attending their events.

Expansion

- Visiting ELSA Russia with the Secretary General to assist with their imminent application to membership;
- Communicating with interested group of students of Kazakhstan and researching the past situation with a former existing group in their country.

Strategic Planning

- Researching and communicating with externals and alumni on Strategic Planning;
- Communicating with chosen external and engaging her in the International Presidents' Meeting;
- Forming a Working Group on Strategic Planning.

Coaching

- Having Skype meetings and general communication with coaching groups;
- Attending National Council Meetings of ELSA the Netherlands and ELSA Greece, amongst other NCM visits.

ELSA Development Foundation

- Attending meetings on the EDF;
- Discussion potential developments with the Foundation.

Webinars

- ELSA Day Webinar on Access to Justice in collaboration with the Council of Europe;
- LRG Migration Law Introductory Webinar in collaboration with the Council of Europe;
- S&C Internal Webinar on Webinars.

Representation

- Attendance of AIJA Half-Year Conference in Girona;
- Attendance of the IBA-ELSA Conference in London;
- Attendance of the World Forum for Democracy 2017;
- Attendance of the Second Regional Round of the EMC2 in Wroclaw, Poland;
- Joining the VP EMCC for EMC2 Partner meetings in Geneva
- Joining the VP AA for the presentation of the LRG on Migration Law at the Parliamentary Assembly of the Council of Europe;
- Attending networking events in Brussels.

General

- Assisting with the organisation of the European Compliance Conference;
- Assisting with the holding of the IBA-ELSA Conference;
- Assisting with organisation of the Former IB Weekend;
- Assisting with the organisation of the Christmas Cocktail;
- Conducting a training as part of the ELSA Law Schools Training Weekend;

- Presentations and participation of Study Visits to the ELSA House.

Narmin “Nana,” Aliyeva

| Secretary General of ELSA International 2017/2018

General

- Restructuring of the International Council Meeting Decision Book of ELSA;
- Research on old regulations and minutes in the archive of ELSA International;
- Update of the Regulations and preparation of the Minutes after ICM Sarajevo;
- Holding meetings and planning of the International Council Meeting Lviv;
- Coordination of the 24th State of the Network Inquiry;
- Coaching Visit to ELSA Russia - Saint-Petersburg, Russia;
- Travel to Nordic Officers' Meeting in Helsinki, Finland;
- Coaching Visit to ELSA Albania - Tirana, Albania;
- Coaching Visit to ELSA Georgia - Bakuriani, Georgia;
- Pre-ICM Visit to Lviv, Ukraine;
- Participation at the Associations World Congress – Antwerp, Belgium;
- Coordination of work of the IM Team Members;
- Preparation of the Working Materials for ICM Lviv;
- Handling of the legal matters and collaboration with the lawyer;
- Updating the Host Agreements of ELSA International;
- Communicating with the next ICM Hosts – ELSA Croatia and ELSA Azerbaijan;
- Researching the implementation of GDPR.

Communication & IT

- Implementation of the Google System in the Network: support of the National Groups;
- Skype meetings with the ELSA International Team 2017/2018 to maintain the work;
- General communication with the Coaching Groups;
- Implementation of the Slack Workspace as a new communication tool for the National Secretaries General;
- Skype meetings with the National Secretaries General;
- Research on electronic voting systems;
- Research of the unified templates and hosting for the websites of the National Groups.

ELSA Training

- Organisation of the Refreshment Weekend 2018 in Malta;
- Coordination of ELSA Training Requests;
- Communication with the host of the Train the Trainers Week;
- Training Plan for the International Council Meeting Lviv;

- Contact with the professional training companies for potential partnerships;
- Creation of the ITP Regulations;
- Creation of the strategy for promotion of ELSA Training.

Alumni & ELS

- Cooperation and communication with ELS;
- Meeting with ELS in December - Brussels, Belgium;
- Meeting with ELS in February – Malta;
- Planning for ICM Lviv workshops.

Elena Maglio

| Treasurer of ELSA International 2017/2018

General Daily Administration

- ELSA House: new Rent Agreement, new contracts for utilities;
- Restructuring: research and meetings. Meetings with ESN and other associations;
- Meetings with the Accountant;
- Interim Accounts preparation;
- Interim Audit preparation and attendance;
- Working group on general FM handbook;
- Revision of the Grant Handbook with the Director for Handbooks;
- Researching External Audit in cooperation with the Assistant for Financial Research;
- Debtors and Open Balances tracking;
- ELSA International Team Weekend attendance;
- Updates of the Decision Book Annexes;
- Mid OYOP training attendance;
- EU Study Fair attendance.

ELSA Development Foundation

- General EDF Administration: board meetings administration, application revision, report revision ...;
- Appointment of an Assistant for EDF;
- Work on proposals with the Assistant for EDF;
- Interim Report preparation;
- Interim Accounts preparation;
- Interim Audit preparation and attendance;
- Webinars: D1 application and general application.

Grants

- Applications: Council of Europe general grant, Council of Europe World Forum of Democracy grant, Council of Europe EHRMCC grant, UNECA, Erasmus Plus three years partnership agreement, EYF work plan 2019, EYF International Activity 2019, STEP Grant, Alliance of Civilizations Youth Solidarity Fund and Commonwealth Youth Awards, City of Strasbourg;
- Reporting: Erasmus Plus 2017, Council of Europe general grant, Council of Europe World Forum of Democracy grant, Council of Europe EHRMCC grant;
- Meetings: European Youth Foundation, Council of Europe, EACEA, Erasmus Plus National Agency of Belgium.

International Internal Meetings

- Follow up ICM Sarajevo (minutes and drafting);
- Preparation materials for IPM Malta (working materials, workshops);
- Attendance IPM Malta;
- Follow up IPM Malta;
- Preparation materials for ICM Lviv (working materials, workshops and proposals).

Moot Courts

- EMCC: Financial Aid system, Fundraiser, FOR support, pre-Visit Regional Round Bangkok, Support to the African Regional Round organisers, Regional Round at Georgetown University, donations.

Coaching Country

- Implementing communication with my coaching countries;
- Visit to ELSA Spain and ELSA Malta;
- Meetings with ELSA Spain, Slovenia, Croatia and Portugal;
- Mid OYOP evaluation with the Coached National Groups;
- SOM attendance.

Key Areas Support

- World Forum of Democracy logistics and attendance;
- SELS Training Weekend logistics, attendance and workshop;
- Study Visits in the ELSA House coordination.

Others

- Christmas Cocktail coordination.

Krzysztof Rumpel

| Vice President for Marketing of ELSA International 2017/2018

General

- Preparation of the 63rd edition of the Synergy Magazine;
- General assistance for the IT;
- Creation of promotional materials for the Summer ELSA Law Schools;
- Creation of promotional materials for the IFP Month and IFP Conference;
- Creation of promotional materials for the Regional Rounds and the EMC2;
- Creation of promotional and visual materials for the Migration LRG;
- Creation of promotional materials for ELSA Day;
- Creation of promotional materials for the STEP;
- Creation of promotional materials for the Train the Trainers Week;
- Coordination of the ELSA Day Campaign;
- Coaching visits to Romania and Belgium;
- Attendance and giving workshop on III Slavic Officers' Meeting;
- Attendance and giving workshops on LVI International Presidents' Meeting in Malta;
- Research on Trademarks situation;
- Managing all the Social Media profiles of ELSA (Facebook, LinkedIn, Instagram and Twitter);
- Assistance for the President in the field of External Relations and Strategic Goals creation.

Kerli Kalk

| Vice President for Academic Activities of ELSA International 2017/2018

International Legal Research Groups

- Researching and contacting new LRG partners;
- Researching follow-up opportunities for the LRGs;
- Creating a long-term strategy for LRG developments;
- Preparation and creation of supporting materials for the Essay Competition on Migration Law for the participants of the LRG on Migration Law;
- Facilitation of the Essay Competition on Migration Law;
- Preparation and publication of the LRG on Migration Law;
- Assisting in advancing the technical procedures of future LRGs;
- Administering and updating the LRG webpage;
- Applying for an annual work plan grant from the European Youth Foundation.

ELSA Negotiation Competition

- Providing guidelines and assistance for the organisation of the local/national ENC rounds;
- Creating a report of potential future developments for the ENC.

ELSA Law Review

- Communicating with Catolica Global School of Law for the final selection of articles;
- Communicating with the selected authors;
- Communicating with ALSA regarding the cooperation for the respective law reviews;
- Creating a report of potential future developments for the ELR;
- Researching follow-up opportunities for the ELR.

EHRMCC

- Updating the pre-moot registration form;
- Communication with the Council of Europe;
- Communicating with teams;
- Communicating with case authors;
- Gathering Judges to score the Written Submissions and/or Final Round;
- Coordinating the scoring process of the Written Submissions by the Judges;
- Communicating with the City of Strasbourg and Permanent Representations regarding the respective receptions;
- Writing a grant application for the City of Strasbourg;

- Attending the ELSA Germany and ELSA Austria pre-moot in Graz, Austria, in January;
- Transitioning the necessary materials, information and developments of the competition to VP EMCC;
- Administering and updating the EHRMCC webpage;
- Creating and selecting an IOC team.

ELSA Day

- Administering and updating the ELSA Day webpage;
- Preparing the content of the ELSA Day Webinar with the Council of Europe;
- Attending the ELSA Day Webinar and its following meeting with CoE;
- Preparing information of events for CoE for its Visibility Materials;
- Gathering statistics of ELSA Day events from the network;
- Providing guidelines and assistance for the organisation of the local/national events;
- Preparing for the 7th edition of ELSA Day.

International Focus Programme

- Researching general IFP partners;
- Researching and contacting LRG partners on the IFP topic;
- Creating academic programme for the Mid-IFP Conference;
- Creating the call for the IOC team and facilitating the selection process;
- Co-coordinating the overall organisation of the Mid-IFP Conference;
- Researching and contacting speakers for the Mid-IFP Conference;
- Planning the support for the IFP weeks happening across the Network in April;
- Creating a timeline for the new IFP topic.

Coaching Countries and Communication with the Network

- Providing assistance for national and local officers;
- Communicating with my coaching countries;
- Coaching visit to ELSA Latvia;
- Attending the I NCM of ELSA Estonia;
- Attending the Nordic Officers Meeting in Helsinki, Finland;
- Attending the II NCM of ELSA the Netherlands 17/18 in Leiden, the Netherlands;
- Attending the 60th NCM of ELSA Germany in Osnabrück, Germany.

Miscellaneous

- Attending meetings with externals;
- Researching different development opportunities for legal debates;

- Analysing different restructuring options for the AA area;
- Administering and updating the AA section of the Officer's Portal;
- Assisting with the organisation of Study Visits to the ELSA House;
- Researching potential webinar opportunities in the AA area.

Michelle Goossens

| Vice President for ELSA Moot Court Competitions of ELSA International 2017/2018

EMC2

- Got a new Gold Sponsor: Hogan Lovells;
- Applied for and were granted 45.000 USD grant by the United Nations Economic Commission for Africa for the African Regional Round;
- Coordination and attendance of the Regional Rounds of the Competition;
- Panellist preparation;
- Score calculation;
- Rule changes;
- Communication with Sponsors, Regional Round Organisers, Panellists and teams on a daily basis;
- Preparations for the Final Oral Round, to be held in Geneva, Switzerland from 19 – 24 June 2018;
- Set up the Financial Aid system for Teams in the competition;
- Set up and attended the Fundraising Event for the ELSA Moot Court Competition on WTO Law, focussing on the Financial Aid for teams in the competition;
- Met with EMC2 Sponsors and the WTO after the Fundraiser.

Miscellaneous

- Attended the WTO 11th Ministerial Conference in Buenos Aires, Argentina;
- Communication with Local and National Officers about their moot court competitions;
- Pre-visits to four out of five Regional Rounds Organisers; met one Regional Round Organiser in Brussels;
- Daily communication with the EMC2 ELSA International Team
- Attended NCM Poland;
- Attended NCM ELSA the Netherlands;
- Went to Geneva for a meeting with the WTO.

Deniz Hatemi

| Vice President for Seminars & Conferences of ELSA International 2017/2018

ELSA Delegations

- Preparation of documents and application for the observership status within UNCCD and UNEP;
- Researching new organisations that ELSA can start to send Delegates to;
- Submitting the Quadrennial Report to the United Nations;
- Expanding cooperation and therefore providing more diverse opportunities both organisation and location wise;
- Preparation for several calls for ELSA Delegations;
- Making sure that all Officers involved get the necessary information with regards to applications and selected participants;
- Ensuring the communication within the ELSA International Team and their communication with the Delegates;
- Participating and coordinating World Forum for Democracy 2017;
- Managing the process of converting to the new interface of UN for NGOs;
- Working on better structuring of ELSA Delegations;
- Discussing various methods of promotion with the Vice President for Marketing with regards to quality improvements of ELSA Delegations;
- Creating an internal archive consisting of all the sessions attended by ELSA since 2011 in order to ensure knowledge management;
- Participation in some of the sessions that ELSA has attended in the past.

ELSA Law Schools

- Organisation of the 2nd edition of the ELSA Law Schools Training Weekend which took place in the ELSA House with a great participation from the organisers;
- The creation of the new portfolios for the ELSA Law Schools;
- The coordination of all ELSA Law Schools with regards to the content of the website.
- The creation of the ELSA Law School Summer Cycle 2017/2018;
- Further improvements and unification regarding the ELSA Law Schools portal;
- The creation of the Additional Questions and Fees & Extra Fees form for organisers to add their own questions to the application form;
- Assisting with quality improvements and other issues specific to ELSA Law Schools;
- Discussing various methods for unified promotion with the Vice-President for Marketing with regards to ELSA Law Schools;
- The creation of the application form for ELSA Law Schools on forms.elsa.org and on lawschools.elsa.org as a backup;
- Creation and coordination of the Working group on ELSA Law Schools Agreement.

International Focus Programme (IFP)

- Assisting the International Focus Programme team, which is made up of the Director and two Coordinators;
- Preparations for the IFP Month coordination;
- Preparations for the Mid-IFP conference that will take place in Brussels in June with VP AA, Treasurer and President of ELSA International;
- Discussing various methods for promotion with the Vice President for Marketing for the IFP.

ELSA Webinars

- Coordinating the 2nd ELSA Day Webinar with the Council of Europe on Justice Beyond Borders;
- Traveling to Strasbourg for meetings regarding the technicalities, programme, marketing and logistics and to view the studio;
- Preparing the questions for the Webinar;
- Preparing the running schedule for the Webinar;
- Co-hosting the ELSA Webinar;
- Preparations for an ELSA Webinar on ELSA Delegations selection criteria;
- Preparations for an ELSA Webinar on webinars.

International Conferences

- Coordination of the third edition of the IBA-ELSA Students' Conference on Human Rights, finding several international speakers for the academic programme of the Conference and coordination of the promotion of the conference towards our network;
- Preparation for the next edition of the IBA-ELSA Students' Conference;
- Organisation of the ELSA – K&L Gates European Compliance Conference;
- Creation and the coordination of the Working Group on Unification of International Conferences.

Miscellaneous

- Communication with the network and my coaching countries;
- Updating the information that is provided on the Officers' Portal;
- Attending EU Studies Fair in Brussels;
- Head of Delegation and coordinator for the ELSA's delegation to the World Forum for Democracy;
- Improvements on the Study Visit Guide;

- Trips to the National Council Meetings of ELSA Austria, ELSA Germany and ELSA Turkey.

Aneta Korcová

| Vice President for Student Trainee Exchange Programme of ELSA International 2017/2018

Contact with the network

- General contact with my Coaching Countries;
- Delivering 4 internal webinars (Job Hunting, Student Hunting, Reception, Job Hunting II in cooperation with VP Marketing);
- Creating Slack channel for national STEP officers and STEP Coaches;
- Conducting workshops at the LXXII International Council Meeting in Sarajevo, Bosnia and Herzegovina;
- Conducting workshop on ELSA International at the first National council meeting ELSA Estonia;
- Conducting workshop on STEP on an International level at the Nordic Officers' Meeting in Helsinki, Finland;
- Conducting Promotion training on III Slavic Officers' Meeting in Łódź, Poland;
- Conducting workshop on STEP on an International level at the National Council Meeting of ELSA Germany in Osnabrück;
- Coaching visit to ELSA Moldova.

Job Hunting

- Attending and actively participating in the AIJA Half Year November Conference in Girona, Spain;
- Finishing centralised database of STEP traineeship providers on the International level;
- Contacting potential traineeship providers of EI, mainly outside of Europe;
- Finishing and sharing Job Hunting database of previous traineeship providers from national groups;
- Website update of EI traineeships, assisting my coaching countries and other national officers with the website update;
- Cooperation with AIJA, ELS and INTA on promotion of our traineeships.

Student Hunting

- Delivering public webinar on How to apply for STEP;
- Publishing contacts of STEP national officers to STEP Portal;
- Preparation of the STEP Countdown and other promotion materials in cooperation with VP Marketing;
- Preparation of STEP Portal and STEP Interface for Student Hunting.

Matching and Selection Results

- Uploading TSFs on the STEP Interface in cooperation with Matching Team;
- Conducting matching together with Matching Team;
- Uploading and sending Selection Results.

IT in STEP

- Finalising agreement with Camscape and providing constant help for creating a new complex system;
- Updating STEP Portal;
- Creating a search engine.

Other

- Working on grant for STEP with FM;
- Participating in ELSA International Team Weekend.

International Internal Area Meeting Reports

International Presidents' Meeting Malta – BEE Chair Report

| Jan Kopeck

Opening workshop of IPM Malta:

- The election of the Officers for the national's and locals' workshop;
- Presentation and approval of the agenda and explanation of the workshop rules;
- Expectations sharing.

International Update:

- Presentation of recent activities of the International Board;
- Discussion on problems at the International Level;
- Description and promotion of the upcoming events.

Mid-OYOP evaluation:

- ELSA international presentation and description of the workshop idea;
- Discussion concerning the agenda for the upcoming months;
- Evaluation of the most important moments after 6 months of the term;
- Discussion on the biggest achievements and failures of last 6 months.

Partnership:

- ELSA International presentation on latest changes in the partnerships;
- Discussion on the situation with all the international Partners;
- Discussion on possible cooperation with international partners:
- for the National and Local Groups.

ELSA Webinars:

- Summary of all the webinars organised by ELSA International in the first term;
- Presentation on the results and evaluation of the webinars;
- Discussion on the possibility to organise webinars on the National and Local level.

Membership Application:

- Presentation of the ELSA Russia Application given by Secretary General of
- ELSA International;
- Skype meeting with short presentation and comments from ELSA Russia National Team;
- Discussion and questions to ELSA Russia concerning their application and problems they have to tackle.

Training:

- Training on conflict management prepared and given by the ITP trainers.

Financial Management:

- Presentation given by the Treasurer of ELSA International on the current financial situation and recent changes;

- Questions and answers on the budget and recent changes.

Regulations:

- Presentation given by the Secretary General of ELSA International;
- Presentation of all the important dates and deadlines for the upcoming ICM Lviv;
- Questions and answers on regulations with the short test for the Presidents given by Secretary General of ELSA International.

Restructuring and Strategic Direction:

- Presentation on the recent situation about strategic goals by the President of ELSA International;
- Introduction of the externals who are to lead the work on ELSA International Strategic Goals;
- Training and interview given by the external;
- Discussion on the challenges, problems and direction ELSA International has to take in the next few years led by externals;
- Discussion about the actions International Board has taken in the recent months to solve the problem of the strategic goals.

Alumni and ELSA Lawyers Society:

- The training given by ITP trainers on the possible cooperation with alumni.

Open Workshop:

- Discussion about the possibilities of being the part of the International Board.

Miscellaneous:

- Discussion on the situation of EHRMCC, the work of the VP AA of ELSA International;
- Discussion on the current situation of the whole Network and the problems we have to face;
- Discussion on the strategic goals and the delay of the work on the strategic goals;
- Discussion on the transparency of International Board activity;
- Discussion on the work of the whole International Board;
- Discussion on the financial and partnerships situation of the ELSA International.

PROPOSALS

THE INTERNATIONAL BOARD

Statutes of ELSA

Statutes amendment concerning “The International Board” part

The International Board is proposing the following to the Council:

The International Board

Article 8 – Main Provisions

8.1 Role

The International Board is the supreme executive body of ELSA. Its tasks are to represent ELSA, to carry out and be responsible for the day-to-day running and management of ELSA, to promote and supervise ELSA’s fields of activities, to advance the aims and efficiency of ELSA as well as to execute and to implement the decision made by the International Council. The International Board exercises its executive power through Board Meeting decisions.

Comment:

The proposal does not change or add anything substantial to the article. The necessity to have the decision-making procedure specified in the Statutes comes from the Erasmus Plus Grant regulations.

International Council Meeting Decision Book of ELSA

No 1: International Council Meeting Decision Book amendment concerning Strategic Goals 2018 of the ELSA in General part

The International Board is proposing the following to the Council:

~~Strategic Goals 2018~~

1. Internal Structure

~~ELSA shall focus on Human Resources~~

- ~~• National Groups shall have a National Trainers Pool~~
- ~~• ELSA shall create a training strategy~~
- ~~• ELSA shall simplify the process of organising ITP trainings and promote their importance~~
- ~~• ELSA shall continually evaluate, share and optimise recruitment strategies.~~

~~ELSA shall improve knowledge management~~

- ~~• ELSA shall have an online archive available to all ELSA officers consisting of, but not limited to; minutes from previous internal meetings, current editions of the decision book, the statutes and standing orders, workshop presentations, general guidelines, various templates, and handbooks.~~
- ~~• Every ELSA Group shall organise a transition session, common or separated, (of at least one day) before the end of the term in office for the newly elected Board~~
- ~~• Every ELSA Group shall have an Externals' Contacts Database~~

~~ELSA shall improve/focus on communication within the network~~

- ~~• ELSA shall have an electronic newsletter directed to all stakeholders of ELSA~~

2. Professional and academic development of law students and young lawyers

~~ELSA shall improve the quality of, and interest in STEP~~

- ~~• ELSA shall develop a new and common system for the purpose of registration of traineeships, offering traineeships and applying for traineeships within the STEP framework~~
- ~~• ELSA shall strive to have a diversity of employers within STEP~~
- ~~• ELSA International shall extend the STEP offer to traineeships outside of Europe~~
- ~~• ELSA shall increase the number of STEP traineeships in the entire Network by at least 15% on a yearly basis~~
- ~~• ELSA shall increase the number of Student Application Forms in the entire Network by at least 15% on a yearly basis~~

~~ELSA shall constantly develop awareness and knowledge of human rights~~

- ~~• ELSA shall develop its own Human Rights programme~~
- ~~• ELSA shall establish human rights partnerships on all levels~~
- ~~• ELSA shall organise an annual ELSA Day with participation of each Local Group~~

~~ELSA shall increase the awareness of the International Focus Programme among members and externals, as well as the general implementation of it~~

- ~~• ELSA shall strive to get a larger number of STEP Traineeships within the IFP area~~
- ~~• ELSA shall develop a strategy to maintain and improve partnerships of former IFP topics, even after the introduction of the new IFP topic~~

~~ELSA shall offer a broader range of legal education opportunities~~

- ~~• ELSA shall develop a wider catalogue of academic and scientific events and make them available to local groups~~
- ~~• ELSA shall focus on organising Moot Court Competitions on all level~~
- ~~• ELSA shall focus on organising activities for the development of the practical skills of law students and young lawyers~~
- ~~• ELSA shall prioritise the organisation of Law Schools, as the leading scientific events of the Network~~

3. Internationality

~~ELSA shall bring the international aspect of the association closer to the national and local level~~

- ~~• ELSA shall focus on regional events as a means of making internationality accessible to more ELSA members~~
- ~~• ELSA shall focus on the promotion of international exchanges between ELSA groups in the Network and the improvement of the structure and the organisation of such activities~~
- ~~• ELSA shall promote legal English trainings within the Network.~~
- ~~• ELSA shall include international exchange students in its activities~~
- ~~• ELSA shall increase the number of international events on both a national and local level~~

4. External relations

~~ELSA shall improve its cooperation with other organisations, institutions and corporations~~

- ~~• ELSA shall increase the number of National Groups cooperating with the Council of Europe~~
- ~~• ELSA shall increase cooperation with international student organisations throughout all levels of ELSA~~
- ~~• ELSA shall increase the number of partners for STEP and delegations, improve the quality of existing partnerships, and aim to have a long-term cooperation with partners~~

- ~~ELSA shall establish partnerships with Bar Associations on every level~~
- ~~ELSA shall increase the number of joint projects with partner organisations within all levels of the Network~~
- ~~ELSA shall develop long-term cooperation with universities~~

5. Financial stability

~~ELSA shall be a financially sound organisation with enough resources to fulfil its goals~~

- ~~ELSA shall have a clear view of its financial situation at all levels, through proper bookkeeping and budgeting~~
- ~~ELSA shall, on all levels, increase the number of trainings on the topic of effective fundraising~~
- ~~ELSA shall create a strategy for obtaining grants~~
- ~~ELSA International shall own, and have a structured plan on financing the acquisition of the premises of its offices~~
- ~~ELSA International shall move its statutory seat to a more cost efficient jurisdiction~~

6. Profile of ELSA

~~ELSA shall be known for offering legal opportunities and high quality activities~~

- ~~ELSA shall focus on increasing understanding of ELSA and ELSA related activities for all its stakeholders and in particular externals~~
- ~~The websites of ELSA must give a clear overview of the Network's activities~~
- ~~ELSA shall develop its brand and establish a unified image as an international and professional association.~~
- ~~A marketing materials database shall be created and used efficiently to ensure a unified image of ELSA~~
- ~~ELSA shall create and carry out a public relations strategy~~
- ~~ELSA shall review and update its corporate identity and websites~~
- ~~ELSA shall aim to obtain support from renowned persons.~~

ANNEX V: STRATEGIC GOALS 2018

1. Internal Structure

ELSA shall focus on Human Resources

- National Groups shall have a National Trainers Pool

- ELSA shall create a training strategy
- ELSA shall simplify the process of organising ITP trainings and promote their importance
- ELSA shall continually evaluate, share and optimise recruitment strategies.

ELSA shall improve knowledge management

- ELSA shall have an online archive available to all ELSA officers consisting of, but not limited to; minutes from previous internal meetings, current editions of the decision book, the statutes and standing orders, workshop presentations, general guidelines, various templates, and handbooks.
- Every ELSA Group shall organise a transition session, common or separated, (of at least one day) before the end of the term in office for the newly elected Board
- Every ELSA Group shall have an Externals' Contacts Database

ELSA shall improve/focus on communication within the network

- ELSA shall have an electronic newsletter directed to all stakeholders of ELSA

2. Professional and academic development of law students and young lawyers

ELSA shall improve the quality of, and interest in STEP

- ELSA shall develop a new and common system for the purpose of registration of traineeships, offering traineeships and applying for traineeships within the STEP framework
- ELSA shall strive to have a diversity of employers within STEP
- ELSA International shall extend the STEP offer to traineeships outside of Europe
- ELSA shall increase the number of STEP traineeships in the entire Network by at least 15% on a yearly basis
- ELSA shall increase the number of Student Application Forms in the entire Network by at least 15% on a yearly basis

ELSA shall constantly develop awareness and knowledge of human rights

- ELSA shall develop its own Human Rights programme
- ELSA shall establish human rights partnerships on all levels
- ELSA shall organise an annual ELSA Day with participation of each Local Group

ELSA shall increase the awareness of the International Focus Programme among members and externals, as well as the general implementation of it

- ELSA shall strive to get a larger number of STEP Traineeships within the IFP area
- ELSA shall develop a strategy to maintain and improve partnerships of former IFP topics, even after the introduction of the new IFP topic

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- ELSA shall develop a wider catalogue of academic and scientific events and make them available to local groups
- ELSA shall focus on organising Moot Court Competitions on all level
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- of law students and young lawyers
- ELSA shall prioritise the organisation of Law Schools, as the leading scientific events of the Network

3. Internationality

ELSA shall bring the international aspect of the association closer to the national and local level

- ELSA shall focus on regional events as a means of making internationality accessible to more ELSA members
- ELSA shall focus on the promotion of international exchanges between ELSA groups in the Network and the improvement of the structure and the organisation of such activities
- ELSA shall promote legal English trainings within the Network.
- ELSA shall include international exchange students in its activities
- ELSA shall increase the number of international events on both a national and local level

4. External relations

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- ELSA shall increase the number of National Groups cooperating with the Council of Europe
- ELSA shall increase cooperation with international student organisations throughout all levels of ELSA
- ELSA shall increase the number of partners for STEP and delegations, improve the quality of existing partnerships, and aim to have a long-term cooperation with partners
- ELSA shall establish partnerships with Bar Associations on every level
- ELSA shall increase the number of joint projects with partner organisations within all levels of the Network
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5. Financial stability

ELSA shall be a financially sound organisation with enough resources to fulfil its goals

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- ELSA International shall own, and have a structured plan on financing the acquisition of the premises of its offices
- ELSA International shall move its statutory seat to a more cost efficient jurisdiction

6. Profile of ELSA

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- The websites of ELSA must give a clear overview of the Network's activities
- ELSA shall develop its brand and establish a unified image as an international and professional association.
- A marketing materials database shall be created and used efficiently to ensure a unified image of ELSA
- ELSA shall create and carry out a public relations strategy
- ELSA shall review and update its corporate identity and websites
- ELSA shall aim to obtain support from renowned persons.

Comments: The Strategic Goals 2018 do not belong to where they are currently placed, therefore ELSA International proposes to attach them as an Annex to the International Council Meeting Decision Book.

No 2: International Council Meeting Decision Book amendment concerning Human Rights of the ELSA in General part

The International Board is proposing the following to the Council:

Human Rights

4. ELSA Day

4.1. ELSA Day is a Human Rights forum of coordinated ELSA Day events where the Network organises projects on national and international standards of protections and implementation of Human Rights.

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

4.2 The ELSA Day event will be organised every last Wednesday of November.

Comments:

According to the restructuring policy for the Decision Book changes the following logic should be applied to the structure: definition, quality standards, and responsibilities. Thus, this proposal adds a definition to the ELSA Day section to ensure a unified understanding of the project and clear Decision Book structure. Furthermore, together with another proposal it moves the requirement to organize ELSA Day events under the section of responsibilities.

No 3: International Council Meeting Decision Book amendment concerning Human Rights of the ELSA in General part

The International Board is proposing the following to the Council:

Human Rights

4. ELSA Day

4.3. Responsibilities of ELSA International:

- Overall coordination of ELSA Day
- Create an ELSA Day Outline for the respective edition
- Conduct the annual ELSA Day Competition

4.4 Responsibilities of the National Group:

- Forward all the relevant information regarding the ELSA Day received from ELSA International to Local Groups
- Provide necessary information and other assistance to Local Officers for organising ELSA Day events.
- Submit the ELSA Day Specification Form and the ELSA Day Evaluation Form to ELSA International when the event was organised by the National Group
- Ensure that Local Groups organise ELSA Day events
- Ensure that Local Officers submit the ELSA Day Specification Form and the ELSA Day Evaluation Form to ELSA International when the event was organised by the Local Group.

4.5. Responsibilities of the Local Groups

- Organise an annual ELSA Day event, either alone or in cooperation with other groups
- Submit the ELSA Day Specification Form and the ELSA Day Evaluation Form to ELSA International

Comments:

This proposal clarifies the responsibilities for ELSA International, the National and Local Groups regarding ELSA Day, by providing a unified structure and bringing the relevant responsibilities together under one section from different parts of the Decision Book.

No 4: International Council Meeting Decision Book amendment concerning International Focus Programme of the ELSA in General part

The International Board is proposing the following to the Council:

International Focus Programme

1. ~~Introduction~~ General

1.1 The aim of the International Focus Programme is to have a specific theme for the entire ELSA network over a fixed period of time.

Comments:

This proposal makes the Decision Book more unified as introductory or explanatory articles are usually set under “General” in other parts of the Decision Book.

No 5: International Council Meeting Decision Book amendment concerning International Focus Programme of the ELSA in General part

The International Board is proposing the following to the Council:

International Focus Programme

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.~~

43. Responsibilities

43.1 Responsibilities of the local group

...

43.2 Responsibilities of the national group

...

43.3 Responsibilities of ELSA International

...

54. IFP Topic

54.1 The topic of the International Focus Programme (IFP), with duration from the 1st of August 2016 until the 31st of July 2019, shall be the following:
"Environmental Law".

54.2 The recommended timeline for the implementation of the IFP on Environmental Law is the following:
...

54.3 During the implementation of the IFP, the Network shall focus on:
...

54.4 The final outcome of the implementation of the International Focus Programme on Environmental Law shall be a Final IFP Conference and an IFP Almanac. These projects shall reflect the work done by

the Network during the 3 years of implementation and will include at least the most discussed topics. ELSA International shall be responsible for coordinating the realisation of the final IFP results.

Comments:

The requirement to evaluate IFP related events is also set forth in the following section of Responsibilities.

No 6: International Council Meeting Decision Book amendment concerning International Focus Programme of the ELSA in General part

The International Board is proposing the following to the Council:

International Focus Programme

4. Responsibilities

4.1 Responsibilities of the Local Group

- Submit the completed IFP Project Report and other relevant information to ELSA International at the end of each event organised.

4.2 Responsibilities of the National Group

- Forward all information on the IFP received to the local groups;
- Provide necessary training, information and other assistance to local groups to organise IFP events;
- Evaluate all the information received on the national level and submit the activity report to ELSA International at the end of the IFP.

4.3 Responsibilities of ELSA International

- Overall coordination of the implementation of the IFP;
- Coordinate the research for finding the best “hot legal topic” and subtopics for the IFP;
- Make sure during every last International Council Meeting before the period for an IFP finishes a proposal for a topic and subtopics will be put into voting according to the results of the before mentioned research;
- Creating an IFP Manual;
- Publish at least one article on the IFP in every issue of Synergy;
- Provide necessary training, information and other assistance to national and local groups;
- Ensure that all groups submit IFP Project Reports at the end of each event organised;

Comments:

This proposal aims to make the IFP part more unified with the rest of the Decision Book, as part of the International Council Meeting Decision Book restructuring is to have responsibilities in the following order: International, National, Local.

No 7: International Council Meeting Decision Book amendment concerning International Focus Programme of the ELSA in General part

The International Board is proposing the following to the Council:

International Focus Programme

4. Responsibilities

4.2 Responsibilities of the national group

- Forward all relevant information ~~on~~ regarding the IFP received from ELSA International to the Local ~~g~~Groups;

Comments:

This proposal is to make the sentence regarding the one of the responsibilities of National Groups clearer and to ensure it follows the vocabulary of the Decision Book.

No 8: International Council Meeting Decision Book amendment concerning International Focus Programme of the ELSA in General part

The International Board is proposing the following to the Council:

International Focus Programme

4. Responsibilities

4.1 Responsibilities of ELSA International

- Overall coordination of the implementation of the IFP;
- Coordinate the research for finding the best “hot legal topic” and subtopics for the IFP;
- Make sure during every last International Council Meeting before the period for an IFP finishes a proposal for a topic and subtopics will be put into voting according to the results of the before mentioned research;
- ~~Creating~~ Create an IFP Manual;
- Publish at least one article on the IFP in every issue of Synergy;
- Provide necessary training, information and other assistance to national and local groups;
- Ensure that all groups submit IFP Project Reports at the end of each event organised;

Comments:

This proposal is to ensure the section in question follows the vocabulary of the Decision Book.

No 9: International Council Meeting Decision Book amendment concerning International Focus Programme of the ELSA in General part

The International Board is proposing the following to the Council:

International Focus Programme

4. IFP Topic

4.2 The implementation of the IFP on Environmental Law should follow the recommended timeline in Annex IV.

~~4.2 The recommended timeline for the implementation of the IFP on Environmental Law is the following:~~

- ~~a. August 2016 – February 2017

 - Establish contacts with partners and sponsors through engaging them in introductory IFP events (lawyers at work events, seminars, lectures).
 - Establish local and national IFP implementation plan for the next three years.
 - Raise members' awareness for Environmental Law via Institutional Visits.~~
- ~~b. March 2017 – August 2017

 - Host IFP week in April throughout the whole of the Network to increase the IFP awareness. In this week each Local Group should prepare several IFP events.
 - Use IFP week Event reports and the results of the events in publications on all levels.~~
- ~~c. September 2017 – February 2018

 - Liaise with universities to engage them further in all IFP related activities.
 - Continue with publishing IFP related articles in publications.
 - Organise international projects focused on IFP.
 - Raise members' awareness of the foreign aspects of Environmental Law via Study Visits.
 - ELSA International is to establish a Legal Research Group on IFP.~~
- ~~d. March 2018 – August 2018

 - Host second IFP week in April.
 - ELSA International is to designate one Local or National Group to organise the Mid IFP conference.
 - Continue with the Legal Research Group on IFP.~~
- ~~e. September 2018 – February 2019

 - Focus the Moot Court Competition topics on IFP.
 - ELSA International is to conclude the Legal Research Group and publish the outcome.~~

- ~~Engage partners, speakers, participants, and former ELSA officers, who were in charge of the IFP, in order to discuss the impact of the programme on the development of Environmental Law.~~
- f. ~~March 2019 – July 2019~~
 - ~~Host final IFP week in April to present and elaborate on the conclusions of the previous years on all levels.~~
 - ~~Produce summaries and reports of the IFP events of the past 3 years in various forms, including videos, pictures, scientific and other publications.~~
 - ~~Provide ELSA International with evaluation reports and articles.~~
 - ~~ELSA International is to designate one Local or National Group to organise the Final IFP conference to conclude the cycle.~~

ANNEX IV: RECOMMENDED TIMELINE FOR THE IMPLEMENTATION OF THE IFP ON ENVIRONMENTAL LAW

August 2016 – February 2017

- Establish contacts with partners and sponsors through engaging them in introductory IFP events (lawyers at work events, seminars, lectures).
- Establish local and national IFP implementation plan for the next three years.
- Raise members' awareness for Environmental Law via Institutional Visits.

March 2017 – August 2017

- Host IFP week in April throughout the whole of the Network to increase the IFP awareness. In this week each Local Group should prepare several IFP events.
- Use IFP week Event reports and the results of the events in publications on all levels.

September 2017 – February 2018

- Liaise with universities to engage them further in all IFP related activities.
- Continue with publishing IFP related articles in publications.
- Organise international projects focused on IFP.
- Raise members' awareness of the foreign aspects of Environmental Law via Study Visits.
- ELSA International is to establish a Legal Research Group on IFP.

March 2018 – August 2018

- Host second IFP week in April.
- ELSA International is to designate one Local or National Group to organise the Mid IFP conference.
- Continue with the Legal Research Group on IFP.

September 2018 – February 2019

- Focus the Moot Court Competition topics on IFP.

- ELSA International is to conclude the Legal Research Group and publish the outcome.
- Engage partners, speakers, participants, and former ELSA officers, who were in charge of the IFP, in order to discuss the impact of the programme on the development of Environmental Law.

March 2019 – July 2019

- Host final IFP week in April to present and elaborate on the conclusions of the previous years on all levels.
- Produce summaries and reports of the IFP events of the past 3 years in various forms, including videos, pictures, scientific and other publications.
- Provide ELSA International with evaluation reports and articles.
- ELSA International is to designate one Local or National Group to organise the Final IFP conference to conclude the cycle.

Comments:

Part of the restructuring of the Decision Book is to unify the use of the Annexes of Decision Book.

No 10: International Council Meeting Decision Book amendment concerning Board Management of the BEE part

The International Board is proposing the following to the Council:

Board Management

1. General Definition

~~1.1 Board Management is one of the main responsibilities of the President including a range of activities, techniques, processes and tools for organizing and coordinating the work of the board members.~~

1.1 Board Management is one of the main responsibilities of the President and involves organising and coordinating the work of board members.

Comments: In line with the restructuring of the Decision Book, the section on Board Management would necessitate a definition which we propose to be a variation of the existing explanation with no substantive change to the provision.

No 11: International Council Meeting Decision Book amendment concerning Board Management of the BEE part

The International Board is proposing the following to the Council:

Board Management

2. Responsibilities

2.2 President bears an overall responsibility for:

- coordination of the board members' activities;
- communication inside the board and communication of the board with the external environment;
- cooperation with key areas in the organization of their activities with regards to the external relations, with a special focus on STEP;
- ensure that the current Strategic Plan is respected and implemented by the whole board;
- resolution of conflicts in the board;
- motivating the board members;
- exercising control over the fulfilment of activities planned by the board.

Comments: In line with the restructuring of the Decision Book, the section on Strategic Planning would be incorporated into the responsibilities of the President as it is related to the implementation of the work and the overall direction of the board.

No 12: International Council Meeting Decision Book amendment concerning Board Management of the BEE part

The International Board is proposing the following to the Council:

Board Management

2. Responsibilities

2.2 President bears an overall responsibility for:

- coordination of the board members' activities;
- communication inside the board and communication of the board with the external environment;
- cooperation with key areas in the organization of their activities with regards to the external relations, ~~with a special focus on STEP~~;
- resolution of conflicts in the board;
- motivating the board members;
- exercising control over the fulfilment of activities planned by the board.

Comments: The elimination of focus on STEP is due to the presence of external relations in all key areas which require the attention and involvement of the President.

No 13: International Council Meeting Decision Book amendment concerning Board Management of the BEE part

The International Board is proposing the following to the Council:

Board Management

2. Responsibilities

~~2.1 President is an equal board member with special responsibilities distinctive for his position.~~

2.1 ...

Comments: In line with the restructuring of the Decision Book, the first clause has relevance to the previously-stated definition under Article 1 and therefore repetition of it is obsolete here.

No 14: International Council Meeting Decision Book amendment concerning Board Management and The Annual Report of the BEE part

The International Board is proposing the following to the Council:

Board Management

The Annual Report

1. Definition

1.1 The Annual report shall be a report of ELSA International for their term in office, including information covering all areas, adequate to summarize the work done during the respective term.

1.2 The Annual Report shall include successful examples of the most significant ELSA events throughout the Network.

1.3 The Annual Report shall be used for promotion of ELSA as a whole, internally and externally.

1.4 The Annual Report shall not replace any other reports submitted to the Council by ELSA International.

2. Term

2.1 The Annual Report shall correspond to the term in office of the International Board, meaning a 12 months cycle running from the 1st of August to 31st of July.

3. Responsibilities

3.1 Responsibilities of ELSA International

The President of ELSA International during the term in office corresponding to the Annual Report term has the overall responsibility for submitting the Annual Report to the current International Board 35 days prior to the Autumn International Council Meeting.

The Annual Report shall be distributed before the Autumn International Council Meeting in electronic form to all National Groups.

3.2 Responsibility of the National Groups

National Groups shall provide the necessary information for the Annual Report to ELSA International upon request. The President of the National Group has the overall responsibility to submit the required information to ELSA International.

Comments: In line with the restructuring of the Decision Book, we are proposing to move the section regarding the Annual Report to fall under Board Management as it related to the coordination and representation of the board's work; also adding numbering to the first two sections.

No 15: International Council Meeting Decision Book amendment concerning Presidents' Duties in Strategic Planning of the BEE part

The International Board is proposing the following to the Council:

~~Presidents' Duties in Strategic Planning~~

1. General

~~It is the Presidents' 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 Strategic Goals Implementation Annex.~~

Comments: In line with the restructuring of the Decision Book, we are proposing to move the section regarding Presidents' Duties in Strategic Planning to the Responsibilities as listed in the current version of Article 2.2 in Board Management, as well as eliminating aspects of the Strategic Planning process which have fallen out of use.

No 16: International Council Meeting Decision Book amendment concerning Expansion of the BEE part

The International Board is proposing the following to the Council:

Expansion

1. Definition

Expansion is the process of establishing presence of ELSA Groups in countries and faculties within.

Comments: In line with the restructuring of the Decision Book, we are proposing to add an Article to provide a definition to Expansion.

No 17: International Council Meeting Decision Book amendment concerning Expansion of the BEE part

The International Board is proposing the following to the Council:

Expansion

2. Responsibilities

The President creates, implements and coordinates strategies related to expansion in the Network.

3. Limits of Expansion

Comments: In line with the restructuring of the Decision Book, we are proposing to add an Article on the responsibilities of the President in relation to it.

No 18: International Council Meeting Decision Book amendment concerning the IM part

The International Board is proposing the following to the Council:

Definition

Internal Management is one of the Supporting Areas of ELSA that executes stable management of the Association ensuring constant development and cohesion within it. It is mainly responsible for Internal Affairs, Knowledge Management, Administration, Communication, Information Technology, Human Resources and Training.

Comment:

This is a structural change made in order to ensure the consistency of the International Council Meeting Decision Book. The definition serves the purpose of introducing the area at the beginning of the IM part followed by the provisions with a more detailed focus.

No 19: International Council Meeting Decision Book amendment concerning Quality Management of the IM part

The International Board is proposing the following to the Council:

~~Quality Management~~ Responsibilities

...

Comments:

The current part mainly consists of the Responsibilities of the International, National and Local ELSA Groups which therefore necessitates the proposed change of the title.

No 20: International Council Meeting Decision Book amendment concerning Quality Management of the IM part

The International Board is proposing the following to the Council:

Quality Management

1. Responsibilities of ELSA International

...

2. Responsibilities of the National ~~ELSA~~ Groups

...

3. Responsibilities of the Local ~~ELSA~~ Groups

...

Comments:

This proposal is made for the purpose of restructuring the ICMDB.

No 21: International Council Meeting Decision Book amendment concerning Quality Management of the IM part

The International Board is proposing the following to the Council:

Quality Management

1. Responsibilities of ELSA International

ELSA International shall:

- Ensure that all Members and Observers of ELSA comply with the regulations of the association;
- Prepare and distribute the State of the Network Inquiry at least 35 days before the opening of each regular International Council Meeting;
- Solve the disputes arising in the Network by means of dialogue when the respective parties cannot reach a mutual agreement amongst themselves and refer the case to ELSA International;
- Update the ELSA website;
- Ensure that all official publications of ELSA International are grammatically and syntactically correct by having undergone review before publication from a proofreading team under ELSA International;
- Prepare useful manuals and handbooks and make them available to the Network;
- ELSA International shall have a coaching system in place in order to help develop the National and subsequently the Local Groups of the Network: Every National Group is entitled to have a member of the International Board as its coach. The coach shall be appointed at the beginning of the new term of ELSA International and shall inform the National Group respectively;
- Send out the call for the submission of the Local Group Reports to the Secretaries General of all National Groups before June 1st and receive them filled in before July 1st every year. The report shall include:
 - i. the name of each Local Group,
 - ii. the faculty/faculties in which each Local Group is based and covers,
 - iii. the postal address of each Local Group,
 - iv. the e-mail address of each Local Group,
 - v. the status of each Local Group as member or observer of the National Group,
 - vi. the date in which the Local Group acquired membership, if this happened during the last two years.

Comments:

ELSA International proposes the current provision to ensure that any disputes that may arise in the Network referred to the International Board are taken care of and solved by means of dialogue amongst the parties.

No 22: International Council Meeting Decision Book amendment concerning Quality Management and Internal Affairs of the IM part

The International Board is proposing the following to the Council:

Quality Management

...

4. One Year Operational Plan

~~4.1 The board of every ELSA Group shall have a One Year Operational Plan (hereinafter OYOP) at the time they are in office.~~

~~4.2 The OYOP is not binding but it is used to guide and evaluate the efforts and achievements of the board members during their term in office.~~

~~4.3 A summary of the OYOP of a National Board shall be submitted in English to the International Board before the opening of the first International Council Meeting since the term in office of the National Board members started.~~

~~4.4 While drafting their OYOP, the International and National board members shall take into consideration the Strategic Goals of ELSA International.~~

Internal Affairs

...

4. One Year Operational Plan

~~4.1 The board of every ELSA Group shall have a One Year Operational Plan (hereinafter OYOP) at the time they are in office.~~

4.2 The OYOP is not binding but it is used to guide and evaluate the efforts and achievements of the board members during their term in office.

4.3 A summary of the OYOP of a National Board shall be submitted in English to the International Board before the opening of the first International Council Meeting since the term in office of the National Board members started.

4.4 While drafting their OYOP, the International and National board members shall take into consideration the Strategic Goals of ELSA International.

Comments:

We believe that the content of the OYOP provision is part of Internal Affairs, therefore it is proposed to be moved into the Internal Affairs part of the International Council Meeting Decision Book.

No 23: International Council Meeting Decision Book amendment concerning Quality Management of the IM part

The International Board is proposing the following to the Council:

Quality Management

...

4. One Year Operational Plan

4.1 The board of every ELSA Group shall have a One Year Operational Plan (hereinafter OYOP) at the time they are in office.

4.2 The OYOP is not binding but it is used to guide and evaluate the efforts and achievements of the board members during their term in office.

~~4.3 A summary of the OYOP of a National Board shall be submitted in English to the International Board before the opening of the first International Council Meeting since the term in office of the National Board members started.~~

...

Comments:

This regulation has not been followed in recent years. By removing this part we change the provision to the current reality.

No 24: International Council Meeting Decision Book amendment concerning the Internal Affairs of the IM part

The International Board is proposing the following to the Council:

Internal Affairs

...

5. Transition

5.1 Transition is the process of passing on the knowledge from the preceding to the succeeding officers.

5.2 The International Board as well as each National and Local Group shall ensure good quality of knowledge management by conducting a transition at the end of the term.

Comment:

Transition is one of the most important parts of the term of each ELSA Group that requires proper reflection in the International Council Meeting Decision Book which will increase the overall impact.

No 25: International Council Meeting Decision Book amendment concerning International Council Meetings of the IM part

The International Board is proposing the following to the Council:

International Council Meetings

1. Applications to participate at the International Council Meetings

...

Comments:

The purpose of this proposal is the clarification of the content of the article.

No 26: International Council Meeting Decision Book amendment concerning International Council Meetings of the IM part

The International Board is proposing the following to the Council:

International Council Meetings

1. Applications

1.1 Applications

1.1.1 Applications have to be submitted by the ~~n~~National ~~b~~Boards. Only one application per National Board shall be submitted to the Organising Committee.

...

Comments:

The purpose of this proposal is the clarification of the quantity of the applications submitted to the Organising Committee, in order to avoid further misunderstanding during the application period.

No 27: International Council Meeting Decision Book amendment concerning International Council Meetings of the IM part

The International Board is proposing the following to the Council:

International Council Meetings

1. Applications

1.1 Applications

1.1.1 Applications have to be submitted by the national boards.

1.1.2 Individual applications can be accepted at the discretion of the ~~OC~~ Organising Committee.

1.2 Deadlines

1.2.1 The deadline for all applications is at the discretion of the ~~OC~~ Organising Committee, but shall not be earlier than 2 months before the opening of the International Council Meeting.

1.2.2 Late applications can be accepted at the discretion of the ~~OC~~ Organising Committee.

...

Comments:

We believe that abbreviation "OC" in the regulation has no place in the current part of the ICMDb, as in the rest of the article the term "Organising Committee" is being used.

No 28: International Council Meeting Decision Book amendment concerning International Council Meetings of the IM part

The International Board is proposing the following to the Council:

International Council Meetings

...

3. Workshops Procedure

3.1 Each workshop shall receive an agenda from the responsible IB member to be accepted or amended.

3.2 Each workshop shall elect a Chair, a Vice Chair, and two secretaries.

3.3 The candidates for the workshop officers shall be nominated and seconded by ELSA International, a Member or an Observer.

3.4 The secretaries are responsible for writing down the minutes of the workshop. These minutes will be an appendix to the International Council Meeting minutes. The secretaries shall submit the final version of the minutes to the respective International Board member before the opening of the Final Plenary.

~~3.5 Members and Observers have the right to speak in the workshop. The International Board has the right to give others the right to speak in the workshop.~~

~~3.6 Members and Observers can vote in the workshops. Every Member and Observer Group has only one vote. A National Board can pass the vote to a local representative in case there are no National Representatives present and voting.~~

~~3.7 Observers have the right to vote in the workshop only for procedural matters, e.g. the election of WS officers and changes to the WS agenda.~~

~~3.8 Observers cannot vote on statements, recommendations, and proposals.~~

...

4. Rights of the Workshop Participants

4.1 Members and Observers have the right to speak in the workshop. The International Board has the right to give others the right to speak in the workshop.

4.2 Members and Observers can vote in the workshops. Every Member and Observer Group has only one vote. A National Board can pass the vote to a local representative in case there are no National Representatives present and voting.

4.3 Observers have the right to vote in the workshop only for procedural matters, e.g. the election of WS officers and changes to the WS agenda.

4.4 Observers cannot vote on statements, recommendations, and proposals.

~~4. 5. Former International Board at the next International Council Meeting~~

~~4.5.1 ...~~

~~4.5.2 ...~~

~~4.5.3 ...~~

~~4.5.4 ...~~

~~5. 6. Application to host an International Council Meeting~~

~~5.6.1 ...~~

~~5.6.2 ...~~

~~5.6.3 ...~~

Comments:

The purpose of this proposal is the clarification of the content of the articles.

No 29: International Council Meeting Decision Book amendment concerning International Council Meetings of the IM part

The International Board is proposing the following to the Council:

International Council Meetings

...

3. Workshops

3.1 Each workshop shall receive an agenda from the responsible IB member to be accepted or amended.

3.2 Each workshop shall elect a Chair, a Vice Chair, and at least two secretaries.

...

Comments:

The purpose of this proposal is to connect the provision to the current reality as it is often when the workshop elects more than two secretaries.

No 30: International Council Meeting Decision Book amendment concerning International Council Meetings of the IM part

The International Board is proposing the following to the Council:

International Council Meetings

3. Workshops

3.1 Each workshop shall receive an agenda from the responsible IB member to be accepted or amended.

3.2 Each workshop shall elect a Chair, a Vice Chair, and two secretaries.

3.3 The candidates for the workshop officers shall be nominated and seconded by ELSA International, a Member or an Observer.

3.4 The Chair and Vice Chair shall ensure that the discussions on the points of the agenda take place in a correct and orderly manner. The Chair and Vice Chair are responsible for the consistent supervision of the minutes as well as the duly submission of the final version to the Secretary General of ELSA International before the opening of the Final Plenary.

~~3.4.5 The secretaries are responsible for writing down~~ shall keep the minutes of the workshop. ~~These minutes which~~ will be an appendix to the International Council Meeting ~~in~~ Minutes. The secretaries shall ~~submit the final version of~~ finalise the minutes together with the Chair and Vice Chair of the respective workshop ~~to the respective International Board member~~ before the opening of the Final Plenary.

~~3.56~~ Members and Observers have the right to speak in the workshop. The International Board has the right to give others the right to speak in the workshop.

~~3.67~~ Members and Observers can vote in the workshops. Every Member and Observer Group has only one vote. A National Board can pass the vote to a local representative in case there are no National Representatives present and voting.

~~3.78~~ Observers have the right to vote in the workshop only for procedural matters, e.g. the election of WS officers and changes to the WS agenda.

3.82 Observers cannot vote on statements, recommendations, and proposals.

Comment:

The overall conduct of the workshops as well as the duly submission of the workshop minutes greatly depends on the work of the Chair and Vice Chair. With this amendment ELSA International proposes to ensure the above alongside defining the general responsibilities of the Chair and Vice Chair. ELSA International proposes to submit the minutes to the Secretary General of ELSA International who is the main responsible person for the Final Minutes of the ICM.

No 31: International Council Meeting Decision Book amendment concerning International Council Meetings of the IM part

The International Board is proposing the following to the Council:

International Council Meetings

...

3. Workshops

...

~~3.6 Members and Observers can vote in the workshops. Every Member and Observer Group has only one vote. A National Board can pass the vote to a local representative in case there are no National Representatives present and voting.~~

3.7 Observers have the right to vote in the workshop only for procedural matters, e.g. the election of WS officers and changes to the WS agenda. Observers cannot vote on statements, recommendations, and proposals.

~~3.8 Observers cannot vote on statements, recommendations, and proposals. Every Member and Observer Group has only one vote. A National Board can pass the vote to a local representative in case there are no National Representatives present.~~

...

Comments:

As the current article is confusing, restructuring of the rights of the workshop participants will help to make the provisions more obvious.

No 32: International Council Meeting Decision Book amendment concerning International Council Meetings of the IM part

The International Board is proposing the following to the Council:

International Council Meetings

...

3. Workshops

...

3.7 Observers have the right to vote in the workshop only for procedural matters, e.g. the election of ~~WS~~ workshop officers and changes to the ~~WS~~ workshop agenda.

...

Comments:

The International Board proposes the current amendment as the abbreviation "WS" in the regulation is a technical error as in the rest of the article the term “workshop” is being used.

No 33: International Council Meeting Decision Book amendment concerning International Area Meetings of the IM part

The International Board is proposing the following to the Council:

International Area Meetings

1. Definitions

1.1 The International Area Meetings are internal ELSA meetings of the officers of the Member and Observer National Groups. There are three different International Area Meetings:

- a. the International Presidents' Meeting (IPM),
- b. the Supporting Area Meeting (SAM), and
- c. the Key Area Meeting (KAM).

1.2 The International Presidents' Meeting is a horizontal meeting of the Presidents and officers in charge of Board Management, External Relations and Expansion. The aims of the International Presidents' Meeting are to exchange experience, information and ideas existing in the National Groups, to learn from other National Groups, to contribute to the implementation of the decisions made in the International Council Meetings and to prepare for the International Council Meeting.

1.3 The Supporting Area Meeting trains the officers in charge of Internal Management, Financial Management and Marketing. ~~In this meeting, the supporting area officers enlarge their knowledge about their area by exchanging experiences and ideas. Furthermore, they prepare themselves for the upcoming International Council Meetings.~~ The aims of the Supporting Area Meeting are to exchange experience, information and ideas existing in the National Groups, to learn from other National Groups, to contribute to the implementation of the decisions made in the International Council Meetings and to prepare for the International Council Meeting.

1.4 The Key Area Meeting trains the officers in charge of Academic Activities (and Moot Court Competitions), Seminars and Conferences, and the Student Trainee Exchange Programme. ~~In this meeting, the key area officers enlarge their knowledge about their area by exchanging experiences and ideas. Furthermore, they prepare themselves for the upcoming International Council Meetings.~~ The aims of the Key Area Meeting are to exchange experience, information and ideas existing in the National Groups, to learn from other National Groups, to contribute to the implementation of the decisions made in the International Council Meetings and to prepare for the International Council Meeting.

...

Comments:

The purpose of this proposal is to make definitions of the aims of the IPM, SAM and KAM similar.

No 34: International Council Meeting Decision Book amendment concerning International Area Meetings of the IM part

The International Board is proposing the following to the Council:

International Area Meetings

1. Definitions

...

1.5 The International Presidents' Meeting is a ~~horizontal~~ meeting of the Presidents and officers in charge of Board Management, External Relations and Expansion. The aims of the International Presidents' Meeting are to exchange experience, information and ideas existing in the National Groups, to learn from other National Groups, to contribute to the implementation of the decisions made in the International Council Meetings and to prepare for the International Council Meeting.

...

Comments:

We believe that the word "horizontal" is not appropriate to the definition.

No 35: International Council Meeting Decision Book amendment concerning International Area Meetings of the IM part

The International Board is proposing the following to the Council:

International Area Meetings

...

3.5. Application to host an International Area Meeting

3.5.1 Any Member National Group of ELSA or any member Local Group of a Member National Group of ELSA is eligible for applying to host an International Area Meeting.

3.5.2 The International Board issues a call for hosts and sends out a host agreement with terms to be agreed upon between the two parties and, after examining the applications received, appoints them.

3.5.3 The Organising Committee has to provide a minimum of 50 spots for participants.

3.5.4 All applications from Local Groups shall be submitted to the International Board by their respective National Group.

3.5.5 Local Groups may only apply on their own behalf if:

- i. There is no National Group in their country
- ii. Their National Group has persistently refused to offer their administrative support to the Local Group, proven to the satisfaction of ELSA International.

4.3. Applications

4.3.1 The President of the International Board or his or her substitute must attend the IPM. National officers in charge of Board Management, External Relations and Expansion or their substitutes are invited to attend the IPM. National officers can invite local officers to attend the IPM. The total amount of participants of the IPM shall be limited to 50 people, excluding the members of the International Board as well as any trainers or other externals.

~~4.3.2~~ The supporting area officers of the International Board or their substitutes must attend the SAM. National supporting area officers or their substitutes are invited to attend the SAM. National officers can invite local officers to attend the SAM.

~~4.3.3~~ The key area officers of the International Board or their substitutes must attend the KAM. National key area officers or their substitutes are invited to attend the KAM. National officers can invite local officers to attend the KAM.

5.4 Participation Fees

~~5.4.1~~ The Organising Committees shall comply with Council Decision FM 01/07 I “Maximum Participation Fee for Statutory Meetings and International Internal Meetings” when charging the participation fee.

~~5.4.2~~ In each International Presidents’ Meeting, the Organising Committee shall cover all expenses for the President of the International Board and two more officers of ELSA International in connection to the IPM, except for travel expenses. The accommodation and meals costs of the aforementioned officers of ELSA International covered by the OC include the five nights of the IPM and maximum 2 extra nights per each one of them.

~~5.4.3~~ In each Supporting Area Meeting, the Organising Committee shall cover all expenses for the supporting area officers of the International Board in connection to the SAM, except for travel expenses. The accommodation and meals costs of the aforementioned officers of ELSA International covered by the OC include the five nights of the SAM and maximum 2 extra nights per each one of them.

~~5.4.4~~ In each Key Area Meeting, the Organising Committee shall cover all expenses for the key area officers of the International Board in connection to the KAM, except for travel expenses. The accommodation and meals costs of the aforementioned officers of ELSA International covered by the OC include the five nights of the KAM and maximum 2 extra nights per each one of them.

Comments:

The purpose of the proposal is to make the structure and order of the articles of the International Area Meetings part similar to the International Council Meetings part of the Decision Book.

No 36: International Council Meeting Decision Book amendment concerning International Area Meetings of the IM part

The International Board is proposing the following to the Council:

International Area Meetings

...

3. Application to host an International Area Meeting

...

3.5 Local Groups may only apply on their own behalf if:

- i. ~~T~~there is no National ~~Group~~ Board in their country
- ii. ~~T~~their National ~~Group~~ Board has persistently refused to offer their administrative support to the Local Group, proven to the satisfaction of ELSA International.

...

Comments:

The reference to the Board is more appropriate for the provision as it is the body that carries executive power.

No 37: International Council Meeting Decision Book amendment concerning International Area Meetings of the IM part

The International Board is proposing the following to the Council:

International Area Meetings

...

4. Applications to participate at the International Area Meetings

...

Comments:

The purpose of this proposal is the clarification of the content of the article.

No 38: International Council Meeting Decision Book amendment concerning International Area Meetings of the IM part

The International Board is proposing the following to the Council:

International Area Meetings

...

4. Applications

4.1 The President of the International Board or his or her substitute must attend the IPM. National ~~officers in charge of Board Management, External Relations and Expansion~~ Presidents or their substitutes are invited to attend the IPM. National officers can invite local officers to attend the IPM. The total amount of participants of the IPM shall be limited to 50 people, excluding the members of the International Board as well as any trainers or other externals.

...

Comments:

National officers in charge of Board Management, External Relations and Expansion must be regarded as Presidents only, as any other person holding a position in this particular Area can be referred to as a substitute in this provision.

No 39: International Council Meeting Decision Book amendment concerning International Area Meetings of the IM part

The International Board is proposing the following to the Council:

International Area Meetings

3. Application to host an International Area Meeting

3.1 Any Member National Group of ELSA or any member Local Group of a Member National Group of ELSA is eligible for applying to host an International Area Meeting.

3.2 The International Board issues a call for hosts and sends out a host agreement with terms to be agreed upon between the two parties and, after examining the applications received, appoints them.

3.3 The Organising Committee has to provide a minimum of 50 spots for participants of the Supporting Area Meeting and Key Area Meeting. The total amount of participants of the IPM shall be limited to 50 people, excluding the members of the International Board as well as any trainers or other externals.

3.4 All applications from Local Groups shall be submitted to the International Board by their respective National Group.

3.5 Local Groups may only apply on their own behalf if:

- i. There is no National Group in their country
- ii. Their National Group has persistently refused to offer their administrative support to the Local Group, proven to the satisfaction of ELSA International.

4. Applications

4.1 The President of the International Board or his or her substitute must attend the IPM. National officers in charge of Board Management, External Relations and Expansion or their substitutes are invited to attend the IPM. National officers can invite local officers to attend the IPM. ~~The total amount of participants of the IPM shall be limited to 50 people, excluding the members of the International Board as well as any trainers or other externals.~~

4.2 The supporting area officers of the International Board or their substitutes must attend the SAM. National supporting area officers or their substitutes are invited to attend the SAM. National officers can invite local officers to attend the SAM.

4.3 The key area officers of the International Board or their substitutes must attend the KAM. National key area officers or their substitutes are invited to attend the KAM. National officers can invite local officers to attend the KAM.

Comments:

This structural change is proposed due to the fact that the number of spots rather belongs to the “Application to host an International Area Meeting” provision.

No 40: International Council Meeting Decision Book amendment concerning International Area Meetings of the IM part

The International Board is proposing the following to the Council:

International Area Meetings

...

4. Applications

...

4.4 The procedure to participate at the International Area Meeting is as stated in Article 1, International Council Meeting of the Internal Management part.

...

Comments:

This proposal has been made in order to follow a well-organised procedure of applications for the International Area Meetings.

No 41: International Council Meeting Decision Book amendment concerning International Area Meetings of the IM part

The International Board is proposing the following to the Council:

International Area Meetings

...

5 Participation Fees

5.1 The Organising Committees shall comply with ~~Council Decision FM 01/07 I~~ Annex II “Maximum Participation Fee for Statutory Meetings and International Internal Meetings” when charging the participation fee.

...

Comments:

The “FM 01/07 I” title is no longer used in the International Council Meeting Decision Book.

No 42: International Council Meeting Decision Book amendment concerning Human Resources of the IM part

The International Board is proposing the following to the Council:

Human Resources

1. The Human Resources Cycles of ELSA

1.1 The Human Resources Cycles of ELSA (~~hereinafter HRC~~) constitutes a framework to be implemented throughout the Network and in all areas of activity provided, with the purpose of increasing the quality and quantity of ELSA members in the member countries.

1.2 This section of the Decision Book shall only be regarded as a summary of the ~~HRC~~ Human Resources Cycles of ELSA, which constitutes a separate comprehensive framework.

2. The core structural provisions of the Human Resources Cycles

2.1 The ~~HR-Cycles~~ Human Resources Cycles are:

- a. Recruitment,
- b. Integration,
- c. Maintenance,
- d. Development and Knowledge Management,
- e. Farewell and Alumni.

2.2 Recruitment is an ongoing process at all levels of ELSA. It is the stage of approaching a potential ELSA member and gaining additional human resources.

2.3 Integration focuses on forging a welcoming environment for new members, introducing them to the cooperative and interactive spirit that transpires the Association as well as to the wide range of activities of ELSA, while motivating and encouraging them to actively participate.

2.4 Maintenance is considered as a crucial cycle in the context of ELSA, which determines if members' interest is enforced, simply maintained, or faded. During this stage, the active participation of members shall attract appreciation and personal reward, which boosts their motivation towards further involvement.

2.5 Development marks the advancement of members to executives of administration, whereas Knowledge Management illustrates the transmission of core ELSA information connected to officers' responsibilities.

2.6 Farewell indicates the conclusion of members' or officers' active engagement in ELSA and their further involvement in the Association as alumni. Alumni shall feel included and be given the opportunity to acquire social and professional contact with future members and officers. This stage signifies the experience and expertise that following generations draw from their predecessors.

3. Evaluation of the Human Resources Cycles

3.1 The evaluation of the ~~HRC~~ Human Resources Cycles shall be conducted annually and presented at the spring International Council Meeting during the IM workshop.

4. National and Local Groups

4.1 The National and Local Groups shall adhere to the core structural provisions of the ~~HRC~~ Human Resources Cycles of ELSA in accordance with article 3, though if necessary they shall be adjusted to the special overall circumstances of their respective networks.

4.2 The National and Local Groups may proceed in creating their own ~~HRC~~ Human Resources Cycles, provided that the core ~~HR~~ Human Resources structure is followed, aiming at the furthest possible harmonization of the management of human resources throughout the Network.

Comments:

The abbreviations "HR" and "HRC" can be misleading in their definition.

No 43: International Council Meeting Decision Book amendment concerning Training of the IM part

The International Board is proposing the following to the Council:

Training

...

2. ITP Training Request

...

- 2.2 The Secretary General of the International Board, ~~at his/ or her disposal, is appointing~~ appoints a trainer for the requested event.

...

Comments:

This proposal is made in order to bring the clarity to the provision.

No 44: International Council Meeting Decision Book amendment concerning Training of the IM part

The International Board is proposing the following to the Council:

Training

...

3. Responsibilities of the International Board

3.1 The International Board shall annually organise the Refreshment Weekend and the Train the Trainers' Week. 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.

3.2 Refreshment Weekend is meant to conserve and enhance the quality of the ITP trainers. The sessions of the event are hosted by the experienced ITP trainer or the training companies who are partners of ELSA. The academic program for the event is developed by ELSA International and the ITP itself.

3.3 The Train the Trainers' Week is aiming to recruit new trainers to the ITP. Based on the results and a feedback of hosting trainer(s) of the event, the International Board is appointing new trainers to the ITP.

...

Comments:

The purpose of this proposal is to structure the article in accordance with the Trainers' education order. The first event that trainers are attending is the Train the Trainers' Week and only after appointment the trainer can attend the Refreshment Weekend.

No 45: International Council Meeting Decision Book amendment concerning the Information Technology of the IM part

The International Board is proposing the following to the Council:

Information Technology

2. E-mail communication

2.1 The official e-mail addresses of each ELSA Group shall be the following: president@, secgen@, treasurer@, marketing@, academicactivities@, mootcourts@, seminarsconferences@, step@, followed by the domains mentioned in 1.2. The official e-mail addresses can also include the name or the abbreviation of the Local Group inserted between the title and the @. The domain for email addresses can in addition to the ones mentioned in 1.2 be the country abbreviation followed by .elsa.org.

2.2 The e-mail signatures shall contain at least:

- a. the name of the officer,
- b. the position the officer holds or the area he/she is responsible for,
- c. the name of the ELSA Group, ~~and~~
- d. the postal address of the ELSA Group, and
- e. the ELSA logo in combination with the name of the National or Local Group.

Comment:

For the purposes of adherence to the Corporate Identity, ELSA International proposes to use the logo of the respective ELSA Group in the email signatures.

No 46: International Council Meeting Decision Book amendment concerning the Information Technology of the IM part

The International Board is proposing the following to the Council:

Information Technology

2. E-mail communication

2.1 The official e-mail addresses of each ELSA Group shall be the following: president@, secgen@, treasurer@, marketing@, academicactivities@, mootcourts@, seminarsconferences@, step@, followed by the domains mentioned in 1.2. The official e-mail addresses can also include the name or the abbreviation of the Local Group inserted between the title and the @. The domain for email addresses can in addition to the ones mentioned in 1.2 be the country abbreviation followed by .elsa.org.

2.2 The e-mail signatures shall contain at least:

- a. the name of the officer,
- b. the position the officer holds or the area he/she is responsible for,
- c. the name of the ELSA Group, and
- d. the postal address of the ELSA Group.

2.3 Garamond font shall be used for email communication. There can be two exceptions for the implementation of this provision:

i. if it cannot be supported by the service and/or software,

ii. if the font does not support the national characters of the respective ELSA Group.

Comment:

For the purposes of adherence to the Corporate Identity, ELSA International proposes to use the same font in the email communication.

No 47: International Council Meeting Decision Book amendment concerning Agreement between ELSA Greece and ELSA Republic of Macedonia of the IM part

The International Board is proposing the following to the Council:

~~Agreement between ELSA Greece and ELSA Republic of Macedonia~~

~~Point 1: The term ELSA Republic of Macedonia will be used in ELSA documentation as a recognition of the fact that this term constitutes the official constitutional name of the relevant state (according to its internal legal order). The term facilitates the national establishment of the above mentioned ELSA member country and secures its compliance with internal legal order.~~

~~The use of the term does not intend to represent any political meaning and it does not ignore international legal order and practice or the negotiations presently held under the auspices of the United Nations, over the use of the relevant country's name.~~

~~Furthermore, the use of the term ELSA Republic of Macedonia does not in any way sets against ELSA Greece as a member country of the association, nor does it insult or offend individual members of ELSA with Greek national identity.~~

~~Point 2: After the completion of the transitional period, the relevant member country will be referred to according to the results of the negotiations held under the auspices of the United Nations and ELSA International will use that term in order to avoid any political implications.~~

~~Point 3: The present document, which rules the relations between the two ELSA member countries, during the transitional period, will be reminded in Plenary at the beginning of every ICM, in order for ELSA to remain non political and avoid any tension between the relevant two countries.~~

ANNEX III: AGREEMENT BETWEEN ELSA GREECE AND ELSA REPUBLIC OF MACEDONIA

Point 1: The term ELSA Republic of Macedonia will be used in ELSA documentation as a recognition of the fact that this term constitutes the official constitutional name of the relevant state (according to its internal legal order). The term facilitates the national establishment of the above mentioned ELSA member country and secures its compliance with internal legal order.

The use of the term does not intend to represent any political meaning and it does not ignore international legal order and practice or the negotiations presently held under the auspices of the United Nations, over the use of the relevant country's name.

Furthermore, the use of the term ELSA Republic of Macedonia does not in any way sets against ELSA Greece as a member country of the association, nor does it insult or offend individual members of ELSA with Greek national identity.

Point 2: After the completion of the transitional period, the relevant member country will be referred to according to the results of the negotiations held under the auspices of the United Nations and ELSA International will use that term in order to avoid any political implications.

Point 3: The present document, which rules the relations between the two ELSA member countries, during the transitional period, will be reminded in Plenary at the beginning of every ICM, in order for ELSA to remain non-political and avoid any tension between the relevant two countries.

Comments:

The Agreement does not belong to where it is currently placed, therefore ELSA International proposes to attach it as an Annex to the International Council Meeting Decision Book.

No 48: International Council Meeting Decision Book amendment concerning Damages caused to ELSA of the FM part

The International Board is proposing the following to the Council:

Damages caused to ELSA

1. Definition

1.1. ~~In these~~ For the purpose of these regulations damages mean monetary losses to ELSA International caused directly by intent or by gross negligence of an International Board member.

1.2. Gross negligence, ~~in these regulations~~, shall be interpreted as a lack of adequate precautions of a normal diligent person to prevent a damage that is foreseeable for the International Board member in question.

1.3. To fall under these regulations the damages must be clearly measurable and relate to a single event or action.

1.4. ~~Principally, d~~ Damages of this type should be reimbursed to ELSA ~~International~~.

1.5. These regulations do not waive the possibility of ELSA ~~International~~ to seek larger reimbursements through court procedures.

Comments:

The proposal aims to correct the expression “ELSA International”: it does not refer to a registered legal entity and so it is improperly used when the regulations underline legal obligations.

No 49: International Council Meeting Decision Book amendment concerning Damages caused to ELSA of the FM part

The International Board is proposing the following to the Council:

Damages caused to ELSA

(...)

2. Procedure by the International Board

2.1 Any International Board member may take up a damage caused by him or herself or other Board Member in a board meeting. If the International Board finds damage to fall under the definition of the article 1 above with a simple majority vote, the damage will be reimbursed to ELSA in accordance to article 4 below.

2.2 If the International Board member obliged by a vote ~~described above~~ to reimburse damages to ELSA does not accept the result of vote, he or she may ~~ask the auditors of ELSA International to give their opinion upon the damage falling under the definition of the article 1. If the auditors agree with the result of the vote, the damage will be reimbursed to ELSA in accordance to article 4 below. If the auditors disagree with the voting result, the vote is disregarded and no further action is taken. formally request to have a vote by the Council at the next International Council Meeting. The request shall be included in the working materials.~~

3. Procedure by the ~~Auditors Council~~

~~3.1 The auditors of ELSA International may propose to the International Board to take up a damage caused to ELSA International by an International Board member in a board meeting.~~

~~3.2 If the International Board refuses to do so or the auditors disagree with the result of the voting, they shall mention this in the auditing report.~~

3.1 The Council shall vote on the liability of the Board Member that requested it with simple majority.

(...)

Comments:

The role of the Auditors in this article is similar to the one of an Appeal Court. The powers connected to this role create a conflict of interest with their necessary independence and not involvement with the Board of ELSA.

No 50: International Council Meeting Decision Book amendment concerning Event Fees of the FM part

The International Board is proposing the following to the Council:

Event Fees

(...)

4. ELSA Law Schools Administrative Fee

To create an ELSA Law School and thereby being a part of the biannual ELSA Law School Cycle an administrative fee of EUR 300,00 including a deposit of EUR 50,00 ~~250,00~~ has to be paid towards ELSA International by the respective Organising Group. ~~The deposit of EUR 50,00 shall be reimbursed to the Organising Group after the completion of the respective evaluation form.~~

The due date for the payment of the administrative fee shall be one week after the deadline for the payment of the participants to the respective Organising Group. ~~However, in case of exceptional circumstances an alternative payment option can be found in collaboration with the Vice President for Seminars and Conferences and the Treasurer of ELSA International.~~

If in any case the ELSA Law School has to be cancelled, the administrative fee shall be waived.

(...)

Comments:

The experience from the previous year made clear that the deposit system is not effective in encouraging the Groups to submit the evaluation form in due time.

No 51: International Council Meeting Decision Book amendment concerning Payment Agreements of the FM part

The International Board is proposing the following to the Council:

Payment Agreements

(...)

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

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

The following content shall be mandatory within an agreement:

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

Payment Agreements shall be revised before each International Council Meeting.

If they are in no condition to fulfil the obligations generated by the agreement, the debtors shall provide ELSA with all the documents needed to prove their financial difficulties. If they fail to do so, ELSA may apply a penalty fee up to 5% of the pending amount for each contract breach.

(...)

Comments:

This amendment aims to prevent the dragging of payment agreements for years without a fair reason. The new regulations apply just if the debtor is not active in its position and fail to provide the requested documents.

No 52: International Council Meeting Decision Book amendment concerning the ELSA Development Foundation of the FM part

The International Board is proposing the following to the Council:

The ELSA Development Foundation

(...)

| 2. Modes of Support

The EDF may be used to support the following events and activities:

(A) Project Support

(A.1) Financial assistance for events constituting a core activity of ELSA. Core activity is any activity or project connected to the Key Areas according to the Decision Book.

(...)

Comments:

The proposal aims to better clarify on the definition of core activity of ELSA.

No 53: International Council Meeting Decision Book amendment concerning the ELSA Development Foundation of the FM part

The International Board is proposing the following to the Council:

The ELSA Development Foundation

(...)

2. Modes of Support

The EDF may be used to support the following events and activities:

(...)

~~(B) Internal Meeting~~ (C) Structural Support

~~(B.1)~~ (C.1) Financial assistance for organizing International Council Meetings, International Presidents Meeting, Key Area Meeting or Supporting Area Meeting

(...)

~~(D) Network Support~~

~~(D.1)~~ (C.3) Financial assistance for the participation of the National Board members to Statutory Meetings. The contribution shall only cover travel and/or accommodation expenses. ~~of National Board member to Statutory Meetings.~~

~~(D.2)~~ (C.2) Financial assistance for events constituting an activity for officers of ELSA.

(...)

Comments:

The proposal aims to systematise the modes of support offered to the ELSA officers' activities and the National Boards. The word "structural" is normally used in the grants environment to indicate the general administrative costs for an NGO to be operative. The international internal meetings participation and organisation are the core of ELSA.

No 54: International Council Meeting Decision Book amendment concerning the ELSA Development Foundation of the FM part

The International Board is proposing the following to the Council:

The ELSA Development Foundation

(...)

2. Modes of Support

The EDF may be used to support the following events and activities:

(...)

~~(C)~~ (B) Training Support

~~(C.1)~~ (B.1) Financial assistance for international and national training events, or international events incorporating training sessions, organised to increase awareness of ELSA, or dealing in specific ELSA areas, ~~which is catered towards an audience at least half of whom are. To qualify as~~ international, at least half of the participants shall not be from the country of the organising National or Local Group.

~~(C.2)~~ (B.2) Travel and/or accommodation expenses of trainers for training events or sessions organised by National Groups or Local Groups.

~~(C.3)~~ (B.3) Travel and/or accommodation expenses of National Board members for training sessions organised by ELSA International, ~~National Groups or Local Groups.~~

Training support will be granted only to events and sessions delivered in English.

(...)

Comments:

The proposal aims to better clarify on the training support framework.

No 55: International Council Meeting Decision Book amendment concerning the ELSA Development Foundation of the FM part

The International Board is proposing the following to the Council:

The ELSA Development Foundation

(...)

4. Local Groups eligibility Criteria

4.1 Local Groups may only apply for ~~modes of support A.1, B.1, C.1, C.2, D.2.~~ project support or training support.

4.2 All applications from Local Groups shall be submitted to the Board of Directors by their respective National Group.

4.3 Local Groups may only apply on their own behalf if:

- a. there is no National Group in their country;
- b. their National Group has persistently refused to offer their administrative support to the Local Group, proven to the satisfaction of ~~ELSA International~~ the Board of Directors;

4.4 Local Groups may only apply if they are lacking financial resources.

Comments:

The proposal updates the regulations according to the modes of support changes.

No 56: International Council Meeting Decision Book amendment concerning the ELSA Development Foundation of the FM part

The International Board is proposing the following to the Council:

The ELSA Development Foundation

(...)

6. Application Procedure

6.1 Application Form

6.1.1 Every EDF applicant ~~is to fill out their respective EDF Application Form which will be provided to the applicant by ELSA International upon request.~~ shall submit the application form in due time and complete of all the information required.

6.1.2 The application for project or training support shall ~~contain~~ include the following information:

- a. general and financial information about the applicant;
- ~~b. one selected mode of support;~~
- ~~c. description of the project event/activity, unless the application is for Mode of Support B.1;~~
- ~~d. c. estimation of influence the impact of the grant on the situation of applicant the group;~~
- ~~e. description of the situation of the applicant;~~
- f. d. detailed budget of the project event/activity detailing the amount requested from the EDF.

Comments:

The proposal updates the regulations according to the modes of support changes and update the requirements of the application form with the current practice.

No 57: International Council Meeting Decision Book amendment concerning the ELSA Development Foundation of the FM part

The International Board is proposing the following to the Council:

The ELSA Development Foundation

(...)

6. Application Procedure

(...)

6.2 Timeline for Project and Training Modes of Support

6.2.1 The EDF granting timeline is divided into four cycles. The ends of the four cycle application periods for their term in office shall be announced to the Network by the Board of Directors of the EDF within the first week of their term. In case the dates are not announced during this period, the cycle application periods end on the last day of September, December, March and June by default. ~~The next cycle starts immediately after the previous cycle ends.~~ The ends of the cycle application periods may not differ from these default dates by more than two weeks.

6.2.2 The applicants may apply for EDF support ~~only~~ during four cycles – during the cycle in which the event or activity is opened, at the soonest within the two cycles before the event or activity is opened, and at the latest within the cycle, after the event or activity is opened.

6.2.3 Within two weeks after the end of ~~the application period for a cycle~~, the Board of Directors shall ~~take decisions~~ review the applications and decide on the funding. ~~on all of the applications received during this cycle, and communicate the decisions~~ The result of any applications shall be communicated to the applicants within one week after the decisions ~~have~~ been made.

6.2.4 The Board of Directors may ~~also, if they deem it fit to do so, and before taking a decision on any particular application,~~ ask the applicant to re-write the application form, including more information, stating the areas which are lacking or which need to be improved. The re-written application will be evaluated as if it were an original application. In this case, a new timeline shall be set for the applicant by the Board of Directors.

(...)

Comments:

The proposal updates the regulations according to the modes of support changes and the current EDF practices.

No 58: International Council Meeting Decision Book amendment concerning the ELSA Development Foundation of the FM part

The International Board is proposing the following to the Council:

The ELSA Development Foundation

(...)

6. Application Procedure

(...)

6.3 Timeline for Structural Mode of Support

6.3.1 The application timeline for Structural support C1 and C2 comply with the application cycles of EDF.

6.3.2. The application period for structural support C3 is set between four and one week before the application period of the Statutory Meeting closes, at the discretion of the Board of Directors.

6.3.3. The application period for structural support C3 shall be announced in the FM mailing list at least one week before its opening.

6.3 4 Exceptional Procedure

The Board of Directors may exceptionally, ~~upon evaluating the application against the Award Criteria under article 7,~~ accept a submission, ~~which was~~ received after the end of the cycle application period, to be evaluated along other applications received for the respective cycle. This exception may not be granted, if the application was received later than two days after end of the cycle application period.

~~The Board of Directors may decide upon applications for travel and/or accommodation expenses of National Board members to Statutory Meetings before the application deadline of the respective Statutory Meeting.~~

(...)

Comments:

The proposal aims to create a specific timeline for the applications for the participation to Statutory Meetings and amend the regulations accordingly.

No 59: International Council Meeting Decision Book amendment concerning the ELSA Development Foundation of the FM part

The International Board is proposing the following to the Council:

The ELSA Development Foundation

(...)

7. Award Criteria Evaluation

~~7.4 3~~ The Board of Directors ~~is at~~ has the liberty to decide on the amount to be granted on the application. The amount granted can be restricted to be used for a specific purpose.

~~7.2 While deciding the amount to be granted the Board of Directors can name a purpose to which the granted amount shall be used.~~

The evaluation is conducted in two phases:

7.1 Preliminary Evaluation. The preliminary evaluation is focused on the fulfilment of the eligibility criteria.

~~7.3 2~~ Content Evaluation. In deciding whether or not to grant an applicant, and how much of the amount requested may be financed, the Board of Directors shall take into account the following criteria:

- ~~i. the fulfilment of the eligibility criteria of the applicant;~~
- ii. the quality of the submitted application form;
- iii. the quality of the plan of action and draft budget;
- iv. the quality of the event or the activity;
- v. the multiplier effect that financing the event or activity would have on the Network.
- vi. the impact on the resources currently available in the EDF.
- vii. the priorities of the EDF for the term. ~~set by the Board of Directors and announced~~ The priorities are set by the Board of Directors and announced through the Presidents' and Treasurers' mailing list in August for the whole year.

(...)

Comments:

The proposal aims to clarify the evaluation criteria.

No 60: International Council Meeting Decision Book amendment concerning the ELSA Development Foundation of the FM part

The International Board is proposing the following to the Council:

The ELSA Development Foundation

(...)

7. Award Criteria Evaluation

(...)

7.2.1 With regards to the structural mode of support, these additional award criteria apply:

i level of active participation of the applicant group at the international level;

ii level of compliance and implementation of the international regulations.

(...)

Comments:

After all those years of implementation of the EDF, it became clear that the award criteria used to evaluate projects don't fit properly for the evaluation of participation at the ICM. The proposal aims to set specific criteria for the new mode of support presented. The choice is to link it to the good will of the National Groups to be active at the international level and move concrete steps in this direction.

No 61: International Council Meeting Decision Book amendment concerning the ELSA Development Foundation of the FM part

The International Board is proposing the following to the Council:

The ELSA Development Foundation

(...)

7. Award Criteria Evaluation

(...)

7.3.1 The amount awarded for Structural Support cannot exceed 25% of the annual income of the Foundation.

(...)

Comments:

The proposal aims to prevent a twisted usage of the funds. The ELSA Development Foundation main purpose remains to support event and activities for the development of the Network.

No 62: International Council Meeting Decision Book amendment concerning the ELSA Development Foundation of the FM part

The International Board is proposing the following to the Council:

The ELSA Development Foundation

(...)

8. Payment Procedure

(...)

8.2 Crediting Procedure

i. Within four weeks of the accepting of the ~~Activity Report, the Financial Report and the receipts,~~ the Board of Directors shall directly credit the relevant amount to the bank account of the applicant, ~~based on the proved amount of loss made by the Applicant. In exceptional circumstances in which bank transfer is not reasonable the Board of Directors may pay the relevant amount in cash to the appointed representative of the applicant.~~

ii. If either the accepted Activity Report or the Financial Report or the receipts have not been submitted to the Board of Directors by the applicant in due time, the grant awarded shall expire, and no claim for payment may be made in its regard thereafter.

iii. One week before the expiration of the grant, the Chairman of the EDF shall inform the applicant about the upcoming deadline to submit the ~~Activity Report, the Financial Report and the receipts.~~

iv. The Board of Directors may extend the deadlines for providing the Activity Report or the Financial Report or the receipts upon a valid and reasonable request of the applicant, which has been submitted to the Board of Directors before the expiration of the grant.

(...)

Comments:

The proposal aims to clarify and simplify the regulations. The previous article describes the content of the report: there is no need here to repeat each part of it. The applicant has to submit the report as a whole and as a whole it is evaluated.

No 63: International Council Meeting Decision Book amendment concerning the ELSA Development Foundation of the FM part

The International Board is proposing the following to the Council:

The ELSA Development Foundation

(...)

8. Payment Procedure

(...)

8.3 Amount credited

i. The maximum amount which will be paid out from the awarded grant shall be limited by the loss made by the applicant. An event or activity may never become profitable due payment of the awarded grant.

ii. If the Board of Directors has named a purpose to which the awarded grant shall be used and the expenses for this purpose are lower than the awarded grant, the Board of Directors may limit the credited amount to these expenses.

~~iii. Should the application be originally accepted one day late under the Exceptional procedure, the amount credited may be limited to one half of the amount calculated under the points (i) and (ii) of this article.~~

~~iv. Should the application be originally accepted two days late under the Exceptional procedure, the amount credited may be limited to one quarter of the amount calculated under the points (i) and (ii) of this article.~~

(...)

Comments:

Accepting an application after the deadline is already exceptional and almost never used in the history of EDF. The Board of EDF has already the power of granted a restricted amount from another article.

No 64: International Council Meeting Decision Book amendment concerning the ELSA Development Foundation of the FM part

The International Board is proposing the following to the Council:

The ELSA Development Foundation

(...)

| 8. Payment Procedure

(...)

8.4 Exceptional procedure

As exceptional procedure, it is possible for the applicant to officially request the payment of up to 75% of the granted amount in advance.

The request shall include supporting documents to justify the need.

If the Board of Directors accept the request, the amount will be transferred in advance, but it will be confirmed after the submission of the report. If the amount is not confirmed, a financial obligation for the restitution of the amount will rise for the applicant group.

(...)

Comments:

Compensating losses, sometimes EDF support fails to help the groups when they are lacking liquidity in the first part of the organisational process. This proposal was discussed extensively during the FM workshops. The last part of the provision ensures that the amount will be returned in the case there would be no loss (or lower loss) reported. The implications of the refund ensures that the provision remains exceptional.

No 65: International Council Meeting Decision Book amendment concerning the ELSA Development Foundation of the FM part

The International Board is proposing the following to the Council:

The ELSA Development Foundation

(...)

9. Financing the Foundation

(...)

~~9.1 For the purposes of the financing of the EDF a National Group will be seen as the entity that is responsible for ELSA on a national level in a country.~~

~~9.2~~ 1 Source of the Foundation

(...)

Comments:

Clean up of an unnecessary provision. The definition of National Group is the same as per the general regulations of ELSA.

No 66: International Council Meeting Decision Book amendment concerning the ELSA Development Foundation of the FM part

The International Board is proposing the following to the Council:

The ELSA Development Foundation

(...)

9. Financing the Foundation

(...)

9.3-2 EDF Report

i. The National Groups shall ~~fill in and~~ submit a yearly report to the Board of Directors of EDF with the amounts they received from their general sponsors in the period between the 1st of August and the 31st of July of the previous financial year.

ii. This report shall be submitted to the Board of Directors of EDF by the 31st of August of the year of invoicing, even if the National Group had not obtained any money through general sponsorship in the previous calendar year.

iii. If the National Group does not inform the Board of Directors of EDF by the date mentioned above, the International Board shall invoice the National Group based on the last report available ~~information the Board of Directors of EDF has regarding the National Group's contribution towards the EDF~~. Such National Groups will be considered non eligible to apply for EDF support until the National Group fills in the report.

iv. Any EDF invoices left unpaid shall be treated in the same manner as all other debts to ELSA International.

(...)

Comments:

The provision aims to clarify the current regulations. The calculation of the EDF contribution based on the last available report is common practice.

No 67: International Council Meeting Decision Book amendment concerning the ELSA Development Foundation of the FM part

The International Board is proposing the following to the Council:

The ELSA Development Foundation

(...)

9. Financing the Foundation

(...)

9.3-2 EDF Report

(...)

~~iv. Any EDF invoices left unpaid shall be treated in the same manner as all other debts to ELSA International.~~

9.3 Integration

The fulfilment of the financial obligations towards the ELSA Development Foundation is a requirement for the fulfilment of the financial obligations towards ELSA as article 11.5 of the Statutes of ELSA.

(...)

Comments:

The proposal aims to clarify the same content with a better wording. The content of the proposal is common practice.

No 68: International Council Meeting Decision Book amendment concerning the ELSA Development Foundation of the FM part

The International Board is proposing the following to the Council:

The ELSA Development Foundation

(...)

10. Administration of the Foundation

(...)

~~10.4. The Chairman of the EDF shall prepare a statistical report on the usage of the funds of the EDF from the start of his term as the Treasurer of ELSA International and send it out over the Treasurers' mailing list within one month after each cycle has ended. This report shall contain:~~

- ~~i. the incomes of the EDF, meaning the received yearly contributions to the EDF;~~
- ~~ii. the types of events or activities, which were supported by the funds of the EDF;~~
- ~~iii. the exact amounts credited to these events or activities;~~
- ~~iv. the amounts initially granted to these events or activities;~~
- ~~v. the amount which is already capitalised.~~

~~If possible, the report shall not enable the identification of the beneficiaries of these funds, and is to be used for statistical purposes.~~

10.4 The Chairman of EDF shall prepare reports to be presented during each International Council Meeting. The report shall contain statistical information regarding the number and the type of applications and a detailed description of the usage of the funds.

Comments:

The proposal aims to have a give officiality to the report and translate a common practice into the regulations.

No 69: International Council Meeting Decision Book amendment concerning the ELSA Development Foundation of the FM part

The International Board is proposing the following to the Council:

The ELSA Development Foundation

(...)

10. Administration of the Foundation

(...)

10.5 At the end of the last cycle of the year, the Chairman of EDF shall publish the list of funded projects of the term and an official Annual Report within 30 days from the end of the term.

10.5 6 The Board of Directors can authorise the Chairman to independently make any decision regarding the application procedure except for the decision to grant an application according to article 6.2.2 of The ELSA Development Foundation section hereto. Such decision of the Chairman shall be duly numbered and documented.

10.6 7 Decisions of Chairman shall be evaluated in the following Board of Directors meeting. Board of Directors can withdraw the authorization of the Chairman at any time. Decision made so far by the Chairman shall not be affected by withdrawal of the authorization.

Comments:

The proposal aims to make the EDF more transparent.

No 70: International Council Meeting Decision Book amendment concerning the ELSA Development Foundation of the FM part

The International Board is proposing the following to the Council:

The ELSA Development Foundation

(...)

11. Auditing of the Foundation

11.1 Auditors of ELSA International shall be appointed as Auditors of the EDF by the Board of Directors, after positive recommendation of the Council of ELSA.

11.2 ~~The Auditors shall examine the accounts of all revenue and expenditure of EDF and fulfilment of the regulations of EDF by the Board of Directors, according to the generally accepted auditing standards. The Auditors shall provide a certification as to the reliability of the accounts and the legality and regularity of the underlying transactions.~~ The Auditors shall present their audit report and certification concerning the interim and the final accounts to the Council at the International Council Meeting of ELSA.

Comments:

The proposal aims to simplify the provision. The part taken off is just an explanation of the general duties of auditors.

No 71: International Council Meeting Decision Book amendment concerning the ELSA Development Foundation of the FM part

The International Board is proposing the following to the Council:

The ELSA Development Foundation

(...)

12. Capitalizing of the Foundation

(...)

~~12.3 The annual income which wasn't granted in the current financial year is not considered a capitalized amount, in case it is in accordance with the Statutes of the EDF.~~

Comments:

The proposal aims to simplify the regulations. The comma is a repetition of what was already stated.

No 72: International Council Meeting Decision Book amendment concerning the ELSA Development Foundation of the FM part

The International Board is proposing the following to the Council:

The ELSA Development Foundation

(...)

13. The ELSA Development Foundation Award

13. The ELSA Development Foundation Award

13.1 Definitions

The ELSA Development Foundation Award is a competition between National Groups for the best development projects of the term.

Development is in this context is connected to the idea of Capacity Building. Capacity Building refers to action or projects that improve the effectiveness and the development of the National Group, in terms of organisational and financial stability, programme quality, growth and spread.

13.2 Funding and prizes

The EDF Award will assign three prizes for a maximum of 1500 Euro in total. The amounts are set after the closure of the fourth EDF Cycle of the term on the base of the money left not granted in the Foundation yearly income. The prizes are announced with the official opening of the competition.

The Board of Directors of EDF may also accept donations to the EDF Award from other individuals, groups or associations which are aimed at furthering the purposes of the Foundation.

The Board of Directors may also institute other prizes, exclusively with funds coming from donations.

The National Groups awarded will have to make a presentation of their projects during the Autumn International Council Meeting following the proclamation of the award recipients.

13.3 Eligibility

National Groups of ELSA can participate with up to three projects, organised directly by them or by their Local Groups. If a project organised by a Local Group is awarded, the prize must be transferred to the Local Group.

13.4 Timeline

The specific timeline for the competition is yearly announced at the Spring International Council Meeting of ELSA.

The call for submissions shall open every year the 15th of July the latest. On the same day, the yearly amount of prizes shall be announced.

The submission period is seven days.

The applications will be then evaluated. The awarded projects shall be announced on the 31st of July.

13.5 Submission Process

For each application, National Groups shall submit the following information:

- i. Information about the National Group: general information, financial information, available final or interim accounts approved for the previous financial year, One Year Operational Plan, Activity Report.
- ii. Information about the project: aims of the project, activity description, budget and financial realisation, participants feedback, impact on the Network, fulfilment of the aims.
- iii. Information about the Local Group in case the project is organised by the Local Group.

If an awarded National Group is proved to have declared false information, it is banned from the award for five years and has to pay a penalty fee of 200 Euro in addition to the restitution of the prize. False declaration can be proved up to one year after the relevant award.

13.6 Award Criteria

The ELSA Development Foundation Award is focused on the following areas of interest:

- a. Professional development
- b. Creating and executing restructuring plans
- c. Collaboration with other Associations
- d. Develop of new sources for earned income
- e. Development of new type of projects
- f. Membership development

g. Members involvement

h. Technology improvements

The areas of interest must be revised every three years.

13.7 Evaluation

The evaluation is conducted by the Board of Directors in compliance with the General EDF Evaluation criteria set in Article 7 and Article 13.6.

The evaluation shall be done with a score system. The graded list shall be published with the awarded projects announcement.

13.8 Payment Procedure

The awarded amount must be transferred within 30 days from the announcement.

Comments:

On the one hand, EDF has often a lot of unused funds at the end of the year that increase the grantable amount for the year after. On the other hand, compensation of losses is sometimes not really an effective tool to support the development of the weaker groups and empower them.

Since development in a long term perspective is capacity building, the proposal aim is to introduce a new system in the EDF that is based on the idea of a more effective support to the efforts of National Groups to enforce and develop. The publicity and transparency of the award procedure will also promote all the projects submitted, supporting the transfer of knowledge and good practices within the Network.

Moreover, the award has a high potential to attract private donations. If developed properly, in a few years all the prizes could be funded without any investment from the Foundation income.

No 73: International Council Meeting Decision Book amendment concerning Financial Strategy 2016-2019 of the FM part

The International Board is proposing the following to the Council:

~~Financial Strategy 2016-2019~~

1. The Focus

~~1.1 Fundraising Focuses:~~

~~1.1.1 Partnerships~~

- ~~• Fundraising from Partnership sources shall fall into two categories – General Partnerships and Project Partnerships.~~
- ~~• The International Board shall make effort for the Project Partnerships to result into General Partnerships.~~

~~1.1.2 Membership fees~~

- ~~• To equalize inflation and other influences, Membership Fees should be adjusted by the Council every three years.~~

~~1.1.3 Marketing~~

- ~~• Income raised through Marketing activities – advertising and magazines – shall only be used as a supportive source of funding.~~

~~1.1.4 Grant Strategy~~

- ~~• The International Board shall apply for Structural and Project Grants only after consulting during a Board meeting, which assesses the necessity of such Grants, benefits and risks of applying.~~
- ~~• The Incumbent Treasurer shall always be aware of the deadlines for applying for new grants and reporting of the current ones.~~
- ~~• The Incumbent Treasurer shall control, whether the spending of the granted money follows the granted reason, and inform the International Board if it is not so.~~

~~1.2 Expenditure Focuses:~~

1.2.1 Professionalization

- ~~The International Board shall focus the spending towards establishing a permanent secretariat, which shall compose of a secretary, an accountant and a lawyer. The secretariat does not have to be employed by ELSA directly, as long as it is responsive and duly working.~~
- ~~The International Board shall utilize consulting when professionalizing the association~~

1.2.2 Knowledge management

- ~~The International Board shall spend resources on digitalizing of the Archive of ELSA International, in order to make the Archive available to every member on an internal database.~~

1.2.3 Network Support

~~1.2.3.1 ELSA International shall ensure visits of all national groups and observers by arranging travels of the International Board or members of the International Team during their term in office, in order to provide support with practical knowledge.~~

~~1.2.4 Allocation of Excessive funds from the general budget shall further prioritize the following topics:~~

- ~~Development and maintenance of IT structures capable of handling the STEP and Moot Court Competition registration and processes.~~
- ~~Attending and organizing Networking events for the International Board.~~
- ~~Establishment of a separate office close to accommodation premises of the International Board.~~
- ~~Inhouse and Outhouse travels for the International Boards in case the final balance of the year after an Internal Audit results in a profit.~~

1.3 Principles:

- ~~General Incomes and Expenses shall be visibly separated from the Project related Incomes and Expenses.~~
- ~~General running Expenses of the International Board — remunerations, supplies, travel costs, etc. — shall be allocated to the Project Expenses within project budgets proportionally.~~
- ~~Project Incomes shall not be used to cover General Expenses.~~

2. The Execution

2.1 Fundraising Executions:

~~2.1.1 General Partnership Income shall be maintained between 30 — 60% of the General Income.~~

~~2.1.2 Membership Fee Income shall be maintained between 10 — 25% of the General Income.~~

~~2.1.3 Advertising Income and Income from publications combined Income shall be maintained between 15 – 40 % of the General Income.~~

~~2.1.4 Income from Operating / Structural Grants shall be maintained between 10 – 50 % of the General Income.~~

~~2.2 Expenditure Executions:~~

~~2.2.1 Expenses for the ELSA House shall be maintained between 20 – 35% of the General Expenses.~~

~~2.2.2 International Board Remunerations shall be maintained between 20 – 30% of the General Expenses.~~

~~2.2.3 International Board Travel expenses shall be maintained between 10 – 20% of the General Expenses.~~

ANNEX VI: FINANCIAL STRATEGY 2016-2019

1. The Focus

1.1 Fundraising Focuses:

1.1.1 Partnerships

• Fundraising from Partnership sources shall fall into two categories - General Partnerships and Project Partnerships.

• The International Board shall make effort for the Project Partnerships to result into General Partnerships.

1.1.2 Membership fees

• To equalize inflation and other influences, Membership Fees should be adjusted by the Council every three years.

1.1.3 Marketing

• Income raised through Marketing activities - advertising and magazines - shall only be used as a supportive source of funding.

1.1.4 Grant Strategy

- The International Board shall apply for Structural and Project Grants only after consulting during a Board meeting, which assesses the necessity of such Grants, benefits and risks of applying.
- The Incumbent Treasurer shall always be aware of the deadlines for applying for new grants, and reporting of the current ones.
- The Incumbent Treasurer shall control, whether the spending of the granted money follows the granted reason, and inform the International Board if it is not so.

1.2 Expenditure Focuses:

1.2.1 Professionalization

- The International Board shall focus the spending towards establishing a permanent secretariat, which shall compose of a secretary, an accountant and a lawyer. The secretariat does not have to be employed by ELSA directly, as long as it is responsive and duly working.
- The International Board shall utilize consulting when professionalizing the association

1.2.2 Knowledge management

- The International Board shall spend resources on digitalizing of the Archive of ELSA International, in order to make the Archive available to every member on an internal database.

1.2.3 Network Support

- 1.2.3.1 ELSA International shall ensure visits of all national groups and observers by arranging travels of the International Board or members of the International Team during their term in office, in order to provide support with practical knowledge.

1.2.4 Allocation of Excessive funds from the general budget shall further prioritize the following topics:

- Development and maintenance of IT structures capable of handling the STEP and Moot Court Competition registration and processes.
- Attending and organizing Networking events for the International Board.
- Establishment of a separate office close to accommodation premises of the International Board.
- Inhouse and Outhouse travels for the International Boards in case the final balance of the year after an Internal Audit results in a profit.

1.3 Principles:

- General Incomes and Expenses shall be visibly separated from the Project related Incomes and Expenses.
- General running Expenses of the International Board – remunerations, supplies, travel costs, etc. - shall be allocated to the Project Expenses within project budgets proportionally.

- Project Incomes shall not be used to cover General Expenses.

2. The Execution

2.1 Fundraising Executions:

2.1.1 General Partnership Income shall be maintained between 30 - 60% of the General Income.

2.1.2 Membership Fee Income shall be maintained between 10 – 25% of the General Income.

2.1.3 Advertising Income and Income from publications combined Income shall be maintained between 15 – 40 % of the General Income.

2.1.4 Income from Operating / Structural Grants shall be maintained between 10 – 50 % of the General Income.

2.2 Expenditure Executions:

2.2.1 Expenses for the ELSA House shall be maintained between 20 - 35% of the General Expenses.

2.2.2 International Board Remunerations shall be maintained between 20 - 30% of the General Expenses.

2.2.3 International Board Travel expenses shall be maintained between 10 - 20% of the General Expenses.

Comments:

The Financial Strategy does not belong to where it is currently placed, therefore ELSA International proposes to attach it as an Annex to the International Council Meeting Decision Book.

No 74: International Council Meeting Decision Book amendment concerning the Marketing part

The International Board is proposing the following to the Council:

Definition

Marketing is one of the Supporting Areas of ELSA which aims to raise the awareness of ELSA in society. It provides marketing materials and strategies for the realisation of the activities and projects of all areas of ELSA in cooperation with the respective officers. Marketing builds relationships with different target groups and makes sure ELSA is presented to them according to their needs.

Comment:

In the process of the restructuring of the Decision Book, we propose to add a new part called “Definition” containing the definition and aims of Marketing in ELSA.

No 75: International Council Meeting Decision Book amendment concerning Uniformity of the Marketing part

The International Board is proposing the following to the Council:

Uniformity

1. The ELSA Logo

1.12 The logo shall be surrounded by a clear space. There shall be no other logos, inscriptions or graphical elements infringe on this space. The size of the clear space is determined by the cap height of the letter “e” in the design and is to be respected for all directions.



The European Law Students' Association



Comment:

The “protected zone” of the ELSA Logo has been criticized and considered to be too big for years. This led to a situation when a lot of marketing officers didn’t follow the rule on purpose. The proposal aims to give the rule a binding character and make it easier to obey. Also, the term “protected zone” is replaced by the more common “clear space”.

No 76: International Council Meeting Decision Book amendment concerning Uniformity of the Marketing part

The International Board is proposing the following to the Council:

Uniformity

2. Responsibilities of the groups

2.1 Responsibilities of the Local Group

- ~~Ensure the protection of the ELSA brand~~
- ~~Implement the uniformity rules~~
- ~~Ensure that breaches of the uniformity rules, especially the logo rules are corrected immediately and mistakes are removed~~
- ~~Consult the National Group if in doubt~~

2.2 Responsibilities of the National Group

- ~~Ensure the protection of the ELSA brand~~
- ~~Implement the uniformity rules~~
- ~~Make sure that the Local Groups have knowledge about the uniformity rules~~
- ~~Supervise the correct use of the uniformity rules and enforce them in the groups~~
- ~~Make sure that all breaches are corrected immediately and mistakes are removed~~
- ~~Consult ELSA International if in doubt~~

2.3. Responsibilities of ELSA International

- ~~Ensure the protection of the ELSA brand~~
- ~~Make sure that the uniformity rules are implemented throughout the Network~~
- ~~Prepare manuals on how to implement the uniformity rules and make these manuals available to the Network~~
- ~~Supervise the correct use of the uniformity rules in all National Groups~~
- ~~When breaches are noticed, contact the breaching group immediately and see to it that they are corrected.~~

Comment:

The responsibilities don't need to be regulated in the Uniformity part of the Decision Book. Some of them are proposed to be moved to general responsibilities in the Marketing part of the Decision Book. Additionally, many of them are already regulated in the Uniformity section.

No 77: International Council Meeting Decision Book amendment concerning Uniformity of the Marketing part

The International Board is proposing the following to the Council:

Uniformity

2. Social Media

2.1 To ensure the uniformity of the ELSA brand, all Social Media profiles representing National or Local Groups and their projects shall be maintained following the uniformity rules.

2.2 The name of the National or Local Group's profile should feature the abbreviation "ELSA" and the name of the Group.

2.3 The name of the project's profile should feature the full or abbreviated name of the project.

2.4 The National or Local Group's profile shall feature the profile picture containing only the ELSA logo in combination with the name of their respective group. The logo on the profile picture can be only used in ELSA blue on white background or in white on ELSA Blue background.

2.5 The Social Media profiles representing ELSA brand shall always be ran in accordance to the terms of use of the respective platform or service.

Comment:

The Social Media profiles are the most visible tool used by Marketing Officers in ELSA. To ensure the uniformity and consistency in the online presence, we propose to create some simple rules regulating it.

No 78: International Council Meeting Decision Book amendment concerning Communication of the Marketing part

The International Board is proposing the following to the Council:

Communication

1. ~~Production of Marketing Material~~

~~1.1 Each group shall produce marketing material reflecting a positive and professional image addressing a specific target group~~

~~1.2 The type of marketing material produced should be chosen in cooperation with the respective person under whose area the marketed activities in question fall.~~

~~1.3 The ELSA logo, following the uniformity rules, has to be featured on all Marketing Materials.~~

Comment:

As a part of restructuring of the Decision Book, we propose to place the provisions of this section in different sections.

No 79: International Council Meeting Decision Book amendment concerning Uniformity of the Marketing part

The International Board is proposing the following to the Council:

Uniformity

1. The ELSA Logo

1.1 The ELSA logo, following the uniformity rules, shall be featured on all Marketing Materials. The ELSA logo shall be used only in a way, which is beneficial for ELSA. The logo shall not be used in a way that would damage the positive image of ELSA or in any other way that would harm the reputation of the association. The logo shall not be used in a way, which could come in conflict with ELSA's non-political status.

Comment:

As a part of restructuring of the Decision Book, the provision is proposed to be moved from the Communication section to the Uniformity section.

No 80: International Council Meeting Decision Book amendment concerning Synergy of the Marketing part

The International Board is proposing the following to the Council:

Synergy

3. Responsibilities for Synergy

3.1 Responsibilities of the Local Group

- ~~Encourage its members to write articles for Synergy~~
- ~~Promote the publication~~
- ~~Ensure the address sent to the National Group for the shipping list is correct~~
- ~~Make sure the publication reaches its members~~

3.2 Responsibilities of the National Group

- ~~Encourage the promotion of Synergy~~
- ~~Encourage all their members to write articles for Synergy~~
- ~~Ensure the addresses provided in the shipping list are correct~~
- ~~Make sure the publication reaches the Local Groups~~

3.3 Responsibilities of ELSA International

- ~~Produce the magazine~~
- ~~Promote the magazine and encourage people to write articles~~
- ~~Ensure the high quality of Synergy and that it project a positive and professional image of ELSA~~
- ~~Distribute it among the National Groups~~

Comment:

The provisions in the Responsibilities for Synergy section are either already regulated in the previous points concerning Synergy or they derive from the common sense of Marketing area in ELSA. Some of them are also proposed to be regulated in other sections of Marketing part of Decision Book.

No 81: International Council Meeting Decision Book amendment concerning Synergy of the Marketing part.

The International Board is proposing the following to the Council:

Synergy

1. General

1.1 Synergy is ELSA International's members' magazine which shall be printed as a hardcopy twice a year. The autumn edition shall be published and distributed at the earliest during the month of ~~September~~ October and at the latest ~~before the autumn International Council Meeting~~ during the month of November. The spring edition shall be published and distributed at the earliest during the month of ~~February~~ March and at the latest ~~before the spring International Council Meeting~~ during the month of April.

Comment:

The current timeline for Synergy Magazine is highly influenced by the transition period and overlaps the two terms of the International Board and the International Team. It creates multiple difficulties and a very high level of workload in the beginning of the term. We propose to make the deadline for the Synergy Magazine more flexible and more convenient for future Boards.

No 82: International Council Meeting Decision Book amendment concerning the Marketing part

The International Board is proposing the following to the Council:

Responsibilities

1. Responsibilities of ELSA International

ELSA International shall:

- Ensure the legal protection of the ELSA brand, in particular its name and logo and the protection of the positive image of the Association
- Make sure that the uniformity rules are known and implemented throughout the Network
- Update and distribute the ELSA Brandbook
- Supervise the correct use of the uniformity rules in all National Groups and contact the breaching group immediately informing them about the specific breach and how to correct it
- Create and implement the strategy for promotion of ELSA International's projects and share it with the Network
- Provide templates and project marketing packages for the National and Local groups
- Explain the Uniformity rules and the ELSA Brandbook guidelines to the Network in order to create a common understanding and consistency of use

2. Responsibilities of the National Groups

National Groups shall:

- Ensure the protection of the ELSA brand and the positive image of the Association
- Promote projects of ELSA International following the provided guidance
- Share the templates and project marketing packages provided by ELSA International within the respective national networks
- Follow the uniformity rules and ensure their implementation and awareness in the respective national networks
- Supervise the correct use of the uniformity rules in the respective national networks
- Make sure that all breaches are corrected immediately
- Consult ELSA International when in doubt

3. Responsibilities of the Local Groups

Local Groups shall:

- Ensure the protection of the ELSA brand and the positive image of the Association
- Promote projects of ELSA International following the provided guidance
- Follow the uniformity rules and ensure their implementation and awareness in the respective local networks
- Make sure that all breaches are corrected immediately
- Consult the officers of the respective National Groups when in doubt

Comment:

In the process of the restructuring of the Decision Book, we propose to add a new part called “Responsibilities” containing the general responsibilities of the ELSA officers on all three levels. Some of the provisions are proposed to be moved from the Uniformity and Synergy parts.

No 83: International Council Meeting Decision Book amendment the AA part

The International Board is proposing the following to the Council:

Definition

Academic Activities is one of the Key Areas of ELSA that aims to contribute to the legal education of law students and young lawyers through interactive practical activities by means of critical dialogue and scientific cooperation. It prepares them for a professional life and gives them an understanding of different cultures and legal systems.

Comments:

Part of the International Council Meeting Decision Book restructuring is to have a definition for all areas of ELSA.

No 84: International Council Meeting Decision Book amendment concerning General Policies in AA of the AA part

The International Board is proposing the following to the Council:

General Policies in AA

2. International AA Projects

~~2.1 In order to preserve the interest of the whole Network, permission is required for the organisation of an international AA project. Before starting the planning, local and national groups shall contact the International Board and the latter takes a decision.~~

Comments:

These requirements are not set out in other areas in ELSA in the other sections of the Decision Book, questioning of the necessity of the article. In addition, this is a provision that is followed by a very small margin of groups, questioning the implementation of the article. As a result, we propose to delete this article from the Decision Book.

No 85: International Council Meeting Decision Book amendment concerning General Responsibilities in AA of the AA part

The International Board is proposing the following to the Council:

General Responsibilities in AA

13. Responsibilities of the ~~Local AA Officers~~ Local Group

~~13.1~~ Submit the AA Project Specification Form and the AA Project Evaluation Form to ELSA International, when the Local Group organises an international AA project.

~~13.2~~ Support and promote the AA projects organised by ELSA International.

2. Responsibilities of the ~~National AA Officers~~ National Group

2.1 Submit the AA Project Specification Form and the AA Project Evaluation Form to ELSA International, when the AA project is organised by the National Group.

2.2 Support and promote the AA projects organised by ELSA International.

3.1. Responsibilities of ~~International AA Officers~~ ELSA International

~~31.1~~ The Vice President in charge of ELSA Moot Court Competitions is the overall responsible person for the coordination of the ELSA Moot Court Competition and to support the Network's Officers responsible for moot court competitions in their respective ELSA Groups. The Vice President in charge of Academic Activities is in charge of all other AA projects, including the European Human Rights Moot Court Competition.

~~31.2~~ Provide necessary materials and information on how to organise AA projects to the National and Local Groups. This should be done through, among others, workshops, trainings, manuals, handbooks and guidelines and by updating outdated materials and making sure that all these tools are available.

Comments:

This proposal aims to make the AA part more unified with the rest of the Decision Book. Firstly, in reference to responsibilities, articles reference Groups not Officers. Secondly, part of the

International Council Meeting Decision Book restructuring is to have responsibilities in the following order: International, National, Local.

No 86: International Council Meeting Decision Book amendment concerning General Responsibilities in AA of the AA part

The International Board is proposing the following to the Council:

General Responsibilities in AA

1. Responsibilities of ~~International AA Officers~~ ELSA International

1.1 The Vice President in charge of ELSA Moot Court Competitions is the overall responsible person for the coordination of the ELSA Moot Court Competition and to support the Network's Officers responsible for moot court competitions in their respective ELSA Groups. The Vice President in charge of Academic Activities is in charge of all other AA projects, including the European Human Rights Moot Court Competition.

1.2 Provide necessary materials and information on how to organise AA projects to the National and Local Groups. This should be done through, among others, workshops, trainings, manuals, handbooks and guidelines and by updating outdated materials and making sure that all these tools are available.

1.3 Facilitate the organisation of ELSA Day and IFP projects, through providing necessary materials and assistance for conducting and evaluating the respective projects, following the responsibilities of ELSA International set out in the ELSA Day and IFP sections of the Decision Book.

1.4. Solve the disputes by the means of dialogue when the respective parties cannot reach a mutual agreement amongst themselves and refer the case to ELSA International.

2. Responsibilities of the National ~~AA Officers~~ Groups

2.1 Submit the AA Project Specification Form and the AA Project Evaluation Form to ELSA International, when the AA project is organised by the National Group.

2.2 Support and promote the AA projects organised by ELSA International.

2.3. Facilitate the organisation of ELSA Day and IFP projects within the national network, following the responsibilities of National Groups set out in the ELSA Day and IFP sections of the Decision Book

3. Responsibilities of the Local ~~AA Officers~~ Groups

3.1 Submit the AA Project Specification Form and the AA Project Evaluation Form to ELSA International, when the Local Group organises an international AA project.

3.2 Support and promote the AA projects organised by ELSA International.

3.3. Organise ELSA Day and IFP projects, following the responsibilities of Local Groups set out in the ELSA Day and IFP sections of the Decision Book

Comments:

This proposal aims to clarify the responsibilities of ELSA International and ELSA Groups. Firstly, as the responsibilities for ELSA Day and IFP are set forth in a different part of the Decision Book, this proposal aims to ensure that AA officers are aware of their responsibilities regarding both. Secondly, it aims to provide a clear structure for dispute resolution, setting a responsibility for ELSA International.

No 87: International Council Meeting Decision Book amendment concerning Policies concerning AA projects of the AA part

The International Board is proposing the following to the Council:

~~Policies concerning AA Projects~~ Academic Competitions

1. Academic Activities (AA) Projects Competitions

~~1.1 Academic Competitions~~

~~1.1.1~~ An academic competition is an event in which law students and young lawyers compete against each other with the aim of preparing the participants for the specialised forms of skills, experience and knowledge that are required within the legal profession.

~~1.1.2~~ The AA officer shall assure that the academic competition has a relevant legal topic in accordance with the scope of the Association, a recognised jury and a comprehensive set of rules.

~~1.1.3~~ In the assessment of the participants, the Jury should be guided by factors such as clarity, conciseness, persuasiveness, critical thinking and conformity with the objective standards that have evolved in the legal profession.

Comments:

This change will allow to create more clarity in the division of AA projects and precision in the following sections of the AA part of the Decision Book.

No 88: International Council Meeting Decision Book amendment concerning Policies concerning AA projects of the AA part

The International Board is proposing the following to the Council:

Academic Competitions

2. ELSA Negotiation Competitions

2.1 ELSA Negotiation Competition (ENC) is a simulation of a negotiation process between different parties, conducted by teams consisting of two law students and young lawyers representing a party in the respective negotiation.

2.2 The simulations will be observed and evaluated by a panel of judges who shall be legal practitioners providing participants feedback to advance their negotiation skills.

2.3 The simulations should be held in English.

Comments:

There are no regulations regarding the ELSA Negotiation Competitions at the moment, thus it is more difficult to ensure a unified understanding of the project and the same standard of quality of it across the network. As ELSA Negotiation Competitions are a fast developing project in the AA area, it is necessary to set forth the basic regulations for it.

No 89: International Council Meeting Decision Book amendment concerning Policies concerning AA projects of the AA part

The International Board is proposing the following to the Council:

~~Policies concerning AA Projects~~ Academic Writing

1. Legal Research Group

~~1.2 Legal Research Group~~

1.2.1 A legal research group (LRG) is a group of law students and/or young lawyers carrying out research on a specified topic of law with the aim to make their conclusions publicly accessible.

Legal Research Group can be:

- a. Unilateral – conducted in one ELSA group
- b. Bilateral - conducted as a cooperation between two ELSA groups
- c. Multilateral – conducted as cooperation between three or more ELSA groups
- d. International – conducted by ELSA International in cooperation with an academic partner

1.2.2 The AA officer shall assure that the legal research group has an outline including its aims, timeline, guidelines for the written report and guidelines with the tasks of the participants and other parties involved.

1.5 Participation Policies regarding International Legal Research Group

~~1.2.2.5.1~~ Responsibilities of ELSA International:

- Coordinate the participation of the National Groups in International Legal Research Groups;
- Prepare a Call for Applicants and include a clear task description of the respective positions;
- Send the Applications for the National Coordinator position to the respective National Groups for recommendations;
- Select the National Coordinators within 5 days after receiving the recommendation from the National Group but no later than within 10 days after application period for the position has concluded.
- Inform the Applicants for the position of National Coordinator about the selection results within 5 days after the National Coordinators are appointed;
- Send the applications for other national positions within the Legal Research Group to the National Coordinators and the National Group within 5 days after the application period for the positions have concluded;

- Assure the overall quality of the International Legal Research group through its coordination team;
- Maintain contact with the commissioning organisation.

1.2.2.5.2 Responsibilities of National Groups:

- Actively promote the Call for Applicants within the National Group
- Justifiably recommend to ELSA International whether to accept or decline an application for the National Coordinator of the respective National Group within 5 days after receiving the applications;
- Justifiably recommend to the National Coordinator whether to accept or decline an application for other national positions within the Legal Research Group within 7 days after receiving the applications;

1.2.2.5.3 Responsibilities of National Coordinators:

- Select the other participants of the national research group based on objective criteria set out in the guidelines within 7 days after receiving the recommendation from the National Group but no later than within 14 days after receiving the applications from ELSA International;
- Inform the applicants of other national research position about the selection results within 5 days after the other national research positions are appointed;
- Ensure the timely coordination and quality of the national research.

1.2.2.5.4 No further changes in the composition of the national research group are allowed after the applicants are notified about the selection results without the explicit approval of the Vice-President of Academic Activities of ELSA International.

1.2.3 The AA officer shall assure that the legal research group includes the following: a) a coordinator, preferably the VP AA of the organising group; b) at least one academic coordinator, responsible for the Academic Framework; c) an academic advisor, responsible for the academic quality of the final report or outcome of the research; and d) linguistic editors if the research is conducted in a foreign language.

1.2.4 The legal research group shall make its conclusions publicly accessible in the form of a final report

1.3 ~~Lawyers at Work Event~~

1.3.1 ~~A Lawyers at Work Event (L@W event) is an event that provides an insight into legal professions through presenting the law students and young lawyers career information from those working in various professions which are open to law graduates.~~

1.3.2 ~~L@W event should involve interactive learning opportunities such as case solving, legal courses or job interviews, CV trainings etc.~~

2. Law Review

1.4 ~~Law Review~~

1.4.2.1 A Law Review is a legal publication consisting of contributions from students, practitioners and academics.

~~4.4.2.2~~ The officer in charge of the law review shall ensure that the Law Review has a comprehensive Editorial Policy and a set of requirements for the contributions.

~~4.4.2.3~~ The AA officers shall ensure that the Law Review has an Editorial Board responsible for selection of contributions of the highest academic standard.

~~4.4.2.4~~ The Editorial Board should consist of students, practitioners and academics.

Comments:

This change will allow to create more clarity in the division of AA projects and precision in the AA part of the Decision Book.

No 90: International Council Meeting Decision Book amendment concerning Policies concerning AA projects of the AA part

The International Board is proposing the following to the Council:

~~Policies concerning AA Projects~~ Other Academic Projects

1. Lawyers at Work Event

1.1 A Lawyers at Work Event (L@W event) is an event that provides an insight into legal professions through presenting the law students and young lawyers career information from those working in various professions which are open to law graduates.

1.2 L@W event should involve interactive learning opportunities such as case solving, legal courses or job interviews, CV trainings etc.

Comments:

This change will allow to create more clarity in the division of AA projects and precision in the AA part of the Decision Book.

No 91: International Council Meeting Decision Book amendment concerning General Policies in AA of the AA part

The International Board is proposing the following to the Council:

General Policies in AA

1. General

1.2 In case a certificate or diploma is issued upon an AA project, the certificate or diploma ~~shall~~ should be signed by the speaker or the respective academic partner involved, ~~if possible~~.

Comments:

The original proposal aims to create an obligation, while stating that it should not be followed if it is not possible. However, it is not grammatically logical. To express this situation “should” is used in the Decision Book.

No 92: International Council Meeting Decision Book amendment concerning Policies concerning Moot Court Competitions of the AA part

The International Board is proposing the following to the Council:

~~Policies concerning Moot Court~~
~~Competitions~~
Moot Court Competitions

...

Comments:

This change will allow to create more clarity in the and precision in the AA part of the Decision Book.

No 93: International Council Meeting Decision Book amendment concerning Policies concerning Moot Court Competitions and General Responsibilities in AA of the AA part

The International Board is proposing the following to the Council:

Policies concerning Moot Court Competitions

2. The ELSA International Moot Courts

2.1 ~~The ELSA Moot Court Competition on WTO law (EMC²)~~ John H. Jackson Moot Court Competition

2.1.1 The ~~EMC²~~ John H. Jackson Moot Court Competition is a simulated hearing of the Dispute Settlement Body of the World Trade Organization (WTO). It is open to teams from all around the globe.

2.1.2 The competition consists of 3 rounds: the written rounds, the Regional Rounds and the Final Oral Round. National Groups may organise National Rounds.

...

2.3 Specific Responsibilities of the Local and National Groups

...

2.3.3 Organize National Rounds of the EHRMCC and the ~~EMC²~~ John H. Jackson Moot Court Competition, if needed, and Regional Rounds of the ~~EMC²~~ John H. Jackson Moot Court Competition.

2.4 Specific Responsibilities of ELSA International

2.4.1 ELSA International is overall responsible for the organization of the ~~EMC²~~ John H. Jackson Moot Court Competition and the EHRMCC.

General Responsibilities in AA

3. Responsibilities of International AA Officers

3.1 The Vice President in charge of ELSA Moot Court Competitions is the overall responsible person for the coordination of the ~~ELSA Moot Court Competition~~ John H. Jackson Moot Court Competition and to support the Network's Officers responsible for moot court competitions in their respective ELSA Groups. The Vice President in charge of Academic Activities is in charge of all other AA projects, including the European Human Rights Moot Court Competition.

Comments:

After discussions at the previous ICM about the future of the competition, with the WTO and other interested parties, it has become apparent that the competition has grown bigger than previously envisioned, especially when looking at its global reach. In order to ensure consistent recognisability with WTO law affiliated parties, the changing of the name of the competition will go a long way in increasing its recognisability and, with it, allowing for better fundraising and more appropriate establishment in the WTO law world.

No 94: International Council Meeting Decision Book proposal concerning the S&C part

The International Board is proposing the following to the Council:

Definition

Seminars and Conferences is one of the Key Areas of ELSA that aims to provide law students and young lawyers with a learning experience, interaction with professionals and new social and cultural environments by means of passive learning, preparing them for future responsibilities as members of the society

Comments:

Part of the International Council Meeting Decision Book restructuring is to have a definition of the area for all areas of ELSA.

No 95: International Council Meeting Decision Book proposal concerning S&C Policies, Minimum Quality Standards and Responsibilities of the S&C part

The International Board is proposing the following to the Council:

~~S&C Policies, Minimum Quality Standards and Responsibilities~~

General Policies in S&C

1. General

1.1 An S&C event is an event where participants acquire knowledge by means of passive learning through a seminar, a conference, a lecture, a panel discussion, ~~a law school, a webinar, a law school, a study visit~~, an institutional visit, a delegation, ~~a webinar a study visit~~ or any other activity.

Comments:

As a part of the International Council Meeting Decision Book restructuring, S&C part of the International Council Meeting Decision Book is divided into more sections. Projects are sorted in the order of their respective sections to be compatible with the proposed structure.

No 96: International Council Meeting Decision Book proposal concerning S&C Policies, Minimum Quality Standards and Responsibilities of the S&C part

The International Board is proposing the following to the Council:

S&C Policies, Minimum Quality Standards and Responsibilities

1. General

...

1.2 In case a certificate or diploma is issued upon an S&C event, the certificate or diploma ~~shall~~ should be signed by the speaker or the respective academic partner involved, ~~if possible~~.

Comments:

The original proposal aims to create an obligation, while stating that it should not be followed if it is not possible. However, it is not grammatically logical. To express this situation “should” is used in the International Council Meeting Decision Book.

No 97: International Council Meeting Decision Book proposal concerning S&C Policies, Minimum Quality Standards and Responsibilities of the S&C part

The International Board is proposing the following to the Council:

S&C Policies, Minimum Quality Standards and Responsibilities

...

4. Communication Policies

4.1 Event Specification Forms

4.1.1 Every international event, ~~every IFP and every Human Right related event~~ or any other event of the special interest of EI shall be specified in the Event Specification Form (ESF).

...

5. Evaluation Policies

5.1 Every organising group of an S&C event shall, upon completion of the event:

- a. Evaluate the S&C event with the participants and the partners involved in the event. The Participation Evaluation Form should be used;
- ~~b. Submit the event Evaluation Form to ELSA International for IFP events, ELSA Day events and ELSA Law Schools;~~
- c. Submit evaluation forms for all other events at the request of ELSA International.

Comments:

This proposal is aimed at removal of the repetitive articles of the International Council Meeting Decision Book.

No 98: International Council Meeting Decision Book proposal concerning Quality Standards for S&C Events of the S&C part

The International Board is proposing the following to the Council:

Quality Standards for S&C Events

...

3. Application Policies

~~3.1 Participants shall be selected based on an objective criteria, set up by the organising group, and, if applicable, on their academic background. All applicants of an S&C event shall possess the necessary documentation proving any academic qualifications mentioned in their application. The documentation shall be provided to the organising group upon request.~~

~~3.2 If the applicant provides false or inaccurate information in their application, the organising group has the right to reject the application. If the applicant has already been selected, the organising group can suspend him/her.~~

Comments:

These provisions are proposed removed, because they do not have the shape of a decision to be restricting or giving prerogatives to anyone in the scope of the International Council of ELSA.

No 99: International Council Meeting Decision Book proposal concerning Quality Standards for S&C Events of the S&C part

The International Board is proposing the following to the Council:

~~Quality Standards for S&C Events~~

~~1. Academic Programme~~

~~1.1 The initial draft of the academic programme shall be published at the latest together with opening the application procedure for the event; and the final draft shall be published at least 2 months before the event. This does not apply to Study Visits and Institutional Visits.~~

~~2. Notification~~

~~2.1 The organising committee shall confirm to applicants that their application has been received correctly.~~

~~2.2 After the selection process, that shall end at least one month before the event, the organising group shall inform all the applicants whether their application has been accepted or not.~~

~~3. Application Policies~~

~~3.1 Participants shall be selected based on an objective criteria, set up by the organising group, and, if applicable, on their academic background. All applicants of an S&C event shall possess the necessary documentation proving any academic qualifications mentioned in their application. The documentation shall be provided to the organising group upon request.~~

~~3.2 If the applicant provides false or inaccurate information in their application, the organising group has the right to reject the application. If the applicant has already been selected, the organising group can suspend him/her.~~

~~4. Communication Policies~~

~~4.1 Event Specification Forms~~

~~4.1.1 — Every international event, every IFP and every Human Right related event or any other event of the special interest of EI shall be specified in the Event Specification Form (ESF).~~

~~4.1.2 — Every organising group shall send the ESF to ELSA International at least 1 month prior to the event.~~

5. Evaluation Policies

~~5.1 Every organising group of an S&C event shall, upon completion of the event:~~

- ~~d. — Evaluate the S&C event with the participants and the partners involved in the event. The Participation Evaluation Form should be used;~~
- ~~e. — Submit the event Evaluation Form to ELSA International for IFP events, ELSA Day events and ELSA Law Schools;~~
- ~~f. — Submit evaluation forms for all other events at the request of ELSA International.~~

6. Dispute Resolution

~~6.1 If the Study Visit agreement is not concluded and dispute arises:~~

~~6.1.1 Financial damage incurred during the visit — deposit and insurance:~~

- ~~a. — The organising group may request a deposit from the visiting group(s) which will not be fully refunded in the event of:~~
 - ~~• — Withdrawal of the visit if the organising group already has a proven financial loss. The organising group shall determine the latest date to cancel the visit without forfeiting the deposit.~~
 - ~~• — Damage incurred during the visit, for example financial loss incurred as a result of material damage or the use of a telephone.~~
 - ~~• — The deposit and its use shall be agreed by the participating parties in advance.~~
- ~~b. The visiting party is responsible for their insurance.~~

~~6.1.2 If the parties cannot reach a mutual agreement amongst themselves the case can be referred to ELSA International.~~

7. Knowledge Management

~~7.1 Responsibilities of ELSA International~~

~~7.1.1 To produce the necessary manuals, handbooks and guidelines and update outdated materials. To make sure that all these tools are available for S&C officers.~~

~~7.1.2 To analyse submitted evaluation forms, provide statistic data and to properly archive them.~~

General Responsibilities in S&C

1. Responsibilities of ELSA International

1.1 Solve the disputes by the means of dialogue, when the respective parties cannot reach a mutual agreement amongst themselves and refer the case to the ELSA International.

1.2 Produce the necessary manuals, handbooks and guidelines and update outdated materials. To make sure that all these tools are available for S&C officers.

1.3 Analyse submitted evaluation forms, provide statistic data and to properly archive them.

1.4 Facilitate the organisation of ELSA Day and IFP projects, through providing necessary materials and assistance for conducting and evaluating the respective projects, following the responsibilities of ELSA International set out in the ELSA Day and IFP sections of the International Council Meeting Decision Book.

2. Responsibilities of the National Groups

2.1 Support and promote the S&C projects of ELSA International.

2.2 Ensure that every international event or any other of the special interest of EI is evaluated in the Event Specification Form (ESF).

2.3 Facilitate the organisation of ELSA Day and IFP projects on the national level, following the responsibilities of National Groups set out in the ELSA Day and IFP sections of the International Council Meeting Decision Book.

2.4 Ensure that their respective Local Groups organise ELSA Day events.

3. Responsibilities of the Organising Groups

2.1 Specify every international event or any other event of the special interest of EI in the Event Specification Form (ESF) and send the ESF to ELSA International at least 1 month prior to the event.

2.2 Publish the initial draft of the Academic Programme at the latest together with opening the application procedure for the event; and to publish the final draft at least 2 months before the event. This does not apply to Study Visits and Institutional Visits. to confirm to applicants that their application has been received correctly.

2.3 Confirm to applicants that their application has been received correctly.

2.3 Inform all the applicants whether their application has been accepted or not, after the selection process, that shall end at least one month before the event.

2.4 Evaluate every S&C event with the participants and the partners involved in the event using the Participants' Evaluation Form.

2.5 Submit evaluation forms for international events and all the other events at the request of ELSA International.

Comments:

After the clean out of the ICMDB taken place during the term of 2016/2017, a great part of the quality standards of S&C events was removed. We believe, the parts that were left, fall under the category of responsibilities rather than quality standards. Thus, as part of the Restructuring of the International Council Meeting Decision Book, we propose the reorganisation the "Quality Standards for S&C Events" into the Responsibilities of ELSA International, National Groups and Local Groups. Furthermore, as the responsibilities for ELSA Day and IFP are set forth in a different part of the International Council Meeting Decision Book, this proposal aims to ensure that S&C officers are aware of their responsibilities regarding both.

No 100: International Council Meeting Decision Book proposal concerning S&C Policies, Minimum Quality Standards and Responsibilities of the S&C part

The International Board is proposing the following to the Council:

S&C Policies, Minimum Quality Standards and Responsibilities

...

2. Scientific Events

2.1 Definition

~~To contribute to the legal education of law students and young lawyers ELSA organises different types of scientific events. These events can be structured in different ways as set out below.~~

~~a. Lectures~~

~~A lecture is a discourse within a certain area of law given by a professional speaker. The topic is discussed in a plenary.~~

~~b. Panel Discussions~~

~~A panel discussion is an event where two or more experts discuss issues of a specific legal topic in front of an audience.~~

~~c. Seminars~~

~~A seminar is an event, which consists of several lectures about a legal topic or field of law. The topic is discussed in a plenary.~~

~~d. Conferences~~

~~A conference is an event that entails more individual participation and scientific contribution than a seminar. The topic(s) is/are discussed in workshops to finally be reported to a plenary.~~

~~It is recommended to make a short outline on the reached goals, especially with regards to scientific contribution after the event.~~

~~e. ELSA Law Schools~~

~~A law school is an annual event organised in a close co-operation with an academic or institutional partner, lasting for at least 7 days with a minimum of a 20 hours scientific programme.~~

f. Webinars

A webinar is a presentation, lecture, workshop or seminar that is transmitted over the web using video conferencing software.

Core S&C Events

1. Lectures

A lecture is a discourse within a certain area of law given by a professional speaker. The topic is discussed in a plenary.

2. Panel Discussions

A panel discussion is an event where two or more experts discuss issues of a specific legal topic in front of an audience.

3. Seminars

A seminar is an event, which consists of several lectures about a legal topic or field of law. The topic is discussed in a plenary.

4. Conferences

A conference is an event that entails more individual participation and scientific contribution than a seminar. The topic(s) is/are discussed in workshops to finally be reported to a plenary. It is recommended to make a short outline on the reached goals, especially with regards to scientific contribution after the event.

...

Other S&C Events

1. Webinars

A webinar is a presentation, lecture, workshop or seminar that is transmitted over the web.

Comments:

This proposal aims to make the S&C part more unified with the rest of the International Council Meeting Decision Book and to organise S&C events in a structure that offers an easier access to knowledge and regulations to the S&C officers.

No 101: International Council Meeting Decision Book proposal concerning S&C Policies, Minimum Quality Standards and Responsibilities of the S&C part

The International Board is proposing the following to the Council:

6. ~~ELSA Law Schools~~

ELSA Law Schools

6.1 Definition

1. Definition

~~6.1.1 ELSA Law Schools are international events that shall fulfil the requirements regulated in this section.~~
ELSA Law Schools are international events organised by the Organising Committee of one or more ELSA Groups, that are fulfilling the requirements regulated in this section.

~~6.2~~ 1.2 Requirements of ELSA Law Schools

~~ELSA Law Schools:~~

- ~~6.2.1~~ 6.2.1 Aim to be annual.
- ~~6.2.2~~ 6.2.2 ~~Shall be~~ Being open for everyone and conducted in English.
- ~~6.2.3~~ 6.2.3 ~~Shall last~~ Lasting for at least 7 days. The 7 days are calculated excluding the day of arrival but including the day of departure.
- ~~6.2.4~~ 6.2.4 ~~Shall comprise~~ Comprising of a scientific, cultural and social programme.
 The scientific programme shall include lectures followed by workshops or any other interactive activities fulfilling the definition in Art. 3.3 of the Statutes of ELSA, which deepen and emphasise the different areas of the lecture. The minimum scientific programme does not include an obligatory extra time to revise the lectures and prepare for the next lessons.
- ~~6.2.5~~ 6.2.5 ~~Shall include~~ Including at least 20 hours of scientific programme. If the duration of the ELSA Law School exceeds 7 days, the total scientific programme shall be prolonged by 4 hours per each extra day.
- ~~6.2.6~~ 6.2.6 ~~Shall be~~ Being organised in a close co-operation with an academic or institutional partner. The partner shall supervise and guarantee the quality of the scientific programme. Academic or institutional partner shall be a law faculty, public institution, law firm or any

other legal entity, which is entitled to provide education, professional legal services or otherwise associated professionals in a particular field of law.

- ~~6.2.7 Shall comply~~ Complying with ELSA Law Schools Cycle. ELSA International may allow exceptions in special cases.

6.3 ~~1.3~~ ELSA Law Schools System

6.3.1 ~~1.3.1~~ Administration

- a. ~~The ELSA Law Schools System is composed of all the individual ELSA Law Schools organised in the ELSA Network.~~
- b. ~~An ELSA Law School is a project organised by the Organising Committee of a National or Local Group of ELSA.~~
- c. ~~ELSA International is responsible for the overall coordination of the ELSA Law School System.~~

6.3.2 ~~1.3~~ ELSA Law Schools Cycles

- a. 1.3.1 An ELSA Law Schools year is divided into a summer and a winter Cycle. To qualify into the summer Cycle, the ELSA Law School shall take place between the 1st of July and the 20th of September. To qualify into the winter Cycle, the ELSA Law School shall take place between the 10th of December and the 20th of March.
- b. 1.3.2 An ELSA Law Schools Cycle consists of seven periods that are called:
 - Specification, during which the ELSA Law Schools are announced to ELSA International and their respective Organising Committees provide basic information to ELSA International through ELSA Law Schools Specification Form.
 - Preparation, during which the ELSA Law Schools team coordinates with the Heads of Organising Committees to ensure information exchange and the updating of the ELSA Law Schools Portal.
 - Application, which takes place between an Opening and a Deadline for applications established by ELSA International. During this period, applications for ELSA Law Schools are collected and processed through an online platform operated by ELSA International.
 - Selection, which begins immediately after the Deadline. During this period the Organising Committee selects and notifies all the participants. At the end of the Selection Period the Organising Committee may request for the ELSA Law School to be included in the Additional Application period.
 - Additional Application, which takes place between an additional Opening and an additional Deadline for applications established by ELSA International. During this period, applications for ELSA Law Schools are collected and processed through an online platform operated by ELSA International.
 - Additional Selection, which begins immediately after the additional application Deadline. During this period the Organising Committee selects and notifies the participants.
 - Event, during which the ELSA Law Schools take place.
 - Evaluation, which takes place after the end of the ELSA Law School. During this time, the participants give feedback on the ELSA Law School to the Organising Committee. The Organising Committee then fills in the ELSA Law Schools Evaluation Form sent out by ELSA International.

- c. 1.3.4 The calendar for each Cycle shall be announced to the Network by ELSA International the latest by the end of October for the summer Cycle and by the end of July for the winter Cycle.
- d. 1.3.5 An ELSA Law Schools Cycle may be waived by ELSA International if there is less than 10 ELSA Law Schools specified for a Cycle.

~~6.4~~ 1.4 ELSA Law Schools Training Weekend

~~a.~~ 1.5.1 ELSA International shall organise a training weekend in order to train the Organising Committees of ELSA Law Schools.

~~b.~~ 1.4.2 Each Organising Group has a right to appoint one representative to attend the ELSA Law Schools Training Weekend.

~~c.~~ 1.4.3 The cost of participation, which includes the trainings, accommodation and meals, are covered by the ELSA Law Schools Administrative Fee for at least one representative from each Organising Group.

~~6.5~~ 1.5 ELSA Law Schools Agreement

~~6.5.1~~ 1.5.1 The Organising Committee shall sign the agreement with ELSA International setting out the Minimum Quality Standards, the Privacy Policy and the Cancellation Policy of ELSA Law Schools.

2. Responsibilities

~~6.6~~ — Responsibilities

~~6.6.2~~ 2.1 Responsibilities of ELSA International:

- a. Coordinate ELSA Law Schools;
- b. to publish the ELSA Law Schools calendar by the end of October for the summer Cycle and by the end of July for the winter Cycle;
- c. End the Specification period by December for the summer Cycle and by July for the winter Cycle. The exact dates shall be provided in the calendar for the respective Cycles.
- d. Provide support to the Organising Committee upon request;
- e. Provide a joint promotion of ELSA Law Schools;
- f. Execute an adequate Quality Control;

~~6.6.1~~ 2.2 Responsibilities of ~~an~~ the Organising Committees:

- a. to follow the Requirements of ELSA Law Schools;
- b. to provide all the information required by ELSA International without undue delay, particularly in regards to the joint promotion;
- c. to comply with the ELSA Law Schools Cycle;
- d. to follow the maximum participation fees regulated in the Financial Management part of the International Council Meeting Decision Book;
- e. to publish a preliminary outline of the subtopics the latest with the opening of the application period;

- f. to publish the complete scientific programme at least 2 months before the event;
- g. to publish information about the accommodation the latest with the opening of the application period;
- h. to ensure that all participants are taken from the place of arrival or have received a detailed guidance on how to get to the place of destination;
- i. to provide all participants with a reception package including the working materials, programme of the ELSA Law School and information about the city;
- j. to grant a certificate of participation only to participants attending at least 85% of the scientific programme. In cases in which this requirement is not fulfilled, the Organising Committee is at liberty to decide whether or not a participant's absence is justified.

3. Quality Control

6.7 — Quality Control

~~6.7.1~~ 3.1 The International Board, especially the Vice President for Seminars and Conferences, shall control the quality of ELSA Law Schools. This includes particularly the resolution of complaints.

For this purpose, the International Board shall have a power:

- to check the revenues and expenditures;
- to check the qualification of the lecturers;
- to ask for the relevant information and clarification;
- to control the compliance with the internal regulations of ELSA.

~~6.7.2~~ 3.2 In order to prevent potential problems regarding the organisation of ELSA Law Schools, ELSA International shall undertake a coaching role during the whole process.

~~6.7.3~~ 3.3 The International Board shall solve the disputes primarily by means of dialogue. Its executive powers shall be used only when there is no other option to protect the reputation of ELSA and the interests of the participants.

~~6.7.4~~ 3.4 For the purposes of Quality Control, the International Board shall have, in case of a breach of the internal regulations, executive powers:

- a. to resolve and answer each complaint delivered to ELSA International;
- b. to inform the respective National Group about the attitude of the Organising Committee in order for it to take the appropriate internal measures;
- c. to remove the respective ELSA Law School from the current Cycle of the ELSA Law Schools, in order to prevent the Organising Committee involved from using the “ELSA Law School” label;
- d. to accept an ELSA Law School into the current Cycle after the end of the Specification Period, upon presentation of an individual case.

~~6.7.5~~ 3.5 The Vice President for Seminars & Conferences shall report in a workshop during the International Council Meeting about the use of the executive powers.

Comments:

This proposal aims to firstly create a separate section for the ELSA Law Schools, in line with the other structural changes in the International Council Meeting Decision Book, secondly to create a more explanatory definition and removing parts that are repeated in different articles.

No 102: International Council Meeting Decision Book proposal concerning S&C Policies, Minimum Quality Standards and Responsibilities of the S&C part

The International Board is proposing the following to the Council:

S&C Policies, Minimum Quality Standards and Responsibilities

6. ELSA Law Schools

6.1 Definition

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~~6.4 — ELSA Law Schools Training Weekend~~

~~a. ELSA International shall organise a training weekend in order to train the Organising Committees of ELSA Law Schools.~~

~~b. Each Organising Group has a right to appoint one representative to attend the ELSA Law Schools Training Weekend.~~

~~c. The cost of participation, which includes the trainings, accommodation and meals, are covered by the ELSA Law Schools Administrative Fee for at least one representative from each Organising Group.~~

~~6.5 — ELSA Law Schools Agreement~~

~~6.5.1 The Organising Committee shall sign the agreement with ELSA International setting out the Minimum Quality Standards, the Privacy Policy and the Cancellation Policy of ELSA Law Schools.~~

6.6 Responsibilities

6.6.1 Responsibilities of an Organising Committee:

- a. to follow the Requirements of ELSA Law Schools;
- b. Sign the ELSA Law Schools Agreement with ELSA International setting out the Minimum Quality Standards, the Privacy Policy and the Cancellation Policy of ELSA Law Schools.
- b. to provide all the information required by ELSA International without undue delay, particularly in regards to the joint promotion;

- c. to comply with the ELSA Law Schools Cycle;
- d. to follow the maximum participation fees regulated in the Financial Management part of the International Council Meeting Decision Book;
- e. to publish a preliminary outline of the subtopics the latest with the opening of the application period;
- f. to publish the complete scientific programme at least 2 months before the event;
- g. to publish information about the accommodation the latest with the opening of the application period;
- h. to ensure that all participants are taken from the place of arrival or have received a detailed guidance on how to get to the place of destination;
- i. to provide all participants with a reception package including the working materials, programme of the ELSA Law School and information about the city;
- j. to grant a certificate of participation only to participants attending at least 85% of the scientific programme. In cases in which this requirement is not fulfilled, the Organising Committee is at liberty to decide whether or not a participant's absence is justified.

6.6.2 Responsibilities of ELSA International:

- a. to coordinate ELSA Law Schools;
- b. to publish the ELSA Law Schools calendar by the end of October for the summer Cycle and by the end of July for the winter Cycle;
- c. to end the Specification period by December for the summer Cycle and by July for the winter Cycle. The exact dates shall be provided in the calendar for the respective Cycles.
- d. to provide support to the Organising Committee upon request;
- e. to provide a joint promotion of ELSA Law Schools;
- f. to execute an adequate Quality Control;
- g. Organise a training weekend, namely the "ELSA Law Schools Training Weekend", in order to train the Organising Committees of ELSA Law Schools, whereby Each Organising Group has a right to appoint one representative to attend the ELSA Law Schools Training Weekend and the cost of participation, which includes the trainings, accommodation and meals, are covered by the ELSA Law Schools Administrative Fee for at least one representative from each Organising Group.

Comments:

In line with the International Council Meeting Decision Book Restructuring, ELSA International proposes to move the ELSA Law Schools Agreement and the ELSA Law Schools Training Weekend under the Responsibilities part of the ELSA Law Schools regulations.

No 103: International Council Meeting Decision Book proposal concerning S&C Policies, Minimum Quality Standards and Responsibilities of the S&C part

The International Board is proposing the following to the Council:

S&C Policies, Minimum Quality Standards and Responsibilities

...

6. ELSA Law Schools

...

6.3.3 ELSA Law Schools Cycles

- a. An ELSA Law Schools year is divided into a summer and a winter Cycle. To qualify into the summer Cycle, the ELSA Law School shall take place between the ~~1st of July~~ first week of July and the ~~20th of September~~ third week of September. To qualify into the winter Cycle, the ELSA Law School shall take place between the ~~10th of December~~ second week of December and the ~~20th of March~~ third week of March.
- b. ...
- c. The calendar for each Cycle shall be announced to the Network by ELSA International the latest by the end of October for the summer Cycle and by the end of July for the winter Cycle.

Comments:

Originally this regulation was set as exact dates, since organisers anyways have a possibility to request an exception from ELSA International. However, the practise showed that it is rarely practised as it was meant to and creates extra bureaucracy. As the majority of the events start and end on a Sunday, having exact dates for the Cycle is not always feasible. ELSA International aims to give more flexibility to organisers with the proposal above.

No 104: International Council Meeting Decision Book proposal concerning S&C Policies, Minimum Quality Standards and Responsibilities of the S&C part

The International Board is proposing the following to the Council:

S&C Policies, Minimum Quality Standards and Responsibilities

...

6. ELSA Law Schools

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6.3.3 ELSA Law Schools Cycles

...

- d. An ELSA Law Schools Cycle may be waived by ELSA International if there is less than ~~40~~ 5 ELSA Law Schools specified for a Cycle.

Comments:

The term of 2017/2018 has clearly showed that an existence of Cycle is crucial for the progress of Winter ELSA Law Schools. With this proposal, ELSA International aims to carry the Winter ELSA Law Schools to the level of Summer ELSA Law Schools by lowering the limit for the Cycles and creating the necessary space for the further unification and professionalisation of the project.

No 105: International Council Meeting Decision Book proposal concerning S&C Policies, Minimum Quality Standards and Responsibilities of the S&C part

The International Board is proposing the following to the Council:

3. Study Visits

Study Visits

3.1. Definition

Study Visits are academic, cultural and social exchanges which are organised between one Local or National Group of ELSA and at least one other Group of ELSA, ALSA, DLSA or ILSA.

Study Visits can be:

- a. Unilateral, when one group visits another group;
- b. Bilateral, when two groups visit each other in turn;
- c. Multilateral, when several groups visit one group.

3.2. Minimum Quality Standards

~~3.2.1~~ 2.1 Study Visits aim for the mutual understanding and sharing cultural experiences and are combined with an academic programme providing exchange of legal knowledge.

~~3.2.2~~ 2.2 A Study Visit shall involve at least 5 participants per group. When it is a multilateral Study Visit, the number of participants in total shall be at least 5.

~~3.2.3~~ 2.3 The academic programme shall have an average duration of a minimum of three hours per day.

~~3.2.4~~ 2.4 The Study Visit agreement shall be concluded between the groups participating in the Study Visit. The agreement shall be sent to ELSA International

3.3. Responsibilities for Quality

3.3.1 Responsibilities of the Hosting Group

- a. To organise the academic programme of the Study Visit.
- b. To organise a cultural and a social programme including sightseeing.

- c. The Hosting Group should take care of accommodation and meals for the participants and also provide all the information required (especially VISAs, letter of invitation and other legal documents required), unless agreed otherwise by the parties.

3.3.2 Responsibilities of the Visiting Group:

- a. To pay the deposit or pay the accommodation fee and any other necessary fees in advance.
- b. To be an active part of the Study Visit, especially during the academic programme.
- c. To collaborate in everything required by the Hosting Group.

3.4 Study Visit ~~Guide (SVG)~~ Portal

3.4.1 National Groups shall collect the information for the Study ~~Guide (SVG)~~ Portal from the local groups and submit it to ELSA International. The ~~study visits guide~~ Study Visits Portal shall contain at least the following information about each local group:

- A short description of the group's history and location.
- Information about the surroundings and climate.
- Preferred periods for a Study Visit.
- Permanent contact information.

3.4.2 ELSA International shall collect and compile the information submitted by national groups for the Study Visits ~~Guide (SVG)~~ Portal, and make the completed ~~SVG~~ Study Visits Portal available, via an online system, for all S&C officers.

Comments:

The purpose of this proposal is to create a separate section for Study Visits in accordance with the rest of the structural changes and to change the Study Visits Guide to the Study Visits Portal, as Portal is widely used in the area of S&C.

No 106: International Council Meeting Decision Book proposal concerning S&C Policies, Minimum Quality Standards and Responsibilities of the S&C part

The International Board is proposing the following to the Council:

3. Study Visits

...

5. Damages

5.1 The hosting group may request a deposit from the visiting group(s). The deposit and its use shall be agreed by the participating parties in advance.

5.2 If the Study Visit agreement is not concluded and a damage occurs, the deposit may not be fully refunded in the event of:

- withdrawal of the visit if the organising group already has a proven financial loss, the organising group shall determine the latest date to cancel the visit without forfeiting the deposit;
- damage incurred during the visit, for example financial loss incurred as a result of material damage.

5.3 The visiting party is responsible for their insurance.

Comments:

After the “Clean Out” of the International Council Meeting Decision Book above articles were left under the Dispute Resolution of the Quality Standards for S&C Events part of the International Council Meeting Decision Book. With this proposal the regulation is revised and moved to where it belongs - under the Study Visits part of the International Council Meeting Decision Book.

No 107: International Council Meeting Decision Book proposal concerning S&C Policies, Minimum Quality Standards and Responsibilities of the S&C part

The International Board is proposing the following to the Council:

4. Institutional Visits

Institutional Visits

4.1. Definition

~~4.1.1~~ 1.1 Institutional Visits are visits to governmental or non – governmental organisations, public administrations, private institutions, universities or other higher education institutions, where the main purpose of the event is the visit itself.

~~4.1.2~~ 1.2 International Institutional Visits are visits to the headquarters of international governmental or non-governmental organisations, public administrations, private institutions, universities, other higher education institutions or local branches of international institutions situated in a foreign country.

~~4.1.3~~ 1.3 National Institutional Visits are visits to governmental or non-governmental organisations, public administrations, private institutions, universities, other higher education institutions or local branches of international institutions situated in the country of the organising group.

4.2. Responsibilities ~~for Quality~~

4.2.1 Responsibilities of the National Groups

- a. To ensure that the local groups follow the procedure of the Institutional Relations regulations under Decisions relating to BEE.
- b. To ensure that the local groups submit the Event Specification to ELSA International.
- c. To ensure that the local groups submit the Evaluation Form no later than three weeks after the event.

4.2.2 Responsibilities of the Organising Groups

- a. To inform ELSA International and follow the procedure of the Institutional Relations Regulations under Decisions relating to BEE.
- b. To complete the Event Specification Form.
- c. To complete the Evaluation Form and send it to the national group and ELSA International not later than three weeks after the event.

Comments:

This proposal is solely for the sake of restructuring and does not constitute any substantial change.

No 108: International Council Meeting Decision Book proposal concerning S&C Policies, Minimum Quality Standards and Responsibilities of the S&C part

The International Board is proposing the following to the Council:

5. Participation in Events organised by International Institutions — ELSA Delegations

~~5.1 ELSA Delegations is a project which aims to allow ELSA representatives to represent ELSA International as appointed delegates in meetings and sessions of organisations and institutions where ELSA has a special observership status or cooperates with.~~

~~5.2 ELSA International shall coordinate the participation of ELSA representatives in events and meetings organised by international institutions and organisations.~~

~~5.3 ELSA International shall research events organised by international institutions and organisations and provide the Network with the relevant information.~~

~~5.4 ELSA International shall prepare a Call for Applicants including the guidelines for the selection of representatives. The Call shall include a clear description of the event, practical information and a general task description for the representatives. The Call for Applications shall be actively promoted in National Groups by the National Board.~~

~~5.5 It is up to the discretion of ELSA International to appoint the representatives, using the principles of objectivity, neutrality and equality.~~

~~5.6 The representative shall be a member of ELSA or its alumni organisation, should have a solid ELSA background and actively participated in ELSA's activities and should have an academic competence in the field of law connected to the work of the institution and the topic of the event.~~

~~5.7 All applicants shall provide ELSA International with the necessary documentation, as specified in the guidelines for the selection, to prove their academic qualification and ELSA background as stated in the application.~~

~~5.8 ELSA International should select the participants objectively within seven days after the application deadline according to the Guidelines for ELSA Delegations and appoint a Head of Delegation.~~

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

~~5.9 The National Group of each delegate shall be informed by ELSA International about the selection of its members or its Local Groups' members prior to the respective session.~~

~~5.3 ELSA International shall research events organised by international institutions and organisations and provide the Network with the relevant information.~~

~~5.4 ELSA International shall prepare a Call for Applicants including the guidelines for the selection of representatives. The Call shall include a clear description of the event, practical information and~~

~~a general task description for the representatives. The Call for Applications shall be actively promoted in National Groups by the National Board.~~

~~5.5 It is up to the discretion of ELSA International to appoint the representatives, using the principles of objectivity, neutrality and equality.~~

~~5.6 The representative shall be a member of ELSA or its alumni organisation, should have a solid ELSA background and actively participated in ELSA's activities and should have an academic competence in the field of law connected to the work of the institution and the topic of the event.~~

~~5.7 All applicants shall provide ELSA International with the necessary documentation, as specified in the guidelines for the selection, to prove their academic qualification and ELSA background as stated in the application.~~

~~5.8 ELSA International should select the participants objectively within seven days after the application deadline according to the Guidelines for ELSA Delegations and appoint a Head of Delegation.~~

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

~~5.9 The National Group of each delegate shall be informed by ELSA International about the selection of its members or its Local Groups' members prior to the respective session.~~

ELSA Delegations

1. Definition

1.1 ELSA Delegations is a project which aims to allow ELSA representatives to represent ELSA International as appointed delegates in meetings and sessions of organisations and institutions where ELSA has a special observership status or cooperates with.

2. Quality Standards

2.1 The Call for ELSA Delegations shall include a clear description of the event, practical information and a general task description for the representatives. The Call for Applications shall be actively promoted in National Groups by the National Board.

2.2 All applicants shall provide ELSA International with the necessary documentation, as specified in the guidelines for the selection, to prove their academic qualification and ELSA background as stated in the application.

2.3 It is up to the discretion of ELSA International to appoint the representatives, using the principles of objectivity, neutrality and equality.

2.4 The representative,

- shall be a member of ELSA or its alumni organisation,
- should have a solid ELSA background and actively participated in ELSA's activities,
- should have an academic competence in the field of law connected to the work of the institution and the topic of the event.

3. Responsibilities

3.1 Responsibilities of ELSA International

- ELSA International shall coordinate the participation of ELSA representatives in events and meetings organised by international institutions and organisations.
- ELSA International shall research events organised by international institutions and organisations and provide the Network with the relevant information.
- ELSA International shall prepare the Call for Applicants including the guidelines for the selection of representatives.
- ELSA International should select the participants objectively within seven days after the application deadline according to the Guidelines for ELSA Delegations and appoint a Head of Delegation.
- ELSA International shall inform the applicants about the selection and provide the delegates, especially the Head of Delegation, with the necessary information, the contact details of every delegate and upon request a letter of recommendation.
- The National Group of each delegate shall be informed by ELSA International about the selection of its members or its Local Groups' members prior to the respective session.

3.2 Responsibilities of the Delegates

- The representatives shall inform ELSA International in advance of any official positions or statements they wish to make, attaching a summary of the scientific background. The positions or statements can be announced only after the approval of ELSA International.
- Each member of the delegation shall fill in a comprehensive survey, which will represent the delegation report on the objectives achieved and the means used, including the activities of every member of the delegation and submit it within two weeks after the end of the event to ELSA International. The report should include the contacts made with individuals and institutions. The practical information and the outcome of the report shall be made available to the Network.

Comments:

In the 71st ICM Prague, council decided move the part related to ELSA Delegations from BEE to the S&C area. However, there was no changes to the content or any structure. With this purely structural proposal ELSA International aims to organise the existing regulations regarding ELSA Delegations in compliance with the rest of the International Council Meeting Decision Book and create a separate section for ELSA Delegations.

No 109: International Council Meeting Decision Book proposal concerning S&C Policies, Minimum Quality Standards and Responsibilities of the S&C part

The International Board is proposing the following to the Council:

ELSA Delegations

1. Definition

1.1 ELSA Delegations is a project which aims to allow ELSA ~~representatives~~ Delegates to represent ELSA International as appointed delegates in meetings and sessions of organisations and institutions where ELSA has a special observership status or cooperates with.

1.2 An ELSA Delegate is a member or an alumnus of an ELSA Group appointed by ELSA International to participate in an ELSA Delegation.

1.3 There are several calls for the ELSA Delegations throughout the year. The Call for ELSA Delegations consists of the opportunities provided by ELSA International in the meetings and sessions of organisations and institutions where ELSA has a special observership status or cooperates with.

2. Quality Standards

2.1 The Call for ELSA Delegations shall include a clear description of the event, practical information and a general task description for the ~~representatives~~ Delegates. The Call for Applications shall be actively promoted in National Groups by the National Board.

2.2 All applicants shall provide ELSA International with the necessary documentation, as specified in the guidelines for the selection, to prove their academic qualification and ELSA background as stated in the application.

2.3 It is up to the discretion of ELSA International to appoint the ~~representatives~~ Delegates, using the principles of objectivity, neutrality and equality.

2.4 The ~~representative~~ Delegate:

- shall be a member of ELSA or its alumni organisation,
- should have a solid ELSA background and actively participated in ELSA's activities,
- should have an academic competence in the field of law connected to the work of the institution and the topic of the event.

3. Responsibilities

3.1 Responsibilities of ELSA International

- ELSA International shall coordinate the participation of ELSA representatives in events and meetings organised by international institutions and organisations.
- ELSA International shall research events organised by international institutions and organisations and provide the Network with the relevant information.
- ELSA International shall prepare the Call for Applicants including the guidelines for the selection of ~~representatives~~ ELSA Delegates.
- ELSA International should select the participants objectively within seven days after the application deadline according to the Guidelines for ELSA Delegations and appoint a Head of Delegation.
- ELSA International shall inform the applicants about the selection and provide the delegates, especially the Head of Delegation, with the necessary information, the contact details of every delegate and upon request a letter of recommendation.
- The National Group of each delegate shall be informed by ELSA International about the selection of its members or its Local Groups' members prior to the respective session.

3.2 Responsibilities of the Delegates

- The ~~representatives~~ Delegates shall inform ELSA International in advance of any official positions or statements they wish to make, attaching a summary of the scientific background. The positions or statements can be announced only after the approval of ELSA International.
- Each member of the delegation shall fill in a comprehensive survey, which will represent the delegation report on the objectives achieved and the means used, including the activities of every member of the delegation and submit it within two weeks after the end of the event to ELSA International. The report should include the contacts made with individuals and institutions. The practical information and the outcome of the report shall be made available to the Network.

Comments:

This proposal aims to make the S&C part more unified with the rest of the International Council Meeting Decision Book. Firstly, by creating a more detailed definition for the project is necessary to define and clarify the terms related to the project in line with the rest of the structure. Secondly, by removing the usage of the word “representative” and implementing “Delegate” as it is used in the S&C area.

No 110: International Council Meeting Decision Book amendment concerning the Definition of the STEP part

The International Board is proposing the following to the Council:

Definition

The Student Trainee Exchange Programme (STEP) is one of the key areas of ELSA-~~International~~ that provides legal traineeships to law students and young lawyers.

Comments:

In order to make the term used in definitions in the International Council Meeting Decision Book consistent, we propose to cross out the word International from the definition.

No 111: International Council Meeting Decision Book amendment concerning STEP Procedure of the STEP part

The International Board is proposing the following to the Council:

STEP Procedure

1. Structure of STEP

1.4 STEP Calendar

a. First Cycle...

d. Traineeships can only begin eleven weeks after the External Student Hunting deadline has passed.

e. There has to be at least 5 weeks between the Selection Results Deadline and the date of the Earliest Traineeship Start.

2. Traineeships

2.1 General Regulations...

c. Traineeships have a minimum duration of two weeks and a maximum duration of two years.
~~Traineeship can only begin eleven weeks after the External Student Hunting deadline has passed.~~

Comments:

In order to make the STEP part of the Decision Book more structured and clearer, we want to put all the provisions which regulate the creation of the STEP Calendar together. As it can be very confusing to have these provisions divided, we propose to move two provisions which regulate the earliest starting date of the traineeship. The second sentence proposed as e. can be currently found in 3.3 c. of the STEP Procedure.

No 112: International Council Meeting Decision Book amendment concerning STEP Procedure of the STEP part

The International Board is proposing the following to the Council:

STEP Procedure

2. Traineeships

2.1 General regulations

a. Searching for Traineeships...

d. Issuing a traineeship

Traineeship providers can only issue a traineeship by filling in the Traineeship Specification Form provided by ELSA International in which they state specific Educational Level, Language Skills and Legal Skills. ELSA International has the right to make amendments in the Traineeship Specification Form.

~~e. Educational Level~~

~~Traineeships are categorized by their required Educational Level. Educational Levels are undergraduate, graduate bachelor, graduate master and postgraduate. The traineeship provider states the Educational Level in the Traineeship Specification Form.~~

Comments:

In order to make the provision regulating Traineeship Specification Form clearer, we propose to name all the requirements which the traineeship provider needs to fill out. In addition, we propose to remove the provision about Education Level as the traineeships are not categorised just by this requirement. It is also not necessary to list them as firstly, it is not done with other requirements and secondly this information is the part of the Traineeship Specification Form.

No 113: International Council Meeting Decision Book amendment concerning STEP Procedure of the STEP part

The International Board is proposing the following to the Council:

STEP Procedure

2. Traineeships

~~2.1~~ General regulations

~~a.2.1~~ Searching for Traineeships

~~i.a.~~ Each Group, whether Local or National, 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.

~~ii.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”)

~~b.2.2~~ Placement

The traineeships can take place in any law related area.

~~c.2.3~~ Traineeships have a minimum duration of two weeks and a maximum duration of two years. Traineeships can only begin eleven weeks after the External Student Hunting deadline has passed.

~~d.2.4~~ Issuing a traineeship

Traineeship providers 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.

~~e.~~ Educational Level

~~Traineeships are categorized by their required Educational Level. Educational Levels are undergraduate, graduate bachelor, graduate master and postgraduate. The traineeship provider states the Educational Level in the Traineeship Specification Form.~~

~~f.2.5~~ Compensation

Traineeships have to be paid. The compensation shall cover the general living costs during the time of the traineeship. Compensation can be provided by traineeship provider or by Local or National Group.

~~g~~2.6 Unpaid traineeships

- ~~i~~a. Notwithstanding 2.1 e. traineeships may be unpaid if the National or Local Group or the respective traineeship provider provides the trainee with accommodation, food, or another form of non-monetary compensation.
- ~~ii~~b. Notwithstanding 2.1 e. traineeships may be unpaid if the traineeship provider issuing the traineeship mainly employs volunteers to reach its aims or is prohibited to pay the trainee by law. In these cases the National or Local Group shall try to fundraise a suitable compensations and/or accommodation.
- ~~iii~~c. Notwithstanding 2.1 e. traineeships may be unpaid at the discretion of ELSA International if the benefit for ELSA members outweighs the lack of payment.
- ~~iv~~d. ELSA International shall provide an overview about all unpaid traineeships accepted under the exceptions of 2.2 b ii and iii to the National Groups within four (4) weeks after the Job Hunting Deadline of each Cycle, thereby giving reasons why each of those traineeships fulfilled the requested requirements of 2.2 b ii and iii.

~~h~~2.7 Traineeships within institutions

- ~~i~~a. Institutions are international governmental or non-governmental organisations or bodies thereof.
- ~~ii~~b. Traineeships within institutions are always considered as international regardless of who applies.
- ~~iii~~c. Traineeships within political fractions e.g. political parties shall not be accepted.

Comments:

This proposal aims to make the structure of the Decision Book clearer. As there are no Specific Regulations in this part anymore, there is no reason to have the part with General Regulations in the beginning. The numbering will change accordingly with consideration to the previous proposals.

No 114: International Council Meeting Decision Book amendment concerning STEP Procedure and STEP Responsibilities of the STEP part

The International Board is proposing the following to the Council:

STEP Procedure

3. Application Procedure

3.1. Application

- a. Only members of ELSA...
- c. ~~Local Groups are responsible for checking the validity of the information given in the Student Application Form, as well as the Membership status.~~

STEP Responsibilities

3 Local Groups

...

3.2 Sending Group

Sending Group means the Local Group or the National Group that the selected trainee belongs to.

- a. ~~The Sending Group shall ensure in good conscience that the information filled in by the applicant is correct and complete. is responsible for checking the validity of the information given in the Student Application Form, as well as the Membership status.~~

Comments:

As we want to make the structure of the Decision Book clearer, we propose to move the provision about responsibilities of Local Groups to the part with STEP Responsibilities. We are putting this provision under the responsibilities of Sending Group as they are the ones approving the

applications on the local level. We also want to remove the current sentence in order not to repeat the responsibilities.

No 115: International Council Meeting Decision Book amendment concerning STEP Procedure of the STEP part

The International Board is proposing the following to the Council:

STEP Procedure

3. Application Procedure

3.3 Selection

- a. The traineeship provider shall select the trainee within the Deadline for Selection Results provided by ELSA International. If this timeframe is not adhered to, the trainee shall be entitled to postpone the start of the traineeship for a time equivalent to that of the traineeship provider's delay.
- b. The traineeship provider shall inform the Hosting Group about the selection results. The Hosting Group shall immediately forward this information to ELSA International and the responsible National Group.
- c. ~~The traineeship provider shall inform the Hosting Group about the selection results at least 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 traineeship provider's delay.~~

Comments:

The provision about the timeframe is supposed to be incorporated in the regulations about STEP Calendar in STEP Procedure part as stated in the proposal no. 111. The sentence about postponing the start of the traineeship is moved to point a. to make the provision clearer.

No 116: International Council Meeting Decision Book amendment concerning STEP Responsibilities of the STEP part

The International Board is proposing the following to the Council:

STEP Responsibilities

1. ELSA International

...

1.5 ELSA International shall inform the applicant, who has been selected and provide the applicant with the Traineeship Agreement. ~~Upon receipt and completion of the Traineeship Agreement, ELSA International shall forward it to the Hosting National Group.~~

2. National Groups

2.1 National Groups shall provide all necessary training and information about STEP to the Local Groups.

2.2 Upon the receipt and completion of the Traineeship Agreement, National Group shall forward it to ELSA International.

~~2.22.3~~ 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 traineeship provider and trainee within four weeks after the traineeship ends.

~~2.32.4~~ When a National Group acts as a Hosting Group as defined under STEP Responsibilities/Local Groups/3.1. part of the Decision Book, it has responsibilities in a relation to the traineeship provider as set under that part.

Comments:

As the compilation and signature of the Traineeship Agreement is happening on the local or national level, local and national officers are the first ones who have the completed Traineeship Agreement. Therefore, we propose to move this provision and change the numbering accordingly.

No 117: International Council Meeting Decision Book amendment concerning STEP Responsibilities of the STEP part

The International Board is proposing the following to the Council:

STEP Responsibilities

1. ELSA International

1.10 ELSA International shall administrate a digital archive and statistics for the Network, consisting of:

- a. The traineeships being issued (name of the traineeship provider ~~plus date of cooperation~~);
- b. The traineeships being cancelled (~~name of the traineeship provider, date of cooperation and cancellation, reason of cancellation and conclusion~~);
- c. The traineeships realised (~~name of the traineeship provider plus date of cooperation~~);
- d. The Evaluation Forms of both the ~~companies~~ traineeship providers and the trainees;
- e. The number of applicants for each traineeship;
- f. The number of applicants in general in each year;
- g. The number of traineeships being issued in each year;
- h. The number of traineeships being realised in each year;
- i. The number of traineeships being cancelled in each year;
- ~~j.~~ k. The number of applicants withdrawing their application in each year;
- ~~k.~~ l. The number of trainees cancelling their traineeship in each year;
- ~~l.~~ k. The statistics for each year run from August 1st to July 31st.

Comments:

In order to make sure that the provisions in the Decision Book reflect reality, we propose the following changes. As it is not clear what is meant by “date of cooperation”, we would like to remove this requirement. When it comes to cancellation of the traineeships, we are publishing this information with codes of specific traineeships, date of cancellation together with conclusion is provided to the specific national groups separately. As for realised traineeships, again, we publish the information with the code of the traineeship. In addition, we would like to replace the word companies with traineeship providers as we want to use the same term in the whole Decision Book.

We would also like to remove the provision about the number of applicants withdrawing their application as the applications which are withdrawn are shown as not approved together with applications that were not approved because of their quality and therefore we cannot find out this number.

No 118: International Council Meeting Decision Book amendment concerning STEP Responsibilities of the STEP part

The International Board is proposing the following to the Council:

STEP Responsibilities

2. National Groups

~~2.32.4~~ When a National Group acts as a Hosting Group as defined under STEP Responsibilities/Local Groups/3.1. part of the Decision Book or Sending Group as defined under STEP Responsibilities /Local Groups/3.2. part of the Decision Book, it has responsibilities ~~in a relation to the traineeship provider~~ as set under ~~that~~those parts.

Comments:

In order to provide quality reception, it is necessary for National Group to fulfil the same responsibilities as Local Group when being in the position of Hosting or Sending group. Therefore we propose to add this information to the Decision Book.

No 119: International Council Meeting Decision Book amendment concerning Penalty System of the STEP part

The International Board is proposing the following to the Council:

Penalty System

1. Applicants

...

1.2 Delay

- a. The selected applicant shall confirm his/hers attendance of the traineeship within one week after notification. In case the applicant does not know the results of all traineeships he/she applied for, the deadline for the confirmation shall be extended. As soon as possible after the confirmation, he/she shall submit the Traineeship Agreement, that may have been adjusted from the traineeship provider's side in accordance with STEP Responsibilities article 1.2.h, to ELSA International ~~within one week 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.

Comments:

In order to prevent the situation whereby due to delayed results the applicant has to confirm the attendance on one traineeship without knowing the results of the other traineeships he/she applied for, we propose to add an extended deadline for the confirmation to the respective provision. At the same time, due to the long procedure of finalising Traineeship Agreement, it is not realistic to send back finalised Traineeship Agreement within one week in most of the cases.

No 120: International Council Meeting Decision Book amendment concerning Penalty System of the STEP part

The International Board is proposing the following to the Council:

Penalty System

1. ~~Companies~~ Traineeship Providers

Comments:

In order to unify the terms used in the Decision Book, we propose this change.

NATIONAL GROUPS

No 121: International Council Meeting Decision Book amendment concerning Responsibilities of ELSA International of the IM part

ELSA Austria is proposing the following to the Council:

Quality Management

1. Responsibilities of ELSA International

ELSA International shall:

- Ensure that all Members and Observers of ELSA comply with the regulations of the association;
- Prepare and distribute the State of the Network Inquiry at least 35 days before the opening of each regular International Council Meeting;
- Update the ELSA website;
- Prepare and send an activity report of the International Board and it's deputy officers in the last week of every month in office to the network relevant mailing lists.
- Ensure that all official publications of ELSA International are grammatically and syntactically correct by having undergone review before publication from a proofreading team under ELSA International;
- Prepare useful manuals and handbooks and make them available to the Network;
- ELSA International shall have a coaching system in place in order to help develop the National and subsequently the Local Groups of the Network: Every National Group is entitled to have a member of the International Board as its coach. The coach shall be appointed at the beginning of the new term of ELSA International and shall inform the National Group respectively;
- Send out the call for the submission of the Local Group Reports to the Secretaries General of all National Groups before June 1st and receive them filled in before July 1st every year. The report shall include:
 - i. the name of each Local Group,
 - ii. the faculty/faculties in which each Local Group is based and covers,
 - iii. the postal address of each Local Group,
 - iv. the e-mail address of each Local Group,
 - v. the status of each Local Group as member or observer of the National Group,
 - vi. the date in which the Local Group acquired membership, if this happened during the last two years.

...

Comments:

The purpose why we want to implement this regulation is that we believe that there is a lack of transparency on the international level. With this proposal we want to bring the activities of the International Board closer to the national board and give a better insight on the actual work.

No 122: International Council Meeting Decision Book amendment concerning Remuneration of the FM part

ELSA Czech Republic and ELSA Switzerland are proposing the following to the Council:

Remuneration

Members of the International Board of ELSA shall be entitled to a remuneration of EUR ~~350.00~~ 500.00 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 a remuneration of EUR ~~350.00~~ 500.00 per month.

During the month of July, the Members of the incoming International Board of ELSA shall also be entitled to a remuneration of EUR ~~350.00~~ 500.00 each for this month. This also applies to incoming Deputy Officers.

Comments:

The change of the fee is proposed in order to ensure a better access to becoming part of the IB. At the moment the remuneration is not high enough to cover the costs that occur during an IB member's term. The financial situation of a person may also influence the decision whether or not to run for a position in the IB. Due to this problem the association might miss the chance to develop in the future as candidates with considerable potential might withdraw the candidacy or do not run at all as they cannot afford to cover the additional costs of living. In our opinion this issue should not discourage potential candidates and with the above change we would like to make the IB more accessible for everyone.

Furthermore, the association faces some issues in having enough candidates for the IB and we have to appoint Deputies on a quite regular basis. If the IB is more accessible the chances may be higher to have enough candidates running and it would enable the council to elect the candidates with the highest competences instead of only elect a person because of the fact that there is no competitor.

We are completely aware of the fact that this change will lead to higher costs for ELSA but in our opinion that this financial burden will provide benefits for the association and therefore will bring rewards and results. There will be a need of redistributing the budget as well as saving money in some other parts (at least in the short run). By taking into account the above mentioned possibilities we think that it will pay out in a longer-term basis and it will help our network.

No 123: Statutes and Standing Orders amendment concerning The International Board part

ELSA Germany is proposing the following to the Council:

The International Board

...

Article 11 – Nominations and Elections

...

11.2 Personal Presentations

The nominees must prepare a personal presentation, which can be published within the working materials ~~or and distributed it in printed copies or~~ electronically to the Members before midnight on the day before the final plenary session. This presentation must include the nominee's personal curriculum vitae, ELSA curriculum vitae and programme of action.

...

Comments:

The printing and transportation of the candidacy materials induce high costs as well as an organizational overhead for the candidates. We think that such a financial burden should not be put upon the candidates and there are several other ways for them to present i. e. their action plans and CV to the Network. The publication in the Working Materials would grant an equal sphere for representation and would furthermore create a better comparability of the individual applications. The possibility of running for office on a short-term is still intact with this amendment and does not necessarily force candidates to decide to run four weeks before an ICM. The presentation for the working materials shall submitted be as soon as all other materials for the working materials.

No 124: International Council Meeting Decision Book amendment concerning External Relations of the BEE part

ELSA Turkey, ELSA Spain, ELSA France and ELSA Malta are proposing the following to the Council:

External Relations

4. Reporting Relations with National Contacts

If an ELSA Group intends to approach a national contact outside of its country, it shall, beforehand, inform the President of the respective National Group from the country where the national contact is located.

Comments:

In the Decision Book, there is a provision that makes it mandatory to inform the National Boards before approaching their national institutions. However, a similar provision is non-existent for national contacts. The same principle must be applied to the national contacts as well because It becomes very confusing for law firms and any other companies to be approached by different ELSA Groups with different demands. It can even become a deal breaker as such incidents already took place. Since the National Group -where the national contact is located - is more likely to be affected by this, the National Board has at least the right to be informed on who is going to approach their contacts. Additionally, the way other ELSA Groups communicate with the national contacts will have direct effect on the relationship between the respective National Group and their national contacts since we are all representing and using the name of ELSA. For this reason, it is only natural for the National Board to be informed on the matter and be involved in their communication when they see it necessary.

No 125: International Council Meeting Decision Book amendment concerning Internal Affairs of the IM part

ELSA Norway is proposing the following to the Council:

Internal Affairs

...

3. Regulations of the National ELSA Groups

3.1 Each National ELSA Group shall have its own ~~decision book~~ internal regulations.

Comments:

The proposer encourages all national groups of ELSA to regulate their organization well, and to have well-functioning statutes and other national provisions. Today's regulation in the ICM Decision Book's IM part, Internal Affairs section 3 on Regulations of the National ELSA Groups is too stiff and strict in demanding all NGs to have a specific sort of internal regulation, when additionally, not even defining what a decision book is. This provision is clearly inadequate and should be improved.

We are proposing to revise what regulation is mandatory from "decision book" today, to "internal regulations". This wording makes it clear that all national groups shall have their organization regulated further than only their statutes, while not in detail putting up limits to in what way the NG should regulate itself. It is important to us that different countries with different legal cultures are not prevented from regulating their organization in the way that best fits their country. The Council of the NG is best equipped to regulate the organization. We are, however, open to other wordings which maybe better attend to this objective, and to discuss this at the Council Meeting.

No 126: International Council Meeting Decision Book amendment concerning International Area Meetings of the IM part

ELSA Malta and ELSA France are proposing the following to the Council:

International Area Meetings

...

4. Applications

4.1 The President of the International Board or his or her substitute must attend the IPM. National officers in charge of Board Management, External Relations and Expansion or their substitutes are invited to attend the IPM. National officers can invite local officers to attend the IPM. The total amount of ~~participants~~ participation spots of the IPM shall be ~~limited to 50 people, excluding the members of the International Board as well as any trainers or other externals, not less than 50~~ but not more than 70. The Organising Committee must communicate the exact amount of participation spots to the President of the International Board or his or her substitute attending the IPM by latest 30 days prior to the start of the IPM.

...

Comments:

Whilst acknowledging the discussions held in IPM Arlamow and also the genuine intentions of the amendments proposed and approved in ICM Prague, this proposal aims to acknowledge that efficiency and effectiveness of the workshops may be controlled by the officers leading such workshops (ELSA International) if they are informed of the number of participants in due time. 2 of the last 3 IPMs (IPM Arlamow and IPM Malta) had more than 50 applicants. With the regulation as is, the Organising Committee of IPM Malta had to undergo a selection process which created a problem for the OC itself and also for National Presidents who had to ask members of their own country not to join the event. The argument which states that the IPM has lost its purpose is very different from what is being proposed as this is a matter of facilitating the Organising Committee, ELSA International, and National Presidents from having to choose their preferred applicants. This proposal also, ensure that local officers who cannot make it to the ICM will have the opportunity to experience an International event. Cancellations are inevitable in every event and limiting the amount of participation spots to a maximum of 50 means that any cancellations coming after that will further reduce the amount to even less participants as was the case in IPM Malta.

INPUT PAPERS

NATIONAL GROUPS

Input Paper on the Calculation Method of the List of Favoured Countries

submitted by ELSA Turkey

As we have received the 47th Edition of the International Council Meeting Decision Book, we have noticed that ELSA Turkey was listed under the non-favoured countries category. As ELSA Turkey, we would like to point out the results of the Index change in Cluj-Napoca, 2015 in comparison with the Minimum Wage, Average Wage/Salary and Rent Cost (per month) which shall be taken into account as basic income/expense rates.

1. Evaluation of the GDP-GNI Comparison of the Republic of Turkey (2013-2016)

Source: World Bank, UN Human Development Reports

Before the Council has reached consensus to change the GDP Index to GNI Index, which affects both the Membership Fee which the National Groups shall pay and the List of the Favoured Countries, the national index data for calculation was being sourced from the United Nations Human Development Report, hereinafter referred to as “UNHDR” (Gross Domestic Product in US\$). However, the current system involves World Bank online data catalog, hereinafter referred to as “WBC” (Gross National Income in International Dollar.)

According to the online GDP data published on WBC, GDP of Turkey has reached its peak in 2013 with 12.542,931. We need to emphasize that the recessional tendency is highly remarkable after year 2013 which has met 10.862,6 in year 2016. In contrast, GNI rates of Turkey seems to reach its peak through a diminishing slope. Turkey has jumped from 20.480(2012) to 23.820 by 2014. The latest data of GNI per capita PPP for Turkey stands for 24,980 International Dollars

ELSA Turkey endorses the Council decision regarding Fees in ICM Cluj-Napoca on setting WBC as a baseline instead of UNHDR regarding the up-to-dateness of the indicators. As an example we can address the fact that UNHDRs take 2011 PPP \$ into account for both GNI and GDP per capita PPP Calculation but WBC the current international \$.

2. Purchasing Power Parity Comparison among Member Groups

According to certain economic parameters which, we have collected from prestigious sources such as numbeo.org, Eurostat Statutory Minimum Wage 2018 Report, Wikipedia article from National Sources we can observe that Turkey’s monthly minimum wage is 446 €, and average net wage is 467 €. Regards to this, in Turkey, most people earn a lot less regardless of their profession. Many countries such as Bulgaria, Lithuania, Romania, Latvia, Hungary, Albania have less minimum wage than Turkey but their average net wages have increased and sometimes doubled their minimum wage. This means Turkish citizens without discrimination earns very close

to minimum wage and this also means that people in Turkey live their lives with very small amount of money which is only enough for their fundamental needs.

In order to simulate the difference, we would like to explain the situation with an example. ICM Lviv without any extra fee costs 238 € for a member from a non-favoured country. We would like to calculate PPP rate and show how countries would be relatively affected by the price that tagged. Therefore three National Groups will be examined.

“Purchasing power parities (PPPs) are the rates of currency conversion that equalize the purchasing power of different currencies by eliminating the differences in price levels between countries. In their simplest form, PPPs show the ratio of prices in national currencies of the same good or service in different countries” as identified in OECD.
(<https://data.oecd.org/conversion/purchasing-power-parities-ppp.htm>)

According to the OECD (website link above), it is possible to find out PPP values from 2001 to 2017. If US dollar stands for 1; 2017 PPP value in Turkey is 1.377; in Latvia 0.501 and in the EU 0.731. That means 238 € ICM fee for Turkey equalise to 448 € for European countries, 405 € for Belgium and 651 € for Latvia when calculated for indicators in 2017 for PPP values.

By applying the same formula on the average net wage(Source: Numbeo.com) in different countries; The fee a Turkish individual has to pay indicates; ICM payments for Romania correspond to 287 EUR; for Latvia 376 EUR; for Belgium 978 EUR.

Furthermore, in 2018 Turkey's political conjuncture and government spendings have changed its ways followed by exchange rate fluctuations for TRY(Turkish Lira). According to the data published by the Central Bank of Republic of Turkey the rate changes are following:

Date	EUR/TRY (Banknote Buying Rate)	USD/TRY (Banknote Buying Rate)
04.01.2016	3.21	2.94
03.01.2017	3.72	3.57
03.01.2018	4.52	3.76
16.03.2018	4.80	3.90

(http://www.tcmb.gov.tr/kurlar/kurlar_tr.html)

3. Summary

It's for sure easy to imply GNI and GDP rates into a formula in order to calculate the Membership Fee for the National Groups for sustaining a healthy and efficient division between them regarding the Global Membership Fee. But comparing the Purchasing Power Comparison and GNI rates, noting the exchange rate fluctuation for non-Eurozone members, as ELSA Turkey, we need to emphasize the need of a more concrete and fair calculation system for the List of the favoured countries.

As the difference between favoured and non-favoured countries refer to 4€ per night, an international event which takes seven days cost an extra amount of 28€s (134.4 TRY on 16.03.2018) which is nearly equal to 10 hours of labour on minimum net wage in Turkey. We would like to emphasize the fact that the current system is an obstacle against our progress and is likely to cause a loss of Turkish active members in the network. Even though the situation of ELSA Turkey is explained, we observe that other ELSA Groups are suffering from the current calculation method as well. Therefore we see it as an issue worth of discussing during ICM Lviv.

Input Paper on the concept of Participation Fees vs. Accountability vs. Network Participation, in terms of International Meetings within the Network

submitted by ELSA Malta

We have noticed a recent trend regarding the issue of hosting countries in terms of International Meetings, where the past 11 ICMs have been held in the same 8 countries namely: Bosnia and Herzegovina, Czech Republic, Portugal, Malta, Georgia, Romania, Turkey and Germany. Having said that, the last ICM held in Germany, was the 63rd ICM in Cologne, back in 2013. In terms of IPMs, SAMs and KAMs, the hosting countries in the past 2-3 years have been similar to those mentioned above, namely: Malta, Czech Republic, Ukraine and Croatia.

ELSA Malta would like to discuss this issue within the Council, as it deems it to be of an important nature. The intention of this Input Paper is to outline the current problems regarding the issue of accountability, participation fees and pricing in terms of International meetings. Ultimately, ELSA Malta would like to highlight the need to increase prices for International meetings, however this can only be done in terms of increasing accountability.

1. Participation fees

We feel that there is an overall need to increase the rate regarding participation fees of International meetings within the network, mainly due to the fact that the recent meetings have all been held in the same group of countries, and we feel that for the majority of the non-favoured countries in the network, such as France, Germany, Belgium, Luxembourg, Italy, Sweden and many more, the current participation fees would make it impossible to host an International Meeting. Additionally, in the recent years, most meetings have in fact been held in the non-favoured countries, such as Ukraine, Turkey, Romania, Georgia, Bosnia and Herzegovina and Azerbaijan. Having said this, it is important that the fees are to be raised in a reasonable manner, as this could prove to be counter-productive if raised too much, in that individuals might be demotivated from attending International Meetings.

2. Accountability

Having said this, ELSA Malta feels that the only way in which the participation fees can be increased in a beneficial way, would be to also increase the accountability aspect of the matter in a directly proportional manner. The Organising Committee must be directed to give a better account in terms of where the money is being spent, in order to ensure that once prices are increased, this will be done in a transparent manner.

3. Overall Network Participation

The whole point of this discussion is basically to draw your attention to the fact that if prices and accountability would increase, then this would allow a wider variety of countries to host International meetings, thus increasing the participation of ELSA members across the network.

Therefore, we would like to start a discussion on the necessity of increasing the prices of International Meetings, however only by increasing accountability, with the ultimate goal of improving participation.

APPLICATIONS

MEMBERSHIP APPLICATION OF ELSA RUSSIA

Please read the Membership Application, found [here](#).

ICM HOST APPLICATION AUTUMN 2019 – ELSA BUCHAREST

Please read the application for LXXVI ICM 2019, found [here](#).

ANNEXES

ANNEX 1 – INTERIM ACCOUNTS OF ELSA INTERNATIONAL 2017/2018 AND INTERIM ACCOUNTS OF EDF 2017/2018

Please read the Interim Accounts of ELSA International 2017/2018, which will be sent to you by email later.

Please read the Interim Accounts of EDF 2017/2018, which will be sent to you by email later.

ANNEX 2 – INTERNAL AUDITORS' REPORT ON THE INTERIM ACCOUNTS OF ELSA INTERNATIONAL 2017/2018 AND INTERNAL AUDITORS' REPORT ON THE INTERIM ACCOUNTS OF EDF 2017/2018

Please read the Internal Auditors' Report on the Interim Accounts of ELSA International 2017/2018, which will be sent to you by email later.

Please read the Internal Auditors' Report on the Interim Accounts of EDF 2017/2018, which will be sent to you by email later.

**ANNEX 3 – PROPOSED REVISION OF THE BUDGET OF ELSA INTERNATIONAL
2017/2018**

Please read the Proposed Revision of the Budget of ELSA International 2017/2018, found [here](#).

ANNEX 4 – PROPOSED BUDGET OF ELSA INTERNATIONAL 2018/2019

Please read the Proposed Budget of ELSA International 2018/2019, found [here](#).

ANNEX 5 – LETTER OF AUTHORISATION

National Board of: _____

Postal Address: _____

Phone Number: _____

Email Address: _____

Number of
Local Groups: _____

**Please write the names of the Local Groups of your National Group
on the back of this paper clearly with CAPITAL letters
and specify which of them are Members and which are Observers.**

The following delegates from ELSA _____ are hereby authorised to vote
and speak on behalf of their National Group at the LXXIII International Council Meeting in Lviv,
Ukraine between the 15th and the 22nd of April 2018.

1. _____

(voting delegate's name)

4. _____

(delegate's name)

2. _____

(voting delegate's name)

5. _____

(delegate's name)

3. _____

(voting delegate's name)

6. _____

(delegate's name)

7. _____

(delegate's name)

On behalf of ELSA _____

Name of the National Board Member:	Name of the National Board Member:
Position:	Position:
Signature:	Signature:

ANNEX 6 – PROXY**From:** ELSA _____ (proxy giver)**To:** ELSA _____ (acting as proxy)**This proxy shall be valid for:****Event:**

LXXIII International Council Meeting to be held in Lviv, Ukraine

Dates:

(please specify the dates that your proxy is going to be valid for, e.g. If your national delegation is not present in the Opening Plenary, but is going to attend the rest of the ICM week, please write only the date of the Opening Plenary)

The proxy giver ELSA _____ hereby authorises ELSA _____ to act as a proxy and to therefore represent it and vote on its behalf according to the instructions provided, at the LXXIII International Council Meeting to be held in Lviv, Ukraine between the 15th and the 22nd of April 2018.

On behalf of ELSA _____ (proxy giver)

Name of the National Board Member:	Name of the National Board Member:
Position:	Position:
Signature:	Signature:

In order for the Secretary General of the International Board to confirm the proxy, please fill in:

Contact person: _____

Phone number: (+_____) _____

Email address: _____