

LXXIV INTERNATIONAL COUNCIL MEETING WORKING MATERIALS



International
Council Meeting
Opatija 2018.

OPATIJA, CROATIA
11TH - 18TH NOVEMBER 2018



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The European Law Students' Association

GENERAL INFORMATION

FOREWORD

Dear Network,

The third month of our term is passing and in 21 days we will finally have a chance to add yet another amazing mark in our ELSA Story: the LXXIV International Council Meeting in Opatija. Those, who already experienced an ICM know that this will be one more unforgettable adventure. Freshers, be ready to experience internationality, understand the purpose and values of ELSA, and create strong friendships. However, the substantial goal of our upcoming week in Croatia is more important than everything mentioned before. Together with more than 300 law students from all over Europe, we will continue making the largest independent law students' association - ELSA - stronger and bigger.

From the very first day in the ELSA House, I have realised, that this year will be special. I met seven other determined, hard-working, and devoted people who wish to contribute and move this Association forward. Filipe, Loup, Matteo, Eva, George, Ezgi, Barlascan and myself agreed that the only way to achieve something bigger is by being united. We share the same ideas and values; we discuss and sometimes argue; we celebrate our little victories and little defeats together. Nevertheless, we also understand that it's only eight of us in Brussels, but the biggest power is in our 44 National Groups and each individual member behind it.

Hence, these Working Materials are the compilation of our ideas, plans, and expectations for the fruitful week with ELSA members. It wouldn't have been done without the constant support and collaboration of my Board. We hope that you will read those long pages and will be ready to share your inputs, express your opinion, and be a part of abundant discussions.

We are looking forward to meeting each of you at the most definitely amazing LXXIV International Council Meeting in Opatija. Let's add this unique experience to Our Story.

Sincerely yours,



Akvile Jurkaityte
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 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 Deputy 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 7.3 of the Statutes of ELSA, the voting rights of a Member National Group are suspended during an ICM, if the National Group:

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

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

Moreover, the SotN 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 25th 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.

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 7.4 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 Sarajevo](#) and [ICM Lviv](#);
- Read and bring with you a copy of the [Statutes and Standing Orders](#) of ELSA;
- Read and bring with you a copy of the 48th edition of the [International Council Meeting Decision Book](#);
- Read the [One Year Operational Plan](#) of the International Board for the term 2018/2019;
- Bring your marketing materials so that you can promote your events.

To be prepared for your stay in Opatija...

- Check out the [official website](#) and [Facebook page](#) of the ICM Opatija 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 Opatija in time for the Opening of the ICM at 14.00 on Sunday the 11th of November 2018;
- 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 VP EMCC of ELSA International 2018/2019;

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

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

Deadlines for Nominations

The deadline for nominations for:

VP EMCC OF ELSA INTERNATIONAL 2018/2019

is on Monday the 12th of November 2018, at 23:59 (local time).

and

COUNCIL GUESTS FOR ICM BAKU SPRING 2019

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

Call for VP EMCC of ELSA International 2018/2019

The European Law Students' Association

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

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

Ever dreamt of living in the ELSA House?

This is your opportunity:
Join the International Board!

MAKE A DIFFERENCE FOR ELSA!

RUN FOR THE POSITION OF

**VP EMCC
OF
ELSA INTERNATIONAL 2018/2019!**

What is the role of the Vice President for ELSA Moot Court Competitions 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.

Vice President for ELSA Moot Court Competitions

The Vice President for ELSA Moot Court Competitions is responsible for the overall planning, coordination and supervision of the John H. Jackson Moot Court Competition (JHJMCC). This responsibility includes cooperation with the World Trade Organization, finding case authors and panellists/judges, promotion, team support, finding hosts for the various John H. Jackson Moot Court Competition Regional Rounds, and planning the Final Oral Round. The Vice President for ELSA Moot Court Competitions also has the responsibility, when called upon, to support and assist Local and National Groups in organising moot courts in the Network.

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.

Nomination and Election of Council Guests for ICM Baku Spring 2019

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

Council Guests are often elected amongst those people who have made a particular contribution to ELSA and who would not otherwise have the right to attend the following International Council Meeting.

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

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

Memento

Voting Rights in the Plenary

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

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

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

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

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

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

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

Letter of Authorisation

The Letter of Authorisation must include:

- the contact details of your National Group;
- the names of the delegates of your National Group who are allowed to raise the voting cards during the voting process;
- the names of all other delegates representing your National Group;
- the list of Local Groups that are currently Members or Observers of your National Group (please indicate the status of each local group); and
- the signatures of two elected National Board members authenticating the letter.

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

Proxy

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

The Proxy must include:

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

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

Head of Delegation

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

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

Reporting Time

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

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

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

ELSA Vision Contest

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

Voting Rights in the Workshops

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

Plenary Presentations

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

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

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

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

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



DRAFT TIMETABLES AND AGENDAS

ICM TIMETABLE

General Timetable

	11 th November	12 th November	13 th November	14 th November	15 th November	16 th November	17 th November			
	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY			
9:00	ARRIVAL	BREAKFAST								
9:30										
10:00		Workshops	Workshops	Mid Plenary	Workshops	Training	ELS General Assembly			
10:30										
11:00										
11:30										
12:00	Letters of Authorisation					Final Plenary				
12:30										
13:00	Free Time	LUNCH								
13:30										
14:00	Opening Plenary	Workshops	Open Workshop	Mid Plenary	Conference	Workshops	Final Plenary			
14:30										
15:00										
15:30										
16:00										
16:30										
17:00	Opening Workshops	Sightseeing			Workshops	Dressing time				
17:30										
18:00										
18:30	Officers and Freshers' Workshops									
19:00										
19:30	HoD	Reporting Time & Dinner				Transport				
20:00	DINNER					Gala ball				
20:30										
21:00	PARTY									
21:30										

DRAFT PLENARY AGENDA**Opening Plenary: Sunday 11th November 2018**

- 14:00 **Introduction of the International Board 2018/2019**
Mateo Matijević Head of the Organising Committee
- 14:10 **Opening of the LXXIV International Council Meeting**
Filipe Machado, President of ELSA International
- 14:15 **Presentation of the ELSA International Team 2018/2019**
Filipe Machado, President of ELSA International
- 14:30 **Welcoming of Council Guests and Externals**
Filipe Machado, President of ELSA International
- 14:40 **Presentation and information by the Organising Committee of the International Council Meeting**
Mateo Matijević Head of the Organising Committee
- 14:50 **Presentation of the ICM Sponsors and Partners**
Mateo Matijević Head of the Organising Committee
- 15:05 **Reading out of the agreement between ELSA Greece and ELSA Republic of Macedonia**
Akvile Jurkaityte, Secretary General of ELSA International
- 15:10 **Announcement of the list of votes**
Akvile Jurkaityte, Secretary General of ELSA International
- 15:25 **Election of the Chair of the Plenary**
Akvile Jurkaityte, Secretary General of ELSA International
- 15:35 **Election of the other Council Meeting Officers: the Vice Chair, two to four Secretaries, two to six Tellers, and three members of the Nominations Committee**
Chair

- 16:05 **Approval of the International Council Meeting Agenda and presentation of the International Council Meeting structure**
Chair
- 16:25 **Approval of the Minutes of the LXXIII International Council Meeting in Lviv, Spring 2018**
Chair
- 16:35 **Presentation by Católica Global School of Law**
Gonçalo Saraiva Matias, Dean
- 16:45 **Information regarding the Officers' and Freshers' Training**
Akvile Jurkaityte, Secretary General of ELSA International
- 16:55 **Information regarding the Heads of Delegation's Meeting**
Akvile Jurkaityte, Secretary General of ELSA International
- 17:00 **End of the Opening Plenary**
Chair

Mid Plenary: Wednesday 14th November 2018

- 10:00 **Opening of the Mid-Plenary**
Chair
- 10:05 **Information from the Organising Committee**
Mateo Matijević Head of the Organising Committee
- 10:15 **Announcement of nominations**
Nominations Committee
- 10:20 **Revision of the list of votes**
Akvile Jurkaityte, 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 SC workshop related proposals**
Chair and Workshop Chair
- 11:50 **Presentation and approval of the STEP workshop related proposals**
Chair and Workshop Chair
- 12:50 **Presentation of AIJA**
Filipe Machado, President of ELSA International
- 13:00 ***Lunch Break***
- 14:30 **Revision of the list of votes**
Akvile Jurkaityte, Secretary General of ELSA International
- 14:40 **Presentation and approval of the BEE workshop related proposals**
Chair and Workshop Chair
- 15:40 **Presentation by IE Law School**
Silvia Martinez and Javier Avilés Tovar, Associate Directors of Admissions
- 15:50 **Presentation by Queen Mary University of London, School of Law**
Sue Sullivan, LLM Coordinator
- 16:00 ***Break***
-

- 16:25 **Revision of the list of votes**
Akville Jurkaityte, Secretary General of ELSA International
- 16:35 **Proposed Revision of the Budget of ELSA International 2018/2019**
Chair and Workshop Chair
- 17:10 **Presentation of the International Bar Association**
Filipe Machado, President of ELSA International
- 17:20 **Presentation of the ICM Host Candidates, Spring 2020**
Chair and Candidates
- 17:30 **Questions and Answers for the ICM Host Candidates, Spring 2020**
Chair and Candidates
- 17:40 **Presentation of the voting procedure**
Chair
- 17:50 **Handing out of ballot sheets**
Akville Jurkaityte, Secretary General of ELSA International
- 18:00 ***Break***
- 18:20 **Casting of the votes**
- 18:40 **Presentation of the Partners of ELSA International**
Filipe Machado, President of ELSA International
- 19:00 **Presentation of ELSA Lawyers Society**
The Executive Board of ELS
- 19:10 **Q&A session for ELSA International**
Chair
- 19:50 **Announcement of the results of the elections**
Chair
- 20:00 **End of the Mid Plenary**
Chair

Final Plenary: Saturday 17th November 2018

- 11:30 **Opening of the Final Plenary**
Chair
- 11:35 **Information from the Organising Committee**
Mateo Matijević Head of the Organising Committee
- 11:45 **Announcement of nominations**
Nominations Committee
- 11:50 **Revision of the list of votes**
Akvile Jurkaityte, Secretary General of ELSA International
- 12:00 **Presentation and approval of the Joint AA/MCC and S&C workshop related proposals**
Chair and Workshop Chair
- 12:20 **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**
Akvile Jurkaityte, Secretary General of ELSA International
- 14:40 **Presentation and approval of the FM workshop related proposals**
Chair and Workshop Chair
- 15:40 **Presentation of the Council Guests for the LXXV ICM Baku 2019**
Nominations Committee
- 15:50 **Presentation by Brooklyn Law School**
Jullie Sculli, Senior Director of International Programs
- 16:00 **Report from the International Board of ELSA 2017/2018**
Anastasia Kalinina, President of ELSA International 2017/2018
- 16:30 **Presentation of the Final Accounts of ELSA International 2017/2018**
Elena Maglio, Treasurer of ELSA International 2017/2018 and Workshop Chair
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- 17:00 **Internal Auditors' Report of ELSA International 2017/2018**
Marek Škultéty and Peter Christian Binau-Hansen, Auditors of ELSA International 2017/2018
- 17:20 **Presentation of the Final Accounts of ELSA Development Foundation 2017/2018**
Elena Maglio, Treasurer of ELSA International 2017/2018 and Workshop Chair
- 17:40 **Internal Auditors' Report of ELSA Development Foundation 2017/2018**
Marek Škultéty and Peter Christian Binau-Hansen, Auditors of ELSA International 2017/2018
- 17:50 **Relief of Responsibility for the International Board 2017/2018**
Chair
- 18:00 ***Break***
- 18:20 **Presentation of Meininger Hotel Group**
Filipe Machado, President of ELSA International
- 18:30 **Presentation of Council of Europe**
Filipe Machado, President of ELSA International
- 18:40 **Presentation of the Candidate(s) for the position of Vice President for ELSA Moot Court Competitions of the International Board 2018/2019**
Chair
- 18:50 **Questions and Answers for the Candidate(s) for the position of Vice President for ELSA Moot Court Competitions of the International Board 2018/2019**
Chair and Candidate(s)
- 19:10 **Presentation of the voting procedure**
Chair
- 19:20 **Revision of the list of votes**
Akvile Jurkaityte, Secretary General of ELSA International

- 19:30 **Handing out of ballot sheets**
Akvilė Jurkaityte, Secretary General of ELSA International
- 19:40 ***Dinner Break***
- 21:10 **Casting of the votes**
- 21:20 **Presentation of BARBRI International**
Filipe Machado, President of ELSA International
- 21:30 **Presentations of International events**
- 22:00 **Announcement of the results of the elections**
Chair
- 22:10 **Miscellaneous**
- 22:30 **Closing of the LXXIV International Council Meeting**
Filipe Machado, President of ELSA International

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

	11 th November	12 th November	13 th November	14 th November	15 th November	16 th November	17 th November
	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
9:00	ARRIVAL	BREAKFAST					
9:30							
10:00		Status & Quo	Strategic Goals (Joint BEE+IM)	Mid Plenary	GDPR (Joint BEE+IM)	Training	ELS General Assembly
10:30					Human Resources (Joint BEE+IM)		
11:00		Partnership Structure			External Relations Database		Final Plenary
11:30							
12:00	Letters of Authorisation	Financial situation (BEE+FM)	External regulation (Joint BEE+STEP)	External Relations Database			
12:30							
13:00	Free Time	LUNCH					
13:30							
14:00	Opening Plenary						
14:30		Marketing as a Fundraising Tool - (Joint BEE+MKT)	Open Workshop	Mid Plenary	Conference	Relief of Responsibility and Final Accounts 2017/2018 (Joint BEE+FM)	Final Plenary
15:00		Financial Strategy (BEE+FM)	Sighstseeing				
15:30							
16:00		Budget Revision (BEE+FM)				Evaluation and Closing	
16:30		Fundraising, finances and flagships (BEE, FM, AA/MCC)					
17:00	Opening Workshops	What Is The Value Behind					
17:30							
18:00	Officers and Freshers' Workshops	Reporting Time & Dinner					
18:30							
19:00	HoD					Gala ball	
19:30							
20:00	DINNER						
20:30							
21:00	PARTY						
21:30							

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

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

- Read these Working Materials cover to cover;
- Read relevant parts of the [Statutes and Standing Orders](#);
- Read relevant parts of the [Council Meeting Decision Book 48th Edition](#);
- Read the [One Year Operational Plan \(OYOP\) of ELSA International 2018/2019](#).

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

Username: officer

Password: 7zXZZNq

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

Lastly, use the BEE mailing list (ELSA-BEE@LISTERV.ELSA.ORG) and start the discussion even before the LXXIV International Council Meeting! This can be used to bring up ideas you want to share, no matter if you will be able to personally participate in the meeting or not.

It is my pleasure to welcome you to the BEE Workshop of the International Council Meeting in Opatija!

Filipe Machado

President

ELSA International 2018/2019

Draft Agenda

Sunday, 11th of November 2018 (17:00 - 18:30)

17:00 – 18:30

Opening Workshop

Description:

During this workshop, the agenda is presented and approved. The aim of this workshop is for the 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 have a round-table discussion to go through the expectations that the participants have for the BEE workshops and a quick feedback from IPM Kutaisi.

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, 12th of November 2018 (10:00 – 19:00)

10:00 – 11:00

Status & Quo

Description:

During this workshop, we will analyse the current status of the area of Board Management, External Relations and Expansion. We will analyse and discuss the State of the Network report and compare it with previous years to see the current trends and measure our accomplishments. We will have time to share our plans, ideas and challenges for the upcoming year and to profit from each other's experiences.

Preparation:

Please, make sure that your National Group has filled in the SotN questionnaire completely and objectively to provide us with quality results. Please make sure you read through the Activity Reports and OYOPs sent to the BEE mailing list. Here you can share what you have done so far and what you will do, and also ask for input from the other presidents, so be ready to present your report.

11:00 – 12:00

Partnership Structure

Description:

When approaching potential new partners a clear structure and division of obligations and benefits can be very helpful. At the same time, such structure can be limiting when it comes to flexibility and addressing the request of a partner. In this workshop, we will focus on this topic again to analyse the different models used within the network.

Preparation:

Prepare an overview of your own partnership structure and summarize your reasoning behind choosing that structure.

12:00 – 13:00

Financial Situation (Joint BEE + FM)

Description:

As mentioned in all area meetings, the current financial situation of ELSA International could be better. This workshop will give you a new overview of the situation and its evolution since the beginning of the year.

Preparation:

Read the IPM Kutaisi and SAM Thessaloniki minutes.

13:00 – 14:30

Lunch

14:30 – 15:30

Marketing as a Fundraising Tool (Joint BEE + FM)

Description:

It is time to make Marketing profitable again! This year we have worked intensively on ensuring that Marketing becomes a profitable area once again. Marketing should be at the heart of fundraising, and should work closer with BEE in order to make money.

Preparation:

Think of ways in which Marketing and BEE may work together in order to fundraise, and be prepared to discuss them.

15:30 – 16:30

Financial Strategy (Joint BEE + FM)

Description:

This workshop will be used to discuss the future of Financial Strategy and the current proposal about the implementation procedure.

Preparation:

Read the previous financial strategy and read the proposal regarding the implementation procedure.

16:30 – 17:30

Budget Revision (Joint BEE + FM)

Description:

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

Preparation:

Review the proposed Budget for the upcoming year 2018/2019.

17:30 – 19:00

Fundraising, finances and flagships (Joint BEE + FM + AA/MCC)

Description:

An often-heard barrier to organising moot courts (and AA projects in general) is the fundraising and financial support that they require. This prompts us to look critically at the needs of the project managers, and the possibilities the Presidents and Treasurers can offer – be it external relations, grant applications or EDF support.

Preparation:

No preparation needed.

Tuesday, 13th of November 2018 (10:00 – 15:30)

10:00 – 12:00

Strategic Goals (Joint BEE + IM)

Description:

The purpose of this workshop will be to present the current process of the Strategic Goals writing following the discussions of the previous ICMs in Sarajevo and Lviv and the IPM Kutaisi. The results of the Working Group and the gatherings of the information will be presented for the Workshop.

Preparation:

Read the Minutes of [ICM Sarajevo](#) and [ICM Lviv](#).

12:00 – 13:00

External regulation (Joint BEE + STEP)**Description:**

As already pointed out during the International Presidents' Meeting in Kutaisi, the current regulations regarding the procedure to approach International Contacts are outdated... This workshop aims to further discuss this issue and to come up with a solution on how to proceed with the approach of International Contacts in the future.

Preparation:

Read the External Relations part of the International Council Meeting Decision Book of ELSA. Be ready to share your suggestions for improvement.

13:00 – 14:30

Lunch

14:30 – 15:30

Open Workshop**Description:**

The aim of the Open Workshop is to present and discuss the topics that concern every area. The topics will be:

- The “Why” of ELSA;
- Strategic Goals;
- Daily life of the International Board.

Preparation:

No preparation needed.

Thursday, 15th of November 2018 (10:00 – 19:00)

10:00 – 11:00

General Data Protection Regulation (GDPR) (Joint BEE + IM)**Description:**

During this workshop we will discuss the implementation process of the General Data Protection Regulation (GDPR). We will present the results of the Working Group so as the feedback from the external partner Digital Law UK.

Preparation:

Prepare questions or points of discussion.

11:00 – 12:00

Human Resources (Joint BEE + IM)**Description:**

In the past few years, ELSA has faced the problem of the Human Resources. That covers not only recruitment of new members but more importantly the National and Local Groups and its boards. During the evaluation of National and Local Groups Reports we came to conclusion that the number of vacant positions in the boards is growing. This workshop will give us an opportunity to discuss what are the main reasons that members are lacking interest of being the part of National or Local board. Additionally, we will discuss how to share the responsibilities of the vacant positions.

Preparation:

Evaluate the situation of your National or Local Group in the last few years: number of candidates, number of vacant positions, and number of resignations; and be ready to present it during the workshop. Think about the possible solution to motivate members to be in the Board.

12:00 – 13:00

External Relations Database**Description:**

This workshop will present the current External Relations Database of ELSA International and explain its behind-the-scenes practical application and use. There will be a discussion on how to systematise a unified external database for Presidents across the Network for wider use.

Preparation:

Think carefully about how far a unified system could be integrated in your National Group both as an active user and as a beneficiary of it. Additionally, think of what you would expect such a system to contain in order to allow for maximum benefit and use.

13:00 – 14:30

Lunch

14:30 – 17:00

Conference

17:00 – 18:00

Presidents' Tool Kit**Description:**

One of the strongest and simultaneously the weakest points of ELSA is its rapid renewal. This makes long-term planning more difficult but brings out new ideas quickly as well. Constant renewal leads to disparities between Officers, when in reality, our focus is, and should always be, on ELSA, Law, fundraising, and knowledge. This workshop aims to highlight what kind of document is necessary to BEE officers in order to allow us to work better (BEE handbook, templates of contract, etc.)

Preparation:

Share your best practices and the types of documents you use to help your officers work more effectively.

18:00 – 19:00

What is the Value Behind**Description:**

In recent years, the impact of ELSA has been challenged by its officers and by the externals. Topics such as non-political, social responsibility, advocacy were briefly mentioned.

Recently some members of the network have shown a willingness to invest more in civilian life. This workshop will, therefore, aim to discuss the role of ELSA in a changing world.

Preparation:

Think about how we can reframe our vision, how can we set up a process allowing our network to be transparent, consultative, helpful and efficient.

Friday, 16th of November 2018 (10:00 – 17:30)

10:00 – 13:00

Training**Description:**

This will be dedicated to a training delivered by an alumnus and ITP trainers. You can pick from these topics:

- Time management
- Project management
- Negotiation Training

Preparation:

No preparation required.

13:00 – 14:30

Lunch

14:30 – 16:30

Relief of Responsibility and Final Accounts 2017/2018 (Joint BEE + FM)

Description:

The Activity Report and the Final Accounts of the term 2017/2018 will be presented to the workshop. The auditors will present their report and the participants will be able to ask questions.

Preparation:

Read the Final Accounts and the Auditor Report and prepare questions on it.

16:30 – 17:30

Evaluation and Closing

Description:

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

Preparation:

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

INTERNAL MANAGEMENT WORKSHOP

Timetable

	11 th November	12 th November	13 th November	14 th November	15 th November	16 th November	17 th November
	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
9:00	ARRIVAL	BREAKFAST					
9:30							
10:00		Area of IM	Strategic Goals (Joint BEE+IM)	Mid Plenary	GDPR (Joint BEE+IM)	Training	ELS General Assembly
10:30					Human Resources (Joint BEE+IM)		Final Plenary
11:00		Regulations			IT		
11:30							
12:00	Letters of Authorisation	Knowledge Management	Proposals				
12:30							
13:00	Free Time	LUNCH					
13:30							
14:00	Opening Plenary						
14:30		Alumni	Open Workshop	Mid Plenary	Conference	SoTN	Final Plenary
15:00			Training			Sighstseeing	
15:30		Closing					
16:00							
16:30	Training (Joint IM+ AA/MCC+S&C)						
17:00		Opening Workshops	International Internal Meetings	Reporting Time & Dinner	Transport		
17:30							
18:00	Officers and Freshers' Workshops					Gala ball	
18:30							
19:00	HoD					Gala ball	
19:30	DINNER						
20:00							
20:30							
21:00	PARTY						
21:30							

Preparations and Reminders for the Internal Management Workshop

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

- Read these Working Materials cover to cover;
- Read relevant parts of the [Statutes and Standing Orders](#);
- Read relevant parts of the [Council Meeting Decision Book 48th Edition](#);
- Read the [One Year Operational Plan \(OYOP\) of ELSA International 2018/2019](#).

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

Username: officer

Password: 7zXZZNq

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

Lastly, use the Internal Management mailing list (ELSA-IM@LISTERV.ELSA.ORG) as well as ELSA IM 2018/2019 Facebook Group or Slack Workspace and start the discussion even before the LXXIV International Council Meeting! These platforms can be used to bring up ideas you want to share, no matter if you will be able to personally participate in the meeting or not.

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

Akvile Jurkaityte

Secretary General

ELSA International 2018/2019

Draft Agenda

Sunday, 11th of November 2018 (17:00 - 18:30)

17:00 – 18:30

Opening Workshop

Description:

The Opening Workshop of the 74th 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, 12th of November 2018 (10:00 – 19:00)

10:00 – 11:00

Area of Internal Management

Description:

During the VIII Supporting Area Meeting in Thessaloniki, the participants of the IM workshop became familiar with the area of Internal Management and the Role of Secretary General. This time we will go deeper into the IM area and discuss the challenges we already faced or might face in the future. Moreover, during this workshop participants will have a chance to present their achievements so far, and more importantly, the future plans.

Preparation:

- Read the [Internal Management Manual](#);
- Bring your Activity Report and One Year Operational Plan.

11:00 – 12:00

Regulations

Description:

In ELSA, the Internal Regulations can be found in the Statutes, Standing Orders and Decision Book. During the VIII Supporting Area Meeting all the Regulations were briefly presented but in order to avoid misunderstandings in the future and avoid the loopholes we will discuss the possible changes of Regulations.

Preparation:

Go through the Regulations of ELSA and think which procedures should be regulated more in detail. Read the [Statutes and Standing Orders](#), the IM part and other relevant parts of the [International Council Meeting Decision Book](#).

12:00 – 13:00

Knowledge management**Description:**

One of the responsibilities under the Internal Management is Knowledge Management. However, despite the constant discussions about the importance and improvement of the Knowledge Management we still define this term in different way. During this workshop we will discuss what Knowledge Management in ELSA is and how to ensure quality Knowledge Management in the Network.

Preparation:

- Read the Minutes of the ICM Lviv regarding this topic.
- Think about how do you understand the term “Knowledge Management”.

13:00 – 14:30

Lunch

14:30 – 16:00

Alumni**Description:**

The aim of this workshop will be to look into alumni as a source both of human resources and external relations. Furthermore, we will discuss how to establish the National Alumni Association in your National Group and how to keep alumni involved in the Network.

Preparation:

Prepare your ideas on how would you like to see the alumni Network supporting you.

Prepare to present if you have the National Alumni Association, what kind of events do you organise for them.

16:00 – 17:30

Training**Description:**

Training is one of the biggest projects of the Internal Management area. However, it is not used to its full potential. During the VIII Supporting Area Meeting Thessaloniki there were discussions about the quality standards and common problems which caused the low number of Training

Requests. Furthermore, we will discuss the potential growth of Training and the proposals regarding Training.

We will also discuss the establishment of National 'Trainers' Pool: how to start, what are the following steps, what challenges might be faced.

Preparation:

- Read the Training part of the Internal Management part of the [International Council Meeting Decision Book](#).
- Check out the [webpage of ELSA Training](#) and think how it could be improved.
- Read through the publications of ELSA Training: [NTP Manual](#) and [Training Newsletter](#).

17:30 – 19:00

International Internal Meetings**Description:**

International Internal Meetings have seen a reduction in hosting applicants over the last years, to the point where it's become very difficult to even organise the meetings. Additionally, prices are increasing, and participation numbers are reducing. International Internal Meetings include ICMs, IPMs, KAMs and SAMs. During this workshop we will discuss the Decision Book proposals regarding Internal Meetings, as well as starting the discussion on how to change these meetings to make them better and how to ensure there will be enough hosts in the future.

Preparation:

- Think about whether your national group and local groups can host international internal meetings, and what could be done to the framework of internal meetings to make more groups willing to host.
- Read the [ICM Host Application](#)

Tuesday, 13th of November 2018 (10:00 – 15:30)

10:00 – 12:00

Strategic Goals (Joint BEE + IM)**Description:**

The purpose of this workshop will be to present the current process of the Strategic Goals writing following the discussions of the previous ICMs in Sarajevo and Lviv and the IPM Kutaisi. The results of the Working Group and the gatherings of the information will be presented for the Workshop.

Preparation:

Read the Minutes of [ICM Sarajevo](#) and [ICM Lviv](#).

12:00 – 13:00

Proposals

Description:

We will hold discussions on proposals concerning the Regulations submitted to the Council Meeting. Read the proposals No 1 and 14 - 20.

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.

13:00 – 14:30

Lunch

14:30 – 15:30

Open Workshop

Description:

The aim of the Open Workshop is to present and discuss the topics that concern every area. The topics will be:

- The “Why” of ELSA;
- Strategic Goals;
- Daily life of the International Board.

Preparation:

No preparation required.

Thursday, 15th of November 2018 (10:00 – 19:00)

10:00 – 11:00

General Data Protection Regulation (GDPR) (Joint BEE + IM)

Description:

During this workshop we will discuss the implementation process of the General Data Protection Regulation (GDPR). We will present the results of the Working Group so as the feedback from the external partner Digital Law UK.

Preparation:

Prepare questions or points of discussion.

11:00 – 12:00

Human Resources (Joint BEE + IM)

Description:

In the past few years, ELSA has faced the problem of the Human Resources. That covers not only recruitment of new members but more importantly the National and Local Groups and its boards. During the evaluation of National and Local Groups Reports we came to conclusion that the number of vacant positions in the boards is growing. This workshop will give us an opportunity to discuss what are the main reasons that members are lacking interest of being the part of National or Local board. Additionally, we will discuss how to share the responsibilities of the vacant positions.

Preparation:

Evaluate the situation of your National or Local Group in the last few years: number of candidates, number of vacant positions, and number of resignations; and be ready to present it during the workshop. Think about the possible solution to motivate members to be in the Board.

12:00 – 13:00

IT

Description:

The workshop will be focused on IT issues that we find to be the most challenging, including further implementation of Google System. We will discuss further development of Google System and how to use all features of the System. Additionally, think about the potential electronic voting system in ELSA.

Preparation:

- Think about the biggest challenges you are facing using the Google System.
- Prepare questions for the Assistant of IT of ELSA International, if you have any.

13:00 – 14:30

Lunch

14:30 – 17:00

Conference

17:00 – 18:00

Human Resources II

Description:

During this workshop, we will continue discussing the main problems of the Human Resources in the Network. Think about the current Human Resources Cycles and which ones are used in your National Group. This time we will discuss about restructuring Human Resources Cycles.

Preparation:

- Read the Human Resources part in the [International Council Meeting Decision Book](#).
- Read the [Human Resources Manual](#).
- Evaluate whether your National or Local Group is following the Strategy.

18:00 – 19:00

Training (Joint IM+ AA/MCC + S&C)

Description:

Training is one of the tools to improve both Soft Skills and Officers' Skills. During this workshop we will discuss the potential of bringing Training to Key Areas and how the projects could be improved with the received knowledge.

Preparation:

Think about the events that could include Training sessions. Check how many Training Requests you submitted for the Key Area projects.

Friday, 16th of November 2018 (10:00 – 17:30)

10:00 – 13:00

Training

Description:

This will be dedicated to a training delivered by an alumnus and ITP trainers. You can pick from these topics:

- Time management
- Project management
- Negotiation Training

Preparation:

No preparation required.

13:00 – 14:30

Lunch

14:30 – 15:30

State of the Network Report (SotN)

Description:

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

Preparation:

- Brainstorm on questions you would like to ask regarding the SotN.
- Think about the State of the Network Inquiry and the main challenges that you face when filling it out.

15:30 – 16:30

Hot Topics

Description:

In this workshop 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 ICM, write down the topics or questions you would like to address.

16:30 – 17:30

Closing

Description:

This workshop will officially close the IM workshop of the ICM Opatija. 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 Baku 2019!

Preparation:

Remember to take notes during the week and address the matters you approved or disapproved of at this Workshop. Think about what could be discussed at the ICM Baku.

FINANCIAL MANAGEMENT WORKSHOP

Timetable

	11 th November	12 th November	13 th November	14 th November	15 th November	16 th November	17 th November		
	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY		
9:00	ARRIVAL	BREAKFAST							
9:30									
10:00		It's Hard to be us	Contemplating Templates	Mid Plenary	Proposal Workshop	Training	ELS General Assembly		
10:30			Grant Update						
11:00		Budget Sharing	Useful Finance (Joint AA/MCC +SC+FM)		EDF Award Evolution		Final Plenary		
11:30									
12:00	Letters of Authorisation	Financial situation (Joint BEE+FM)							
12:30									
13:00	Free Time	LUNCH							
13:30									
14:00	Opening Plenary								
14:30		Membership Fee	Open Workshop	Mid Plenary	Conference	Relief of Responsibility and Final Accounts 2017/2018 (Joint BEE+FM)	Final Plenary		
15:00		Financial Strategy (Joint BEE+FM)	Sightseeing			John H Jackson Finances (Joint FM+MCC)		Evaluation and closing	
15:30									Budget Revision (BEE+FM)
16:00					EDF Workshop				
16:30		Opening Workshops				Fundraising, finance and flagships (Joint BEE, FM, AA/MCC)		Reporting Time & Dinner	Transport
17:00	Officers and Freshers' Workshops				Gala ball				
17:30		HoD		PARTY					
18:00	DINNER								
18:30									
19:00									
19:30									
20:00									
20:30									
21:00									
21:30									

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 cover to cover;
- Read relevant parts of the [Statutes and Standing Orders](#);
- Read relevant parts of the [Council Meeting Decision Book 48th Edition](#);
- Read the [One Year Operational Plan \(OYOP\) of ELSA International 2018/2019](#).

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

Username: officer

Password: 7zXZZNq

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

Lastly, use the Internal Management mailing list (ELSA-FM@LISTERV.ELSA.ORG) and start the discussion even before the LXXIV International Council Meeting! This can be used to bring up ideas you want to share, no matter if you will be able to personally participate in the meeting or not.

It is my pleasure to welcome you to the FM Workshop of the International Council Meeting in Opatija!

Loup Cressey

Treasurer

ELSA International 2018/2019

Draft Agenda

Sunday, 11th of November 2018 (17:00 - 18:30)

17:00 – 18:30

Opening Workshop

Description:

During this workshop, the agenda is presented and approved. The aim of this workshop is for the 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 have a round-table discussion to go through the expectations that the participants have for the FM workshops.

Preparation:

Prepare your inputs for this International Council Meeting. Read the agenda carefully and think about workshop rules that could be adopted.

Monday, 12th of November 2018 (10:00 – 19:00)

10:00 – 11:00

It's Hard to be us

Description:

The aim of the workshop will be to update the participants on what happened during the first month of the term, especially after the SAM. We will explain the basics of being a national treasurer and share the different approaches of FM used in the network.

Preparation:

Read the part of the [Statutes](#) describing the role of the treasurer and look up how it's defined in your National and Local regulations.

11:00 – 12:00

Budget Sharing

Description:

Treasurers are always proud of their budget, regardless of their size. This workshop will be the opportunity for everyone to discuss and exchange information about budgets, both on structure and content.

Preparation:

Bring your budget, numerically, on paper, if you have it!

12:00 – 13:00

Financial Situation (Joint BEE + FM)

Description:

As mentioned in all area meetings, the current financial situation of ELSA International could be better. This workshop will give you a new overview of the situation and its evolution since the beginning of the year.

Preparation:

Read the IPM Kutaisi and SAM Thessaloniki minutes.

13:00 – 14:30

Lunch

14:30 – 15:30

Membership Fee

Description:

As mentioned during the area meeting, the current membership fee needs to be revised. The goal of this workshop is to brainstorm about the possibilities of such a change.

Preparation:

Read the current formula of the membership fee.

15:30 – 16:30

Financial Strategy (Joint BEE + FM)

Description:

This workshop will be used to discuss the future of Financial Strategy and the current proposal about the implementation procedure.

Preparation:

Read the previous financial strategy and read the proposal regarding the implementation procedure. Read proposal No 27.

16:30 – 17:30

Budget Revision (Joint BEE + FM)

Description:

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

Preparation:

Review the proposed Budget for the upcoming year 2018/2019.

17:30 – 18:00

Contemplating Templates**Description:**

As we recently appointed two assistants for templates, in this workshop their work will be presented, and we will share some tips and tricks about excel

Preparation:

Think about what kind of templates would be beneficial for the Network to use.

18:00 – 18:30

Grant Update**Description:**

This workshop will give you an overview of the different grants ELSA international is applying for. Additionally, the aim is to give you some insight in the future grant strategy.

Preparation:

Check if your group is applying for grants.

18:30 – 19:00

Fundraising, finance and flagships (Joint BEE + FM + AA/MCC)**Description:**

An often-heard barrier to organising moot courts (and AA projects in general) is the fundraising and financial support that they require. This prompts us to look critically at the needs of the project managers, and the possibilities the Presidents and Treasurers can offer – be it external relations, grant applications or EDF support.

Preparation:

No preparation needed.

Tuesday, 13th of November 2018 (10:00 – 15:30)

10:00 - 11:30

EDF Workshop**Description:**

We never talk enough about EDF. This workshop aims to address the issues that the foundation is facing and takes a look at the future of the foundation. The goal of the session will also be to prepare you for the joint workshop with BEE and AA/MCC.

Preparation:

Read the [EDF regulation \(page 38\)](#) and find what can be improved.

11:30 – 13:00

Useful Finance (Joint FM + AA/MCC + S&C)**Description:**

In this workshop we will discuss about restrictions grants may place upon applicants and acceptable procedures through concrete cases.

Preparation:

Even though we are not always aware of it, the grants we receive come with expectations and requirements we must comply with. In this workshop we aim to discuss the problems international grants may pose to National Groups or to ELSA International.

13:00 – 14:30

Lunch

14:30 – 15:30

Open Workshop**Description:**

The aim of the Open Workshop is to present and discuss the topics that concern every area. The topics will be:

- The “Why” of ELSA;
- Strategic Goals;
- Daily life of the International Board.

Preparation:

No preparation required.

Thursday, 15th of November 2018 (10:00 – 19:00)

10:00 – 11:30

Proposal Workshop**Description:**

We will discuss the different FM proposals during this workshop and vote to give a recommendation to the Council.

Preparation:

Read carefully the proposals 2 and 21 - 27 and prepare some questions.

11:30 – 13:00

EDF Award Evolution**Description:**

Following the appointment of the assistant for EDF award, we will present you the different paths that we can undertake with the award and how we wish to revise the criteria.

Preparation:

Read the current [EDF award regulations \(page 44\)](#).

13:00 – 14:30

Lunch

14:30 – 17:00

Conference

17:00 – 18:00

John H. Jackson Finances (Joint FM + MCC)**Description:**

The John H. Jackson Moot Court Competition composes an important part of the budget of ELSA International. The workshop will aim to present the different aspects of the financial structure of the competition

Preparation:

Go look at to the [John H. Jackson Moot Court Competition website](#) to learn about the competition.

18:00 – 19:00

Miscellaneous

Description:

Feel free to bring any kind of topics you would like to see discussed by the workshop.

Preparation:

Come with an open mind!

Friday, 16th of November 2018 (10:00 – 17:30)

10:00 – 13:00

Training

Description:

This will be dedicated to a training delivered by an alumnus and ITP trainers. You can pick from these topics:

- Time management
- Project management
- Negotiation Training

Preparation:

No preparation required.

13:00 – 14:30

Lunch

14:30 – 16:30

Relief of Responsibility and Final Accounts 2017/2018 (Joint BEE + FM)

Description:

The Activity Report and the Final Accounts of the term 2017/2018 will be presented to the workshop. The auditors will present their report and the participants will be able to ask questions.

Preparation:

Read the Final Accounts and the Auditor Report and prepare questions on it.

16:30 – 17:30

Evaluation and Closing

Description:

As our tired and damaged body will start thinking about the odyssey waiting for them on the way home, this last workshop will allow us to evaluate the entire ICM and to improve ourselves for the next one.

Preparation:

Bring. Your. ELSA. SPIRIT

MARKETING WORKSHOP

MARKETING WORKSHOP

Timetable

	11 th November	12 th November	13 th November	14 th November	15 th November	16 th November	17 th November	
	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
09:00	ARRIVAL	BREAKFAST						
09:30								
10:00		IB Update	Corporate Identity	Mid Plenary	Promotion of STEP (MKT & STEP)	Training	ELS General Assembly	
10:30		First Evaluation			Synergy		Final Plenary	
11:00			Legal Issues					Open Forum
11:30					Letters of Authorisation			
12:00								
12:30								
13:00	Free Time	LUNCH						
13:30								
14:00	Opening Plenary	Marketing as a Fundraising Tool (Joint BEE & MKT)	Open Workshop	Mid Plenary	Conference	Project Management	Final Plenary	
14:30			Sightseeing					Open Forum
15:00		Open Forum						
15:30		Do you think this is a game (Joint AA/MCC +MKT)			Social Media & Public Relations			
16:00		Promotion Strategies in S&C - (Joint MKT+S&C)	Evaluation & Closing					
16:30	Opening Workshops					Dressing time		
17:00								
17:30	Officers and Freshers' Workshops	Reporting Time & Dinner				Transport		
18:00								
18:30	HoD					Gala ball		
19:00								
19:30	DINNER							
20:00								
20:30								
21:00	PARTY							
21:30								

Preparations and Reminders for the Marketing Workshop

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

- Read these Working Materials cover to cover;
- Read relevant parts of the [Statutes and Standing Orders](#);
- Read relevant parts of the [Council Meeting Decision Book 48th Edition](#);
- Read the [One Year Operational Plan \(OYOP\) of ELSA International 2018/2019](#).

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

Username: officer

Password: 7zXZZNq

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

Lastly, use the Marketing mailing list (ELSA-MARKETING@LISTERV.ELSA.ORG) and start the discussion even before the LXXIV International Council Meeting! This can be used to bring up ideas you want to share, no matter if you will be able to personally participate in the meeting or not.

It is my pleasure to welcome you to the Marketing Workshop of the International Council Meeting in Opatija!

Matteo Alessandro

Vice President for Marketing

ELSA International 2018/2019

Draft Agenda

Sunday, 11th of November 2018 (17:00 - 18:30)

17:00 – 18:30

Opening Workshop

Description:

It's time to introduce ourselves as the Marketeers of the Network! Be prepared to talk about yourself and your group, as well as listen to others. Further, we shall talk about our expectations of the ICM. Workshop Officers will also be elected during this workshop.

Preparation:

Prepare your motivation for the week to come! Also, be prepared to speak and make yourself heard, and consider becoming a Workshop Officer!

Monday, 12th of November 2018 (10:00 – 19:00)

10:00 – 11:00

ELSA International Update

Description:

A brief update on the work of the ELSA International Board up to this date shall be given.

Preparation:

Prepare to ask any questions which you might have about the work of the IB from August till the ICM!

11:00 – 13:00

First Evaluation

Description:

This workshop is all about sharing your experiences and practices as Marketeers with other Marketeers! You shall also share your achievements, as well as your failures, as it is best to learn from one another!

Preparation:

Think of your time as a Marketeer, the things that worked, and those that did not! Prepare to discuss these!

13:00 – 14:30

Lunch

14:30 – 15:30

Marketing as a Fundraising Tool – Joint BEE & MKT

Description:

It is time to make Marketing profitable again! This year we have worked intensively on ensuring that Marketing becomes a profitable area once again. Marketing should be at the heart of fundraising, and should work closer with BEE in order to make money.

Preparation:

Think of ways in which Marketing and BEE may work together in order to fundraise, and be prepared to discuss them.

15:30 – 16:00

Open Forum

Description:

Prepare to discuss any topics you've been ready to discuss but we have not already. Also feel free to discuss any topic we've already discussed in further details.

Preparation:

No particular preparation needed.

16:00 – 17:30

Do you think this is a game? (Joint MKT + AA/MCC)

Description:

It is time to understand our colleagues in the AA & MCC areas! We shall look into the necessities and logistics of the other area, and even see what we could do if we were in their shoes!

Preparation:

Think of what you need as a Marketeer, and how you could offer to help the other areas!

17.30 - 19.00

Promotion Strategies in S&C - Joint MKT & S&C

Description:

During this workshop, we will discuss different promotion channels that are usually used in ELSA. We will also highlight the importance of a well-prepared promotion strategy. During the workshop we will go through the unified promotion for ELSA Law Schools and we will also discuss the promotion for ELSA Delegations. Finally, we will discuss the importance of the quality in the promotion of our events.

Preparation:

No need for any special preparations.

Tuesday, 13th of November 2018 (10:00 – 15:30)

10:00 – 12:00

Corporate Identity

Description:

As a follow-up to the workshops in the VIII Supporting Area Meeting in Thessaloniki, Greece, we will further discuss our Corporate Identity and our Branding. In particular we shall look into how our branding is developing, and how we will maintain it.

Preparation:

Familiarise yourself with our brands and Corporate Identity, which may be found in our [Brandbook](#).

12:00 – 13:00

Legal Issues in Marketing

Description:

Since in Marketing we are often creating materials, as well as using materials which others created, issues of copyrights and trademark are often present. We shall discuss these topics, as well as tips in order to avoid complications.

Preparation:

Familiarise yourself with copyright and trademark law within European Law.

13:00 – 14:30

Lunch

14:30 – 15:30

Open Workshop

Description:

The aim of the Open Workshop is to present and discuss the topics that concern every area. The topics will be:

- The “Why” of ELSA;
- Strategic Goals;
- Daily life of the International Board.

Preparation:

No preparation required.

15:30 – 19:00

Sightseeing

Thursday, 15th of November 2018 (10:00 – 19:00)

10:00 – 11:30

Promotion of STEP (Joint MKT + STEP)

Description:

Promotion is an essential part of STEP when it comes to raising awareness of our project. In this workshop we will evaluate our current promotion strategy and improve it by comparing materials and strategies created in previous years and we will bring up innovative ideas.

Preparation:

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

11:30 – 12:30

Synergy Update

Description:

The infamous Synergy Magazine! Some deem it one of our greatest assets, while others deem it a liability. We shall look into the developments on the Synergy Magazine over the past years, as well as the current situation of the Magazine. We shall also discuss the use of the Synergy Magazine within your groups.

Preparation:

Familiarise yourself with the history of the Synergy Magazine as well as the use of it within your groups. Further, familiarise yourself with the Synergy part of the Marketing section of the Decision Book.

12.30 – 13.00

Open Forum Discussion**Description:**

Prepare to discuss any topics you've been ready to discuss but we have not already. Also feel free to discuss any topic we've already discussed in further details.

Preparation:

No particular preparation needed.

13:00 – 14:30

Lunch

14:30 – 17:00

Conference

17:00 – 19:00

Social Media & Public Relations**Description:**

The aim of this workshop is to evaluate the use of social media in our Network and how to develop a PR Strategy.

Preparation:

Think of the social media platforms and strategies which you use and be prepared to share them.

Friday, 16th of November 2018 (10:00 – 17:30)

10:00 – 13:00

Training**Description:**

This will be dedicated to a training delivered by an alumnus and ITP trainers. You can pick from these topics:

- Time management
- Project management
- Negotiation Training

Preparation:

No preparation required.

13:00 – 14:30

Lunch

14:30 – 16:00

Project Management in Marketing**Description:**

Marketing is much more than designing pretty posters! (Though we do a pretty good job at it) Marketing is also about planning for the promotion of your projects, and ensuring that they get the maximum reach possible.

Preparation:

Think of the projects your group organises, and how you have marketed them. Prepare to share this with the workshop!

16:00 – 16:30

Open Forum Discussion**Description:**

Prepare to discuss any topics you've been ready to discuss but we have not already. Also feel free to discuss any topic we've already discussed in further details.

Preparation:

No particular preparation needed.

16:30 – 17:30

Evaluation & Closing**Description:**

We shall evaluate and discuss the outcome of the ICM and our workshops. Feel free to talk about whether your expectations have been met, and what you would change or keep the same.

Preparation:

No particular preparation needed.

ACADEMIC ACTIVITIES WORKSHOP

Timetable

	11 th November	12 th November	13 th November	14 th November	15 th November	16 th November	17 th November	
	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
9:00	ARRIVAL	BREAKFAST						
9:30								
10:00		Introduction to AA/MCC	Academic Competitions	Mid Plenary	ELSA Day (Joint AA/MCC +S&C)	Training	ELS General Assembly	
10:30					John H. Jackson MCC			IFP (Joint AA/MCC +S&C +STEP)
11:00		7th EHRMCC	Useful Finance (Joint AA/MCC +SC+FM)				Final Plenary	
11:30		Pre-Rounds and Regional Rounds						
12:00			Letters of Authorisation					
12:30								
13:00	Free Time							
13:30		LUNCH						
14:00	Opening Plenary	Legal Research Groups	Open Workshop	Mid Plenary	Conference	AA/MCC and IT	Final Plenary	
14:30			Sighstseeing			National and Local Projects		
15:00								Do you think this is a game (Joint AA/MCC +MKT)
15:30		Miscellaneous						
16:00		Fundraising, finance and flagships (Joint BEE, FM, AA/MCC)			Closing			
16:30			Training (Joint IM+ AA/MCC +S&C)		Dressing time			
17:00								
17:30	Opening Workshops	ELSA Law Review(s)		JHJMCC Finances (FM)				
18:00								
18:30	Officers and Freshers' Workshops					Gala ball		
19:00	HoD	Reporting Time & Dinner						
19:30								
20:00							DINNER	
20:30								
21:00	PARTY							
21:30								

Preparations and Reminders for the Academic Activities Workshop

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

- [Statutes and Standing Orders](#)
- [Council Meeting Decision Book 48th Edition, AA and MCC Part;](#)
- [AA Handbook](#)
- [MCC Handbook](#)
- [MCC Package](#)
- [LRG Handbook](#)
- [Law Review Handbook](#)
- [IFP Handbook](#)
- [ENC Handbook](#)
- [Minutes of the AA&MCC Workshop of ICM Lviv](#)

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 us at academicactivities@elsa.org or mootcourts@elsa.org.

It is our pleasure to welcome you to the AA/MCC Workshops of the International Council Meeting in Opatija. We cannot wait to meet everyone in Croatia.

Eva te Dorsthorst

Vice President for Academic Activities
ELSA International 2018/2019

and

George Manikas

Deputy Vice President for ELSA Moot Court Competitions
ELSA International 2018/2019

Draft Agenda

Sunday, 11th of November 2018 (17:00 - 18:30)

17:00 – 18:30

Opening Workshop

Description:

During the official Opening of the Academic Activities/Moot Court Competitions Workshop, we will elect our Workshop Officers (Chair, Vice Chair, Secretaries and ELSA Spirit), vote on Workshop Rules and the Workshop Agenda.

Preparation:

Consider what kind of rules you would like to implement during the ICM.

Monday, 12th of November 2018 (10:00 – 19:00)

10:00 – 11:00

Introduction to AA/MCC

Description:

What projects, opportunities and options exist in the AA/MCC area? What opportunities can we offer our members and officers? Or is it not about what ELSA can do for you, but what you can do for ELSA?

Preparation:

Read through the AA Handbook and MCC Handbook.

11:00 – 11:30

John H. Jackson Moot Court Competition: Structure and Challenges

Description:

The John H. Jackson Moot Court Competition is a flagship project, and additionally, the biggest project of our Association. The main focus areas of this workshop are to get to know the Competition and its structure and discuss the main challenges for its future. Also, how to promote the Competition and engage your National or Local ELSA members to participate.

Preparation:

Make sure to visit the website of the Competition: johnhacksonmoot.elsa.org

11:30 – 12:00

The 7th European Human Rights Moot Court Competition

Description:

The 7th EHRMCC has been growing immensely during this edition – since the last meeting, the competition has been launched, the application deadline is almost closing, and the Final Oral Round is getting closer and closer. How are things going?

Preparation:

Read the [7th EHRMCC Outline](#) and check out the website: ehrmcc.elsa.org

12:00 – 13:00

Pre-Rounds and Regional Rounds

Description:

The John H. Jackson Moot Court Competition has been organising Regional Rounds for years, and the EHRMCC has finally moved on from the informal Pre-Moot system to a Regional Round system as well. This gives food for thought on the development of these Rounds: what is there to improve, what standards can we set, and most importantly, where do we want to go?

Preparation:

Read the AA/MCC section of the Decision Book regarding Moot Courts ([page 60](#)).

13:00 – 14:30

Lunch

14:30 – 16:00

Legal Research Groups

Description:

Find out more about the newest addition to the Legal Research history of ELSA! We will present the Academic Framework, the timeline and the renewed General Guidelines, as well as the International Coordinating Team. We will look at the realisation of the developments as discussed at KAM, and the further possibilities the project could have.

Preparation:

Familiarise yourself with the LRG Regulations in the Decision Book ([page 57, onwards](#)) and the LRG website: legalresearch.elsa.org.

16:00 – 17:30

Do you think this is a game? (Joint MKT + AA/MCC)

Description:

It is time to understand our colleagues in the Marketing area (if that is even possible)! We shall look into the necessities and logistics of the other area, and walk a mile in their shoes, figuratively speaking.

Preparation:

Think of what support you need as an AA/MCC Officer and how you can support your Marketeer.

17:30 – 19:00

Fundraising, finance and flagships (Joint BEE + FM + AA/MCC)

Description:

An often-heard barrier to organising moot courts (and AA projects in general) is the fundraising and financial support that they require. This prompts us to look critically at the needs of the project managers, and the possibilities the Presidents and Treasurers can offer – be it external relations, grant applications or EDF support.

Preparation:

Brainstorm about your needs as an AA/MCC Officer with regards to budget, sponsoring and other finance-related concerns – we will be using moot courts as a practical example.

Tuesday, 13th of November 2018 (10:00 – 15:30)

10:00 – 11:30

Academic Competitions

Description:

We will provide you with a general update on the ELSA Negotiation Competition, consisting of the data gathered by the State of the Network inquiry and our AAmazing ENC Coaching Team. Afterwards, we will look into developing the ENC even further, as well as updating you on the developments as discussed at the KAM, regarding ‘other competitions’.

Preparation:

Meet with your ENC Coach, if you have not already, and prepare to discuss any non-ENC competitions that you host in your ELSA Group.

11:30 – 13:00

Useful Finance (Joint FM + AA/MCC + S&C)

Description:

In this workshop we will discuss about restrictions grants may place upon applicants and acceptable procedures through concrete cases.

Preparation:

Even though we are not always aware of it, the grants we receive come with expectations and requirements we must comply with. In this workshop we aim to discuss the problems international grants may pose to National Groups or to ELSA International.

13:00 – 14:30

Lunch

14:30 – 15:30

Open Workshop

Description:

The aim of the Open Workshop is to present and discuss the topics that concern every area. The topics will be:

- The “Why” of ELSA;
- Strategic Goals;
- Daily life of the International Board.

15:30 – 19:00

Sightseeing

Thursday, 15th of November 2018 (10:00 – 19:00)

10:00 – 11:00

ELSA Day (Joint AA/MCC + S&C)

Description:

The aim of this workshop is to present and elaborate on ELSA’s commitment to human rights and raise awareness about the Council of Europe and Human Rights. By highlighting and implementing Human Rights in our Key Areas so that we can provide our members with opportunities in this field of law, as well as contribute to the development of Human Rights in the form of academic results. During the workshop, ELSA International will present the 7th Edition of ELSA whilst giving importance to its structure and to the topic chosen for this edition ‘Right to Education’.

Preparation:

Find out what Human Rights events you have in your Local/National group.

11:00 – 13:00

International Focus Programme (Joint AA/MCC + S&C + STEP)**Description:**

During this Workshop we will be discussing the future of the IFP. It is crucial that our officers have a clear understanding of the impact that this programme has to offer, and also analyse the opportunities that it has linked to it. Via this workshop officers will have a clear idea with regards to events that they could organise. The workshop will also process AA & S&C joint proposals. The proposals are the following: Proposal No 3, Proposal No 40

Preparation:

Be familiar with the IFP Handbook. Also, read the IFP related parts of the International Council Meeting Decision Book.

13:00 – 14:30

Lunch

14:30 – 17:00

Conference

17:00 – 18:00

Option 1: ELSA Law Review

Description: Ever since 2015, the ‘ancient’ project of the ELSA Law Review has been revived by the VP AA’s of ELSA International. Since that time, we have not only seen an explosion of Law Reviews in the Network, but we also see a great progression in the ELSA Law Review of ELSA International. We will discuss the extent to which unification of these ELRs is possible, how we can support each other (for example, with regards to typesetting and publishing) and how new and old Law Reviews can learn from each other.

Preparation: Bring a (digital) copy of your Law Review, if your ELSA Group has any. Read the ELSA Law Review section of the Decision Book ([page 57](#)).

17:00 – 18:00

Option 2: John H. Jackson Moot Court Competition – Structure and Finances**Description:**

The John H. Jackson Moot Court Competition is one of the most prestigious and well-renowned moot court competitions worldwide. The main focus areas of this workshop are to discuss about its complex finances, but it is also a great opportunity for the FMers to get to know the Competition and its structure and discuss the main challenges that the Competition is facing.

Preparation:

General FM budgeting knowledge, basic logic and confidence with numbers is required.

18:00 – 19:00

ELSA Trainings (Joint IM + AA/MCC + S&C)**Description:**

Training is one of the tools to improve both Soft Skills and Officers' Skills. During this workshop we will discuss the potential of bringing Training to Key Areas and how the projects could be improved with the received knowledge.

Preparation:

Think about the events that could include Training sessions. Check how many Training Requests you submitted for the Key Area projects.

Friday, 16th of November 2018 (10:00 – 17:30)

10:00 – 13:00

Training**Description:**

This will be dedicated to a training delivered by an alumnus and ITP trainers. You can pick from these topics:

- Time management
- Project management
- Negotiation Training

Preparation:

No preparation required.

13:00 – 14:30

Lunch

14:30 – 15:00

AA/MCC and IT

Description:

Academic Activities and Moot Court Competitions can create a lot of ‘monkey’ work – however, in the modern day and age, there are many ways to make your life easier. Tools like Gmass, Boomerang and Slack are good examples, but the many functionalities of the G Suite should also not be underestimated.

Preparation:

Think about what programmes, apps, tools and plug-ins you use in your daily work, and prepare to share this information with the Workshop.

15:00 – 16:00

National and Local Projects

Description:

A forum for National and Local Officers to present their projects, exchange experiences and consider international cooperation. Additionally, a presentation shall be given on a more ‘strategic’ goal of ELSA International: mapping Local and National moots, to understand the function of Moot Courts as a project.

Preparation:

Think about the projects you would like to discuss and present. You are welcome to use different tools (PPT presentations, marketing materials, etc.), so do not forget to bring them! Please contact ELSA International in case you want to present your projects in the workshop (academicactivities@elsa.org).

16:00 – 16:30

Candidacy Workshop

Description:

This session will give you the opportunity to hear the plans of potential future Vice President for ELSA Moot Court Competitions. The candidate-VP EMCC of IB 18/19 will give short speeches, followed by Q&A from the Workshop participants.

Preparation:

Think about what you expect from the future Vice President for ELSA Moot Court Competitions and form your questions accordingly

16:30 – 17:00

Miscellaneous

Description:

A small extension of our time in ICM Opatija – an open forum for whatever the Workshop wishes to discuss, or the moment to revisit topics that came up during the week, but could not be discussed to the desired extent (through time constraints or otherwise).

Preparation:

Consider topics you would like to discuss with the other participants of the AA/MC Workshop, and share them with the Chair before the beginning of the Workshop.

17:00 – 17:30

Closing

Description:

Alas, all good things must come to an end. We will take some time to evaluate the ICM Opatija, gather input for ICM Baku, and hold a final Q&A session insofar it is needed.

Preparation:

Think about your favourite and least favourite moments during the Workshops – what made them good or bad, in your opinion? What can we improve for the next ICM?

SEMINARS AND CONFERENCES WORKSHOP

Timetable

	11 th November	12 th November	13 th November	14 th November	15 th November	16 th November	17 th November		
	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY		
9:00	ARRIVAL	BREAKFAST							
9:30									
10:00		ELSA Quiz	Proposals	Mid Plenary	ELSA Day (Joint AA/MCC +S&C)	Training	ELS General Assembly		
10:30		Status Quo							
11:00									
11:30			Useful Finance (Joint AA/MCC +SC+FM)						
12:00		Letters of Authorisation	International Conferences				IFP - (Joint AA/MCC+S&C +STEP)		Final Plenary
12:30									
13:00	Free Time								
13:30		LUNCH							
14:00	Opening Plenary		Open Workshop	Mid Plenary	Conference	ELSA Delegations	Final Plenary		
14:30		ELSA Law Schools							
15:00									
15:30									
16:00									
16:30	ELSA Webinars	Sighstseeing				Misc. & Closing			
17:00	Opening Workshops				Study Visits & Institutional Visits	Dressing time			
17:30			Promotion Strategies in S&C (Joint MKT+ S&C)						
18:00									
18:30	Officers and Freshers' Workshops					Training (Joint IM+ AA/MCC+S&C)			
19:00		Reporting Time & Dinner							
19:30	HoD								
20:00	DINNER								
20:30									
21:00	PARTY					Gala ball			
21:30									

Preparations and Reminders for the Seminars and Conferences Workshop

In order to actively participate and contribute to the Workshop sessions, please read the Working Materials carefully and do not forget to get familiar with the documents below beforehand:

- [Statutes and Standing Orders](#)
- [Council Meeting Decision Book 48th Edition, S&C Part;](#)
- [Minutes of the S&C Workshop of ICM Lviv](#)
- [IFP Handbook](#)
- [S&C Handbook](#)

Please read the Statutes and Standing Orders and the Decision Book, with particular attention to: Decisions related to ELSA in General, to S&C and to BEE (Institutional Relations). If you bring your laptop with you, it is recommended that you have these documents downloaded on your computer.

To access most of the documents above you require username and password.

Username: officer

Password: 7zXZZNq

Moreover, please read the following draft agenda carefully. Should you need any clarifications please do not hesitate to contact us by sending an email to seminarsconferences@elsa.org

Welcome to the S&C Workshop!

Ezgi Yıldız

Vice President for Seminars and Conferences

ELSA International 2018/2019

Draft Agenda

Sunday, 11th of November 2018 (17:00 - 18:30)

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, 12th of November 2018 (10:00 – 19:00)

10:00 – 10:30

ELSA Quiz

Description:

During this workshop a small quiz will be made by ELSA International to break the ice and get a better idea of the workshop’s knowledge.

Preparation:

Please read the documents stated in the first page to enrich your knowledge and download the app called Kahoot to your computers or cell phones.

10:30 – 11:30

Status Quo

Description:

During this workshop, we will analyse the current status of the area of Seminars and Conferences. We will analyse and discuss the State of the Network report and compare it with previous years to see the current trends and measure our accomplishments.

Preparation:

Please, make sure that your National Group has filled in the SotN questionnaire completely and objectively to provide us with quality results.

11:30 – 13:00

International Conferences

Description:

During this workshop we will discuss the future of International Conferences in our Network and the possibility of them becoming a new flagship project.

Preparation:

Talk to your board and your predecessors and prepare a small presentation if you ever organised an International Conference or planning to organise one.

13:00 – 14:30

Lunch

14:30 – 16:30

ELSA Law Schools

Description:

Officers will be provided with a brief introduction about the ELSA Law Schools' requirements. During the workshop, statistics for the summer cycle 2017/2018 will be presented. We will also go through the ELSA Law School Summer Cycle 2018/2019. 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 and also go through the ELSA Law Schools Handbook. Finally, brainstorm and prepare suggestions relating to the quality standards within ELSA Law Schools.

16:30 – 17:30

ELSA Webinars

Description:

During this workshop, ELSA International will present the concept of ELSA Webinars to S&C Officers. The aim of this workshop is that of providing a clear insight for all officers with regards to the advantages of Webinars and a way forward on how this project would affect the network.

Preparation:

Prepare a short explanation of the Webinar if you have organised a Webinar in your National or Local Group. Also, please brainstorm beforehand regarding where you wish to see this project in the next 5 years.

17:30 – 19:00

Promotion Strategies in S&C (Joint MKT + S&C)

Description:

During this workshop, we will discuss different promotion channels that are usually used in ELSA. We will also highlight the importance of a well-prepared promotion strategy. During the workshop we will go through the unified promotion for ELSA Law Schools and we will also discuss the promotion for ELSA Delegations. Finally, we will discuss the importance of the quality in the promotion of our events.

Preparation:

No need for any special preparations.

Tuesday, 13th of November 2018 (10:00 – 15:30)

10:00 – 11:30

Proposals

Description:

The aim of this workshop is to present and discuss the proposals relating to the S&C area. The proposals this time are relatively comprehensive thus it is an aim, as it is a tradition in S&C, to find a consensus that the WS can recommend to the Council.

Preparation:

Read proposals No 30 and No 31.

11:30 – 13:00

Useful Finance (Joint FM + AA/MCC + S&C)

Description:

In this workshop we will discuss about restrictions grants may place upon applicants and acceptable procedures through concrete cases.

Preparation:

Even though we are not always aware of it, the grants we receive come with expectations and requirements we must comply with. In this workshop we aim to discuss the problems international grants may pose to National Groups or to ELSA International.

13:00 – 14:30

Lunch

*14:30 – 15:30****Open Workshop*****Description:**

The aim of the Open Workshop is to present and discuss the topics that concern every area. The topics will be:

- The “Why” of ELSA;
- Strategic Goals;
- Daily life of the International Board.

Preparation:

No preparation required.

Thursday, 15th of November 2018 (10:00 – 19:00)

10:00 – 11:00

ELSA Day (Joint AA/MCC + S&C)**Description:**

The aim of this workshop is to present and elaborate on ELSA’s commitment to human rights and raise awareness about the Council of Europe and Human Rights. By highlighting and implementing Human Rights in our Key Areas so that we can provide our members with opportunities in this field of law, as well as contribute to the development of Human Rights in the form of academic results. During the workshop, ELSA International will present the 7th Edition of ELSA whilst giving importance to its structure and to the topic chosen for this edition ‘Right to Education’.

Preparation:

Find out what Human Rights events you have in your Local/National group.

11:00 – 13:00

International Focus Programme (Joint AA/MCC + S&C + STEP)**Description:**

During this Workshop we will be discussing the future of the IFP. It is crucial that our officers have a clear understanding of the impact that this programme has to offer, and also analyse the opportunities that it has linked to it. Via this workshop officers will have a clear idea with regards to events that they could organise. The workshop will also process AA & S&C joint proposals. The proposals are the following: Proposal No 3, Proposal No 40

Preparation:

Be familiar with the IFP Handbook. Also, read the IFP related parts of the International Council Meeting Decision Book.

13:00 – 14:30

Lunch

14:30 – 17:00

Conference

17:00 – 18:00

Study Visits and Institutional Visits

Description:

To evaluate organised activities and discuss challenges connected with them. To discuss how to better implement the Study Visit agreement. Exchange the best practices on fundraising and organising Study Visits and Institutional Visits. To sum up, the aim of this workshop is that of raising awareness on the importance of organising Study Visits and Institutional Visits at a local level whilst providing S&C officers with the necessary skills and knowledge on the preparations for the organisation of an international Study Visit and Institutional Visit.

Preparation:

If you have any interesting best practices related to these activities, be ready to share it with the Workshop.

18:00 – 19:00

Training (Joint IM+ AA/MCC + S&C)

Description:

Training is one of the tools to improve both Soft Skills and Officers' Skills. During this workshop we will discuss the potential of bringing Training to Key Areas and how the projects could be improved with the received knowledge.

Preparation:

Think about the events that could include Training sessions. Check how many Training Requests you submitted for the Key Area projects.

Friday, 16th of November 2018 (10:00 – 17:30)

10:00 – 13:00

Training

Description:

This will be dedicated to a training delivered by an alumnus and ITP trainers. You can pick from these topics:

- Time management
- Project management
- Negotiation Training

Preparation:

No preparation required.

13:00 – 14:30

Lunch

14:30 – 16:00

ELSA Delegations**Description:**

The area of ELSA Delegations has grown significantly during the past years. During this workshop we will discuss possible improvements and 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 Institutional Relations part of the Decision Book which is found under the BEE part. Also, read the Guidelines for the delegates for different institutions. Think about an effective promotion strategy for ELSA Delegations.

16:00 – 16:30

ELS**Description:**

A presentation will be given by ELSA Lawyers Society.

Preparation:

No need for any special preparations.

16:30 – 17:30

Miscellaneous & Closing**Description:**

Due to the fact that most of the workshop topics are prepared by ELSA International, we also need some time to discuss the topics of your interest. Therefore, this workshop will aim at the issues, which are not represented in the initial agenda. Afterwards 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

	11 th November	12 th November	13 th November	14 th November	15 th November	16 th November	17 th November	
	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
09:00	ARRIVAL	BREAKFAST						
09:30								
10:00								
10:30		STEP Procedure	Decision Book & Proposals	Mid Plenary	Promotion of STEP (MKT & STEP)	Training	ELS General Assembly	
11:00		Statistics & SotN Report						
11:30								
12:00				IFP - (Joint AA+S&C+S TEP		Final Plenary		
12:30	Letters of Authorisation	STEP Calendar	External regulation (Joint BEE+STEP)					
13:00	Free Time	LUNCH						
13:30								
14:00	Opening Plenary	LUNCH						
14:30		Job Hunting	Open Workshop	Mid Plenary		OYOP & Transition	Final Plenary	
15:00								
15:30						Conference		History of STEP
16:00		Legal Issues						
16:30						Miscellaneous & Closing		
17:00	Opening Workshops	Communication Tools	Sightseeing	Mid Plenary	Student Hunting Practice			
17:30		Reception						
18:00								
18:30	IT in STEP				STEP Coaching	Dressing time		
19:00	Officers and Freshers' Workshops							
19:30	HoD	Reporting Time & Dinner				Transport		
20:00	DINNER					Gala ball		
20:30								
21:00	PARTY						Gala ball	
21:30								

Preparations and Reminders for the STEP Workshop

In order to actively participate and contribute to the Workshop sessions, **please read the Working Materials carefully** and do not forget to get familiar with the documents below beforehand:

- [Statutes and Standing Orders](#)
- [Council Meeting Decision Book 48th Edition, STEP Part;](#)
- [Minutes of the STEP Workshop of ICM Lviv](#)
- [STEP Calendar 2018/2019](#)
- [STEP Handbook](#)
- [STEP Tutorial](#)

Please read the aforementioned documents carefully. This is of utmost importance for the discussions and the outcome of the Workshop sessions. To access most of the documents above you require a username and password.

Username: officer

Password: 7zXZZNq

There will be workshops which require electronical devices. Therefore, please do not forget to bring your laptops and smart phones. Also, it is recommended to download all the aforementioned documents beforehand to your devices.

Moreover, please read the following draft agenda carefully. Thus, you will have an overview of the topics that will be discussed, and you will be able to prepare your own contribution and input to be shared with the other Workshop participants. Should you need any clarifications, please do not hesitate to contact me by sending an email to step@elsa.org.

I cannot wait to STEP up our games and take our association one STEP further together during the ICM in Opatija!

STEPfully yours,

Barlascan Alphan

Vice President for Student Trainee Exchange Programme
ELSA International 2018/2019

Draft Agenda

Sunday, 11th of November (17:00 – 18:30)

17:00 – 18:30

Opening Workshop

Description:

Presentation and approval of the STEP Workshop Agenda for the International Council Meeting Opatija. Election of the Workshop Officers and deciding 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 input is essential for shaping our Workshops for your needs.

Monday, 12th of November (10:00 – 19:00)

10:00 – 11:00

STEP Procedure

Description:

To elaborate on what STEP is, how we operate on a Local, National and International Level, and to evaluate the general STEP knowledge of the workshop.

Preparation:

Think about your transition and all the information and problems inherited from your predecessor. Pay attention whether the workshop matches with the information you have received and pose all the questions that you would like to ask. If not, please ask or start a discussion.

11:00 - 12:00

Statistics & SotN Report

Description:

Presentation of the STEP Statistics from the term 2017/2018 and STEP related results of the 25th 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.

12:00 – 13:00

STEP Calendar**Description**

The best friend and worst enemy of a STEP officer is the STEP Calendar. Therefore, it will be useful to learn more about it. In this workshop, the new STEP Calendar will be introduced, and feedback will be received from the workshop by comparing the new STEP Calendar with the former one.

Preparation

Check the [STEP Calendar](#) which you may find in the Officers' Portal. If you think that the new introduced deadlines or dates do not fit with your term in general and if you would like to change something in the Calendar for next year, think about this before the workshop and tell during the workshop.

13:00 – 14:30

Lunch

14:30 – 15:30

Job Hunting**Description:**

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

Preparation:

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

15:30 – 17:00

Legal Issues**Description:**

Due to the nature of our association, we have multiple jurisdictions with different practices regarding ELSA and law. Due to the nature of STEP; contracts, insurance and visa formalities plays a vital role in our daily life as a STEP officer. Therefore, it is important to determine our legal issues, discuss how to overcome these problems and how to implement solutions for these problems.

Preparation:

Please read the [TSF Contract](#), [Traineeship Agreement](#), [Traineeship Confirmation Form](#) and [Privacy Policy](#) beforehand and research on the enforceability of these contracts in your National/Local jurisdictions.

17:00 – 17:30

Communication Tools**Description:**

Communication plays a significant role in ELSA, especially in STEP, since we are all dependent on each other's work. Therefore, all the STEP officers need to know how we communicate with other STEP officers, ELSA officers in general and externals.

Preparation:

Research on what kind of communication tools you are or were using in your National/Local Group. Present the communication tools that you are using and share with the workshop which methods you think are effective in terms of communication.

17:30 – 18:00

Reception**Description:**

We will discuss the problems that we encounter, especially on the International Level during the reception. We will discuss how to overcome these problems. Also, during this workshop, the STEP Reception Competition will be introduced.

Preparation:

Think about the best reception activities that your National/Local group organised and about the problems you encountered during the reception and what could be improved.

18:00 – 19:00

IT in STEP**Description**

Explaining all the improvements on IT in STEP done last year. New IT improvements will be presented to the workshop and during the workshop we will brainstorm over what can be improved or changed.

Preparation

Read the manuals [How to upload TSF Manual](#), [How to approve SAF Manual](#), [How to add/edit Local Group's account Manual](#), [Traineeship Providers' Manual](#) beforehand to get an idea about how our current IT System works.

Tuesday, 12th of November (10:00 – 15:30)

10:00 – 12:00

Decision Book & Proposals**Description:**

Getting familiar with the STEP part of the Decision Book will make our discussion about STEP proposals easier. Discussion and voting upon the proposals related to the STEP part of the Decision Book. The proposals are the following: No. 32-39.

Preparation:

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

12:00 – 13:00

External regulation (Joint BEE + STEP)**Description:**

As already pointed out during the International Presidents' Meeting in Kutaisi, the current regulations regarding the procedure to approach International Contacts are outdated... This workshop aims to further discuss this issue and to come up with a solution on how to proceed with the approach of International Contacts in the future.

Preparation:

Read the External Relations part of the International Council Meeting Decision Book of ELSA. Be ready to share your suggestions for improvement.

13:00 – 14:30

Lunch

14:30 – 15:30

Open Workshop**Description:**

The aim of the Open Workshop is to present and discuss the topics that concern every area. The topics will be:

- The “Why” of ELSA;
- Strategic Goals;
- Daily life of the International Board.

Preparation:

No preparation required.

Thursday, 15th of November (10:00 – 19:00)

10:00 – 11:00

Promotion of STEP - STEP & MKT**Description:**

Promotion is an essential part of STEP when it comes to raising awareness of our project. In this workshop we will evaluate our current promotion strategy and improve it by comparing materials and strategies created in previous years and we will bring up innovative ideas.

Preparation:

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

11:00 – 13:00

International Focus Programme (Joint AA/MCC + S&C + STEP)**Description:**

During this Workshop we will be discussing the future of the IFP. It is crucial that our officers have a clear understanding of the impact that this programme has to offer, and also analyse the opportunities that it has linked to it. Via this workshop officers will have a clear idea with regards to events that they could organise. The workshop will also process AA & S&C joint proposals. The proposals are the following: No 3 and No 40.

Preparation:

Be familiar with the IFP Handbook. Also, read the IFP related parts of the International Council Meeting Decision Book.

13:00 – 14:30

Lunch

14:30 – 17:00

Conference

17:00 – 18:00

Student Hunting Practice**Description:**

The International Council Meeting is going to be in the middle of the Student Hunting period. This workshop mainly aims to share the best practices regarding Student Hunting in order to evaluate the Student Hunting practices beforehand and accelerate Student Hunting practices thereafter.

Preparation:

Bring your Student Hunting materials which you use in your country and think about the most frequent questions that you receive from people who would like to apply for STEP.

18:00 - 19:00

STEP Coaching**Description:**

This workshop will be given by the STEP Coaches regarding how to improve STEP Coaching by evaluating STEP Coaching and the new updated STEP Coaching Strategy

Preparation:

Please read the [STEP Coaching Strategy](#) prior to the workshop.

Friday, 16th of November (10:00 – 17:30)

10:00 – 13:00

Training**Description:**

This will be dedicated to a training delivered by an alumnus and ITP trainers. You can pick from these topics:

- Time management
- Project management
- Negotiation Training

Preparation:

No preparation required.

14:30 – 15:30

OYOP & Transition**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 an One Year Operational Plan should be created as it is the essential part of planning for the year.

Preparation:

Think about the quality of your transition (what was good, what was lacking, and what could have been done better). Read the STEP Part of the [OYOP of ELSA International 2018/2019](#) and be ready to present your own OYOP.

15:30 – 16:30

History of STEP

Description:

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

Preparation:

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

16:30 - 17:30

Miscellaneous & Closing

Description:

The classic ‘miscellaneous’: the time to bring forward what we were not able to discuss during previous Workshops.

Preparation:

Was anything unclear, do you wish to ask anything from your fellow Officers or ELSA International? This is your moment to speak up!

ACTIVITY REPORTS

INTERNATIONAL BOARD 2018/2019

Filipe Machado

| President of ELSA International 2018/2019

ELSA Internal Work

- Coordinating the work within the Board;
- Looking into practical solutions to ensure better communication within the group using online platforms, Slack;
- Implementation of office hours from 9am to 6pm to ensure a good balance between ELSA work and personal life;
- Conducting evaluation talks with each board member after Area Meetings or end of projects;
- Assisting with the fundraising process of the LRG in Energy Law in cooperation with the VP A&A;
- Assisting with the fundraising process of the The John H. Jackson Moot Court Competition in cooperation with the Deputy EMCC;
- Assisting with STEP Job Hunting in cooperation with the VP STEP;
- Assisting with ELSA Delegation in cooperation with the VP S&C;
- Assisting with the organisation of the IBA-ELSA Conference in cooperation with the VP S&C;
- Assisting with the Evaluation period of SLS in cooperation with the VP S&C;
- Assisting with the World Forum for Democracy in cooperation with the VP S&C;
- Supporting the organisation of the Former IB Weekend;
- Following up on new member groups' progress and future plans;

Strategic Goals

- Conducting an evaluation of implementation of Strategic Goals 2018 with DaVinciInstitute;
- Forming a Working Group on the Strategic Goals 2023;
- Compilation of the results of the Workshops given to the former ICMs and IPMs in order to have data allowing the drafting of the new strategic goals;
- Beginning of the drafting of the strategic goals;

Coaching

- Having Skype meetings with coaching groups;
- Attending coaching group's National Council Meeting;
- Improvements to Coaching System, and active participation in the OYOP implementation of each coaching group;

Alumni

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

BEE Webinar

- Launch of the BEE webinar concept;
- Creation of the webinar “How to lead in a digital world” in cooperation with Qileader;
- Creation of the webinar “Legal drafting” in cooperation with Study Legal English;

BEE International Team

- Launch of the BEE international Team Concept;
- Production of a BEE handbook in cooperation with the Assistant for BEE Publications;
- Production of an External Data base summary with the assistant for External Relations;
- Production of an External Relations strategic plan with the Director for Development & Partnership Coordination;

Events

- Hosting workshops at the 57th International Presidents’ Meeting;
- Hosting a workshop at the National Presidents’ Meeting of ELSA Poland;
- Hosting a workshop at the Nordic Officers’ Meeting;
- Participation in the Slavic Officers’ Meeting;
- Participation in the Freshers’ Camp of ELSA France;

Administration

- Assisting with matters of the House administration;
- Coordinator of the GDPR compliance of ELSA; in cooperation of the Secretary General;
- Supporting Treasurer with matters regarding banking and financial administration;
- Coordinator of the legal protection compliance of ELSA;

ELSA External Work

- Following up on transition partner meetings;
- Researching and organising the archive for external relations;
- Working on the establishment of an External Relations Database;
- Updating the current partnership proposal in cooperation with the VP Marketing;
- Approaching potential new partners with a focus on LLM partners;
- Starting a new association partnership with INTA (International Trademark Association) and CCBE (The Council of Bars and Law Societies of Europe);
- Starting a new partnership with EDX (massive open online course provider) and Revolut (digital banking alternative);
- Tracking and approving partner requests from the Network and ensuring external contact regulations are complied with;
- Creation of a new system for the partner requests by using WordPress tables plugin;
- Having meetings with partner student associations (ESN, EPSA, JADE, AISEC) to evaluate the current structure of ELSA and understand how ELSA is perceived by externals right now;

Events

- Attending the Welcome meeting of EPSA (European Pharmaceutical Students Association);
- Attending welcome meeting of ESN (Erasmus Student Network);
- Attending welcome meeting of AGEE (Association des Etats Généraux Des Etudiants de Europe);
- Attending the Annual Congress of AIJA (International association of Young Lawyers);
- Attending the GDPR Congress in Brussels with our Legal partner, Digital Law Uk;
- Attending the WTO Public Forum "Trade 2030" in Geneva;
- Attending the Lunch debate of the Federation of European and International Associations;
- Attending the congress of the International Associations of Lawyers (UIA);
- Participation at the IBA Conference "A Toolkit for Tomorrow's Lawyers";
- Participation at the Half year Conference of AIJA (International association of Young Lawyers).

Akville Jurkaityte

| Secretary General of ELSA International 2018/2019

General

- Creation of the Common OYOP of ELSA International 2018/2019 and final compilation;
- Registration of the International Board 2018/2019;
- The final compilation of the Monthly reports;
- The opening of 3 working groups: Working group on Strategic Goals; Working group on GDPR Compliance; Working group on International Internal Meetings;
- General representation at the external events;
- Assistance of drafting of the strategic goals;
- Coordinating the GDPR Compliance of ELSA in cooperation with the President
- Revision of the Human Resources Cycles of ELSA;
- Internal assistance for the International Board 2018/2019;
- Attendance of EDF Board Meetings;
- Preparation of the workshop for the Nordic Officers' Meeting;

Communication & IT

- Creation of IM Facebook Group;
- Creation of IM Slack Workspace;
- Update of the public websites (<https://elsa.org>; www.wikipedia.com);
- Constant maintenance of ELSA website;
- Skype calls with National Groups' Secretaries General;
- Administrating common ELSA International email;
- Maintenance of the ELSA Mailing lists;
- Administration of the G-Suite system;
- Together with the Assistants for IT development of G-Suite system;
- Meetings regarding electronic voting system;

ELSA International Team 2018/2019

- Creating websites for the 1st and 2nd calls of the ELSA International Team 2018/2019;
- Appointment of Assistants (in no particular order): Nana Gegia, Michael Baumgartner, Herman Grøm, Kim Irrlitz, Sebastian Dalhoff;
- Communication with the Proofreading Team;
- Creation of IM EI Team Slack Workspace, emails;
- Creation of ELSA International Team 2018/2019 Facebook Group;
- Opening the applications for the ELSA International Team Weekend 2018;

ELSA Training

- Establishment of the ELSA Training Strategy for the term 2018/2019;
- Update of the new ITP Trainers' Database;
- Participation in the Youth NGO Training Network meetings;
- Preparation of the organization for the Refreshment Weekend;
- Research of the professional training companies;
- Communication with other Student Associations regarding quality standards;
- Communication with the International Trainers' Pool (ITP);
- Assistance for the National Groups regarding the establishment of the National Trainers' Pool;

Alumni & ELS

- Cooperation with ELS;
- Organizing the Former IB Weekend 2018;
- Preparing the Working Materials for the Former IB Weekend 2018;

Coaching

- Introductory emails in August;
- Skype meetings with Coaching groups;
- Coaching update;
- Planning of the Coaching visits;

International Internal Meetings

- Pre-ICM visit to Opatija;
- Meetings and planning of the VIII Supporting Area Meeting Thessaloniki;
- Planning the Internal Management workshops for the VIII Supporting Area Meeting Thessaloniki;
- Preparing the Working Materials for the VIII Supporting Area Meeting Thessaloniki;
- Skype meetings with the Organizing Committee and planning of the LXXIV International Council Meeting Opatija;
- Preparing the Working Materials for the LXXIV International Council Meeting Opatija;
- Preparing IM and General questions for the State of the Network Inquiry and the final editing;
- Skype meetings with the Organizing Committee of the LXXV International Council Meeting Baku;
- Planning of the Pre-ICM Baku visit.

Loup Cressey

| Treasurer of ELSA International 2018/2019

General Daily Administration

- Restructuring the ELSA House utilities contract;
- Assessing and acting on the current Financial situation;
- General accounting and asset management;
- Meetings with the Accountant;
- Revising the Budget approved in Lviv and preparing amendments for ICM Opatija;
- Revising the budgets of all the events;
- Debtors and Open Balances tracking;
- Creating a new donation system integrated in our website;
- Taking care of the Former IB week end logistics;
- General travel planning and logistics for the Board;
- Negotiating free software for the Board;
- Appointing three assistants;
- Meetings with the Council of Europe in Strasbourg;
- Meetings with WTO and JhJ partners in Geneva;
- IFISO meeting attendance in Istanbul;
- WTO public forum attendance in Geneva;
- OYOP training attendance;

ELSA Development Foundation

- General EDF Administration: board meetings administration, application revision, report revision, etc.;
- Invoicing of all the Member countries;
- Appointment of an EDF Award assistant;
- Creation of new templates with the help of the assistants for Template;
- Revision of the functioning of the Foundation;

Grants

- Applications: Council of Europe general grant, Council of Europe World Forum of Democracy grant, Council of Europe EHRMCC grant, EYF work plan 2019, US Consulate General in Strasbourg grant, City of Strasbourg;
- Preparatory work for the UNECA Grant;
- Preparatory work for the reporting of all grants;
- Research on new grants, particularly Belgian ones;

International Internal Meetings

- Preparation materials (working materials, workshops), attendance and follow up of IPM Kutaisi;
- Preparation materials (working materials, workshops), attendance and follow up of SAM Thessaloniki;
- Preparation materials (working materials, workshops), attendance and follow up of KAM Lviv;
- Preparation materials for ICM Opatija (working materials, workshops and proposals);

Mott Courts

- EMCC: Strasbourg visit to check on the different location of the competition, update on the budget, negotiation on the Council of Europe grant;
- John H. Jackson Moot Court: Geneva visit to check on the different venues of the competition and meeting with partners;

Coaching Countries

- Implementing communication with my coaching countries;
- Coaching visit to ELSA Ukraine;
- Coaching visit to ELSA Turkey;

Key Area Support

- World Forum of Democracy logistics and attendance;
- Grant research for all the projects;
- Study Visits in the ELSA House coordination.

Matteo Alessandro

| Vice President for Marketing of ELSA International 2018/2019

Synergy

- Preparation of the 64th Synergy Magazine alongside the Synergy Team;
- Signing new Synergy Magazine Printing Partner 'Nasza Drukarnia';
- Creation of new advertisement packages for the Synergy Magazine;
- Creation of new media card for Synergy Magazine;
- Mitigation of situation created by the absence of the 63rd Synergy Magazine;

Network

- Attendance of SAM VIII in Thessaloniki, Greece;
- Formation of the Graphic Design Team, Assistant for Publishing Role, and Advertising Team;
- Creation of Director for Communication Role in order to ensure steady communication throughout the Network;
- Introduction to National Coaching Groups;

Branding and Promotion

- Rebranding internal statutory documents;
- New branding for several Key Area Projects including
 - Winter ELSA Law Schools
 - John H. Jackson Moot Court Competition
 - ELSA Delegations
 - Legal Research Groups;
- Creation of Marketing Kits for Key Area Projects *inter alia* marketing kits for the EHRMCC and the John H. Jackson Moot Court Competition;
- Launching the promotion for several Key Area Projects
 - EHRMCC
 - John H. Jackson Moot Court Competition
 - Winter ELSA Law Schools
 - ELSA Delegations Call for September
 - STEP;

Fundraising and Public Relations

- Constant cooperation with the BEE area in order to ensure good relationships with partners;
- Contact with partners regarding marketing benefits;
- Contact with new partners;
- Creation of new advertisement packages.

Eva te Dorsthorst

| Vice President for Academic Activities of ELSA International 2018/2019

ELSA International AA Team

- Opening the call and interviewing, in total, around 25 applicants;
- Appointment of Directors and Assistants (in no particular order): Can Arihan, Disa Thorsvad, Ekaterina Baliuk, Arthur Andreamatteo, Sami Ayadi, Mina Turkan, Michele Pozzo, Yana Lysak, Jake Camilleri and Joris Fontaine;
- Creation of AA EI Team Slack Workspace, emails and shared Drive;
- Regular Skypes with 'Board of Directors' and project teams;

Legal Publication

- Meeting with Wolf Legal Publishers to discuss the content of the Publishing Partnership;
- Researching and contacting new LRG partners;
- Open Call for International LRG Coordinating Team;
- Finishing of the Essay Competition on Migration law;
- Contact with Parliamentary Assembly of Council of Europe (PACE) with regards to traineeship;
- Preparatory work for continuation of the ELSA Law Review;

EHRMCC

- Restructuring of EHRMCC timeline and Academic Board;
- Updating entire EHRMCC website (ehrmcc.elsa.org) and GDPR-proofing application form;
- Appointing and guiding the Case Author and Academic Board in creation of the Case;
- Launching the case and other competition materials on September 26th;
- Reorganising Judges' Packages and invitation list for Judges;
- Several meetings with Council of Europe and the City of Strasbourg regarding the Final Oral Round;
- Expanding circle of potential Sponsors and Partners, as well as a Patron;
- Supported Winners and Best Orallist of 6th Edition in receiving their Traineeship;

EHRMCC Pre-Rounds

- Several meetings with Council of Europe regarding potential academic support;
- Opening official call for EHRMCC Pre-Round hosts;
- Multiple Skype meetings with potential hosts on strategic locations;

Academic Competitions

- Revamped ENC Coaching System and supported Coaches with (contact) information;
- Created official ENC Case Request form;
- Researched Academic Competitions' history and potential handbook;

- Contacted International Negotiation Competition with regards to European Final Round of INC and an official Memorandum of Understanding;
- Researched potential externals to assist us in drafting new cases;

ELSA Day (all in cooperation with Ezgi Yildiz, VP S&C)

- Several visits to Council of Europe to clarify ELSA Day 2018;
- Appointed National Coordinators and created Facebook platform for discussion;
- Updated ELSA Day Website;
- Created 7th ELSA Day Outline;
- Preparing selection of ELSA Days for Council of Europe's Visibility Materials;

International Focus Programme

- With Treasurer, applying for the European Youth Foundation Grant;
- Writing the 1st IFP on Environmental Law Outline;
- Contacting externals regarding the IFP Webinars and Conference;

Coaching

- Introductory emails in August;
- Providing feedback on OYOPs and Skyping where possible;
- Monthly personalised updates;

Communication

- Creation of AA/MCC Facebook Group;
- Preparation of AA/MCC Slack Group;
- Answering all introductions to mailing list and asking for plans and level of transition;

General Board Tasks

- Preparation of KAM Lviv and ICM Opatija Working Materials;
- Attendance at KAM Lviv, SAM Thessaloniki and Former IB Weekend;
- Creation of the Common OYOP of ELSA International 2018/19;
- With Matteo, Secretary of weekly Board Meetings.

Georgios Manikas

| Deputy Vice President for ELSA Moot Court Competitions of ELSA International 2018/2019

John H. Jackson Moot Court Competition

- Communication and meetings with the John H. Jackson Moot Court Competition sponsors. Constantly updating them on how we proceed with the Competition;
- Locking very early on all the Regional Round dates and locations along with the Final Oral Round;
- Contacting and gathering of Panellists for the Regional Rounds;
- Weekly (Skype) call meetings with the Regional Rounds Organisers;
- Updating all the documents related to the Competition with technical and substantial corrections;
- Conference calls and e-mails with the Academic Board;
- Guiding the Case Author and the Academic Board in drafting the case for the 17th edition;
- Guiding the Academic Board and Case Authors on drafting the Bench Memorandum for the 17th edition;
- Preparing the launch of the 17th edition;
- Application for the UNECA Grant for the 17th edition;
- Fundraising for the John H. Jackson Moot Court Competition;

National and Local Moot Court Competitions

- Mapping of all National and Local Moot Court Competitions in the Network;
- Development of a unified structure for all National and Local Moot Court Competitions in the Network;

Internal Meetings

- Conducted workshop on the future of the John H. Jackson Moot Court Competition at the LVII International Presidents' Meeting in Kutaisi, Georgia. Discussing the challenges within a fruitful and meaningful framework of exchange of ideas and views;
- Conducted workshops at the VIII. Key Area Meeting in Lviv, Ukraine;

Communication with the Network: Coaching

- We have started early on our discussions on matters that cover a broad aspect of topics, supporting them in every way possible;
- Initiated OYOP discussions on how to achieve their goals for their term;
- Daily Skype Calls with National and Local MCC Officers – Exchange of ideas;
- Skype with many National and Local MCC Officers for an exchange of views on different aspects of Moot Court Competitions;

- Support in many ways; how to engage their local ELSA members to participate and assist as O.C. to the actual structure and nature of the Moot itself and how to successfully fundraise;

ELSA International Team: National and Local Moot Court Competition Team and John H Jackson Moot Court Competition Team

- Individual and group Skype sessions with the Teams;
- Members of the National and Local Moot Court Competitions Team
 - Director for NLMCC – Samuel Ehlers;
 - Assistant for NLMCC – Romana Reiprichova;
- Members of the John H. Jackson Moot Court Competition Team
 - Assistant for the John H. Jackson MCC – Iulia Madalina Vacar;
 - Assistant for Teams – Elisavet Papathanasiou;
 - Assistant for Panellists – Olga Koumpouri;
 - Assistants for Regional Rounds – Mireia Mas Catala and Sarah Ikast Kristoffersen.

Ezgi Yıldız

| Vice President for Seminars & Conferences of ELSA International 2018/2019

ELSA Law Schools

- The creation of the online evaluation form for the ELSA Law Schools Summer Cycle 2017/2018 and sending it to the respective participants for feedback;
- The creation of the ELSA Law Schools Winter Cycle 2018/2019;
- Assisting with the promotion of Winter ELSA Law Schools;
- Opening the Application Period for Winter ELSA Law Schools 2018/2019;
- The creation of the ELSA Law Schools Summer Cycle 2018/2019;
- The specification form and therefore the start of ELSA Law Schools Summer Cycle 2018/2019 was created;
- Assisting with quality improvements and other issues with specific ELSA Law Schools;
- Seeking and discussing major improvements to the Unification of ELSA Law Schools;

ELSA Delegations

- 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 2018/2019 which shall include a minimum of six calls;
- Registering the current board to the United Nations database;

International Focus Programme (IFP)

- Preparing all the necessary documents and applying for observer-ship status within the United Nations Framework on the Convention on Climate Change (UNFCCC). Our application will be reviewed in the upcoming months. If ELSA is successful, then we would be able to establish ELSA Delegations related to Environmental Law;
- The establishment of a new IFP co-ordinating structure in compliance with the grants;
- Preparations for the IFP Week coordination;

ELSA Day

- With VP AA we have updated the Project Outline and the website which gives all relevant information to organisers;
- National ELSA Day coordinators have been appointed;
- Providing information to Council of Europe that will send promotional materials to 40 local groups;

ELSA Webinars

- Researching different sustainable and long-term programmes that could be ELSA's software for this project. Short-listing the researched platforms;
- Holding meetings with Council of Europe for the ELSA Day Webinar;
- Holding meetings to add two more Webinars with Council of Europe as the technical supporter;

IBA-ELSA Students' Conference

- Coordination of the fourth international annual Conference "A Toolkit for Tomorrow's Lawyers" 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;

Key Area Meeting

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

Miscellaneous

- Communication with the network and the Coaching countries;
- Organisation of the Study Visits to the ELSA House;
- The creation of more S&C Tools.

Barlascan Alphan

| Vice President for Student Trainee Exchange Programme of ELSA International 2018/2019

General

- Creating the STEP Calendar 2018/2019;
- Finalizing the selection results from the term 2017/2018: dealing with the remaining delays;
- Finalizing STEP Statistics 2017/2018;
- Appointing the STEP International Team;
- Updating STEP Handbook, STEP Tutorial, and STEP Coaching Strategy;
- Secure reception of the trainees going on traineeships provided by ELSA International;

Contact with the Network

- Getting in touch with my Coaching Countries;
- Conducting workshops at the VIII Key Area Meeting in Lviv, Ukraine;
- Implementing Coaching System to the Network;
- Integration of Slack to the Network;

Job Hunting

- Personal Meetings: CoE Strasbourg, CoE Liaison Office, ELS;
- Skype Meetings: DLSA, ALSA, and potential traineeship providers;
- Introduction to the long-term STEP traineeship providers and renewing the cooperation with them;
- Updated the STEP Job Hunting Database, done the initial contact and follow-up more than 800 potential traineeship providers;
- Updating Media Card in cooperation with VP Marketing;

IT in STEP

- Establishing an improvement plan with our IT partner;
- Troubleshooting and bringing minor improvements for the STEP Online System;

Legal Compliance

- Drafting a general privacy policy, cookies policy, terms and conditions and Case of Conduct to the ELSA International Team;
- Deleting old ELSA International STEP Team emails and transferring user data in accordance with personal data protection regulations.

INTERNATIONAL BOARD 2017/2018**Anastasia Kalinina**

| President of ELSA International 2017/2018

External Relations

- Holding evaluation and transition partner meetings with existing partners;
- Following up with new LL.M. partner, Brooklyn Law School, on next steps with partnership and planning for the upcoming year;
- Negotiations with the American University Washington College of Law for a general partnership;
- Working with the Director for External Relations on the first External Relations Database;
- Connecting AIJA with country groups whereby the Association held its events for the purpose of gathering volunteers from ELSA;
- Connecting Meininger with country groups for the purpose of arranging discounts for accommodation for ELSA groups;
- Commencement of discussions with partners on the next ELSA Day edition, European Human Rights Moot Court Competition edition, World Forum for Democracy, Legal Research Group, ELSA Moot Court Competition (presently the John H. Jackson Moot Court Competition) edition, Synergy topic, IBA-ELSA Conference and Partners' Reception;
- Preparation, holding and follow-through with the Partners' Reception 2018;
- Attending final events of partner student associations;
- Holding meetings with the ELS;
- Organisation and preparation of the Annual Report;
- Sending through all the relevant final communication part of external communication transition;

Expansion & Coaching

- General communication with coaching groups;
- Wrap-up of all communication made for the purpose of expansion to ease transition of contact person;
- Attending a coaching visit to ELSA Republic of Macedonia and holding a training on fundraising;
- Arranging and facilitating the first communication and meetings with IPM Host of Summer 2018 along with the successive President;

Other*Strategic Planning*

- Following through with work conducted at the ICM with the strategic planning partner;

- Organising the relevant documentation, workshops and meetings with the strategic planning partner for transition;
- Producing the Strategic Goal Yearly Report;
- Producing the Strategic Goals Final Report;

ELSA Development Foundation

- Attending meetings on the EDF;
- Finalising work through meetings and preparations for the closing of the EDF year;

Representation

- Attendance and practical assistance with the holding of the Finals of the European Human Rights Moot Court Competition in Strasbourg and the arrangement and holding of relevant meetings in Strasbourg with the Council of Europe;
- Attendance and practical assistance with the holding of the Final Oral Round of the ELSA Moot Court Competition (presently the John H. Jackson Moot Court Competition) in Geneva;

General

- Chairing and facilitating all Board meetings;
- Assisting with the organisation and holding of the Transition BBQ in the ELSA House;
- Attendance and participation to the 'Train the Trainers' Week 2018 and subsequent acceptance to the International Trainers' Pool of ELSA;
- Presentations and participation at Study Visits to the ELSA House;
- Organisation and wrap-up of all work and documentation with the end of the year;
- Preparation of and conducting the transition of the International Board of 2018/2019 and my successor.

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 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 and preparation of 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 and International Council Meeting Lviv;
- Preparing the Working Materials for the International Council Meeting Sarajevo and International Council Meeting Lviv;
- Coordinating the organisation of the Meeting with the Organising Committee;
- Pre-ICM visit to Sarajevo and Lviv;
- Coordination of the 23rd and 24th State of the Network Inquiry;
- 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;
- Notarisation of the Statutes of ELSA;
- Coaching visits to Russia, Georgia and Albania and travel to Nordic Officers' Meeting;
- Participation at the Associations World Congress in Antwerp, Belgium;
- Coordination of the work of IM Team;
- Updating the Host Agreements of ELSA International;
- Pre-ICM Visit to Opatija, Croatia;
- Researching the implementation of GDPR;
- Restructuring of the International Council Meeting Decision Book of ELSA;
- Research on old regulations and minutes in the archive of ELSA International;
- Cleanout of the Archive;
- Creation of Human Resources Manual;
- Creation of ELSA Training Newsletter;

Communication & IT

- Implementation of the Google System (G Suite) provided by ELSA International to the Network, support to the National Groups;
- Creation of the Guidelines for the use of the new Google System (G Suite);
- Skype meetings with the ELSA International Team 2017/2018;
- General communication with the Coaching Groups;

- Skype meetings with the National Secretaries General;
- Implementation of the Slack Workspace as a new communication tool for the National Secretaries General;
- Research on electronic voting systems;
- Research of the unified templates and hosting for the websites of the National Groups;

ELSA Training

- Establishment of the ELSA Training Strategy for the term of 2017/2018;
- Update of the new ITP Trainers' Database;
- Organisation of the Refreshment Weekend 2018 in Malta;
- Organisation of the 'Train the Trainers' Week 2018 in Paris, France;
- 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;
- Creation of ITP Regulations;
- Promotion of ELSA Training;

Alumni & ELS

- Cooperation with ELS;
- Meetings with ELS throughout the term;
- Planning of workshops at the International Council Meetings;
- Planning the Former IB Weekend.

Elena Maglio

| Treasurer of ELSA International 2017/2018

General Financial Administration

- General Financial Administration: accounting and bookkeeping, cash flow management, debtors tracking, consolidation of VAT praxis and knowledge within the Board; restructure of ELSA General Budget; NGO's Financial Administration Legal Research;
- ELSA House: new rent agreement, new contracts for utilities;
- Restructuring: research and meetings. Meetings with ESN and other associations;
- Periodic Meetings with ELSA's Accountant;
- Interim and Final Internal Audit preparation and attendance;
- Interim and Final Accounts preparation; Financial Reports for the main ELSA International projects preparation;
- Working Group on general Financial Management Handbook;
- Research on External Audit in cooperation with the Assistant for Financial Research;
- Trainings: ELSA International Team Weekend attendance; ELSA Former IB weekend attendance, Mid OYOP training attendance; Post-IPM training weekend attendance;
- Transition: transition travels, transition workshops preparation and attendance;

ELSA Development Foundation

- General EDF Administration: board meetings administration, applications revision, reports revision, Interim and Final Accounts preparation, EDF Annual Report preparation;
- Appointment of the Assistant for EDF;
- EDF Regulations review with the Assistant for EDF;
- EDF Award creation and configuration;
- Webinars: D1 application process and general application process;
- Guidelines for EDF Training applications;

Grants

- Applications: Council of Europe general grants 2017 and 2018, Council of Europe World Forum of Democracy grant, Council of Europe EHRMCC grant, UNECA Grant, Erasmus Plus three years partnership agreement, EYF work plan 2019, EYF International Activity 2019, STEP Grant, City of Strasbourg;
- Reports: Erasmus Plus 2017, Council of Europe general grant 2017, Council of Europe World Forum of Democracy grant, Council of Europe EHRMCC grant, City of Strasbourg Grant, EYF Structural Grant, UNECA Grant;
- Meetings: European Youth Foundation, Council of Europe, EACEA, Erasmus Plus National Agency of Belgium;
- Research for new grant opportunities;

International Internal Meetings

- Preparing for the International Internal meetings;
- Attendance IPM in Zagreb;
- Attendance SAM in Novi Sad;
- Follow up International Internal Meetings;
- Preparation materials for ICM Sarajevo (working materials, workshops, Skype meetings and proposals);
- Attendance ICM in Sarajevo;
- Follow up ICM Sarajevo;
- Preparation materials for IPM Malta (working materials, workshops);
- Attendance IPM in Malta;
- Follow up IPM Malta;
- Preparation materials for ICM Lviv (working materials, workshops, input paper, Skype meeting and proposals);
- Attendance ICM in Lviv;
- Follow up IPM Lviv;

Key Areas Support

- ELSA Moot Court Competition: financial administration, Financial Aid system creation and administration, fundraiser event in Geneva, pre-visit Regional Round in Bangkok, support to the African Regional Round organisers, Regional Round attendance in Georgetown University, Final Oral Round logistics and attendance;
- European Human Rights Moot Court Competition: financial administration, Final Oral Round logistics and attendance;
- European Compliance Conference financial administration, logistics and attendance;
- Summer ELSA Law Schools financial administration;
- World Forum of Democracy logistics and attendance;
- SELS Training Weekend logistics, attendance and workshop;
- STEP Financial Research;

Coaching Countries

- Communication with the coached ELSA National Groups;
- Visits to ELSA Spain, ELSA Malta and ELSA Portugal;
- Meetings with ELSA Spain, Slovenia, Croatia and Portugal;
- Mid OYOP evaluation with the Coached National Groups;
- SOM attendance;

Other

- Christmas Cocktail coordination;
- Transition Barbeque coordination;
- Study Visits in the ELSA House coordination;
- Informal Forum of International Student Organisations: IFISO Meeting attendance; IFISO Management Team for Istanbul 2018 IFISO Meeting.

Kerli Kalk

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

International Legal Research Groups

- Preparing and publishing of the LRG on Migration Law;
- Preparing and publishing of the Concluding Report on Migration Law;
- Facilitating of the Essay Competition on Migration Law;
- Administrating and updating the LRG webpage;
- Applying for an annual work plan grant from the European Youth Foundation;
- Researching future LRG partners and potential developments;

ELSA Negotiation Competition

- Providing guidelines and assistance for the organisation of the local/national ENC rounds;
- Researching potential future developments for the ENC;

ELSA Law Review

- Communicating and meeting with Catolica Global School of Law for the 3rd ELR and potential future developments;
- Communicating with ALSA regarding the cooperation between the respective law reviews;
- Researching potential future developments for the ELR;
- Assisting in the establishment of a cooperation agreement with Wolf Legal Publishers;

EHRMCC

- Creating a privacy policy for the EHRMCC;
- Creating and maintaining the pre-moot registration form;
- Communicating with the Council of Europe, teams, case authors and potential judges;
- Coordinating and assisting in facilitating the Written Submission Round;
- Writing a grant application for the City of Strasbourg;
- Administrating and updating the webpage;
- Attending the Premoots organised by ELSA Germany and ELSA Austria in Graz, Austria;

ELSA Day

- Administrating and updating the ELSA Day webpage;
- Preparing the content of the ELSA Day Webinar with the Council of Europe;
- Attending the ELSA Day Webinar and its following meeting with the Council of Europe;

- Facilitating the selection of events for the Council of Europe Visibility Materials;
- Gathering statistics of the events in the network;
- Providing guidelines and assistance for the organisation of local/national events;
- Preparing for the 7th edition of ELSA Day, including researching the topics and meeting with the Council of Europe;

IFP

- Researching general IFP partners;
- Researching and contacting LRG partners on the IFP topic;
- Assisting in the facilitation of the Mid-IFP Conference, including creating the academic programme for the Mid-IFP Conference and the Conference website and privacy policy;
- Providing support for the IFP weeks in April 2018;
- Creating proposals for the development of IFP;

Coaching Countries and Communication with the Network

- Assisting national and local officers;
- Communicating with my coaching countries via Skype meetings, etc.;
- Coaching visit to ELSA Latvia;
- Attending the I NCM of ELSA Estonia;
- Attending the Nordic Officers Meeting in Helsinki, Finland;
- Attending the II NCM of ELSA the Netherlands in Leiden, the Netherlands;
- Attending the 60th NCM of ELSA Germany in Osnabrück, Germany;
- Coaching visit to ELSA Ireland;

International Internal Meetings

- Preparing, attending and giving workshops at IPM Zagreb;
- Preparing, attending and giving workshops at KAM Bratislava;
- Preparing, attending and giving workshops at ICM Sarajevo;
- Preparing, attending and giving workshops at ICM Lviv;

Miscellaneous

- Researching different development opportunities for legal debates;
- Analysing different restructuring options for the A area;
- Administrating and updating the AA section of the Officer's Portal;
- Assisting with the organisation of Study Visits to the ELSA House;
- Prepared and conducted the Transition;
- Attended the Annual Partner's Reception.

Michelle Goossens

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

ELSA Moot Court Competition on WTO Law*General:*

- Preparing for the launch on 15th September 2017;
- Registering teams; 99 teams participated, over 110 registrations;
- Regular Skype meetings and conference calls with Regional Round Organisers;
- Constant communication with teams, panellists, organisers, sponsors, academic board, WTO, etc.;
- Creation of the Financial Aid Fund for participants; helped six teams participate in the Regional Rounds, two teams for the Final Oral Round;
- Researching and proposal to change the name of the competition; successfully voted in at ICM Lviv; hereafter to be called the John H. Jackson Moot Court Competition;
- Creating and publication of the Final Report of the competition;

Panellists:

- Gathering and coordination of the panellists for the Regional Rounds;
- Coordination of Written Submission scoring;
- Gathering Panellists for the Regional Rounds and sending confirmed names to the Organizers;
- Gathering over 40 Panellists for the Final Oral Round and liaising communication with them, creating their schedule, briefing;

Academic Board:

- Coordinated and appointed Case Author;
- Conference call for drafting of the case; publication of the case;
- Conference calls for drafting of the bench memorandum;
- Revision of the rules;
- Discussion on eligibility Middle Eastern teams and possible creation of Middle Eastern Regional Round;
- Constant discussions on the interpretation of the existing rules and their implementation in the competition;
- Met with multiple members of the Academic Board throughout the term;

Regional Rounds:

- Participated in all the Regional Rounds and coordination of the competition on site, support Regional Round organisers remotely and on-site; calculation of scores, interpretation of the Rules, coordination and preparation of panellists;
- Continued collaboration with UNECA to support the African Regional Round; a special thanks goes to Kholofelo Kugler from the ACWL and Svetlana Chobanova from the WTO for all their help and support;

- Weekly conference calls to set up the round;

Final Oral Round:

- Coordinated all preparations for the Final Oral Round in Geneva in June;
- Appointment and coordination of the International Organising Committee;
- Communication with teams participating in the Final Oral Round, providing them with logistic information, visa invitation letters, etc.;
- Opening Ceremony conducted by Zhao Hong, WTO Appellate Body Member;
- Announced semi-finalists during the Appellate Body Report Launch at the WTO;
- Announced the renaming of the competition to the John H. Jackson Moot Court Competition at the Award Ceremony together with Lee Ann Jackson, daughter of the late John H. Jackson;
- On-site promotion of the competition and its partners;

World Trade Organisation:

- Daily contact;
- Reporting;
- Communication via emails and phone calls;
- Multiple visits to Geneva for coordination;
- Separate WTO OC working on Final Oral Round with ELSA;
- Extensive evaluation meetings held;

Fundraising:

- UNECA grant application for African Regional Round; negotiated 45.000USD;
- New Gold Sponsor (Hogan Lovells) and new Academic Sponsor (Georgetown University) acquired; total of two Platinum Sponsors, six Gold Sponsors, three Academic sponsors;
- Visited all sponsors, regular contact with sponsors;
- Contacting very big amount of African institutions to sponsor specifically African RR and teams participating in Africa;
- Research potential future sponsors;
- Partner evaluation meetings;

Preparations 17th Edition:

- Issuing call for case author;
- Issuing a call and starting to appoint Regional Round Organisers;
- Creating timeline 17th edition;

European Human Rights Moot Court Competition

General:

- Coordination and constant communication with Council of Europe;
- Constant communication with Academic Board;
- Contact with teams;
- Creation and publication of the Final Report of the competition;

Judges:

- Gathering judges to score Written Submissions and to attend the Final Round;
- Coordination of the scoring of the Written Submissions;
- Coordinated and prepared 28 judges at the Final Round;

Final Round:

- Overall planning and coordination of the Final Round in May 2018;
- Recruitment and coordination of International Organising Committee;
- Secretary General of the Council of Europe attended and participated in the Award Ceremony;
- Cooperation with ELSA Strasbourg;
- Opening Reception held by the Permanent Representation of Ukraine;
- Closing Reception held by the Permanent Representation of Denmark;

7th Edition Preparations:

- Call for case author;
- Discussions with Council of Europe and the Academic Board about the future of the competition and the necessity to create Regional Rounds in order to expand and maintain the quality of the competition;
- Creation of a timeline for the 7th edition;

Coaching National Groups

- Meeting with coaching groups at the ICMs;
- Attended NCM of ELSA Poland;
- Skypes with coaching countries;

Miscellaneous

- Communication with local and national MCC officers about their moot court competitions;
- Pre-visits to all Regional Round locations in order to ensure the quality of the Regional Rounds;
- Attended the WTO Ministerial Conference in Buenos Aires, Argentina;
- Participation at ELSA's Partners' Reception;
- Preparation and conducting transition;
- Constant communication with my director and assistants; thank you to all of you for your tremendous work.

Deniz Hatemi

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

ELSA Delegations

- Successfully establishing observer-ship status within the United Nations Framework on the Convention on Climate Change (UNFCCC) and United Nations Environment Programme (UNEP) and participating in their meetings;
- Participating at the WTO Ministerial Conference, that took place in Buenos Aires,
- 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 2017/2018 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;
- Working on different marketing strategies with the VP Marketing and creation of an ELSA Delegations photo album on ELSA's Facebook page;
- Making sure that all Officers involved get the necessary information with regards to applications and selected participants;

ELSA Law Schools

- The creation of the online evaluation form for the ELSA Law Schools participants;
- The specification form and therefore the start of ELSA Law Schools cycle 2017/2018 was created;
- The establishment of the statistics with regards to all ELSA Law Schools;
- Assisting with the promotion of Winter ELSA Law Schools;
- Creating the first Winter ELSA Law School Cycle;
- The creation of the new portfolios for the ELSA Law Schools and increased quality;
- The coordination of all ELSA Law Schools with regards to the content of the website;
- The creation of the ELSA Law School Summer Cycle 2017/2018;
- Sending the Additional Questions form out for organisers to add their own questions to the application form;
- Assisting with quality improvements and other issues specific 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;
- The creation of the application form for ELSA Law Schools;
- The coordination of the 2nd edition of the ELSA Law Schools Training Weekend which took place in Brussels, Belgium for organisers of different ELSA Law Schools;

ELSA Webinars

- Using ELSA Webinars as a tool to train ELSA Officers;
- Organisations of internal Webinars on ELSA Delegations and Webinars;
- Coordinating the 2nd edition of the ELSA Day Webinar in with the Council of Europe;
- Traveling to Strasbourg for meetings regarding the technicalities, programme, marketing and logistics and to view the studio;
- Preparing the running schedule for the Webinar;
- Co-hosting the ELSA Webinar;

Conferences

- Coordination of the second international annual Conference which is held in cooperation with the International Bar Association;
- Organisation of the international conference regarding the LRG on European Compliance Benchmark with the K&L Gates Law Firm;
- Dealing with logistics for the European Compliance Conference;
- Finding several international speakers that could form part of the panel discussions;
- Coordination of the promotion of the conferences towards our network;

Miscellaneous

- Preparations for the IFP Week coordination;
- The establishment of a new IFP co-ordinating structure via the International Focus Programme Director and Coordinators structure;
- 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;
- Head of Delegation and coordinator for the ELSA's delegation to the World Forum for Democracy;
- Creation of the Study Visits Portal;
- Trips to the National Council Meetings of Austria, Germany and France.

Aneta Korcová

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

General

- Creating STEP Calendar 2017/2018;
- Finalising the Selection Results from the term 2016/2017: dealing with remaining delays;
- Finalising STEP Statistics 2016/2017;
- Appointing the STEP International Team;
- Updating STEP Handbook, STEP Tutorial and other STEP related documentation;
- Creating manuals for new STEP Online System;
- Restructuring STEP part of Decision Book;
- Submitting STEP Grant in cooperation with Treasurer;
- Creating offer for potential STEP Partners in cooperation with President and starting research in cooperation with Job Hunting team;
- Securing reception of the trainees going on traineeships provided by ELSA International;
- Creating and improving STEP Statistics from both STEP Cycles and overall ones;
- Publishing contacts of STEP national officers to STEP Portal;
- Negotiating and finalising addendum to Memorandum of Understanding with Dominican Law Students' Association;
- Writing article for Dominican Law Students' Association regarding our cooperation;
- Writing Synergy article about STEP;

Job Hunting

- Updating Media Card in cooperation with VP Marketing;
- Creating booklet STEP by STEP for the traineeship providers;
- Introducing to the long-term STEP traineeship providers and renewing the cooperation;
- Creating centralised database of ELSA International traineeship providers;
- Creating and sharing Job Hunting database of previous traineeship providers from national groups with respective national groups;
- Delegating central work to my assistants for Job Hunting;
- Skype meeting with potential EI traineeship providers;
- Promoting STEP through AIJA, ELS, INTA, DLSA;
- Creating statistics regarding how many traineeship providers were Alumni;
- Correcting and approving TSFs from EI traineeship providers and the Network;
- Attending and actively participating in the AIJA Half Year November Conference in Girona, Spain;

Student Hunting & Promotion

- Providing support to STEP applicants;
- Supporting groups when approving the applications;
- Delivering external webinars on How to apply for STEP;
- Promoting STEP Countdown and STEP Launch: creating new strategy and other promotion materials in cooperation with VP Marketing;
- Creating and promoting White Board Animation;

Matching and Selection Results

- Finishing and sharing new Matching Guidelines and templates for matching;
- Conducting matching together with Matching Team;
- Sending matching results to the EI traineeship providers and national officers;
- Uploading and sending Selection Results;

IT

- Meetings with Camscape regarding STEP IT development, creating agreement with Camscape regarding new STEP Online System;
- Updating and preparing STEP Portal and STEP Interface for the Student Hunting (1st Cycle);
- Creating multiple filter function (1st Cycle);
- Uploading EI traineeships, assisting national officers with the website upload (1st Cycle);
- Creating new STEP Online System for the Second Cycle: creating online TSFs, Traineeship Providers' Interface, Local and National groups Interface, Matching Interface, developing and testing automatic sending of emails, incorporating online TEF and EF;
- Incorporating improvements of the new STEP Online System which were discussed during ICM Lviv and correcting mistakes in the system;
- Assisting network with uploading traineeships to the new system;

Contact with the Network

- Regular contact and providing constant support to my coaching countries and STEP coaching countries;
- Including STEP Coaching Survey to the SotN;
- Creating Slack channel for national STEP officers and STEP coaches;
- Delivering internal webinars: Job Hunting I and II, Student Hunting I and II, Reception;
- Conducting workshops on STEP Sustainability and Cooperation between STEP and IM at the VII Supporting Area Meeting in Novi Sad, Serbia;
- Conducting workshops at the VII Key Area Meeting in Bratislava, the Slovak Republic;

- Conducting workshops at the LXXII International Council Meeting in Sarajevo, Bosnia and Herzegovina;
- Conducting workshops at the LXXIII International Council Meeting in Lviv, Ukraine;
- Coaching visits to ELSA Serbia, ELSA Estonia, ELSA Moldova, ELSA Armenia, ELSA Turkey;
- Attending and active participation at regional meetings: Slavic Officers' Meeting in Łódź, Poland and Nordic Officers' Meeting in Helsinki, Finland;
- Attending and active participation at NCM Germany;

Other

- Helping with organisation of Compliance Conference;
- Attending and helping during SELS training;
- Attending EI Team Weekend;
- Attending Partners Reception;
- Helping with organisation and attending finals of European Human Rights Moot Court Competition.

ELSA INTERNATIONAL TEAM 2017/2018**Daniel Vella**

| Director for External Relations of ELSA International March – July 2018

- Creation of an External Relations Database of National Groups for ELSA International;
- Creation of a fact sheet of the results of the External Relations Database;
- Constantly offered support to all National Group Presidents with help in any External Relations issues that they may have encountered;
- Identifying general fundraising opportunities for the network;
- Research of potential partners for the IFP Conference;
- Assisting the President of ELSA International with giving the External Relations Workshop at ICM Lviv;
- Updating the contact list of National Group Presidents.

Nana Gegia

| Assistant for Administration of ELSA International 2017/2018

- Proofreading the 23rd State of the Network;
- Contributing to the proofreading the Minutes and Working Materials of SAM Novi Sad; ICM Sarajevo, ICM Lviv;
- Communication with the new Youth NGO Training Network;
- Workshop delivered at ICM Lviv;
- Contributing to the creation of the Human Resources Manual;
- An article written on “How to request an ITP Training” for the ELSA Training Newsletter;
- Assistance with drafting proposals for ICM Lviv;
- General assistance throughout a year.

Sebastian Kjærnli Aguirre

| Assistant for International Internal Meetings of ELSA International 2017/2018

- Compiling the Working Materials for VII SAM Novi Sad;
- Compiling the Working Materials for LXXII ICM Sarajevo and LXXIII ICM Lviv;
- Compiling the Minutes for LXXII ICM Sarajevo and LXXIII ICM Lviv;
- Creating new templates for the ICM minutes;
- Creating new guidelines for the ICM minutes;
- Assisting the Secretary General with various related tasks.

Andrew Dumbrava

| Assistant for IT of ELSA International 2017/2018

- Providing support in terms of website maintenance
 - Searching and implementing solutions for different wordpress issues;
 - Solving template and plugin incompatibilities;
 - Help in content creating;
- Assist the implementation of G Suite network-wide
 - Create G Suite Handbook for help in migrating accounts;
 - Provide assistance to National Groups in migrating accounts.

Dónal Merrick, Jeroen Salomons & Joris Digners
| Proofreading Team of ELSA International 2017/2018

- Proofreading of Annual Report 2016/2017;
- Proofreading of IPM Zagreb Reports;
- Proofreading of ICM Sarajevo Working Materials;
- Proofreading of ICM Sarajevo Minutes;
- Proofreading of the Decision Book of ELSA after ICM Sarajevo;
- Proofreading of the 63rd Edition of Synergy Magazine;
- Proofreading of STEP Handbook and Tutorial;
- Proofreading ICM Lviv Working Materials;
- Attending ICM Sarajevo and ICM Lviv.

Glen Schirling

| Assistant for EDF of ELSA International 2017/2018

- Design of an EDF reporting form for groups, that have been granted funding;
- Contacting National Groups, who did not submit their EDF report at the beginning of the term.

Luiza Zus

| Director for Human Rights

- Evaluating the existing data on ELSA Day;
- Analysing the forms and documents on Human Rights at the International level;
- Collecting specification forms on this year ELSA Day;
- Assisting the national/local groups that needed guidance on ELSA Day events;
- Briefing the International Board about the network status on the Human Rights related issues;
- Analysing potential academic and financial sponsors for upcoming Human Rights events;
- Brainstorming together with the VP AA on possible ELSA Day/IFP projects and others that potentially have HR implications;

Bruno Lima Monteiro

| International Academic Coordinator for LRG on Migration Law of ELSA International
2017/2018

- Assisted in the overall coordination of the LRG on Migration Law as part of the international coordination team;
- Clarified any academic queries regarding the Academic Framework and overall academic content;
- Drafted the academic guide for the academic framework;
- Reviewed and provided feedback, with the assistance of the International Research Assistants, on the final reports of the participating countries for the LRG on Migration Law;
- Coordinated the overall work of international research assistants;
- Assisted in the selection and appointment of the international researchers responsible for drafting the comparative report for the LRG on Migration Law;
- Coordinated and reviewed the work of the international researchers and provided feedback;
- Assisted in the compilation of the international comparative report on migration law.

Ezgi Yıldız

| Director for ELSA Law Schools of ELSA International 2017/2018

- The e-mail address has been handed over by Deniz Hatemi, and the term has been planned in a Skype meeting;
- A Facebook group and Google documents have been created in order to ensure solid communication among the team members;
- First, an introductory Skype meeting was conducted with the full participation of them whole team and then I proceeded with individual Skype meetings with each member of the ELSA Law Schools team for a more detailed overview on the topics, varying from the task of the upcoming term to general information related to Law Schools, in order to ensure that they have all the necessary information and tools that they will need during their term;
- Constant communication has been maintained with the HoOCs through Facebook groups and Facebook messenger in order to ensure that everyone is well informed about deadlines and some additional information;
- The ELSA Law Schools email account has been maintained. Several e-mails from people interested in the projects and needing further information etc. with regards to both WELS and SELS have been responded to;
- The first batch of Skype meetings with my 11 coaching countries has been concluded and additional meetings have been scheduled with some of the HoOCs;
- I have attended the ELS HoOCs' Training Weekend, which took place at the ELSA House and was attended by 20 HoOCs;
- I have provided assistance to my team with regards to the issues and problems with which they have dealt with their coaching countries;
- I have helped Deniz Hatemi with IT preparations before opening the Application Period;
- Deniz and I wrote a guideline for the Assistants in order to achieve a more structured coaching system.

Alan Parashkevov

| Member of STEP Matching Team of ELSA International 2017/2018

- Adding information about the traineeship providers on the matching interface;
- Carefully reading through the traineeship requirements of each traineeship provider;
- Carefully reading through student applications – reviewing applicant CVs and cover letters;
- Matching successful applications that fully meet requirements and exercising discretion to allow applications that do not fully meet requirements yet show exceptional skills and qualities;
- Communicating matching results to the National Groups.

Barlascan Alphan**| Assistant for Job Hunting of ELSA International 2017/2018**

- Conducted research on potential STEP Traineeship Providers;
- Established a new database format and transferred all the previous database into the new one;
- Completed all the missing pieces of information in the previous database;
- Introduced Gmass and thereof brought automatization to Job Hunting campaigns;
- Sent more than 600 potential Traineeship Provider, emails and follow-ups by using Gmass;
- Arranged Vice President for STEP of ELSA International more than 10 meetings with the traineeship providers;
- Participated into the ELSA International Team Weekend and therein digitalised all the former Traineeship Provider archive;
- Participated KAM Bratislava, ICM Sarajevo and ICM Lviv and conducted small trainings on Job Hunting therein.

Bartłomiej Kopciuch**| STEP Coach of ELSA International 2017/2018**

- Constant contact with all Vice Presidents of Coaching Countries, providing help and advice in current problems;
- Promotion of webinars and other ELSA activities among Coaching Countries;
- Participation in Transition Period of STEP Coaching Team;
- Providing online training for Local Officers in Poland;
- Establishing first contact with Coaching Countries via email, creating Facebook group for communication;
- First Coaching Group Meeting at Hangouts (separate Skype meetings with officers absent on group meeting);
- Job Hunting training via Skype for officers from Coaching Group;
- Providing STEP/HR Training during STEP Officers Meeting in Poland;
- Active presence at Key Area Meeting in Bratislava;
- In substitution for vacant VP STEP of ELSA Romania, conducting STEP Workshops pannel at IDER (Officers Meeting), Brasov, Romania;
- Providing Student Hunting Training via Hangout for Coaching Group;
- Conducting STEP Workshop at Autumn Training Weekend in Poland;
- Monitoring Student Hunting process among Coaching Countries, monitoring SAF acceptance process;
- Providing STEP Training during NCM ELSA Poland in Warsaw;
- Presence at Christmas Coctail in Brussels;
- Monitoring selection process (by Traineeship Providers);
- Stimulating early Job Hunting and monitoring whole process;
- Providing STEP workshop at NCM ELSA Poland in Toruń;
- Active presence on International Council Meeting in Lviv;
- Implementing new model of monitoring (via Coaching Team account on new STEP Online System);
- Presence at Transition Barbecue in Brussels.

Essi Salmela

| STEP Coach of ELSA International 2017/2018

- Introduction and regular contact with my ten coaching countries: ELSA Albania, ELSA Austria, ELSA Denmark, ELSA Germany, ELSA Ireland, ELSA Latvia, ELSA Montenegro, ELSA the Netherlands, ELSA Norway, ELSA UK;
- Initial Skype meeting with seven coaching countries who wished for it;
- Answering questions and keeping in touch with my coaching countries;
- Organising additional Skype meetings whenever coaching countries wished for them;
- Reminding my coaching countries of important issues and deadlines;
- Delivering an online workshop on Student Hunting;
- Filling in the required tables about STEP in my coaching countries.

Liza Tsnobiladze

| STEP Coach of ELSA International 2017/2018

- Introduction and regular communication through Skype, email and messenger with my ten Coaching Countries: ELSA Azerbaijan, ELSA Cyprus, ELSA Czech Republic, ELSA France, ELSA Greece, ELSA Italy, ELSA Lithuania, ELSA Portugal, ELSA Russia, ELSA Switzerland;
- Conducting transition and online trainings for the respective coaching countries who wished or were in need of that;
- Regular check-ups and reminders for the upcoming deadlines;
- Answering STEP procedure related questions throughout the term;
- Delivering an online presentation at the LVI NCM of ELSA Czech Republic (STEP on International level);
- General assistance and support for the national officers of the respective coaching countries.

Jan Schillmöller

| Assistant for Job Hunting of ELSA International 2017/2018

- Conducting research on potential traineeship providers in Europe who are reserved for contact by ELSA International;
- Updating the database with those contacts;
- Preparing and conducting a webinar on Job Hunting together with the Director for STEP Coaching;
- Contacting potential traineeship providers in China;
- Conducting research for new STEP Partners;
- Attending the STEP Workshop on ICM Lviv.

Miguel Pereira

| Member of STEP Matching Team of ELSA International 2017/2018

- Inserting TN providers' specifications to the old matching interface;
- Reviewing applications
 - Legal & Educational Skills matching, correcting system errors;
 - Motivation Letter review;
- Communication of Matching results to the National Groups;
- Supporting the Job Hunting team.

International Internal Area Meeting Reports

International Presidents Meeting – BEE Chair Report | Arsen Hovakimyan

Opening Workshop of IPM Kutaisi:

- Welcoming and introduction of International Board representatives (President, Deputy for ELSA Moot Court Competition and Treasurer of ELSA)
- Appointment of workshop officers: Chair, Secretaries and ELSA Spirit
- Explanation of workshop rules and approval of the agenda
- Participant introductions and sharing of expectations for the event

International Update:

- Presentation of ELSA (Knowledge and flagship projects)
- Presentation of ELSA International's partners
- Updates given on the current partners and former partners
- Presentation of the New Partner Brochure and Partnership benefits
- Introduction of the financial state of ELSA

One year operational plan:

- Presentation of the One Year Operational Plan of the International Board
- Presentation of the Network one year Operational Plan
- Discussions on preparing the new strategic goals
- Discussion on evaluation of the needs of National and Local Group partnerships and gathering of this information

Externals' Database:

- Presentation by the International Board on the externals' 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
- Presentation of some statistics regarding the current Externals' Database
- Evaluation of means of gathering information and reporting in compliance with GDPR

EDF presentation:

- Presentation of the ELSA Development Foundation
- Experience sharing regarding the application procedure of the EDF
- Presentation of the EDF Awards

Strategic Goals:

- EI gave a presentation on strategic goals and planning the new set
- WS decided to launch a new working group who will focus on a draft for the upcoming ICM
- The results were presented to the workshop and compiled by the EI

Alumni as Externals:

- Presentation on ELSA Lawyers Society by Moritz am Ende
- Discussion on Alumni, especially with regard to developing the national alumni associations/networks

MCC Updates:

- Presentation regarding the future of the John H. Jackson Moot Court Competition
- Challenges that the competition will face within the next years due to its rapid growth
- The issue with establishing the name change to the Network
- Discussion of the current structure for this year

Miscellaneous, experience sharing and best practices:

- The National Groups had a chance to bring up topics of their own and discuss further the content of the IPM
- Discussed topics were the strategic goals, non-law-related partners, externals' database, election procedure of the International Board, alumni workshop, financial state of ELSA

Closing:

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

Supporting Area Meeting – IM Chair Report

| Kim Irrlitz

IM Opening Workshop

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

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

Regulations

- ELSA International presented important parts of ELSA's regulations and provided us with upcoming deadlines

GDPR

- ELSA International had a presentation on GDPR and how to deal with it. Afterwards, we talked about how GDPR is implemented in the different National Groups

Calendar

- ELSA International presented the calendar scheduling opportunities in the Google System. We discussed the importance of a calendar and scheduling. We talked about our personal goals and action plans as well

Alumni

- ELSA International had a presentation on Alumni and we talked about how ELSA can benefit from expanding the focus on Alumni. We focused on the establishment of National Trainers' Pools in the National Groups

IB Update – Joint with IM, FM and MKT

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

ELSA Training

- We talked about ELSA Training and had a roundtable on ELSA Training with the presence of national and local groups. We talked about the International Trainers' Pool and especially about National Trainers' Pools and the NTP-Handbook, as many SecGens want to build their own NTP

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

OYOP – Joint with IM, FM and MKT

- ELSA International presented the One Year Operational Plan of ELSA International. There was a brief discussion and Q&A on the OYOP of ELSA International

Regulations – Joint with IM and MKT

- ELSA International presented important parts of ELSA's regulations regarding e-mails and websites. We also discussed the unification of ELSA-websites through hosting

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. Afterwards, the participants worked on events for those cycles in working groups

Strategic Goals

- ELSA International informed us about the progress of the strategic goals of ELSA International. We had a brief Q&A and discussed the candidature of potential IB members

Closing – Joint with IM, FM and MKT

- We had some feedback on the workshops at the SAM

Supporting Area Meeting – FM Chair Report

| Gabrielle Brøyn

You're Gonna Go Far, Kid

- Opening of the FM workshop. We elected the officers and had a roundtable where the participants introduced themselves

It's My Life

- We approved the workshop agenda and collaborated on rules for the workshop.
- Presentation about the treasurers' position on the board, and a general discussion regarding the subject and how the position differs from country to country

Money

- Presentation about the EDF awards and a discussion about the award criteria, and how the awards can evolve

Money, Money, Money

- Presentation about EDF
- Working groups about the importance of reporting after the events, and a special focus on what constitutes a valid receipt

Do I Wanna Know?

- Presentation about budgeting
- Practical exercise in working groups about budgeting
- General discussion about what makes or breaks a budget

Drop It Like It's Hot & God's Plan

- Discussion regarding the hot topics in the FM area this year
- Special focus on the involvement of the IB in planning the international meetings, especially regarding the financial planning
- General consensus of the workshop that a financial rapport after events should be obligatory
- Discussion about the future financial strategy of ELSA
- Discussion about the favoured and non-favoured division and the strengths and weaknesses of the method
- Discussion about the membership fee, whether or not it should be raised, and how it should be divided

Complicated

- Presentation about the strategic goals, and an update on the progress of creating the goals

All Good Things (Come to An End)

- Closing of the SAM

Supporting Area Meeting – MKT Chair Report

| Margot Rumpel

General:

- This year's SAM was a brilliant opportunity for every participant of the MKT workshop to voice their opinion and doubts, to exchange ideas and seek advice from other MKT officers. As presented below, the workshops covered all the current most pressing topics in the area, like Synergy or John H. Jackson Moot Court Competition; as well as the general knowledge necessary to carry out the responsibilities of a MKT officer and updates from the International Board

Wednesday, 29th August

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

Thursday, 30th August

- Update from the Vice President for Marketing of ELSA International
- Presentation of the achievements and failures of national and local officers
- Discussion about the problems and solutions for them
- Presentation on the *Synergy* magazine
- Discussion on the future development of *Synergy*
- Workshop approved change to the agenda: adding a roundtable workshop
- Q&A session and roundtable discussion on various topics of interests related to the MKT area
- Presentations on marketing strategy
- Discussion on social media campaigns, sharing tips and tricks
- Workshop unanimously recommended deleting the ELSA International Twitter account due to lack of activity
- Workshop approved change to the agenda: adding a roundtable workshop
- Roundtable discussion on algorithms of social media channels
- Tips and tricks about increasing reach on social media
- Q&A session and roundtable discussion on various topics of interests related to the MKT area
- Update on the current situation in ELSA presented by the International Board
- Q&A session with the IB

Friday, 31st August

- Presentation and discussion on branding of ELSA in general

- Presentation and discussion on branding of the John H. Jackson Moot Court Competition
- Presentation and discussion on branding of the Winter ELSA Law Schools
- Presentation of the One Year Operational Plan (OYOP) of ELSA International 2018/2019
- Open discussion about the OYOP

Saturday, 1st September

- Discussion on the IT responsibilities and they are divided between IM and MKT in boards across network
- Discussion on websites of the respective ELSA groups
- Presentation and discussion on the idea of purchasing an ELSA server for the whole network
- Discussion on the unification of the ELSA websites and domains
- Exercises to practice and improve the cooperation between MKT and FM
- Evaluation of the week - roundtable

Key Area Meeting – AA/MCC Chair Report

| Jakub Kačerek

Introductory Workshop

- Welcome and introduction
- Election of workshop officers (Chair, Secretaries and ELSA Spirit)
- Presentation of agenda and choosing of workshop rules

OYOP Workshop

- ELSA International presents their OYOP. This year is a little bit different, because ELSA International decided that they will work on the whole OYOP as a group. ELSA International thinks that every member of their board should be working on every important project. That is why in their OYOP, they pointed out their goals for upcoming year as a whole board, and not as separate sections. They later discuss biggest changes and improvements they want to accomplish by the end of their term.
- National and Local officers present their plans for the next term and go through their OYOPs

Introduction to AA/MCC

- Presentation by VP AA and Deputy VP EMCC about the agenda of their respective sections
- Discussion about opportunities within ELSA for members and officers and rebranding of projects
- Presentation of AA and MCC International Team

John H. Jackson Moot Court Competition

- Presentation by Deputy VP EMCC about the structure and main challenges for the competition
- Discussion about the ways of promotion and possible way of involvement of Local and National Groups in this competition
- Presentation by Deputy VP EMCC about rebranding of the competition
- Discussion about the new name and new logo of the competition: the name is long, so how should we use it? Should we use abbreviation? The decision was made that this year, we will use the whole name, to establish the brand better

European Human Rights Moot Court Competition

- VP AA presents the 7th edition of EHRMCC, how it developed throughout the history and how do we plan to develop it in the future
- Workshop divides into working groups, which later present their ideas and opinions
- VP AA presents Outline that ELSA International created to help the officers understand the competition and the ways of promoting it
- Discussion about restructuring and the direction of competition

Legal Writing

- VP AA holds presentation on Legal Writing and future of LRG and Law Reviews.
- National groups present their Law Reviews.
- Discussion about the new topic of ELR – is it too broad?

ELSA Negotiation Competition

- Presentation by VP AA about ELSA Negotiation Competition
- Workshop divides in groups to discuss the website and ENC Handbook
- Discussion about academic support from ELSA International, how to increase the number of cases ELSA International has in their database – Local and National Groups could send the cases they previously used to ELSA International, so that they can archive them and redistribute them

Academic Competitions

- VP AA presents a lot of possible competitions that any group could organise. These competitions were organised in the past or they are still popular in some countries (ENC, Essay Competition, Legal Debate, Client Interviewing Competition, et cetera)
- Workshop mostly focuses on providing new ideas to the Officers that do not know that there are competitions like this that they can do.
- Workshop divides in groups and discuss the possibility of having Handbook on every competition or only having one big Handbook with every competition in it

AA priorities and improvement

- ELSA International has presentation on priorities and development in AA
- Later National and Local Groups continue with presentation of their OYOPs because of the lack of time on the OYOP workshop

International Focus Programme – with AA/MCC and S&C

- The workshop starts with presentation by ELSA International about questions regarding IFP in general and then IFP in last year
- Presentation by ELSA International about future of IFP and the changes that IB wants to adopt
- Presentation by Treasurer of ELSA International about funds and possible IFP award
- The workshop is divided into the working groups and discuss the proposed changes and IFP projects that local or national group can organise
- Discussion about proposed changes – the idea of prolongation of the Environmental Law topic to 3 and half year and choosing the new topic on ICM Bucharest, the idea of ELSA International organising the Final IFP Conference and the idea of having the award for the best event organised

Competitions: a case study

- On the ENC workshop the groups were selected to participate on simulation of three negotiation competitions

- Presentation by teams and then their self-evaluation, followed by feedback from judges

National and Local projects

- National and Local groups present their events and competitions, that is discussed

EDF Training

- Presentation by Treasurer of ELSA International about EDF and the extra funding that can help to finance projects of local or national groups

Miscellaneous

- Roundtable about topics we did not have time to discuss during the workshops
- Evaluation of the event and workshops
- Workshops were always full of positive energy and productive discussions. ELSA International managed very well to keep everyone focused on every topic and that led us to new ideas and opinions that will for sure help to develop our association even more

Key Area Meeting – S&C Chair Report

| Hubert Smoliński

Introductory Workshop

- Welcome and introduction
- Election of workshop officers
- Creating workshop rules
- Approving the agenda

OYOP

- Presentation of ELSA International OYOP
- Roundtable of national and local groups presenting their OYOPs and goals

ELSA Quiz

- Quiz on S&C knowledge
- Discussion about most problematic questions

Introduction to the S&C Area

- Presentation of S&C Area
- Discussion on how to be a good officer
- Discussion on how to present an area to a fresher

ELSA Law Schools

- Presentation of ELSA Law Schools
- Presenting ELSA Law Schools statistics
- Discussion about officers' experiences concerning ELSA Law Schools – some participants shared their feelings on participating in ELSA Law Schools and some discussed frequent problems of an organizer faces
- ELSA International presented its idea to create a joint promotional video of ELSA Law Schools which was positively welcomed by the officers

Case study

- Presentation of a case study on ELSA Law Schools
- Officers were supposed to work in groups and solve problems that some ELSA Law Schools organizers encountered this year
- After all, officers presented the results of their work to the workshop

SV & IV

- Discussion about plans of national and local groups to organize a study visit or an institutional visit
- Discussion about the biggest problems and obstacles while organizing SV or IV. Challenges mentioned including, finding a partner for a SV and fundraising

- Presentation of SVs and IVs
- Short presentation of Study Visit Portal and how to use it

ELSA Delegations

- Presentation of ELSA Delegations
- Discussion about the promotion of ELSA Delegations. Some national groups suggested that promotion should be more unified. The ideas to promote ELSA Delegations were: ELSA Delegations template, promotional video and ELSA Delegations vlog
- Discussion about the transparency of selection criteria. Officers pointed out that current selection procedure is not understandable

Promotion of S&C Events

- Presentation on how to promote S&C events
- Roundtable discussion about ways of promoting S&C events in different national groups. Suggestions included organizing stands at the universities, using templates for promotion, introducing LinkedIn to the national and local levels of the Network
- Presentations of promotional campaigns of S&C events prepared by working groups

ELS Presentation

- Presentation on possibilities of acquiring ELS members as speakers for the international S&C events
- Discussion on how to approach ELS and how the procedure of contacting ELS members looks like

International Conferences

- Discussion about international conferences organized in the Network
- Presentation of the idea to unify international conferences and make it the next flagship project of ELSA
- Working groups on unification of international conferences. Officers were supposed to come up with quality standards of the project (number of hours of academic programme, accommodation, length of the conferences) and a name for it
- Even though the workshop had various ideas on unification, it is agreed that the project should be unified

Priorities in the S&C Area

- Discussion about priorities of local and national groups for the term
- The workshop expressed its expectations towards ELSA International for the term

ELSA Day – Joint AA/MCC and S&C

- Presentation of 7th edition of ELSA Day (outline, academic guideline)
- Working groups on potential partners of the upcoming ELSA Day, launching of ELSA Day campaign, projects which can be organized within the topic

S&C Tools

- Presentation of different tools which may facilitate the work of S&C officers
- Discussion about tools used in the local and national groups. Suggestions including, using Slack, Asana, creating joint Facebook group for the whole national group

IT in S&C

- Presentation of ELSA Law Schools Portal and how to use it
- Discussion about creating a portfolio on the ELSA Law Schools Portal

Miscellaneous

- Discussion about the communication between national and local officers
- Discussion about possibilities to provide ELSA with a software for webinars. Presentation of different platforms which enable conducting a webinar. The workshop discussed problems of financing webinars

Key Area Meeting – STEP Chair Report

| Liza Tsnobiladze

Introductory Workshop

- Presentation of the main purpose and rules of KAM
- General information regarding the KAM and STEP Workshops
- Introducing participants and discussing their expectations
- Election of WS officers
- Presentation and approval of the Agenda

OYOP

- Presentation of the One Year Operational Plan of ELSA International Board 2018/2019
- Q&A Sessions regarding ELSA International Board 2018/2019 One Year Operational Plan

Quiz

- Presentation of Kahoot, explaining the rules of the game, which tested general knowledge about ELSA and STEP
- Announcement of the winner

STEP Procedure

- Presentation of STEP Procedure
- Roundtable discussion about STEP Procedure and the transitions, how it went in the respective countries

STEP Tools

- Presentation regarding the STEP Tools, presentation of White Board Animations created by the network during the last term
- Roundtable discussion about current promotional materials, what improvements can be made, brainstorming for the creation of new promotional materials

STEP Calendar

- Introduction of new STEP Calendar. Introducing the deadlines for the current STEP Year
- General feedback and discussion regarding the new STEP Calendar

STEP Statistics

- Presentation of the Statistics from the term 2017/2018

Job Hunting Theory

- Presentation from ELSA International regarding what Job Hunting is, how to conduct it and what tools to be used during Job Hunting

Job Hunting Theory

- A practical task to enhance skills and learn how to conduct perfect interview, a Job Hunting role play in different scenarios which may be encountered during a Job Hunting interview

- Evaluation of the results of the practical task

Student Hunting

- Presentation from ELSA International on Student hunting, what tools can be used, demonstration of how the applications are approved in the new system

Reception

- Presentation on how reception should be done
- Presentation of STEP Reception Awards, general feedback on a presented initiative

IT in STEP

- Presentation from ELSA International on new IT System
- General feedbacks regarding IT improvements in STEP and suggestions for improving it

Communication Tools

- Presentation on the communication tools used in STEP, explanation of how to effectively use of them

Legal Issues

- Presentation on legal problems STEP is facing currently
- Questions and a brief discussion regarding the presentation

Workshop – Joint AA/MCC, S&C and STEP

- Presentation from ELSA International on public speaking, how to plan and deliver workshops
- A practical task, to enhance public speaking skills

STEP Team

- Presentation from ELSA International on STEP Team and cooperation within the Board
- Roundtable discussion on how STEP team is structured in each respective National or Local group, the ways of cooperation within the other board members and other respective National and Local groups
- A practical task aiming to increase team bonding

Miscellaneous

- Discussions remained from the previous Workshops were discussed and concluded
- Each participant of the Workshop expressed their opinions whether STEP Workshop and KAM fulfilled their expectations or not and gave general suggestions for the next workshops

General overview of the workshop

- There was a friendly atmosphere within the workshop. Whole KAM was full of team building activities, such as energizers and practical games. Everybody was very productive and active, everyone contributed to the workshop as much as they could. There were a lot of quality discussions, new ideas and suggestions regarding STEP

PROPOSALS

THE INTERNATIONAL BOARD

No 1: Standing Orders amendment in the “The International Council”

The International Board is proposing the following to the Council:

The International Council

Article 4 – Organisation

...

4.7 Application

The application to host an International Council Meeting shall be sent to the Secretary General of the International Board no later than 28 days before the opening of the International Council Meeting where a vote on the application in question is scheduled to take place. It shall include:

- a. the signed hosting agreement,
- b. a draft budget,
- c. a draft programme,
- d. information about the logistics,
- e. any other relevant materials.

Comments:

This is a structural change, in order to unify the materials submission procedure that is regulated in the Statutes and Standing Orders of ELSA.

No 2: Standing Orders amendment in the “The International Council”

The International Board is proposing the following to the Council:

The International Council

Article 4 – Organisation

...

4.9. Financial Control

The International Council Meeting Host shall have two meetings, physical or electronical, with the Treasurer of the International Board eight months and three months before the start of the event to help the Organising Committee with the event’s budget and provide advice on the creation of the financial report. Every International Council Meeting host shall submit a financial report to the International Board upon request. Within six weeks after the official last official day of the International Council Meeting, the respective host shall present a report listing all the income and expenses of the meeting to the International Board and, upon their request, to the Members and Observers of ELSA, who shall then transmit it to the Members and Observers of ELSA. The Financial Report shall also be posted on the Officers’ Portal.

Comments:

Over the last few years, the ICM financial reports have been of inconsistent quality, reducing the usefulness of the document.

The goal of this proposal is to involve the Treasurer of the International Board in the organisational process of the ICM, not to control or oppose the OC, but rather to provide insight and advice regarding the budget and the making of a financial report.

No 3: International Council Meeting Decision Book amendment concerning IFP of the Decisions Related to ELSA in General Part

The International Board is proposing the following to the Council:

International Focus Programme

4. IFP Topic

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

(...)

4.4 The final outcome of the implementation of the International Focus Programme on Environmental Law shall be a Final IFP Conference and an IFP Almanac. These projects shall reflect the work done by the Network during the 3,5 years of implementation and will include at least the most discussed topics.

Comments:

As discussed during the Key Area Meeting in Lviv, the International Board proposes to lengthen the International Focus Programme by exactly 6 months. This will allow time for a Working Group, the finishing of the Academic Writing projects and a more appropriate selection process of the IFP topic in the future.

No 4: International Council Meeting Decision Book amendment concerning the External Relations part of the BEE part

The International Board is proposing the following to the Council:

External Relations

1. Definitions

- 1.1 The term international contact covers a law firm situated in five or more countries with 100 or more legal professionals as stated in the respective firm's website.
- 1.2 Companies that do not qualify as law firms, and which are present in five or more countries are to be considered international contacts.
- 1.3 The term national contact refers to any contact that is not an international contact.
- ~~1.4 The term National Group refers to any National Group and its Local Groups.~~

Comments:

The International Council Meeting Decision Book is a compilation of the decisions taken by the General Assembly of ELSA and therefore binds all the members.

ELSA International consider that specifying in this part of the Decision Book and not in the others, that the term "National group" refers to any National Groups and its Local Groups, is to say by extension that the rest of the Decision Book where it is not clearly indicated that the "National Group" term includes the national group and its local groups should be interpreted as being binding only to the National Groups and not its Local Groups.

This constitutes, in our opinion, an abusive and erroneous interpretation of the spirit of a Decision Book, which must by essence apply to all members of the association and goes against of the current practice of our Association.

No 5: International Council Meeting Decision Book amendment concerning the External Relations part of the BEE part

The International Board is proposing the following to the Council:

External Relations

2. Procedures

2.1 Only ELSA International has the right to contact international contacts. Only National Groups have the right to contact national contacts in their respective country.

2.2 If an ELSA Group intends to approach a national contact outside of its country, it shall, beforehand, inform the President of the respective National Group from the country where the national contact is located.

2.3. Before approaching a national contact, ELSA International shall request permission via email from the person in charge of external relations of the respective National Group. ~~This request shall include the location of the office it intends to contact.~~ This request shall include the location, the website URL, and information regarding the nature and content of the approach of the office intended to be contacted.

2.3.1 The National Group shall respond within seven days from the time of receiving the e-mail. If the approach is not granted, the response of the National Group shall state a concrete reason for the refusal.

2.3.2 ELSA International can proceed with the approach once the deadline has expired or the National Group has agreed or no concrete reason has been given.

2.4 Before approaching an international contact, the respective National Group shall request permission via email from the person in charge of external relations of ELSA International. ~~This request shall include the location of the office it intends to contact.~~ This request shall include the location, the website URL, and information regarding the nature and content of the approach of the office intended to be contacted.

In case the office, which is intended to be approached, is not in the country of the National Group, the permission of the person in charge of external relations of the respective foreign National Group shall also be requested.

2.4.1 ELSA International, and if applicable the foreign National Group, shall respond within seven days from the time of receiving the e-mail. If the approach is not granted, the

response of ELSA International, or if applicable the foreign National Group, shall state a concrete reason for the refusal.

2.4.2 The National Group can proceed with the approach once the deadline has expired or ELSA International, and if applicable the foreign National Group, has agreed or no concrete reason has been given.

Comments:

The External regulation aims to identify the externals approached by ELSA and to exchange best practices on how to approach externals.

Currently, only the location and contact name are shared making it difficult to identify the external. In order to make no mistake during the permission process but also to understand the objective pursued behind each request; it was recommended at the IPM Kutaisi to provide the link URL of the external and information regarding the nature and content of the approach.

No 6: International Council Meeting Decision Book amendment concerning the External Relations part of the BEE part

The International Board is proposing the following to the Council:

External Relations

2. Procedures

2.1. Only ELSA International has the right to contact international contacts. Only National Groups have the right to contact national contacts in their respective country.

2.2 If an ELSA Group intends to approach a national contact outside of its country, it shall, beforehand, inform the President of the respective National Group from the country where the national contact is located.

2.3 Before approaching a national contact, ELSA International shall request permission via email from the person in charge of external relations of the respective National Group. This request shall include the location of the office it intends to contact.

2.3.1 The National Group shall respond within seven days from the time of receiving the e-mail. If the approach is not granted, the response of the National Group shall state a concrete reason for the refusal.

Concrete reason should be interpreted as:

- Breaching the Statutes and Standing Orders or the International Council Meeting Decision Book;
- Breaching the Philosophy Statement of ELSA;
- Creating or likely to create a damage to the image, reputation, ongoing negotiations or financial stability of ELSA.

2.3.2 ELSA International can proceed with the approach once the deadline has expired or the National Group has agreed or no concrete reason has been given.

2.4 Before approaching an international contact, the respective National Group shall request permission via email from the person in charge of external relations of ELSA International. This request shall include the location of the office it intends to contact.

In case the office, which is intended to be approached, is not in the country of the National Group, the permission of the person in charge of external relations of the respective foreign National Group shall also be requested.

2.4.1 ELSA International, and if applicable the foreign National Group, shall respond within seven days from the time of receiving the e-mail. If the approach is not granted, the

response of ELSA International, or if applicable the foreign National Group, shall state a concrete reason for the refusal.

Concrete reason should be interpreted as:

- Breaching the Statutes and Standing Orders or the International Council Meeting Decision Book;
- Breaching the Philosophy Statement of ELSA;
- Creating or likely to create a damage to the image, reputation, ongoing negotiations or financial stability of ELSA.

2.4.2 The National Group can proceed with the approach once the deadline has expired or ELSA International, and if applicable the foreign National Group, has agreed or no concrete reason has been given.

Comments:

The “concrete reason” concept formulated in the External Relations regulation is not defined anywhere in the regulation. As ELSA International, we understand the necessity to formulate the “concrete reason” concept in general terms in order to allow to adapt the concept to all situations. However, we believe, that the regulation should at least provide criteria for the interpretation of such concept.

No 7: International Council Meeting Decision Book amendment concerning the External Relations of the BEE part

The International Board is proposing the following to the Council:

External Relations

3. Project sponsorship

3.1 The Organising Committee of a project or event organised or co-organised by ELSA International (e.g. ICM, IPM, SAM, KAM, ~~EMC~~² EHRMCC and JHJMCC) shall always request permission from ELSA International and, if applicable, the respective foreign National Group, if they want to approach any external contact.

Comments:

This proposal aims to add the European Human Rights Moot Court Competition and update the International Council Meeting Decision Book regarding the name change of the John H. Jackson Moot Court Competition (Formerly known as EMC²).

No 8: International Council Meeting Decision Book amendment concerning the External Relations of the BEE part

The International Board is proposing the following to the Council:

External Relations

4. Responsibilities

ELSA International shall:

- Ensure the respect of the External Relations regulation of ELSA;
- Make sure that the External Relations regulation is known and implemented throughout the Network;
- Supervise the correct use of the External Relations regulation in all National Groups and contact the breaching group immediately;
- Explain the External Relations regulation to the Network in order to create a common understanding and consistency of use.

National Groups shall:

- Ensure the respect of the External Relations regulation of ELSA
- Promote the External Relations regulation to their local groups;
- Supervise the correct use of the External Relations regulation in all Local Groups and contact the breaching group immediately;
- Consult ELSA International when in doubt.

Local Groups shall:

- Ensure the respect of the External Relations regulation of ELSA;
- Follow the External Relations regulation rules and ensure their implementation and awareness in the respective local networks;
- Make sure that all breaches are corrected immediately;
- Consult the officers of the respective National Groups when in doubt.

4. 5. Sanctions

4.4 5.1 If any ELSA Group or ELSA International violates these regulations the involved Groups should, within six months from the time the harmed Group was informed, reach an agreement on a suitable sanction. The Council shall be informed about the sanction agreed on and a copy of this agreement shall be sent to ELSA International. The agreement cannot be object of any discussion or decision by Council. In case no agreement is reached the Council shall decide on a suitable sanction.

~~4.2~~ 5.2 A sanction can in no case exceed the amount received in the past two years by the ELSA Group whose rights were violated. The sanction shall be paid to the ELSA Group whose rights were violated. If the rights of ELSA International were violated, the sanction shall be paid to ELSA International.

~~4.3~~ 5.3 In case of a sanction imposed on a Local Group, the respective National Group shall be considered the Group involved and is liable for the sanction.

Comments:

Given the importance of the regulation on external relations, it is important to be able to identify at all times the responsibility of each party and what each party can expect from each other. The international board aims to clarify the role and responsibilities of each party during the contact procedure.

No 9: International Council Meeting Decision Book amendment concerning the External Relations of the BEE part

The International Board is proposing the following to the Council:

External Relations

6. Reporting

6.1 If a National Group approaches an international contact after approval from the International board, it shall send a report to the President of ELSA international stating how the negotiation went and if an agreement was reached before being able to request a new permission.

Comments:

Without feedback it is impossible for ELSA International to allow another group to contact the same External, based on the premise that the approach accepted by ELSA International resulted in an agreement. This situation leads to an unfair situation for other groups waiting for permission.

No 10: International Council Meeting Decision Book amendment concerning the Institutional Relations of the BEE part

The International Board is proposing the following to the Council:

Institutional Relations

1. Definitions

1.1 Institutional relations are relations with governmental or non-governmental organisations, public administrations, private institutions, universities or other higher education institutions.

1.2 National institutions are institutions that are active only within one country or on behalf of a country. Universities and other higher educational institutions present only within one country in which there is an ELSA National Group always qualify as National Institutions.

1.3 Local branches of international institutions are institutions that represent international governmental or non-governmental or private institutions being active only in one country.

1.4 International institutions are institutions that act in more than one country and represent the headquarters or the highest respective office of a certain field of activity of an institution.

~~1.5 The term National Group refers to any National Group and its Local Groups.~~

Comments:

The International Council Meeting Decision Book is a compilation of the decisions taken by the General Assembly of ELSA and therefore binds all the members.

ELSA International consider that specifying in this part of the Decision Book and not in the others, that the term “National group” refers to any National Groups and it’s Local Groups, is to say by extension that the rest of the Decision Book where it is not clearly indicated that the “National Group” term includes the national group and its local groups should be interpreted as being binding only to the National Groups and not it’s Local Groups.

This constitutes, in our opinion, an abusive and erroneous interpretation of the spirit of a Decision Book, which must by essence apply to all members of the association and goes against of the current practice of our Association.

No 11: International Council Meeting Decision Book amendment concerning the Institutional Relations of the BEE part

The International Board is proposing the following to the Council:

Institutional Relations

2. Approaching National Institutions and Local Branches of International Institutions

2.1 All approaches to national institutions and local branches of international institutions inside a country are upon the discretion of the respective National Group.

2.2 Before approaching a national institution, ELSA International shall request permission via email from the person in charge of external relations of the respective National Group. ~~The request shall include the location of the office it intends to contact. This request shall include information regarding the nature and content of the approach.~~ This request shall include the location, the website URL, and information regarding the nature and content of the approach of the office intended to be contacted. This also applies to a National Group approaching an office located in another country.

2.2.1 The approached National Group shall respond within seven days from the time of receiving the e-mail. If the approach is not granted, the response of the approached National Group shall state a concrete reason for the refusal.

2.2.2 ELSA International or the requesting National Group can proceed with the approach once the deadline has expired or the approached National Group has agreed or no concrete reason has been given.

2.3 If the national institution or the local branch of an international institution is situated in a country where there is no ELSA Group, the approach may be carried out directly.

3. Approaching International Institutions

3.1 Approaches to international institutions are coordinated by ELSA International.

3.2 Before approaching an international institution the ELSA group planning the approach shall request permission from the person in charge of external relations of ELSA International. ~~This request shall include information regarding the nature and content of the approach.~~ This request shall include the location, the website URL, and information regarding the nature and content of the approach of the office intended to be contacted.

3.2.1 ELSA International shall respond within seven days from the time of receiving the notification. If the approach is not granted, the response of ELSA International shall state a concrete reason for the refusal.

3.2.2 The ELSA Group can proceed with the approach once the deadline has expired or ELSA International has agreed or no concrete reason has been given.

Comments:

The International Institutions regulation aims to identify the institution approached by ELSA and to exchange best practices on how to approach institution.

Currently, only the location and contact name are shared making it difficult to identify the institution.

In order to make no mistake during the permission process but also to understand the objective pursued behind each request; it was recommended at the IPM Kutaisi to provide the link URL of the institution and information regarding the nature and content of the approach.

No 12: International Council Meeting Decision Book amendment concerning the Institutional Relations of the BEE part

The International Board is proposing the following to the Council:

Institutional Relations

2. Approaching National Institutions and Local Branches of International Institutions

...

2.3.1 The approached National Group shall respond within seven days from the time of receiving the e-mail. If the approach is not granted, the response of the approached National Group shall state a concrete reason for the refusal.

Concrete reason should be interpreted as:

- Breaching the Statutes, Standing Orders or the International Council Meeting Decision Book;
- Breaching the Philosophy statement of ELSA;
- Creating or likely to create damage to the image, reputation, ongoing negotiations or financial stability of ELSA.

...

3. Approaching International Institutions

3.3 Approaches to international institutions are coordinated by ELSA International.

3.4 Before approaching an international institution the ELSA group planning the approach shall request permission from the person in charge of external relations of ELSA International. This request shall include information regarding the nature and content of the approach.

3.4.1 ELSA International shall respond within seven days from the time of receiving the notification. If the approach is not granted, the response of ELSA International shall state a concrete reason for the refusal.

Concrete reason should be interpreted as:

- Breaching the Statutes, Standing Orders or the International Council Meeting Decision Book;
- Breaching the Philosophy statement of ELSA;
- Creating or likely to create damage to the image, reputation, ongoing negotiations or financial stability of ELSA.

3.4.2 The ELSA Group can proceed with the approach once the deadline has expired or ELSA International has agreed or no concrete reason has been given.

Comments:

The “concrete reason” concept formulated in the International Relations regulation is not defined anywhere in the regulation.

As ELSA International, we understand the necessity to formulate the “concrete reason” concept in general terms in order to allow to adapt the concept to all situations.

However, we believe, that the regulation should at least provide criteria for the interpretation of such concept.

No 13: International Council Meeting Decision Book amendment concerning the Institutional Relations of the BEE part

The International Board is proposing the following to the Council:

Institutional Relations

4. Responsibilities

ELSA International shall:

- Ensure the respect of the Institutional Relations regulation of ELSA;
- Make sure that the Institutional Relations regulation is known and implemented throughout the Network;
- Supervise the correct use of the Institutional Relations regulation in all National Groups and contact the breaching group immediately;
- Explain the Institutional Relations regulation to the Network in order to create a common understanding and consistency of use.

National Groups shall:

- Ensure the respect of the Institutional Relations regulation of ELSA
- Promote the Institutional Relations regulation to their local groups;
- Supervise the correct use of the Institutional Relations regulation in all Local Groups and contact the breaching group immediately;
- Consult ELSA International when in doubt.

Local Groups shall:

- Ensure the respect of the Institutional Relations regulation of ELSA;
- Follow the Institutional Relations regulation rules and ensure their implementation and awareness in the respective local networks;
- Make sure that all breaches are corrected immediately;
- Consult the officers of the respective National Groups when in doubt.

4. 5. Reporting Institutional Relations

4.4 5.1 If a National Group approaches a national institution outside of its country for the sole purpose of an Institutional Visit, it shall inform the Vice President for Seminars and Conferences of the National Group from the country where the institution is located about the contact and the communication.

5. 6. Sanctions

~~5.4~~ 6.1 If any ELSA Group or ELSA International violates these institutional relations regulations, the involved Groups shall, within six months from the time the harmed Group was informed, reach an agreement on a suitable sanction. The Council shall be informed about the sanction agreed on and a copy of this agreement shall be sent to ELSA International. The agreement cannot be object of any discussion or decision by Council.

~~5.2~~ 6.2 In case no agreement is reached the Council shall decide on a suitable sanction, upon proposals and hearing of the involved Groups. The Council may agree on any amount not exceeding the highest of the proposed.

~~5.3~~ 6.3 The sanction shall not, in any case, exceed the amount of EUR 3,000.

~~5.4~~ 6.4 The sanction shall be paid to the ELSA Group whose rights were violated. If the rights of ELSA International were violated, the sanction shall be paid to ELSA International. Until the payment, the debt will be considered a debt towards ELSA International for the purpose of article 11.5 of the Statutes.

~~5.5~~ In case of a sanction imposed on a Local Group, the respective National Group shall be considered the Group involved and is liable for the sanction.

Comments:

Given the importance of the regulation on Institutional relations, it is important to be able to identify at all times the responsibility of each party and what each party can expect from each other. The international board aims to clarify the role and responsibilities of each party during the contact procedure.

No 14: International Council Meeting Decision Book amendment concerning the International Council Meetings of the IM part

The International Board is proposing the following to the Council:

International Council Meetings

2. Participation Fees

2.1 In each International Council Meeting, the Organising Committee shall cover the participation fee for ELSA International. This fee includes accommodation for 90 nights, and meals, requested from the other participants. ELSA International shall divide the 90 nights among themselves, auditors and former International Board members responsible for presenting the Annual Report, and the Financial Report. The Organising Committee can additionally cover the special fees.

Comments:

This proposal aims to concretise the division of the covered nights of ELSA International. In order to avoid incorrect interpretation of the wording 'former International Board members', we propose to elaborate whose participation shall be covered.

No 15: International Council Meeting Decision Book amendment concerning the International Council Meetings of the IM part

The International Board is proposing the following to the Council:

International Council Meetings

6. Application to host an International Council Meeting

6.1 A written application to host an International Council Meeting must be ~~handed in~~ sent to the ~~International Board~~. Secretary General of the International Board.

Comments:

After the LXXI International Council Meeting in Prague, the procedure of the application to host an International Council Meeting was changed. In order to unify the regulations in the Statutes and the International Council Meeting Decision Book, we are proposing the same proposals submission procedure.

No 16: International Council Meeting Decision Book amendment concerning the Training of the IM part

The International Board is proposing the following to the Council:

Training

ELSA Training

Comments:

Training is an internal project of ELSA International and unofficially it's usually called "ELSA Training". We are proposing to have clear name of the project.

No 17: International Council Meeting Decision Book amendment concerning the Training of the IM part

The International Board is proposing the following to the Council:

Training

1. Definition

1.2 There are two types of ~~Trainings in ELSA~~ ELSA Training:

- a. Soft Skills Training that is aiming at developing personal attributes that enhance an individual's interactions, career prospects, and job performance.
- b. Officers' Training that is aiming at developing the members to be fully equipped as ELSA officers.

Comments:

Training is an internal project of ELSA International and unofficially it's usually called "ELSA Training". This is a structural change following the proposal of the project name.

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

The International Board is proposing the following to the Council:

Training

1. Definition

1.3 The International Trainers' Pool (hereinafter the ITP) is the main ~~Training~~ body of ELSA Training.

Comments:

Training is an internal project of ELSA International and unofficially it's usually called "ELSA Training". This is a structural change following the proposal of the project name.

No 19: International Council Meeting Decision Book amendment concerning the whole Decision Book

The International Board is proposing the following to the Council:

Strategic Planning

2. Monitoring

The fulfillment of the Strategic Plan shall be monitored by ~~ELSA International~~ the International Board by means of the Strategic Goals Questionnaire, the Strategic Plan Yearly Report and the Strategic Plan Final Report.

The Strategic Plan Yearly Report shall be prepared by ~~ELSA International~~ the International Board and discussed in every Workshop of at the autumn International Council Meeting. It shall summarize the strategic goals and critically compare the level of achievement to previous results.

The Strategic Plan Final Report shall be prepared by ~~ELSA International~~ the International Board and presented during an International Council Meeting in the last year of the Strategic Plan in force. It shall include overall information, final conclusions and statistics reflecting the fulfillment of the Strategic Plan as well as recommendations for the adoption of the following Strategic Plan.

The Strategic Plan Final Report shall be finalized by ~~ELSA International~~ the International Board with updated information from the whole duration of the Strategic Plan, including the fifth year of its implementation and ready to be presented at the first ICM after the last year of the Strategic Plan in force.

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Data Protection

1. Privacy Policy

1.1 ~~ELSA International~~ shall have a Privacy Policy.

1.2 The Privacy Policy will exist for any case in which ELSA is processing personal data in the course of its operations.

1.3 ELSA-International shall process the personal data of individuals only if the person agrees with the Privacy Policy.

...

Comments:

According to Article 6 of the Statutes of ELSA, the principal organs of ELSA are the International Council and the International Board. The term “ELSA International” has no legal meaning in any context and it is misused in the International Council Meeting Decision Book. We are proposing to change every article of the International Council Meeting Decision Book as proposed in the example above.

The changes will be as follow:

- 1) “ELSA International” to “the International Board” in the articles that refers to the International Board;
- 2) “ELSA International” to “ELSA” in the articles that refers to the whole Network.

Changes will be made accordingly throughout the whole International Council Meeting Decision Book.

No 20: International Council Meeting Decision Book amendment concerning the whole Decision Book

The International Board is proposing the following to the Council:

Strategic Planning

1. General

Strategic Planning shall be an ever-present part of planning in the European Law Students' Association. The Strategic Plan shall envisage means to fulfill the Philosophy Statements of the Statutes. A Strategic Plan shall be adopted for five years by a two thirds majority of the ~~Council~~ International Council during an International Council Meeting in the last year of the Strategic Plan in force. A first reading shall take place during the autumn International Council Meeting of the last year of the Strategic Plan in force.

Additionally, a Strategic Planning Handbook shall be established and at least include:

- Strategic Goals, and Operational Goals;
- A theoretical background with practical examples about Strategic Planning;
- Summaries of relevant preparatory work and workshop sessions during Internal Meetings on Strategic Planning.

...

Comments:

According to Article 6 of the Statutes of ELSA, the principal organs of ELSA are the International Council and the International Board. The term "Council" do not comply with the term used in the Statutes of ELSA. We are proposing to change every article of the International Council Meeting Decision Book as proposed in the example above.

Changes will be made accordingly throughout the whole International Council Meeting Decision Book.

No 21: International Council Meeting Decision Book amendment concerning the ELSA Development Foundation of the FM part

The International Board is proposing the following to the Council:

The ELSA Development Foundation

2. Modes of Support

The EDF may be used to support the following events and activities:

(A) Project Support

(A.1) Financial assistance for events constituting a core activity of ELSA. Core activity is any activity or project connected to the Key Areas according to the Decision Book.

(A.2) Financial assistance for regional cooperation events gathering more than one Member country.

Comments:

Addition of a new category to allow regional cooperation event to apply for EDF.

No 22: International Council Meeting Decision Book amendment concerning the ELSA Development Foundation of the FM part

The International Board is proposing the following to the Council:

The ELSA Development Foundation

2. Modes of Support

The EDF may be used to support the following events and activities:

(C) Structural Support

(C.1) Financial assistance for organizing International Council Meetings, International Presidents Meeting, Key Area Meeting or Supporting Area Meeting

~~(C.2) Financial assistance for events constituting an activity for officers of ELSA.~~

(C.2) Financial assistance for internal events aimed at developing Officers' skills and knowledge.

(C.3) Financial assistance for the participation of the National Board members to Statutory Meetings. The contribution shall only cover travel and/or accommodation expenses.

Comments:

This proposal aims to rephrase the C2 category to make it clearer.

No 23: International Council Meeting Decision Book amendment concerning the ELSA Development Foundation of the FM part

The International Board is proposing the following to the Council:

The ELSA Development Foundation

7. Evaluation

7.3 The amount awarded for Structural Support cannot exceed ~~25%~~ 33% of the annual income of the Foundation. If, by the beginning of the application period for structural support C3 concerning the Spring International Council Meeting, less than 50% of the annual EDF income has been spent, this limit shall be forgone until the next financial year.

Comments:

Originally, the modes of support were divided into four categories. The travel to ICM always being extremely requested, a limit was set in order to not spend all the available money at the first ICM. However, since we merge categories C and D in ICM Lviv, we need to adjust the limit to allow the foundation to function optimally.

Furthermore, the idea of the last section is to lift the limit if by the end of the term a certain percentage of the resources of the term has not been allocated.

No 24: International Council Meeting Decision Book amendment concerning the ELSA Development Foundation of the FM part

The International Board is proposing the following to the Council:

The ELSA Development Foundation

8. Payment Procedure

8.4 Exceptional procedure

As an exceptional procedure, it is possible for the applicant to officially request the payment of up to 75% of the granted amount in advance.

~~The request shall include supporting documents to justify the need.~~

The request will only be accepted if:

- Receiving the grant beforehand is quintessential for the existence of the project;
- The financial situation of the Group justifies such demand;
- The National or Local Group requesting the exceptional procedure have a strong history of good reporting.

Comments:

This procedure being new, it was lacking clear criteria regarding how and when the board of EDF could grant the money in advance.

No 25: International Council Meeting Decision Book amendment concerning the ELSA Development Foundation of the FM part

The International Board is proposing the following to the Council:

The ELSA Development Foundation

9. Financing of the Foundation

9.2 EDF Report

...

~~iii. If the National Group does not inform the the Board of Directors of EDF by the date mentioned above, the International Board shall invoice the National Group based on the last report available. Such National Groups will be considered non-eligible to apply for EDF support until the National Group fills in the report.~~

iii. If the National Group does not inform the Board of Directors of EDF by the date mentioned above, the International Board shall invoice the National Group the maximum amount possible, stated in Article 9.2.i of the EDF part of the Decision Book. The non-diligent National Group can rectify the amount by filling the EDF report.

Comments:

The EDF report is essential for the good functioning of the foundation. However, it is been extremely hard to collect due to non-diligence of the National Board, mostly because the sanction attached to non-compliance is very weak. The aim of that proposal is to raise the sanction in hope to ensure the collection of all the reports.

No 26: International Council Meeting Decision Book amendment concerning the ELSA Development Foundation of the FM part

The International Board is proposing the following to the Council:

The ELSA Development Foundation

13. The ELSA Development Foundation Award

13.2 Funding and prizes

The EDF Award is funded with donations from other individuals, groups or associations which are aimed at furthering the purposes of the Foundation.

The EDF Award will assign ~~three prizes for a maximum of 1500 Euro in total~~ monetary prizes based on the donations it would have received. The Board of Directors shall set the number of prizes and their about based on the donations received. The amounts are set after the closure of the fourth EDF Cycle of the term. The prizes are announced with the official opening of the competition.

The National Groups awarded will have to make a presentation of their projects during the Autumn International Council Meeting following the proclamation of the award recipients.

Comments:

Following the amendment made to the original proposal in Lviv to only allow the EDF Awards to be covered by specifically funds and in addition of the future changes to the structure the current limitation to 1500€ is not needed anymore

No 27: International Council Meeting Decision Book amendment concerning the FM part

The International Board is proposing the following to the Council:

Financial Strategy of ELSA

1. General

1.1. The Financial Strategy of ELSA shall be composed of three parts; the Implementation Procedure, the Focus and the Execution.

1.2. The Implementation Procedure shall describe the way the Financial Strategy has to be adopted and maintained.

1.3 The Focus part shall describe the fundraising focuses (grants, marketing, partnerships, membership fees etc.) and the expenditure focuses of the respective Financial Strategy.

1.4 The Execution part shall specify the Focus part on a technical level by determining the ratios, or individual amounts of the incomes or expenses stated. It shall also specify which key indicators are to be observed, and what measures should be taken should these indicators reach a certain level.

2. Purpose of the Financial Strategy of ELSA

1.1. The Financial Strategy of ELSA (hereinafter referred to as “Financial Strategy”) shall be a tool of financial management in ELSA, complementary to Strategic Planning in ELSA.

1.2. The purpose shall ensure optimal efficiency when working to meet the Strategic Goals adopted by the Council. Further, it shall ensure continuity in the financial management of ELSA.

1.3. Maintaining and adhering to the Financial Strategy shall be the responsibility of ELSA.

1.4. There shall be a financial analysis of ELSA’s financial statements of the past terms. The result of this analysis shall be used to implement guidelines for an optimal financial structure during the period of its implementation for a period of three years.

2. Working Group on Financial Strategy

2.1. The purpose of the Working Group on Financial Strategy shall be to undertake the financial analysis of ELSA, and to create and present a Draft Financial Strategy proposal to the Council Meeting, in accordance with the outcome of the analysis.

2.2. The Working Group shall always consist of:

- (i) The President of ELSA, who shall ensure coherence between the Draft Financial Strategy and the currently adopted Strategic Goals.
 - (ii) The Treasurer of ELSA, who shall provide the Working Group with technical knowledge, relevant financial information about ELSA, and the accounting data necessary for the Group to undertake such financial analysis
- 2.3. Upon convocation, the Working Group shall vote upon the election of the Treasurer of ELSA as its Chair. This vote shall pass with a simple majority.
Should the Working Group not elect the Treasurer of ELSA as its Chair, it shall elect a new Chair from its members, requiring the same majority.
- 2.4. The Working Group is automatically dissolved upon the closing of Spring International Council Meeting of the term of its establishment.

3. Drafting procedure of the Financial Strategy

- 3.1. During the final year of implementation of the ongoing Financial Strategy, ELSA shall issue an open call for a Working Group on Financial Strategy within the first two weeks of the term.
- 3.2. The Working Group shall create and present a Draft Financial Strategy proposal during the Spring International Council Meeting for approval.
- 3.3. The Draft Financial Strategy shall be sent no later than 49 days before the opening of the Spring International Council Meeting:
- (i) to both the Presidents' and the Treasurers' mailing lists and to the Auditors of ELSA for comments;
 - (ii) to the Secretary General of ELSA International as a proposal.
- 3.4. The comments on the Draft Financial Strategy shall be sent to the Working Group 35 days before the opening of the Spring International Council Meeting.
- 3.5. In case the Working Group accepts the comments received as relevant, it shall modify its proposal accordingly, and inform the International Board and the Auditors of ELSA about the changes and their reasoning.

4. Implementation procedure of the Financial Strategy

- 4.1. During the last term of the Financial Strategy, the Draft Financial Strategy shall be adopted by a simple majority of the Council for a period of three years.
- 4.2. Should the Council not accept the Draft Financial Strategy, the implementation of the current Financial Strategy continues until a new Financial Strategy is approved by the Council. ELSA shall in this case issue a new call for a Working Group in accordance with the Article 3 of the Financial Strategy part of the Decision Book, at the start of the next term.

5. Provisional changes of the Financial Strategy

- 5.1. Should the financial situation of ELSA change in a significant manner which would render the further implementation of the Financial Strategy at the time unreasonable, the Treasurer

- of ELSA, based on a decision made by ELSA, shall provide the Auditors of ELSA with a justified explanation of the situation, and request an approval of provisional changes.
- 5.2. Should the Auditors not confirm the reception of the request within three working days after it has been sent, it is presumed that they have successfully received it.
- 5.3. The Auditors shall evaluate the request within ten days of its reception, and will, should they deem the requested provisional changes justified, decide to grant the Treasurer of ELSA permission to adjust the Financial Strategy accordingly, by a unanimous decision.
- 5.4. Should the Auditors not respond to the request within the evaluation period specified in Article 5.3 of the Financial Strategy part of the Decision Book, it is presumed that their permission has been granted.
- 5.5. The Auditors may, within the evaluation period stated under Article 5.3 of the Financial Strategy part of the Decision Book, request further information or documentation, should that provided prove insufficient for a well-informed decision. In this case, a new evaluation period of the same length begins upon reception of the requested information. Such further requests of information are only possible once per each respective set of provisional changes, unless the Treasurer of ELSA agrees otherwise.
- 5.6. Should the provisional changes be approved by the Auditors, the Treasurer of ELSA shall present a summary of the changes for approval at the following International Council Meeting.
- 5.7. The provisional changes shall be approved by the International Council with a simple majority.
- 5.8. No changes shall be made to the previously voted upon Financial Strategy if the International Council does not approve the provisional changes. It shall not be possible to request a revision from the International Council regarding the same matter until the following International Council Meeting.
- 5.9. Should the Auditors decide not to grant the Treasurer of ELSA's provisional changes, at the following International Council Meeting, they are entitled to propose any changes they deem appropriate to the International Council. This shall be approved with an absolute majority.

6. Role of Auditors of ELSA International within the Financial Strategy

- 6.1. The Auditors of ELSA International shall:
- (i) Provide the Working Group with their comments on the Draft Financial Strategy;
 - (ii) Confirm to the Treasurer the reception of provisional changes;
 - (iii) Evaluate ELSA International's compliance with the Financial Strategy and state their findings within the Auditors' reports;
 - (iv) Evaluate any intended revisions of the Budget of ELSA to determine whether it follows the Financial Strategy and provide their comments along with the revision proposal.

7. Evaluation of the Implementation of Financial Strategy

- 7.1. After the end of the Implementation Period, the Treasurer of ELSA shall prepare an evaluation of such period.
- 7.2. The Treasurer of ELSA shall prepare the evaluation 59 before the opening of the Spring International Council Meeting, and provide the Working Group with the results. Any recommendations arising from the evaluation shall be incorporated within the Draft Financial Strategy.
- 7.3. Within the evaluation, the Treasurer shall summarise the financial situation of ELSA during the Implementation Period against the targets stated within the Focus and Execution part of the Financial Strategy and include all of the Auditor's findings under Article 6.1 of the Financial Strategy part of the Decision Book, regarding the Implementation Period.
- 7.4. The evaluation itself shall be sent out along with the Draft Financial Strategy for comments, as stated in Article 3.3 of the Financial Strategy part of the Decision Book, and shall be included in the Working Materials of the following International Council Meeting.

Comments:

As mentioned during SAM, the current financial strategy is coming to an end and we need to elaborate on a new one. However, the previous Implementation Procedure was stricken out. The current regulations are leaving us without the how and when to create a new strategy.

This proposal aims to build the foundation for a new financial strategy that would be adopted in ICM Baku.

No 28: International Council Meeting Decision Book amendment concerning the Academic Writing of the AA and MCC part

The International Board is proposing the following to the Council:

Academic Writing

3. ELSA Law Review

- 3.1 ELSA Law Review (ELR) is the Law Review of ELSA and shall be published once a year.
- 3.2 The topics of the ELSA Law Review shall be selected by the ELSA Law Review Editorial Board on a yearly basis, but shall always concern Human Rights Law.
- 3.3 The ELSA Law Review shall be peer-reviewed by the Academic Editorial Board, and revised and published by a professional publisher, to ensure a high-quality standard.
- 3.4 The Articles published must meet the following requirements:
 - The Article must be in English;
 - The Article must be between 2.500 and 7.500 words;
 - The Article must concern an internationally relevant topic related to Human Rights Law;
 - The Article may not have been published elsewhere;
 - The Article must include a short summary, consisting of maximum 10% of the length of the article.
- 3.5 The Editorial Board of the ELSA Law Review shall be appointed by International Board before the launch of the Call for Articles, and shall consist of 3 to 5 Members, including the VP AA of the International Board.
- 3.6 The Academic Editorial Board of the ELSA Law Review shall be appointed by the International Board before the launch of the Call for Articles and shall consist of experts in Human Rights law.

Comments:

Though ELSA Law Review was reintroduced by our Predecessors in the previous ICM Opatija, 2013, the project was never specifically regulated at the international level. Paragraph 2 of the Academic Writing section has continuously provided general information about Law Reviews as a whole, but to further the ELR's stability and continuity, the project ought to be regulated specifically. We will follow the structure as established in the Academic Competitions and Moot Courts - the general idea of a project (competitions, law reviews, moot courts) is described,

followed by a detailed description of the internationally managed projects. The proposal as such regulates merely the bare bones of the project (especially in comparison to the LRG regulation), however, it provides a clear starting point for future VP AAs to build upon.

No 29: International Council Meeting Decision Book amendment concerning the Moot Court Competitions of the AA and MCC part

The International Board is proposing the following to the Council:

Moot Court Competitions

2. The ELSA International Moot Courts

2.1 The John H. Jackson Moot Court Competition (JHJMCC)

2.1.1 The John H. Jackson Moot Court Competition is a simulated hearing of the Dispute Settlement Body of the World Trade Organization (WTO). It is open to teams from all around the world.

2.1.2 The competition consists of 3 rounds: the written rounds, the Regional Rounds and the Final Oral Round. National Groups may organise National Rounds.

2.2 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~~ three rounds: the written round, the Regional Rounds and the Final Round. ~~Local and National Groups may organize local, national or regional EHRMCC Premoots.~~

2.3 Specific Responsibilities of the Local and National Groups

2.3.1 Promote ELSA's Moot Court Competitions as a priority before other Moot Courts outside of ELSA by using the provided marketing materials and publishing them in all universities and ELSA Groups.

2.3.2 Gather participants and support them in order to take part in the ELSA International Moot Courts.

2.3.3 Organise, ~~if needed, National~~ Regional Rounds of the EHRMCC and the JHJMCC. ~~John H. Jackson Moot Court Competition, if needed, and Regional Rounds of the John H. Jackson Moot Court Competition.~~

2.4 Specific Responsibilities of ELSA International

2.4.1 ELSA International is overall responsible for the organization of the ~~EMC2~~ JHJMCC and the EHRMCC.

Comments:

A much needed unification within the Moot Courts section. Preparing the EHRMCC regulations for the launch of the 8th Edition with Regional Rounds and striking out the double obligation of LGs and NGs to organise Regional Rounds (originally in both 2.2.1 and 2.3.3). Unified use of abbreviations by the John H. Jackson Moot Court Competition and the European Human Rights Moot Court Competition. Replacing the EMC2 with the appropriate abbreviation, JHJMCC.

No 30: International Council Meeting Decision Book amendment concerning the ELSA Law Schools of the S&C part

The International Board is proposing the following to the Council:

ELSA Law Schools

2. Responsibilities

2.1 Responsibilities of ELSA International:

- a. Coordinate ELSA Law Schools;
- b. To publish the ELSA Law Schools calendar by the end of October for the summer Cycle and by the end of July for the winter Cycle;
- c. End the Specification period by December for the summer Cycle and by ~~July~~ August for the winter Cycle. The exact dates shall be provided in the calendar for the respective Cycles;
- d. Provide support to the Organising Committee upon request;
- e. Provide a joint promotion of ELSA Law Schools;
- f. Execute an adequate Quality Control;
- g. Organise a training weekend, namely the “ELSA Law Schools Training Weekend”, in order to train the Organising Committees of ELSA Law Schools, whereby Each Organising Group has a right to appoint one representative to attend the ELSA Law Schools Training Weekend and the cost of participation, which includes the trainings, accommodation and meals, are covered by the ELSA Law Schools Administrative Fee for at least one representative from each Organising Group.

Comments:

Having the first edition of Winter ELSA Law Schools Cycle has brought to our attention that the dates set on the section above are not feasible on reality, hence the International Board proposes to change the date to August, which will give more time for the IB and the Organising Committees for specification.

No 31: International Council Meeting Decision Book proposal concerning the Other S&C Events part of the S&C part

The International Board is proposing the following to the Council:

Other S&C Events

1. Webinars

A webinar is a presentation, lecture, workshop or seminar that is transmitted over the web.

2. International Conferences of ELSA

1. Definition

1.1 International Conferences of ELSA are international events organised by the Organising Committee of one or more ELSA Groups that are fulfilling the requirements regulated in this section. International Conferences of ELSA can be defined by an international nature, a focus on the scientific aspect of law and the intention of having an audience comprised of largely international participants.

1.2 Requirements of International Conferences of ELSA

- Conducted in English;
- Lasting for at least 2 days. The 2 days are calculated excluding the day of arrival but including the day of departure;
- Comprising of a scientific and social programme;
- Including at least 8 hours of scientific programme. If the duration of the event exceeds 2 days, the total scientific programme shall be prolonged by 4 hours per each extra day.

Comments:

After the successful unification of the ELSA Law Schools, the International Board would like to propose to unify the international conferences as well. As more and more ELSA groups are organising international conferences, there is a need for the participants to be sure of the quality of the events. Hence, with this step of the unification process, ELSA will ensure a basic quality for all international conferences organised by ELSA groups.

This is meant to only be the beginning of the unification process. The International Board believes that the project will grow more and more over the years. The quality standards will follow the growth of the project and should be adjusted when there is the need for it.

No 32: International Council Meeting Decision Book proposal concerning STEP Procedure of the STEP part

The International Board is proposing the following to the Council:

STEP Procedure

1. Structure of STEP

1.3 Definitions

a. Job Hunting

Job Hunting is the period of obtaining the traineeships by ELSA International, National and Local Groups.

b. Launch of the Traineeships

The Launch of the Traineeships describes the publication of STEP traineeships on an online platform. This platform shall be provided by ELSA International.

c. Student Hunting

Student Hunting is the period referring to the acquisition of applicants for the issued traineeships. The application is processed through an online platform provided by ELSA International.

d. External Student Hunting Deadline

The term External Student Hunting Deadline refers to the deadline for the submission of all student applications.

e. Internal Student Hunting Deadline

The term Internal Student Hunting Deadline describes the internal administrative deadline. Upon this deadline the National and Local Officers shall ensure a high level of quality in regards to the applications submitted through the respective National or Local Group.

f. Matching

Matching mainly encompasses the reconciliation of requirements given by the traineeship provider and the data of the applicant.

g. Selection

Selection refers to a period during which the traineeship providers hold interviews with the matched applicants and decide upon the final ranking of the matched applicants.

gh. Reception

Reception describes the period in which the Hosting Group prepares for hosting and actually hosts the trainee.

h i. Evaluation

Rating by the trainee and the traineeship provider.

Comments:

Selection is a part of our STEP Calendar. However, there is no definition in the Decision Book regarding Selection.

No 33: International Council Meeting Decision Book proposal concerning STEP Procedure of the STEP part

The International Board is proposing the following to the Council:

STEP Procedure

1. Structure of STEP

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1.4 STEP Calendar

- a. First Cycle
 - i. The Job Hunting Deadline is in October or November.
 - ii. The Student Hunting Deadlines are before the 24th of December.
- b. Second Cycle
 - i. The Job Hunting Deadline is in March or April.
 - ii. The Student Hunting Deadlines are in April or May.
- ~~c. The Job Hunting Deadline shall not be placed between 14 days prior to and 7 days after the International Council Meeting.~~
- ~~d. Traineeships can only begin eleven weeks after the External Student Hunting deadline has passed.~~
- ec. There has to be at least 5 weeks between the Selection Results Deadline and the date of the Earliest Traineeship Start.

Comments:

We have time restrictions since when Vice President for STEP of ELSA International creates the STEP Calendar some certain aspects need to be protected or considered, such as giving some preparation time for trainee and Hosting Group or considering start dates of universities and national holidays. However, some of those restrictions either do not protect anything or restrict VP STEP's ability to alter the STEP Calendar freely since one of these deadlines is dependent on the ICM dates which is something as the Network we cannot control.

No 34: International Council Meeting Decision Book amendment concerning STEP Procedure of the STEP part

The International Board is proposing the following to the Council:

STEP Procedure

3. Application Procedure

3.1 Application

- a. Only members of ELSA can apply for STEP.
- 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.
- 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, CV and Motivation Letter has to be ~~filled out~~ written 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.
- d. Applying for and participating in STEP is free of charge.
- e. There is no guarantee of being matched to a traineeship when an application is submitted
- f. Every applicant is eligible to apply for a maximum of three traineeships per Cycle.

Comments:

In past year there were some confusions on whether the CV and the motivation letter in each application should be written in English or not. Therefore, as ELSA International we deemed necessary to clarify this provision.

No 35: International Council Meeting Decision Book amendment concerning STEP Procedure and STEP Responsibilities of the STEP part

The International Board is proposing the following to the Council:

STEP Procedure

3. Application Procedure

3.2 Matching

- a. The matched applications shall be announced to the National Groups within specified time set by ELSA International. The matched applications shall be forwarded to the hosting Local Groups by its respective National Group.
- b. During the Matching process ELSA International shall take the following into account:
 - i. Legal and Language Skills and Educational Level.
 - ii. Poorly written applications shall be sorted out. A CV or a Motivation Letter is to be considered poorly written if the form, structure, grammar, political correctness, politeness, information content, style or length do not correspond to the usual standards.
 - iii. If there is only a low number of applications for a Traineeship or if there are only applications, which could not be matched, the best applications among these shall still be forwarded to the traineeship provider with a remark explaining the circumstances.
- c. There shall be no contact from the applicant to the traineeship provider before the selection is made or before the traineeship provider contacted the applicant first.
- d. The list of matched applicants for each traineeship is displayed on the traineeship provider's interface. ELSA International shall send ~~a secure link~~ the username and password to this interface to the respective National Group. The National Group forwards this link to the respective Hosting Group or to the traineeship provider directly.

....

STEP Responsibilities

The International, National and Local Groups of ELSA shall promote all available traineeships while also searching for new ones.

1. ELSA International

1.1 ELSA International has to provide the Network with up-to-date forms.

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

- a. Stating that the issued duration and compensation contained within the Traineeship Specification Form are binding.
- b. Obligating the traineeship provider to guarantee that all the information stated is correct.
- c. Obligating the traineeship provider to provide the trainee with relevant material before the traineeship begins, if prior preparation is required on a specific topic.
- d. Obligating the traineeship provider to rank the matched applicants from the list on the traineeship provider's interface within three weeks.
- e. Obligating the traineeship provider to complete the online Evaluation Form.
- f. Obligating the traineeship provider to provide adequate and secure working conditions in accordance with the respective national legislation.
- g. Implementing the regulations contained within the Penalty System.
- 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).

1.3 ELSA International shall conduct the matching.

1.4 ELSA International shall submit ~~a secure link~~ the username and password to the traineeship provider's interface with the list of matched applicants to the respective National Group.

...

3. Local Groups

The Sending and Hosting Group shall explain to the applicants their role as representatives of ELSA.

3.1 Hosting Group

Hosting Group means the Local Group who is responsible for the organization of the relevant traineeship. This includes the following responsibilities:

- a. The Hosting Group shall ensure that the Traineeship Specification Forms are filled in properly, i.e. that it adequately represents the responsibilities of the trainee and as such the Hosting Group shall assist the traineeship provider, at their request, to complete the Traineeship Specification Form. The Hosting Group shall ensure that the traineeship provider signs the Traineeship Specification Form.
- b. The Hosting Group shall provide adequate support to the traineeship provider issuing a traineeship, e.g. they should maintain continuous communication with the traineeship provider to inform them about any updates in the process.
- c. The Hosting Group shall provide the contracts provided by ELSA International. However, they are permitted to translate the document into their respective language. The Hosting Group shall also be permitted to change or add paragraphs in the paragraph due to legal necessities.
- d. Any personal data provided to the traineeship providers upon their request by the Hosting Group shall be in compliance with the ELSA International's Privacy Policy and the Data Protection Provision in the Decision Book.
- e. The Hosting Group shall ensure that the traineeship provider receives the ~~secure link~~ username and password to the traineeship provider's interface with the list of matched applicants for their traineeship provided by ELSA International.

...

Comments:

Last year we have ceased sending secured links since we have changed our IT System. In order to avoid confusion we need to amend the wording.

No 36: International Council Meeting Decision Book proposal concerning STEP Responsibilities of the STEP part

The International Board is proposing the following to the Council:

STEP Responsibilities

3. Local Groups

The Sending and Hosting Group shall explain to the applicants their role as representatives of ELSA.

3.1 Hosting Group

Hosting Group means the Local Group who is responsible for the organization of the relevant traineeship. This includes the following responsibilities:

- a. The Hosting Group shall ensure that the Traineeship Specification Forms are filled in properly, i.e. that it adequately represents the responsibilities of the trainee and as such the Hosting Group shall assist the traineeship provider, at their request, to complete the Traineeship Specification Form. The Hosting Group shall ensure that the traineeship provider signs the Traineeship Specification Form.
- b. The Hosting Group shall provide adequate support to the traineeship provider issuing a traineeship, e.g. they should maintain continuous communication with the traineeship provider to inform them about any updates in the process.
- c. The Hosting Group shall provide the contracts provided by ELSA International. However, they are permitted to translate the document into their respective language. The Hosting Group shall also be permitted to change or add paragraphs in the paragraph due to legal necessities.
- d. Any personal data provided to the traineeship providers upon their request by the Hosting Group shall be in compliance with the ELSA International's Privacy Policy and the Data Protection Provision in the Decision Book.
- e. The Hosting Group shall ensure that the traineeship provider receives the secure link to the traineeship provider's interface with the list of matched applicants for their traineeship provided by ELSA International within three days after ELSA International or National Group provides the Hosting Group with the username and password.

...

Comments:

In our current regulations there is no obligation for Hosting Groups to send the usernames and password we provide them to the Traineeship Provider within a certain period of time. This lack of regulation is causing some Hosting Groups to send these usernames and passwords really late which causes delay to the selection results and cancellation thereof.

No 37: 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

3. Local Groups

The Sending and Hosting Group shall explain to the applicants their role as representatives of ELSA.

3.1 Hosting Group

Hosting Group means the Local Group who is responsible for the organization of the relevant traineeship. This includes the following responsibilities:

...

- h. The Hosting Group ~~shall ensure access or at least assistance in accessing the internet~~ shall provide assistance to trainee on finding access to the internet during the traineeship.

...

Comments:

This wording of this current provisions can be understood as the Hosting Group needs to provide internet to the trainee but in reality they only need to provide their assistance, such as taking trainee to a GSM provider and explaining how to get a SIM card or a Wi-Fi subscription.

No 38: International Council Meeting Decision Book proposal concerning STEP Procedure of the STEP part

The International Board is proposing the following to the Council:

STEP Procedure

1. Structure of STEP

...

3.3 Selection

a. The traineeship provider shall select the trainee within the Deadline for Selection Results provided by ELSA International. If this timeframe is not adhered to, the trainee shall be entitled to postpone the start of the traineeship for a time equivalent to that of the traineeship provider's delay.

b. The traineeship provider shall inform the Hosting Group about the selection results. The Hosting Group shall confirm with the Traineeship Provider if the selection is done correctly and shall then immediately forward this information to ELSA International and the responsible National Group

...

Comments:

There are some cases that some traineeship providers ask wrong number of trainees or select the wrong trainee while using the Traineeship Provider's Interface. The Hosting Groups need to do a double-check with the traineeship provider regarding the number of trainees and whom they select.

No 39: 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

The International, National and Local Groups of ELSA shall promote all available traineeships while also searching for new ones.

1. ELSA International

...

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

3. Local Groups

The Sending and Hosting Group shall explain to the applicants their role as representatives of ELSA.

3.1 Hosting Group

Hosting Group means the Local Group who is responsible for the organization of the relevant traineeship. This includes the following responsibilities:

...

- i. The Hosting Group shall periodically evaluate the traineeship with the trainee and the traineeship provider. At the end of the Traineeship, the Hosting Group shall provide the traineeship provider with the online Evaluation Form and the trainee with the online Traineeship Evaluation Form.

...

Comments:

We have changed our IT System last year, most of our forms have been transferred to an online system. However, there are still some forms that we use in written. In order to avoid any confusion,

it needs to be clarified. Additionally, STEP Certificates to the traineeship providers need to be given in exchange of completion of our online Evaluation Form, not upon request.

No 40: International Council Meeting Decision Book amendment concerning Recommended IFP Timeline of ANNEX IV: RECOMMENDED TIMELINE FOR THE IMPLEMENTATION OF THE IFP ON ENVIRONMENTAL LAW

The International Board is proposing the following to the Council:

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

(...)

March 2019 – ~~July~~ December 2019

- Host final IFP week in April to present and elaborate on the conclusions of the previous years on all levels.
- Produce summaries and reports of the IFP events of the past 3,5 years in various forms, including videos, pictures, scientific and other publications.
- Provide ELSA International with evaluation reports and articles.
- ELSA International ~~is to~~ can designate one Local or National Group to organise the Final IFP conference to conclude the cycle.

Comments:

This amendment follows the previous Proposal to the main body of the Decision Book to maintain coherence and unity. Due to the merging of the LRG Conference and the Final IFP Conference (to prevent having two International ELSA conferences on Environmental Law within a month time), we propose to allow the IB to be able to host the IFP Conference.

APPLICATIONS

ICM HOST APPLICATION SPRING 2020 – ELSA MALTA

Please read the application for ICM Malta 2020, found [here](#).

ANNEXES

ANNEX 1 – FINAL ACCOUNTS OF ELSA INTERNATIONAL 2017/2018 AND THE ELSA DEVELOPMENT FOUNDATION 2017/2018

Please read the Final Accounts of ELSA International 2017/2018, which will be sent to you by email later.

Please read the ELSA Development Foundation 2017/2018, which will be sent to you by email later.

ANNEX 2 – INTERNAL AUDITORS' REPORT ON THE FINAL ACCOUNTS OF ELSA INTERNATIONAL 2017/2018 AND INTERNAL AUDITORS' REPORT ON FINAL ACCOUNTS OF THE ELSA DEVELOPMENT FOUNDATION 2017/2018

Please read the Internal Auditors' Report on the Final Accounts of ELSA International 2017/2018, which will be sent to you by email later.

Please read the Internal Auditors' Report on Final Accounts of the ELSA Development Foundation 2017/2018, which will be sent to you by email later.

**ANNEX 3 – PROPOSED REVISION OF THE BUDGET OF ELSA INTERNATIONAL
2018/2019**

Please read the Proposed Revision of the Budget of ELSA International 2018/2019, which will be sent to you by email later.

ANNEX 4 – STRATEGIC PLAN YEARLY REPORT

Please read the Strategic Plan Yearly Report 2017/2018, found [here](#).

ANNEX 5 – STRATEGIC PLAN FINAL REPORT

Please read the Strategic Plan Final Report 2017/2018, found [here](#).

ANNEX 6 – 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 LXXIV International Council Meeting in
Opatija, Croatia between the 11th and the 18th of November 2018.

1. _____

(voting delegate's name)

4. _____

(delegate's name)

2. _____

(voting delegate's name)

5. _____

(delegate's name)

3. _____

(voting delegate's name)

6. _____

(delegate's name)

7. _____

(delegate's name)

On behalf of ELSA _____

Name of the National Board Member:	Name of the National Board Member:
Position:	Position:
Signature:	Signature:

ANNEX 7 – PROXY**From:** ELSA _____ (proxy giver)**To:** ELSA _____ (acting as proxy)**This proxy shall be valid for:****Event:**

LXXIV International Council Meeting to be held in Opatija, Croatia

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 LXXIV International Council
 Meeting to be held in Opatija, Croatia between the 11th and the 18th of November 2018.

On behalf of ELSA _____ (proxy giver)

Name of the National Board Member:	Name of the National Board Member:
Position:	Position:
Signature:	Signature:

In order for the Secretary General of the International Board to confirm the proxy, please fill in:

Contact person: _____

Phone number: (+_____) _____

Email address: _____