

# LXXII International Council Meeting

## WORKING MATERIALS

Sarajevo, Bosnia and Herzegovina  
22<sup>nd</sup> October - 29<sup>th</sup> October 2017



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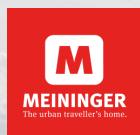
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The logo of ELSA, featuring the text 'elsa' in white on a dark background.

The European Law Students' Association

## GENERAL INFORMATION

### FOREWORD

Dear Network,

When the seasons shift, even the subtle beginning, we all have more energy, inspiration and motivation to build and create. Even though we have already had a chance to attend the Area Meetings, the true inception of the term starts once the Working Materials for the Autumn International Council Meeting are out. It is many pages of plans and content for the week that we will all spend together continuing what our predecessors left us with and growing our Association even larger than it is.

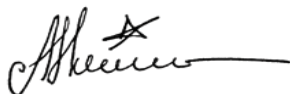
During all these months of living together in the ELSA House, Anastasia, Elena, Krzysztof, Kerli, Michelle, Deniz, Aneta and I learned a lot together and from each other, were in touch with all of you, made plans and started implementing them. Time goes by very quickly making us work and live faster. The most important thing is to live the process to the fullest and enjoy every moment of it – it's all that matters in the end.

Just like every previous International Council Meeting, the ICM Sarajevo promises to be unforgettable. What we can do in addition to it is making it historical! I urge you all to take the joy and challenge of discussions, to improve the core of practice, the satisfaction of doing something worthy and even feeling the accomplishment when learning something new.

In every single situation I try to think of my own innate tendencies and reactions, I remember the first time I read the Working Materials that were created somewhere 4 years ago and I said to myself "This is just too much for a human brain!" After all these years here I am creating these Working Materials myself and thinking "There's so much more to add in here!" That is exactly what ELSA does to you. It makes you love every single aspect and detail of it, it makes you believe that everything you do has a huge meaning and impact essentially.

In all seriousness, I am a strong believer. I believe that we can create, connect, develop and achieve the impossible together.

Sincerely yours,



**Narmin "Nana" Aliyeva**  
Secretary General  
ELSA International

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## THE INTERNATIONAL COUNCIL MEETING GUIDE

### What is an International Council Meeting?

The International Council Meeting is one of the 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 Deputy 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.

### **Who 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.

### **Who 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 Deputy Treasurer of the International Board in due time before the ICM at [treasurer@elsa.org](mailto:treasurer@elsa.org).

Moreover, the SotN Inquiry 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 Inquiry 14 days before the opening of the International Council Meeting as stated in the International Council Meeting Decision Book. The 23<sup>rd</sup> State of the Network Inquiry has already been sent out and you may find it [here](#). If you need any clarifications regarding the SotN Inquiry, please contact the Secretary General of the International Board at [secgen@elsa.org](mailto: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 at 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 Porto](#) and [ICM Prague](#);
- Read and bring with you a copy of the [Statutes and Standing Orders](#) of ELSA;
- Read and bring with you a copy of the 46<sup>th</sup> edition of the [Council Meeting Decision Book](#);
- Read 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 Sarajevo...

- Check out the [official website](#) and [Facebook page](#) of the ICM Sarajevo 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 Sarajevo in time for the Opening of the ICM at 14.00 on Sunday the 22<sup>nd</sup> of October 2017;
- Bring a business formal attire 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 position as Treasurer of ELSA International 2017/2018;
- Consider running for Internal Vice Auditor of ELSA International 2017/2018.

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:

**TREASURER OF ELSA INTERNATIONAL 2017/2018**

**INTERNAL VICE AUDITOR OF ELSA INTERNATIONAL 2017/2018**

is on Monday the 23<sup>rd</sup> of October 2017, at 23:59 (local time).

and

**COUNCIL GUESTS FOR ICM LVIV SPRING 2018**

is on Friday, the 27<sup>th</sup> of October 2017, at 23:59 (local time).

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**Call for Treasurer of ELSA International 2017/2018**

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 POSITION OF

**TREASURER  
OF  
ELSA INTERNATIONAL 2017/2018!**

## **What is the role of the Treasurer of ELSA International?**

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

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.

### **Treasurer**

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

### **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.

**Call for Internal Vice Auditor of ELSA International 2017/2018**

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  
VICE AUDITOR  
OF  
ELSA INTERNATIONAL 2017/2018!**



## **What is the role of the Internal Vice Auditor of ELSA International?**

The Internal Auditors and the 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 involvement in ELSA International for the term 2017/2018.

### **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.

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

**OBSERVATION: Be aware that this call is only for the Internal Vice Auditor since two Auditors have already been elected for the term 2017/2018 at the ICM in Prague, Spring 2017.**

## 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 Deputy 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 and International Presidents' Meetings;
  2. 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:

<b>One finger:</b>	New idea/topic
<b>Two fingers:</b>	Reply/comment
<b>Three fingers:</b>	End the discussion – the current debate is not useful
<b>Pinkie finger:</b>	Technical remark (e.g. “open the window” or “the text projected is too small”)
<b>Scissors gesture:</b>	Remove/cut from the speakers’ list.
<b>Thumb up/down:</b>	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

	22nd October	23rd October	24th October	25th October	26th October	27th October	28th October		
	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY		
09:00	ARRIVAL	BREAKFAST							
09:30									
10:00		Workshops	Workshops	Mid Plenary	Workshops	Workshops	Final Plenary		
10:30									
11:00									
11:30									
12:00	Letters of Authorisation				Open Workshop				
12:30									
13:00	Free Time	LUNCH							
13:30									
14:00	Opening Plenary	Workshops	Sightseeing	Mid Plenary	Conference	Workshops	ELS General Assembly		
14:30									
15:00									
15:30									
16:00	Opening Workshops				Workshops	Final Plenary			
16:30									
17:00									
17:30	Officers and Freshers' Workshops	Reporting Time	Reporting Time	Reporting Time	Reporting Time		Dressing Time		
18:00									
18:30									
19:00	HoD								
19:30									
20:00	DINNER					Gala Ball			
20:30									
21:00									
21:30	PARTY								



## DRAFT PLENARY AGENDA

### Opening Plenary: Sunday 22<sup>nd</sup> October 2017

- |       |   |
|-------|---|
| 14:00 | <b>Introduction of the International Board 2017/2018</b><br>Mustafa Džihic, Head of the Organising Committee  |
| 14:10 | <b>Opening of the LXXII International Council Meeting</b><br>Anastasia Kalinina, President of ELSA International  |
| 14:15 | <b>Presentation of the ELSA International Team 2017/2018</b><br>Anastasia Kalinina, President of ELSA International   |
| 14:30 | <b>Welcoming of Council Guests and Externals</b><br>Anastasia Kalinina, President of ELSA International   |
| 14:40 | <b>Presentation and information by the Organising Committee of the International Council Meeting</b><br>Mustafa Džihic, Head of the Organising Committee                          |
| 14:50 | <b>Presentation of the ICM Sponsors and Partners</b><br>Mustafa Džihic, Head of the Organising Committee  |
| 15:05 | <b>Reading out of the agreement between ELSA Greece and ELSA Republic of Macedonia (Council Decision PLE 01/99 II)</b><br>Narmin Aliyeva, Secretary General of ELSA International |
| 15:10 | <b>Announcement of the list of votes</b><br>Narmin Aliyeva, Secretary General of ELSA International   |
| 15:25 | <b>Election of the Chair of the Plenary</b><br>Narmin Aliyeva, Secretary General of ELSA International  |
| 15:35 | <b>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</b><br>Chair       |
| 16:05 | <b>Approval of the International Council Meeting Agenda and presentation of the International Council Meeting structure</b><br>Chair  |
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- 16:25      **Approval of the Minutes of the LXXI International Council Meeting in Prague, Spring 2017**  
Chair
- 16:35      **Presentation by Queen Mary University of London, School of Law**  
Petrova Lewis
- 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 25<sup>th</sup> October 2017**

- 10:00        **Opening of the Mid-Plenary**  
Chair
- 10:05        **Information from the Organising Committee**  
Mustafa Džihic, 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
- 11:15        **Presentation and approval of the MKT workshop related proposals**  
Chair and Workshop Chair
- 12:00        **Presentation and approval of the AA&MCC workshop related proposals**  
Chair and Workshop Chair
- 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 S&C workshop related proposals**  
Chair and Workshop Chair
- 15:50        **Presentation of ALSA**  
Subash Jai Devaraj and Mustafa Kamel bin Mohd Yazid
- 16:00        **Launch of ELSA Day**  
Kerli Kalk, Vice President for Academic Activities, Krzysztof Rumpel, Vice President for Marketing and Deniz Hatemi, Vice President for Seminars and Conferences of ELSA International,
- 16:10        ***Break***
-

- 16:25        **Revision of the list of votes**  
Narmin Aliyeva, Secretary General of ELSA International
- 16:35        **Observership Application of ELSA Iceland**  
Chair, Workshop Chair and ELSA Iceland
- 16:45        **Questions and Answers for ELSA Iceland**  
Chair and ELSA Iceland
- 16:55        **Presentation of the ICM Host Candidates, Autumn 2018**  
Chair and Candidates
- 17:05        **Questions and Answers for the ICM Host Candidates, Autumn 2018**  
Chair and Candidates
- 17:15        **Presentation of the ICM Host Candidates, Spring 2019**  
Chair and Candidates
- 17:25        **Questions and Answers for the ICM Host Candidates, Spring 2019**  
Chair and Candidates
- 17:35        **Presentation of the voting procedure**  
Chair
- 17:45        **Handing out of ballot sheets**  
Narmin Aliyeva, Secretary General of ELSA International
- 17:55        ***Break***
- 18:15        **Casting of the votes**
- 18:35        **Presentation of the Partners of ELSA International**  
Anastasia Kalinina, President of ELSA International
- 18:55        **Q&A session for ELSA International**  
Chair
- 19:50        **Announcement of the results of the elections**  
Chair
- 20:00        **End of the Mid Plenary**
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**Final Plenary: Saturday 28<sup>th</sup> October 2017**

- 10:00        **Opening of the Final Plenary**  
Chair
- 10:05        **Information from the Organising Committee**  
Mustafa Džihic, 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
- 10:40        **Presentation and approval of the Joint BEE and IM workshop related proposal**  
Chair and Workshop Chair
- 11:00        **Presentation and approval of the S&C workshop related proposals**  
Chair and Workshop Chair
- 11:15        **Presentation and approval of the STEP workshop related proposals**  
Chair and Workshop Chair
- 12:20        **Proposed Revision of the Budget of ELSA International 2017/2018**  
Chair and Workshop Chair
- 13:00        ***Lunch Break***
- 16:00        **Revision of the list of votes**  
Narmin Aliyeva, Secretary General of ELSA International
- 16:10        **Presentation of the Council Guests for the LXXIII ICM Lviv 2018**  
Nominations Committee
- 16:20        **Report from the International Board of ELSA 2016/2017**  
Robert Vierling, President of ELSA International 2016/2017
- 16:50        **Presentation of the Final Accounts of ELSA International 2016/2017**  
Rob van Bergen, Treasurer of ELSA International 2016/2017 and Workshop Chair
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- 17:20      **Internal Auditors' Report of ELSA International 2016/2017**  
Bianca Biernacik and Bea Šebalj, Auditors of ELSA International 2016/2017
- 17:40      **Presentation of the Final Accounts of ELSA Development Foundation 2016/2017**  
Rob van Bergen, Treasurer of ELSA International 2016/2017 and Workshop Chair
- 18:00      **Internal Auditors' Report of ELSA Development Foundation 2016/2017**  
Bianca Biernacik and Bea Šebalj, Auditors of ELSA International 2016/2017
- 18:10      **Relief of Responsibility for the International Board 2016/2017**  
Chair
- 18:20      ***Break***
- 18:30      **Presentation by IE Law School**  
Beatriz Gomez-Trenor Larios
- 18:40      **Presentation by Meininger Hotel Group**  
Alexandra Mühl-Marchand
- 18:50      **Presentation of the Candidate(s) for Internal Vice Auditor of ELSA International 2017/2018**  
Chair and Candidate(s)
- 19:00      **Questions and Answers for the Candidate(s) for Internal Vice Auditor of ELSA International 2017/2018**  
Chair and Candidate(s)
- 19:20      **Presentation of the Candidate(s) for the position of Treasurer of the International Board 2017/2018**  
Chair
- 19:30      **Questions and Answers for the Candidate(s) for the position of Treasurer of the International Board 2017/2018**  
Chair and Candidate(s)
- 19:50      **Presentation of the voting procedure**  
Chair
- 20:00      **Revision of the list of votes**
-

Narmin Aliyeva, Secretary General of ELSA International

20:10        **Handing out of ballot sheets**  
Narmin Aliyeva, Secretary General of ELSA International

20:20        ***Dinner Break***

21:50        **Casting of the votes**

22:00        **Presentation of ELSA Lawyers Society**  
The Executive Board of ELS

22:20        **Presentation of the International Bar Association**  
Anastasia Kalinina

22:30        **Presentations of international events**

22:50        **Announcement of the results of the elections**  
Chair

23:00        **Miscellaneous**

23:20        **Closing of the LXXII International Council Meeting**  
Anastasia Kalinina, President of ELSA International



## BOARD MANAGEMENT, EXTERNAL RELATIONS AND EXPANSION WORKSHOP

### Timetable

	22nd October	23rd October	24th October	25th October	26th October	27th October	28th October	
	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
09:00	ARRIVAL	BREAKFAST						
09:30								
10:00		International Update & Activity Reports	Strategic Goals 2023	Mid Plenary	Proposals (BEE & IM)	Final Accounts & Relief of Responsibility (BEE & FM)	Final Plenary	
10:30					In & Out (BEE & IM)			
11:00								
11:30								
12:00		Partnerships						
12:30	Letters of Authorisation				Alumni (BEE & IM)	Open Workshop		
13:00	Free Time	LUNCH						
13:30								
14:00	Opening Plenary							
14:30		International Focus Programme (BEE, AA & S&C)	Sightseeing	Mid Plenary	Conference	TRAINING	ELS General Assembly	
15:00								
15:30		ELSA House (BEE & FM)						
16:00		Opening Workshop			Branding (BEE & MKT)		Budget Revision (BEE & FM)	
16:30	Expansion (BEE, IM & FM)					STEP Partners (BEE & STEP)	Evaluation & Closing	
17:00								
17:30	Officers and Freshers' Workshops	Reporting Time		Reporting Time	Reporting Time	Reporting Time	Dressing Time	
18:00								
18:30								
19:00	HoD							
19:30								
20:00		DINNER					Gala Ball	
20:30								
21:00								
21:30	PARTY							

## 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 46th Edition](#);
- Read the [One Year Operational Plan \(OYOP\) of ELSA International 2017/2018](#).
- Read the minutes from IPM Zagreb.

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](mailto: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, 22<sup>nd</sup> October 2017 (17:00 – 18:30)**

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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, 23<sup>rd</sup> October 2017 (10:00 – 19:00)**

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10:00 – 11:30

### International Update & Activity Reports

#### 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. Further to this it would provide a forum for all to share their activity reports and receive inputs on these.

#### 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 in the discussion on these along with the plans for the future.

11:30 – 13:00

### Partnerships

**Description:**

One of the main ways in which we implement our goals and vision is through collaboration with externals. The latest progress with it on the international level will be presented and the opportunity to share successful partnerships across the Network will be given.

**Preparation:**

Please check the list of ELSA International's partners [here](#) and look into ways of how to engage with these partners on all levels within the Network. Consider also what other opportunities for collaboration there are on all levels and be prepared to share your own experiences.

13:00 – 14:30

***Lunch***

14:30 – 16:00

**International Focus Programme - Joint BEE, AA, MCC and S&C****Description:**

This workshop will analyse the opportunities the International Focus Programme has and the potential impacts that could be attached to it. Moreover, it will focus more on the topic of “Environmental Law”, how to find partners linked to it and organise events that interest the Network.

**Preparation:**

Be familiar with the IFP Handbook. Also, read the IFP related parts of the Decision Book. Think of further ways in which we could improve the IFP projects through partnerships. Prepare to present your own IFP partnership opportunities.

16:00 – 17:00

**ELSA House - Joint BEE & FM****Description:**

The session will aim to give an update on the ELSA House, particularly in relation to a new arrangement with the rent which has been the result of ongoing checks and changes related to VAT.

**Preparation:**

No preparation required; all will be presented and time given for questions and answers.

17:00 – 18:00

**Branding** – Joint BEE & MKT

**Description:**

What successfully transmits the real essence of the Association and its projects is its branding. We will explore how it works to connect the Network and its externals with what we offer in order to best reflect its unique purpose and establish a clear identity. Ways to develop some of our branding will be covered.

**Preparation:**

Bring your Marketeers along to explore the best way we could develop branding.

18:00 – 19:00

**Expansion: Observership Application** – Joint BEE & IM & FM

**Description:**

This workshop will be about the Observership Application received from Iceland. The group will present themselves, the workshop will be able to ask questions to them and in the end a voting will be conducted to make a recommendation to the Council. There will also be further updates given on new groups and observers and how we are communicating with these.

**Preparation:**

Prepare questions for the applicants and more generally on new and emerging groups within the Network.

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**Tuesday, 24<sup>th</sup> October 2017 (10:00 – 13:00)**

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10:00 – 13:00

**Strategic Goals 2023**

**Description:**

The purpose of this Workshop would be to conduct the first reading of the Strategic Goals of 2023 following the discussions of the previous year and from IPM Zagreb. The results of the Working Group, the gathering of the information and training on Strategic Planning will be presented for the Workshop to decide on which ideas to develop further and how to proceed with drafting the next set of goals in time for further elaboration of this at IPM Malta.

**Preparation:**

Please come prepared to critically evaluate the proposed plans regarding Strategic Goals 2023.

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**Thursday, 26<sup>th</sup> October 2017 (10:00 – 19:00)**

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10:00 – 11:00

**Proposals – Joint BEE & IM**

**Description:**

In this workshop, we will discuss the proposals that are relevant in both the BEE and IM area. The proposal to be discussed can be found [here](#).

**Preparation:**

Read the proposal and discuss it within your National Group. Remember to address all the relevant arguments with regards to the proposal in time for the voting at the Plenary.

11:00 – 12:00

**In & Out – Joint BEE & IM**

**Description:**

The workshop will be an opportunity for the Presidents and Secretaries General to come together and evaluate how and when they work with each other and what could be done to strengthen the most important bond in the Board.

**Preparation:**

Bring your Secretary General along.

12:00 – 13:00

**Alumni – Joint BEE & IM**

**Description:**

The aim of this workshop would be to look into alumni as a source both of human resources and external relations. We will look into how our Network can work with them, especially through the ELS Lawyer's Society in order to achieve more for our members and their goals.

**Preparation:**

Come prepared with ideas on what you would like to see the alumni Network supporting you with, especially within the context of both areas.

13:00 – 14:30

***Lunch***

14:30 – 17:00

***Conference***

17:00 – 18:00

**Budget Revision 2017/2018 – 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 upcoming year 2017/2018 which can be found [here](#).

18:00 – 19:00

**STEP Partners - Joint BEE & STEP****Description:**

One way of achieving financial sustainability of STEP is through obtaining partnerships. We need to look into the benefits we could offer to potential STEP Partners. This will be discussed in context of National Programmes and the International level.

**Preparation:**

Be prepared to share ideas on what could be offered to potential STEP Partners.

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**Friday, 27<sup>th</sup> October 2017 (10:00 – 19:00)**

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10:00 – 12:00

**Final Accounts & Relief of Responsibility – Joint BEE & FM****Description:**

The President of ELSA International 2016/2017 and Treasurer of ELSA International 2016/2017 will present the Activity Report of their Board and the Final Accounts of their term. Further to this, their Auditors will read out the Audit Report. There will also be the possibility to ask questions to them.

**Preparation:**

Please read the Final Accounts and Auditor Report once they are distributed.

12:00 – 13:00

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## Open Workshop

### Description:

We have organised one block with three different open workshops for you. They are very diverse, so there should be something interesting for every one of your delegation members. The descriptions of each workshop can be found on page [28](#). Each participant is allowed to attend either one of the below workshops.

### OPEN WORKSHOPS:

Strategic Planning

Is ELSA like Coca-Cola or EY? (Corporate Identity)

International Focus Programme

13:00 – 14:30

### *Lunch*

14:30 – 18:00

### ELSA Training

#### Description:

This will be dedicated to a training delivered by an alumnus and ITP trainer on the topic of External Relations.

#### Preparation:

No preparation required.

18:00 – 19:00

### Evaluation & 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

	22nd October	23rd October	24th October	25th October	26th October	27th October	28th October	
	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
09:00	ARRIVAL	BREAKFAST						
09:30								
10:00		Area of IM	EDF Basics (IM & FM)	Mid Plenary	Proposals (BEE & IM)	Human Resources	Final Plenary	
10:30					Regulations I	TRAINING I		IN & OUT (BEE& IM)
11:00		Letters of Authorisation	Strategic Goals 2023					
11:30								
12:00								
12:30								
13:00	Free Time	LUNCH						
13:30								
14:00	Opening Plenary							
14:30		ELSA Training	Sightseeing	Mid Plenary	Conference	SOTN	ELS General Assembly	
15:00						IT		Regulations II
15:30		Proposals					TRAINING II	ITP
16:00	Expansion (BEE, IM&FM)					Hot Topics		
16:30		Officers and Freshers' Workshops	Closing					
17:00	Reporting Time			Reporting Time	Reporting Time	Reporting Time		Dressing Time
17:30		HoD	Reporting Time				Reporting Time	
18:00	Reporting Time			Reporting Time	Reporting Time	Reporting Time		Dressing Time
18:30		Reporting Time	Reporting Time				Reporting Time	
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## 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 in force after the 71st International Council Meeting of ELSA](#)
- Read relevant parts of the [International 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 [secgen@elsa.org](mailto:secgen@elsa.org) or on Facebook.

Lastly, it is highly recommended that you use the IM mailing list ([ELSA-IM@listserv.elsa.org](mailto: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 Sarajevo!

**Narmin “Nana” Aliyeva**

Secretary General

ELSA International 2017/2018

## Draft Agenda

**Sunday, 22<sup>nd</sup> October 2017 (17:00 – 18:30)**

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17:00 – 18:30

### Opening Workshop

#### Description:

The Opening Workshop of the 72nd 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. Prepare a short presentation about yourself, your “ELSA-career” and a fun fact about yourself.

**Monday, 23<sup>rd</sup> October 2017 (10:00 – 19:00)**

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10:00 – 11:00

### Area of Internal Management

#### Description:

During the VII Supporting Area Meeting Novi Sad, at the workshop “Role of the Secretary General”, the participants of the IM Workshop discussed specific tasks and roles as well as the area of Internal Management in general. This time around we will hold a more elaborate discussion on the role and potential challenges within the Area. Furthermore, this workshop will provide an opportunity for all of the participants to share and compare their Activity Reports and discuss future plans.

#### Preparation:

- Read the [One Year Operational Plan of ELSA International 2017/2018](#)
- Bring your Activity Report and One Year Operational Plan with you
- Think of existing or potential challenges within the Area and/or your Network

11:00 – 12:00

### Regulations

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**Description:**

During the International Council Meeting Sarajevo we will discuss the amendments to the Regulations, which also means that we as Secretaries General shall know them well enough to be prepared for the week. Regulations are the standing stones of every establishment, so let's explore and learn them because safety comes first.

**Preparation:**

- Go through the Regulations of ELSA: [Statutes and Standing Orders](#), [International Council Meeting Decision Book](#)
- Prepare questions or points of discussion

12:00 – 13:00

**Strategic Goals 2023****Description:**

The implementation of Strategic Goals 2018 is coming to an end, which means we need to be sure about the new set of goals that we are soon to evaluate and discuss. During this workshop we will discuss the IM part of the Strategic Goals 2023, the reading of which will take place at the ICM Sarajevo. We will also brainstorm together about the potential restructuring of the Strategic Planning part of the [International Council Meeting Decision Book](#).

**Preparation:**

- Make sure you read the Strategic Planning and Strategic Goals 2018 parts of the [International Council Meeting Decision Book](#)
- Prepare ideas for the potential provisions you would want to see in the Strategic Goals 2023 concerning the Internal Management

13:00 – 14:30

***Lunch***

14:30 – 16:00

**ELSA Training****Description:**

As we already know what ELSA Training is, we can further discuss its rebranding and presentation. During this workshop we will discuss the new approach to ELSA Training as a project, the

implementation of the Training Strategy and its status within the Network. Moreover, we will discuss the ELSA Training events and international projects on ELSA Training that are taking place.

**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](#)

16:00 – 17:00

**IT****Description:**

IT comprises a major part of the Internal Management, mainly because of the communication tools we are using. We will discuss the IT solutions that encourage us to appear and operate more professionally. The main topic remaining the Google System Implementation that is taking place in the Network currently. During the workshop, we will discuss the ways of its implementation, challenges and operation.

**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
- Think of other potential topics for this Workshop

17:00 – 18:00

**Proposals****Description:**

We will hold discussions on proposals concerning the Regulations submitted to the Council Meeting. The proposals can be found [here](#) (proposals 1-6).

**Preparation:**

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

18:00 – 19:00

**Expansion: Observership Application** - Joint BEE & IM & FM

**Description:**

This workshop will be about the Observership Application received from Iceland. The group will present themselves, the workshop will be able to ask questions to them and in the end a voting will be conducted to make a recommendation to the Council. There will also be further updates given on new groups and observers and how we are communicating with these.

**Preparation:**

Prepare questions for the applicants and more generally on new and emerging groups within the Network.

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**Tuesday, 24<sup>th</sup> October 2017 (10:00 – 13:00)**

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10:00 – 11:00

**EDF Basics** – Joint IM & FM

**Description:**

The main purpose of the ELSA Development Foundation (EDF) is to financially support measures and activities within the Association. The EDF has set ELSA Training as one of its Priorities for the term of 2017/2018 and ready to provide financial support to the Groups wishing to organise ELSA Training events. Therefore, we need to understand the procedure and ensure cooperation between the two areas.

**Preparation:**

- Go through the main regulations of the EDF in the [International Council Meeting Decision Book](#)
- Read the Training part of the Internal Management part of the [International Council Meeting Decision Book](#)

11:00 – 13:00

**ELSA Training I**

*Topic: Project Management – National Council Meeting*

**Thursday, 26<sup>th</sup> October 2017 (10:00 – 19:00)**

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10:00 – 11:00

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

In this workshop, we will discuss the proposals that are relevant in both the BEE and IM area. The proposal to be discussed can be found [here](#).

**Preparation:**

Read the proposal and discuss it within your National Group. Remember to address all the relevant arguments with regards to the proposal in time for the voting at the Plenary.

11:00 – 12:00

**IN & OUT – Joint BEE & IM****Description:**

The workshop will be an opportunity for the Presidents and Secretaries General to come together and evaluate how and when they work with each other and what could be done to strengthen the most important bond in the Board.

**Preparation:**

Bring your President along.

12:00 – 13:00

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

The aim of this workshop would be to look into alumni as a source both of human resources and external relations. We will look into how our Network can work with them, especially through the ELSA Lawyer's Society in order to achieve more for our members and their goals.

**Preparation:**

Come prepared with ideas on what you would like to see the alumni Network supporting you with, especially within the context of both areas.

13:00 – 14:30

***Lunch***

14:30 – 17:00

***Conference***

17:00 – 19:00

**ELSA Training II**

*Topic: Communication & Communication Skills*

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**Friday, 27<sup>th</sup> October 2017 (10:00 – 19:00)**

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10:00 – 11:00

**Human Resources**

**Description:**

Human Resources make up the base of our Network. As Secretary General you are responsible to ensure the continuity within the Network, to motivate potential members to join ELSA, to include the members in your daily work as national and local officers, to explain to them what ELSA stands for and better involve them. This term is the third year of implementation of the Human Resources Strategy. This workshop will inform about the Strategy as well as the further implementation of it will be discussed.

**Preparation:**

- Take a look at the Human Resources Strategy in the IM part of the Decision Book
- Evaluate whether your National or Local Group is following the Strategy
- Brainstorm on how to improve the implementation of the Strategy

11:00 – 12:00

**Recruitment – Joint IM & STEP**



**Description:**

IMers and STEPers... so different, yet they have a lot in common. The topic of this workshop is Recruitment that both areas are so passionate about. We will conduct a practical task which will involve both areas ensuring the cooperation between the two areas.

**Preparation:**

- Think about the events that you organise on National/Local level regarding the Recruitment as a Human Resources Cycle if you are an IMer
- Think about the events that you organise on National/Local level regarding the Student Hunting if you are a STEPer

12:00 – 13:00

**Open Workshop**

We have organised one block with three different open workshops for you. They are very diverse, so there should be something interesting for every one of your delegation members. The descriptions of each workshop can be found on page [98](#). Each participant is allowed to attend either one of the below workshops.

**OPEN WORKSHOPS:**

Strategic Planning

Is ELSA like Coca-Cola or EY? (Corporate Identity)

International Focus Programme

13:00 – 14:30

***Lunch***

14:30 – 15:30

**State of the Network Report****Description:**

At this workshop the main numbers from the State of the Network Report will be presented. The participants will have the opportunity to ask questions about and discuss the report.

**Preparation:**

Brainstorm on questions you would like to ask regarding the SotN.

15:30 – 16:30

**Regulation II****Description:**

The term of 2017/2018 started off for many National Groups with the decision to create their own Decision Book for their National Groups. This is a long and interesting subject that Groups have been working on, and of course this has to be facilitated by the support of the Network. The second part of the Regulations Workshop will be conducted on planning of the Decision Book and other required regulations.

**Preparation:**

- Read through the regulations of ELSA: [Statutes and Standing Orders](#), [International Council Meeting Decision Book](#)
- Go through the email thread started by ELSA France on the IM Mailing List

16:30 – 17:30

**ITP****Description:**

One of the main parts of the ELSA Training Strategy for the term 2017/2018 is integration of the International 'Trainers' Pool Trainers into the Network. The quality of ELSA Training mostly depends on the Trainers which means there is a necessity for the Groups to know the Trainers they are willing to organise ELSA Training events with. During this workshop, we will get to know the Trainers better, learn how to request a Trainer, to have a better insight on the ITP Regulations, to elaborate on the ways of improvement of ELSA Training.

**Preparation:**

- Read the Training part of the Internal Management part of the [International Council Meeting Decision Book](#)
- Check out the webpage of ELSA Training: <https://elsa.org/training/>
- Skim through the publications of ELSA Training: [NTP Manual](#) and [Agility Magazine](#)

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
- Take notes during the SAM, write down the topics or questions you would like to address

18:30 – 19:00

### **Closing & Evaluation**

#### **Description:**

All good things come to an end... The most beautiful moments always seem to slip beyond a grasp just when you want to hold onto them. During this workshop, all participants can express their opinion about the content of the International Council Meeting, give a feedback and say goodbye to each other until the ICM Lviv 2018!

#### **Preparation:**

Remember to take notes during the week and address the matters you approved or disapproved of at this Workshop. It is important for ELSA International to know what you would want to see again at other Internal Meetings, or what you would like to see improved.

## FINANCIAL MANAGEMENT WORKSHOP

### Timetable

	22nd October	23rd October	24th October	25th October	26th October	27th October	28th October				
	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY				
09:00	ARRIVAL	BREAKFAST									
09:30											
10:00		Pause & Rewind	EDF Basics (IM & FM)	Mid Plenary	Grants	Final Accounts & Relief of Responsibility (BEE & FM)	Final Plenary				
10:30											
11:00		Open Doors	EDF Future		Spreadsheet Group Therapy	Miscellaneous					
11:30											
12:00	Letters of Authorisation	Hand on books	Key Areas Focus: EMCC		Open Workshop						
12:30											
13:00	Free Time	LUNCH									
13:30											
14:00	Opening Plenary										
14:30		Hot Stuff	Sightseeing	Mid Plenary	Conference	TRAINING	ELS General Assembly				
15:00											
15:30		ELSA House (BEE & FM)					Budget Revision (BEE & FM)	Candidacy Workshop			
16:00											
16:30		Strategic Planning			Key Areas Focus: Finances in S&C events (FM & S&C)	Evaluation and Closing					
17:00											
17:30	Opening Workshop	Reporting Time					Reporting Time	Reporting Time	Dressing Time		
18:00											
18:30	Officers and Freshers' Workshops	Reporting Time	Reporting Time	Reporting Time	Reporting Time	Dressing Time					
19:00											
19:30	HoD	Reporting Time	Reporting Time	Reporting Time	Reporting Time	Dressing Time					
20:00	DINNER						Gala Ball				
20:30											
21:00											
21:30	PARTY										

## Preparations and Reminders for the Financial 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 in force after the 71<sup>st</sup> International Council Meeting of ELSA](#);
- Read relevant parts of the [Council Meeting Decision Book 46<sup>th</sup> Edition](#);
- Read the [One Year Operational Plan \(OYOP\) of ELSA International 2017/2018](#).

Please read all the documents mentioned above. It might take some time, but it will allow you and your fellow participants to get the most out of this meeting. Time is overrated anyway.

Moreover, please read the following draft agenda carefully. Should you need any clarifications, please do not hesitate to contact me at [treasurer@elsa.org](mailto: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 welcoming all of you to the FM Workshop of the International Council Meeting in Sarajevo!

**Elena Maglio**

Deputy Treasurer

ELSA International 2017/2018

## Draft Agenda

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### Sunday, 22<sup>nd</sup> October 2017 (17:00 – 18:30)

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17:00 – 18:30

#### **FM Opening Workshop**

##### **Description:**

The FM opening workshop marks the beginning of a 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 will get to know each other.

##### **Preparation:**

Don't be shy! Be prepared to speak up and engage in discussions. Think about your expectations for the upcoming week and topics you would like to discuss.

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### Monday, 23<sup>rd</sup> October 2017 (10:00 – 19:00)

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10:00 – 11:00

#### **Pause & Rewind**

##### **Description:**

Did you miss the Supporting Area Meeting in Novi Sad? No problem! This workshop will give an overview of what was discussed there. The second part of the workshop will be dedicated to present FM-relevant statistics from the SOTN Report.

##### **Preparation:**

Read the Minutes of the Supporting Area Meeting in Novi Sad.

11:00 – 12:00

#### **Open Doors: Treasurers do it better**

##### **Description:**

We will start with a practical workshop about the role of the Treasurer in the Board and the tasks he/she is called to do on a daily basis.

##### **Preparation:**

Pump up your motivation and be ready to share your experience and to participate in the workshop activities.

12:00 – 13:00

**Hand on books**

**Description:**

After the clean-out of the Decision Book made last year, another (and more flexible) instrument to preserve knowledge is needed: it's time for Handbooks! The workshop will focus on structure and content and it will be held in cooperation with the Director for Handbooks.

**Preparation:**

Refresh your FM knowledge and ideas. Read previous versions of the Decision Books.

13:00 – 14:30

**Lunch**

14:30 – 16:00

**Hot Stuff**

**Description:**

The workshop will provide a general update of the current situation in 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 workshop will prepare you for the following one about the ELSA House.

**Preparation:**

Prepare questions that you want to ask to the International Board and train your anti-panic skills.

16:00 – 17:00

**ELSA House – Joint BEE & FM**

**Description:**

The session will aim to give an update on the ELSA House, particularly in relation to a new arrangement with the rent which has been the result of ongoing checks and changes related to VAT.

**Preparation:**

No preparation required; all will be presented and time given for questions and answers.

17:00 – 18:00

**Financial Strategy**

**Description:**

During the International Council Meeting in Malta, the Council was in favour of implementing a Financial Strategy for 2016-2019. The Financial Strategy will be reviewed and discussed during this Workshop.

**Preparation:**

Read the Financial Strategy that can be found in [the Decision Book](#) of ELSA International

18:00 – 19:00

**Expansion** – Joint BEE, IM & FM

**Description:**

This workshop will be about the Observership Application received from Iceland. The group will present themselves, the workshop will be able to ask questions to them and in the end a voting will be conducted to make a recommendation to the Council. There will also be further updates given on new groups and observers and how we are communicating with these.

**Preparation:**

Prepare questions for the applicants and more generally on new and emerging groups within the Network.

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**Tuesday, 24<sup>th</sup> October 2017 (10:00 – 13:00)**

---

10:00 – 11:00

**EDF Basics** – Joint IM & FM

**Description:**

After a short presentation about how to apply for the EDF support, the focus will be on developing and evaluating a financial plan for training events.

**Preparation:**

Be ready to cooperate with IMers.

11:30 – 12:00

**EDF Future**

**Description:**

After the previous workshop, here it comes a more technical one. The aim is to present current problems of the EDF regulations and open the floor for discussions and suggestions on how to move forward with the development of the Foundation.



**Preparation:**

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

12:00 – 13:00

**Key Area Focus: EMCC****Description:**

The ELSA Moot Court Competition is an outstanding part of the budget of ELSA International. The workshop will be focused in presenting the financial related aspects of the competition.

**Preparation:**

Check out the EMC2 website.

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**Thursday, 26<sup>th</sup> October 2017 (10:00 – 19:00)**

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10:00 – 11:30

**Grants****Description:**

Firstly, the workshop will focus on updates on the current grant situation of ELSA International. The second part will be more practical and it will consist in exercises to improve application and reporting skills.

**Preparation:**

Even if this is the first workshop of the morning, boost your creativity with a big coffee and come prepared to explore the magical world of grants.

11:30 – 13:00

**Budgets: Spreadsheet Group Therapy****Description:**

Budget spreadsheets are the Treasurer best asset and at the same time its worst addiction. Join our Support Group! In the first part of the workshop the new budget structure of ELSA International will be presented. During the second part you will have the opportunity to present your National Group budget. By discussing it with your colleagues you can gain knowledge and inspiration.

**Preparation:**

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Bring your Group's budget, preferably printed or in any other form that will make it easy to present.

*13:00 – 14:30*

***Lunch***

14:30 – 17:00

***Conference***

17:00 – 18:00

**Budget Revision**– 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 upcoming year 2017/2018.

18:00 – 19:00

**Key Areas Focus: Finances in S&C events** – Joint FM & S&C

**Description:**

Behind every successful event there is a successful Treasurer, as someone very wise once said. A closer cooperation in event planning benefits both quality standards and board cohesion. The workshop will focus on improving mutual understanding and cooperation in organising a SC event.

**Preparation:**

Be ready to roll.

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**Friday, 27<sup>th</sup> October 2017 (10:00 – 19:00)**

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10:00 – 11:00

**Final Accounts & Relief of Responsibility 2016/2017** - Joint BEE & FM

**Description:**

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The President of ELSA International 2016/2017 and Treasurer of ELSA International 2016/2017 will present the Activity Report of their Board and the Final Accounts of their term. Further to this, their Auditors will read out the Audit Report. There will also be the possibility to ask questions to them.

**Preparation:**

Read the Final Accounts and the Auditors Report and prepare questions on these.

11:00 – 11:30

**Miscellaneous****Description:**

A flexible workshop, where any topics that are not discussed in any other workshop can be discussed.

**Preparation:**

Come prepared (?).

12:00 - 13:00

**Open workshop**

We have organised one block with three different open workshops for you. They are very diverse, so there should be something interesting for every one of your delegation members. The descriptions of each workshop can be found on page [98](#). Each participant is allowed to attend either one of the below workshops.

**OPEN WORKSHOPS:**

Strategic Planning

Is ELSA like Coca-Cola or EY? (Corporate Identity)

International Focus Programme

13:00 – 14:30

**Lunch**

14:30 – 16:00

**ELSA Training****Description:**

A training delivered by a Trainer from the ITP.

**Preparation:**

Be ready to engage in fun activities with enthusiasm even if it's already Friday. Fake enthusiasm still counts.

17:00 – 18:00

**Candidacy Workshop****Description:**

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

**Preparation:**

Think about all the question you want to ask to the candidate. Read carefully the Candidacy Materials.

18:00 – 19:00

**Evaluation and Closing****Description:**

During this workshop, all participants can express their opinion about the content of the event and say goodbye to each other... until the next time!

**Preparation:**

Remember to take notes during the week and address the matters you approved or disapproved of at this workshop. Be prepared to speak up and be honest about how you feel about the workshops.

## MARKETING WORKSHOP

### Timetable

	22nd October	23rd October	24th October	25th October	26th October	27th October	28th October	
	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
09:00	ARRIVAL	BREAKFAST						
09:30								
10:00		The Mysterious Island of CI	STEP Promotion (MKT & STEP)	Mid Plenary	So far so good	Promotion Strategies (MKT & AA)	Final Plenary	
10:30								
11:00			Legalize it!					
11:30			ELSA Day (MKT, AA & S&C)		Synergy in the 21st century	Open Workshop		
12:00	Letters of Authorisation	MKT Proposals pt. 1						
12:30								
13:00	Free Time	LUNCH						
13:30								
14:00	Opening Plenary							
14:30		TRAINING	Sightseeing	Mid Plenary	Conference	Strategic Goals	ELS General Assembly	
15:00								
15:30								
16:00						Have a plan	Open Forum	Final Plenary
16:30								
17:00	Opening Workshop	Branding (BEE & MKT)						
17:30								
18:00		MKT Proposals pt. 2			Evaluation & Closing			
18:30	Officers and Freshers' Workshops							
19:00		Reporting Time	Reporting Time	Reporting Time	Reporting Time	Dressing Time		
19:30	HoD							
20:00						Gala Ball		
20:30	DINNER							
21:00								
21:30	PARTY							

## 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 LXXI 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](mailto:marketing@elsa.org) or on Facebook.

Please use the MKT mailing list ([ELSA-MKT@LISTSERV.ELSA.ORG](mailto:ELSA-MKT@LISTSERV.ELSA.ORG)) and our [Facebook Group](#) and start a discussion before the LXXII 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

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### Sunday, 22<sup>nd</sup> October 2017 (17:00 – 18:30)

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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.

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### Monday, 23<sup>rd</sup> October 2017 (10:00 – 19:00)

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10:00 – 12:00

#### The Mysterious Island of CI

**Description:**

In this workshop we will unify the level of knowledge about ELSA's Identity, analyze its elements and prepare to talk about its future.

**Preparation:**

Take a closer look at the Uniformity part of the Marketing section of the Council Meeting Decision Book. Read the general part of the new [ELSA Brandbook](#) and the old [Identity Handbook](#).

12:00 – 13:00

#### MKT Proposals pt. 1

**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.

13:00 – 14:30

***Lunch***

14:30 – 17:00

***ELSA Training***

17:00 – 18:00

**Branding – Joint BEE & MKT**

**Description:**

What successfully transmits the real essence of the Association and its projects is its branding. We will explore how it works to connect the Network and its externals with what we offer in order to best reflect its unique purpose and establish a clear identity. Ways to develop some of our branding will be covered.

**Preparation:**

Bring your Presidents along to explore the best way we could develop branding.

18:00 – 19:00

**MKT Proposals pt. 2**

**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.

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**Tuesday, 24<sup>th</sup> October 2017 (10:00 – 13:00)**

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10:00 – 11:30

**STEP Promotion – Joint MKT & STEP**

**Description:**

Promotion is an essential part of STEP when it comes to raising awareness of our project. The cooperation between STEP and MKT has huge importance for getting better numbers in both Job Hunting and Student Hunting.

**Preparation:**

Bring your promotional materials. Think about what you would like to include into STEP Promotional videos for potential traineeship providers and applicants.



11:30 – 13:00

**ELSA Day** – Joint MKT, AA & S&C C

**Description:**

This workshop aims to support the preparations for the 6th edition of ELSA Day launched at the ICM, with the event itself taking place 5 weeks after it. ELSA International will present the updates of the 6th edition, explain the structure of the event, the ELSA Day competition and the topic chosen for this Edition “Access to Justice Beyond Borders”. In addition, there will be further discussions on rebranding the project.

**Preparation:**

Find out what ELSA Day events your national/local group will organise. Check out the [ELSA Day webpage](#) and discuss the branding of ELSA Day within your board.

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**Thursday, 26<sup>th</sup> October 2017 (10:00 – 19:00)**

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10:00 – 11:00

**So far so good**

**Description:**

This Workshop will be dedicated to experience-sharing between the Marketing officers of the Network, teambuilding and presenting the first achievements and plans for the term.

**Preparation:**

Be ready to present your Activity Report, share your experiences and answer questions. Bring your magazines, materials and everything you are proud of.

11:00 – 12:00

**Legalize it!**

**Description:**

During this workshop we will enhance the awareness of the legal perspective of our work. We will discuss the copyrights and trademark issues. We will present free stocks and different types of licences.

**Preparation:**

Be ready to present the trademarks situation of you National Group. Think about the resources that you are using for your promotional materials. Check if everything your National Group does is 100% legal.

12:00 – 13:00

**Synergy in the 21<sup>st</sup> century**

**Description:**

The aim of this workshop is to give an insight into the process of Synergy and discuss how to improve the use of the magazine, by evaluating it content-wise. You will be asked to share experiences and exchange ideas on how to establish members' magazines at the national level.

**Preparation:**

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

13:00 – 14:30

***Lunch***

14:30 – 17:00

***Conference***

17:00 – 19:00

**Have a plan**

**Description:**

Project Management is one of the most important skills when it comes to being an officer in ELSA. However, there is much more going on behind the scenes than the logistics and social programme. During this Workshop you will get an insight of the marketing side of project management and creating a promotion strategy.

**Preparation:**

Remember your personal experience when you have organised a project. Be ready to apply your knowledge in the practical part of the Workshop. Remember to think out of the box and share the best practices.

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**Friday, 27<sup>th</sup> October 2017 (10:00 – 19:00)**

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10:00 – 12:00

**Promotion Strategies in AA and MCC – Joint MKT & AA**

**Description:**

The aim of this workshop is to brainstorm on different ways and strategies to promote the EMC2 & EHRMCC, LRG and other international projects and also to evaluate the current promotion of projects. It is vital for AA & MKT officers to cooperate and work together when planning projects. During this Workshop, we will discuss challenges and different solutions when promoting several AA projects. You will have the opportunity to share your experiences and learn from each other.

**Preparation:**

Discuss the promotion strategy you have in your Local/National Group together with your AA/MKT Officer.

12:00 – 13:00

**Open Workshop**

We have organised one block with three different open workshops for you. They are very diverse, so there should be something interesting for every one of your delegation members. The descriptions of each workshop can be found on page [98](#). Each participant is allowed to attend either one of the below workshops.

**OPEN WORKSHOPS:**

Strategic Planning

Is ELSA like Coca-Cola or EY? (Corporate Identity)

International Focus Programme

13:00 – 14:30

***Lunch***

14:30 – 16:00

**Strategic Goals**

**Description:**

During this workshop, we will discuss the implementation of the current Strategic Goals and discuss the strategy for the future of ELSA.

**Preparation:**

Read carefully the Strategic Planning part of the Council Meeting Decision Book and prepare to discuss the future of the Association.

16:00 – 18:00

### **Open Forum**

#### **Description:**

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

#### **Preparation:**

*No need for any special preparation*

18:00 – 19:00

### **Evaluation & Closing**

#### **Description:**

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

#### **Preparation:**

*No need for any special preparation*

## ACADEMIC ACTIVITIES WORKSHOP

## Timetable

	22nd October	23rd October	24th October	25th October	26th October	27th October	28th October	
	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
09:00	ARRIVAL	BREAKFAST						
09:30								
10:00		Intro to AA & MCC	How to Organise a MCC	Mid Plenary	Legal Debates	Promotion Strategies (MKT & AA)	Final Plenary	
10:30		MCC in the Network			TRAINING			
11:00		ENC in the Network	ELSA Day (MKT, AA & S&C)			Open Workshop		
11:30								
12:00	Letters of Authorisation	ENC in the Network						
12:30								
13:00	Free Time	LUNCH						
13:30								
14:00	Opening Plenary							
14:30		International Focus Programme (BEE, AA & S&C)	Sightseeing	Mid Plenary	Conference	Legal Publications	ELS General Assembly	
15:00						Quality Standards	Final Plenary	
15:30		EHRMCC						Strategic Goals
16:00					Proposals	Miscellaneous and Closing		
16:30								
17:00	Opening Workshops	Reporting Time			Reporting Time			
17:30			Officers and Freshers' Workshops	Reporting Time		Reporting Time		
18:00	HoD	Reporting Time			Reporting Time			
18:30			DINNER					
19:00								
19:30								
20:00								
20:30								
21:00								
21:30			PARTY					

## Preparations and Reminders for the Academic Activities Workshop

Please read the following materials carefully:

*The Working Materials.*

Please get familiar with these documents as well:

- [Statutes and Standing Orders](#)
- [Council Meeting Decision Book, AA part](#)
- [AA Handbook](#)
- [MCC Handbook](#)
- [LRG Handbook](#)
- [ENC Package](#)
- [Minutes of the AA Workshop of ICM Prague](#)
- Minutes of the AA Workshop from KAM Bratislava (to be published before the ICM)
- [Rules of the EHRMCC](#)
- [Rules of the EMC<sup>2</sup>](#)

All the important ELSA documents can be found on the Officers' portal; <https://officers.elsa.org/>, or at the respective websites. Please bring your laptop with you, it is recommended since it will be useful during the workshops. Please read this agenda carefully; should you need any clarifications, do not hesitate to contact the AA and MCC Officers of ELSA international at [academicactivities@elsa.org](mailto:academicactivities@elsa.org) and [mootcourts@elsa.org](mailto:mootcourts@elsa.org).

The more prepared you come to ICM, the better outcome we will have!

And most importantly, bring positive energy, your own thoughts and ideas and a lot of ELSA Spirit! As always there will be some time during the workshops to share national snacks and drinks.

We are looking forward to seeing you at the AA Workshops!

**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

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### Sunday, 22<sup>nd</sup> October 2017 (17:00 – 18:30)

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18:00 – 19:30

#### **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.

##### **Preparation:**

Please send your Activity Report to the AA mailing list prior to the ICM.

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### Monday, 23<sup>rd</sup> October 2017 (10:00 – 19:00)

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10:00 – 12:30

#### **Introduction to AA and MCC**

##### **Description:**

We will start off carefully by giving a short overview of our Key Area, its projects and opportunities. Also, we will discuss how we want the communication and knowledge management to be structured.

##### **Preparation:**

Please browse through the Academic Activities part of the [Council Meeting Decision Book](#) and the [AA Handbook](#).

11:00 – 12:00

#### **Moot Court Competitions of the Network**

##### **Description:**

This is your time to shine! During this Workshop, you will have the opportunity to share your National Moot Court Competition(s) with the rest of the Workshop. After the presentations, we will discuss the differences and similarities between them in order to be able to learn from each other. If there will be enough time, you can also present your Local Moot Court Competitions.

##### **Preparation:**

Prepare a Power Point Presentation of your NMCC and talk to your respective AA/MCC Officer.

12:00-13:00

### **Negotiation Competitions in the Network**

#### **Description:**

Time to look into what is the ELSA Negotiation Competition and what is its future. Here you will also have the opportunity to present your own negotiation competitions, their challenges and successes.

#### **Preparation:**

Read through the [ENC handbook](#) and get acquainted with the ENC Package found in the [Officers' portal](#).

13:00 – 14:30

### ***Lunch***

14:30-16:00

### **International Focus Programme (IFP) – Joint BEE; AA & S&C**

#### **Descriptions:**

This workshop will analyse the opportunities the International Focus Programme has and the potential impacts that could be attached to it. Moreover, it will focus more on the topic of “Environmental Law”, how to find partners linked to it and organise events that interest the network.

#### **Preparations:**

Be familiar with the [IFP Handbook](#). Also, read the IFP related parts of the [Decision Book](#). Think of further ways in which we could improve the IFP projects through partnerships. Prepare to present your own IFP partnership opportunities.

16:00-17:30

### **European Human Rights Moot Court Competition – the Future**

#### **Description:**

This workshop will give a short overview of the competition and delve more deeply into how and where it could grow in the future, especially regarding the EHRMCC Premoots.

#### **Preparation:**

Explore the [EHRMCC website](#) and prepare to present how your ELSA group promotes, assists and engages in the Competition.

17:30-19:00

### **AA and MCC Proposals**



**Description:**

In the afternoon, we will present and discuss the proposals relating to the AA and MCC area. The Aim is to find a consensus that the WS can recommend the proposals to the Council.

**Preparation:**

Read the [AA and MCC related proposals](#) (proposals 11-18) included in these Working Materials.

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**Tuesday, 24<sup>th</sup> October 2017 (10:00 – 13:00)**

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10:00 – 11:30

**How to Organise a Moot Court Competition****Description:**

Moot Court Competitions are growing in our Network but there is still room for improvement. After a general explanation, you will be split into groups and put to work to brainstorm how to set up a Moot Court Competition at its core.

**Preparation:**

Read the [Moot Court Competitions Handbook](#) and familiarise yourself with their structure. Be ready to also share your experience in organising a Moot Court Competition.

11:30 – 13:00

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

This workshop aims to support the preparations for the 6th edition of ELSA Day launched at the ICM, with the event itself taking place 5 weeks after it. ELSA International will present the updates of the 6th edition, explain the structure of the event, the ELSA Day competition and the topic chosen for this Edition “Access to Justice Beyond Borders”. In addition, there will be further discussions on rebranding the project.

**Preparation:**

Find out what ELSA Day events your national/local group will organise. Read the [ELSA Day Outline](#) and discuss the branding of ELSA Day within your board.

13:00 – 14:30

**Lunch**

**Thursday, 26<sup>th</sup> October 2017 (10:00 – 19:00)**

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10:00 – 11:00

**Legal Debates****Description:**

While there are several interesting opportunities in AA, there has been a rise in the interest in this specific event within the past year. Thus, this workshop will introduce the event in more detail and will also give the participants an opportunity to get to know it more practically.

**Preparation:**

Be prepared to present your own legal debate events if you have organised some in the past.

11:00-13:00

**ELSA Training****Description:**

This training will explore what are the benefits of legal publications for all parties involved and focus on how to create a legal journal of your own and edit it. Furthermore, it will concentrate on how to ensure that the legal journal reaches its target audience.

**Preparation:**

Bring your Absolutely Amazing inspiration and concentration.

13:00 – 14:30

**Lunch**

14:30-17:00

**Conference**

17:00-19:00

**Strategic Goals****Description:**

This workshop will seek to evaluate the application of Strategic Goals in AA and MCC, and discuss how they could be improved for the next set of goals to start from next year. There will be working groups formed to discuss what should be changed or focused on going forward.

**Preparation:**

Please read the minutes from the previous two IPMs at which this was discussed, [IPM Tallinn](#) and [IPM Arlamow](#) and read the [current Strategic Goals](#) found here, pages 6-8.

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**Friday, 27<sup>th</sup> October 2017 (10:00 – 19:00)**

---

10:00 – 12:00

**Promotion Strategies in AA and MCC – Joint with Marketing****Description:**

The aim of this workshop is to brainstorm on different ways and strategies to promote the EMC2 & EHRMCC, LRG and other international projects and also to evaluate the current promotion of projects. It is vital for AA & MKT officers to cooperate and work together when planning projects. During this Workshop, we will discuss challenges and different solutions when promoting several AA projects. You will have the opportunity to share your experiences and learn from each other.

**Preparation:**

Discuss the promotion strategy you have in your Local/National Group together with your AA/MKT Officer.

12:00 – 13:00

**Open Workshop**

We have organised one block with three different open workshops for you. They are very diverse, so there should be something interesting for every one of your delegation members. The descriptions of each workshop can be found on page [98](#). Each participant is allowed to attend either one of the below workshops.

**OPEN WORKSHOPS:**

Strategic Planning

Is ELSA like Coca-Cola or EY? (Corporate Identity)

International Focus Programme

13:00 – 14:30

***Lunch***

14:30 – 16:00

**Legal Publications**

**Description:** This workshop will focus on the benefits of legal publications for both the students and the Association and delve deeper into what type of publications we have, focusing on the law reviews and legal research groups. The aim is to assist the network in promoting or creating their own legal publications and discuss the future of legal publications of ELSA International. Here you also have the opportunity to present your own law reviews or LRGs

**Preparation:** Bring copies and/or supporting materials of your own legal publications. Read through the [LRG handbook](#) and the [Law Review handbook](#) and get acquainted with the LRG and Law Review Packages found in the Officers' portal.

16:00 – 17:00

### **Quality Standards**

**Description:**

All of our projects, be they local, national or international aim to be of high quality. However, do we understand high quality in the same way? Moreover, should there be minimum quality standards in AA that we always abide by? If so, should they also be general or project specific? These are the questions that will be discussed with the aim to figure out if there is a need to introduce Quality Standards into the AA part of the Decision Book at ICM Lviv.

**Preparation:**

Read through the [AA part of the decision book](#).

17:00 – 18:00

### **EMC<sup>2</sup> – A History**

**Description:**

In order to be able to take decisions for the future, we need to know what happened in the past. Therefore, we will look into the history of the EMC<sup>2</sup> and afterwards discuss about its future.

**Preparation:**

Explore the [website](#) and get familiar with the EMC<sup>2</sup>.

18:00 – 19:00

### **Miscellaneous & Closing**

**Description:**

The main aim is to discuss topics we did not have time to address or finish during the week. Moreover, we will evaluate our week in the ICM and give you our final words.

**Preparation:**

Be ready to give us the feedback in order for us to know where we can improve for next time.

## SEMINARS AND CONFERENCES WORKSHOP

## Timetable

	22nd October	23rd October	24th October	25th October	26th October	27th October	28th October	
	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
09:00	ARRIVAL	BREAKFAST						
09:30		BREAKFAST						
10:00		Priorities in the S&C Area	ELSA Law Schools	Mid Plenary	International Conferences	Strategic Goals	Final Plenary	
10:30								
11:00								
11:30								
12:00	Letters of Authorisation	ELSA Law Schools	ELSA Day (MKT, AA & S&C)		ELSA Webinars	Open Workshop		
12:30					S&C Knowledge			
13:00	Free Time	LUNCH						
13:30		LUNCH						
14:00	Opening Plenary	LUNCH						
14:30		International Focus Programme (BEE, AA & S&C)	Sightseeing	Mid Plenary	Conference	TRAINING	ELS General Assembly	
15:00								
15:30								
16:00		ELSA Delegations						
16:30								
17:00	Opening Workshop	SV&IV		Proposal Time!	Misc.	Final Plenary		
17:30								
18:00				Finances in S&C Events (FM & S&C)	Closing Workshop		Final Plenary	
18:30	Officers and Freshers' Workshops	Reporting Time	Reporting Time	Reporting Time	Reporting Time			Dressing Time
19:00								
19:30	HoD	Reporting Time	Reporting Time	Reporting Time	Reporting Time	Dressing Time		Final Plenary
20:00	DINNER					Gala Ball		
20:30	DINNER							
21:00	DINNER							
21:30	PARTY							

## Preparations and Reminders for the Seminars and Conferences Workshop

*“Be prepared to speak and to speak, be prepared!”*

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

- Read these Working Materials cover to cover;
- [Statutes and Standing Orders after the 71<sup>st</sup> Council Meeting of ELSA](#)
- [Council Meeting Decision Book, S&C part](#)
- [Minutes of the S&C Workshop from 71<sup>st</sup> ICM Prague](#)
- Minutes of the S&C Workshop from KAM Bratislava (to be published before ICM)
- [Read the One Year Operational Plan \(OYOP\) of ELSA International 2017/2018.](#)
- [S&C Handbook](#)
- [International Focus Programme Handbook](#)
- [ELSA Law Schools Handbook](#)
- Energy, ideas, motivation and of course, your national and local drinks and food!

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

Also, feel free to use the S&C mailing list and start any discussions before the ICM Sarajevo. We also expect you to send your Activity Reports to the mailing list prior to the ICM.

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

Moreover, please go through the following draft agenda carefully. Should you need any clarifications, please do not hesitate to contact me at [seminarsconferences@elsa.org](mailto:seminarsconferences@elsa.org) or on Facebook.

Welcome to the S&C Workshop!

**Deniz Hatemi**

Vice President for Seminars and Conferences  
ELSA International 2017/2018

## Draft Agenda

**Sunday, 22<sup>nd</sup> October 2017 (17:00 – 18:30)**

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17:00 – 18:30

### Opening Workshop

#### Description:

During this workshop the agenda is to be 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 S&C 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 from them.

**Monday, 23<sup>rd</sup> October 2016 (10:00 – 19:00)**

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10:00 – 11:30

### Priorities in the S&C Area

#### Description:

During this workshop, we will discuss the priorities of the ELSA network within the S&C area and therefore determine which projects require more attention, improvements and further tools to make the life of an S&Cer easier.

#### Preparation:

Send your Activity Report to the S&C mailing list prior to the ICM and be ready to discuss your trending S&C projects within your network.

11:30 – 13:00

### ELSA Law Schools

#### Description:

Officers will be provided with a basic knowledge about the ELSA Law Schools’ requirements. During the workshop, statistics for the summer cycle 2016/2017 will be presented. We will also

go through the ELSA Law School Summer Cycle 2017/2018. Finally, we will discuss the unification process, its problems and solutions to improve the overall quality of ELSA Law Schools.

**Preparation:**

Check the respective part of the Decision Book related to ELSA Law Schools, the ELSA Law Schools Portal ([lawschools.elsa.org](http://lawschools.elsa.org)) and also go through the ELSA Law School Handbook which can be found at [officers.elsa.org](http://officers.elsa.org) under the S&C section. Finally, brainstorm and prepare suggestions relating to the quality assurance within ELSA Law Schools.

*13:00 – 14:30*

***Lunch***

14:30 – 16:00

**International Focus Programme – Joint BEE, AA/MCC & S&C****Descriptions:**

This workshop will analyse the opportunities the International Focus Programme has and the potential impacts that could be attached to it. Moreover, it will focus more on the topic of “Environmental Law”, how to find partners linked to it and organise events that interest the network.

**Preparations:**

Be familiar with the IFP Handbook. Also, read the IFP related parts of the Decision Book. Think of further ways in which we could improve the IFP projects through partnerships. Prepare to present your own IFP partnership opportunities.

16:00 – 17:30

**ELSA Delegations****Description:**

The area of ELSA Delegations has grown significantly during the past years. During this workshop, we will discuss possible improvements and the ways how to maximize benefits for our members. We will also go through the statistics from the previous years to show the growth of ELSA Delegations. During the workshop, we will also discuss improvements with regards to both promotion and the Delegations Guidelines.

**Preparation:**

Read the ELSA Delegations part of the Decision Book which is found under the S&C part. Also, read the Guidelines for the delegates for different institutions that are available at Officers’ Portal.



17:30 – 19:00

### **Study Visits & Institutional Visits**

#### **Description:**

Study Visits and Institutional Visits include the essence of ELSA; internationality, cultural exchange and practical learning. They are one of the most developed activities in the Network. Therefore, we will highlight the importance of organising these projects.

During this Workshop, we will evaluate organised activities and discuss challenges connected with them. Also, we will discuss how to better implement the Study Visit agreement and exchange the best practices on fundraising and organising Study Visits and Institutional Visits.

#### **Preparation:**

If you have any interesting best practices related to these activities, be ready to share it with the Workshop. Check out the Study Visits Portal [www.studyvisits.elsa.org](http://www.studyvisits.elsa.org). Fill in your respective group's information before the ICM takes place.

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## **Tuesday, 24<sup>th</sup> October 2017 (10:00 – 13:00)**

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10:00 – 11:30

### **ELSA Law Schools Proposals**

#### **Description:**

ELSA Law Schools are one of the leading scientific events of the Network. During course of first 2 years of its unification, this Flagship Project received over 10.000 applications. Therefore, it is very important to train Officers' skills in the respective field. The Unification process has assisted ELSA Law Schools to continue to grow and develop.

However, now it is time to really take this project to the next level by ensuring both quality and sustainability and therefore seek a proper way-forward for this Flagship Project to continue to grow.

#### **Preparation:**

Please review thoroughly the proposals found [here](#) (proposals 20-25).

11:30 – 13:00

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

#### **Description:**

This workshop aims to support the preparations for the 6th edition of ELSA Day launched at the ICM, with the event itself taking place 5 weeks after it. ELSA International will present the updates of the 6th edition, explain the structure of the event, the ELSA Day competition and the topic

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chosen for this Edition “Access to Justice Beyond Borders”. In addition, there will be further discussions on rebranding the project.

**Preparation:**

Find out what ELSA Day events your national/local group will organise. Check out the ELSA Day webpage and discuss the branding of ELSA Day within your board.

*13:00 – 14:30*

***Lunch***

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**Thursday, 26<sup>th</sup> October 2017 (10:00 – 19:00)**

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10:00 – 11:30

**International Conferences****Description:**

Internationality is one of core values of our Association. In the previous year, there has been a remarkable increase on the number of the International Conferences organised by the S&C officers. In order to provide these events with visibility on the international level and ensure the high quality, the workshop will discuss the idea unifying the International Conferences.

**Preparation:**

Please read through the minutes from KAM Bratislava with regards to this topic. Be prepared to present your projects!

11:30 – 12:30

**ELSA Webinars****Description:**

As stated in the 2018 Strategic Goals, ELSA shall offer a broader range of legal education opportunities and hence develop a wider catalogue of academic and scientific events which will be available to both National and Local officers. During this workshop, ELSA International will discuss the concept of ELSA Webinars to S&C Officers.

ELSA Webinars have been to the network during the VII. Key area Meeting in Bratislava. The project has a great potential of offering a broader range of legal education opportunities and hence developing a wider catalogue of academic and scientific events which will be available to both

National and Local officers. During this workshop, ELSA International will evaluate the introduction year of ELSA Webinars and discuss further implementations and developments.

**Preparation:**

Be ready to discuss and think outside the box.

12:30 – 13:00

**S&C Knowledge****Description:**

Due to the fact that the first condition of being an amazing Officer is to know what our tasks are, the aim of this workshop will be to test the knowledge!

**Preparations:**

Please read through the S&C related parts of the Council Meeting Decision Book and pay very close attention to the Workshops during the ICM. Get ready for rewards and some punishments!

13:00 – 14:30

***Lunch***

14:30 – 17:00

***Conference***

17:00 – 18:00

**Proposal Time!****Description:**

During this Workshop, we will discuss the proposal regarding the restructure of the definitions of S&C Events.

**Preparations:**

Please review proposal No 19, [here](#).

18:00 – 19:00

**Key Areas Focus: Finances in S&C Events – Joint FM and S&C****Description:**

Financing is one of the most important parts of any successful project. A close cooperation between the S&C and the Treasurer is a must in order to achieve high quality standards and organise a successful event. During this workshop we will focus on improving mutual understanding and cooperation between Treasurers and S&C officers.

**Preparation:**

Be ready for an interactive workshop. Please think about any difficulties that you have experienced in the past with regards to the finances of S&C Events.

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**Friday, 27<sup>th</sup> October 2017 (10:00 – 19:00)**

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10:00 – 12:00

**Strategic Goals within the S&C Area****Description:**

During ICM Lviv, The Council will vote upon the new Strategic Goals. This workshop we will evaluate the achievement of the Strategic Goals 2018 in the S&C Area and discuss the role of the S&C in the Strategic Goals 2023. Workshop will include the discussion on the goals that S&Cers strive to achieve within the upcoming 5 years.

**Preparations:**

Please read the Strategic Goals 2018 which can be found in the Council Meeting Decision Book under the “Decisions Relating to ELSA in General” part and think about what your group has achieved so far. Prepare to think out of the box and brain storm a lot!

12:00 – 13:00

**Open Workshop**

We have organised one block with three different open workshops for you. They are very diverse, so there should be something interesting for every one of your delegation members. The descriptions of each workshop can be found on page [98](#). Each participant is allowed to attend either one of the below workshops.

**OPEN WORKSHOPS:**

Strategic Planning

Is ELSA like Coca-Cola or EY? (Corporate Identity)

## International Focus Programme

13:00 – 14:30

***Lunch***

14:30 – 17:00

**Training on Project Management****Description:**

To provide S&C officers with necessary skills in project planning and encourage them to focus on academic quality of events. Training will be provided by João Thiago Rocha Ferreira, a trainer from the International Trainers Pool.

**Preparations:**

No preparations needed.

16:30 - 17:30

**Miscellaneous****Description:**

Due to the fact that, most of the workshop topics are prepared by ELSA International, we also need time to discuss the topics of your interest. Therefore, 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 preparation*

18:00 – 19:00

**Closing Workshop****Description:**

We will evaluate the week, highlight the outcomes and close the S&C Workshop.

**Preparation:**

*No need for any special preparation*

## STUDENT TRAINEE EXCHANGE PROGRAMME WORKSHOP

## Timetable

	22nd October	23rd October	24th October	25th October	26th October	27th October	28th October					
	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY					
09:00	ARRIVAL	BREAKFAST										
09:30												
10:00		Statistics & SotN Report	STEP Promotion (MKT & STEP)	Mid Plenary	Decision Book	Student Hunting	Final Plenary					
10:30		STEP Procedure			Proposals	Recruitment (IM & STEP)						
11:00			Transition & OYOP					Open Workshop				
11:30												
12:00	Letters of Authorisation											
12:30												
13:00	Free Time	LUNCH										
13:30												
14:00	Opening Plenary											
14:30		Job Hunting	Sightseeing	Mid Plenary	Conference	Strategic Goals	ELS General Assembly					
15:00		TRAINING				Reception		IT in STEP				
15:30							STEP on the International level		Miscellaneous & Closing Workshop			
16:00					STEP Partners (BEE & STEP)					Dressing Time		
16:30						Dinner						
17:00	Opening Workshop	Reporting Time					Reporting Time	Reporting Time	Reporting Time		Gala Ball	
17:30			Officers and Freshers' Workshops	Reporting Time	Reporting Time					Reporting Time		Reporting Time
18:00						HoD						
18:30	Dinner											
19:00		Party										
19:30			Dinner									
20:00	Party											
20:30		Party										
21:00			Party									
21:30	Party											

## 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 Handbook](#)
- [STEP Calendar 2017/2018](#)
- [One Year Operational Plan 2017/2018](#), STEP part
- [Strategic Goals 2018](#) (pages 6-8 of International Council Meeting Decision Book)
- Minutes of the STEP Workshop KAM Bratislava, which will be sent out soon
- [Minutes of the STEP Workshop ICM Prague](#)

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](mailto: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, 22<sup>nd</sup> October 2017 (17:00 – 18:30)**

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17:00 – 18:30

### **Opening Workshop**

#### **Description:**

Presentation and approval of the STEP Workshop Agenda for the International Council Meeting Sarajevo. 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, 23<sup>rd</sup> October 2017 (10:00 – 19:00)**

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10:00 – 11:00

### **Statistics & SotN Report**

#### **Description:**

Presentation of the STEP Statistics from the term 2016/2017 and the STEP related results of the 23rd State of the Network Inquiry. Evaluating Statistics from the last term and knowing the current state of the network will help us to improve future results.

#### **Preparation:**

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

11:00 – 13:00

### **STEP Procedure**

#### **Description:**

Presentation of the different parts of the STEP Procedure, raising awareness of the set deadlines and providing information about STEP Tools which can be used in order to make our work easier and more efficient. Being familiar and understand the STEP Procedure is crucial for fulfilling the tasks of STEP Officer.

#### **Preparation:**

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



13:00 – 14:30

**Lunch**

14:30 – 15:30

**Job Hunting**

**Description:**

Learning more about how to conduct Job Hunting. Getting familiar with STEP Expansion and STEP Globalisation. Discussing the problems which might appear during Job Hunting.

**Preparation:**

Be ready to present what you have already achieved during the Job Hunting period, what you would like to improve and how ELSA International can help you.

15:30 – 19:00

**ELSA Training on Negotiation Skills**

**Description:**

Providing the Officers with the necessary knowledge and skills for achieving better results in negotiations.

**Preparation:**

No need for any special preparation.

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**Tuesday, 24<sup>th</sup> October 2017 (10:00 – 13:00)**

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10:00 – 11:30

**STEP Promotion – Joint MKT & STEP**

**Description:**

Promotion is an essential part of STEP when it comes to raising awareness of our project. The cooperation between STEP and MKT has huge importance for getting better numbers in both Job Hunting and Student Hunting.

**Preparation:**

Bring your promotional materials. Think about what you would like to include into STEP Promotional videos for potential traineeship providers and applicants.

11:30 – 13:00

**Transition & OYOP**

**Description:**

One of the most important parts of an ELSA officer's term is transition. It assures continuity that is necessary for a successful term. At the beginning of the term One Year Operational Plan should be created as it is the essential part of the planning the year.

**Preparation:**

Think about the quality of your transition (what was good, what was lacking, and what could have been done better). Read STEP Part of the OYOP of ELSA International 2017/2018 and be ready to present your own OYOP.

13:00 – 14:30

**Lunch**

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**Thursday, 26<sup>th</sup> October 2017 (10:00 – 19:00)**

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10:00 – 11:00

**Decision Book**

**Description:**

Getting familiar with the STEP part of the Decision Book and a common understanding of its articles will help us to better understand one of the most important STEP Tools. In addition, it will make our discussion about STEP proposals easier.

**Preparation:**

Read the STEP part of the Decision Book.

11:00 – 13:00

**Proposals**

**Description:**

Discussion and voting upon the proposals related to the STEP part of the Decision Book. Read the proposals No. 26 – 35, [here](#).

**Preparation:**

Read the STEP proposals in the Working Materials and prepare your comments.

13:00 – 14:30

**Lunch**

14:30 – 17:00

**Conference**

17:00 – 18:00

**STEP on the International level**

**Description:**

Getting familiar with the responsibilities of VP STEP ELSA International and STEP ELSA International Team.

**Preparation:**

Think of any questions or comments you might have.

18:00 – 19:00

**STEP Partners – Joint BEE & STEP**

**Description:**

One way of achieving financial sustainability of STEP is through obtaining partnerships. We need to look into the benefits we could offer to potential STEP Partners. This will be discussed in context of National Programmes and the International level.

**Preparation:**

Be prepared to share ideas on what could be offered to potential STEP Partners.

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**Friday, 27<sup>th</sup> October 2017 (10:00 – 19:00)**

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10:00 – 11:00

**Student Hunting**

**Description:**

Learning more about how to conduct Student Hunting. Discussing the problems which might appear during Student Hunting.

**Preparation:**

Be prepared to share your Student Hunting strategies.

11:00 – 12:00

**Recruitment – Joint IM & STEP**

**Description:**

IMers and STEPers... so different yet they have a lot in common. The topic of this workshop is Recruitment that both areas are so passionate about. We will conduct a practical task which will involve both areas ensuring the cooperation between the two areas.

**Preparation:**

- Think about the events that you organise on National/Local level regarding the Student Hunting if you are a STEPer
- Think about the events that you organise on National/Local level regarding the Recruitment as a Human Resources Cycle if you are an IMer

12:00 – 13:00

**Open Workshop**

We have organised one block with three different open workshops for you. They are very diverse, so there should be something interesting for every one of your delegation members. The descriptions of each workshop can be found on page [98](#). Each participant is allowed to attend either one of the below workshops.

**OPEN WORKSHOPS:**

Strategic Planning

Is ELSA like Coca-Cola or EY? (Corporate Identity)

International Focus Programme

13:00 – 14:30

**Lunch**

14:30 – 15:30

**Strategic Goals****Description:**

Presentation of the STEP part of the Strategic Goals 2018. Brainstorming about the future STEP related Strategic Goals. During this term current Strategic Goals are evaluated and new ones created. It is necessary to gather as many opinions as possible in order to find the best ideas for the future.

**Preparation:**

Read current Strategic Goals 2018 and think about what you would like to have in the future ones.

15:30 – 16:30

### **Reception**

#### **Description:**

Presentation of the content of the Reception and what we should focus on. Brainstorming on how the Reception can be improved.

#### **Preparation:**

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

16:30 – 18:00

### **IT in STEP**

#### **Description:**

Presentation of the new complex IT STEP solution and discussing further IT development. IT solutions have impact on the whole area and therefore the development has to continue.

#### **Preparation:**

Get familiar with STEP Internal Interface and STEP Portal. Think about what you would like to improve when it comes to IT solutions in STEP.

18:00 – 19:00

### **Miscellaneous & Closing Workshop**

#### **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 of the event.

## OPEN WORKSHOPS

### Draft Agenda

**Friday, 27<sup>th</sup> October 2017 (12:00 – 13:00)**

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12:00 – 13:00

**a. Strategic Planning**

**Description:**

As there is a lot of current ongoing discussion on Strategic Goals on the International level there are a number of groups who are revising or introducing their own set of strategic goals on the national level. This session would aim to assist officers with understanding how to practically approach their own planning and align it with the strategic planning of the Network as whole.

**Preparation:**

Please bring your own Strategic Plans of your groups, if any, and be prepared to discuss how these are created, applied on the national level and connect with ELSA International.

**b. Is ELSA like Coca-Cola or EY? (*Corporate Identity*)**

**Description:**

During this Workshop we will unify the level of knowledge of the current CI rules in ELSA. The participants will have opportunity to understand the importance of uniformity, analyse our appearance, and discuss its future.

**Preparation:**

Take a closer look at the Uniformity part of Marketing section in the Council Meeting Decision Book. Read carefully the new [ELSA Brandbook](#) and the old [Identity Handbook](#).

**c. International Focus Programme**

**Description:**

Are you confused about why we still continue with the IFP, unsure what this IFP topic is about and most importantly looking for workshop with a concrete result? Then the IFP workshop is for you! We will shortly look into the heart of the project and its history and then focus on specific mechanisms that we could use to raise awareness about it among our officers.

**Preparation:**

Bring your enthusiasm and creative mind!

## ACTIVITY REPORTS

### INTERNATIONAL BOARD 2017/2018

Anastasia Kalinina

| President of ELSA International 2017/2018

#### **Board Management**

- Coordinating the work within the Board;
- Looking into practical solutions to ensure better communication within the group using online platforms;
- Researching and implementing task management programs into the work of the Board;
- Conducting evaluation talks with each board member after Area Meetings;
- Planning team days off on a monthly basis.

#### **External Relations**

- Following up on transition partner meetings;
- Researching and organising the archive for external relations;
- Fundraising additional sponsorship for the European Compliance Conference;
- Working on the establishment of an External Relations Database;
- Updating the current partnership proposal in cooperation with the VP Marketing;
- Researching and compiling a STEP partner proposal in cooperation with the VP STEP;
- Attending Global Legal ConFex to establish networking opportunities;
- Approaching potential new partners with a focus on IFP;
- Starting a new association partnership;
- Tracking and approving partner requests from the Network and ensuring external contact regulations are complied with;
- Having meetings with partner student associations.

#### **Expansion**

- Following up on new member groups' progress and future plans;
- Holding regular communication and coaching of new group from Iceland;
- Establishing contact with law faculty in Andorra.



**Strategic goals**

- Researching training options for Strategic Planning;
- Conducting an evaluation of implementation of Strategic Goals 2018;
- Forming a Working Group on the Strategic Goals 2023.

**Coaching**

- Having Skype meetings with coaching groups;
- Attending coaching group's National Council Meeting;
- Considering improvements to Coaching System.

**Alumni**

- Meeting with President of ELS to discuss collaboration and future plans;
- Having meetings with Brussels-based alumni.

**Events**

- Preparation for the 55th International Presidents' Meeting;
- Conducting pre-IPM Skypes with Presidents;
- Correcting and compiling minutes of the IPM;
- Assisting with organisation and evaluation of the European Compliance Conference in cooperation with the VP S&C;
- Assisting with the organisation of the IBA-ELSA Conference in cooperation with the VP S&C;
- Supporting with the organisation of the Former IB Weekend;
- Settling date and venue of Partners' Reception 2018.

**Administration**

- Assisting with matters of the House administration;
- Assisting Secretary General with legal matters undertaken with regards to GDPR;
- Supporting Treasurer with banking and financial administration matters.

Narmin "Nana,, Aliyeva

| Secretary General of ELSA International 2017/2018

### General

- Writing of the General Part and the Internal Management Parts and compilation of the One Year Operational Plan of ELSA International 2017/2018;
- Registration of the International Board 2017/2018;
- Preparing Board Meeting Agendas, thus facilitating the Board Meetings;
- Issuing the 1<sup>st</sup> call and appointing the ELSA International Team 2017/2018;
- Conducting meetings and planning of the Supporting Area Meeting Novi Sad;
- Planning the Internal Management workshops for the Supporting Area Meeting Novi Sad;
- Preparing the Working Materials for the Supporting Area Meeting Novi Sad, coordinating the organisation of the Meeting with the Organising Committee;
- Planning the Internal Management workshops for the International Council Meeting Sarajevo;
- Preparing the Working Materials for the International Council Meeting Sarajevo, coordinating the organisation of the Meeting with the Organising Committee;
- Pre-ICM visit to Sarajevo;
- Further Skype Meetings with the Organising Committee of the International Council Meeting;
- Preparing IM and General questions for the State of the Network Inquiry and the final editing;
- General maintenance and update of the website of ELSA and IM-related webpages;
- Collaboration with the lawyer and notary of ELSA about the legal matters and notarisation of the Statutes of ELSA.

### Communication & IT

- Introduction of the new Google System (G Suite) provided by ELSA International to the Network;
- Assistance with the new System provided to the Groups together with the Assistant for IT;
- Creation of the Guidelines for the use of the new Google System (G Suite) together with the Assistant for the IT;
- Skype meetings with the ELSA International Team 2017/2018 to establish good understanding of the work;
- General communication with the Coaching Groups;
- Planning of the Coaching visits from November to January;
- Skype meetings with the National Secretaries General to establish good communication from the beginning of the term in August;

- Skype Meetings planned with the Secretaries General before the International Council Meeting Sarajevo.

#### **ELSA Training**

- Establishment of the ELSA Training Strategy for the term of 2017/2018;
- Update of the new ITP Trainers' Database;
- Meeting with several Students' Associations regarding Trainings;
- Preparing the organisation of the Refreshment Weekend;
- Meetings with the Organising Committee of the Refreshment Weekend and announcement to the International Trainers' Pool;
- Appointment of the Coordinator within the International Trainers' Pool;
- Meetings with several trainers from the International Trainers' Pool;
- First attempts with regards to cooperation with professional training companies.

#### **Alumni & ELS**

- Cooperation with ELS;
- Meeting with ELS during the Transition and discussion of the plans for the upcoming term;
- Meetings via Skype and phone with the Executive Board of ELS;
- Planning the Former IB Weekend.

Elena Maglio

| Deputy Treasurer of ELSA International 2017/2018

**General Daily Administration**

- Getting familiar with the accounting programme;
- Consolidating VAT praxis and knowledge within the Board;
- Creating a daily routine for the treasurer and coordinating the cooperation with the Board;
- Revising the Budget approved in Prague and preparing amendments for ICM Sarajevo;
- Supporting the President of ELSA International in creating a more efficient cataloguing system for the partnership agreements;
- Supporting the Vice President for Seminaries and Conference in creating a budget for the European Compliance Conference and preparing the final financial report of the event;
- Following up on the renegotiation of the rent agreement;
- Coordinating the drafting of a new rent agreement with the accountant;
- Selecting the members of the FM team and organising their work.

**ELSA Development Foundation**

- General Administration of the Foundation;
- Creating an Operational Guide for Applicants.

**Grants**

- Following up on the grant report for the African Regional Round of the EMCC;
- Preparing the new application for the UNECA Grant for the EMCC;
- Attending the European Youth Foundation meeting in Brussels;
- Preparing the grant applications for the EYF;
- Researching new possibility of grants for AA Projects and STEP;
- Following up on researching and preparing the 3-years Erasmus + grant application.

**International Internal Meetings**

- Preparing for the International Internal meetings;
- Conducting Workshops at the IPM in Zagreb;
- Conducting Workshops at the SAM in Novi Sad and drafting their outcome;
- Conducting preparatory Skype Meetings with the willing treasurers;
- Preparing ICM Proposals and Workshops.

**Moot Courts**

- Weekly meetings with the Vice President for ELSA Moot Court Competitions on EMCC Finances;
- Supporting the Vice President for Academic Activities on creating the Budget for the EHRMCC.

**Coaching Country**

- Introduction to my coaching countries and implementing communication, with individual Skype Meetings and emails;
- Skype Meeting with the board of ELSA Portugal during their transition;
- Meeting with ELSA Spain during the SAM in Novi Sad;
- Meeting with ELSA Croatia during the IPM in Zagreb.

**Communication**

- Skype meeting with the Auditors for the term 2017/2018;
- Introduction to the FM mailing list;
- Making a Facebook group and getting in touch with the officers personally;
- Sending periodic emails to update the treasurers on deadlines and news;
- Skype meetings with the willing treasurers before and after SAM.

Krzysztof Rumpel

| Vice President for Marketing of ELSA International 2017/2018

General
<ul style="list-style-type: none"><li>• Preparation of the 62<sup>nd</sup> edition of the Synergy Magazine;</li><li>• General assistance with the IT;</li><li>• Creation of promotion materials for the 6th edition of the EHRMCC and 16th edition of the EMC<sup>2</sup>;</li><li>• Creation of visual materials for the European Compliance Conference;</li><li>• Establishment of contact with coaching National Groups;</li><li>• Attendance of the VII Supporting Area Meeting in Novi Sad, Serbia;</li><li>• Attendance of the LV International Presidents' Meeting in Zagreb, Croatia.</li></ul>

Kerli Kalk

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

**General**

- Appointing the International AA team;
- Contacting my Coaching Countries.

**International Legal Research Groups**

- Meeting with Council of Europe on the Legal Research Group on Migration Law (LRG on Migration Law);
- Appoint the Working Group on the Concluding Report of the Legal Research Group on Migration Law;
- Investigate the possibilities of having a side-event to the presentation of the LRG on Migration Law at the Parliamentary Assembly of Council of Europe (PACE);
- Introducing LRGs and the European Compliance Benchmark LRG at the European Compliance Conference;
- Researching future LRG partners.

**EHRMCC**

- Prepare a Privacy Policy for the participants of EHRMCC;
- Launching the competition on August 18<sup>th</sup>, 2017;
- Sending out invitation letters to potential judges of the competition;
- Communicating with the Council of Europe regarding the details of the competition;
- Creating the Specification form for EHRMCC Premoots.

**ELSA Day**

- Preparing the ELSA Day Outline, Forms and other relevant documents;
- Updating the ELSA Day webpage;
- Keeping in contact with the Council of Europe;
- Launching the 6th edition.

**ENC**

- Attending the International Negotiation Competition organised by ELSA Norway in June 2017;
- Meeting with a representative of the International Negotiation Competition.

**ELSA Law Review**

- Contacting Catolica Global School of Law regarding the final selection of submissions for the 3rd edition of the ELSA Law Review;
- Preparing a webpage section for promotion of the networks' law reviews.

**Internal Meetings**

- Preparing and conducting the Local Officers workshops of IPM Zagreb;
- Preparing and conducting the AA workshops of KAM Bratislava;
- Preparing the AA workshops of ICM Sarajevo.



Michelle Goossens

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

**EMC2**

- Visited and stayed in contact with all the sponsors and partners;
- Contacting and gathering of Panellists;
- Monthly (Skype) call meetings with the Regional Rounds Organisers;
- Conference calls with the Academic Board regarding the changing of their structure;
- Guiding the Case Author and the Academic Board in the drafting of the case for the 16th edition;
- Preparing the launch of the 16th edition;
- Application for the UNECA Grant;
- Fundraising for the African Regional Round.

**Internal Meetings**

- Conducted workshops at the VII. Key Area Meeting in Bratislava, the Slovak Republic.

**Communication with the Network**

- Made an introduction to my coaching countries.

**ELSA International Team**

- Made an introduction to the Coaching Countries.

**ELSA International Team**

- Members of the EMC<sup>2</sup> Team:
  - Director for the EMC2 – Georgios Manikas;
  - Assistant for Panellists – Jozua Ishwardat;
  - Assistant for Regional Rounds – Iulia Vacar;
  - Assistant for Teams – Gaia Iappelli.
- Assistants for the Moot Court Competitions Coaching Team:
  - Khayala Abdullazade;
  - Olga Kompouri.
- Had several Skype meetings;
- The team has started their work.

Deniz Hatemi

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

**ELSA Law Schools**

- Creating the online evaluation form for the ELSA Law Schools Cycle 2017/2018;
- Creating and publishing the ELSA Law Schools Summer Cycle 2017/2018;
- Creating the ELSA Law Schools Specification form for the Winter and Summer Cycle;
- Assisting with the quality improvements and other issues with respective ELSA Law Schools;
- Assisting with the promotion of Winter ELSA Law Schools;
- Seeking and discussing improvements for the unification of ELSA Law Schools.

**ELSA Delegations**

- Researching for new Delegation opportunities;
- Providing with more diversified Delegation opportunities;
- Setting up the ELSA Delegations Call Calendar for the term 2017/2018 which shall include a minimum of 6 Calls;
- Submitting the Quadrennial Report to the United Nations;
- Concluding the July and September Call;
- Researching for IFP related Delegation opportunities and incorporating IFP in to ELSA Delegations;
- Communicating with CoE with regards to the World Forum for Democracy.

**International Focus Programme (IFP)**

- Evaluation of the first year of the IFP Environmental Law and the first IFP Week;
- Opening the call for IFP Coordinators;
- Preparing for the second IFP Week coordination.

**ELSA Webinars**

- Researching different sustainable and long-term programmes that could be ELSA's software for this project;
- Seeking ways to implement ELSA Webinars to the different Areas and Projects in ELSA;
- Cooperation and coordination of the II. ELSA Webinar with the CoE for the ELSA Day;
- Seeking for different partners to organise Webinars.

**IBA-ELSA Students' Conference**

- Coordination of the 3rd edition of the Conference which will be held in London with cooperation of International Bar Association (IBA);
- Finding several international speakers for the academic programme of the Conference;
- Coordinating the promotion of the Conference towards our Network.

**ELSA – K&L Gates Final LRG Conference on European Compliance Benchmark**

- Finding several speakers for the academic programme of the Conference;
- Promoting the Event through our Network;
- Handling the logistics and the Social Programme of the Conference.

**Key Area Meeting**

- Compiling the Key Area Meeting Working Materials;
- Preparing interactive workshops for S&C Officers in order to provide participants with the basic knowledge about the S&C Area.

**Miscellaneous**

- Communication with the network and the Coaching countries;
- Organisation of the Study Visits to the ELSA House;
- Updating the information that is provided on Officers' Portal;
- The creation of more S&C Tools;
- Appointment of the ELSA International S&C Team.

Aneta Korcová

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

### General

- Creating the STEP Calendar 2017/2018;
- Finalising the selection results from the term 2016/2017: dealing with the remaining delays;
- Finalising STEP Statistics 2016/2017;
- Appointing the STEP International Team;
- Updating STEP related documentation;
- Secure reception of the trainees going on traineeships provided by ELSA International;
- Creating offer for potential STEP Partners in cooperation with President.

### Contact with the network

- Getting in touch with my Coaching Countries;
- Getting in touch with my STEP Coaching Countries;
- Conducting workshops on STEP Sustainability and Cooperation between STEP and IM at the VII Supporting Area Meeting in Novi Sad, Serbia;
- Coaching visit to Serbia;
- Conducting workshops at the VII Key Area Meeting in Bratislava, the Slovak Republic;
- Attending first Coaching Skype Meetings with National STEP Officers.

### Job Hunting

- Personal Meetings: CoE, AIJA, ELS, ESN, INTA;
- Skype Meetings: DLSA, ALSA, Bierens Group and potential traineeship providers;
- Introduction to the long-term STEP traineeship providers and renewing the cooperation with them;
- Updating Media Card in cooperation with VP Marketing.

### IT in STEP

- Visiting Camscape in order to find complex IT solution for STEP;
- Correcting online TSF;
- Cooperation with the IT team on updating of the STEP interface;
- Searching for ways how to improve and automate STEP Internal Interface and other processes in STEP Procedure.

## INTERNATIONAL BOARD 2016/2017

Robert Vierling

| President of ELSA International 2016/2017

### Board Management

- Ensuring a great team spirit throughout the year;
- Organising and planning of team activities;
- Individual evaluation talks;
- Group evaluation after important events such as area meetings;
- Organising of several Board Days;
- Restructuring of the ELSA International Team;
- Organisation of board holiday before transition;
- Ensuring a productive and close work environment during transition.

### External Relations

- Follow up on transition partner meetings 2016;
- Researching past negotiations and contacts;
- Researching potential new partners;
- Skype meetings with potential new partners;
- Partner meetings with potential new partners;
- Negotiations with a potential LL.M. partner from the USA;
- Attendance of meetings of other Board members with externals such as INTA, the accountant, PwC, Tax authorities etc;
- Attendance of the IBA and AIJA conferences;
- Checking and approving of partner contacting requests from the network;
- Assisting with the approach of potential new ELSA Delegations;
- Planning and conducting the Annual Partners Reception;
- Meetings with other student organisations;
- Maintaining the relationship with current partners;
- Continuous contact with potential partners;
- Signing partnership with 4 new partners - BARBRI International, The Economist, MEININGER and the Bierens Group;
- Work with ELS to improve the Alumni situation of ELSA;
- Restructuring and unifying partnership agreements;
- Revising and renewal of the partnership agreements with IE Law School and Queen Mary University of London with the new partnership structure.

- Several meetings with promising potential new partners during the transition period with Anastasia

### Expansion

- Focus on quality expansions;
- Contact with and coordination of the approach of inactive member countries;
- Trying to get other ELSA Member countries involved in the approach of inactive member countries to secure a closer connection to the network and a sustainable return to the international level;
- Motivation of internationally less active countries to attend international meetings;
- Supported ELSA Bosnia & Herzegovina with hosting the ICM;
- Motivation of internationally inactive countries to attend the ICM Sarajevo;
- Assistance through Skype meetings and personal talks with ELSA Belarus and ELSA Republic of Moldova throughout the year;
- Supporting ELSA Belarus and ELSA Republic of Moldova with their Membership application at the ICM Prague.

### General

- Administrative work;
- Co-working on the tax situation;
- Discussing and seeking potential solutions for various matters with the Treasurer and SecGen;
- Providing consistent assistance to the national presidents + offering individual Skype calls before the area meetings;
- Chairing of Board Meetings;
- Preparation and conducting of the International Presidents' Meeting and ICMs;
- Supporting the SecGen with conducting the ICMs;
- Assisting with ICM Porto support;
- Supporting the establishment of the ELSA Webinars;
- Co-organising and conducting the first ELSA Law School training weekend;
- Planning and conducting of the refurbishing of the ELSA house with the Treasurer and SecGen;
- Analysing the progress of the OYOP implementation with every board member individually;
- Organisation and conduction of the Mid-OYOP meeting.

### ELS

- Cooperation with ELS;
- Meeting during transition and discussion of change of approach;

- Consistent work on the new approach;
- Skype meetings and coordination of the support from ELSA to ELS;
- Restructuring the role of ELS at the International Council Meetings.

Mads Lorentzen

| Secretary General of ELSA International 2016/2017

**General**

- Creating the Network Support Report;
- Compiling the One Year Operational Plan;
- Planning the IM workshops of the Supporting Area Meeting and compiling the Working Materials;
- Planning the IM workshops of the International Council Meeting in Porto and doing the final editing of the compilation of the Working Materials;
- Preparing IM and General SotN Questions and doing the final editing of the compilation of the State of the Network Inquiry;
- Creating the webpage for the Call for the ELSA International Team;
- Preparing Board Meeting agendas and written + corrected minutes;
- Implementing the new Organisational Structure of the ELSA International Team;
- Communication with Coaching Countries;
- Making general updates on ELSA.org including the new “Network” page;
- Generally helped the other Board Members with administrative questions and tasks;
- Sent out internal documents – Minutes and regulations;
- Travelled to Coaching Groups – ELSA France, ELSA Poland and ELSA Czech Republic;
- Travelled to the Pre ICM visit in Prague;
- Sent out calls – Train the Trainers Week, KAM 2017 and SAM 2017;
- Supported and coordinated work of the IM Team Members;
- Prepared ICM Prague – Proposals, workshop descriptions, Activity Report etc;
- Checked, coordinated and launched the Google email system;
- Built a new ELSA Officers Portal;
- Handled ITP Training Requests;
- Communicated with ELS together with Robert Vierling, regarding an image change of ELS;
- Attended Receptions of External Relations;
- Had Post-ICM Porto communication;
- Had preparation communication with the second half of the term organisers – ICM Prague, KAM 2017, SAM 2017, Train the Trainers Week 2017, ICM Antalya;
- Travelled to Iceland to support the initiative of ELSA Iceland;
- Travelled to Tirana, Albania to support the OC of the Train the Trainers Week 2017;
- Travelled to the NCM of Germany in Berlin;
- Planned the common programme of the Transition for the new International Board;
- Prepared and executed individual and joint Transition for my successor;
- Wrote articles for the Annual Report of ELSA International 2016/2017;



- Found new Notary to execute the deed of notarising the Statutes revision approved at the ICM in Porto. The former Notary stopped replying from January 2017 and forward;
- Prepared and executed the refurnishing and house renovation of the ELSA House together with Robert Vierling and Rob van Bergen.

Rob van Bergen

| Treasurer of ELSA International 2016/2017

**Accounting and budgeting**

- Hiring an accountant as advisor;
- Implementing new accounting software (twice);
- Restructuring the budget;
- Creating more efficiency in ELSA's accounting methods;
- Preparing comprehensible Final Accounts;
- Cleaning out the balance sheet (e.g. write-offs, cancelling provisions etc.);
- Separating the accounting of ELSA and EDF;
- Making ELSA comply with Belgian VAT regulations.

**Grants**

- Finalising the grant report for the African Regional Round of the 14th edition of the EMC<sup>2</sup>;
- Preparing the grant application for the African Regional Round of the 15th edition of the EMC<sup>2</sup>;
- Finalising the grant report for the African Regional Round of the 15th edition of the EMC<sup>2</sup>;
- Finalising the grant report for the Final IFP Conference in Trieste;
- Researching the Erasmus+ grant situation:
- Applying for the Erasmus+ structural grant for 2017;
- Reporting for the Erasmus+ structural grant for 2016;
- Preparing the interim report for the European Youth Foundation structural grant for 2016-2017;
- Researching other grant possibilities.

**ELSA Development Foundation**

- Creating a new application system and budget template;
- Running a Working Group on the Capital of the EDF;
- Running a Working Group on the EDF Contribution;
- Deciding upon applications and reports.

**ELSA House**

- Improving the security of the ELSA House by installing an alarm system;
- Improving the office and the meeting room;
- Communicating with the landlord;

- Solving the issue with internet and phone subscriptions.

<b>International Internal Meetings</b>
<ul style="list-style-type: none"><li>• Preparing International Internal Meetings;</li><li>• Conducting Workshops at the IPM in Tallinn;</li><li>• Conducting Workshops at the SAM in Lviv;</li><li>• Conducting Workshops at the ICM in Porto;</li><li>• Conducting Workshops at the IPM in Arlamow;</li><li>• Conducting Workshops at the ICM in Prague.</li></ul>

Ivan Chopyk

| Vice President for Marketing of ELSA International 2016/2017

**General**

- Synergy Magazine publishing (editions №60 & №61);
- Three closed advertising deals;
- General website maintenance;
- Coaching visits to ELSA Romania, ELSA Georgia, ELSA Azerbaijan, ELSA Latvia, ELSA Lithuania, ELSA Luxembourg, ELSA Belarus;
- Attendance of regional officers' meetings (NOM & SOM);
- Creation of the branding outline of the Key Areas projects;
- Creation of the new ELSA Brand book;
- Promotional package creation (EHRMCC, EMCC, LRG with the Council of Europe, LRG with K&L Gates, STEP 2nd cycle);
- ELSA Delegations rebranding (including a new logo);
- Logo creation (ELSA Webinars, IFP, EDF);
- IFP Almanac (2013-2016) creation;
- Coordination of the ELSA Day Campaign "I spread the word about migration law education";
- Direct promotion of the first ELSA Webinar and Final Round of the EHRMCC in Strasbourg, France;
- Promotion strategy creation for ELSA Flagship projects and other international projects;
- Flagship Projects' PR Strategy finalisation;
- Annual Report of ELSA International 2016/2017 creation.

Jakub Čája

| Vice President for Academic Activities of ELSA International 2016/2017

**International Legal Research Group on Labour Law**

- Overall coordination of the LRG and the ICT;
- Supervising and assisting the procedure of uploading the information to LEGOSH by the NGs;
- Creation of the Evaluation Report for ILO;
- Frequent personal communication with ILO regarding the Final Report and future joint projects;
- Distribution of Certificates of Participation and the official Acknowledgement Letter by ILO;
- Publication of the Final Report with a significant promotion success;
- Further promotion of the project outcome (updated LEGOSH database).

**International Legal Research Group – European Compliance Benchmark**

- Launch of the new International LRG - European Compliance Benchmark - ICM Porto;
- Attendance of the partner meetings with K&L Gates regarding the LRG - ECB, European Compliance Conference and future cooperation;
- Preparation and update of the supporting materials for the LRG - introducing the new FAQ document, with the aim of assisting the groups with the improvement of the quality of their reports;
- Administration and update of content on the LRG web-page;
- Special focus on promotion of the project through various channels;
- Implementation of the new application system - around 300 applications from 30 countries involved!
- Overall coordination of the International LRG - European Compliance Benchmark;
- Daily communication with the International LRG Coordination Team regarding the progress of the project;
- Frequent communication with the National Coordinators in regards to the specific questions and issues in their respective NGs;
- Preparation for and promotion of the European Compliance Webinar with K&L Gates;
- Contact and conference calls with potential future academic partners;
- Supervising the procedure of submitting the National Reports;
- Revising the Final National Reports together with Mariagiulia Cecchini, the International Research Assistant;
- Publication of the Final Report - European Compliance Benchmark with a big promotion success;

- Distribution of the Certificates of Participation created by Ivan;
- Assisting with the preparation of the European Compliance Conference, checking the venues etc.;
- Assisting with the preparation of the conference programme;
- Creation of the Conference webpage;
- Researching and contacting universities and institutions in order to provide speakers for the conference.

#### **International Legal Research Group on Migration Law**

- Meetings with Council of Europe regarding the establishment of the new International Legal Research Group focused on Integration;
- Regular communication with the Council of Europe in regards to the specific details of the new LRG;
- Arrangement of a presentation of the LRG Concluding Report at the Parliamentary Assembly of the CoE;
- Preparation and update of the LRG Supporting Materials and webpage;
- Launch of the LRG during ICM Prague;
- Cooperation with the Human Resources Coordinator for the selection of the participants;
- Recruited 31 National Research Groups - the 2nd biggest LRG ever!
- Formation and coordination of a new International Coordination Team;
- Regular communication and support of the National Coordinators and NRGs.

#### **Legal Research Groups - Miscellaneous**

- The creation of a privacy policy for the ELSA Legal Research Groups;
- Restructuring of the LRG webpage;
- Creation of a new LRG Online Library;
- Draft of new regulations related to LRG (Participation Policies);
- Establishing and maintaining contact with potential new academic partners.

#### **ELSA Negotiation Competitions (ENC)**

- Introduction of the new ENC Coaching System (Team of two coaches and myself);
- Communication with the ENC Coaching countries;
- Providing the guidelines for and assistance with the organisation of the local/national ENC rounds;
- Creation of Guidelines for ENC Coaching;
- A big update of the ENC Package (Revised rules, scoring sheets, adding more promotional material, templates etc.) - published in July 2017;
- Draft of the sponsorship material and templates as a part of the ENC Package;

- Collecting the Cases from the groups with already well-established rounds, and so establishing an ENC Case Collection;
- Establishing and maintaining contact with representatives of the INC (International Negotiation Competition) with the aim of further cooperation (partnership).

#### **ELSA Law Review**

- Launch of the 3rd Edition, September 2016;
- Coordination the 3rd Edition of the ELSA Law Review;
- Promotion of the call through social media - Posting in various groups and in other institutions' and universities' websites;
- Deadline for Submissions - the 11th of December, with 55 Submissions received;
- Coordination of the work of the Editorial Board;
- Selection of the 20 best articles (pre-selection);
- Submission of the pre-selected articles to Católica Global School of Law and further communication regarding the publication process;
- Communication with Wolf Legal Publishers;
- Communication with ALSA regarding the mutual cooperation between the ELR and ALR;
- Updating the content of the ELR webpage;
- Restructuring of the Law Review printed archive in the ELSA House.

#### **ELSA Day and Human Rights**

- Creation of the new ELSA Day webpage;
- Preparation of the Outline, Forms and other relevant documents;
- Launch of the 5th Edition;
- Frequent contact with the Council of Europe;
- Researching and contacting NGOs and institutions as potential partners "supporters" of ELSA Day;
- Coordination of the 5th Edition of the ELSA Day with more than 140 events organised all over the Network;
- Launch of the ELSA Day Campaign - ICM Porto;
- Establishment of the ELSA Day Academic Guidelines;
- Distribution of CoE visibility materials to 40 local groups as the official support;
- Updating the content of the ELSA Day Page - Promotion of the events of the Network;
- Researching the new potential ELSA Day topics;
- Selection of the focus topic for ELSA Day 2017;
- Selection and announcement of the winner of the ELSA Day Competition;

- Meetings with the Council of Europe regarding the 6th Edition of the ELSA Day and the next ELSA Day Webinar.

#### **International Focus Programme (IFP)**

- The establishment of a new IFP co-ordinating structure via the IFP Director and Coordinators structure;
- Communication with the new International Focus Programme Team regarding the IFP Week;
- Coordination and administration of the IFP Week;
- Creation of the IFP web-page;
- Discussing the promotion of the IFP week with the VP Marketing;
- Researching and contacting potential partners for the IFP related Legal Research Group.

#### **AA Tools**

- Creating the AA related content of the new Officers' Portal;
- Creation of the new Law Review Handbook and Law Review Package - published in June 2017;
- Revising and updating the AA Handbook - published in June 2017;
- Creating the AA Transition Checklist;
- Restructuring and re-introducing the AA Project Specification Form and the AA Project Evaluation Form.

#### **Coaching Countries, Communication and the events of the network**

- Daily communication and with the national and local AA officers;
- Skype meetings and frequent communication with all of my coaching countries (Bulgaria, Finland, Norway and The Netherlands);
- Participated at NCMs in Bergen, Turku, Vienna, Utrecht and Maastricht;
- Attended the national ELSA Day event of ELSA The Netherlands in Amsterdam;
- Attended the Central and Eastern European Round of the EHRMCC in Warsaw.

#### **International Internal Meetings**

- Together with the VP MCC planned and conducted interactive AA/MCC workshops at KAM Münster, ICM Porto and ICM Prague;
- Assisted with preparations of the AA and MCC related proposals for ICM Prague.

#### **Miscellaneous**

- Attendance of various academic and networking events in Brussels;
- Meetings with externals and alumni;
- Assisting the Treasurer with drafting the ERASMUS+ project grant application;



- Assisting the VP MCC at the Final Round of the European Human Rights Moot Court Competition in Strasbourg;
- Assisting with the Study Visits and other ELSA House events;
- Attended the Annual Partners' Reception;
- Prepared and conducted the individual AA Transition, participated in preparations of the general Transition;
- Writing AA area related articles for the Annual Report.

Christine Beck

| Vice President for Moot Court Competitions of ELSA International 2016/2017

**ELSA Moot Court Competition on WTO law**

- Preparing the launch;
- Monthly Skype meetings with the Regional Round Organizers;
- Conference calls with the Academic Board regarding the revision of the rules and the revision of the case;
- Application for the grant from UNCECA;
- Visited/in contact with all the Sponsors;
- Start of the preparations for the 15th anniversary;
- Creation of document to help the Regional Round Organizers to fundraise for the Round;
- Gathering of Panellists;
- Extension of the new sponsor structure;
- Gaining one new platinum sponsor, 1 completely new sponsor;
- Communication with the teams, panellists, Regional Round Organizers, Sponsors etc;
- Negotiations with United Nations Economic Commission for Africa regarding the African Regional Round and receiving 35.000 USD;
- Participation in the Regional Rounds and coordination of the Competition, calculation of the scores, interpretation of the Rules, support for the Regional Round Organizers, Panellists preparation;
- Preparations for the Final Oral Round, overall coordination of the preparations;
- Worldwide promotion of the competition;
- Conduction of the Final Oral Round;
- Announcement of Quarter-Finalists together with the Appellate Body Annual Report launch for the first time;
- Partner evaluation meetings.

**European Human Rights Moot Court Competition**

- Launch on 4th August 2016;
- Contact with judges from the European Court of Human Rights;
- Visited/in contact with CoE, EHRA;
- Contact with teams;
- Fundraising strategy;
- Gathering of Judges for the Final Round;
- Gathering of experts to score the Written Submissions;
- Start of preparations of the logistics in Strasbourg;

- Constant contact with the Council of Europe, the Permanent Representations, judges etc;
- Gaining 4 sponsors for the EHRMCC;
- Overall planning and coordination of the Final Oral Round, which took place between the 12th-16th of February 2017, Strasbourg, France;
- Gathering Judges to score the Written Submissions/attend the Final Oral Round;
- Deputy Secretary General of the Council of Europe participated in the Award Ceremony;
- Collaboration with the City of Strasbourg.

#### **Coaching National Groups**

- Attendance at the NCM of ELSA Austria;
- Meeting with all my coaching countries during ICM Porto while having common; launches;
- Skypes with the Coaching Countries;
- Attendance of the NCM of ELSA Italy.

#### **Miscellaneous**

- Communication with Local and National Officers regarding their MCCs;
- Participation in the World Forum for Democracy;
- Participation in the IPM Tallinn;
- Pre-visit in Cluj-Napoca and Kyiv for the EMC2 Regional Rounds
- Constant communication with all Directors & Assistants from the EMC2 and EHRMCC Team;
- Attendance of the NOM Copenhagen;
- Attendance at the NCM of ELSA Serbia;
- Meeting with the President of ELSA Bulgaria;
- Participation at the ELSA Partner's Reception;
- Preparation and conduction of the Transition.

Nigel Micallef

| Vice President for Seminars and Conferences of ELSA International 2016/2017

**ELSA Law Schools**

- The creation of the online evaluation form for the ELSA Law Schools cycle;
- The specification form and therefore the start of ELSA Law Schools cycle 2016/2017 was created;
- The establishment of the first statistics with regards to all ELSA Law Schools;
- Assisting with the promotion of Winter ELSA Law Schools;
- 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 2016/2017;
- The creation of the Additional Questions 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;
- Seeking and discussing major improvements to the unification of ELSA Law Schools.
- Visiting Camscape in Bucharest, Romania to discuss all the issues in the past with regards to ELSA Law Schools and improvements with regards to the website;
- Coordinating the development of a new intranet whereby both organisers and the respective National Vice-Presidents for Seminars & Conferences could check and see the applications that were received for their ELSA Law Schools. The Intranet would also provide for a more secure application form and shall also provide ELSA International and the Network with more statistics;
- The creation of the application form for ELSA Law Schools;
- The creation of the privacy policy for ELSA Law Schools;
- The coordination of the 1st ELSA Law Schools Training Weekend which took place in Brussels, Belgium for organisers of different ELSA Law Schools.

**ELSA Delegations**

- Preparing all the necessary documents for ELSA to apply for observer-ship status within the International Maritime Organization (IMO);
- Researching new Organisations that ELSA can start to send Delegates to;
- Expanding on new cooperation's and therefore providing more diverse opportunities;
- Setting up the ELSA Delegations calls calendar for the term 2016/2017 which shall include a minimum of six calls;
- Submitting a 4-year report also known as 'Quadrennial Report' to the United Nations;
- Preparation for several calls for ELSA Delegations;

- Making sure that all Officers involved get the necessary information with regards to applications and selected participants.

#### **International Focus Programme**

- Preparing all the necessary documents and applying for observer-ship status within the United Nations Framework on the Convention on Climate Change (UNFCCC) and United Nations Environment Programme (UNEP);
- Researched different Organisations & Law Firms that could potentially become our IFP Partner;
- The establishment of a new IFP co-ordinating structure via the International Focus Programme Director and Coordinators structure;
- Preparations for the IFP Week coordination.

#### **ELSA Webinars**

- Researching different sustainable and long-term programmes that could be ELSA's software for this project. Short-listing the researched platforms;
- Testing out the researched programmes to evaluate all the benefits of each programme before proceeding further;
- Coordinating the 1st Webinar in ELSA history with the Council of Europe on Migration Law, which reached over 14,000 participants;
- 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;
- Administering the ELSA Webinars web-page;
- Establishing an annual cooperation with the Council of Europe whereby two Webinars per year are held;
- Coordination of the Webinar with K&L Gates in line with the Legal Research Group;
- Coordinating the 2nd Webinar with the Council of Europe for the term 2016/2017;
- Researching different programmes for participants to be able to ask questions;
- Discussing various methods of promotion with the Vice-President for Marketing for the ELSA Webinars Logo, the marketing campaign and the launch video.

#### **IBA-ELSA Students' Conference**

- Coordination of the second international annual Conference on International Courts and Tribunals in London which is held in cooperation with the International Bar Association. This is connected to the fact that on ELSA's behalf I am responsible for the academic programme and I will be the co-chair of this conference;

- One of my main tasks with regards to this conference is finding several international speakers that could form part of the panel discussions;
- One of my main tasks with regards to this conference was finding several international speakers that could form part of the panel discussions;
- I have assisted with the coordination of the promotion of the conference towards our network;
- Preparation for the 3rd edition of the IBA-ELSA Students' Conference.

#### **Miscellaneous**

- Communication with the network and the Coaching countries;
- Organisation of the Study Visits to the ELSA House;
- Updating the information that is provided on Officers' Portal;
- The creation of more S&C Tools;
- Updating the information that is provided on the Officers' Portal;
- Head of Delegation and coordinator for the ELSA's delegation to the World Forum for Democracy;
- Assisting the Vice-President for Moot Court Competitions at the EHRMCC in Strasbourg and at the EMC2 Regional Round in Singapore;
- Preliminary work on the new Study Visit Guide.;
- The coordination of the ELSA Christmas Cocktail & Transition BBQ;
- Trips to the National Council Meeting in Marburg, Athens, and Uppsala.

Alyona Litvinova

| Vice President for Student Trainee Exchange Programme  
of ELSA International 2016/2017

### General

- Creating the STEP Calendar 2016/2017;
- Finalising the selection results from the term 2015/2016 – dealing with the remaining cancellations;
- Cooperation with the IT team on updating of the STEP interface;
- Introduction to the long-term STEP Traineeship Providers and renewing the cooperation with some of them;
- Appointing of the STEP International Team;
- Conducting STEP Workshops at the VI KAM in Münster, ICM Porto and ICM Prague;
- Introduction to the Coaching Countries;
- Job Hunting: Finalising TSFs with ELSA International traineeship providers, delegate central work to my Assistants for Job Hunting (2 cycles);
- Website upload: Uploading EI traineeships, assisting my coaching countries and other National Officers with the website upload (2 cycles);
- STEP Launch: Preparation of the STEP Countdown in cooperation with VP Marketing, preparation of the STEP Portal and STEP Interface for the Student Hunting (2 Cycles);
- Matching: Uploading TSFs on the STEP Interface, conducting matching for all EI traineeships + 6 National Groups, informing Hosting Groups about the matching results/forwarding the applications (2 cycles);
- Selection results: receiving the selection results and uploading them to the STEP Portal (2 cycles);
- STEP Coaching Team: contact via e-mail/Facebook with my coaching countries (6+2), participation in Team Skype meetings;
- STEP Coaching Strategy: participation in creation of strategy;
- Assisting in the creation and distribution of the STEP Coaching Survey;
- Implementation of the online Evaluation Forms;
- Attending and active participating at AIJA Half Year November Conference in Verona, Italy;
- Concluding the partnership agreement with Bierens Debt Recovery Lawyers in cooperation with Robert Vierling;
- Negotiating MoU with Australian Law Students' Association;
- Negotiating and finalising amendments to MoU with Asian Law Students' Association (finalized July 2017);
- Meeting with Camscape about improvements that can be made to the STEP Portal as

well as general ELSA IT work;

- Coaching visits to the NCMs of ELSA Germany, ELSA Spain, ELSA Croatia and ELSA Switzerland;
- General contact with my coaching countries;
- Preparation for the transition;
- Delivering of the transition, meeting with the partners for the handover of the responsibilities;
- Finalising the yearly statistics and final handover of the tasks;
- Sending all the articles for the Annual Report to VP Marketing 2016/2017.



**ELSA INTERNATIONAL TEAM 2016/2017**

Narmin “Nana,, Aliyeva

| Assistant for Training of ELSA International 2016/2017

- Compilation of Training Strategy, and its implementation means;
- Survey among the National Groups to identify the current status;
- Increase of awareness by means of promotion and coaching;
- Promotion of ELSA Training by creating marketing materials;
- Collection of testimonials from the Groups that have already organised a training event, and sharing those testimonials with the Officers;
- Promotion of materials on ELSA Training, such as “Agility” magazine, NTP Handbook, and etc;
- Contact with the majority of the National Secretaries General, discussion held with them individually (“coaching”);
- Workshops delivered at SAM Lviv, ICM Porto and ICM Prague;
- Small improvements made to the webpage of ELSA Training;
- Assistance provided to the Groups with regards to the ITP Training Request.

Karolina Bogusz

| Assistant for Human Resources of ELSA International 2016/2017

- Human Resources workshop during II Slavic Officers' Meeting in Prague;
- Contact with National Groups;
- Encourage National Groups to implement Human Resources Strategy;
- Coordinating Human Resources challenge for IMers;
- Providing workshops for Internal Management at ICM Porto and ICM Prague;
- Help with Human Resources section proposals for ICM Prague;
- Consulting recent problems with National Groups.

Andrew Dumbrava

| Assistant for IT of ELSA International 2016/2017

- Providing support in terms of website maintenance:
  - Searching and implementing solutions for different WordPress issues;
  - Provided help in content creating;
  - Created 3 more websites and prepared them for use.
- Providing assistance as a liaison between the International Board and Camscape;
- Providing help in developing the ELSA google mailing system.

Ruth Azzopardi, Donal Merrick  
Joris Digners & Cecilie Ostenfeld

| Proofreading Team of ELSA International 2016/2017

- Proofreading the IFP Almanac;
- Proofreading the 61<sup>st</sup> edition of Synergy Magazine;
- Proofreading the STEP Coaching Strategy;
- Proofreading the ICM Working Materials, including proposals, Activity Reports and Workshop descriptions;
- Proofreading the 62<sup>nd</sup> edition of Synergy Magazine.

Elena Maglio

| Assistant for EDF of ELSA International 2016/2017

- Studying the subject matter, identifying and reading relevant materials and regulations;
- Researching funds and relevant aspects in the EDF context;
- Chairing two working groups (Capital of the EDF and Contribution to the EDF). My task was to coordinate the work of the WGs in accordance with the treasurer of ELSA International, from the preliminary gathering of information to the outcome. In particular, I tried to stimulate the debate and to create a positive environment to reach agreement. Different working groups took different methods of investigation and followed different timelines.
- Exploring ways to implement the EDF statutes and regulations;
- Participating in ICM Prague workshops on EDF proposals and presenting the working groups' outcomes.

Filipe Machado

| Assistant for Facility Management of ELSA International 2016/2017

- Studied the current situation of the ELSA House and different contracts binding ELSA International, such as the rent agreement, internet and phone agreements etc;
- Put the International Board in contact with competent service providers;
- Contacted an architect, a notary, interior designer and a plumber;
- Attended meetings with externals when necessary;
- Optimised service providers, from three providers to one single provider for phone and internet;
- Dealt with personal tasks for IB members, such as translation work, comparing transport offers and checking up on the ELSA House in the absence of the International Board.

Andreja Friškovec

| Assistant for Publications of ELSA International 2016/2017

- Administrative work with the shipping list;
- Tracing the packages;
- Proofreading of the articles sent for submission from members of the ELSA Network;
- Inquiring for articles from National/Local Groups regarding the activities organized by them and from Externals;
- Communication with the Proofreading team regarding the Annual Report 2016/2017 and 62nd edition of Synergy.

Nikolai Karleif Lyngnes

| Graphic Design Team of ELSA International 2016/2017

- ELSA Brand book layout creation;
- Marketing packages creation (ELSA Day & ELSA Law Schools);
- ELSA Law Schools logo creation.



Alex Adamou

| Assistant for Academic Activities of ELSA International 2016/2017

- Working with VP AA to improve various areas in AA;
- Co-ordinated different subparts of the AA Area;
- Assisted with the launch of the LRG European Compliance Benchmark;
- Assisted with updating of the new website;
- Assisted and discussed about the development of the handbooks in AA area;
- Assisted with restructuring of the AA Specification and Evaluation Forms;
- Assisted with the creation of the quality standards in law reviews;
- Assisted with ICM Porto and ICM Prague workshop preparation;
- Proofread the AA Handbooks and other materials before publishing.

Romana Fridriková

| Assistant for ELSA Day of ELSA International 2016/2017

- Drafting the ELSA Day 2016 Outline;
- Administration of the specifications forms and upload of the events on the website;
- Review of the specification forms and preparation of the shortlist of events for the Council of Europe;
- Proposal for ELSA Webinar sub-topics;
- Communication with the National Coordinators, Organisers and the network;
- Administration of the evaluation forms and collection of audio-visual materials from the network;
- Review of the evaluation forms and preparation of the shortlist of events;
- Research and proposal for ELSA Day 2017 topics.

**Gertrud Bohler & Petro Lopreiato**  
**| Negotiation Competitions Team of ELSA International 2016/2017**

- Discussion on a weekly basis on Skype;
- Establishing a coaching group system in the team and introducing the concept of the competition to the ELSA Groups;
- Getting into contact with the ELSA National Groups which are organising a round of the ENC, providing support for them as well as for those Groups which are interested in potentially organising the ENC;
- Reviewing the materials forming the ENC Package (i.e. annexes, scores sheets) and improving them through the collection of drafted cases and scenarios by previous negotiation experiences to be used by the National Groups and revised score sheets.

**Desirée Ramada, Kristýna Tranová, & Mariagiulia Cecchini**  
 | International Coordination Team for the ELSA Legal Research Group on European  
 Compliance Benchmark of ELSA International 2016/2017

**Kristýna Tranová, International Human Resources Coordinator**

- Assisted with drafting the General Outline of the project and contributed to other supporting materials;
- Contacted National Officers in order to recruit National Coordinators;
- Frequently communicated with National Coordinators, help them with their recruiting process, answering any questions;
- Communication with the International Legal Research Group team and with the Vice President for Academic Activities;
- Revised the applications, approved the pre-selected participants for the National Research Groups.

**Mariagiulia Cecchini, International Research Assistant**

- Prepared answers regarding clarification emails from LRG's participants;
- Assisted with the preparations of the European Compliance Webinar;
- Searched and compiled a preliminary list of relevant materials: books, reports and websites;
- Studied the subject matter, identified and read relevant books, reports and websites;
- Provided the Academic Feedback and revised the National LRG Reports and Final LRG Reports.

**Bruno Filipe Lima Monteiro & Kerli Kalk**  
 | International Coordination Team for the ELSA Legal Research Group on Labour Law  
 of ELSA International 2016/2017

**Bruno Filipe Lima Monteiro**, International Academic Coordinator

- Participated in the ILO training to learn how to use the LEGOSH Database;
- Reviewed and provided feedback, with the assistance of the International Research Assistant, on the final reports of the participating 8 Countries for the LRG on Labour Law with ILO;
- Assisting the National Groups and Supervising the procedure of uploading the data to the LEGOSH Database;
- Clarified any questions and doubts about the Academic Framework and overall academic content;
- Coordinated the overall work of the International Research Assistants;
- Assisted in the overall coordinator of the LRG on Labour Law with ILO, as a member of the ICT;
- Discussed with the ILO Academic Supervisor matters and issues relating to the functioning of the LEGOSH Database.

**Kerli Kalk**, International Human Resources Assistant

- Keeping a comprehensive overview of all participants involved in the project;
- Creating a database of the work and university status of the participants;
- Asking for status reports for the final reports and confirming deadline extensions;
- Answer questions concerning human resources;
- forward questions about the academic aspects of the project to the International Academic Coordinator;
- Assisted with the distribution of the Certificates of Participation;
- Assisted with the preparations of Report Template;
- Frequent communication with the VP AA.

Constantina Markou, Despina Ziana, Kaleb Honer,  
Sam Hussaini, Alice Gould, Pavlo Malyuta,  
Hoang Anh Nguyen & Desara Dushi

| ELSA Law Review Team of ELSA International 2016/2017

**Constantina Markou**, Assistant for ELSA Law Review

- Relayed information to the Editorial Board as per the Director's instructions;
- Organised and lead skype meetings for coordination (Oct-Nov 2016);
- Sent formal promotion emails to more than 20 entities in Cyprus alone;
- Updated the internal review documents;
- General supporting work for the Editorial Board;
- Coordinated the promotion of the Call conducted by the Editorial Board;
- Coordinated the review of the submissions and the pre-selection of the articles.

**Editorial Board of the ELSA Law Review**

- Bi-weekly skype meetings for coordination (Oct – Nov 2016);
- Updating the contact info database for law faculties, institutions, societies, potential partners across Europe;
- Sending the formal call to all entities included in the updated database;
- Sending follow-up emails and answering queries;
- Personal messages to researchers, friends, and potential contributors;
- Promoting to groups through social media (Facebook, LinkedIn, etc.);
- Initial reviewing of the submissions.

**Alex Huitzi, Michelle Goossens, Lucie Kalousková & Fabian Beine**  
**| ELSA Moot Court Competition (EMC2) Team of ELSA International 2016/2017**

**Alex Huitzi, Director for EMC2**

- Since September 2016, I worked really close not only to the VP MCC, but also with the assistants and the OC of the Regional Rounds. We conducted several Skype meetings and used e-mail for further communication.
- We basically had three work-peaks during our term so far. Between these peaks of work, my work was basically answering emails and contacting the organizers on a day-by-day basis.
- Clarifications of the case: all the teams needed to send us their request for clarification to the author. Then we had to compile them in one document, organize them by issues and then send the document to the author.
- Enrolment of the teams: they had a lot of questions previous to the deadline on December, normally referred to the possible composition of the teams or the modification of team members.
- Submission of the Written Essays: we had to receive them all and send them to the Academic Board. We had to extend the deadline of the Written Submission due to some minor problems that were completely out of our hands.
- In June, I attended to the Final Oral Round in Geneva, together with the International Organization Committee. After four exhausting days, we managed to have another successful FOR. I also attended the evaluation of the Round, together with the WTO Secretariat and some Members of the Academic Board. We checked the possible things to improve and started working on the 16th Edition.

**Michelle Goossens, Assistant for Teams in the EMC2**

- Registered the teams for the competition;
- Assisted with questions regarding the case and the competition;
- Assisted with the content of the Team Information Booklet;
- Answering questions about the EMC2 rules;
- Collecting and answering Clarification Questions regarding the case;
- Collecting information from the Registration Form and taking care of the registration process;
- Sending invoices for the Registration Fee and supporting the Teams with financial matters regarding the Registration Fee and Participation Fees;
- Collecting Visa information;
- Attended the First European Regional Round in Cluj-Napoca, Romania;
- Attended the Second European Regional Round in Kyiv, Ukraine;
- Preparations for the Final Oral Round (FOR), Administrative help;
- Help with invoicing teams for FOR;

- Attended the Final Oral Round in Geneva, Switzerland.

**Lucie Kalousková**, Assistant for Panellists in the EMC2

- Created a table of contacts of potential Written Submissions Panellists;
- Invited potential Panellists to score Written Submissions;
- Assisted the VP MCC with keeping the Regional Rounds' organisers in contact with the Panellists;
- Distributed documents, Written Submissions and further information to the Panellists;
- Answered Panellists' questions;
- Gathered Score Sheets from the Panellists and forwarded them to the VP MCC;
- Communicated with EMC2 Partners who were sending their Panellists to the Regional Rounds;
- Invited the Panellists for the FOR in Geneva and arranging their time schedules;
- General communication with the Panellists during FOR in Geneva;
- A member of the OC in Geneva for the FOR.



Mark O'Reilly

| Assistant for Teams for the EHRMCC of ELSA International 2016/2017

- Processed the applications of the teams;
- Communicated information to and answered questions from the teams
- Collated the clarification questions;
- Kept regular contact with the Vice President for Moot Court Competitions and Director for the EHRMCC;
- Provided information to National MCC Officers as needed;
- Present in Strasbourg for the Oral Round of the Competition;
- Carried out time-keeping and organisational jobs as needed.

**Evgenia Podgorbunskikh, Elif Benan Yaman, Justyna Urbanowska,  
Ecem Kumsal Basyurt, Rowena Palijama, Felix Meyer,  
Nora Nagy & Roman Zapletal  
| Delegations Team of ELSA International 2016/2017**

**Evgenia Podgorbunskikh, Director for ELSA Delegations**

- Supervising the Delegations Team;
- Opening the September, November, January, March, May & July Calls – 49 different sessions - at Council of Europe, CICC, INTA, ITU, Missing Children Europe, OECD, OHCHR, UNCITRAL, UN ECOSOC, UNODC, WIPO and World Bank in 9 cities: Brussels, Geneva, New York, Malta, Paris, Strasbourg, The Hague, Vienna and Washington;
- Updating of the Guidelines for ELSA Delegations to the UN ECOSOC, UNCITRAL and WIPO in cooperation with Coordinators;
- Creating new Guideline for OHCHR;
- Creating new Guidelines for OECD and UNODC in cooperation with the coordinators;
- Promoting the Delegations among the network;
- Supervising ELSA Delegations to the Missing Children Europe conference in Malta, the Human Rights Bodies session in Geneva, the OECD Annual Forum in Paris and the ITU in Geneva;
- Reading the evaluations;
- Providing coordinators with letters of accreditation, letters of confirmation, letters of participation;
- Creating testimonials on the homepage;
- Representing ELSA at Delegations to Council of Europe at the World Forum for Democracy in Strasbourg;
- Presentation of ELSA Delegations and the Delegations Team at the S&C workshop during the ICM Prague;
- Organising Skype Meetings;
- Preparation of the list of organizations for the further expansion.

**Justyna Urbanowska, Assistant for Delegations**

- Reading applications and selecting potential delegates;
- Propose Organizations / Institutions for expansion according to the new IFP
- Expansion - searching for new partners (WMO, EEA);
- Representing ELSA at Delegation to Council of Europe at the World Forum for Democracy in Strasbourg;
- Presentation of ELSA Delegations and the Delegations Team at the S&C workshop during the ICM Porto and the ICM Prague;

- Reading evaluations and report to the Director;
- Informing the national VP S&Cs when someone from their national group was appointed;
- Promoting the Delegations among the network.

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**Ecem Kumsal Basyurt**, Assistant for Delegations

- Publishing the information about the upcoming calls for delegations & selection results on the ELSA Homepage;
- Reading applications and selecting potential delegates;
- Expansion - searching for new partners (WMO, IPCC, ICSU etc.);
- Reading applications and selecting potential delegates;
- Propose Organizations/ Institutions for expansion according to the new IFP;
- Promoting the Delegations among the network.

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**Elif Benan Yaman**, Assistant for Delegations

- Reading applications and selecting potential delegates;
- Creating Appointed Delegates Sheet in order to help the statistics during the term;
- Expansion - searching for new partners;
- Promoting the Delegations among the network;
- Presentation of ELSA Delegations and the Delegations Team at the S&C workshop during the ICM Prague.

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**Roman Zapletal**, Coordinator for UN ECOSOC and UNODC

- Supervising ELSA Delegations to UN ECOSOC & UNODC, general support via e-mail and social media;
  - Communication with respective representatives of the UN ECOSOC (or its subsidiary bodies) and the UNODC regarding the proper registration of all appointed delegates;
  - Providing the appointed delegates with letters of confirmation, letters of participation and invitation letters for visa purposes;
  - Assisting with academic preparation of appointed delegates;
  - Presentation of ELSA Delegations and the Delegations Team at the S&C workshop during the ICM Porto and ICM Prague;
  - Update of the Guidelines for ELSA Delegations to the UN ECOSOC;
  - Creation of the new Guidelines for ELSA Delegations to the UNODC in cooperation with the Director for Delegations;
  - Regular communication with other members of the Delegations Team via e-mail and social media;
  - Promoting the Delegations among the network.
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**Rowena Palijama, Coordinator for UNCITRAL**

- Supervising ELSA Delegations to UNCITRAL in both Vienna and New York;
- Supervising the first ELSA Delegation to the World Bank in Washington;
- Research within UNCITRAL – conducting research in order to make proposals for new sessions for future calls;
- Coordination of appointed delegates – informing both successful and unsuccessful applicants for UNCITRAL;
- Providing the appointed delegates with letters of confirmation, letters of participation as well as invitation letters for visa purposes;
- Maintain contact with the UNCITRAL secretariat – registering delegates to the respective sessions;
- Assisting with academic preparation of appointed delegates.

**Felix H. Meyer, Coordinator for WIPO**

- Supervising ELSA Delegations to WIPO in Geneva;
- Providing the appointed delegates with letters of confirmation, letters of participation and invitation letters for visa purposes;
- Representing ELSA during 2 Delegations at the WIPO;
- Cooperation with the other Team Members;
- Preparing letters of invitation and sending the letters of confirmation, letters of participation and letters of invitation to the delegates;
- Assisting with academic preparation of appointed delegates.

**Nora Nagy, Coordinator for UN Human Rights Bodies**

- Supervising ELSA Delegations to OHCHR, general support via e-mail and social media;
- Providing the appointed delegates with letters of confirmation, letters of participation as well as invitation letters for visa purposes;
- Regular communication with other members of the Delegations Team via e-mail and social media;
- Promoting the Delegations among the network;
- Presentation of ELSA Delegations and the Delegations Team at the S&C workshop during the ICM Prague;
- Assisting with academic preparation of appointed delegates.

Aneta Korcová

| Assistant for STEP Job Hunting of ELSA International 2016/2017

- Conducted research on potential STEP Traineeship Providers;
- Renewed old database, created a new one with 600 new contacts;
- Created draft e-mail for potential STEP providers;
- Got into contact with new potential STEP Providers;
- Worked on updating the Job Hunting part in the STEP Handbook;
- Prepared STEP materials for promotion;
- Prepared numbers for STEP Statistics for the second Cycle and for the whole year;
- Conducted training on The theory of Job Hunting at ICM Porto;
- Delivered workshops at NCM ELSA Czech Republic, Medlov (STEP in International Environment); 58. National Council Meeting of ELSA Austria, Wien (STEP basic knowledge); National Council Meeting of ELSA Slovak Republic in Bratislava (STEP basic knowledge); II Slavic Officers' Meeting Prague (STEP basic knowledge).

**Francesco Perrone & Miguel Perreira**  
| STEP Matching Team of ELSA International 2016/2017

<b>Francesco Perrone, Member of the STEP Matching Team</b>
<ul style="list-style-type: none"><li>• Upload traineeship requirements into the Matching Interface;</li><li>• Match applications with the traineeships and double check system outputs;</li><li>• Notify National Groups about STEP results.</li></ul>



<b>Miguel Perreira, Member of the STEP Matching Team</b>
<ul style="list-style-type: none"><li>• Input of the traineeship specifications into the Matching Interface;</li><li>• Matching of applications to the traineeships through the Matching Interface;</li><li>• Emailing matching results to the National Groups.</li></ul>

Inga Scheel

| Director for STEP Coaching of ELSA International 2016/2017

- Division of all ELSA Member Countries into STEP Coaching Countries;
- Creating a Coaching Strategy for the term 16/17, including internal and external communication goals, together with the STEP Coaching Team;
- Introduction and regular contact to my nine Coaching Countries: Albania, Azerbaijan, Georgia, Montenegro, Norway, Poland, Sweden, the Netherlands and the United Kingdom;
- Conduction of skype meetings as well as STEP transitions for those of my Coaching Countries that wished for it;
- Answering questions of and keeping in touch with my Coaching Countries and the STEP Coaching Team;
- Organization and preparation of regular skype meetings within the STEP Coaching Team;
- Creation and evaluation of a STEP survey regarding the STEP Coaching System, which was presented at ICM Prague in the STEP workshop;
- Preparation and conduction of a STEP workshop unit about how to perform a great transition and STEP Coaching for ICM Prague;
- Transitions with the new VP STEP of ELSA International, the new STEP Coaching Team and the new Director for STEP Coaching.

## International Internal Area Meeting Reports

### International Presidents Meeting – BEE Chair Report

| Jarl-Johan Héde

**Opening workshop of IPM Zagreb:**

- The election of the Workshop Officers to the nationals' and locals' workshops.
- Approval of the agenda and explanation of the workshop rules.
- Introductions and expectation sharing.

**Partner Opportunities:**

- Presentation of the partners and opportunities of ELSA International.

**International Update:**

- ELSA International presented their activity regarding the beginning of the term.
- ELSA International also went through upcoming events.

**International OYOP:**

- ELSA International presented IB's One Year Operational Plan.
- Discussions on preparing the new strategic goals, claiming the ELSA House, G Suite, diversifying partners and coaching system.
- EI highlighted promotion of the new G Suite system to the Network.
- Discussion on evaluation of the needs of National and Local Group partnerships and gathering of this information.

**Externals' Database:**

- EI gave a presentation on their idea behind the database and the information needed, regarding the content and structure of the partnerships within the Network.
- Roundtable on aspects regarding the database, such as useful information needed.
- Evaluation of means of gathering information and reporting, whether through So'TN or creating a purpose-based database.
- Recommendation of the WS was that EI should develop the concept of Externals' Database within the scope of what officers can share more widely.

**Partner Structures:**

- EI gave a presentation on partnership structures followed by a discussion regarding the structures and communication with the partners in the National Groups.
- WS was then divided into groups in order to discuss different partnership structures and the results were presented to the WS.
- These included evidence that project partnerships are the dominant form within the Network with general partnerships carrying different variations in smaller number.

**Financial Management:**

- EI presented the current situation of the Financial Management area and the tasks of the Treasurer.



**Strategic Goals:**

- EI gave a presentation on strategic goals and planning the new set.
- WS was divided into working groups to do SWOT-analysis on the situation of the Network.
- The results were presented to the workshop and compiled by the EI.

**National OYOPs:**

- National One Year Operational Plans were presented.
- Presentation accompanied an evaluation and exercise in presentation skills.

**Alumni as Externals:**

- Moritz am Ende gave a presentation on ELSA Lawyers Society.
- Discussion on Alumni followed, especially with developing the national alumni associations.

**National Network:**

- Roundtable discussion on the current status and development on the National Networks in different countries focusing on communication and cooperation between the local and national level.
- The workshop shared experiences and solutions to the problems highlighted.

**Strategic Goals 2.0:**

- EI went through the SWOT compiled on the basis of the results of the previous Strategic Goals workshop.
- The workshop was divided into groups in order to further think and develop the work started in the previous workshops.
- The results were presented to the workshop.

**Miscellaneous:**

- The National Groups had a chance to bring up topics of their own and discuss further the content of the IPM.
- Discussed topics were IFP, non-law related partners, externals' database, election procedure of the IB, alumni workshop and ICM Porto deposits.

**Closing:**

- All the participants had the chance to give their feedback regarding the IPM.
- ELSA International thanked the Officers and gave a closing speech.

## Supporting Area Meeting – IM Chair Report

| Herman Grøm

### **IM Opening Workshop**

- We opened the workshops, and dealt with matters such as the approval of the workshop agenda, election of workshop officers, and got to know each other better.

### **The Role of the SecGen**

- ELSA International had a presentation on the work and responsibilities of the Secretary General, and the role of the officer within the Board. Every part of the IM area was briefly covered. These issues were discussed in the workshop and every national group present contributed, and there was much experience sharing between the national groups.

### **OYOP**

- ELSA International presented the general and the IM part of the One Year Operational Plan of ELSA International. There was a brief discussion and Q&A on the OYOP of ELSA International. Further, we had a roundtable on OYOPs in the national and local groups present, and everybody talked briefly about their OYOPs.

### **IT**

- The new Google System (G Suite) provided by ELSA International was presented, and we watched a video on G Suite. We had a roundtable on which national groups had implemented the Google System, and we discussed matters regarding the implementation.

### **Statutory Meeting**

- We talked about what statutory meetings we have in ELSA, and touched on the ICM, the NCM and the LCMs. We discussed how the national and local groups organize their statutory meetings and shared experiences. Finally a few issues concerning the upcoming ICM Sarajevo was presented by ELSA International and there were a short Q&A on the topic.

### **Calendar**

- ELSA International presented the calendar scheduling opportunities in the Google System, and the calendar on elsa.org. We discussed the importance of a calendar and scheduling. There was a roundtable on the use of calendars in the national and local groups.

### **IB Update – Joint with IM, FM & MKT**

- ELSA International presented their current work and current issues, and there was a brief Q&A.

### **Regulations**

- ELSA International presented important parts of ELSA's regulations. We discussed the provision on the national groups requirement to have a Decision Book, and we had a really good discussion on the matter. In two later sessions we had working groups on how to create a Decision Book from nothing.

### **Human Resources**

- ELSA International had a presentation on Human Resources and all the Human Resources Cycles. We had a really good discussion on the topic.

**Human Resources**

- ELSA International had a presentation on Human Resources and all the Human Resources Cycles. We had a really good discussion on the topic.

**Communication**

- ELSA International had a presentation on communication and showed a video. We had a discussion on communication within the board, and communication between the Secretary General and the President.

**ELSA Training**

- We talked about ELSA Training and had a roundtable on ELSA Training in the national and local groups present, and what might be the reasons we do not organize more ELSA Trainings. This was a really good discussion and experience sharing. We talked about the International Trainers' Pool and the National Trainers' Pools.

**Alumni**

- ELSA International had a presentation on Alumni and we talked about how ELSA can benefit from expanding the focus on Alumni. We also touched on the ELS, and whether we should prioritize focusing on Alumni or recruiting for ELS.

**Hot Topics**

- We talked about the General Data Protection Regulation (GDPR) and we should do to implement the regulation adequately.

## Supporting Area Meeting – FM Chair Report

| Cezary Kinski

**General**

- It was a great opportunity to evaluate different approaches of the participants by giving them a relating task.
- All the participants were grateful for the exchange on their budgets details.
- It is always beneficial to see what's going on in other ELSA countries and what is the IB planning in their OYOP. The most interesting issue was the investment in the STEP IT area of 6000€ for modernization of the website.
- Evaluation of the Strategic Goals 2018 and discussion about Strategic Goals 2023 showed an aspiration towards uniformity in the network.

**Workshops**

- During the Workshops, it was agreed that the current situation regarding EDF funds should be re-evaluated. The self-sustainability of EDF is not achievable in the foreseeable future and a new system needs to be created.
- A discussion about creation of a consulting body for ELSA, which would serve as a support for legal, education and business activities of ELSA, emerged.
- The characteristics of the auditors' institution shall be changed – auditors shall serve as guarantees of internal regulations; accounting audit shall be outsourced to professionals.
- It was agreed that more joint-workshops with key-areas officers should be organized.

**Wednesday, 30<sup>th</sup> August**

- Election of the Workshop Secretary, Chair and the Director for ELSA Spirit
- Presentation of all ELSA FM officers present at the SAM Novi Sad 2017
- Approval of the workshops rules
- Approving the agenda

**Thursday, 31<sup>st</sup> August**

- Election of the second Secretary
- Overview of the general agenda and tasks for the upcoming week
- Evaluation of the budget of ELSA and its characteristics
- Discussion about the role of the treasurers in the board and issues regarding communication in the team
- Overall information about creation of sustainable budgets
- Discussion about different ways of improving communication in the board and getting-things-done applications
- Inside track on how the International Board of ELSA operates and what challenges it faces along the way

**Friday, 1<sup>st</sup> September**

- Brief overview of the financial obligations connected to the Membership status which applies to all ELSA Groups; discussion about the future self-sustainability of EDF

- Discussion about Strategic Goals 2023 and Strategic Planning part of the International Council Meeting Decision Book;

**Saturday, 2<sup>nd</sup> September**

- Discussion about proposed amendment to the budget regarding additional costs of modernization of STEP website and STEP IT' system.
- Overview of Grant opportunities and successful application therefor.
- Discussion about proposed new role of the auditors and outsourcing accounting and management control responsibilities to a professional auditing company.
- SWAT analysis of FM area.
- Q&A session

## Supporting Area Meeting – MKT Chair Report

| Marie Bakken

### Opening workshop

- Election of workshop Chair
- Election of workshop Secretaries
- Election of ELSA Spirit
- Presentation of the participants – roundtable
- Creating workshop rules
- Approving the agenda – without any changes

### What is Marketing?

- Defining our role and our responsibilities

### The identity

- Presentation of the Corporate Identity part in the ELSA Brandbook

### Branding

- Presentation of the branding assets and brandlines of the Flagship Projects and other big projects
- A sneak peek on this year's promotion materials for the EMC<sup>2</sup>
- Working groups on advantages and disadvantages of creating an own brand for some projects, also discussion on how big the projects would need to be before we create a separate brand for it

### Social media secrets

- Mapping in which channels the different National and Local groups are present
- Sharing tips and tricks

### “Backstage” – joint

- Presentation of and update for the International Board

### ELSA Day

- Presentation of the marketing materials for the previous editions of ELSA Day
- Discussion on whether or not a rebranding of the concept would be good – the workshop was quite divided on this topic

### Strategic planning – joint

- The IB talks about the strategic goals, and why we need them
- Input from the workshop on how to formulate the next strategic goals of ELSA International – working groups

### The ELSA logo

- Discussion – pros and cons about the ELSA logo; approximately half of the people in the workshop does not like the visual appearance of the current ELSA logo
- Discussion – pros and cons of changing the logo; the financial perspective, risk of losing recognisability etc.
- Presentation of other student organisations logos for inspiration
- Suggestion by ELSA International to keep the graphic element in the logo, but allow usage without the subtitle – the workshop was mostly positive towards this
- Looking at the logo change proposal from 2013

- Discussing what we would like a new logo to look like
- The workshop suggests that it be created a working group to look at every aspect of changing the logo – making budgets etc. That way we can be sure what we want to do by the end of the year

**Marketing strategy**

- Talking about how to make a marketing strategy, the different phases etc.
- Case assignment – divided into working groups the workshop made three different marketing strategies for three imaginary projects; one international conference, one moot court competition and one institutional visit

**Open forum**

- The workshop wanted to discuss two topics; ELSA membership cards and promotion of national moot court competitions
- ELSA membership cards – the workshop participants were sharing their practices and experiences
- Promotion of national moot court competitions

**Closing workshop**

- Evaluation of the week – roundtable

## Key Area Meeting – AA/MCC Chair Report

| Elina Larsson

### A Brief Summary

KAM is an opportunity for officers of ELSA on the national and local level to be educated on their respective areas and to be inspired by each other, and this years' edition proved to be no exception.

In the opening workshops the VPAA and the VPMCC of ELSA International held presentations, went over their OYOPs and provided a lot of information on the things happening on their level and what their area entails for example the change from the last ICM in Prague where it was decided that VPAA should take over responsibility for the EHRMCC so that the VPMCC does not have an unbearable workload during their term.

They also went over all the activities that fall under their areas that national and local officers can choose to organize during their terms. All presentations were followed by Q&A session where the participants got the chance to ask questions. There were also presentations of the OYOPs of the national and local officers who were present.

Another important part of the conference was the participants being divided into smaller working groups to discuss issues and then present them to the full group afterwards to highlight challenges and possible solutions.

This was done with regards to ELSA Day, Promotion of flagships projects, EHRMCC pre-moots and the Strategic Goals to mention some. It brought the opportunity to learn what different issues there are with certain projects in different countries and what are being done to counter them or if they seem impossible to overcome at the moment.

The last part of the conference was spent on discussing miscellaneous things such as how the LRGS are going, what kind of regional collaboration is happening in ELSA at the moment (like the Nordic Officers Meeting in November just mention one) and the ENC's.

All in all, it was an exceptionally informative meeting which I am certain left many officers feeling more equipped and inspired for their individual ELSA journey.



## Key Area Meeting – S&C Chair Report

| Kaja Piene

### **Introductory Workshop**

- Welcome and introduction
- Election of workshop officers

### **Introduction to the S&C Area “Warm up”**

- Presentation of S&C Area
- Discussion about how to be a good officer
- Discussion about how to present S&C

### **OYOPs and plans**

- Presentation of ELSA Internationals OYOP for S&C
- Roundtable of national and local OYOPs and goals

### **IFP Environmental Law – Joint AA/MCC and S&C**

- Presentation of the last IFP week
- Discussion about the statistics, many events were not part of the statistics because they were never evaluated
- Working groups on why the IFP week hasn't been so successful and how to make it better. The groups suggested that the problems were communication, lack of awareness, bad timing and a lack of motivation among local officers because they didn't choose the topic themselves and don't understand why we have the IFP

### **ELSA Law Schools**

- Presentation of ELSA Law Schools
- Discussion of experiences, most were positive
- ELSA International informed about the copyright issues with the images in the Law Schools Portal
- Presentation and discussion about the Winter ELSA Law Schools; there will be 6 this year

### **ELSA Delegations**

- Presentation of ELSA Delegations
- ELSA International introduced the idea of ELSA side events, positive feedback
- Discussion about promotion and appointment of delegates

### **IFP Week**

- Discussion about whether to have an IFP week or a month. The workshop had mixed opinions but most were positive towards having a month
- The workshop agreed that April was a good month

**Study Visits and Institutional Visits**

- Roundtable on organizing Study Visits and Institutional Visits and the challenging parts of this. Challenges mentioned included getting enough participants, logistics and fundraising
- Case study in working groups on planning an Institutional Visit to Brussels
- Short discussion about whether to have participant contracts

**International Conferences**

- Presentation about the idea of a unification of international conferences
- Discussion about quality standards. International topics, accommodation standards and a certain number of hours of academic hours were suggested
- Discussion about whether to have a notification deadline and a portal
- The workshop had mixed opinions towards the unification idea

**The future of ELSA Law Schools**

- Discussion about the training weekend. The workshop wanted to keep the weekend, but did not agree on a date. It was suggested to have a separate weekend for Winter ELSA Law Schools
- Discussion about promotion
- Discussion about standards for food accommodation. The workshop was mixed about what to regulate, but agreed that the accommodation should be specified in advance so that the participants have realistic expectations. The workshop agreed that it's important to consider people's allergies, less so to have varied food
- Roundtable on planned law schools
- Discussion on whether or not to have a shorter application period. Mixed opinions

**Strategic goals**

- Presentation of the current goals
- Discussion about new goals. Mixed opinions about how concrete the new goals should be, discussion about what the goals are meant for

**Promotion of S&C events**

- Presentation and roundtable about promotion. Suggestions included focusing on the unique aspects of ELSA, the most interesting projects, tailoring your presentation after who you're presenting to, having free food
- Watching a TED talk about promotion

**ELSA Webinars**

- Presentation and discussion about webinars
- ELSA International has planned a webinar for ELSA day. Some of the local groups will have webinars

**Miscellaneous and closing**

- Roundtable about strengths and weaknesses. These varied a lot between the different groups

## Key Area Meeting – STEP Chair Report

| Barlascan Alphan

- STEP Introductory Workshop: Presentation of the main purpose and rules of KAM, general information regarding to the KAM and STEP Workshops, introducing participants and their expectations;
- STEP Procedure Workshop: Presentation of STEP Procedure, STEP Internal Interface and STEP Website and roundtable discussion related to them. Additional roundtable to learn how the transitions went in the respective countries;
- STEP Tools Workshop: Presentation regarding to the STEP Tools. Brainstorming for new Marketing Materials for STEP. Introduction of White Board Animations, roundtable discussion about White Board Animations and videos.
- STEP Calendar Workshop: Introduction of new STEP Calendar. Introducing the deadlines for the current STEP Year. Opinion sharing and general feedbacks regarding to the new STEP Calendar.
- STEP Statistics Workshop: Presentations of the 2nd Cycle Statistics and Statistics for the term 2016/2017. General discussion about the Statistics and how to improve them. Brief discussion about the cancellations in the term 2016/2016. Roundtable discussion about the problems of National Groups faced in the previous term and how to overcome them in the current term.
- Job Hunting Theory Workshop: Presentation from ELSA International regarding to what Job Hunting is, how to conduct a perfect Job Hunting interview, tools to be used in a Job Hunting interview and problems which may be encountered during a Job Hunting interview. Open discussion has been made in the Workshop whether should STEP expand more outside Europe and should ELSA allow non-European students to apply for STEP.
- Job Hunting Practice Workshop: Practical tasks and role-play to enhance Job Hunting skills, and to learn possible scenarios may be encountered during a Job Hunting interview.
- STEP Sustainability Workshop: Presentation from ELSA International regarding to what STEP Sustainability is, IT in STEP and Finances in STEP (STEP budget, STEP Partners). After the presentation, roundtable discussion and opinion sharing on new STEP IT solutions and other IT improvements which can be made in STEP. Open discussion for new fundraising ideas for STEP.
- Cancellation Workshop: Presentation from ELSA International regarding to the statistics on cancellation from Traineeship Providers and Applicants and how to prevent those cancellations. Brief discussion on the Penalty System. A role-play in the workshop to comprehend several types of cancellation scenarios and how to overcome them.
- Strategic Goals Workshop: Presentation from ELSA International on Strategic Goals of ELSA International. Roundtable discussion on current Strategic Goals, what do Workshop thinks about them and what they would like to change in current Strategic

Goals. Workshop was divided into groups and each group presented their opinions to Workshop.

- OYOP Workshop: Presentation from ELSA International on current One Year Operational Plan of ELSA International. A brief discussion regarding to the content of OYOP.
- STEP Team Workshop: Presentation from ELSA International on STEP Team. Roundtable discussion on each countries operation system on STEP, do they have a STEP Team, and how is the task distribution and communication within their respective Local or National Groups.
- Joint Workshop with AA, MCC, S&C and STEP on Strategic Planning: Presentation from ELSA International on Strategic Goals. After the presentation, Workshop was divided into groups to come up with some solid findings and discuss what the next Strategic Goals should include for the next International Council Meeting. Each group shared their own findings to the Workshop in a certain amount of time given to them.
- Miscellaneous and Closing Workshop: Some discussions remained from the previous Workshops were discussed and concluded. Each participant of Workshop expressed their opinions whether STEP Workshop and KAM overall fulfilled their expectations or not.
- During the whole KAM team-building activities were made, such as energizers, games and punishments, which helped STEP Workshop bound easier which resulted in many productive discussions.
- General overview on the workshop: There was a nice and friendly energy within Workshop. Everybody was very productive and everyone contributed to the workshop as much as they could. There were some fresh and creative ideas and arguments regarding to STEP.

## PROPOSALS

### THE INTERNATIONAL BOARD

#### **No 1: 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

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### **2. Participation Fees**

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~~2.6 In case the groups mentioned do not present their application to host an International Council Meeting, they will be liable to pay the difference between the fee they were charged and the extra-delegate fee established by the Organising Committee.~~

#### **Comments:**

Due to the fact that the concept of “extra-delegate fee” no longer exists during the application period for the International Council Meetings, we find it appropriate to take this provision out of the International Council Meeting part of the Decision Book.

## No 2: 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

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### 5. Application to host an International Council Meeting

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~~5.3 The application shall be handed in to the International Board not later than the third day of the International Council Meeting where a vote on the application in question is scheduled to take place. Similarly, copies of this application (or summarised versions thereof) shall be made available to all members present at the International Council Meeting within the same deadline.~~

~~5.4 In the case where the call for nominations for candidates for ICM Hosts is extended by the International Council beyond the deadline referred to in the preceding point 9.3, the submission of the application to the International Board and to the members shall not take place any later than midnight of the day prior to the final Plenary session.~~

#### Comments:

These are structural changes that should follow after the amendments to the International Council part, Articles 4.3 and 4.4 of the Standing Orders were approved by the Council at the ICM 2017 in Prague. Minutes from ICM Prague 2017 can be found [here](#).

## **No 3: 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

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### **3. ~~Host~~**

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### **3. Application to host an International Area Meeting**

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### **4. ~~Attendance~~**

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### **4. Applications**

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### **5. ~~Fees~~**

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### **5. Participation Fees**

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**Comment:**

The purpose of this proposal is to adjust the titles of the articles to the ones there are for the International Council Meetings of IM part of the International Council Meeting Decision Book.

## No 4: 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 Fees

5.2 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 ~~days~~ nights of the IPM and maximum 2 extra nights per each one of them.

5.3 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 ~~days~~ nights of the SAM and maximum 2 extra nights per each one of them.

5.5 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 ~~days~~ nights of the KAM and maximum 2 extra nights per each one of them.

### Comment:

The purpose of this proposal is to adjust the text of this particular provision with the rest of the document.

## No 5: International Council Meeting Decision Book amendment concerning Training of the IM part

The International Board is proposing the following to the Council:

# Training

### ~~2. Obtaining trainings from the ITP~~

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### 2. ITP Training Request

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**Comment:**

Due to the fact that applying for ELSA Training no longer involves an actual “obtaining” of it through filling out the Pre-Training Questionnaires, we find it appropriate to change the title of the provision into the title that reflects the real procedure of application.

## No 6: 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 ~~annually~~ the Refreshment Weekend and ~~biannually~~ 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.

#### Comments:

This change will supposedly be made in order to improve the general motivation of the Network to become Trainers by creating an actual opportunity for each generation. In the past many motivated ELSA members were losing a chance to participate at the Train the Trainers' Week and become a Trainer simply due to the reason that they had to wait for another year. Moreover, this is a practice used in many Associations that have their own Trainers' Pool and it works perfectly well ensuring the quality and quantity at the same time.

## **No 7: International Council Meeting Decision Book amendment concerning Uniformity of the Marketing part.**

The International Board is proposing the following to the Council:

### **Uniformity**

Everyone shall value and respect the ELSA brand. To ensure this, everyone shall follow the uniformity rules, because only then the ELSA brand will be strong and recognised by a large public. Apart from the rules outlined in this section, as far as no collision occurs, the ELSA ~~Identity Handbook~~ Brandbook provides further, non-binding, guidelines on the visual image of ELSA.

#### **Comment:**

The International Board 2016/2017 introduced a new document containing the Brand Uniformity rules. The change of the regulation follows the renaming of the Corporate Identity outlines document.

## No 8: 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

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1.3 For a specific reason, the logo can be featured without the subtitle when relatively small. In that case it shall not be used in combination with any other subtitle or name.

1.3.1 Relatively small means that the width of the design is 30 mm or less or if the material production technology makes it impossible to use the logo with the design.

1.3.2 The exception in point 1.3 does not apply for business cards, letterheads, envelopes and digital publishing.

1.3.2.1 Digital publishing includes (but is not limited to) webpages and social media.

#### **Comment:**

The change is aimed to regulate the cases of logo usage with embroidery, embossing, engraving and other techniques that would make the logo subtitle's letters hard to represent in a normal size of logo.

## No 9: 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

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1.7 The name of the National or Local Group shall be written in the font *EB Garamond*.

The name shall be in the same type size and colour as the subtitle.

The name shall be written in capital letters.

The name shall be perfectly centred under the subtitle with a fixed spacing of X, as mentioned under 1.5.

The National Group name should appear only in English.

#### **Comment:**

The change is aimed to reflect the reality a lot of ELSA Local Groups encounter. A lot of cities ELSA is present in don't have English names or they are not in use at all. The proposed change limits the obligation of using English name in the logo to the National Groups only.

## No 10: 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

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1.10 The logo can be featured only in the following colours:

ELSA blue:	CMYK: 100 85 0 0	RGB: 10 48 135	HEX: #0A3087
Black:	CMYK: 0 0 0 100	RGB: 0 0 0	HEX: #000000
White:	CMYK: 0 0 0 0	RGB: 255 255 255	HEX: #FFFFFF
<del>Grey:</del>	<del>CMYK: 0 0 0 60</del>	<del>RGB: 102 102 102</del>	<del>HEX: #666666</del>

#### Comment:

For the purpose of simplification Uniformity Rules the palette of logo colours should be limited to the ones being actually in use. As it is not recommended to use grey logo and there are no specific situations it would be the only one possible to be used, ELSA International proposes to strike it out from the Decision Book.



## **No 11: 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**

## **1. Academic Activities (AA) Projects**

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### **1.1 Academic Competitions**

1.1.1 An academic competition is an ~~organised~~ 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.

#### **Comment:**

The word “event” itself already indicates that some form of organising takes place.

## No 12: 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 Moot Court Competitions

## 2. The ELSA International Moot Courts

### 2.2 The European Human Rights Moot Court Competition (EHRMCC)

2.2.1 The EHRMCC is a simulated hearing of the European Court of Human Rights. The competition consists of a minimum of two rounds: the written round and the Final Round. National Groups may organize ~~National Rounds~~ national or regional EHRMCC Premoots.

#### **Comment:**

The aim of this proposal is to ensure unified definitions regarding the EHRMCC across the network.

## No 13: 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

## 1. Academic Activities (AA) Projects

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### 1.2 Legal Research Group

#### 1.2.2 Participation Policies regarding International Legal Research Group

##### 1.2.2.1. Responsibilities of ELSA International:

- Coordinate the participation of the National Groups in an International Legal Research Group;
- 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 within 5 days after concluding the Call for National Coordinators;
- 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 National Coordinators and the National Group the applications for other national positions within the Legal Research Group within 5 days after the application period for the positions have concluded.

##### 1.2.2.2 Responsibilities of the 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;

#### 1.2.2.3 Responsibilities of the 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 of the national research.

1.2.2.4 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.

#### **Comments:**

The International Council Decision Book has no regulations regarding International Legal Research Groups, leading to several issues with miscommunication and misconceptions of the project in the past. Moreover, the International LRGs continuously struggle with keeping to the timeline set out in the beginning, thus a clearer overview and specific timelines would help lessen the delays. The timelines are set based on the timelines of previous International Legal Research Groups conducted with the aim to also provide some flexibility within the system itself.

## No 14: 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

## 1. Academic Activities (AA) Projects

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### 1.3 Lawyers at Work Event

1.3.1 ~~Lawyers at work events (L@W events) involve a practical inside view into the legal profession and shall therefore involve interactive learning opportunities such as for example case solving, legal courses or job interview and CV trainings. 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.

### Comments:

To ensure that the AA section of the International Council Decision Book follows the same logic of proposals after ICM Prague, the L@W event section is divided into two – definition and specifications.

## No 15: 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

### 1. Academic Activities (AA) Projects

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#### 1.4 Law Review

1.4.1 A Law Review is a legal publication consisting of contributions from students, practitioners and academics.

1.4.2. 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.

1.4.3 The AA officers shall ensure that the Law Review has an Editorial board responsible for selection of contributions of the highest academic standard.

1.4.4 The Editorial board should consist of students, practitioners and academics.

#### **Comment:**

There are no regulations regarding the Law Review 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 Law Reviews are an invaluable part of Academic Activities, there should be a section dedicated to them in the Decision Book as well.

## No 16: International Council Meeting Decision Book amendment concerning Policies concerning AA projects of the AA part

# Policies concerning AA Projects

### 1. Academic Activities (AA) Projects

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#### 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 and more ELSA groups
- d. International – conducted by ELSA International in cooperation with an academic partner

#### Comments:

There are several LRGs of different nature conducted in the Network, yet no unified definitions of them. Thus, to ensure a clearer understanding of the scope and nature of the project across the Network, the project would benefit from having these specifications in the Decision Book.

## No 17: 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:

# General Responsibilities in AA Policies concerning Moot Court Competitions

## 2. The ELSA International Moot Courts

### 2.1 The ELSA Moot Court Competition on WTO law (EMC<sup>2</sup>)

2.1.1 The EMC<sup>2</sup> 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 ~~pre~~ National Rounds.

### Comments:

The term pre-National Rounds is no longer used in EMC<sup>2</sup> terminology, instead the term “National Rounds” are. Therefore, the proposed change would ensure more clarity in the organisation of the competition. Also, we propose the use of the regular number-two to the proper square-sign.



## No 18: 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:

# General Responsibilities in AA

### 3. Responsibilities of International AA Officers

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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 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:

It is unclear at the moment with whom the responsibility of the Network support for moot court competitions lies. Therefore, it would be beneficial to specify this to ensure clarity in the structure of the Association.

## **No 19: International Council Meeting Decision Book amendment concerning S&C Policies, Minimum Quality Standards and Responsibilities, Scientific Events of the S&C part**

The International Board is proposing the following to the Council:

# **S&C Policies, Minimum Quality Standards and Responsibilities**

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## **2. Scientific Events**

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### 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.

~~e.~~ 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.

~~d.~~ 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.

~~a.~~ 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.

~~b.~~ 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.

**Comments:**

During the term of 2016/2017 the Working Group on S&C Handbooks has focused on updating outdated S&C Handbooks. The main task of the Working Group was to update the S&C Handbooks in accordance with the new regulations, also restructuring and simplifying the Handbooks in a more logical way, in order to make it more understandable, thus more beneficial for our Officers. The proposal above is to change the structure of the definitions of the Scientific Events in accordance with the updated S&C Handbook.

## **No 20: International Council Meeting Decision Book amendment concerning S&C Policies, Minimum Quality Standards and Responsibilities, Scientific Events of the S&C part**

The International Board is proposing the following to the Council:

# **S&C Policies, Minimum Quality Standards and Responsibilities**

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## **6. ELSA Law Schools**

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### **6.2 Requirements of ELSA Law Schools**

ELSA Law Schools:

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6.2.5 Shall include at least ~~2024~~ 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.

### **Comments:**

The ELSA Law Schools are one of the leading projects of our Area. As the S&C officers, we are constantly seeking out ways to ensure the high quality of our events. During the ICM Prague and KAM Bratislava the number of hours of the Scientific Programme has been discussed at the workshops, and as a conclusion, the general consensus of the Workshops was towards increasing the length of the Scientific Programme. This is why we want to follow the request of S&C Officers and increase the minimum hours of Scientific Programme for ELSA Law Schools.

## **No 21: International Council Meeting Decision Book amendment concerning S&C Policies, Minimum Quality Standards and Responsibilities, Scientific Events 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 ELSA Law Schools System**

#### **6.3.2 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 ~~should~~shall take place between the 1<sup>st</sup> of July and the 20<sup>th</sup> of September. To qualify into the winter Cycle, the ELSA Law School ~~should~~shall take place between the 10<sup>th</sup> of December and the 20<sup>th</sup> of March.

#### **Comments:**

According to the Council Meeting Decision Book complying with the ELSA Law Schools Cycle is regulated as one of the requirements of ELSA Law Schools with a possibility of ELSA International allowing exceptions. The change of wording is necessary to make sure that the provisions of the Decision Book are consistent with each other.

## No 22: International Council Meeting Decision Book amendment concerning S&C Policies, Minimum Quality Standards and Responsibilities, Scientific Events 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

### 6.3.2 ELSA Law Schools Cycles

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- b. 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 ~~an Event~~ 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. 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. An ELSA Law Schools Cycle may be waived by ELSA International if there is less than 10 ELSA Law Schools specified for a Cycle.

**Comment:**

These provisions are proposed to be changed for the sake of clarification and compliance with the terms used in the S&C Area.

## **No 23: International Council Meeting Decision Book amendment concerning S&C Policies, Minimum Quality Standards and Responsibilities, Scientific Events of the S&C part**

The International Board is proposing the following to the Council:

### **S&C Policies, Minimum Quality Standards and Responsibilities**

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#### **6. ELSA Law Schools**

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...

##### 6.4 ELSA Law Schools Training Weekend

ELSA International shall organise a training weekend in order to train the Organising Committees of ELSA Law Schools.

#### **Comments:**

During the term of 2016/2017, the first training for ELSA Law Schools was organised by the International Board of ELSA. With this training, ELSA International not only educated the officers who attended the training, but also looked in to the details of their respective ELSA Law Schools individually, and focused on improving their quality. A significant improvement of the quality of those ELSA Law Schools was visible during the Summer Cycle of the term of 2016/2017. This is why, we believe the ELSA Law Schools Training Weekend is a great tool to educate our Officers and should be continuous. To ensure that we propose that it should be regulated in the Decision Book.



## No 24: International Council Meeting Decision Book amendment concerning S&C Policies, Minimum Quality Standards and Responsibilities, Scientific Events 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

### 6.5 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.

#### Comment:

According to the Strategic Goals 2018, the ELSA Law Schools are considered to be the leading scientific events of the network. The constant growth in the number of ELSA Law Schools has ensured that it is one of them. Consequently, there is an imbalance between the focus we put on the number of law schools and the effort to have a unified understanding of minimum quality standards.

As a result of evaluating the first two years of the ELSA Law Schools Unification process, it is evident that the following points need to be clarified and regulated to ensure the high quality and prevent future disputes:

- Minimum Quality Standards
- Privacy Policy
- Cancellation Policy

### ~~6.4~~ 6.6 Responsibilities

~~6.46~~.1 ...

~~6.46~~.2 ...

### ~~6.5-6~~ 7 Quality Control

~~6.57~~.1 ...

~~6.57~~.2 ...

~~6.57~~.3 ...

~~6.57~~.4 ...

~~6.57~~.5 ...

**Comments:**

ELSA International proposes to regulate abovementioned topics with an Agreement that will be signed between ELSA International and the Organising Committee. In this way, over-regulating the Decision Book will be prevented in accordance with the clean-out carried out during the previous term and also such an Agreement will provide adaptability throughout the years according to the benefit of the network without a need of a change of the regulations.

## No 25: International Council Meeting Decision Book amendment concerning S&C Policies, Minimum Quality Standards and Responsibilities, Scientific Events 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

### 6.46 Responsibilities

#### 6.46.2 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. ~~to inform the Council about the use of its executive powers.~~

6.56.1 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.

6.56.2 In order to prevent potential problems regarding the organisation of ELSA Law Schools, ELSA International shall undertake a coaching role during the whole process.

6.56.3 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.

6.56.4 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 inform all National Groups about the subject matter of the case;~~
- ed. to accept an ELSA Law School into the current Cycle after the end of the Specification Period, upon presentation of an individual case.

6.56.5 The Vice President for Seminars & Conferences shall report in a workshop during the International Council Meeting about the use of the executive powers.

**Comments:**

Informing the Network about the use of executive powers can depending on the situation be either very beneficial or very harmful to all parties involved. Therefore, to ensure that each case could be evaluated individually and handled delicately, we propose to remove the obligation for ELSA International and the International Board to inform the network in all cases. Considering that the International team has not done so in the past and the International Board will continue to have the obligation to report the use of its executive powers at a workshop at the International Council Meetings, this proposal would not mean a lack of communication, but ensure that all cases will be handled with necessary care.

## No 26: 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
  - i. The Job Hunting Deadline is in October or November.
  - ii. The Student Hunting Deadlines ~~is~~ are before the 24<sup>th</sup> of December.
- b. Second Cycle
  - i. The Job Hunting Deadline is in March or April.
  - ii. The Student Hunting Deadlines ~~is~~ are in April or May.

### Comment:

As we have an External and Internal Student Hunting Deadline, we propose putting the plural tense in this part of the Decision Book, in order to make this provision accurate.

## No 27: 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

(...)

e. 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.

### Comments:

We also consider a traineeship to be paid when the remuneration is given by the Local or National Group. We propose adding this sentence to stress out this fact and make this part of the Decision Book clearer.

## No 28: 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

### 2.2 Specific Regulations

(...)

#### b. Unpaid traineeships

- i. Notwithstanding 2.1 e. traineeships may be unpaid if the National or Local Group or the respective traineeship provider provides the trainee with accommodation and, if possible with food, ~~or if the National or Local Group provide the compensation themselves.~~

### Comments:

This proposal is a follow-up to the previous one. Traineeship is paid if the trainee is given payment by the traineeship provider or the Local or National Group. The STEP Procedure 2.2 b. gives the exceptions from this rule. According to this provision one of the exceptions is when the National or Local Group provide compensation themselves. However, in this case the traineeship is considered as paid – therefore we propose to cross out this sentence.

## No 29: 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. Internationality

~~STEP-traineeships are international. It is not allowed to apply for traineeships in the country which the applicant has a substantial link to. This provision does not apply to the traineeships provided by ELSA International.~~

~~Exchange students or international postgraduate students may apply in the country where they do their exchange or postgraduate studies.~~

## 3. Application Procedure

### 3.1 Application

(...)

b. STEP-traineeships are international. It is not allowed to apply for traineeships in the country which the applicant has a substantial link to. This provision does not apply to the traineeships provided by ELSA International. Exchange students or international postgraduate students may apply in the country where they do their exchange or postgraduate studies.

~~b. c.~~ Applicants can only apply for a STEP traineeship by using the Student Application Forms provided by ELSA International. ELSA International receives all applications through an online platform provided by ELSA International. The application has to be filled out in English. Additionally, the applicant must provide the necessary diplomas, certificates, recommendations of professors or similar valid documents upon request to verify the qualifications stated within the Student Application Forms. As an exception to the previous sentence, the applicant can state the level of Legal Skills, Language Skills and Educational Level which the applicant will have achieved by the moment of conducting the traineeship.

~~e. d.~~ Applying for and participating in STEP is free of charge.

~~d. e.~~ Local Groups are responsible for checking the validity of the information given in the Student Application Form, as well as the Membership status.

~~e. f.~~ There is no guarantee of being matched to a traineeship when an application is submitted

~~f. g.~~ Every applicant is eligible to apply for a maximum of three traineeships per Cycle.



**Comments:**

The part about internationality specifies which traineeships the applicant can apply to. This information is more connected with the Application Procedure. Therefore, we propose to move it to this part of the Decision Book.

## No 30: 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

(...)

#### c. 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 ~~or to make a separate agreement with an traineeship provider according to the STEP Procedure section of the Decision Book. In this instance ELSA International:~~

- ~~i. Shall inform the National Groups about the amendments in the Traineeship Specification Form or the separate agreement;~~
- ~~ii. Shall send the information to the National Groups before the agreement is signed;~~
- ~~iii. Shall provide the National Groups with the draft of the amendments or the separate agreement.~~

### Comments:

This provision was used in the past when ELSA International signed all Traineeship Specification Forms. Right now they are signed by Local or National Groups, so this provision does not reflect reality anymore. Therefore, we propose to cross out this part.

## No 31: 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

#### ~~d.~~ a. Searching for Traineeships

- i. 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. 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")

#### ~~a.~~ b. Placement

The traineeships can take place in any law related area.

~~b.~~ c. 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.

#### ~~e.~~ d. 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 or to make a separate agreement with an traineeship provider according to the STEP Procedure section of the Decision Book. In this instance ELSA International:

- i. Shall inform the National Groups about the amendments in the Traineeship Specification Form or the separate agreement;
- ii. Shall send the information to the National Groups before the agreement is signed;
- iii. Shall provide the National Groups with the draft of the amendments or the separate agreement.

#### ~~d.~~ Internationality

~~STEP traineeships are international. It is not allowed to apply for traineeships in the country which the applicant has a substantial link to. This provision does not apply to the traineeships provided by ELSA International.~~

~~Exchange students or international postgraduate students may apply in the country where they do their exchange or postgraduate studies.~~

## ~~2.1~~ **Specific Regulations**

### ~~a.~~ 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.

### ~~c.~~ f. Compensation

Traineeships have to be paid. The compensation shall cover the general living costs during the time of the traineeship.

### ~~b.~~ g. Unpaid traineeships

- i. Notwithstanding 2.1 e. traineeships may be unpaid if the National or Local Group or the respective traineeship provider provides the trainee with accommodation and, if possible with food, or if the National or Local Group provide the compensation themselves.
- ii. 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. 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. 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.

### ~~e.~~ h. Traineeships within institutions

- i. Institutions are international governmental or non-governmental organisations or bodies thereof.
- ii. Traineeships within institutions are always considered as international regardless of who applies.
- iii. Traineeships within political fractions e.g. political parties shall not be accepted.

## **Comments:**

To structurise the part of the Decision Book which is describing Traineeships clearer, we propose to cross out specific regulations and change the structure of this part of the Decision Book.

## No 32: 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

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1.2 ELSA International shall provide the Network with contracts for the traineeship provider containing the clauses specified below

(...)

e. Obligating the traineeship provider to complete the online Evaluation Form ~~and send it to the Hosting Group.~~

#### Comments:

As we now have an online Evaluation Form, the traineeship provider does not have to send them to the Hosting Group anymore. The results are automatically going to the email of VP STEP ELSA International, who is then providing the Hosting Group with them.

## No 33: 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

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## 1. ELSA International

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1.2 ELSA International shall provide the Network with contracts for the traineeship provider containing the clauses specified below

(...)

h. The traineeship provider shall sign the Traineeship Agreement provided by ELSA International. The Traineeship Agreement can be adjusted to the needs of the traineeship provider or in accordance with the national legislation. In countries where entering such an agreement is not legally possible, it is allowed for the traineeship provider to create its own agreement. In this case, the trainee shall sign a simplified version of the Traineeship Agreement (Traineeship Confirmation).

### Comments:

In some countries the Traineeship Agreement is illegal or its implementation is connected with bureaucratic difficulties. Therefore, we are proposing to add this part in order to clarify how we are dealing with these situations.

## No 34: 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

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1.8 ELSA International shall directly send the STEP Certificate to the trainee upon completion of the Traineeship Evaluation Form and to the traineeship provider upon request.

#### **Comment:**

In order to cover all responsibilities of ELSA International we propose to add the sentence about the STEP Certificates for the traineeship provider.

## No 35: 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

1.9 ELSA International shall provide ~~the National Group in which the traineeship was hosted the Sending Group, the Hosting Group and their respective National Groups~~ with the evaluation results.

### Comments:

In order to make STEP Procedure effective, the National Groups are transferring all the information to their Local Groups. This works when it comes to matching results and other parts of STEP Procedure. Therefore, we propose to let the National Groups do this with the evaluation results as well. Otherwise it would not only create additional administrative burden for ELSA International, but STEP procedure would also become less effective.

At the same time, the evaluation results should be sent just to the National Group in which the traineeship was hosted as just its work is being evaluated. Therefore, we propose to cross out the provision about sending evaluation results to the Sending Group.



## NATIONAL GROUPS

### No 36: Standing Orders amendment in the “The International Board”

ELSA Czech Republic is proposing the following to the Council:

## The International Board

### Article 9 – Composition

#### 9.1 General Rules

The following rules shall apply in regards to the composition of the International Board:

a. The International Board consists of eight positions, namely:

- the President,
- the Secretary General,
- the Treasurer,
- the Vice President in charge of Marketing,
- the Vice President in charge of Academic Activities,
- the Vice President in charge of ELSA Moot Court Competitions,
- the Vice President in charge of Seminars and Conferences, and
- the Vice President in charge of the Student Trainee Exchange Programme.

b. The members of the International Board and their deputy officers shall not hold any other elected or appointed position in the ELSA Network while in office, unless holding such a position is explicitly required by the Statutes, these Standing Orders or the Decision Book of ELSA in connection to the role as member of the International Board or position held.

~~c. There may not be more than two people with a substantial connection to the same Member in the International Board regardless of their status as elected board members or deputy officers.~~

...

### Article 11 – Nominations and Elections

...

~~11.4 The following procedure shall apply for elections in cases of excessive amount of nominees with a substantial connection to the same Member~~

- ~~a. In cases more than two people with a substantial connection to the same Member are nominated for at least more than two different positions in total, an additional ballot sheet shall be created for them, in order for the International Council to vote on the maximum two people it prefers to have as members of the International Board, in case more than two receive the requested majority to be elected.~~

- ~~b. This additional ballot sheet shall be distributed along with the ballot sheet regarding the elections of the International Board.~~
- ~~c. The votes cast with this additional ballot sheet shall be counted and announced only if more than two people with a substantial connection to the same Member receive the requested majority to be elected. In these cases:~~
  - ~~i. only the two people that receive the most votes from the additional voting will be officially elected to the International Board, and~~
  - ~~ii. a second election shall take place for any candidates running against the people, who received the least votes from the additional voting.~~

**Comments:**

The purpose of the change of this provision is following: the network is on a long-term basis facing struggles with a sufficient number of candidates for the IB positions. Having in mind the original motivation behind this provision, it should be removed from the S&SO for several reasons among which are eg. vague meaning of the term “essential link” and the fact that it is always the International Council who decides about the quality of the candidate where his/her nationality should not be regarded as one of the reasons why/ why not vote for such a candidate. Furthermore, this provision does not ensure the diversity it was meant to protect thanks to globalization.

## No 37: International Council Meeting Decision Book amendment concerning Information Technology of the IM part

ELSA Germany is proposing the following to the Council:

# Information Technology

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### 3. E-Mail communication

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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. There are two types of e-mail addresses of directors. The first type is for those, who are replacing a Vice President. Their e-mail addresses shall be like the ones mentioned in 2.1, but starting with director (e.g. directorstep@...). If the director is not replacing a Vice President the e-mail address shall be just the position (e.g. externalrelations@...). 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.

#### Comments:

The reason why we agreed on the unification of the e-mail addresses was to unify the whole network when it comes to external relations. But as a lot of National Groups and Local Groups also have directors, who are supporting the board, we should also regulate their addresses to make the unification work. Otherwise we don't have to unify the addresses at all. The two different types of e-mail addresses for directors are based on the fact that there are those, who are replacing or supporting a Vice President (e.g. Director for STEP...) and those, who have their own tasks and not directly the name of a Vice President (e.g. Director for External Relations or IT...). To make it clear that there is a VP and a director for the same task, like for STEP, there should be the term director before the position (e.g. directorstep@...). For all the other directors the name of the position should be before the @ (e.g. externalrelations@...).

## APPLICATIONS

### OBSERVERSHIP APPLICATION OF ELSA ICELAND

Please read the Observership Application, found [here](#).

## ICM HOST APPLICATION AUTUMN 2018 – ELSA CROATIA

Please read the application for ICM Opatija 2018, found [here](#).

## ICM HOST APPLICATION SPRING 2019 – ELSA AZERBAIJAN

Please read the application for ICM Baku 2019, found [here](#).

## ANNEXES

### ANNEX 1 – 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 2 – STRATEGIC PLAN YEARLY REPORT

Please read the Strategic Plan Yearly Report 2016/2017, found [here](#).



## ANNEX 3 – 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 LXXII International Council Meeting in Sarajevo, Bosnia and Herzegovina between the 22<sup>nd</sup> and the 29<sup>th</sup> of October 2017.

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 4 – PROXY****From:** ELSA \_\_\_\_\_ (proxy giver)**To:** ELSA \_\_\_\_\_ (acting as proxy)**This proxy shall be valid for:****Event:**

LXXII International Council Meeting to be held in Sarajevo, Bosnia and Herzegovina

**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 LXXII International Council Meeting to be held in Sarajevo, Bosnia and Herzegovina between the 22<sup>nd</sup> and the 29<sup>th</sup> of October 2017.

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: \_\_\_\_\_