

LXXI International Council Meeting

WORKING MATERIALS

Prague, Czech Republic
26th March - 2nd April 2017



Human Rights Partner of ELSA



General Partners of ELSA



Language Partners of ELSA



Technical provider



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GENERAL INFORMATION

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THE INTERNATIONAL COUNCIL MEETING GUIDE

What is an International Council Meeting?

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

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

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

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

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

What is a Workshop?

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

In each ICM, there are seven Workshops; one for each area of activity. Each Workshop is conducted by the respective International Board member(s) and chaired by an experienced delegate.

The following Workshops will be held during the ICM:

Board Management, External Relations and Expansion (BEE): conducted by the President of the International Board and attended by National Presidents and other BEE officers of the ELSA Network.

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

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

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

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

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

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

What is a Joint Workshop?

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

What is a Workshop Officer?

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

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

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

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

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

What is a Council Meeting Officer?

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

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

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

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

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

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

OBLIGATIONS OF THE NATIONAL GROUPS

Important Information!

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

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

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

Moreover, the SotN Enquiry must be thoroughly filled out and submitted to the Secretary General of the International Board. Please make sure that your National Group submits the SotN Enquiry at least 14 days before the opening of the International Council Meeting as stated in the Decision Book. The 22nd State of the Network Enquiry has already been sent out and you may find it [here](#). If you need any clarifications regarding the SotN Enquiry, please contact the Secretary General of the International Board at secgen@elsa.org.

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

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

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

REMINDERS

General Reminder

If you really want to enjoy this ICM,

DO NOT FORGET THE FOLLOWING:

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

To be prepared for the Workshops...

- Read carefully from cover to cover and bring with you a copy of these Working Materials;
- Read the minutes of at least the two previous ICMs: [ICM Malta](#) and [ICM Porto](#);
- Read and bring with you a copy of the [Statutes and Standing Orders](#) of ELSA;
- Read and bring with you a copy of the 45th edition of the [International Council Meeting Decision Book](#);
- Bring the [One Year Operational Plan](#) of the International Board for the term 2016/2017;
- Bring your marketing materials so that you can promote your events;

To be prepared for your stay in Prague...

- Check out the [official website](#) of ICM Prague 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 Prague in time for the opening of the ICM at 14.00 on Sunday the 26th of March 2017;
- Bring formal clothes for the plenary sessions;
- Rehearse your performance for the ELSA Vision Contest!

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

- Consider being a Workshop Secretary;
- Consider being a Plenary Secretary;
- Consider being a Teller;
- Consider being a member of the Nominations Committee;
- Consider hosting the LXXIV ICM in Autumn 2018;
- Consider running for the International Board of ELSA 2017/2018;
- Consider running for Internal Auditor or Vice Auditor of ELSA International 2017/2018.

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

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

Deadlines for Nominations

The deadline for nominations for:

THE INTERNATIONAL BOARD OF ELSA 2017/2018
INTERNAL AUDITORS AND VICE AUDITOR OF ELSA
INTERNATIONAL 2017/2018

is on Monday the 27th of March 2017, at 23:59 (local time).

and

INTERNATIONAL COUNCIL MEETING HOST AUTUMN 2018

is on Tuesday the 28th of March 2017, at 23:59 (local time).

and

COUNCIL GUESTS FOR ICM ANTALYA AUTUMN 2017

is on Friday, the 31st of March 2017, at 23:59 (local time).

Call for the International Board of ELSA 2017/2018



The European Law Students' Association

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

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

Ever dreamt of living in the ELSA House?

This is your opportunity:
Join the International Board!

MAKE A DIFFERENCE FOR ELSA!

RUN FOR
THE INTERNATIONAL BOARD OF ELSA
2017/2018!

What is the role of the International Board of ELSA?

The International Board is the supreme executive body of ELSA. The tasks of the International Board are to represent ELSA, to carry out and be responsible for the day-to-day running and management of ELSA's fields of activity, to advance the aims and efficiency as well as to execute and implement Council decisions.

President

The President is in charge of the overall coordination of the ELSA work, execution of expansion, planning and direction of the work, and communication of the International Board. The President is also the main contact person between ELSA International and externals, by representing ELSA International at official events and meetings, being responsible for maintaining contact and the flow of information to other students' associations and other organisations (NGOs and international institutions). The President shall also have the overview of all contacts to sponsors and supporters of ELSA International.

Secretary General

The Secretary General is responsible for directing, organising and maintaining the internal structure of the Association, and shall consequently be responsible for ensuring that decisions to this effect are implemented and respected by all Members and Observers of ELSA. The Secretary General shall also be responsible for identifying any non-observances in this field, and shall make all the necessary resources available to correct any inconsistencies. The Secretary General is also in charge of directing the work of the Council. One of the main responsibilities is to keep in contact with the International Trainers' Pool and organise training sessions throughout the Network as well as to develop the Human Resources and information systems in the ELSA Network.

Treasurer

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

Vice President for Marketing

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

Vice President for Academic Activities

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

Vice President for Moot Court Competitions

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

Vice President for Seminars and Conferences

The Vice President for Seminars and Conferences is responsible for the key area of Seminars and Conferences. This responsibility includes the coordination of seminars, conferences, study visits, institutional visits, ELSA Law Schools, ELSA Delegations and ELSA Webinars in the Network. The Vice President for Seminars and Conferences is also responsible for implementing legal education, Human Rights and the International Focus Programme in the activities related to his or her key area.

Vice President for the Student Trainee Exchange Programme

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

Electoral Procedure for the International Board

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

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

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

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

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

Transition

The elected International Board 2017/2018 has to be present in the ELSA House in Brussels, Belgium, from the 1st of July 2017 since the transition with the current International Board will start on that day. There will be no exceptions for arriving later.

During the transition, the International Board 2017/2018 will be taught the ELSA work on the international level, such as ICM preparations, day-to-day running of the association, responsibilities of the members of the International Board, and of course how it is to live in Brussels for 13 months. However, the transition will also be filled with social events and teambuilding sessions, as well as trainings.

Call for Internal Auditors and Internal Vice Auditor of ELSA International
2017/2018



The European Law Students' Association

Are you an accurate person?

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

If you answered “yes” to both questions,
do not hesitate to run for:

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

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

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

The Internal Auditors are elected by the Council during the spring International Council Meeting. The Internal Auditors' team consists of two Auditors and one Vice Auditor. The two Auditors are mainly responsible for controlling the interim and final accounts of the respective year they have been elected for; the Vice Auditor is only active if one of the Auditors is not able to fulfil his or her tasks.

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

What are the general responsibilities of the internal auditors?

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

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

- Basic knowledge of accounting;
- Basic knowledge of auditing;
- A certain interest in financial matters;
- No active involvement in ELSA International or any National Groups of ELSA for the term 2017/2018. Elected or appointed positions at Local Level or as Auditor at any level is acceptable.

Electoral Procedure for the Internal Auditors of ELSA International

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

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

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

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

Call for the host of the ICM in autumn 2018



The European Law Students' Association

AUTUMN ICM 2018

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

Imagine the best ELSA experience ever!

Everything at one place – law students,
perfectly organised workshops and plenaries!

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

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

APPLY FOR HOSTING THE ICM!

VIEW THE DRAFT ICM HOST AGREEMENT [HERE](#).

Election of the host of the International Council Meeting in autumn 2018

The hosts for the upcoming ICMs, following the LXXI ICM Prague 2017, has already been appointed. The autumn ICM 2017 will take place in Antalya, Turkey and the spring ICM 2018 will take place in Lviv, Ukraine.

If your National or Local ELSA Group is thinking about organising the ICM in autumn 2018 this is the right moment for you to apply!

Prepare an application that will include the name of the proposed venue, a draft budget, a draft programme and the ICM Host Agreement signed by the Head of the Organising Committee to be; hand it in to the International Board by 23:59 CET of the third day of the International Council Meeting. You will then have the opportunity to present your candidacy before the Council in plenary session, which will be the one deciding upon the host.

Host candidates shall 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 its own National Group. Nomination sheets will be made available by the members of the Nominations Committee during the ICM.

“In order to achieve great things, you must not only act, but also dream.” Imagine your National and Local Group writing history by inviting the whole ELSA Network for a unique event. So, dream and APPLY!

Should you need more information, do not hesitate to contact the Secretary General of the International Board at secgen@elsa.org.

Election of Council Guests for ICM Antalya autumn 2017

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 Enquiry** 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 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 between 12:00 and 13:00 (local time), 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 delegation.

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 each Workshop.

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 (up to five minutes);
 2. be in accordance with the principles of ELSA;
 3. be given to the Vice President for Marketing of ELSA International before 08:00 pm (20:00) of the day before they are to be made.
- The priority of acceptance will be as follows:
 1. International Council Meetings;
 2. International Internal 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

	26th of March	27th of March	28th of March	29th of March	30th of March	31st of March	1st of April	
	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
08:00	Arrival	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	
08:30								
09:00								
09:30								
10:00		Workshops	Workshops	Mid Plenary	Workshops	Workshops	Final Plenary	
10:30								
11:00								
11:30								
12:00	Letters of Authorisation							
12:30								
13:00	Free Time	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	
13:30								
14:00	Opening Plenary	Workshops	Workshops	Mid Plenary	Conference	Workshops	ELS General Assembly	
14:30								
15:00								
15:30			Sightseeing				Workshops	Final Plenary
16:00								
16:30								
17:00	Opening Workshops	Dinner	Dressing Time					
17:30								
18:00								
18:30	Dinner	Dinner	Reporting Time	Transport	Dinner	Dinner		
19:00								
19:30								
20:00	Officers and Freshers' Workshops	Reporting Time	Party	Dinner		Reporting Time	Final Plenary	
20:30								
21:00	Party				Gala Ball			

DRAFT PLENARY AGENDA

Opening Plenary: Sunday the 26th of March 2017

- | | |
|-------|---|
| 14:00 | Introduction of the International Board 2016/2017
Matej Benda, President of the Organising Committee |
| 14:10 | Opening of the LXXI International Council Meeting
Robert Vierling, President of ELSA International |
| 14:15 | Presentation of the ELSA International Team 2016/2017
Robert Vierling, President of ELSA International |
| 14:30 | Welcoming of Council Guests and Externals
Robert Vierling, President of ELSA International |
| 14:40 | Presentation and information by the Organising Committee of the International Council Meeting
Matej Benda, President of the Organising Committee |
| 14:50 | Presentation of the ICM Sponsors and Partners
Matej Benda, President of the Organising Committee |
| 15:00 | Reading out of the agreement between ELSA Greece and ELSA Republic of Macedonia (Council Decision PLE 01/99 II)
Mads Lorentzen, Secretary General of ELSA International |
| 15:05 | Announcement of the list of votes
Mads Lorentzen, Secretary General of ELSA International |
| 15:20 | Election of the Chair of the Plenary
Mads Lorentzen, Secretary General of ELSA International |
| 15:30 | 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 |

- 16:00 **Approval of the International Council Meeting Agenda and presentation of the International Council Meeting structure**
Chair
- 16:20 **Approval of the Minutes of the LXX International Council Meeting in Porto, autumn 2016**
Chair
- 16:30 **Presentation by AIJA – International Association of Young Lawyers**
- 16:40 **Presentation by Barbri International**
Robert Dudley & Harry Illingworth
- 16:50 **Information regarding the Officers' and Freshers' Training**
Mads Lorentzen, Secretary General of ELSA International
- 16:55 **Information regarding the Heads of Delegation's Meeting**
Mads Lorentzen, Secretary General of ELSA International
- 17:00 **Closing of the Opening Plenary**
Chair

Mid Plenary: Wednesday the 29th of March 2017

- 10:00 **Opening of the Mid-Plenary**
Chair
- 10:05 **Information from the Organising Committee**
Matej Benda, President of the Organising Committee
- 10:15 **Announcement of nominations**
Nominations Committee
- 10:20 **Revision of the list of votes**
Mads Lorentzen, Secretary General of ELSA International
- 10:30 **Presentation and approval of the STEP workshop related proposals (Nos. 73, 74, 76-78 & 89)**
Chair and Workshop Chair
- 11:30 **Presentation and approval of the Joint BEE, FM & STEP workshop related proposal (No. 75)**
Chair and Workshop Chair
- 11:50 **Presentation and approval of the Joint BEE, FM & S&C workshop related proposals (Nos. 83, 84, 87 & 88)**
Chair and Workshop Chair
- 12:20 **Presentation and approval of the Joint BEE & S&C workshop related proposal (No. 17)**
Chair and Workshop Chair
- 12:30 ***Lunch Break***
- 14:00 **Presentation by IE Law School**
Beatriz Gomez-Trenor Larios
- 14:10 **Revision of the list of votes**
Mads Lorentzen, Secretary General of ELSA International

- 14:20 **Presentation and approval of the BEE workshop related proposals (Nos. 14, 16, 29 & 30)**
Chair and Workshop Chair
- 14:50 **Presentation and approval of the Joint BEE & FM workshop related proposals (Nos. 40, 41, 85 & 90)**
Chair and Workshop Chair
- 15:20 **Presentation and approval of the FM workshop related proposals (Nos. 38 & 42)**
Chair and Workshop Chair
- 15:40 **Presentation and approval of the AA workshop related proposals (Nos. 11 & 52-58)**
Chair and Workshop Chair
- 17:00 ***Break***
- 17:30 **Presentation by AEGEE**
Erika Bettin
- 17:40 **Presentation by BEST**
Aleksandra Radwanska
- 17:50 **Presentation by ESN**
Matthew Clemo
- 18:00 **Revision of the list of votes**
Mads Lorentzen, Secretary General of ELSA International
- 18:10 **Presentation and approval of the S&C workshop related proposals (Nos. 59-72, 79 & 86)**
Chair and Workshop Chair
- 20:10 **Presentation and approval of the Joint AA & S&C workshop related proposals (Nos. 12, 13, 50 & 51)**
Chair and Workshop Chair
- 20:30 ***Dinner Break***
-

21:30 **Presentation and approval of the IM workshop related proposals (Nos. 2-6, 8, 9, 15, 18-27, 31-37 & 81)**
Chair and Workshop Chair

30th of March 2017

01:00 **Presentation of and Q&A session for the ICM Host Candidate(s) autumn 2018**
Chair and Candidate(s)

01:20 **Presentation of the voting procedure**
Chair

01:30 **Handing out of ballot sheets**
Mads Lorentzen, Secretary General of ELSA International

*01:40 **Break***

02:00 **Casting of the votes**

02:10 **Q&A session for ELSA International**
Chair

02:30 **Announcement of the results of the election**
Chair

02:40 **Closing of the Mid Plenary**
Chair

Final Plenary: Saturday the 1st of April 2017

10:00	Opening of the Final Plenary Chair
10:05	Information from the Organising Committee Matej Benda, President of the Organising Committee
10:15	Announcement of nominations Nominations Committee
10:20	Revision of the list of votes Mads Lorentzen, Secretary General of ELSA International
10:30	Presentation and approval of the Joint BEE & IM workshop related proposals (Nos. 1, 7, 10, 28, 80 & 82) Chair and Workshop Chair
11:20	Presentation and approval of the Joint BEE & FM workshop related proposal (Nos. 39, 43 & 44) Chair and Workshop Chair
11:40	Presentation and approval of the MKT workshop related proposals (Nos. 45-49) Chair and Workshop Chair
12:10	Presentation of the Partners of ELSA International Robert Vierling, President of ELSA International
12:30	<i>Lunch Break</i>
14:00	<i>ELS General Assembly</i>
15:30	Presentation by EPSA Martina Hospodárová and Lucie Svodobová
15:40	Presentation by WTO Professor Gabrielle Marceau

DRAFT PLENARY AGENDA

15:50	Revision of the list of votes Mads Lorentzen, Secretary General of ELSA International
15:40	Presentation of the Interim Accounts of ELSA International 2016/2017 Rob van Bergen, Treasurer of ELSA International
15:45	Presentation of the Interim Auditors' Report of ELSA International 2016/2017 Bea Sebalj and Bianca Biernacik, Internal Auditors of ELSA International
15:50	Presentation of the Interim Accounts of ELSA Development Foundation 2016/2017 Rob van Bergen, Treasurer of ELSA International
15:55	Presentation of the Interim Auditors' Report of ELSA Development Foundation 2016/2017 Bea Sebalj and Bianca Biernacik, Internal Auditors of ELSA International
16:00	Presentation and approval of the proposed revision of the Budget of ELSA International 2016/2017 Chair and Workshop Chair
16:20	Presentation and approval of the proposed Budget of ELSA International 2017/2018 Chair and Workshop Chair
16:40	Presentation of the Council Guests for the LXXII ICM Antalya 2017 Nominations Committee
16:50	Presentation of the Membership application from ELSA Belarus Chair, Workshop Chair and ELSA Belarus
17:00	Q&A for ELSA Belarus Chair and ELSA Belarus
17:10	Presentation of the Membership application from ELSA Republic of Moldova Chair, Workshop Chair and ELSA Republic of Moldova
17:20	Q&A for ELSA Republic of Moldova Chair and ELSA Republic of Moldova

- 17:30 **Presentation of and Q&A for the Candidate(s) for Internal Auditor of ELSA International 2017/2018**
Chair and Candidate(s)
- 18:10 **Presentation of and Q&A for the Candidate(s) for Internal Vice Auditor of ELSA International 2017/2018**
Chair and Candidate(s)
- 18:30 ***Dinner Break***
- 19:30 **Presentation of and Q&A for the Candidates for the International Board 2017/2018**
Chair and Candidates
- 23:30 **Presentation of the voting procedure**
Chair
- 23:40 **Revision of the list of votes**
Mads Lorentzen, Secretary General of ELSA International
- 23:45 **Handing out of ballot sheets**
Mads Lorentzen, Secretary General of ELSA International
- 23:50 ***Coffee Break***
- 2nd of April 2017**
- 00:50 **Casting of the votes**
- 01:00 **Presentation by ELSA Lawyers Society**
The Executive Board of ELS
- 01:10 **Brand Handbook**
Ivan Chopyk, Vice President for Marketing of ELSA International
- 01:20 **Presentations of international events**
- 02:20 **Announcement of the results of the elections**
Chair
-

DRAFT PLENARY AGENDA

02:50 **Miscellaneous**

03:00 **Closing of the LXXI International Council Meeting**
Robert Vierling, President of ELSA International

BOARD MANAGEMENT, EXTERNAL RELATIONS AND EXPANSION WORKSHOP

Timetable

	26th of March	27th of March	28th of March	29th of March	30th of March	31st of March	1st of April
	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
08:00	Arrival	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
08:30		Joint Proposals				STEP Fees	
09:00							
09:30							
10:00							
10:30							
11:00							
11:30		Letters of Authorisation	EDF Report and future	ICM Porto aftermath 2.0	Interim Accounts	Final Plenary	
12:00	Lunch		Lunch		Lunch		Lunch
12:30							
13:00	Free Time	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
13:30							
14:00	Opening Plenary	ELSA Law Schools proposals	Hot Topics workshop	Mid Plenary	Conference	Joint Proposals	ELS General Assembly
14:30			Sightseeing			Budget Revision 16/17 & Budget 17/18	Final Plenary
15:00							
15:30							
16:00		ELSA Delegations proposal	Motivation		Misc. and Closing	Final Plenary	
16:30							
17:00	Opening Workshop	Proposals	Dressing Time		Final Plenary		
17:30							
18:00	AIJA	Update from the IB 4.0	Dinner		Transport	Dinner	Final Plenary
18:30	HoD						
19:00	Dinner	Dinner	Reporting Time	Party	Dinner	Final Plenary	
19:30							
20:00	Officers and Freshers' Workshops	Reporting Time	Party	Dinner	Gala Ball	Reporting Time	Final Plenary
20:30							
21:00	Party	Reporting Time	Party	Dinner	Gala Ball	Reporting Time	Final Plenary

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

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

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

- Read these Working Materials cover to cover;
- Read relevant parts of the [Statutes and Standing Orders](#) in force after the LXX International Council Meeting of ELSA;
- Read relevant parts of the [International Council Meeting Decision Book](#) 45th Edition;
- Read the [One Year Operational Plan \(OYOP\) of ELSA International 2016/2017](#);
- Read the [Minutes](#) of the LIV International Presidents’ Meeting.

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

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

Welcome to the BEE Workshop!

Robert Vierling

President

ELSA International 2016/2017

Draft Agenda

Sunday, 26th of March 2017 (17:00 – 18:30)

17:00 – 18:00

Opening Workshop

Description:

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

Preparation:

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

18:00 – 18:30

AIJA

Description:

For this workshop AIJA President David Frølich is going to join us. We will discuss with him how ELSA and AIJA can intensify our cooperation and how you on the National Level can work with AIJA.

Preparation:

Prepare any questions you might have for David. Think about potential new ways of cooperating.

Monday, 27th of March 2017 (09:00 – 19:00)

09:00 – 12:30

Joint Proposals – Joint BEE and IM

Description:

In this workshop we will discuss the proposals that are relevant in both the BEE and IM area. The proposals are the following: Nos. 1, 7, 10, 28, 80 & 82.

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 on these proposals before the plenary.

12:30 – 14:00

Lunch

14:00 – 16:30

ELSA Law Schools proposals – Joint BEE, FM & S&C**Description:**

During this workshop we will discuss the proposals of ELSA Poland to amend the ELSA Law School part of the International Council Meeting Decision book. The proposals are the following: Nos. 83, 84, 87 & 88.

Preparation:

Please read the proposal thoroughly and be prepared to present the point of view of your National Group upon this matter.

16:30 – 17:00

ELSA Delegations proposal – Joint BEE & S&C**Description:**

During this workshop we will be discussing the Institutional Relations part of the International Council Meeting Decision book. Since a part of this regulation describes ELSA Delegation we would like to propose to move that part into the S&C part of the decision book. The proposal is no. 17.

Preparation:

Please read the proposal and prepare any input your National Group may have regarding this matter.

17:00 – 18:00

Proposals**Description:**

After presenting the result of the Working Group on the External Relations part and the Institutional Relations part of the International Council Meeting Decision Book we will use this workshop to finalise the discussion and give a recommendation from the workshop to the council. We will also process the two proposals from ELSA International regarding the IPM. The proposals are the following: Nos 14, 16, 29 & 30.

Preparation:

Read the [Minutes](#) of the workshop: “Reform of the External Relations Regulation” held at the IPM Arlamow. Be ready to present further inputs on this matter. Please read the proposals and prepare any input your National Group may have regarding this matter.

18:00 – 19:00

Update from the IB 4.0**Description:**

During this workshop an update of the work of the International Board over the timeframe from the ICM in Porto until the ICM in Prague will be given. Furthermore achievements of the National Groups shall be presented.

Preparation:

Prepare potential questions you might have towards the work of the International Board 2016/2017. Be ready to present any important achievements you would like to share with the other National Presidents.

Tuesday, 28th of March 2017 (10:00 – 15:00)

10:00 – 11:00

STEP Fees - Joint BEE, FM & STEP**Description:**

Discussion and voting upon the proposal related to the STEP part of the Decision Book: STEP fees. The proposal is no. 75.

Preparation:

Read the STEP fees proposal in the Working Materials, read the IPM Arlamow [Minutes](#) and prepare your comments.

11:00 – 12:30

EDF Report and future – Joint BEE & FM**Description:**

Half a year into this term, the number of applications of the ELSA Development Foundation has grown significantly. There have also been two Working Groups with the aim to increase the sustainability of the EDF. The outcome of these Working Groups and some proposals will be discussed. The proposals are the following: Nos 40, 41, 85 & 90.

Preparation:

Read the proposals relating to the EDF from ELSA International and ELSA Germany.

12:30 – 14:00

Lunch

14:00 – 15:00

Hot Topics workshop

Description:

At the time of the ICM most of us have finished 2/3 of their term. Therefore this is the time where we can discuss any topic with a great amount of experience.

Preparation:

Please think about any topic you might want to discuss during this workshop.

Thursday, 30th of March 2017 (10:00 – 17:30)

10:00 – 11:30

Membership Applications – Joint BEE, IM & FM

Description:

This workshop will be about the Membership Applications received from ELSA Belarus and ELSA Republic of Moldova. The two current Observers will present themselves, the workshop will be able to ask questions to them, and in the end a voting will be conducted to make a recommendation to the Council.

Preparation:

Prepare questions for the two applicants.

11:30 – 12:30

ICM Porto aftermath 2.0 – Joint BEE, IM & FM

Description:

This workshop will further discuss the option of ELSA International buying off the claims of the respective National Groups/their individuals who did not receive their deposit back from ELSA Portugal.

Preparation:

Read the [Minutes](#) of the workshop: “ICM Porto aftermath” held at the IPM Arlamow under the. Please be ready to present the status of your National Group on this matter with a special focus whether there are still payments outstanding and if yes over which amount. Think about whether your National Group would be in favour of ELSA International buying off the claims of you.

12:30 – 14:00

Lunch

14:00 – 16:30

Conference

16:30 – 17:30

Motivation

Description:

This workshop aims to motivate you to keep on working until the end of our term. We will discuss possible ways on how to support each other until the 31.07.2017 or the respective end of your term. A special focus should be put on our role as the motivators for the rest of the term.

Preparation:

Be ready to present methods you use to motivate yourself and others.

Friday, 31st of March 2017 (09:00 – 19:00)

09:00 – 11:00

Candidacy workshop

Description:

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

Preparation:

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

11:00 – 12:30

Interim Accounts – Joint BEE & FM

Description:

The Treasurer of ELSA International will present the Interim Accounts and provide an overview of the current financial situation of ELSA International. The Auditors will provide their statement to the Interim Accounts.

Preparation:

Read the Interim Accounts of ELSA and the EDF as well as the Auditors' Reports.

12:30 – 14:00

Lunch

14:00 – 15:00

Joint Proposals – Joint BEE & FM

Description:

Relevant proposals for the budget will be discussed during this workshop. The proposals are the following: Nos 39, 43 & 44.

Preparation:

Read the proposal from the International Board regarding the remuneration during transition and both proposals regarding the Financial Strategy.

15:00 – 17:00

Budget revision 2016/2017 and Budget 2017/2018 – Joint BEE & FM

Description:

The workshop will review the presented proposals for budget amendments both for the remaining part of the current term and for the upcoming term.

Preparation:

Review the proposed Revision of ELSA International's Budget for the remaining part of the term and the proposed Budget for the year 2017/2018.

17:00 – 19:00

Miscellaneous and Closing Workshop

Description:

During the first part of this workshop we will discuss all topics which may have not been discussed thoroughly enough throughout this ICM. We will evaluate the week, highlight the outcomes and close the BEE Workshop.

Preparation:

Think about any topic you would like to discuss further.

INTERNAL MANAGEMENT WORKSHOP

Timetable

	26th of March	27th of March	28th of March	29th of March	30th of March	31st of March	1st of April			
	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY			
08:00	Arrival	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast			
08:30		Joint Proposals				Transition				
09:00		Proposals no. 2	Mid Plenary	Membership Applications						
09:30				ELSA Training	Final Plenary					
10:00		Letters of Authorisation	ICM Porto aftermath 2.0			State of the Network Report				
10:30				Lunch	Lunch					
11:00										
11:30										
12:00	Letters of Authorisation	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch			
12:30										
13:00	Free Time	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch			
13:30										
14:00	Opening Plenary	Proposals no. 1	Proposals no. 3	Mid Plenary	Conference	Candidacy Workshop	ELS General Assembly			
14:30			Sightseeing			Human Resources	Final Plenary			
15:00			Opening Workshop					Alumni		
15:30			Dinner					IT		
16:00	HoD		Dinner		Reporting Time	Transport	Dinner	Dinner	Final Plenary	
16:30										
17:00			Party							
17:30			Party							
18:00										
18:30										
19:00										
19:30										
20:00										
20:30										
21:00	Party	Reporting Time	Party	Dinner	Gala Ball	Reporting Time				

Preparations and Reminders for the Internal Management Workshop

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

- Read these Working Materials from cover to cover;
- Read the relevant parts of the [Statutes and Standing Orders](#) in force after the LXIX International Council Meeting of ELSA;
- Read relevant parts of the [International Council Meeting Decision Book](#), 45th Edition;
- Read the [One Year Operational Plan \(OYOP\)](#) of ELSA International 2016/2017.

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

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

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

Mads Lorentzen

Secretary General

ELSA International 2016/2017

Draft Agenda

Sunday, 26th of March 2017 (17:00 – 18:30)

17:00 – 18:30

Opening Workshop

Description:

During this workshop the IM Workshop Officers will be elected. It will also be the chance to get to know each other a little better before the ICM Week begins.

Preparation:

Think about running for one of the positions as Workshop Officer. Prepare a short presentation about yourself, your “ELSA-career”, your expectations to the week and a fun fact about yourself.

Monday, 27th of March 2017 (9:00 – 19:00)

9:00 – 12:30

Joint Proposals – Joint BEE and IM

Description:

In this workshop we will discuss the proposals that are relevant in both the BEE and IM area. The proposals are the following: Nos. 1, 7, 10, 28, 80 & 82.

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 on these proposals before the plenary.

12:30 – 14:00

Lunch

14:00 – 19:00

Proposals no. 1

Description:

In this and the following two workshops we will discuss the proposals submitted to the Council Meeting. We will finish as many of the proposals as we can during the first workshop, and then proceed further in the two following sessions. The proposals are the following: Nos. 2-6, 8, 9, 15, 18-27, 31-37 & 81.

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.

Tuesday, 28th of March 2017 (10:00 – 15:00)

10:00 – 12:30

Proposals no. 2**Description:**

See the description of the workshop "Proposals no. 1"

Preparation:

See the preparations for the workshop "Proposals no. 1"

12:30 – 14:00

Lunch

14:00 – 15:00

Proposals no. 3**Description:**

See the description of the workshop "Proposals no. 1"

Preparation:

See the preparations for the workshop "Proposals no. 1"

Thursday, 30th of March 2017 (10:00 – 17:30)

10:00 – 11:30

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

This workshop will be about the Membership Applications received from ELSA Belarus and ELSA Republic of Moldova. The two current Observers will present themselves, the workshop will be able to ask questions to them, and in the end a voting will be conducted to make a recommendation to the Council.

Preparation:

Prepare questions for the two applicants.

11:30 – 12:30

ICM Porto aftermath 2.0 – Joint BEE, IM & FM**Description:**

This workshop will further discuss the option of ELSA International buying off the claims of the respective National Groups/their individuals who did not receive their deposit back from ELSA Portugal.

Preparation:

Read the [Minutes](#) of the workshop: “ICM Porto aftermath” held at the IPM Arlamow. Please be ready to present the status of your National Group on this matter with a special focus whether there are still payments outstanding and if yes over which amount. Think about whether your National Group would be in favour of ELSA International buying off the claims of you.

12:30 – 14:00

Lunch

14:00 – 16:30

Conference

16:30 – 17:30

Alumni**Description:**

This workshop will be an addition to the Human Resources workshop. Here the focus will be on alumni. The alumni topics brought up before the ICM by ELSA Germany will be discussed. ELS will also be present to present themselves and give their inputs.

Preparation:

Prepare questions for ELS. Think about how to improve the work with Alumni in your group. Be ready to present your Alumni activities to the workshop.

Friday, 31st of March 2017 (09:00 – 19:00)

09:00-10:00

Transition**Description:**

This workshop will be about the transition period in ELSA. The workshop is an experience sharing workshop where the participants will be able to discuss and exchange ideas on how to make the best possible transition.

Preparation:

Think about the positive and negative parts of the transition you received for your current Officers position. What could have been done better? Make a list of bullet points over what a transition should include.

10:00 – 11:15

ELSA Training**Description:**

During this term, ELSA International has had an increased focus on ELSA Training. This workshop will be a forum for discussion on how to further improve ELSA Training. This is also the time to evaluate the output of the big efforts invested in the area, in order to conclude how to proceed with ELSA Training in the future.

Preparation:

Read the minutes from the workshop regarding ELSA Training at ICM Porto. Make your own evaluation of the use of trainings in your group. Do you benefit from the ITP? Think about where you see ELSA Training in three years from now.

11:15 – 12:30

State of the Network Report**Description:**

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

Preparation:

No need for preparations

12:30 – 14:00

Lunch

14:00 – 15:30

Candidacy Workshop**Description:**

As the tradition requires, the candidate(s) for the position as Secretary General of ELSA International 2017/2018 will here be able to present themselves as well as receive questions from the workshop.

Preparation:

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

15:30 – 17:00

Human Resources**Description:**

This workshop will once again, this term dig deep down into the area of Human Resources. As an extra incentive, the National Groups have up until the ICM been divided into groups to compete against each other in a Human Resources challenge. At the workshop the winners will be awarded with a secret price.

Preparation:

Go through the Human Resources Strategy of ELSA to get an insight as to how Human Resources are structured in ELSA. Think about how you deal with Human Resources in your group. Be ready to present your own Human Resources events.

17:00 – 17:30

IT**Description:**

During this workshop ELSA International will reveal its final research and conclusions regarding the Google email system that was presented at the ICM in Prague.

Preparation:

No preparations needed.

17:30 – 19:00

Miscellaneous & Closing**Description:**

It is time to say our goodbyes. This workshop will officially close the IM workshop of the ICM in Porto. However, before the closing the participants will have time to bring up miscellaneous topics as well as evaluate the week that has passed. This is also the time to raise the motivation for ELSA work to new heights before travelling home.

Preparation:

Think about potential miscellaneous topics you would like to discuss. Please give the topics to the Chair of the IM Workshop. Prepare feedback regarding the workshops.

FINANCIAL MANAGEMENT WORKSHOP

Timetable

	26th of March		27th of March	28th of March	29th of March	30th of March	31st of March	1st of April
	SUNDAY		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
08:00	Arrival		Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
08:30								
09:00								
09:30								
10:00			IB Update	STEP Fees	Mid Plenary	Membership Applications	Candidacy workshop	Final Plenary
10:30								
11:00			Budget Sharing	EDF Report and future		ICM Porto aftermath 2.0	Interim Accounts	
11:30								
12:00	Letters of Authorisation							
12:30								
13:00	Free Time		Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
13:30								
14:00	Opening Plenary		ELSA Law Schools proposals	Proposals	Mid Plenary	Conference	Joint Proposals	ELS General Assembly
14:30								
15:00								
15:30								
16:00			Sightseeing	Budget Revision 16/17 & Budget 17/18		Final Plenary		
16:30								
17:00	Opening Workshop			Interim / Final Accounts			Misc.	Evaluation & Closing
17:30								
18:00	HoD				Dressing Time		Dinner	
18:30								
19:00	Dinner		Dinner	Reporting Time		Dinner	Dinner	
19:30								
20:00	Officers and Freshers' Workshops		Reporting Time	Party	Dinner	Transport	Dinner	Final Plenary
20:30								
21:00	Party					Gala Ball	Reporting Time	

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 [International Council Meeting Decision Book](#) 45th Edition;

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

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

It is my pleasure to welcome you to the FM Workshop of the International Council Meeting in Prague.

Rob van Bergen

Treasurer

ELSA International 2016/2017

Draft Agenda

Sunday, 26th of March 2017 (17:00 – 18:30)

17:00 – 18:30

FM Opening Workshop

Description:

Time to get started! The FM Opening Workshop marks the beginning of a week full of discussions and experience sharing in the area of Financial Management. Participants will get to know each other and share expectations for this ICM. Also, the Workshop Officers will be elected during this Workshop.

Preparation:

Be prepared to speak up and introduce yourself. Think about your expectations for the week.

Monday, 27th of March 2017 (10:00 – 19:00)

10:00 – 11:00

IB Update

Description:

To get into the work, the Treasurer of ELSA International will give an update on the work of the International Board. There is also the possibility to ask questions.

Preparation:

Think of any questions you may have with regards to the work of the International Board.

11:00 – 12:30

Budget Sharing

Description:

The Budget Sharing workshop is one of the favourites of many workshop participants. Also in Prague budgets and experiences will be shared and best practices will be discussed.

Preparation:

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

12:30 – 14:00

Lunch

14:00 – 16:30

ELSA Law Schools proposals – Joint BEE, FM & S&C

Description:

During this workshop we will discuss the proposals of ELSA Poland to amend the ELSA Law School part of the International Council Meeting Decision book. The proposals are the following: Nos 83, 84, 87 & 88.

Preparation:

Please read the proposal thoroughly and be prepared to present the point of view of your National Group upon this matter.

16:30 – 19:00

Interim / Final Accounts

Description:

As the year is progressing, it is time to start thinking about the preparations for the interim accounts and the final accounts. This workshop will address the question on how to read these documents, what is important and how to create them. The Interim Accounts of ELSA International 2016/2017 will not be discussed in this workshop yet.

Preparation:

Think about any questions you may have with regards to interim or final accounts.

Tuesday, 28th of March 2017 (10:00 – 15:00)

10:00 – 11:00

STEP Fees - Joint BEE, FM & STEP

Description:

Discussion and voting upon the proposals related to the STEP part of the Decision Book: STEP fees. The proposal is no. 75.

Preparation:

Read the STEP fees proposal in the Working Materials, read the IPM Arlamow [Minutes](#) and prepare your comments.

11:00 – 12:30

EDF Report and future – Joint BEE & FM

Description:

Half a year into this term, the number of applications of the ELSA Development Foundation has grown significantly. There have also been two Working Groups with the aim to increase the sustainability of the EDF. The outcome of these Working Groups and some proposals will be discussed. The proposals are the following: Nos 40, 41, 85 & 90.

Preparation:

Read the proposals relating to the EDF from ELSA International and ELSA Germany.

12:30 – 14:00

Lunch

14:00 – 15:00

Proposals

Description:

ELSA International this time has a large amount of proposals. The idea is to strike out everything in the Decision Book that is not necessary. Also in the FM part there were parts that do not have a place in the Decision Book, namely the payment procedure and the financial questionnaire. The proposals are the following: Nos 38 & 42.

Preparation:

Read the proposals by ELSA International with regards to the payment procedure and the financial questionnaire.

Thursday, 30th of March 2017 (10:00 – 17:30)

10:00 – 11:30

Membership Applications – Joint BEE, FM & IM

Description:

This workshop will be about the Membership Applications received from ELSA Belarus and ELSA Republic of Moldova. The two current Observers will present themselves, the workshop will be able to ask questions to them, and in the end a voting will be conducted to make a recommendation to the Council.

Preparation:

Prepare questions for the two applicants.

11:30 – 12:30

ICM Porto aftermath 2.0 – Joint BEE, IM & FM**Description:**

This workshop will further discuss the option of ELSA International buying off the claims of the respective National Groups/their individuals who did not receive their deposit back from ELSA Portugal.

Preparation:

Read the [Minutes](#) of the workshop: “ICM Porto aftermath” held at the IPM Arlamow. Please be ready to present the status of your National Group on this matter with a special focus whether there are still payments outstanding and if yes over which amount. Think about whether your National Group would be in favour of ELSA International buying off the claims of you.

12:30 – 14:00

Lunch

14:00 – 16:30

Conference

16:30 – 17:30

Miscellaneous**Description:**

A flexible Workshop, where any topics that are not discussed in any other Workshop can be discussed. Also, if a discussion is cut off during the week, this Workshop is here to give more time for that.

Preparation:

Throughout the week, think about what topics you would like to discuss (more).

Friday, 31st of March 2017 (10:00 – 19:00)

10:00 – 11:00

Candidacy workshop**Description:**

During this Workshop, candidates for the position of Treasurer 2017/2018 have the chance to present themselves. The Workshop will be able to ask questions about the applications.

Preparation:

Think of any questions you would ask the candidates.

11:00 – 12:30

Interim Accounts – Joint BEE & FM

Description:

The Treasurer of ELSA International will present the Interim Accounts and provide an overview of the current financial situation of ELSA International. The Auditors will provide their statement to the Interim Accounts.

Preparation:

Read the Interim Accounts of ELSA and the EDF as well as the Auditors' Reports.

12:30 – 14:00

Lunch

14:00 – 15:00

Joint Proposals – Joint BEE & FM

Description:

Relevant proposals for the budget will be discussed during this workshop. The proposals are the following: Nos 39, 43 & 44.

Preparation:

Read the proposal from the International Board regarding the remuneration during transition and both proposals regarding the Financial Strategy.

15:00 – 17:00

Budget revision 2016/2017 and Budget 2017/2018 – Joint BEE & FM

Description:

The workshop will review the presented proposals for budget amendments both for the remaining part of the current term and for the upcoming term.

Preparation:

Review the proposed Revision of ELSA International's Budget for the remaining part of the term and the proposed Budget for the year 2017/2018.

17:00 – 19:00

Evaluation & Closing Workshop

Description:

During ICM Porto this was the favourite workshop of the Treasurer of ELSA International. Already the last international internal meeting of the term has come and it is almost time to say goodbye. Before the closing there will be a round of evaluation.

Preparation:

Make sure to reserve some National Drinks for this Workshop.

MARKETING WORKSHOP

MARKETING WORKSHOP

Timetable

	26th of March		27th of March	28th of March	29th of March	30th of March	31st of March	1st of April
	SUNDAY		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
08:00	Arrival		Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
08:30								
09:00								
09:30								
10:00			Update from EI	Synergy	Mid Plenary	Legal Aspects of Social Media	Candidates' Workshop	Final Plenary
10:30								
11:00			Mid-Evaluation				Transition	
11:30								
12:00	Letters of Authorisation							
12:30								
13:00	Free Time		Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
13:30								
14:00	Opening Plenary		Marketing 101: Graphics	Human Resources	Mid Plenary	Conference	Open Forum	ELS General Assembly
14:30								
15:00			CI & Branding	Sightseeing		Marketing in S&C	Evaluation & Closing	Final Plenary
15:30								
16:00								
16:30	Opening Workshop	Try Honesty	Dinner	Dressing Time				
17:00								
17:30	HoD	Dinner	Reporting Time	Transport	Dinner	Final Plenary		
18:00								
18:30	Dinner	Dinner	Party	Dinner	Gala Ball	Reporting Time		
19:00								
19:30	Officers and Freshers' Workshops	Reporting Time	Party	Dinner	Gala Ball	Reporting Time		
20:00								
20:30								
21:00	Party							

Preparations and Reminders for the Marketing Workshop

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

- Read these Working Materials cover to cover;
- Read relevant parts of the [Statutes and Standing Orders](#) in force after the LXIX International Council Meeting of ELSA;
- Read relevant parts of the [International Council Meeting Decision Book](#) 45th Edition;
- Read the [One Year Operational Plan \(OYOP\)](#) of ELSA International 2016/2017.

Bring your favourite pet and nice ice cream!

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

Use Marketing mailing list (elsa-marketing@listserv.elsa.org) as well as [ELSA Marketing Team 2016/2017 Facebook group](#) and start a discussion even before the International Council Meeting in Prague! 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.

Welcome to the #super_contagious Marketing Workshop!

Ivan Chopyk

Vice President for Marketing

ELSA International 2016/2017

Draft Agenda

Sunday, 26th of March 2017 (17:00 – 18:30)

17:00 – 18:30

Opening Workshop**Description:**

You know the drill. Say “Hi”, be nice, run for the Workshop Officers (or VP MKT) and help me set up some Workshop rules.

Preparations:

No preparation needed

Monday, 27th of March 2017 (10:00 – 19:00)

10:00 – 11:00

Update from ELSA International**Description:**

During this Workshop you will receive a brief overview of the activities of the ELSA International Board up to the date.

Preparations:

No preparation needed

11:00 – 12:30

Mid-Evaluation**Description:**

This Workshop will be dedicated to the experience sharing between the Marketing officers of the Network and teambuilding.

Preparation:

Think of the best practices of your work and be ready to share them with the others.

12:30 – 14:00

Lunch

MARKETING WORKSHOP

14:00 – 15:30

Marketing 101: Graphics**Description:**

The aim of this practical Workshop is to show you where to start, how to find inspiration, and who to ask for help.

Preparation:

Bring your laptop with proper software. Bring your notebook with a proper pen.

15:30 – 17:30

CI & Branding: Scratch my back and I'll scratch yours**Description:**

This Workshop is a closing chapter of this year's CI (a.k.a. Life) and Branding Workshop franchise. Here we will present you the results of a never-ending journey of Marketeers in ELSA. One proposal will also be processed in this workshop. The proposal is no. 49.

Preparation:

It's always good to review the [Corporate Identity Handbook of ELSA](#) and the [International Council Meeting Decision Book](#) (Marketing Part)

17:30 – 19:00

Try Honesty**Description:**

This Workshop will be dedicated to the essence of the Marketeers position in ELSA. Especially, what comes to the working details. Marketing proposals will also be processed here. The proposals are the following: Nos 45 & 46.

Preparation:

Be prepared to listen and to listen be prepared. Also prepare the inputs from your National Group regarding the proposals.

Tuesday, 28th of March 2017 (10:00 – 15:00)

10:00 – 12:30

Synergy. The Legendary Publication.

MARKETING WORKSHOP

Description:

Here, we will review the marketing possibilities of the Synergy Magazine, its promotional peculiarities, and obstacles in production. Related proposals put forward by ELSA International will be discussed during this Workshop. The proposals are the following: Nos 47 & 48.

Preparation:

Read the proposals regarding the Synergy Magazine.

12:30 – 14:00

Lunch

14:00 – 15:00

Human Resources. Marketing. Boom.**Description:**

The knowledge of Human Resources Strategy and its phases is necessary for Marketeers to conduct a proper promotion for engaging and retaining different target groups in a proper timing. This Workshop will give you a know-how in HR field.

Preparation:

Read the [International Council Meeting Decision Book](#) (Decisions related to Internal Management, Human Resources part).

Thursday, 30th of March 2017 (10:00 – 17:30)

10:00 – 12:30

Legal Aspects of Social Media**Description:**

Social media is one of the most effective tools of promotion used by Marketeers in ELSA. It is good to know how we should deal with them from the legal point of view. Creative commons licenses, right to quotation, organisation of contests – these are just some of the topics we will discuss during the workshop.

Preparation:

Think of the situations in which you had problems with law regarding social media and be prepared to talk about them.

12:30 – 14:00

Lunch

MARKETING WORKSHOP

14:00 – 16:30

Conference

16:30 – 17:30

Marketing in S&C Events – Joint MKT and S&C

Description:

As co-ordinators of various events we must have a basic grasp on the subject of marketing, especially when dealing with international projects. Hence, during this workshop you will be given a short training tackling promotion, corporate identity and other areas within Marketing that would be useful for any organiser.

Preparation:

No need for any special preparation.

Friday, 21st of March 2017 (10:00 – 19:00)

10:00 – 11:00

Candidates' Workshop

Description:

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

Preparations:

No preparation needed

11:00 – 12:30

Transition (of Venus)

Description:

The focal point of this Workshop will be the transition of knowledge, experience, and skills.

Preparations:

No preparation needed

12:30 – 14:00

Lunch

MARKETING WORKSHOP

14:00 – 16:30

Open Forum

Description:

Many times during the week we will encounter a situation, where there is not enough time to talk about interesting questions during a Workshop. This Workshop will be tackling these nuisances.

Preparation:

Note down the topics that you feel like discussing during this Workshop and hand them to the Chair in due time.

16:30 – 19:00

Evaluation and Closing

Description:

During this Workshop we will talk about what was hot and was not during the week, compare expectations & reality and share a lot of nice sentiments.

Preparation:

Print a picture that you associate with the brightest moment in ELSA related to marketing (no joint photos though).

ACADEMIC ACTIVITIES WORKSHOP

Timetable

	26th of March	27th of March	28th of March	29th of March	30th of March	31st of March	1st of April		
	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY		
08:00	Arrival	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast		
08:30									
09:00									
09:30									
10:00		International Update and Mid OYOP Evaluation	Exchange Forum	Mid Plenary	EMC2 RR & Pre-Moot	Candidacy Workshop	Final Plenary		
10:30									
11:00			Legal Research Groups Status Quo		LRG Coordination	EMC2			
11:30									
12:00	Letters of Authorisation	Lunch	Lunch	Lunch	Lunch	Lunch			
12:30									
13:00	Free Time								
13:30									
14:00	Opening Plenary	AA & MCC Proposals	EHRMCC	Mid Plenary	Conference	Hot Topics	ELS General Assembly		
14:30			Sightseeing			Surprise workshop		Transition	
15:00							ENC	Final Plenary	
15:30									
16:00									
16:30									
17:00			Opening Workshop		IFP	Dinner	Dressing Time	Misc. & Closing	Dinner
17:30									
18:00	HoD	Reporting Time	Transport	Dinner				Final Plenary	
18:30									
19:00	Dinner				Party		Dinner		Gala Ball
19:30									
20:00	Officers and Freshers' Workshops	Reporting Time	Party	Dinner				Gala Ball	
20:30									
21:00	Party								

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 these Working Materials cover to cover;
- Read relevant parts of the [Statutes and Standing Orders](#) in force after the LXX International Council Meeting of ELSA;
- Read relevant parts of the [International Council Meeting Decision Book](#) 45th Edition;
- Read the relevant AA & MCC Proposals;
- Read the AA Handbook;
- Read the MCC Handbook.

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, mootcourts@elsa.org or on Facebook.

Please prepare a written Activity Report, and send it out to the AA mailing list before the ICM. It is important for all of us to be aware of what is going on in the network, in order for us to have the best possible outcome of the Workshops. And most importantly, bring positive energy, your motivation and lots of ELSA Spirit! As always there will be time during the workshops to share national food and drinks.

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

Jakub Čája

Vice President for Academic Activities
ELSA International 2016/2017

Christine Beck

Vice President for Moot Court Competitions
ELSA International 2016/2017

Draft Agenda

Sunday, 26th of March 2017 (17:00 – 18:30)

17:00 – 18:30

Opening Workshop**Description:**

During this session we will set up the framework of the Workshops. We will present ourselves to each other and ELSA International will give an overview of the following days. Moreover, the workshop officers will be elected.

Preparation:

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

Monday, 27th of March 2017 (10:00 – 19:00)

10:00 – 12:30

International Update and Mid OYOP Evaluation**Description:**

We will start off with giving an update on the activities and projects conducted by ELSA International. Moreover, we will evaluate the goals that we set out in the One Year Operational Plan, in the beginning of our term.

Preparation:

Have a look into your Local/National OYOP and think, which of the goals are achieved and what are you going to focus on for the rest of your term.

12:30 – 14:00

Lunch

14:00 – 18:00

AA & MCC Proposals**Description:**

In the afternoon, we will present and discuss the proposals relating to the AA and MCC area. The Aim is to find a consensus that the WS can recommend the proposals to the Council. The proposals are the following: Nos 11 & 52-58

Preparation:

Read the AA and MCC related proposals included in these Working Materials

18:00 – 19:00

IFP - Joint AA & S&C**Description:**

The week right after the ICM, the IFP Week takes place very soon. Therefore, 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. The aim of this workshop is to discuss the upcoming IFP Week. We will discover ways of cooperation between the Key-areas. Finally, 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: Nos 12, 13, 50 & 51.

Preparation:

Be familiar with the IFP Handbook. Also, read the IFP related parts of the [International Council Meeting Decision Book](#).

Tuesday, 28th of March 2017 (10:00 – 15:00)

10:00 – 11:00

Exchange Forum**Description:**

The aim of this session is to provide the forum for the officers to present their various projects. In a lot of cases there is not enough time during the workshops to present unique projects organised by the National and Local Groups. This is why we included this session to ensure this kind of exchange, which is important for the development of the whole Key Area.

Preparation:

Think about the projects you would like to discuss and present. You are welcome to use different tools (PPT presentations, marketing materials etc.). Please contact ELSA International in case you want to present your projects on the workshop and send them to Jake.

11:00 – 12:30

Legal Research Groups Status Quo**Description:**

In this workshop, we will provide you with the updates about the current edition of the International Legal Research Group - European Compliance Benchmark. In addition, this workshop is to identify the issues that the NGs face and to brainstorm on how to further develop the project.

Preparation:

Please think about what we can improve from previous LRGs. To get an overview about LRGs have a look at: <https://legalresearch.elsa.org>.

12:30 – 14:00

Lunch

14:00 - 15:00

European Human Rights Moot Court Competition

Description:

The 5th edition of the European Human Rights Moot Court Competition will be concluded when we will meet at the ICM Prague. Therefore, we will evaluate the overall organization of the Competition. We will sum up some challenges that have been tackled along the way, give an overview of the fifth Final Round in Strasbourg, and open up the floor for ideas for future editions. We will also evaluate the pre-moots, how they were organized and the way forward with them.

Preparation:

Read carefully the Rules of the Competition that are available at: <https://ehrmcc.elsa.org>.

Thursday, 29th of March 2017 (10:00 – 17:30)

10:00 - 11:00

EMC2 Regional Round and Pre-Moot organisation

Description:

Every year, the ELSA Moot Court Competition has 5 Regional Rounds around the world. The main aim of the workshop is to show the work behind the Regional Round Organization and to discuss the challenges that we face. We will go through it step by step, and explain how to organize the RR. We will discuss different possibilities of developments regarding both ELSA and Non-ELSA Organized Rounds and brainstorm about the next year's call for hosts. We will do the same for the pre-moots of the EHRMCC and this year's organizers will give their inputs too!

Preparation:

Read the Rules of the Competition carefully. These are available at: <https://emc2.elsa.org> & ehrmcc.elsa.org. If your local groups organized during the last few years Regional Round and/or pre-moots talk to them and be prepared to say a few words.

11:00 – 12:30

LRG Coordination

Description:

The aim of this session is to provide a clear insight to coordination of the International LRG from a national perspective, including the related procedures and tasks. In addition to that, we hope that the discussion about the various issues in the National Research Groups will be raised.

Preparation:

Think about the obstacles you faced when coordinating the LRG.

12:30 – 14:00

Lunch

14:00 – 16:30

Conference

16:30 – 17:30

Surprise workshop - Joint AA & STEP**Description:**

This session is focused on the development of the cooperation between the AA and the STEP area.

Preparation:

Think about the possible joint projects and other ways of cooperation with STEP.

Friday, 30th of March 2017 (10:00 – 19:00)

10:00 - 11:00

Candidacy Workshop**Description:**

During this ICM the new International Board of ELSA will be elected. What do you want to know from the candidates? Here is your chance to ask them.

Preparation:

Think of what you want from the new IB and form your questions.

11:00 - 12:30

EMC2 - In the middle of the worldwide competition**Description:**

ICM Prague is literally happening between the various Regional Rounds of the ELSA Moot Court Competition. We will evaluate the 15th edition of the EMC2 so far and we will present to you how the Regional Rounds is going so far. You will receive a general update on what changed this year.

Preparation:

Read the Rules of the Competition carefully, which are available at: <https://emc2.elsa.org>.

12:30 – 14:00

Lunch

14:00 – 15:00

Hot Topics**Description:**

Our area is big and it is connected with many others, and for this reason we need to discuss its future by identifying the hot topics. What do you have in mind?

Preparation:

Think about the possible hot topics for the discussion that you would like to raise.

15:00 – 16:00

Transition**Description:**

It might be March and we are already in the middle of our term, but it is time that we gradually prepare for the future of our position. We need to identify what our successor should definitely learn by us and what will make him/her a professional and excellent board member.

Preparation:

Think of what you think very important to share with your successor.

16:00 – 17:30

ELSA Negotiation Competitions**Description:**

Last year the concept of ELSA Negotiation Competitions was introduced. During this WS, we will show the progress of the ENC implementation. Moreover, we want to discuss possibilities on further development and expansion of this project, and how we want to achieve this.

Preparation:

Be ready to share your experiences regarding the Negotiation Competitions in your Local or National Group. Get familiar with the ELSA Negotiation Competitions Package, which is available on the Officers Portal.

17:30 – 19:00

Miscellaneous and Closing Workshop

Description:

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

Preparation:

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

SEMINARS AND CONFERENCES WORKSHOP

Timetable

	26th of March	27th of March	28th of March	29th of March	30th of March	31st of March	1st of April		
	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY		
08:00	Arrival	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast		
08:30									
09:00									
09:30									
10:00		AIJA	Proposals	Mid Plenary	ELSA Law Schools	ELSA Delegations	Final Plenary		
10:30		Proposals						Study Visits	
11:00									
11:30									
12:00	Letters of Authorisation	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch		
12:30									
13:00	Free Time								
13:30									
14:00	Opening Plenary	ELSA Law Schools proposals	Forms in S&C	Mid Plenary	Conference	The grilling of the Candidate(s)	ELS General Assembly		
14:30			Sightseeing			Knowledge Management & Transition			
15:00							Exchange Forum	Final Plenary	
15:30									
16:00	Opening Workshop	ELSA Delegations proposal			Marketing in S&C	Misc. & Closing			
16:30									
17:00		Renaming of S&C	Dinner		Dressing Time	Dinner			
17:30									
18:00	IFP	Transport			Dinner	Final Plenary			
18:30							HoD	IFP	
19:00	Dinner	Dinner							
19:30		Dinner	Reporting Time						
20:00	Officers and Freshers' Workshops		Reporting Time	Party	Dinner				
20:30									
21:00	Party								

Preparations and Reminders for the Seminars and Conferences Workshop

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

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

- Read these Working Materials cover to cover;
- Read relevant parts of the [Statutes and Standing Orders](#) in force after the LXX International Council Meeting of ELSA;
- Read relevant parts of the [International Council Meeting Decision Book](#) 45th Edition;
- Read the [One Year Operational Plan \(OYOP\)](#) of ELSA International 2016/2017;
- Bring energy, ideas, motivation, national drinks and food!

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

It is also of great importance for the efficiency of the workshop to be prepared on the content of our internal regulations. Please read the Statutes and Standing Orders and the International Council Meeting Decision Book, with particular attention to decisions relating to ELSA in general, to S&C and to BEE (Institutional Relations). With this in mind, feel free to use the S&C mailing list (ELSA-SC@LISTSERV.ELSA.ORG) and start any discussions before the International Council Meeting.

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

Welcome to the final international S&C Workshops for the term 2016/2017!

Nigel Micallef

Vice President for Seminars and Conferences

ELSA International 2016/2017

Draft Agenda

Sunday, 26th of March 2017 (17:00 – 18:30)

17:00 – 18:30

Opening Workshop**Description:**

During this workshop the agenda is presented and approved. The aim of this workshop is for officers to network, mingle, 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. During this workshop we will also go through the statistical updates from the Network and you will also receive an update from ELSA International on the work that is being done. Finally, we will 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 important topics that should be brought up during the respective workshops.

Monday, 27th of March 2017 (10:00 – 19:00)

10:00 – 11:00

AIJA**Description:**

For this workshop representatives from AIJA will join us. We will discuss with them how ELSA and AIJA can intensify their cooperation and how you at the National Level can work with AIJA.

Preparation:

Prepare questions you might have for the AIJA representatives. Think about potential ways of cooperating.

11:00-12:30

Proposals**Description:**

Here we will discuss the proposed amendments to the S&C regulations found in the International Council Meeting Decision Book. The proposals are the following: Nos 59-72.

Preparation:

See the S&C related proposals, which are part of these Working Materials

12:30 – 14:00

Lunch

14:00 – 16:30

ELSA Law Schools proposals – Joint BEE, FM & S&C

Description:

During this workshop we will discuss the proposals of ELSA Poland to amend the ELSA Law School part of the International Council Meeting Decision book. The proposals are the following: Nos 83, 84, 87 & 88.

Preparation:

Please read the proposal thoroughly and be prepared to present the point of view of your National Group upon this matter.

16:30 – 17:00

ELSA Delegations proposal – Joint BEE & S&C

Description:

During this workshop we will be discussing the Institutional Relations part of the International Council Meeting Decision book. Since a part of this regulation describes ELSA Delegation we would like to propose to move that part into the S&C part of the decision book. The proposal is no. 17.

Preparation:

Please read the proposal and prepare any input your National Group may have regarding this matter.

17:00 – 18:00

Renaming of the S&C Area

Description:

Here we will discuss the proposed amendments regarding the renaming of S&C. The proposals are the following: Nos 79 & 86.

Preparation:

See the S&C related proposals, which are part of these Working Materials.

18:00 – 19:00

IFP - Joint AA & S&C

Description:

The week right after the ICM, the IFP Week takes place very soon. Therefore, 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. The aim of this workshop is to discuss the upcoming IFP Week. We will discover ways of cooperation between the Key-areas. Finally, 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: Nos 12, 13, 50 & 51.

Preparation:

Be familiar with the IFP Handbook. Also, read the IFP related parts of the [International Council Meeting Decision Book](#)

Tuesday, 28th of March 2017 (10:00 – 15:00)

10:00 – 12:30

Proposals

Description:

Here we will discuss the proposed amendments to the S&C regulations found in the International Council Meeting Decision Book. The proposals are the following: Nos 59-72.

Preparation:

See the S&C related proposals, which are part of these Working Materials.

12:30 – 14:00

Lunch

14:00 – 15:00

Forms in the S&C Area

Description:

The sad truth in ELSA is that we do not specify or evaluate events. Hence, due to this there is a gap of information that should be transmitted over to the International Level which then evaluates the specific event and collects data accordingly. Therefore, during this workshop we will have the opportunity to analyse the current forms and discuss what should be removed or updated.

Preparation:

Go through all the forms that are found within the S&C Area.

Thursday, 30th of March 2017 (10:00 – 17:00)

10:00 – 12:30

ELSA Law Schools**Description:**

During the workshop we will go through the upcoming stages leading to the start of each ELSA Law School. We will also review the past two years of the Unification Process and discuss further improvements both with regards to the whole process and also with regards to quality standards and assurance. The vision is to have all ELSA Law Schools of a similar standard and therefore truly unify the project. Finally, we will make time to discuss any pressing issues on the subject at hand.

Preparation:

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

12:30 – 14:00

Lunch

14:00 – 16:30

Conference

16:30 – 17:30

Marketing in S&C Events – Joint MKT and S&C**Description:**

As co-ordinators of various events we must have a basic grasp on the subject of marketing, especially when dealing with international projects. Hence, during this workshop you will be given a short training tackling promotion, corporate identity and other areas within Marketing that would be useful for any organiser.

Preparation:

No need for any special preparation.

Friday, 31st of March 2017 (10:00 – 19:00)

10:00 – 11:30

ELSA Delegations**Description:**

The area of ELSA Delegations has grown significantly in past years. During this workshop we will discuss possible improvements and the ways how to maximize benefits for our members. We will also go through the statistics from the previous years to show the growth of ELSA Delegations. During the workshop we will also discuss improvements with regards to both promotion and also other organisations in which ELSA can acquire consultative status.

Preparation:

Read the Institutional Relations part of the [International Council Meeting Decision Book](#) which is found under the BEE part. Also, read the Guidelines for the delegates for different institutions that are available on the Officers' Portal. Think about an effective promotion strategy for ELSA Delegations.

11:30 – 12:30

Study Visits – A focus on trips outside of Europe**Description:**

Study Visits are one of the main pillars of the S&C Area. During this workshop, we will discuss the best structure for the Study Visit Guide since it is currently under construction. This therefore will allow us to analyse the important things that should be factored into such a Guide and allow for a proper working system. The second part of the workshop will be dedicated to Study Visits outside of Europe. Since such a trip takes time to prepare, it is important to continue discussing this area at this point of the year so that the groundwork for your successors can already be laid down.

Preparation:

Be ready to give your inputs with regards to the Study Visit Guide. However, should you have any experience as an ELSA Group in organising a Study Visit outside of Europe please be ready to share your best practices with regards to logistics and preparations.

12:30 – 14:00

Lunch

14:00 – 15:00

The grilling of the Candidate(s)**Description:**

At the end of this International Council Meeting, a new International Board will be elected. During this workshop session, the candidate(s) running for the position of Vice President for Seminars and Conferences 2017/2018 will present themselves and as follow up the candidates will be interviewed by the workshop participants.

Preparation:

Read through the Action Plan of the respective Candidate(s).

15:00 – 16:00

Knowledge Management & Transition**Description:**

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

Preparation:

Be prepared to speak about your strategic decisions and plans undertaken during the year. Think of the most ideal transition and what it should entail, but simultaneously remind yourself of your transition and be ready to share the things that you think should be done differently. Please also read the transition checklist that is available at <https://officers.elsa.org>.

16:00 – 17:30

Exchange Forum**Description:**

During this workshop, the floor is given to all participants to share their ideas and to present national or local projects that can be inspiring to others. This session will serve as a medium for exchange of best practices in the ELSA Network which in turn will serve as a way forward for inspiration and improvements. Participants will also have the opportunity to exchange experiences, concerns and also to ask questions to ELSA International.

Preparation:

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

17:30 – 19:00

Miscellaneous & Closing Workshop

Description:

Due to the fact that most of the workshop topics are prepared by ELSA International, we also need time to discuss the topics of your interest. Therefore, this workshop will aim at the issues that are not represented in the initial agenda. The floor is yours. During this session, we will also address any topics that were raised during the week and that needed more time for discussion. Finally, we will evaluate the week, highlight the outcomes and close the last international S&C Workshop for the term 2016/2017.

Preparation:

No need for any special preparation.

STUDENT TRAINEE EXCHANGE PROGRAMME WORKSHOP

Timetable

	26th of March		27th of March	28th of March	29th of March	30th of March	31st of March	1st of April		
	SUNDAY		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY		
08:00	Arrival		Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast		
08:30										
09:00										
09:30										
10:00			Statistics 1st Cycle + SotN	STEP Fees	Mid Plenary	External Relations	Reflecting on Job Hunting	Final Plenary		
10:30						Sharing is caring			STEP at the International Level	
11:00			Marketing evaluation	Proposals II			Lunch			Lunch
11:30										
12:00	Letters of Authorisation	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch			
12:30										
13:00	Free Time									
13:30										
14:00	Opening Plenary		STEP Procedure	Proposals III	Mid Plenary	Conference	Candidacy Workshop	ELS General Assembly		
14:30				Sightseeing			Cancellations			
15:00			Student Hunting					Transition	Final Plenary	
15:30										
16:00			Opening Workshop			Reception	Dressing Time	Misc. & Closing		Dinner
16:30										
17:00	Dinner	Dinner	Transport	Dinner		Final Plenary				
17:30										
18:00	HoD	Reporting Time	Party	Dinner			Gala Ball	Reporting Time		
18:30										
19:00	Dinner	Dinner	Party	Dinner		Gala Ball	Reporting Time			
19:30										
20:00	Officers and Freshers' Workshops	Reporting Time	Party	Dinner		Gala Ball	Reporting Time			
20:30										
21:00	Party									

Preparations and Reminders for the Student Trainee Exchange Programme Workshop

Please, read through and bring with yourselves the following documents:

- [Statutes and Standing Orders](#)
- [Council Meeting Decision Book, STEP part](#)
- [STEP Handbook](#)
- [STEP Calendar 2016/2017](#)
- [Minutes from the STEP Workshop from KAM Muenster](#)
- [Minutes from the STEP Workshop from ICM Porto](#)

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

Please, also read this Agenda carefully. You will have an overview of the topics that will be discussed and you will be able to prepare your own contributions and input to be shared with the other Workshop participants! Should you need any clarifications, do not hesitate to contact VP STEP of ELSA International at step@elsa.org.

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

Welcome to the STEP Workshop and let's STEP it UP once again!

STEPfully yours,

Alyona Litvinova

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

Draft Agenda

Sunday, 26th of March 2017 (17:00 – 18:30)

17:00 – 18:30

Opening Workshop**Description:**

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

Preparation:

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

Monday, 27th of March 2017 (10:00 – 19:00)

10:00 – 11:30

Statistics 1st Cycle + SotN Report**Description:**

Presentation of the statistics for the First Cycle of the term 2016/2017 and the STEP results of the 22nd SoTN Inquiry.

Preparation:

Prepare your feedback for how the First Cycle went: Local, National and International perspective.

11:30 – 12:30

Marketing evaluation**Description:**

Evaluating the STEP promotion during the First Cycle. What can be improved?

Preparation:

Think about the following: communication with ELSA International; cooperation between the National/Local Groups; usage of personal (Facebook) profiles.

12:30 – 14:00

Lunch

14:00 – 15:30

STEP Procedure - what, how, when, who?**Description:**

With the experience from the First Cycle, how do we actually proceed throughout each of the Cycle's sections? How do we share the responsibilities amongst ourselves?

Preparation:

Think about how did the First Cycle go, what tools did we use and what do you want to improve?

15:30 – 17:30

Student Hunting - from theory to practice**Description:**

To learn more about how to conduct Student Hunting – tools, strategy and human resources. To improve Student Hunting for the Second Cycle.

Preparation:

Be prepared to share your Student Hunting strategies.

17:30 – 19:00

Reception**Description:**

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

Preparation:

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

Tuesday, 28th of March 2017 (10:00 – 15:00)

10:00 – 11:30

STEP Fees - Joint BEE, FM & STEP**Description:**

Discussion and voting upon the proposals related to the STEP part of the Decision Book: STEP fees. The proposal is no. 75.

Preparation:

Read the STEP fees proposal in the Working Materials, read the IPM Arlamow [Minutes](#) and prepare your comments.

11:30 – 12:30

Proposals: Part II.**Description:**

Discussion and voting upon the proposals related to the STEP part of the Decision Book. The proposals are the following: Nos 73, 74, 76-78 & 89.

Preparation:

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

12:30 – 14:00

Lunch

14:00 – 15:00

Proposals: Part III.**Description:**

Discussion and voting upon the proposals related to the STEP part of the Decision Book. The proposals are the following: Nos 73, 74, 76-78 & 89.

Preparation:

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

Thursday, 30th of March 2017 (10:00 – 17:30)

10:00 – 11:00

External relations**Description:**

How are STEP officers perceived by potential STEP Traineeship Providers? How do we cooperate with BEE being one of the areas with most contact with the externals?

Preparation:

Presentation by ELSA International and its partners.

11:00 – 12:30

Sharing is caring

Description:

As per request from several of the STEP Officers after the International Council Meeting in Porto, we are going to have an experience sharing session to compare how STEP works in different Local/National Groups.

Preparation:

Think about how STEP works in your Local/National Group and be prepared to share both good and bad experiences.

12:30 – 14:00

Lunch

14:00 – 16:30

Conference

16:30 – 17:30

Surprise workshop – Joint AA & STEP

Description:

This session is focused on the development of the cooperation between the AA and the STEP areas.

Preparation:

Think about the possible joint projects and other ways of cooperation with AA.

Friday, 31st of March 2017 (10:00 – 19:00)

10:00 – 11:30

Reflecting on Job Hunting

Description:

Evaluation of how Job Hunting went so far, figuring out what wrong expectations we have had and preparing tips for our successors. What can we implement from the External relations Workshop in our day-to-day work in the area of Job Hunting?

Preparation:

Be ready to present how Job Hunting is conducted in your Local/National Group.

11:30 – 12:30

STEP at the International Level

Description:

Reflection on the tasks of VP STEP of ELSA International, hereunder a short insight in the OYOP fulfilment.

Preparation:

Think of any questions or comments you might have.

12:30 – 14:00

Lunch

14:00 – 15:00

Candidacy Workshop

Description:

The candidate(s) running for the position of Vice President Student Trainee Exchange Programme of ELSA International 2017/2018 will present themselves and will be interviewed by the Workshop participants.

Preparation:

Think of the questions you want to ask the candidate(s) – be constructive!

15:00 – 16:00

Cancellations – Don't Go Breaking My Heart

Description:

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

Preparation:

Be prepared to share about any cancellations that happened to your traineeships. Think about how we can avoid a high number of cancellations.

16:00 – 17:30

Transition

Description:

One of the most important parts of an ELSA officer's term is transition. It assures continuity that is essential for a successful term in office as well as for ELSA as a whole.

Preparation:

Think about your transition – what was good, what was lacking, and what could have been done better. The STEP Coaching Team will also introduce itself to you and present its work as part of ELSA International's contribution to transition and knowledge management.

17:30 – 19:00

Miscellaneous & Closing Workshop

Description:

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

Preparation:

Think about the topics you wish to bring up and be ready to give constructive feedback of the event. The topics can be brought to the Chair throughout the week.

ACTIVITY REPORTS

INTERNATIONAL BOARD 2016/2017

Robert Vierling

| President of ELSA International 2016/2017

Board Management

- Individual talks
- Organising and planning of team activities
- Analysing the progress of the OYOP implementation with every board member

External Relations

- Maintaining the relationship with current partners
- Continuous contact with potential partners
- Finalising four new partnerships
- Checking and approving of partner contacting requests from the network
- Planning the Annual Partners Reception
- Attendance of IBA and AIJA conferences
- Continuous work with ELS

Expansion

- Continuous Focus on quality expansion
- Skype meetings and general assistance of ELSA Belarus and ELSA Republic of Moldova with their membership application
- Contact and support of internationally less active member countries

General

- Co-working on the tax situation and the improvement of the house
- Assisting national presidents with challenges they faced – offering individual Skype Meetings
- Supporting the establishment of the ELSA Webinars
- Co-organising and conducting of the ELSA Law School training weekend
- Preparation and conducting of the 54th International Presidents' Meeting

Mads Lorentzen

| Secretary General of ELSA International 2016/2017

- Sent out internal documents – Minutes and regulations
- Travelled to Coaching Groups – ELSA France, ELSA Poland and ELSA Czech Republic
- Travelled to the Pre ICM visit in Prague
- Sent out calls – Train the Trainers Week, KAM 2017 and SAM 2017
- Supported and coordinated work of the IM Team Members
- Wrote Board Meeting Minutes
- Prepared the ICM Prague – Proposals, workshop descriptions, Activity Report etc.
- Checked and coordinated progress of the Google email system
- Build a new ELSA Officers Portal
- Communicated with the Notary
- Updated ELSA.org – including the new “Network” page
- Handled ITP Training Requests
- Communicated with ELS regarding the ICM programme
- Attended Receptions of External Relations
- Had Post ICM Porto communication
- Had preparation communication with organisers – ICM Prague, KAM 2017, SAM 2017, Train the Trainers Week 2017, ICM Antalya

Rob van Bergen

| Treasurer of ELSA International 2016/2017

Accounting and budgeting

- Restoring the backup of the old accounting programme
- Creating more efficiency in ELSA International's accounting methods
- Preparing the Interim Accounts

Grants

- Applying for the Erasmus+ structural grant for 2017
- Preparing the report for the Erasmus+ structural grant for 2016
- Preparing the interim report for the European Youth Foundation structural grant for 2016 and 2017
- Researching other grant possibilities

ELSA Development Foundation

- Running a Working Group on the Capital of the EDF
- Running a Working Group on the EDF Contribution
- Deciding upon applications and reports

ELSA House

- Researching options of security for the House
- Researching options of improving the Meeting Room
- Communicating with the landlord about improvements
- Solving the issue with the internet and phone subscriptions

International Internal Meetings

- Preparing International Internal Meetings

Ivan Chopyk

| Vice President for Marketing of ELSA International 2016/2017

- Attendance of various officers meeting
- Coaching visits to Romania, Georgia, and Azerbaijan
- Creation of ELSA Webinars and IFP logos
- Creation of marketing materials for European Compliance Benchmark LRG
- Coordination of ELSA Law Schools promotion materials creation
- Coordination of the ELSA Day Campaign “I spread the word about migration law education”
- Direct promotion of the first ELSA Webinar in Council of Europe, Strasbourg
- Coordination of the brand book creation
- Coordination of trademark registration
- Preparation of the 61st edition of the Synergy Magazine
- Creation of the promotion strategy for ELSA Trainings and IFP week
- Finalisation of the PR strategy for the EHRMCC
- Facebook Ads for EMCC Donation
- Creation of marketing packages for EMCC Regional Organisers
- EHRMCC Final Round attendance
- General assistance with the website

Jakub Cája

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

International Legal Research Group - European Compliance Benchmark

- Launch of the new International LRG - European Compliance Benchmark - ICM Porto.
- Attendance of the partner meetings with K&L Gates regarding the new International LRG.
- The Preparation and update of the supporting materials for the LRG - introducing the new FAQ document, with the aim of assisting the groups with the improvement of the quality of the reports.
- Administration and update of the content on the LRG web-page.
- Special focus on promotion of the project through various channels.
- Implementation of the new application system - around 300 applications from 30 countries involved!
- The creation of the privacy policy for ELSA Legal Research Groups.
- Overall coordination of the International LRG - European Compliance Benchmark.
- Daily communication with the International LRG Coordination Team regarding the progress of the project.
- Frequent communication with the National Coordinators in regards to the specific questions and issues in the respective NGs.
- Preparation and promotion of the European Compliance Webinar with K&L Gates.
- Contact and conference calls with potential future academic partners.

International Legal Research Group - Labour Law

- Overall coordination of the LRG.
- Supervising and assisting with the procedure of uploading information to LEGOSH by the NGs.
- Creation of the Evaluation Report for ILO.
- Communication with ILO regarding future joint projects.

New International Legal Research Group on Migration Law

- Travelling to Strasbourg for meetings with the Council of Europe regarding the establishment of the new International Legal Research Group related to migration law.
- Regular communication with the Council of Europe in regards to the specific details of the new Legal Research Group.
- Preparation and update of the LRG Supporting Materials.
- Preparations for the LRG coordination.

ELSA Negotiation Competitions

- Introduction of the new ENC Coaching System (Team of two coaches and myself).
- Communication with the ENC Coaching countries.
- Providing guidelines and assistance for the organisation of the local/national ENC rounds.
- Focusing on updating the ENC Package with the aim of revising the rules and adding more materials.
- Collecting the Cases from the groups with already well established rounds.

ELSA Law Review

- Coordination of the 3rd Edition of the ELSA Law Review.
- Promotion of the call through social media - Posting in various groups and in other institutions' and universities' websites.
- Deadline for Submissions - the 11th of December, with 55 Submissions received.

ELSA Day

- Coordination of the 5th Edition of the ELSA Day with more than 140 events organised all over the Network.
- Launch of the ELSA Day Campaign - ICM Porto.
- Establishment of the ELSA Day Academic Guidelines.
- Distribution of CoE visibility materials to 40 local groups as official support
- Updating the content of the ELSA Day Page - Promotion of the events of the Network.
- Researching the new potential ELSA Day topics.

International Focus Programme (IFP)

- Communication with the new International Focus Programme Team regarding the IFP Week.
- Coordination of the IFP Week.
- Creation of the IFP web-page.
- Discussing the promotion of the IFP week with the VP Marketing.

AA Tools

- Creating the new Law Review Handbook.
- Revising and updating the AA Handbook.
- Restructuring and re-introducing the AA Project Specification Form and the AA Project Evaluation Form.

Coaching Countries, Communication and the events of the network

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

Miscellaneous

- Attendance of various academic and networking events in Brussels.
- Meetings with externals.
- Assisting the Treasurer with drafting the ERASMUS+ project grant application.
- Assisting the VP MCC at the Final Round of the European Human Rights Moot Court Competition in Strasbourg.

Christine Beck

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

ELSA Moot Court Competition on WTO law

- Extension of the new sponsors structure
- Gaining one new platinum sponsors, 1 completely new sponsor
- Communication with the teams, panellists, Regional Round Organizers, Sponsors etc.
- Negotiations with United Nations Economic Commission for Africa regarding the African Regional Round and receiving 35.000 USD
- Participation in the Regional Rounds and coordination of the Competition there, calculation of the scores, interpretation of the Rules, support for the Regional Round Organizers, Panellists preparation
- Preparations for the Final Oral Round, which will be organized in July 2017, overall coordination of the preparations

European Human Rights Moot Court Competition

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

Coaching National Groups

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

Miscellaneous

- Communication with Local and National Officers regarding their MCCs
- Participation in the World Forum for Democracy
- Participation in the IPM Tallinn
- Pre-visit in Cluj-Napoca and Kyiv for the EMC2 Regional Rounds
- Constant communication with all Directors & Assistants from the EMC2 and EHRMCC Team
- Attendance of the NOM Copenhagen

- Attendance at the NCM of ELSA Serbia
- Meeting with the President of ELSA Bulgaria

Nigel Micallef

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

ELSA Law Schools

- The creation of the new portfolios for the ELSA Law Schools.
- The coordination of all ELSA Law Schools with regards to the content of the website.
- The creation of the ELSA Law School Summer Cycle 2016/2017.
- The creation of the Additional Questions form for organisers to add their own questions to the application form.
- Assisting with quality improvements and other issues specific to ELSA Law Schools.
- Discussing various methods for unified promotion with the Vice-President for Marketing with regards to ELSA Law Schools.
- Seeking and discussing major improvements to the unification of ELSA Law Schools.
- Visiting Camscape in Bucharest, Romania to discuss all the issues in the past with regards to ELSA Law Schools and improvements with regards to the website.
- Coordinating the development of a new intranet whereby both organisers and the respective National Vice-Presidents for Seminars & Conferences could check and see the applications that were received for their ELSA Law Schools. The Intranet would also provide for a more secure application form and shall also provide ELSA International and the Network with more statistics.
- The creation of the application form for ELSA Law Schools.
- The creation of the privacy policy for ELSA Law Schools.
- The coordination of the 1st ELSA Law Schools Training Weekend which took place in Brussels, Belgium for organisers of different ELSA Law Schools.

ELSA Delegations

- Preparing all the necessary documents for ELSA to apply for observership status within the International Maritime Organization (IMO).
- Researching new organisations that ELSA can start to send Delegates to.
- Expanding cooperation and therefore providing more diverse opportunities.
- Preparation for several calls for ELSA Delegations.
- Making sure that all Officers involved get the necessary information with regards to applications and selected participants.

International Focus Programme (IFP)

- Together with ELSA's President, I have researched different organisations & law firms that could potentially become our IFP Partner.
- Assisting the new International Focus Programme team, which is made up of the Director and two Coordinators.
- Preparations for the IFP Week coordination.

- Discussing various methods for unified promotion with the Vice-President for Marketing for IFP Week, the IFP Logo and the IFP Almanac.

ELSA Webinars

- Coordinating the 1st Webinar in ELSA history with the Council of Europe on Migration Law, which reached over 14,000 participants.
- Traveling to Strasbourg for meetings regarding the technicalities, programme, marketing and logistics and to view the studio.
- Preparing the questions for the Webinar.
- Preparing the running schedule for the Webinar.
- Co-hosting the ELSA Webinar.
- Administering the ELSA Webinars web-page.
- Establishing an annual cooperation with the Council of Europe whereby two Webinars per year are held.
- Coordination of the Webinar with K&L Gates in line with the Legal Research Group.
- Coordinating the 2nd Webinar with the Council of Europe for the term 2016/2017.
- Researching different programmes for participants to be able to ask questions.
- Discussing various methods of promotion with the Vice-President for Marketing for the ELSA Webinars Logo, the marketing campaign and the launch video.

IBA-ELSA Students' Conference

- Coordination of the second international annual Conference on International Courts and Tribunals in London which is held in cooperation with the International Bar Association. This is connected to the fact that, on ELSA's behalf, I am responsible for the academic programme and I will be the co-chair of this conference.
- One of my main tasks with regards to this conference was finding several international speakers that could form part of the panel discussions.
- I have also assisted with the coordination of the promotion of the conference towards our network.
- Preparation for the 3rd edition of the IBA-ELSA Students' Conference.

S&C Tools

- The coordination of the updating of all ELSA Delegations Guidelines.
- The coordination of the updating of the S&C Handbook.
- The coordination of the updating of the SV Handbook.

Miscellaneous

- Communication with the network and my coaching countries.
- Organisation of the Study Visits to the ELSA House.

- Updating the information that is provided on the Officers' Portal.
- Head of Delegation and coordinator for the ELSA's delegation to the World Forum for Democracy.
- Assisting the Vice-President for Moot Court Competitions at the EHRMCC in Strasbourg and at the EMC2 Regional Round in Singapore.
- Preliminary work on the new Study Visit Guide.
- The coordination of the ELSA Christmas Cocktail.
- Trips to the National Council Meeting in Marburg, Germany and to Uppsala, Sweden.

Alyona Litvinova

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

- Job Hunting: Finalising TSFs with ELSA International traineeship providers, delegate central work to my Assistants for Job Hunting
- Website upload: Uploading EI traineeships, assisting my coaching countries and other National Officers with the website upload
- STEP Launch: Preparation of the STEP Countdown in cooperation with VP Marketing, preparation of the STEP Portal and STEP Interface for the Student Hunting
- Matching: Uploading TSFs on the STEP Interface, conducting matching for all EI traineeships + 6 National Groups, informing Hosting Groups about the matching results/forwarding the applications
- Selection results: receiving the selection results and uploading them to the website
- STEP Coaching Team: contact via e-mail/Facebook with my coaching countries (6+2), participation in Team Skype meetings
- STEP Coaching Strategy: participation in creation of strategy
- Implementation of the online Evaluation Forms
- Attending and active participating at AIJA Half Year November Conference in Verona, Italy
- Concluding the partnership agreement with Bierens Debt Recovery Lawyers in cooperation with Robert Vierling
- Negotiating MoU with Australian Law Students' Association
- Negotiating amendments to MoU with Asian Law Students' Association
- Meeting with Camscape about improvements that can be made to the STEP Portal as well as general ELSA IT work
- Coaching visits to the NCMs of ELSA Germany and ELSA Spain
- General contact with my coaching countries

ELSA INTERNATIONAL TEAM 2016/2017

Alena Krížová

| Director for Internal Management of ELSA International 2016/2017

State of the Network Enquiry

- Compilation and evaluation of the 21st State of the Network
- Presentation of the 21st State of the Network Report during the IM workshops at the LXX International Council Meeting Porto
- Compilation of the 22nd State of the Network Enquiry

Working Materials

- Coordination of the proofreading process of all necessary materials to be included in the Working Materials for the LXVIII International Council Meeting Porto
- Coordination of the proofreading process of all necessary materials to be included in the Working Materials for the LXIX International Council Meeting Prague

Miscellaneous

- Assisting the Secretary General where necessary
- Communication with the rest of the Internal Management Team of ELSA
- Assistance in promoting the International Trainers' Pool
- Assistance in testing the new mailing system and researching possible options and solutions for innovating the mailing system.

Narmin “Nana” Aliyeva

| Assistant for Training of ELSA International 2016/2017

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

Karolina “Ruda” Bogusz

| Assistant for Human Resources of ELSA International 2016/2017

- Human Resources workshop during II Slavic Officers’ Meeting in Prague
- Contact with National Groups
- Encourage National Groups to implement Human Resources Strategy
- Coordinating Human Resources challenge for the IM’ers
- Preparation and delivering of the Human Resources workshop at ICM Prague
- Proposal connected with the Human Resources section

Andrew Dumbrava

| Assistant for IT of ELSA International 2016/2017

- Providing support in terms of website maintenance
 - Searching and implementing solutions for different wordpress issues
 - Help in content creating
- Providing assistance as a liaison between the International Board and Camscape
- Providing help in developing the ELSA google mailing system

Ruth Azzopardi, Cecilie Ostefeld, Donal Merrick & Joris Digners
| Proofreading Team of ELSA International 2016/2017

- IFP Almanac
- Synergy Edition 61
- STEP Coaching Strategy
- ICM Prague Working Materials; including Proposals, Activity Reports and Workshops descriptions

Elena Maglio

| Assistant for EDF of ELSA International 2016/2017

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

Filipe Machado

| Assistant for Facility Management of ELSA International 2016/2017

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

Magdalena Poprawa

| Director for Public Relations of ELSA International 2016/2017

- Transition with the Vice President for Marketing ELSA International 2016/2017, Ivan Chopyk
- Working on branding outline for ELSA (especially selling points)
- Preparing a Brand Book of ELSA (in progress - for now introduction, purpose, personality, tone of voice and whole list of content)
- Creating monthly report in Sotrender – checking effectiveness of communication in social media
- Researching for potential software to manage social media channels from one place
- Researching for international days to celebrate (to connect it to our communication on ELSA channels)
- Changing the name of ELSA's LinkedIn
- Helping with merging Pages of ELSA and deleting some of them (in final: ELSA have only one Page on Facebook – unification)
- Researching for Facebook Ads possibilities for ELSA
- Researching for media entities for EHRMCC
- Changing the description of ELSA on Wikipedia
- Helping with registering ELSA flagships trademarks and names (in progress)
- Attendance to the Christmas Cocktail in ELSA House and National Council Meeting of ELSA Germany
- Mid-term evaluation

Anna Wójcik

| Assistant for Advertising of ELSA International 2016/2017

- Transition with the Director for Advertising ELSA International 2015/2016, Krzysztof Rumpel
- Scheduling the advertising plan for January-August 2017
- Updating the internal database of previous and current advertisers
- Updating the Mailchimp database of potential and current advertisers
- Researching for more potential advertisers including language courses and law offices
- Researching possible changes on ELSA website to make advertisings more visible
- Preparing an offer for potential advertisers for online possibilities
- Preparing an offer for potential advertisers for Synergy Autumn Edition 2017
- Sending e-mails via Mailchimp platform for potential advertisers for online possibilities (in progress)
- Sending e-mails via Mailchimp platform for potential advertisers for Synergy Autumn Edition 2017 (in progress)
- Mid-term evaluation

Andreja Friškovec

| Assistant for Publications of ELSA International 2016/2017

- Administrative work with the shipping lists.
- Proofreading of the articles sent for submission from of the ELSA Network.
- Inquiring for articles from National/Local Groups regarding the activities organized by them and from Externals.
- Assisting the Vice President for Marketing in editorial perspectives.
- Taking necessary steps for providing an International Standard Serial Number (ISSN) for Synergy Magazine.
- Assisting the Vice President for Marketing in providing ideas for promotion of Synergy Magazine, content of Synergy Workshop for the ICM Prague, content of Activity Report.

Nikolai Karleif Lyngnes

| Graphic Design Team of ELSA International 2016/2017

- Contributing to the brand book
- Creating marketing package for ELSA Day
- Creating Logo for Summer ELSA Law Schools
- Creating marketing package for Summer ELSA Law Schools
- Assisting the rest of the team with their work

Alex Adamou

| Assistant for Academic Activities of ELSA International 2016/2017

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

Romana Fridiková

| Assistant for ELSA Day of ELSA International 2016/2017

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

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

Desirée Ramada, International Academic Coordinator

- Reviewed and provided feedback, with the assistance of the International Research Assistant, on the National Reports of the participating Countries;
- Clarified any questions and doubts about the Academic Framework and overall academic content;
- Coordinated the overall work of the International Research Assistants;
- Assisted in the overall coordinator of the LRG - European Compliance Benchmark, as a member of the ICT;
- Drafted Academic Guidelines, with the aim of assisting the groups with the improvement of the quality of the reports.

Kristýna Tranová, International Human Resources Assistant

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

Mariagiulia Cecchini, International Research Assistant

- Assisted the International Academic Coordinator in preparing a draft answer regarding clarification email from LRG's participants (mainly Greece-Russia)
- Searched and compiled a preliminary list of relevant materials: books, reports and websites
- Studied the subject matter, identified and read relevant books, reports and websites
- Assisted International Academic Coordinator in drafting the academic guidelines

Bruno Filipe Lima Monteiro & Kerli Kalk

| International Coordination Team for the ELSA Legal Research Group on Labour Law
of ELSA International 2015/2016

Bruno Filipe Lima Monteiro, International Academic Coordinator

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

Kerli Kalk, International Human Resources Assistant

- Keeping a comprehensive overview of all participants involved in the project
- Creating a database of the work and university status of the participants
- Asking for status reports for the final reports and confirming deadline extensions
- Answer questions concerning human resources
- Forward questions about the academic aspects of the project to the International Academic Coordinator

Constantina Markou & the Editorial Board
| ELSA Law Review Team of ELSA International 2016/2017

Constantina Markou, Assistant for the ELSA Law Review
<ul style="list-style-type: none">• Relayed information to the Editorial Board as per the Director's instructions• Organized and lead Skype meetings for coordination (Oct-Nov 2016)• Sent formal promotion emails to more than 20 entities in Cyprus alone• General supporting work for the Director and the Editorial Board

The Editorial Board
<ul style="list-style-type: none">• Bi-weekly Skype meetings for coordination (Oct – Nov 2016)• Updating the contact info database for law faculties, institutions, societies, potential partners across Europe• Sending the formal call to all entities included in the updated database• Sending follow-up emails and answering queries• Personal messages to researchers, friends, and potential contributors• Promoting to groups through social media (Facebook, LinkedIn, etc.)• Initial reviewing of the submissions

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

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

Lucie Kalousková

| ELSA Moot Court Competition Team of ELSA International 2016/2017

Alex Huitzi, Director

First of all, I would like to apologize for my absence in the ICM of Prague. I would really like to be there with you. However, my absence is justified for job incompatibilities, I hope you understand.

- Since September 2016, I worked really close not only to the VP MCC, but also with the assistants and OC of the Regional Rounds, through several Skype meetings and emails.
- We basically had three work-peaks during our term so far. Between these peaks of work, my work was basically answering emails and contacting the organizers on a day-by-day basis.
 - Clarifications of the case: All the teams needed to send us their request for clarification to the author. Then we had to compile them in one document, organize them by issues and then send the document to the author.
 - Enrolment of the teams: They had a lot of questions previous to the deadline on December, normally referred to the possible composition of the teams or the modification of team members.
 - Submission of the Written Essays: we had to receive them all and send them to the Academic Board. We had to extend the deadline of the Written Submission due to some minor problems with the case that were completely out of our hands.

From my side, I can only hope that everything went smoothly and wish you a good stay in Prague. If you have any further questions, please, refer them to Christine or send me an email directly to emc2@elsa.org and I will answer them before the ICM.

Lucie Kalousková, Assistant for Panellists

- Creating a table of contacts of potential Written Submissions Panellists.
- Inviting potential Panellists to score Written Submissions.
- Assisting the VP MCC with keeping the Regional Rounds' organisers in contact with the Panellists.

- Distributing documents, Written Submissions and further information to the Panellists.
- Answering Panellists' questions.
- Gathering Score Sheets from the Panellists and forwarding them to the VP MCC.
- Communication with EMC2 Partners who are sending their Panellists to the Regional Rounds.

Michelle Goossens, Assistant for Teams

- Registered the teams for the competition
- Assisted with questions regarding the case and the competition
- Assisted with the content of the Team Information Booklet

Nihat Cingöz & Mark O'Reilly

| European Human Rights Moot Court Competition Team of ELSA International
2016/2017

Nihat Cingöz, Director

- Co-management of the project with the Vice President for Moot Court Competitions
- Constitution and supervision of the OC
- Contact with experts for scoring of written submissions and for the bench at the Oral Round in Strasbourg

Mark O'Reilly, Assistant for Teams

- Processed the applications of the teams
- Answered questions from the teams
- Collated the clarification questions
- Communicated relevant information to the teams
- Kept regular contact with the Vice President for Moot Court Competitions and Director for the EHRMCC
- Provided information to National MCC Officers as needed

Sergio Avila Testa

| Director for Webinars of ELSA International 2016/2017

- Researching different software platforms for Webinars
- Continued communication with VP S&C EI
- Preparation and conduct of Webinars workshop during ICM Porto 2016
- Promotion of Webinar for the ELSA Day
- Working on updating S&C Handbooks together with the Working Group
- Researching topics and questions for future Webinars
- Researching possible organisations / businesses that could be interested in collaborating

Deniz Hatemi, Nicole Sultana, Ezgi Yildiz, Danny Koeijvoets, Jan Graeger & Stephaan Cloet
| ELSA Law Schools Team of ELSA International 2016/2017

Deniz Hatemi, Director

- The e-mail address has been handed over by Nigel Micallef, and the term has been planned in a Skype meeting.
- A Facebook group, Whatsapp 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 the 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.
- The ELSA Law Schools Handbook has been updated in accordance with the changes made at ICM Porto.
- 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 12 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 12 HoOCs.
- I have provided assistance to my team with regards to the issues and problems with which they have dealt with their coaching countries.

Nicole Sultana, Coach

- In relation to my work for the ELSA Law School Team, I have been constantly in contact with the Organising Committees for whom I have been appointed coach. The level of communication depended mostly on whether it was a new law school, or if it was a second or third edition. My coaching groups were from Norway, Tbilisi, Lisbon, Romania, Russia and Ukraine.
- All skype calls have been made, except one with Michael Bonifare from Lisbon (Aviation Law ELSA Law School). Many attempts to set a skype meeting have been made, but no replies were ever received. Furthermore, all organising committees are doing rather well, except the law school on Competition Law (Norway). Head of OC,

Erling Hermansen, informed me that this law school edition is to be cancelled due to financial doubts. Other than those, everyone is doing fairly well.

- Each group is keeping me updated constantly and when they have any questions or doubts we usually discuss them together and reach a conclusion on or a solution to the matter.

Ezgi Yildiz, Coach

- My coaching groups are ELSA Baku, ELSA Copenhagen, ELSA Brno, ELSA Mannheim, ELSA Vienna and ELSA Odessa.
- Individual Skype Meetings with every HoOC have taken place and I had some extra meetings with some of the groups.
- I am constantly in touch with all the HoOC's through Facebook.
- Some groups faced some financial difficulties regarding the budget, new fees and finding sponsors. However, with a little bit of extra effort, all the issues have been resolved. I tried to be involved and helpful through the process as much as I was needed and provided guidance and advice.
- I always make myself available 24/7 and I try to answer whenever my assistance is needed.

Danny Koeijvoets, Coach

- Regarding my work for the ELSA Law School Team I have been in regular contact with my coaching groups. Some more than others of course but it depends a lot on who needs what and how experienced certain HoOCs/OCs are. My coaching groups are ELSA Antwerp, ELSA Brussels, ELSA Coimbra, ELSA Istanbul, ELSA Izmir, ELSA Porto and ELSA Rheinland.
- So far all of the groups are doing rather well as far as I am concerned. The only special issue at this point is the situation in Turkey as a country and to what extent this limits their ability to organise their Law School.
- A little bit of a struggle for most groups was to be in time with the deadline of 08/02/2017 to finalise their portfolio on the Portal, but we keep pushing everyone to be on time and so far, it is working. Nigel explained to us that it is very important to respect this deadline for marketing purposes, so that is why I have checked up a few times after I Skyped with everyone.
- I had a Skype with all my groups in which they explained how things were going and where they currently stand. It is good to stay updated as a coach and to know what is going on, you don't always have to be informed in great detail as long as you know the major struggles that are going on and preferably you want to know that there are no real struggles at all.
- There will be at least one more Skype meeting after the deadline of the 8th of February, after which most of the groups will have all their details finalised and in that

meeting I will evaluate how everything looks and whether I see any potential problems.

Jan Graeger, Coach

- My coaching groups are the Law Schools in Trieste, Dublin, Geneva, Poznan, Vienna & Bratislava, Wroclaw and Krakow.
- The first round of Skype calls with the coaching groups took place in the first weeks of December. The aim of the first conversation was first of all to inform the OCs about all relevant regulations; afterwards overviews were given on the following topics: budget, academic programme and partners, social programme and general matters.
- The main aspects of concern of the groups were regarding finances and also in particular fulfilling the requirements regarding the academic programme, whilst a few groups were especially struggling with a lack of support from their academic partner. My job here was to motivate the groups and give them information on how they can proceed with planning and organising their Law Schools whilst assuring them that although they shall make their own experiences, I will always be there to assist them when questions and problems arise.
- In February I had the chance to meet four of my seven coaching groups at the HoOCs training weekend in Brussels, which not only gave us the chance to meet personally and get to know each other better, but will also enable me to follow up on the progress the groups make on the input given in the workshops by the IB. I believe personally knowing the people you are dealing with makes it easier to address problems and questions on both sides, so that the grounds for great teamwork can be created.
- I will also be present at the ICM, where I would like to seize the opportunity and meet with those OCs that could not attend the training weekend in Brussels, so we can have a chance to meet personally and address new developments and also their progress.
- I will conduct the second round of Skype calls in the course of March to prepare the OCs firstly for the selection process, but also to ensure that they are 100% ready for their Law Schools. I will offer additional Skype calls to all groups within a month before the start of their respective Law Schools, so that remaining open questions can be addressed and even smaller details can be discussed.

Stephaan Cloet, Coach

- I am coaching the ELSA Law Schools in Ankara, Sarajevo, Lodz, Zadar, and Thessaloniki, as well as two in Athens.
- All skype meetings with the HoOCs have taken place. There are no noteworthy difficulties to mention. Except for the exceptional circumstances in Turkey, there are no specific points of attention. Most groups had a dilemma when deciding whether or not to apply the maximum fees or not.

- I am in regular contact with most of the groups, as they need some practical tips and answers.

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

Evgenia Podgorskikh, Director

- Supervising the Delegations Team
- Opening the September, November & January Calls – 27 sessions in Brussels, Geneva, New York, Malta, Strasbourg, The Hague and Vienna
- Organising Skype meetings
- Updating the Guidelines for ELSA Delegations to the UN ECOSOC, UNCITRAL and WIPO, in cooperation with Coordinators
- Creating new Guidelines for OHCHR
- Creating new Guidelines for OECD and UNODC in cooperation with the Coordinators
- Promoting the Delegations among the network
- Coordination of the Missing Children Europe conference in Malta
- Coordinating Human Rights Bodies sessions in Geneva
- Collecting & reading the surveys
- Providing Coordinators with letters of accreditation, letters of confirmation and letters of participation
- Creating testimonials on the homepage
- Representing ELSA at Delegations to the Council of Europe at the World Forum for Democracy in Strasbourg
- Preparation of the list of organisations for further expansion

Ecem Kumsal Basyurt, Assistant

- Publishing the information about the upcoming calls for Delegations on the ELSA Homepage
- Publishing the information about the selection results for Delegations on the ELSA Homepage
- Reading applications and selecting potential delegates
- Expansion – searching for new partners (WMO, IPCC, ICSU etc.)
- Attending Skype meetings
- Propose organisations/institutions for expansion according to the new IFP
- Promoting ELSA Delegations

Justyna Urbanowska, Assistant

- Reading applications and selecting potential delegates
- Proposing organizations/institutions for expansion according to the new IFP

- Expansion – searching for new partners (WMO, EEA)
- Representing ELSA at the Delegation to the Council of Europe at the World Forum for Democracy in Strasbourg
- Preparing & presenting a presentation about Delegations at ICM Porto
- Reading evaluations and reporting to the Director
- Attending Skype meetings
- Promoting ELSA Delegations among our Network

Elif Benan Yaman, Assistant

- Reading applications and selecting potential delegates
- After the appointments are made by the IB, creating an Appointed Delegates Sheet in order to allow for the collection of statistics during the term
- Expansion – searching for new partners
- Attending Skype meetings

Rowena Palijama, Coordinator for UNCITRAL

- Supervising ELSA Delegations to UNCITRAL in both Vienna and New York
- Supervising the first ELSA Delegation to the World Bank in Washington
- Research within UNCITRAL – conducting research in order to make proposals for new sessions for future calls
- Coordination of appointed delegates – informing both successful and unsuccessful applicants for UNCITRAL
- Maintaining contact with the UNCITRAL secretariat – registering delegates to the respective sessions
- Assisting with the academic preparation of appointed delegates
- Participating at the team Skype meetings
- Collecting surveys and making proposals based on the feedback for internal improvement

Felix H. Meyer, Coordinator for WIPO

- Coordinating nine Delegations to the WIPO in total so far, with 42 ELSA Delegates
- Represented ELSA in two Delegations at the WIPO
- Cooperation with the other Team members
- Preparing letters of invitation and sending the letters of confirmation, letters of participation and letters of invitation to the delegates
- Presentation about Delegations at the German NCM in Marburg

Roman Zapletal, Coordinator for UN ECOSOC & UNODC

- Communication with appointed delegates to the UN ECOSOC and the UNODC sessions, general support via e-mail and social media
- Communication with representatives of the UN ECOSOC (or its subsidiary bodies) and the UNODC regarding the proper registration of all appointed delegates
- Providing the appointed delegates with Letters of Confirmation, Letters of Participation as well as Invitation Letters for visa purposes
- Preparation of a brief written summarisation of the most important information for each group of delegates appointed to the UN ECOSOC or the UNODC sessions
- Presentation of ELSA Delegations and the Delegations Team at the S&C workshop during ICM Porto 2016, together with the Assistant for Delegations
- Update of the Guidelines for ELSA Delegations to the UN ECOSOC
- Creation of the new Guidelines for ELSA Delegations to the UNODC in cooperation with the Director for Delegations
- Attending Skype meetings and regular communication with other members of the Delegations Team via e-mail as well as social media

Ivan Peralta Aguilera, Elizaveta Pysarevska & Adam Kowalewski
| International Focus Programme Team of ELSA International 2016/2017

Written by **Ivan Peralta Aguilera**, Director on behalf of him and his two Assistants

- Since I was appointed in September, we have had a constant communication with the Vice President of Seminars and Conferences of ELSA International. This communication consists of messages via Facebook, e-mails and Skype meetings that guided me through this directory
- ELSA International appointed two assistants for the International Focus Programme: Elizaveta Pysarevska and Adam Kowalewski. My task was to coordinate with them and create the IFP Team. The communication and coordination has been constant since September, through a Facebook group and e-mails.
- By the beginning of October, I had written the text found in <http://elsa.org/international-focus-programme/>, where the history of IFP can be found and information related to Environmental Law.
- By the beginning of November, I had written a list that ELSA International will use to find potential sponsors and partners regarding the International Focus Programme. This list includes international NGOs, institutions, universities and law firms related to environmental law and the environment.
- The IFP Team has been working since the end of 2016 on the creation of a list of speakers. I divided the National Groups with the team to find NGOs, institutions, universities and law firms related to environmental law. The objective is to give to the National Groups a tool where they can find speakers for their IFP events.
- ELSA International gave the National Groups the opportunity to each appoint a National IFP Coordinator, who will be the responsible for coordinating the International Focus Programme in their respective countries and will be the path of communication between Local Groups and ELSA International, regarding the IFP. I coordinated the team's work relating to the National Coordinators: we divided up the National Groups to coach them.
- During the month of December, I held Skype meetings with each one of the National Coordinators that I am coaching. We discussed their responsibilities as National Coordinators, preparation for IFP Week and how IFP is going in their National Groups
- I asked the National Coordinators for ideas and about events planned, etc.
- During December, I coordinated the work of the IFP Team regarding the meetings via Skype and collected their feedback. I also assisted the National Coordinators who had some doubts regarding the International Focus Programme.
- As IFP Week will take place from the 2nd to the 9th of April, and this does not suit the academic calendar of every National Group, we will look for alternatives by the beginning of February.

- Besides the communication with the Vice President for Seminars and Conferences of ELSA International, I have also had a Skype meeting with the Vice President for Academic Activities, which assisted me in the coordination of the IFP Week.

Inga Scheel, Aysha Abdel Gadir, Tetiana Grudinina & Asen Dimitrov
| STEP Coaching Team of ELSA International 2016/2017

Inga Scheel, Director

- Division of all ELSA Member Countries into STEP Coaching Countries
- Creating a Coaching Strategy for the term 16/17, including internal and external communication goals, together with the STEP Coaching Team
- Introduction and regular contact to my, by now, nine Coaching Countries: Albania, Azerbaijan, Georgia, Montenegro, Norway, Poland, Sweden, the Netherlands and the United Kingdom
- Conduction of Skype meetings as well as STEP transitions for those of my Coaching Countries that wished for it
- Answering questions by and keeping in touch with the STEP Coaching Team
- Organisation and preparation of regular Skype meetings within the STEP Coaching Team
- Preparation of a STEP Workshop unit with the STEP Coaching Team for ICM Prague

Aysha Abdel Gadir, Coach

- Getting a transition from the Coaching Team 2015/2016
- Participating in creation of a Coaching Strategy for STEP
- Keeping in contact with VPs for STEP of my coaching countries via email and Facebook and answering all of their questions
- Having Skype meetings with all of the coaching countries once a month
- Updating the Google drive folder of Coaching Team
- Discussing different methods for Job Hunting with the coaching countries
- Supporting VPs for STEP with Job Hunting and Student Hunting

Tetiana Grudinina, Coach

- Cooperation with the STEP Coaching Team
- Introduction to the Coaching Countries
- Supervising the Coaching Countries via Skype meetings, email and Facebook
- Introducing the STEP interface to the Coaching Countries
- Assisting to find new potential partners
- Helping with the occasional questions and keeping the officers on track with the latest developments in STEP
- Delivering a STEP Workshop together with the national VP STEP of ELSA Hungary and Director for Student Hunting of ELSA Budapest

Asen Dimitrov, Coach

- Introduction to the Coaching Countries.
- Communicated efficiently with several coaching countries and tried to overcome communication issues with countries, which were not responding to emails, messages etc.
- Cooperated with STEP Coaching team to identify issues and resolve them in a timely manner.
- Identified common hurdles of STEP Officers and tried to remedy them by providing appropriate solutions (e.g. issues with STEP portal, applicant requests, etc.).

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

Miguel Pereira
<ul style="list-style-type: none">• Putting the traineeship specifications into the Matching Interface;• Matching of applications to the traineeship through the Matching Interface;• Emailing matching results to the National Groups.

Francesco Perrone
<ul style="list-style-type: none">• Assisting the Vice President for STEP of ELSA International during the matching process.• Updating the traineeship providers' interfaces• Reviewing all the applications, country-sorted.• Notifying the National Groups, asking to facilitate the selection process on the traineeship provider's side.• Getting the selection results from the traineeship providers and confirmation from the selected members.

Aneta Korcová & Michał Mioduszeński
| STEP Job Hunting Team of ELSA International 2016/2017

- Conducting research on potential STEP Traineeship Providers
- Renewing old database, creating a new one with 600 new contacts
- Creating draft e-mail for potential STEP providers
- Getting in contact with new potential STEP Providers
- Starting to update Job Hunting part in STEP Handbook
- Preparing STEP materials for promotion
- Conducting Training on The theory of Job Hunting at ICM Porto
- Delivering Workshops on NCM ELSA Czech Republic, Medlov (STEP in International Environment); 58. National Council Meeting of ELSA Austria, Wien (STEP basic knowledge); National Council Meeting of ELSA Slovak Republic in Bratislava (STEP basic knowledge); II Slavic Officers' Meeting Prague (STEP basic knowledge), National Council Meeting ELSA Poland, Łódź (STEP on International level)

International Internal Area Meeting Reports

International Presidents Meeting Arlamow – BEE Chair Report

| Anastasia Kalinina

Opening Workshop of IPM Arlamow:

- Welcoming and introduction of IB representatives: President and Treasurer of ELSA International. 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.

Partner Opportunities:

- Presentation of ELSA International's partners.
- Updates given on the current partners including all changes in agreements.
- Some discussion on how these could be further promoted by national presidents.
- Sharing of any new or prominent national partners.

International Update:

- Presentation of the activities of ELSA International's work since IPM Tallinn, including statistics for ELSA Law Schools, newly launched webinar projects, situation with the EMC2.
- Updates given on the situation with the ELSA House and the on-going research into the tax issues.
- Time given to addressing questions to ELSA International, which included updates on the progress with the Officers' Portal and the purpose of the donations option for EMC2.

Renaming of the S&C Area:

- Presentation of the proposal of ELSA Germany on renaming the area of S&C. After some discussion the proposal was separated into whether the area needs renaming in the first place and if so, what would be the proposed name. Both the need for renaming and ELSA Germany's further suggestion for the change to be "Seminars & Conferences" to "Scientific & Cultural Events" was not approved overall.

Proposal for the Reform of the External Relations Regulations

- The presentation from the working group on the reforming the current regulations. The purpose behind the proposal that was to simplify and streamline the current system for external contact between the national and international level. Discussion pointed out that the concerns raised earlier about the regulations in IPM Tallinn and ICM Porto no longer stand since there is now an archive created of all the external contacts that has alleviated the issues surrounding the international president being the middle point. After this was clarified, the proposal was approved.

Institutional Relations Regulations

- Presentation by ELSA International of a proposal clarifying the current situation with contacting international institutions. There was no discussion on this and has been approved.

Membership Fee/EDF Contribution

- Presentation by ELSA International on the current situation with the EDF and several options for changing the system to allow for better distribution of the funds across the network involving local group payment.
- Working groups organised to discuss the various options and the plausibility of the proposed system.
- Discussion and concerns raised on the financial situation of national and local groups who may be unable to pay the fees and what the alternatives for these would be.
- The results showed the need for further refined discussion in the form of a concrete proposal by the working group.

Strategic Goals 2018 & Strategic Planning

- ELSA International presented the Strategic Goals 2018
- Separation into working groups to assess the use of the current goals and structure, evaluation of the current duration and potential changes overall.
- Presentation of the results of the working group.
- Overall satisfaction with the structure, some changes and revisions made to out-dated goals and several comments made on the use of concrete numbers to present and evaluate goals.

ICM Porto Aftermath

- Summary of ELSA International on what happened before, during and after Porto with regards to the organisation, logistics and finances of the event. Addressing of the issue of deposit money not returned to a number of delegations.
- Presentation by ELSA International on the possible solutions including EI buying out of individual claims of participants.
- Discussion on the viability of the solution, the potential complications, impact of this on ELSA Portugal and the OC personally, this potentially setting precedent and expectations of quality standards.

STEP Fees

- ELSA International presented the proposal on introducing fees for successful applicants to STEP under certain conditions. This was followed by a lot of discussion raising issues of the status of the organisation, the exact use of the money and the ability of groups to pay or make alternative ways of payment to allow for the intended project sustainability.
- The proposal was not overall well received with the majority not recommending it through.

Observers

- Presentation of ELSA International on the observer groups, their current status and their intentions of applying for membership for ICM Prague.
- Presentation of the attending observer group of ELSA Belarus on their progress and future plans followed by a question and answer session.

Half-Year Evaluation

- Splitting into groups, separating nationals and locals, to present issues of board management, NCM organisation, fundraising and motivation that have been encountered so far and experience sharing.

Hot Topics

- A roundtable discussion, separating nationals and locals, on the hot topics raised including quality expansion, role of the office, conflict management, the coaching system, participation of the IPM and initiative groups.

ELS

- Presentation about the ELS, given by ELSA International, and the member system, its benefits and the decline of activity amongst alumni after the cessation of active officer years.
- Short discussion on national alumni systems and their engagement with the active officers of ELSA.

Future of the MCCs

- Presentation by ELSA International on the proposal for the revision and allocation of the duties of the VP for Moot Court Competitions. This involved separating the two moot court competitions and giving the EHRMCC project entirely to the VP for Academic Activities allowing the VP MCC to focus on only one project.
- Discussion on the name of the position, the workload of both areas, the impact of this on leading workshops in international events and whether this would be enforced immediately in ICM Prague.
- The outcome was that the workshop was overall positive for the change.

IB/NB Insight

- The workshop separated between local and national officers to discuss with one IB representative any questions, concerns and expectations of working on each individual level.

Miscellaneous

- Short discussion on the merits of the election system of workshop officers and the practicalities surrounding that.

Evaluation & Closing

- A roundtable discussion evaluating the experience of participants throughout the week sharing its best moments.
- Thanks to the Organising Committee, workshop officers and ELSA International.

PROPOSALS

THE INTERNATIONAL BOARD

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

The International Council

Article 4 – Organisation

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4.3 Election of the Host

The International ~~Council~~ Board shall ~~elect~~ appoint a host for the International Council Meeting responsible for the practical organising. ~~The election of an International Council Meeting host shall be taken by means of an absolute majority of votes of the Member National ELSA Groups represented and able to vote.~~ No decision can be taken upon the application earlier than 20 months before the International Council Meeting the ELSA group has applied to host.

4.4 Call

The International Board is responsible for announcing the call for the upcoming International Council Meeting hosts. This call shall be sent out on the internal mailing lists ~~included in the working materials for the upcoming meeting, where a decision for the hosts will be made,~~ along with the annexed hosting agreement drafted by the International Board as a binding offer to be signed by any applicant before the International ~~Council Board~~ votes decides upon the host and to come in force towards only the appointed ~~elected~~ host. The call shall be sent out no later than 16 months before the International Council Meeting is to be held.

...

4.7 Application

The application to host an International Council Meeting shall ~~be handed in to the International Board no later than the third day 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, and
- d. any other relevant materials.

4.8 Force Majeure

In case of force majeure, the International Board has the right to delegate the practical organisation of an International Council Meeting to a Member of ELSA or to a member Local Group of a Member of ELSA or to an organising committee. This decision by the International Board can, in such cases, overturn a previous decision made by the International ~~Council Board~~ to delegate the organisation. ~~The venue stated in the hosting agreement of an International Council Meeting can only be changed upon agreement with the International Board in case of force majeure.~~

Comment:

As a positive consequence of the Coaching System, the International Board has acquired a great deal of knowledge on the National Groups of ELSA over the years. This knowledge is used in many ways, including when the International Board chooses hosts for the SAM, KAM, Train the Trainers Week and also in the future the IPM. However, the host of one International Internal Meeting is still chosen by the International Council, namely the ICM. The ICM is the biggest single event organised on the International Level, and requires a preparation of many months. After an ICM host is elected by the International Council, a collaborative work is started between the elected host and the International Board. Many things need to be discussed, approved and solved. This requires close cooperation and a high level of professionalism from both parties.

Based on the knowledge preserved in the International Board, which has been passed on from year to year, which is then combined with the importance of the expertise and skills of the organisers, the International Board believes that the hosts of future ICM's should be chosen by future International Boards. This will result in a more stable planning process and execution of ICM's in the future.

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

The International Council

Article 5 – Preparations

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5.2 Requested Materials

Proposals for amendments to the Statutes are to be submitted at least 35 days before the opening of the International Council Meeting. All other proposals, ~~activity reports, financial documents~~ and any other materials that are to be submitted to the International Council must be sent to the Secretary General of the International Board at least ~~35~~28 days before the opening of the International Council Meeting. The right to submit proposals of any kind to the International Council is reserved to the International Board and each of the Members of ELSA.

5.3 Working Materials

~~The agenda of the International Council Meeting, information about the applicants for observership, membership or direct membership, all proposals received and the activity reports of all members of the International Board shall be sent by the International Board to all Members and Observers of ELSA, the Auditors, and any person appointed by the International Board or the International Council to assist in their work and carry out a specific task related to the activities of the association. The working materials shall be sent out at least 28 days before the opening of the International Council Meeting.~~

The received proposals for amendments to the Statutes are to be made available to the Network at least 28 days before the opening of the International Council Meeting. They shall be made available in one collective document.

The collective Working Materials, including all the received proposals, observership-, membership- and direct membership applications and the Activity Reports of all members of the International Board, are to be made available to the Network at least 14 days before the opening of the International Council Meeting.

Comment:

With this proposal the International Board seeks to make a more feasible deadlines calendar regarding the Working Materials for the ICMs. As of now, the Working Materials have to consist of Workshop descriptions, Plenary agenda and Activity Reports etc. These Materials are sent out 28 days before, meaning that the International Board have to finish these documents earlier than 35 days before the opening of the ICM. This means that the outcome of the SAM, KAM and IPMs

is difficult to include in the Workshop planning, the external partners joining the ICM are almost impossible to include in the initial Plenary agenda and the Activity Reports are outdated when the ICM begins.

No. 3: Standing Orders amendment in the part “The International Council”

The International Council

Article 5 – Preparations

...

5.4 Number of Delegates

The following rules shall apply in regards to the number of delegates:

- a. The Members and Observers of ELSA have the right to send nine delegates to each International Council Meeting. The host of the International Council Meeting in agreement with the International Board may increase this number.
- b. ELSA International has the right to send eight additional delegates, exceeding the International Board, to each International Council Meeting. The host of the International Council Meeting may increase this number in agreement with the International Board.
- ~~b. c.~~ c. If a Member or Observer cannot fill all nine positions with its own members, the respective National Group can give free positions from its delegation to other Members or Observers of ELSA.
- ~~c. d.~~ d. The International Board or the respective National Board of the person applying to be part of the ~~national~~ delegation shall approve him/her as a delegate and shall bear the financial responsibilities for him/her.

Comment:

In order to increase the responsibility put on the Team Members of ELSA International and in order to improve the structure of ELSA International further, there is a need to ensure that specifically chosen and necessary Members can participate in the ICM. By adding this part to the Standing Orders, we ensure that the continued work on improving the structure of ELSA International is not blocked by a lack of spots for these Members at the ICM's.

No. 4: Standing Orders amendment in the part “The International Council”

The International Council

Article 5 – Preparations

...

5.4 Number of Delegates

The following rules shall apply in regards to the number of delegates:

- c. The Members and Observers of ELSA have the right to send nine delegates to each International Council Meeting. The host of the International Council Meeting in agreement with the International Board may increase this number.
- ~~b. If a Member or Observer cannot fill all nine positions with its own members, the respective National Group can give free positions from its delegation to other Members or Observers of ELSA.~~
- b. The delegates of a Member or Observer of ELSA can only be Members from the respective National Group or its Local Groups. Should a Member or Observer not act in accordance with the former provision, it will be at the International Board’s discretion to sanction by decreasing the respective National Groups spots to maximum seven spots regardless of additional spots for the next International Council Meeting.
- c. The Organising Committee shall distribute the available spots equally between the National Groups applications for extra spots.
- ~~e.~~ d. The respective National Board of the person applying to be part of the national delegation shall approve him/her as a delegate and shall bear the financial responsibilities for him/her.

Comment:

This proposal is made in order to remove the option for NG’s to freely give their spots away to other delegations. Thereby enabling the spots system that was used for the ICM in Porto.

The new part b will eliminate the option for NG’s to bring other NG’s delegates and thereby ensure that the free spots will be divided equally as stated in the new part c.

No. 5: Standing Orders amendment in the part “The International Council”

The International Council

Article 5 – Preparations

...

5.6 Proxies

The following rules shall apply in regards to proxies:

...

- e. A proxy vote can be handed in directly or submitted by ~~fax~~, letter or email with a scanned document attached. If the proxy vote is submitted by ~~fax or~~ letter, it shall state the phone number to be used to confirm its receipt. The Secretary General of the International Board has to confirm receipt of it as soon as it reaches him/her.

Comment:

Because a fax is an outdated technical instrument when transferring documents.

No. 6: Standing Orders amendment in the parts “The International Council”, “Amendments” and “Decision Book and Minutes”

The International Council

Article 6 – General Procedure

...

6.7 Proposals

The following rules shall apply in regards to the proposals submitted to the International Council:

...

- b. Proposals not duly sent to the Secretary General of the International Board are allowed to be submitted to the International Council only at the absolute discretion of the Chair or, if requested, by four fifths of the present Members. This excludes proposals to amend the Statutes. Such proposals can only be made or amended if a unanimous decision by all Members approve it.

Amendments

Article 16 – Validity and Effect

Any amendment to these Standing Orders ~~may~~can only be made by the International Council if supported by a two-thirds majority of the votes cast and the proposal has been made available in accordance with article 5.2 and 5.3 or following the procedure in article 6.7b. If approved, they come into force as soon as the updated Standing Orders are made available to the Network, unless the International Council decides otherwise. The updated version of the Standing Orders shall be made available to the Network no later than 60 days after the official last day of the International Council Meeting.

Decision Book and Minutes

Article 17 – International Council Meeting Decision Book

...

~~17.3 Amendments to the Decision Book~~

~~Amendments to the Decision Book can be made at each International Council Meeting according to the related provisions in the Statutes and the Standing Orders of ELSA.~~

Comment:

With this change we include an important deadline for submission of proposals. The part of adding that proposals to amend the Standing Orders also needs to be sent out beforehand, is in line with the praxis of the Council Meetings.

The proposal also includes the shorter deadline that is proposed in another proposal by ELSA International. If that proposal is turned down, the deadlines in this proposal will be amended from 14 days to 28 days.

No. 7: Standing Orders amendment in the part “The International Council”

The International Council

Article 6 – General Procedure

...

6.4 Appointment of Plenary Chair and Vice Chair

Before the International Council Meeting, the following officers of the International Council Meeting shall be appointed and prepared by the International Board of ELSA:

- a Chair, who shall ensure that the agenda of the International Council Meeting is respected and adhered to, supervise and assist the other International Council Meeting officers, invite people to address the International Council, decide when to put proposals to a vote, supervise the voting process, announce the results of the voting process, supervise the election process, bring the meeting to order and resolve any questions concerning the procedures of the International Council Meeting;
- a Vice Chair, who shall assist the Chair and stand in for him/her in the event of his/her absence;

~~6.4~~ 6.5 Election and Role of ~~the other~~ International Council Meeting Officers

After the announcement of the first list of votes, the following officers of the International Council Meeting ~~must~~shall be elected:

- ~~a Chair, who shall ensure that the agenda of the International Council Meeting is respected and adhered to, supervise and assist the other International Council Meeting officers, invite people to address the International Council, decide when to put proposals to a vote, supervise the voting process, announce the results of the voting process, supervise the election process, bring the meeting to order and resolve any questions concerning the procedures of the International Council Meeting;~~
- ~~a Vice Chair, who shall assist and stand in for the Chair in the event of his or her absence;~~

...

Comment:

It is a practice that the International Board asks and prepares the Chair and Vice Chair of the Plenary. This is due to the fact that these former active officers need to be prepared for the big task that it is to Chair an International Council Meeting.

If the International Council does not approve of the appointed Chair and/or Vice Chair they will still be free to dismiss one or both of them in accordance with article 6.5 in the Standing Orders.

No. 8: Standing Orders amendment in the part “The International Council”

The International Council

Article 7 – Voting Procedure

...

7.4 Procedure for Excessive Number of Candidates

In case several spots of equal position are contested and the number of candidates exceeds the number of available spots, the following rules shall apply for the elections:

...

- c. The voting procedure shall be repeated in case the rule of clause ~~8~~7.4.a is not correctly followed. In case the voting is carried ~~out~~ out secretly with ballot sheets and the rule of the previous clause is not correctly followed, then the ballot sheet is considered invalid and there shall be no repetition of the voting procedure.

Comment:

The reference in Article 7.4c was wrong, and will hereby be corrected.

No. 9: Standing Orders amendment in the part “The International Board”

The International Board

Article 9 – Composition

...

9.3 Rules for Vacancies

The following rules shall apply in case there is one or more vacant positions in the International Board:

...

- f. A candidate refused by the International Council for a position in the International Board shall not be appointed as a deputy officer for that respective position in the same term of office.

Comment:

As the article is right now, a candidate not elected by the council for one position cannot be appointed as deputy for another position in the same term. However, in the past it has happened that a candidate losing an election for one position has been appointed as deputy for another position. We believe that this should be allowed, to ensure that people, who are interested in moving to another position but simply just lost their election to a better candidate, can make such a move. Back in the term 2013/2014 such an appointment was made and we believe it is for the benefit of the Association to allow this.

No. 10: Standing Orders amendment in the part “The International Board”

The International Board

Article 10 – Internal Function and Representation

...

10.3 Validity of Decisions

Decisions will be made by means of ~~sa~~ simple majority. If a draw occurs ~~simple majority is not reached~~, a second vote will take place. If, after the second voting, the draw still persists, the President’s vote will prevail.

Comment:

We believe the intention has been to regulate the case where the voting turns into a draw. As the provision is right now, this is not so clear. We simply propose to correct the wording. This is not a material change.

No. 11: Standing Orders amendment in the part “The International Board”

The International Board

Article 9 – Composition

9.1 General Rules

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

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

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

If approved this change, as well as changing “VP MCC” to “VP EMC2” will be applied accordingly throughout the Standing Orders and the International Council Meeting Decision Book.

Comment:

If you accepted the other proposal regarding the EHRMCC movement to the AA officer this is merely a formal change in order to adjust all the necessary changes accordingly.

No. 12: International Council Meeting Decision Book amendment in the General part concerning the section “Human Rights”

Human Rights

1. ~~Introduction~~ Commitment

~~Human Rights is the main treasure and value of mankind. Therefore the implementation of Human Rights is an objective of the Network.~~

ELSA shall be continuously committed to Human Rights awareness, Human Rights education, and the respect of the Rule of Law. ELSA shall strive to be recognised for a strictly legal, academic and impartial approach to Human Rights.

2. Implementation of Human Rights

Human Rights shall be implemented in all key area activities.

~~Implementation shall include cooperation with the institutions contributing to Human Rights, especially attending their events and organising common projects.~~

3. Responsibilities ~~for Human Rights~~

~~Taking into consideration article 2, acknowledging the fact that Human Rights shall be implemented in all Key Areas, the responsibilities of ELSA International and the responsibilities of the National and Local groups are as follows:~~

3.1 ~~Responsibilities of Local Groups:~~

- ~~— To inform and advise members as well as other interested persons about Human Rights events and available opportunities within Human Rights;~~
- ~~— To implement Human Rights by organising events within AA and S&C and in the traineeships for STEP;~~
- ~~- To submit relevant information to respective National Board at the end of each Event organised.~~

3.2 ~~3.1~~ Responsibilities of National Groups:

- To promote Human Rights Events organised throughout the Network;
- ~~— To provide necessary information and other assistance to Local Groups organising Human Rights events;~~
- ~~— To encourage Local Groups to organise Human Rights events;~~
- To submit relevant information to International Board concerning implementation of Human Rights.

3.3 ~~3.2~~ Responsibilities of ELSA International:

- ~~— To coordinate Human Rights activities organised throughout the Network;~~

- ~~— To establish contacts necessary for the high standard of Human Rights events and to communicate them to the Network;~~
- To publish at least one article on Human Rights in every issue of Synergy;
- ~~— To provide necessary information and other assistance to National and Local Groups;~~
- To ensure that all groups submit relevant information at the end of each event organised.

4. ELSA Day

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

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

~~4.3~~ 4.2 The ELSA Day event will be organized every last Wednesday of November.

Comment:

These provisions are proposed removed, because they do not have the shape of a decision to be restricting or giving prerogatives to anyone in the scope of the International Council of ELSA.

In 4.1 it is made clear that all LG's "shall" organise an ELSA Day event, instead of having the vague formulation "should".

No. 13: International Council Meeting Decision Book amendment in the General part concerning the section “International Focus Programme”

International Focus Programme

1. Introduction

- 1.1 The aim of the International Focus Programme is to have a specific theme for whole ELSA over a fixed term. ~~Therefore ELSA creates a forum where law students and young lawyers can gather and discuss a current theme at various activities. This will allow consolidating ELSA's work and producing concrete results of a high standard.~~
- 1.2 ~~The theme reflects a 'hot legal topic' in Europe and the world, thereby enabling ELSA as the largest independent law students' organisation in the world by using the unique ELSA network to create awareness amongst today's law students, young lawyers, society and the international community.~~
- 1.3 ~~The chosen theme considers that we, as law students and young lawyers, can have an impact on the environment we are living in, on the development of our own countries, Europe and even the world by giving law students and young lawyers all over Europe a voice and gathering all their diverse opinions and ideas.~~

2. Implementation of the IFP

- 2.1 The Council decides upon the IFP topic, its duration and its Final IFP result.
- 2.2 ~~The topic shall be:~~
- ~~• versatile, thereby representing ELSA's cultural diversity~~
 - ~~• internationally relevant~~
 - ~~• with academic discussion potential~~
 - ~~• with an impact on everyday life, thereby generating interest towards the topic~~
 - ~~• attractive to sponsors at all levels.~~
- ~~2.3~~ 2.2 The duration ~~will~~ shall be not less than one year.
- 2.4 ~~2.3~~ The Final IFP Result is decided by the Council when the topic and duration is set. The result can be a Final IFP Conference, a Final IFP Webinar and/or a Final IFP Publication.
- 2.5 ~~Implementation of the IFP is solely a recommendation to the Network, and cannot, in any way, be enforced. However, ELSA International is responsible for making sure the Network is stimulated and informed to implement the IFP in all key areas. The Network therefore is responsible for promotion of the IFP and organising activities as much as possible and feasible.~~
- 2.6 ~~2.4~~ The IFP shall be implemented in all Key Areas: ~~AA, S&C and STEP.~~

3. Evaluation

3.1 All IFP related events shall be evaluated. Local groups as well as National Groups assure that IFP projects are properly evaluated to ELSA International in due time.

~~3.2 After each IFP, preferable at each ICM, every national group shall submit an Activity Report on the IFP implementation. These Activity Reports shall include the specific events organised and the evaluation forms of each of these events. They serve ELSA in future evaluation of the IFP and in finalizing the final IFP results.~~

4. Responsibilities

~~4.1 Taking into consideration article 2.5, acknowledging the fact that the IFP is solely a recommendation to the Network, the responsibilities of ELSA International and the responsibilities of the national and local groups (if applicable) are:~~

~~4.2.~~ 4.1 Responsibilities of the local group

- ~~• Inform and advise members as well as other interested persons about the IFP events and available opportunities within the IFP;~~
- ~~• Implement the IFP by organising events within AA and S&C Key Areas; and traineeships for STEP;~~
- ~~• Contribute to the Final IFP Result (if any), and~~
- Submit the completed IFP Project Report and other relevant information to ELSA International and respective National Board at the end of each event organised.
- ~~• Submit a summary for the IFP publication about the main results of the IFP event organised to the international and respective national board.~~

~~4.3.~~ 4.2 Responsibilities of the national group

- ~~• Promote the IFP: the Final IFP Results, the Events organised throughout the entire network and stimulation of implementation of the IFP in all Key Areas;~~
- Forward all information on the IFP received to the local groups;
- Provide necessary training, information and other assistance to local groups to organise IFP events;
- ~~• Participate in the research for finding the best “hot legal topic” and subtopics for the IFP;~~
- ~~• Ensure that all local groups submit Evaluation Forms to them at the end of each event organised, and~~
- Evaluate all the information received on the national level and submit the activity report to ELSA International at the end of the IFP and at every ICM including a list of the specific events organised and the evaluation forms of each of these events.
- ~~• Encourage the local groups to submit articles for the IFP publication~~

~~4.4.~~ 4.3 Responsibilities of ELSA International

- Overall coordination of the implementation of the IFP;
- Coordinate the research for finding the best “hot legal topic” and subtopics for the IFP;
- Make sure during every last International Council Meeting before the period for an IFP finishes a proposal for a topic and subtopics will be put into voting according to the results of the before mentioned research;
- ~~• Establish contacts necessary for the high standard of IFP events and communicate them to the network;~~

- Creating an IFP Manual, and keep it updated;
- Publish at least one article on the IFP in every issue of Synergy;
- ~~Promote the IFP: the Final IFP Results, the Events organised throughout the entire network and stimulation of implementation of the IFP in all Key Areas;~~
- Provide necessary training, information and other assistance to national and local groups;
- ~~Ensure that the IFP Policies are working properly;~~
- Ensure that all groups submit IFP Project Reports at the end of each event organised;
- ~~Report to the Network over the ELSA INFO list about the beginning and outcome of the IFP, and if necessary periodically in between about any other matter which is found necessary to share with the Network;~~
- ~~Encourage the national groups to apply for the host for the Final IFP Conference (if any) and assist in its organisation;~~
- ~~Ensure that the Final IFP Publication (if any) is finalised, and~~
- ~~Collect all IFP Activity Reports and articles from the ELSA network and prepare the information for evaluation;~~
- ~~Ensure that there are also articles and reports by professionals and lectures in the IFP publication~~

Comment:

These provisions are proposed removed, because they do not have the shape of a decision to be restricting or giving prerogatives to anyone in the scope of the International Council of ELSA.

No. 14: International Council Meeting Decision Book amendment in the BEE part concerning the section “External Relations”

External Relations

1. Definitions

- ~~1.1 The term fundraising in ELSA covers the attempts to obtain contributions in monetary or in-kind form.~~
- ~~1.2 The term general sponsorship means an external contribution which goes to the general budget of an ELSA group and is not assigned to any specific project as the initial condition of providing of the contribution.~~
- 1.3 The term international contact covers a law firm situated in three or more ~~than four~~ countries with ~~300~~ 100 or more legal professionals as stated in the respective firm’s website.
- 1.4 Companies that do not qualify as law firms, and which are present in five or more ~~than eight~~ countries are to be considered international contacts.
- 1.5 The term national contact refers to any contact that is not an ~~international~~ contact.
- 1.6 The term National Group refers to any National Group and its Local Groups.

2. Procedures

- ~~2.1 Only ELSA International has the right to approach international contacts. National Groups may also approach international contacts under the conditions of 2.5.~~
- ~~2.2 Only National Groups have the right to approach national contacts. ELSA International may also approach national contacts under the conditions of 2.4.~~
- ~~2.3 A National Group shall not approach an external contact situated in a country different from its own. Within the country the National Group shall regulate the approaches.~~
- ~~2.4 ELSA International approaching an external contact classified as national~~
- ~~2.4.1.1 Before approaching an external contact that is classified as national, ELSA International shall inform the person in charge of external relations of the respective National Group of the location of the office it intends to contact by e-mail.~~
- ~~2.4.1.2 The National Group shall respond within two weeks from time of receiving the e-mail, whether or not one of the following reasons would exclude the approach:~~
- ~~(i) The National Group gives a concrete reason why the approach would jeopardise the National Group’s current sponsorship with the external contact.~~
- ~~(ii) The National Group gives a concrete reason why the approach would jeopardise the National Group’s pending approach with the external contact.~~

~~(iii) The National Group shows a concrete plan to approach the external contact within the following two months.~~

~~(iv) The National Group has granted another National Group the permission to approach the national contact in question according to 2.3.~~

~~2.4.1.3 The National Group must provide ELSA International with all the available information about the contact that is being approached, including refusals within the last six months.~~

~~2.4.1.4 ELSA International can proceed once the National Group agrees to the approach, or the deadline has expired or none of the above mentioned conditions have been met.~~

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 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.

2.2.1 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.

2.2.2 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.

~~2.5 A National Group approaching an international contact.~~

~~2.5.1.1 Before approaching an external contact that is classified as international contact, the National Group shall inform ELSA by an e-mail to the President of ELSA International.~~

~~2.5.1.2 ELSA International shall respond within two weeks from the time of receiving the e-mail, whether or not one of the following reasons would exclude the approach:~~

~~(i) ELSA International gives a concrete reason why the approach would jeopardise ELSA International's current sponsorship with the external contact~~

~~(ii) ELSA International gives a concrete reason why the approach would jeopardise ELSA International's pending approach with the external contact.~~

~~(iii) ELSA International shows a concrete plan to approach the external contact within the following two months.~~

~~(iv) ELSA International has granted another National Group the permission to approach the international contact in question no longer than one month after ELSA International has replied.~~

~~2.5.1.3 ELSA International must provide the National Group with all the available information about the contact that is being approached, including refusals within the last six months.~~

~~2.5.1.4 The National Group can proceed once ELSA International agrees to the approach, or the deadline has expired, or none of the abovementioned conditions have been met.~~

2.3 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.

2.3.1 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.

2.3.2 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.

~~2.6 Once an external contact, regardless of classification, addresses ELSA International or a National Group, an approach shall follow 2.4 or 2.5.~~

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, EHTW, EMC²) shall always request permission from ELSA International and, if applicable, the respective foreign National Group, if they want to approach any external contact, be considered as a National Group for the purposes of these regulations in the case of international contacts.

~~3.2 The Organising Committee shall notify the National Board of the approach.~~

~~3.3 The Organising Committee shall comply with national External Relations regulations of the respective National Group.~~

4. Timelines

~~4.1 In the event of a successful approach but not a finalized written agreement regarding the cooperation within the two month deadline stipulated, the said deadline should be extended and shall not be refused unless a concrete reason is given by the respective Group. The deadline cannot be extended for more than a year.~~

~~4.2 In case of disagreement, ELSA International, if approached, shall attempt to settle the dispute, and, if no amicable solution can be found, it is up to ELSA International alone to decide on the matter at its discretion.~~

5. Registration

~~5.1 All approaches to international contacts shall be formulated in a registration sheet by the ELSA Group and shall be sent to ELSA International within four weeks since the approach was realised.~~

~~5.2 The registration sheet shall be provided by ELSA International.~~

~~5.3 The registration sheets shall be available for any Group interested in approaching the same international contact, following article 2.5.~~

6. 4. Sanctions

- ~~6.4~~ 4.1 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.
- ~~6.2~~ 4.2 A sanction can in no case exceed the amount ~~fundraised~~ 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. ~~Until the payment, the debt will be considered a debt towards ELSA International for the purpose of article 9.5 of the Statutes.~~
- ~~6.3~~ 4.3 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.

Comment:

As mentioned and discussed during the IPM in Tallinn the current External Relations part of the International Council Meeting Decision Book which regulation the approach of national and international external contacts is not very efficient and not followed by the majority of the officers in charge of the external relations for their National Group. Therefore it was decided at the BEE workshop during the ICM in Porto that a working group should be established to prepare a proposal to be discussed during the IPM in Arlamow. After discussing this proposal during the aforementioned IPM this proposal aims to simplify the regulation and to adapt it to what is feasible while still protecting the existing External Relations of ELSA on all three levels.

No. 15: International Council Meeting Decision Book amendment in the BEE part concerning the sections “External Relations”, “Institutional Relations” and “Expansion”, in the IM part concerning the section “Quality Management”, in the FM part concerning the sections “Payment Procedure” and “Financial Strategy of ELSA International” and in the S&C part concerning the section “S&C Policies, Minimum Quality Standards and Responsibilities”.

BEE part

External Relations

6. Sanctions

...

6.2 A sanction can in no case exceed the amount fundraised. 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 ~~9.5~~7.3 of the Statutes.

Institutional Relations

7 Sanctions

...

7.1 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 ~~44.5~~7.3 of the Statutes.

Expansion

Limits of expansion

Expansion of ELSA should continue until ELSA groups are present in all the universities teaching law in European States as defined in ~~the~~ Article 5.~~21~~ of the Statutes and Article 3.3 of the Standing Orders.

IM part

Quality Management

4. Responsibilities of the National ELSA Groups

...

- Accept the application of the following rules and sanctions if they fail to comply with the previous responsibility:
 - iv. Until the payment, the debt will be considered a debt towards ELSA International for the purpose of article ~~44.57.3~~ of the Statutes.
 - v. These sanctions shall be directly transferred as a contribution to the ELSA Development Foundation.
 - vi. In case of any disagreement on the abovementioned sanctions, between a Member and ELSA International, the Member has the right to address the Council, in accordance to article ~~44.57.3~~ of the Statutes. Only the Council may modify or cancel the sanction.

FM part

Payment Procedure

1. Invoicing procedure for ELSA International

...

1.4 Penalties

Failure by a National Group to fulfil its financial obligations without valid reason might result in it being penalised according to article ~~44.57.3~~ of the Statutes. The validity of the reason shall be determined by the International Board, after making a thorough assessment on the status of the National Group.

3. Payment Agreements

3.2 Breach of Conditions and Penalties

If a National Group does not fulfil its financial obligations without a valid reason, the National Group might be penalized according to article ~~44.57.3~~ of the Statutes. The validity of the reason shall be determined by the International Board, after making a thorough assessment on the status of the National Group.

Financial Strategy of ELSA International

1. Purpose of the Financial Strategy of ELSA International

...

- 1.7. The wording “Auditors of ELSA International” within this decision refers only to Internal Auditors of ELSA International (mentioned in Article 169.5 of the Statutes of ELSA).

S&C part

S&C Policies, Minimum Quality Standards and Responsibilities

1. General

- 1.1 An S&C event is a seminar, a conference, a lecture, a panel discussion, a law school, an institutional visit, a study visit or any other activity fulfilling the definition in Art. ~~3.32b~~ of the Standing Orders of ELSA ~~of the Statutes of ELSA~~.

5. ELSA Law Schools

...

5.2 Requirements of ELSA Law Schools

...

- 5.2.4 Shall comprise of a scientific, cultural and social programme.

The scientific programme shall include lectures followed by workshops or any other interactive activities fulfilling the definition in Art. ~~3.32b~~ of the Standing Orders of ELSA ~~of the Statutes of ELSA~~, which deepen and emphasise the different areas of the lecture. The minimum scientific programme does not include an obligatory extra time to revise the lectures and prepare for the next lessons.

Comment:

These changes updates the references in the Decision Book to the Statutes that will be wrong, when the approved Statutes from ICM Porto are notarised.

No. 16: International Council Meeting Decision Book amendment in the BEE part concerning the section “Institutional Relations”

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 The¹ term National Group refers to any National Group and its Local Groups.

2. Approaching National Institutions and Local Branches of International Institutions ~~inside the Country~~

- 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 ELSA International approaches an institution that is classified as national, article 2.4 of the External Relations part of the Decision Book shall apply.~~
- 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 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 Within the country, the National Group will regulate the approaches.~~

~~3. Approaching National Institutions and Local Branches of International Institutions outside the Country~~

- ~~3.1 Every approach by a National Group towards a national institution or the local branch of an international institution situated in a country outside from its own shall only be carried out after informing the respective National Group about the approach.~~
- ~~3.2 The respective National Group shall respond to the National Group planning to approach a national institution or the local branch of an international institution outside its country at least two weeks after they were informed.~~
- ~~3.3 The requesting ELSA Group can proceed with the approach if there was no response from the respective national ELSA Group within two weeks.~~
- ~~3.4~~ 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.

~~4. 3. Approaching International Institutions~~

- ~~4.1~~ 3.1 Approaches to international institutions are coordinated by ELSA International.
- ~~4.2~~ 3.2 Before approaching an international institution the ELSA group planning the approach shall inform 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.
- ~~4.3~~ 3.2.1 ELSA International shall respond within ~~two weeks~~ 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.
- ~~4.4~~ 3.2.2 The ELSA Group can proceed with the approach ~~if there was no response from ELSA International within two weeks~~ once the deadline has expired or ELSA International has agreed or no concrete reason has been given.
- ~~4.5~~ Upon request ELSA International shall assist the ELSA Group ~~concerning its approach to the international institutions by providing information.~~

~~5. 4. Participation in Events organised by International Institutions~~

- ~~5.1~~ 4.1 ELSA International shall coordinate the participation of ELSA representatives in events and meetings organised by international institutions.
- ~~5.2~~ 4.2 ELSA International shall research events organised by international institutions and provide the Network with the relevant information.
- ~~5.3~~ 4.3 ELSA International shall prepare a Call for Applicants including the guidelines for the selection of representatives. The Call shall include a clear description of the event, practical information and a general task description for the representatives. The Call for Applications shall be actively promoted in National Groups by the National Board.

~~5.4~~ 4.4 It is up to the discretion of ELSA International to appoint the representatives, using the principles of objectivity, neutrality and equality.

~~5.5~~ 4.5 The representative shall be a member of ELSA or its alumni organisation, should have solid ELSA background and an participation in ELSA's activities and should have an academic competence in the field of law connected to the work of the institution and the topic of the event.

~~5.6~~ 4.6 All applicants shall provide ELSA International with the necessary documentation, as specified in the guidelines for the selection, to prove their academic qualification and ELSA background as stated in the application.

~~5.7~~ 4.7 ELSA International should select the participants objectively within one week after the application deadline according to the Guidelines for ELSA Delegations and appoint a Head of Delegation.

ELSA International shall inform the applicants about the selection and provide the delegates, especially the Head of Delegation, with the necessary information, the contact details of every delegate and upon request a letter of recommendation.

If appointed, the Academic Coordinator will provide the delegates with all necessary information.

~~5.8~~ 4.8 ELSA International shall inform the Network about the chosen delegates.

~~5.9~~ 4.9 The representatives shall inform ELSA International in advance of any official positions or statements they wish to make, attaching a summary of the scientific background. The positions or statements can be announced only after the approval of ELSA International.

~~5.10~~ 4.10 Each member of the delegation shall fill in a comprehensive survey, which will represent the delegation report on the objectives achieved and the means used, including the activities of every member of the delegation and submit it within two weeks after the end of the event to ELSA International. The report should include the contacts made with individuals and institutions. The practical information and the outcome of the report shall be made available to the Network.

~~6.~~ 5. Reporting Institutional Relations

~~6.1~~ All approaches to international institutions shall be formulated in a registration sheet by the ELSA Group and shall be sent to ELSA International within four weeks since the approach was realised.

~~6.2~~ The registration sheet shall be provided by ELSA International.

~~6.3~~ The registration sheets shall be available for any Group interested in approaching the same institutions, following articles 2, 3, and 4.

~~6.4~~ As an exception to the previous article, in the case of an approach with the sole purpose of an Institutional Visit to an International Institution, informing the Vice President for Seminars and Conferences of ELSA International about the contact and the communication shall be sufficient.

~~6.5~~ 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.

...

Comments:

The purpose of this proposal is to update the Institutional Relations part of the International Council Meeting Decision Book. No major changes are undertaken. The deadline to respond to any approach request is shortened to seven days instead of two weeks. This is in accordance with the proposal to change the deadline to answer approach request under the External Relations part of the International Council Meeting Decision Book. Furthermore there is no more reference to the aforementioned part of the Decision Book but that part which was referred to is also regulated within the same paragraph of the Institutional Relations part.

No. 17: International Council Meeting Decision Book amendment in the BEE part concerning the section “Institutional Relations” and in the S&C part concerning the section “S&C Policies, Minimum Quality Standards and Responsibilities”

BEE part

Institutional Relations

~~5. Participation in Events organised by International Institutions~~

~~5.1 ELSA International shall coordinate the participation of ELSA representatives in events and meetings organised by international institutions.~~

~~5.2 ELSA International shall research events organised by international institutions and provide the Network with the relevant information.~~

~~5.3 ELSA International shall prepare a Call for Applicants including the guidelines for the selection of representatives. The Call shall include a clear description of the event, practical information and a general task description for the representatives. The Call for Applications shall be actively promoted in National Groups by the National Board.~~

~~5.4 It is up to the discretion of ELSA International to appoint the representatives, using the principles of objectivity, neutrality and equality.~~

~~5.5 The representative shall be a member of ELSA or its alumni organisation, should have solid ELSA background and an participation in ELSA’s activities and should have an academic competence in the field of law connected to the work of the institution and the topic of the event.~~

~~5.6 All applicants shall provide ELSA International with the necessary documentation, as specified in the guidelines for the selection, to prove their academic qualification and ELSA background as stated in the application.~~

~~5.7 ELSA International should select the participants objectively within one week after the application deadline according to the Guidelines for ELSA Delegations and appoint a Head of Delegation.~~

~~ELSA International shall inform the applicants about the selection and provide the delegates, especially the Head of Delegation, with the necessary information, the contact details of every delegate and upon request a letter of recommendation.~~

~~If appointed, the Academic Coordinator will provide the delegates with all necessary information.~~

~~5.8 ELSA International shall inform the Network about the chosen delegates.~~

~~5.9 The representatives shall inform ELSA International in advance of any official positions or statements they wish to make, attaching a summary of the scientific background. The positions or statements can be announced only after the approval of ELSA International.~~

- ~~5.10 Each member of the delegation shall fill in a comprehensive survey, which will represent the delegation report on the objectives achieved and the means used, including the activities of every member of the delegation and submit it within two weeks after the end of the event to ELSA International. The report should include the contacts made with individuals and institutions. The practical information and the outcome of the report shall be made available to the Network.~~

S&C Policies, Minimum Quality Standards and Responsibilities

5. Participation in Events organised by International Institutions – ELSA Delegations

- 5.1 ELSA International shall coordinate the participation of ELSA representatives in events and meetings organised by international institutions.
- 5.2 ELSA International shall research events organised by international institutions and provide the Network with the relevant information.
- 5.3 ELSA International shall prepare a Call for Applicants including the guidelines for the selection of representatives. The Call shall include a clear description of the event, practical information and a general task description for the representatives. The Call for Applications shall be actively promoted in National Groups by the National Board.
- 5.4 It is up to the discretion of ELSA International to appoint the representatives, using the principles of objectivity, neutrality and equality.
- 5.5 The representative shall be a member of ELSA or its alumni organisation, should have a solid ELSA background and actively participated in ELSA's activities and should have an academic competence in the field of law connected to the work of the institution and the topic of the event.
- 5.6 All applicants shall provide ELSA International with the necessary documentation, as specified in the guidelines for the selection, to prove their academic qualification and ELSA background as stated in the application.
- 5.7 ELSA International should select the participants objectively within seven days after the application deadline according to the Guidelines for ELSA Delegations and appoint a Head of Delegation.

ELSA International shall inform the applicants about the selection and provide the delegates, especially the Head of Delegation, with the necessary information, the contact details of every delegate and upon request a letter of recommendation.

- 5.8 The National Group of each delegate shall be informed by ELSA International about the selection of its members or its Local Groups' members prior to the respective session.
- 5.9 The representatives shall inform ELSA International in advance of any official positions or statements they wish to make, attaching a summary of the scientific background. The positions or statements can be announced only after the approval of ELSA International.
- 5.10 Each member of the delegation shall fill in a comprehensive survey, which will represent the delegation report on the objectives achieved and the means used, including the activities of every member of the delegation and submit it within two weeks after the end of the event to ELSA International. The report should include the contacts made with individuals and institutions. The practical information and the outcome of the report shall be made available to the Network.

Comment:

The part in the BEE area is regarding ELSA Delegations. With this change, it is moved into the S&C part of the Decision Book.

No. 18: International Council Meeting Decision Book amendment in the IM part concerning the section “Quality Management”

Quality Management

1. Principles of Quality Management

~~We recognise the need to combine efforts of all levels of ELSA for the attainment of general objectives such as for the purpose of establishing a commitment to quality in all endeavours of the association. In order to achieve this, every ELSA Group should:~~

- ~~a. aim to make the programmes of the association server better the needs of its members by:
 - i. conducting periodical research on the needs and expectations of their members,
 - ii. communicating the feedback received from the members throughout the association.~~
- ~~b. aim to provide all law students and young lawyers in Europe with the opportunity to participate in the programmes and activities of ELSA,~~
- ~~c. promote the vision, the purpose and the means of ELSA as defined in the Philosophy Statement in the Statutes,~~
- ~~d. aim to provide a clear vision of the future of the association through the implementation of strategic planning and the One Year Operational Plan as devised by this Decision Book,~~
- ~~e. inspire, encourage and acknowledge the development of their members,~~
- ~~f. provide individual officers with the opportunity to enhance, share and discuss their knowledge, expertise and problems, according to the financial capacity of the ELSA Group, and~~
- ~~g. ensure that the data and information the ELSA Group provides are accurate and reliable.~~

2. Responsibility of the Internal Management Officer

~~The officer responsible for the Internal Management of an ELSA group has a special obligation towards quality. The officer shall oversee and advise other board members on the best method of implementation of each of the Quality Management provisions. This responsibility may be delegated by the Internal Management officer to another member of the board, provided that both give their consent, and that the rest of the board members are informed about this decision.~~

3-1. Responsibilities of ELSA International

ELSA International shall:

- Ensure that all Members and Observers of ELSA comply with the regulations of the association;
- Prepare and distribute the State of the Network Inquiry at least 35 days before the opening of each regular International Council Meeting;
- ~~• Evaluate all the information received on the international level;~~

- Update the ELSA website;
- Ensure that all official publications of ELSA International are grammatically and syntactically correct by having undergone review before publication from a proofreading team under ELSA International;
- Prepare useful manuals and handbooks and make them available to the Network;
- ELSA International shall have a coaching system in place in order to help develop the National and subsequently the Local Groups of the Network: Every National Group is entitled to have a member of the International Board as its coach. The coach shall be appointed at the beginning of the new term of ELSA International and shall inform the National Group respectively;
- ~~• Provide guidelines for the specifics of the International Trainers' Pool;~~
- ~~• Work with the National Boards in suggesting solutions for the problems that arise;~~
- ~~• Support the alumni by keeping them updated about recent developments, achievements and projects planned by ELSA;~~
- Send out the call for the submission of the Local Group Reports to the Secretaries General of all National Groups before June 1st and receive them filled in before July 1st every year. The report shall include:
 - i. the name of each Local Group,
 - ii. the faculty/faculties in which each Local Group is based and covers,
 - iii. the postal address of each Local Group,
 - iv. the e-mail address of each Local Group,
 - v. the status of each Local Group as member or observer of the National Group,
 - vi. the date in which the Local Group acquired membership, if this happened during the last two years.

4.2. Responsibilities of the National ELSA Groups

National ELSA Groups shall:

- Comply with the regulations of ELSA and ensure that they are known to and implemented by the Local ELSA Groups;
- Submit the information gathered at the International Council Meetings to all the Local Groups;
- Ensure that the English version of their Statutes ~~and Standing Orders~~ is submitted to ELSA International.
- Submit the updated address and officers' list of their National Board to the Secretary General of the International Board after the election of a new National Board or after any changes in the National Board;
- Promote international activities on the local level, thus increasing the awareness of ELSA as an international association;
- Organise training sessions in order to improve the board's attitude, skills and ELSA knowledge.
- ~~• Support the alumni in the State where they operate by keeping them updated about recent developments, achievements and projects planned by the respective National and Local Groups.~~

- Ensure that the State of the Network Inquiry for their National Group is properly filled in and submitted to the International Board electronically at least 14 days before the opening of each regular International Council Meeting. Should the quorum of the plenary at the International Council Meeting be at risk, it is at the discretion of the Secretary General of the International Board to accept the State of the Network Inquiry of a National Group properly filled in until the opening of the International Council Meeting;
- Fill in the Local Group Report accurately and submit it in due time to the International Board.
- Accept the application of the following rules and sanctions if they fail to comply with the previous responsibility:
 - i. The failure in filling in or delivering the report by a Member shall be deemed a very grave infraction of the regulations, which will result in a financial sanction equal to the number of Local Groups or a National Group, which is at the same time acting as a sole Local Group, multiplied by €150. This sanction shall be added to the next membership fee of the Member.
 - ii. The delivery of a report by a Member stating a lower amount of Local Groups than that according to article 1.1 of the present regulations, shall be deemed, upon evidence, a very grave infraction of the regulations, which will result in a financial sanction equal to the difference in the real and declared number of Local Groups multiplied by €150. This sanction shall be added to the next membership fee of the Member.
 - iii. In order to find out the amount of Local Groups as per article 1.1 of these regulations, ELSA International may use all of the means at its disposal; e.g. State of the Network enquiry and letters of authorization.
 - iv. Until the payment, the debt will be considered a debt towards ELSA International for the purpose of article 11.5 of the Statutes.
 - v. These sanctions shall be directly transferred as a contribution to the ELSA Development Foundation.
 - vi. In case of any disagreement on the abovementioned sanctions, between a Member and ELSA International, the Member has the right to address the Council, in accordance to article 11.5 of the Statutes. Only the Council may modify or cancel the sanction.

5-3. Responsibilities of the Local ELSA Groups

Local ELSA Groups shall:

- Comply with the regulations of ELSA;
- ~~Submit the updated address and officers' list of their Local Board to the respective National Board;~~
- ~~Support their members and alumni by keeping them updated about recent developments, achievements and projects planned by them.~~

6.4. One Year Operational Plan

- 6.1 The board of every ELSA Group shall have a One Year Operational Plan (hereinafter OYOP) at the time they are in office.
- 6.2 The OYOP is not binding but it is used to guide and evaluate the efforts and achievements of the board members during their term in office.
- ~~6.3 The OYOP of a Local Board shall be submitted to the respective National Board before the opening of the first respective National Council Meeting since the term in office of the Local Board members started.~~
- 6.4 A summary of the OYOP of a National Board shall be submitted in English to the International Board before the opening of the first International Council Meeting since the term in office of the National Board members started.
- 6.5 While drafting their OYOP, the International and National board members ~~of each ELSA Group~~ shall take into consideration the Strategic Goals ~~and the OYOP of the respective National Board and/or of the of ELSA International Board, provided that the latter is issued within a reasonable timeframe.~~
- ~~6.6 ELSA International shall include OYOP guidelines in the Internal Management materials it produces and the board members of each ELSA Group should take them into consideration when creating their OYOP.~~

7. Quality Management System – Introduction

- ~~7.1 The ELSA Network has a Quality Management System (hereinafter QMS), whose rules must be under this Decision Book.~~
- ~~7.2 Every rule of the QMS shall be in accordance with the Principles of Quality Management as stated in this Decision Book.~~
- ~~7.3 All the QMS rules shall be properly identified as such for the purposes of being enforced.~~
- ~~7.4 The QMS of ELSA is composed of:~~
~~a. the General Rules, found under the decisions related to Internal Management, and~~
~~b. the Area Rules, found under the decisions related to each respective area of ELSA.~~
- ~~7.5 The responsibility for following the QMS falls under every ELSA Group and every individual officer in the matters in which he/she has been involved as such.~~
- ~~7.6 The National Groups are responsible for quality control regarding their respective Local Groups.~~
-

- ~~7.7 — ELSA International is responsible for quality control and quality assurance regarding the National Groups. The coaching system can be used to facilitate the implementation of this responsibility.~~

8. Quality Management System — General Rules

8.1 — Organisational Knowledge Management

~~Every ELSA Group shall be able to communicate efficiently any necessary information concerning ELSA projects and activities, therefore:~~

- ~~a. Every project shall have a person responsible for communicating every relevant information to each board member. This person is presumed to be the officer responsible for the area in which the project belongs, unless otherwise decided by the board.~~
- ~~b. Every officer responsible for one of the areas of activity of ELSA has the right to be informed about any development directly concerning his/her area of responsibility.~~
- ~~c. The information regarding previous projects should be digitally stored by the ELSA Group in a way that it is easily accessible to the successors.~~
- ~~d. The President of the board should at all times be aware of the projects in development by his/her ELSA Group, so that he/she can better manage the interaction of the board.~~

8.2 — Support

~~The Network shall act in solidarity, attempting to help any officer who needs assistance in resolving a problem in his/her ELSA Group, therefore:~~

- ~~a. ELSA International shall promote a framework of Network support, through which an ELSA Group may consult other ELSA Groups on the best course of action regarding matters of the association. This framework shall include the interaction of ELSA officers on mailing lists, various social media and online platforms.~~
- ~~b. ELSA International shall have a coaching system in place in order to help develop the National and subsequently the Local Groups of the Network: Every National Group is entitled to have a member of the International Board as its coach. The coach shall be appointed, at the beginning of the new term of ELSA International, and shall inform the National Group respectively.~~

Comment:

Certain concrete decisions made by the council, binding ELSA International, The National Groups and/or the Local Groups are a part of this section in the Decision Book. However, a big part of the Quality Management is not concrete decisions but rather guidelines. As such,

they do not belong in the International Council Meeting Decision Book, which purpose it is to concretely provide officers with decisions made by the Council.

The former 8.2b regarding the Coaching System is proposed moved to the new article 1, as a part of ELSA Internationals responsibilities. It is moved without any changes.

No. 19: International Council Meeting Decision Book amendment in the IM part concerning the section “Internal Affairs”

Internal Affairs

~~1. State~~

~~In the context of the Statutes and Standing Orders of ELSA and this Decision Book, the term “State” is interpreted according to the definition used by the United Nations.~~

~~2.1. Access to ELSA Activities~~

ELSA activities are also open to non-ELSA members, unless otherwise specified.

~~3 2. ELSA International~~

ELSA International consists of the International Board of ELSA and any person appointed by the International Board to assist in their work and carry out a specific task related to the activities of the association.

~~4. Regulations of ELSA~~

~~4.1 The official regulations of ELSA are:~~

- ~~• the Statutes,~~
- ~~• the Standing Orders, and~~
- ~~• the International Council Meeting Decision Book.~~

~~4.2 The main provisions regarding the mentioned documents are found in the Statutes and Standing Orders of ELSA.~~

~~5.3. Regulations of the National ELSA Groups~~

~~5.1 3.1~~ Each National ELSA Group shall have its own decision book.

~~5.2 The Board of each National ELSA group shall submit the translated to English version of its Statutes and Standing Orders to the International Board, in case and as soon as new amendments have been approved.~~

Comment:

The proposed deleted parts are a combination of definitions that are not of importance to the rest of the regulations and provisions that are repeating articles elsewhere in the regulations of ELSA. We believe that these regulations are not clear decisions and therefore not intended for a Decision Book.

No. 20: International Council Meeting Decision Book amendment in the IM part concerning the section “International Council Meetings”

International Council Meetings

1. Applications

...

1.2. Deadlines

1.2.1 The deadline for all applications is at the discretion of the OC, but shall not be ~~fixed~~ earlier than ~~12 months before the opening of the International Council Meeting.~~ ~~in advance.~~

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

Comment:

This regulation has not been followed in recent years. It would simply be too much of a financial pressure to put on the host of an ICM. With this proposal we want to create a more feasible deadline for organisers and then actually enforce the regulations.

No. 21: International Council Meeting Decision Book amendment in the IM part concerning the section “International Council Meetings”

International Council Meetings

2. Delegates

- ~~2.1 There shall be seven delegates from each National Group representing areas of activity of ELSA.~~
- ~~2.2 These should mirror the areas of responsibility of the International Board.~~
- ~~2.3 There may be appointed two additional delegates at the discretion of the National Board.~~
- ~~2.4 It is at the discretion of the International Board and the ICM Organising Committee to allow extra delegates to the ICM.~~
- ~~2.5 ELSA's Partner Students' Associations have the right to send three delegates to each International Council Meeting. The host of the International Council Meeting in agreement with the International Board may increase this number.~~

3-2. Participation Fees

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- ~~3.3 In each Presidents' Meeting the Organising Committee shall cover the participation fee for the President of ELSA International. This fee includes accommodation for six nights, and meals, requested from the other participants. The Organising Committee can additionally cover the special fees.~~

...

4. Preparation

~~Each National Group shall prepare the following package of documents to bring to the International Council Meetings:~~

- ~~• The in force Statutes and Standing Orders of ELSA International;~~
- ~~• The updated International Council Meeting Decision Book;~~
- ~~• The International Council Meeting Working Materials;~~
- ~~• The State of the Network Report from the immediate previous International Council Meeting;~~
- ~~• List of up-coming events of the National Group;~~

5. Starting Quorum in Council Meetings

~~“Members” according to the Statutes is to be interpreted as all members of the association regardless of their suspension status.~~

6-3. Workshops

~~6.1 There shall be one member of each delegation in each workshop.~~

~~6.2~~ 6.1 Each workshop ~~will~~ shall receive an agenda from the responsible IB member to be accepted or amended.

~~6.3~~ 6.2 Each workshop shall elect a ~~chairman~~ chairperson, a ~~vice-chairman~~ vice chairperson, and two secretaries.

~~6.4~~ 6.3 The candidates for the workshop officers ~~shall~~ should be nominated and seconded by ELSA International, a Member or an Observer ~~country~~.

~~6.5 All workshop officers must be workshop participants.~~

...

Comment:

These provisions are proposed removed, because they do not have the shape of a decision to be restricting or giving prerogatives to anyone in the scope of the International Council of ELSA.

No. 22: International Council Meeting Decision Book amendment in the IM part concerning the section “International Council Meetings”

International Council Meetings

3. Participation Fees

...

- 3.2 In each International Council Meeting, the Organising Committee shall cover the participation fee for the Chair and Vice Chair of the plenary for ~~seven-eight~~ nights.

Comment:

This provision is already written like this in the Host agreements that are currently in use (and has been for years). In order for the chairs to be properly prepared, it is not feasible to have them arriving Sunday to Sunday, when they have their tasks at the same first Sunday, and the day (and sometimes night) up to the ending Sunday. For this reason eight or nine nights makes the most sense. By proposing eight nights, we also calculate with ELSA International paying for the ninth night, if necessary.

No. 23: International Council Meeting Decision Book amendment in the IM part concerning the section “International Council Meetings”

International Council Meetings

3. Participation Fees

...

- 3.4 The Organising Committees of elected hosts of future International Council Meetings and groups applying to host International Council Meetings will be entitled to send three persons to International Council Meetings with delegate fees. This only applies to future and potential hosts that are Local Groups.

Comment:

The provision is there to ensure that members of future Organising Committees as well as applicants for future ICM's can be present at the ICM to learn and apply. In the case where the applicant is a National Group, they already have their delegation spots and the purpose of these spots are thereby lost.

No. 24: International Council Meeting Decision Book amendment in the IM part concerning the section “International Council Meetings”

International Council Meetings

6. Workshops

...

~~6.3 Each workshop shall elect~~ The International Board shall appoint a chairman, a vice-chairman, and two secretaries.

...

Comment:

Currently the International Board is nominating at least the Chair and Vice Chair. Through our time in ELSA the nomination by ELSA International has been followed. By making this change we change the provision to the current reality.

No. 25: International Council Meeting Decision Book amendment in the IM part concerning the section “International Council Meetings”

International Council Meetings

6. Workshops

...

~~6.6 Workshop officers cannot be members of ELSA International.~~

...

Comment

In the past, it was sometimes needed to breach this provision. It is likely to happen again in the future. During the International Area Meetings, they do have the right to become a workshop officer. It could affect future decisions to join ELSA International.

No. 26: International Council Meeting Decision Book amendment in the IM part concerning the section “International Council Meetings”

International Council Meetings

6. Workshops

...

6.7 The secretaries are responsible for writing down the minutes of the workshop. These minutes will be an appendix to the International Council Meeting minutes. The secretaries shall submit the final version of the minutes to the respective International Board member before the opening of the Final Plenary. ~~Every member of the workshop should sign the workshop minutes, unless the workshop gives the right to sign the minutes to the chairs and the secretaries of the workshop.~~

...

Comment:

Dutch Law does not require that the workshop minutes are signed. Therefore we propose to remove this part.

No. 27: International Council Meeting Decision Book amendment in the IM part concerning the section “International Council Meetings”

International Council Meetings

6. Workshops

...

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

...

Comment:

With this additional sentence, the International Board will be able to have external speakers in the workshop. This is not regulated so far, but by adding this sentence, such a right is ensured.

No. 28: International Council Meeting Decision Book amendment in the IM part concerning the section “International Council Meetings”

International Council Meetings

~~8. Application to host an International Council Meeting~~

- ~~8.1 A written application to host an International Council Meeting must be handed in to the International Board.~~
- ~~8.2 The application shall contain a draft budget, a draft programme and can be supplemented by other relevant material.~~
- ~~8.3 The application shall be handed in to the International Board not later than the third day of the International Council Meeting where a vote on the application in question is scheduled to take place. Similarly, copies of this application (or summarised versions thereof) shall be made available to all members present at the International Council Meeting within the same deadline.~~
- ~~8.4 In the case where the call for nominations for candidates for ICM Hosts is extended by the International Council beyond the deadline referred to in the preceding point 9.3, the submission of the application to the International Board and to the members shall not take place any later than midnight of the day prior to the final Plenary session.~~
- ~~8.5 No decision can be taken upon the application earlier than twenty months before the International Council Meeting the group has applied to host.~~

Comment:

Same comments as for proposal no. 1 regarding the ICM Host in the Standing Orders

No. 29: International Council Meeting Decision Book amendment in the IM part concerning the section “International Area Meetings”

International Area Meetings

4. Attendance

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

Comments:

The attendance of the IPM has been a subject of discussion since IPM Baku and a conclusion has been reached during the IPM in Thessaloniki. The conclusion was to not limit the IPM to only one or two people per country, but to accept more people to the event. A limit of participants in total or per country was not given. Considering the fact that throughout the last eight IPMs there was never a higher number than 25 countries present, a total amount of two spots per country is not theoretically but practically given. Finally the IPM loses its purpose if the efficiency and effectiveness of the workshops are lost, which is the case with more than 50 people in the room. Finally the proposal keeps a balance in terms of having a sufficient amount of people getting the chance to attend and an efficient workshop.

No. 30: International Council Meeting Decision Book amendment in the IM part concerning the section “International Area Meetings”

International Area Meetings

5. Fees

...

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

...

Comment:

Since the IPM in Brno we have started to split the IPM workshops into a workshop for the Local and one for the National Officers. In case both the President and the additional IB member are involved in a workshop only for the National Officer there would be the need for a third IB member to conduct the Local Officer workshop. The size of the IPM is easily comparable to the size of the SAM and KAM where the OC is hosting three and four IB members.

No. 31: International Council Meeting Decision Book amendment in the IM part concerning the section “Human Resources”

Human Resources

1. ~~Fundamental Principles of Human Resources Management~~

- ~~1.1 The Human Resources Management (hereinafter HRM) in the context of ELSA shall respond to some fundamental principles that are expected to guarantee the success of the Human Resources Strategy.~~
- ~~1.2 The vision of ELSA shall be an integrated part of any expression of the HRM.~~
- ~~1.3 Human resources constitute the foundation and the driving force of the Association, and related issues shall therefore be taken into consideration in every ELSA event organized.~~
- ~~1.4 Unity in rudimentary terms and practices shall transpire any action of HRM.~~

2. The Human Resources Strategy of ELSA

...

- ~~2.2 The Secretary General of the International Board or the officer in charge of human resources, if one is specifically appointed by the IB, is responsible for the administration and the implementation of the HRS throughout the Network. ELSA International shall cooperate with the National Groups, aiming at achieving the objectives defined in the strategy.~~

...

Comment:

These provisions are proposed removed, because they do not have the shape of a decision to be restricting or giving prerogatives to anyone in the scope of the International Council of ELSA.

No. 32: International Council Meeting Decision Book amendment in the IM part concerning the section “Human Resources”

Human Resources

2. The Human Resources ~~Strategy~~ Cycles of ELSA

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

...

3. The core structural provisions of the Human Resources ~~Strategy~~ Cycles

- 3.1 The HRS is ~~based upon the following HR Cycles~~ are:
- Recruitment,
 - Integration,
 - Maintenance,
 - Development and Knowledge Management,
 - Farewell and Alumni.

...

If approved the proposal will change all references in the International Council Meeting Decision Book from “Human Resources Strategy” to “Human Resources Cycles” and thereby also the abbreviation “HRS” to “HRC”

Comment:

The current Human Resources Strategy does not have a concrete measurable goal. It is rather a framework (as it is also stated in the current article 2.1). The framework is there to improve the Human Resources in general. For this reason we propose to change the name to something more fitting. It will not change the content. We also thought about changing the name to Human Resources Framework, but believe that Cycles was a more precise term.

No. 33: International Council Meeting Decision Book amendment in the IM part concerning the section “Human Resources”

Human Resources

4. Evaluation ~~and Improvement~~ of the Human Resources Strategy

- 4.1 The evaluation of the HRS shall be conducted ~~at a two-level scheme, annually and presented at the spring International Council Meeting during the IM workshop, and triennially, with the aim of achieving a more flexible and effective implementation.~~
- 4.2 ~~At every spring International Council Meeting, the concrete figures of the most recent State of the Network Inquiry shall be presented in front of the International Council and be evaluated during a session of the IM Workshop.~~
- 4.3 ~~Every three years after the end of the Spring ICM, the Secretary General of the International Board or the officer in charge of human resources, if one is specifically appointed by the IB, shall draft an evaluation report presenting a timeline of the related data collected since the last published report.~~
- 4.4 ~~On the basis of the evaluation, ELSA International shall update the HRS and adjust its content to the conclusions agreed upon.~~

Comment:

It is part of every terms International Council and International Board to evaluate the programs and Strategies used. By removing the triennially evaluation and instead focusing on a running annually evaluation, we will achieve a greater flexibility towards improving the area of Human Resources in ELSA.

No. 34: International Council Meeting Decision Book amendment in the IM part concerning the section “Training”

Training

1. Definition

~~1.1 A training seeks to develop skills and knowledge of ELSA members that relate to specific useful competencies. A training aims at enhancing the potential of our members and officers, helping them to work more effectively.~~

~~1.2.~~ 1.1 There are two types of Trainings in ELSA:

- 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.

~~1.3. The International Trainers' Pool (here after the ITP) is the main Training body of ELSA. The National Groups can also establish Trainers' Pools on national or regional level. The Secretary General of ELSA International administers the International Trainers' Pool. This administration can be delegated also to a director appointed for this specific purpose.~~

2. Obtaining trainings from the ITP

2.1 In order to apply for a trainer from the ITP, the ~~National Secretary General~~ organising ELSA Group shall ~~should contact the Secretary General of the International Board or the officer in charge of training, if one is specifically appointed by the IB, and to fill in the Pre-Training Questionnaire~~ ITP Training Request.

2.2 The Secretary General of the International Board, at his/her disposal, is appointing a trainer for the requested event.

2.3. The ~~National~~ organising ELSA Group is expected to cover travel and accommodation costs for the appointed trainer.

...

4. ~~Responsibilities of National Groups~~

~~4.1. Every National Group should annually organise at least one officers' training event to enhance the skills needed in the officers' tasks.~~

~~4.2. Every National Group should annually organise at least one members' training event and encourage its Local Groups to organise them as well for their members. Through these events ELSA members can enhance their soft skills.~~

Comment:

These provisions are proposed removed, because they do not have the shape of a decision to be restricting or giving prerogatives to anyone in the scope of the International Council of ELSA.

No. 35: International Council Meeting Decision Book amendment in the IM part concerning the section “Information Technology”

Information Technology

~~2. Website template and hosting~~

- ~~2.1 — Upon request ELSA International shall provide groups with a website template and the possibility of hosting the finished website under a subdomain of elsa.org.~~
- ~~2.2 — Groups are entitled to technical assistance of ELSA International regarding the website template and the hosting of the website under a subdomain of elsa.org.~~

Comment:

Currently this is not in use. Secondly such a service would cost ELSA International money, since we do not have unlimited access to any specific website templates except if they are hosted on our page. Hosting groups on elsa.org would require a big amount of work with safety proving the website not to mention potential increased expenses in server capacity. To one day host National and Local Groups on elsa.org is not impossible, but such work should first be directly requested and a bigger effort and financial investment would need to be put into it.

No. 36: International Council Meeting Decision Book amendment in the IM part concerning the section “Information Technology”

Information Technology

3. E-mail communication

- 3.1 The official e-mail addresses of each ELSA Group shall be the following: president@, secgen@, treasurer@, ~~vpmarketing@ or~~ marketing@, ~~vpaa@ or~~ academicactivities@, ~~vpmecc@ or~~ mootcourts@, ~~vpse@ or~~ seminarsconferences@, ~~vpstep@ or~~ step@, followed by the domains mentioned in 1.2.

...

Comment:

This proposal would improve the implementation of the emails that were added at the ICM in Malta one year ago. The new email addresses are more understandable for externals and thereby presents ELSA in a better way.

No. 37: International Council Meeting Decision Book amendment in the IM part concerning the section “Information Technology”

Information Technology

3. E-mail communication

- 3.1 The official e-mail addresses of each ELSA Group shall be the following: president@, secgen@, treasurer@, vpmarketing@ or marketing@, vpaa@ or academicactivities@, vpmcc@ or mootcourts@, vpsc@ or seminarsconferences@, vpstep@ or step@, followed by the domains mentioned in 1.2. The official e-mail addresses can also include the name or the abbreviation of the Local Group inserted between the title and the @. The domain for email addresses can in addition to the ones mentioned in 1.2 be the country abbreviation followed by .elsa.org.

...

Comment:

This change is in order for the new emails for the Network, established on the elsa.org domain, to be in accordance with the Decision Book.

No. 38: International Council Meeting Decision Book amendment in the FM part concerning the section “Payment Procedure”

Payment Procedure Agreements

1. Invoicing procedure for ELSA International

~~1.1 Time and Mailing~~

~~The Treasurer of ELSA International shall send out all invoices for the respective fees, meaning the Membership Fee and the Administration Fee for Observers, explained under Fees point 1 and 2 in accordance with the respective dates as mentioned under responsibilities.~~

~~The invoices have to be sent to the Treasurer and the President of each National Group according to the details provided for the Secretary General of ELSA International. Invoices can be sent either by e-mail or mail. If neither the contact details of the Treasurer, President nor a general address is known, the Treasurer of ELSA International shall investigate all possibilities of getting in contact with the National Group.~~

~~After receiving the respective invoices sent by ELSA International, the Groups shall send a confirmation e-mail to ELSA International and inform when the Group expects to be able to pay the invoice, except if the invoice is paid within seven days.~~

~~1.2 Illiquidity of a National Group~~

~~In the case of illiquidity, the National Group shall inform the Treasurer of ELSA International within the due date of the invoice. The National Group shall hand in a report about its financial status, and inform ELSA International when in which time the National Group will be able to pay the invoiced amount.~~

~~1.3 Mailing of reminders~~

~~When the deadline for payment of the above mentioned fees elapses, the Treasurer of ELSA International shall send a payment reminder to the respective Groups if there has not been any communication, apart from the confirmation e-mail, between the Group and the International Board.~~

~~1.4 Penalties~~

~~Failure by a National Group to fulfil its financial obligations without valid reason might result in it being penalised according to article 11.5 of the Statutes. The validity of the reason shall be determined by the International Board, after making a thorough assessment on the status of the National Group.~~

2. Standards for international invoices

~~2.1 Applicability~~

~~If the invoiced Local or National Group is located judicially or geographically in a different country than the invoicing party, the following requirements shall be applied. The same requirements are always applicable when Local or National Group is invoicing ELSA International.~~

~~2.2 Effect of non-compliance~~

~~If the following requirements in articles 2.3 and 2.4 are not met, the invoice is not considered valid and the invoicing party, after a notification by the invoiced party, must send a new invoice with due date extended by three working days from the due date of the original invoice.~~

~~2.3 Mandatory requirements~~

~~Invoices, which fall under the scope this article, must include~~

- ~~— A statement identifying the document as an invoice, and a unique sequential number~~
- ~~— Date of issue and due date of the invoice~~
- ~~— Description of the quantity and nature of the goods supplied or services rendered~~
- ~~— Unit price of each unique item~~
- ~~— IBAN number of the invoicing party~~
- ~~— Official name of the invoicing party or the account holder, if these two are not the same~~
- ~~— BIC or SWIFT code of the invoicing party's bank~~
- ~~— Name, street address, city, postal code and country of invoicing party's bank~~
- ~~— The invoice must be in English~~

~~2.4 Recommended information~~

~~The following requirements should be included in the invoice. They must be included, if requested by the invoiced party.~~

- ~~— Full contact information of the invoicing party, meaning name, street address, postal code and the country~~
- ~~— Identification number of the invoicing party (ID), should there be one~~
- ~~— VAT identification number of the invoicing party, should the invoicing party be a registered VAT payer~~
- ~~— The VAT rate and a break-down of the VAT amount payable, if the invoicing Member is a registered VAT payer~~

3. Payment Agreements

Payment agreements create clear payment regulations and thus ensure a certain degree of security for both parties involved in the agreement.

3.1 Content of the agreement

A payment agreement between ELSA International and a National Group shall be in written form signed by both parties either through a digital or original signature.

The following content shall be mandatory within an agreement:

- Name and address of both parties

- Current debt at the time of the agreement and a detailed description of the composition of the debt
- The repayment procedure
- Bank account details of the creditors

~~3.2 Breach of Conditions and Penalties~~

~~If a National Group does not fulfil its financial obligations without a valid reason, the National Group might be penalized according to article 11.5 of the Statutes. The validity of the reason shall be determined by the International Board, after making a thorough assessment on the status of the National Group.~~

Comments:

The penalties for not fulfilling the financial obligations towards ELSA International are already regulated in the statutes and therefore have no place in the Decision Book anymore. Also, the procedure for sending invoices to the National Groups are common practice and are the same as how any other invoices would be sent.

The reason for not proposing to strike out the part about the payment agreements, is to show that it is still possible to negotiate a payment agreement.

No. 39: International Council Meeting Decision Book amendment in the FM part concerning the section “Remuneration”

Remuneration

Remuneration

Members of the International Board of ELSA shall be entitled to a remuneration of EUR 350⁵.00 per month.

In the event of a vacancy in an area within the International Board, the Deputy Officer responsible for fulfilling the tasks of the vacant area working fulltime in the ELSA headquarters shall likewise be entitled to a remuneration of EUR 350⁵.00 per month.

~~The monthly remuneration of the International Board may exceed the figure set under this article, upon inclusion of the said increase in any amended or proposed budget ratified by simple majority at an International Council Meeting.~~

~~It is the duty of the Treasurer of ELSA International to see that the remuneration of members of the International Board is set in proportion to ELSA International's approved budget in his respective year in office, and is administered responsibly and in accordance with the principles set out under the FM part of the Decision Book.~~

During the month of July, the Members of the incoming International Board of ELSA shall also be entitled to a remuneration of EUR 350.00 each for this month. This also applies to incoming Deputy Officers.

Comment:

The parts that are being proposed as struck out are obvious; the Treasurer of ELSA International shall always see that expenses are in proportion to the approved budget. Also, if there is a proposal to increase the remuneration in the budget, it should also be proposed to increase the number in this specific article to avoid any confusion, therefore the part to exceed this figure can only cause uncertainties.

As for the new part, July is the transition month, meaning that the Members of the incoming International Board will live and work in the house already during that month. To make the International Board more accessible, it is reasonable to also grant them a remuneration for that month. From experience, this transition month is one of the most expensive ones throughout the term.

No. 40: International Council Meeting Decision Book amendment in the FM part concerning the section “The ELSA Development Foundation”

The ELSA Development Foundation

9. Financing of the Foundation

9.1 ~~For the purposes of the financing of the EDF a National Group will be seen as the entity that is responsible for ELSA on a national level in a country.~~

9.2 Source of the Foundation

- ~~(i) National Groups shall pay a yearly contribution to the EDF comprised of the following:
6 % of all money fundraised in one financial year as a general sponsorship from external relations that are classified as international;
2.5 % of all money fundraised in one financial year as a general sponsorship from external relations that are classified as national;
Contributions of less than EUR 50,00 shall not be invoiced.~~
- ~~(ii) The board of Directors of EDF may also accept donations to the EDF from other individuals, groups or associations which are aimed at furthering the purposes of the Foundation and the Association in general.~~

9.3 EDF Report

- ~~(i) The National Groups shall fill in and submit a report to the Board of Directors of EDF with the amounts they received from their general sponsors in the period between the 1st of August and the 31st of July of the previous financial year.~~
- ~~(ii) This report shall be submitted to the Board of Directors of EDF by the 31st of August of the year of invoicing, even if the National Group had not obtained any money through general sponsorship in the previous calendar year.~~
- ~~(iii) If the National Group does not inform the the Board of Directors of EDF by the date mentioned above, the International Board shall invoice the National Group based on the last information the Board of Directors of EDF has regarding the National Group's contribution towards the EDF. Such National Groups will be considered non eligible to apply for EDF support until the National Group fills in the report.~~
- ~~(iv) Any EDF invoices left unpaid shall be treated in the same manner as all other debts to ELSA International.~~

9.1 The EDF contribution from National Groups shall be calculated as an increase in the Membership Fee as mentioned in article 1.5 of the section ‘Fees’. However, for the purpose of the EDF contribution, the following replacements are made to the formula:

- (i) ‘MFx’ shall be replaced with ‘ECx’, which stands for the EDF contribution for the respective country.
- (ii) ‘GMF’ shall be replaced with ‘GEC’, which stands for the Global EDF Contribution.
- (iii) The Global EDF Contribution shall be decided upon at every spring International Council Meeting for the following financial year.

9.2 The invoices for the EDF contribution shall be sent via the same procedure as the Membership Fee invoices.

Comment:

At the moment of writing this proposal, the Working Group on the EDF contribution has not yet been fully concluded. However, the deadline for proposals is very near.

The Working Group has discussed several different options for the EDF contribution, such as:

- Considering the Membership Fee income from National Groups.
 - Here it was decided that the Membership Fee income differs too much from one National Group to another. Some National Groups do not charge any Membership Fee, while others charge a relatively high Membership Fee. This would lead to unfair situations.
- Focus on the profit of the National Groups and their Local Groups as a whole.
 - For this discussion, the outcome was that this is not feasible, due to the fact that most National Groups do not have access to the information from the Local Groups.
- Take into account the amount fundraised in one financial year as a general sponsorship from external relations that are classified as international.
 - The lack of access to information from the Local Groups was also mentioned as the main issue.
- The National Group pays 0.20 EUR per individual member of its Local Groups.
 - The main argument against this proposal was that this is very cheatable and does not represent the financial situation of the National Group.
- Contribution from ELSA International.
 - See the other proposal from ELSA International.
- Contribution ranges with a minimum of 100 EUR and a maximum of 3,000 EUR.
 - See the proposal from ELSA Germany.
 - The proposal from ELSA Germany which was originally as well an outcome of the Working Group, does not tackle the core of the problem, which is that the current EDF contribution calculation only focuses on the financial situation of the National Group itself and not on that of its Local Groups.
- Taking the same calculations as for the Membership Fee.
 - See the proposal above.
 - This proposal implements the idea that the Membership Fee and the EDF contribution should be based on the same: the strongest National Groups have the most to contribute to the Network.

During IPM Arłamow, a workshop was dedicated to the EDF contribution. The participants were divided in smaller working groups and were asked to discuss about whether they think it is feasible to get access to relevant information from Local Groups. Most of the working groups reported back that it would not be likely to be a success.

Another point of discussion was the contribution of 1% of the general income of every Local Group. If the Local Groups do not want to share information with their respective National Group, the amount of EDF contribution would be 100 EUR for those Local Groups. This idea turned out to be quite complicated and is therefore not proposed.

The last part of the discussion was to have the EDF contribution as a part of the Membership Fee. During the workshop, none of the participants has mentioned any problems with this method. Therefore, the International Board believes that this would be the fairest solution to the problem.

No. 41: International Council Meeting Decision Book amendment in the FM part concerning the section “The ELSA Development Foundation”

The ELSA Development Foundation

9. Financing of the Foundation

...

9.3 ELSA International shall yearly contribute 5% of the general partnership income and online advertisement income of the previous financial year to the EDF.

...

Comment:

With the new structure of the budget, the general part of the budget should, after the budgeted renovations and investments in the ELSA House, be quite sustainable. Since the number of applications for EDF support is increasing, the EDF can use some extra money. ELSA International would like to contribute to this as well.

No. 42: International Council Meeting Decision Book amendment in the FM part concerning the section “Financial Questionnaire”

Financial Questionnaire

1. General regulations

~~The financial questionnaire is an information gathering tool meant to accumulate information about the financial structure and management of the Network over a long period of time.~~

~~The Treasurer of ELSA International will send a questionnaire within the Working Materials of the Spring International Council Meeting to be filled by National Groups.~~

~~Answers to the questionnaire must be submitted within 15 days from receiving.~~

2. Restrictions

~~The Treasurer of ELSA International shall not ask exact amounts of any income, expenses or budget posts.~~

~~All individual answers are confidential and shall be only used for statistical purposes.~~

Comments

All these questions can also be included in the State of the Network inquiry, which comes with a punishment for not filling them in. Therefore there is no need to have a separate questionnaire.

No. 43: International Council Meeting Decision Book amendment in the FM part concerning the section “Financial Strategy of ELSA International”

~~Financial Strategy of ELSA International~~

~~1. Purpose of the Financial Strategy of ELSA International~~

- ~~1.1. The Financial Strategy of ELSA International (“Financial Strategy” hereinafter) shall be a tool of the Financial Management in ELSA International, complimentary to the Strategic Planning in ELSA.~~
- ~~1.2. Its purpose shall be to most efficiently meet the set of Strategic Goals adapted by the Council, and to ensure continuity in the Financial Management of ELSA International, in order to counter the negative effects of regular changes in the International Board’s composition.~~
- ~~1.3. Maintaining and adhering to the Financial Strategy shall be the responsibility of the Treasurer of ELSA International.~~
- ~~1.4. The Financial Strategy shall utilize the data gained through financial analysis of ELSA International’s financial statements for the past terms, in order to set forth guidelines for an optimal financial structure. The Focus and Execution parts of the Financial Strategy will be implemented for a period of three years.~~
- ~~1.5. The Focus part shall generally describe the fundraising focuses (grants, marketing, partnerships, membership fees etc.) and the expenditure focuses of the respective Financial Strategy.~~
- ~~1.6. 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.~~
- ~~1.7. The wording “Auditors of ELSA International” within this decision refers only to Internal Auditors of ELSA International (Article 16 of the Statutes of ELSA).~~

~~2. Working Group on Financial Strategy~~

- ~~2.1. The purpose of the Working Group on Financial Strategy shall be to undertake a financial analysis of ELSA International, and, in alignment with the gained insight, to create and present a Draft Financial Strategy proposal to the Council Meeting for approval.~~
- ~~2.2. The Working Group always comprises of:~~
 - ~~(i) The President of ELSA International, who is to ensure alignment between the Draft Financial Strategy and the currently adopted Strategic Goals~~
 - ~~(ii) The Treasurer of ELSA International, who is to provide the Working Group with his/her technical knowledge, relevant financial information about ELSA International, and with the accounting data necessary for the group to undertake the financial analysis~~
- ~~2.3. The Working Group should additionally include of at least one professional non-ELSA member, or an ELSA alumnus experienced in the field of finances, who is not affiliated with the state of affairs within the Network at the point of drafting, in order to provide an independent and professional opinion on the contents of the Draft to the Working Group.~~
- ~~2.4. The Treasurer of ELSA International is the Chair of the Working Group.~~
- ~~2.5. The Working Group is automatically dissolved after the closing of the spring Council Meeting of the term of its establishment.~~

3. Drafting procedure of the Financial Strategy

- ~~3.1. ELSA International shall issue an open call for a Working Group on Financial Strategy within the first two weeks of the term of the International Board during the last year of implementation of the ongoing Financial Strategy.~~
- ~~3.2. The Working Group shall create and present a Draft Financial Strategy proposal during the spring Council Meeting for approval.~~
- ~~3.3. The Draft Financial Strategy shall, no later than 15 days before the end of the spring Council Meeting's proposal submission period (Article 5.2. of the Standing Orders) be:~~
- ~~(i) sent out to both the Treasurers' and Presidents' mailing lists and to the Auditors of ELSA International for comments, and~~
 - ~~(ii) submitted as a proposal to the International Board~~
- ~~3.4. The Working Group shall receive comments on the Draft Financial Strategy by the end of the official period for the spring Council Meeting proposal submissions, as stated in article 5.2 of the Standing Orders.~~
- ~~3.5. In case the Working Group accepts the comments received as valid changes, it shall amend its proposal accordingly, and inform the International Board and the Auditors of ELSA International about the changes and their reasoning.~~

4. Implementation procedure of the Financial Strategy

- ~~4.1. The Draft Financial Strategy shall be adopted during the last term of the ongoing Financial Strategy by a simple majority of the Council for a period of three years, starting immediately after the respective Council Meeting.~~
- ~~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 International shall in this case issue a new call for a Working Group in accordance with the article 3. at the start of the next term.~~

5. Changes of the Financial Strategy

- ~~5.1. The International Board can propose changes to the Financial Strategy. The Auditors will comment on these proposals. If the Auditors are in favour of the changes, the Council can approve the changes by a simple majority.~~
- ~~5.2. If the Auditors disagree with the proposed changes of the Financial Strategy, the Council can approve the changes by an absolute majority.~~

6. Role of Auditors of ELSA International regarding 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) Comment on proposed changes of the Financial Strategy for the Council and send out the commentary seven days before the start of the Council Meeting through the Presidents' and Treasurers' mailing lists.~~
 - ~~(iii) Evaluate the International Board's compliance with the Financial Strategy, and state their findings within all Auditors's reports.~~
 - ~~(iv) Evaluate any intended revisions of the Budget of ELSA International to determine whether it follows the implemented Financial Strategy, and provide their comments along with the revision proposal.~~

Comment:

We believe that the Financial Strategy should be incorporated in the Strategic Goals, or at least in the discussion of the Strategic Goals next term. For that reason we propose to remove any reference to the Financial Strategy in the International Council Meeting Decision Book.

No. 44: International Council Meeting Decision Book amendment in the FM part concerning the section “Financial Strategy 2016-2019”

~~Financial Strategy 2016-2019~~

~~1. The Focus~~

~~1.1. Fundraising Focuses:~~

~~1.1.1. Partnerships~~

- ~~• Fundraising from Partnership sources shall fall into two categories – General Partnerships and Project Partnerships.~~
- ~~• The International Board shall make effort for the Project Partnerships to result into General Partnerships.~~

~~1.1.2. Membership fees~~

- ~~• To equalize inflation and other influences, Membership Fees should be adjusted by the Council every three years.~~

~~1.1.3. Marketing~~

- ~~• Income raised through Marketing activities – advertising and magazines – shall only be used as a supportive source of funding.~~

~~1.1.4. Grant Strategy~~

- ~~• The International Board shall apply for Structural and Project Grants only after consulting during a Board meeting, which assesses the necessity of such Grants, benefits and risks of applying.~~
- ~~• The Incumbent Treasurer shall always be aware of the deadlines for applying for new grants, and reporting of the current ones.~~
- ~~• The Incumbent Treasurer shall control, whether the spending of the granted money follows the granted reason, and inform the International Board if it is not so.~~

~~1.2. Expenditure Focuses:~~

~~1.2.1. Professionalization~~

- ~~• The International Board shall focus the spending towards establishing a permanent secretariat, which shall compose of a secretary, an accountant and a lawyer. The secretariat does not have to be employed by ELSA directly, as long as it is responsive and duly working.~~
- ~~• The International Board shall utilize consulting when professionalizing the association.~~

~~1.2.2. Knowledge management~~

- ~~The International Board shall spend resources on digitalizing of the Archive of ELSA International, in order to make the Archive available to every member on an internal database.~~

~~1.2.3. Network Support~~

- ~~ELSA International shall ensure visits of all national groups and observers by arranging travels of the International Board or members of the International Team during their term in office, in order to provide support with practical knowledge.~~

~~1.2.4. Allocation of Excessive funds from the general budget shall further prioritize the following topics:~~

- ~~Development and maintenance of IT structures capable of handling the STEP and Moot Court Competition registration and processes.~~
- ~~Attending and organizing Networking events for the International Board.~~
- ~~Establishment of a separate office close to accommodation premises of the International Board.~~
- ~~Inhouse and Outhouse travels for the International Boards in case the final balance of the year after an Internal Audit results in a profit.~~

~~1.3. Principles:~~

- ~~General Incomes and Expenses shall be visibly separated from the Project related Incomes and Expenses.~~
- ~~General running Expenses of the International Board – remunerations, supplies, travel costs, etc. – shall be allocated to the Project Expenses within project budgets proportionally.~~
- ~~Project Incomes shall not be used to cover General Expenses.~~

2. The Execution

~~2.1 Fundraising Executions:~~

~~2.1.1. General Partnership Income shall be maintained between 30 – 60% of the General Income.~~

~~2.1.2. Membership Fee Income shall be maintained between 10 – 25% of the General Income.~~

~~2.1.3. Advertising Income and Income from publications combined Income shall be maintained between 15 – 40 % of the General Income.~~

~~2.1.4. Income from Operating / Structural Grants shall be maintained between 10 – 50 % of the General Income.~~

~~2.2 Expenditure Executions:~~

~~2.2.1. Expenses for the ELSA House shall be maintained between 20 – 35% of the General Expenses.~~

~~2.2.2. International Board Remunerations shall be maintained between 20 – 30% of the General Expenses.~~

~~2.2.3. International Board Travel expenses shall be maintained between 10 – 20% of the General Expenses.~~

Comments

The financial strategy as it is now, has a lot of flaws and would need to be updated constantly. For the execution part, the numbers would need to be changed quite a lot, especially with the new structure of the budget at the moment. Furthermore, most of the points in the focus part, namely the fundraising (excl. grants), knowledge management and network support are not points that belong in the financial management area, but respectively in the BEE and IM area.

No. 45: International Council Meeting Decision Book amendment in the MKT part concerning the sections “Preface” and “Synergy”

Preface

1. Introduction

~~The aim of marketing in ELSA is to raise the awareness of ELSA in society, to ensure that our association is rightfully reflected and that we remain an association striving towards our vision, as it is defined in article 3 of the Statutes, with the interests and needs of law students in mind.~~

~~As one of the supporting areas in ELSA we aim to provide for the best conditions possible for the realisation of the activities of our key areas, Academic Activities, Seminars & Conferences and Student Trainee Exchange Programme.~~

~~The Marketing area in ELSA should, when needed, be referred to with the abbreviation “MKT”.~~

2. Marketing Discussion and Information list

~~The Marketing discussion and information mailing list exists to enable those working in this supporting area of ELSA to gain clarity on marketing and should be used as a forum for discussion and for the exchange of information and knowledge.~~

Synergy

1. General

1.1 Synergy is ELSA International’s members’ magazine, which shall be printed as a hardcopy twice a year. The autumn edition shall be published and distributed at the earliest during the month of September and at the latest before the autumn International Council Meeting. The spring edition shall be published and distributed at the earliest during the month of February and at the latest before the spring International Council Meeting.

...

2. Distribution

2.1 ELSA International is only financially responsible for distributing Synergy to the National Groups, which have settled their financial obligations towards ELSA International at the ICM prior to the printing of the magazine.

...

Responsibilities for Synergy**1. Responsibilities of the Local Group**

- Encourage its members to write articles for Synergy
- Submit articles to ELSA International
- Promote the publication
- Make sure the publication reaches its members

2. Responsibilities of the National Group

- Encourage the promotion of Synergy
- Encourage all their members to write articles for Synergy
- Ensure the addresses provided in a shipping list are correct
- Ensure the submission of the shipping list before the article submission deadline
- Make sure the publication reaches the ~~L~~ocal ~~s~~Groups

3. Responsibilities of ELSA International

- Produce the magazine
- Promote the magazine and encourage people to write articles
- Ensure the high quality of Synergy and that it project a positive and professional image of ELSA
- Distribute it among the ~~n~~National ~~s~~Groups

Comment:

These provisions in the “Preface” are proposed removed, because they do not have the shape of a decision to be restricting or giving prerogatives to anyone in the scope of the International Council of ELSA. The rest is purely grammatical changes.

No. 46: International Council Meeting Decision Book amendment in the MKT part concerning the section “Communication”

Communication

1. Production of Marketing Material

- 1.1 Each group shall produce marketing material reflecting a positive and professional image addressing a specific target group
- 1.2 The type of marketing material produced should be chosen in cooperation with the respective person under whose area the marketed activities in question fall.
- 1.3 The ELSA logo, following the uniformity rules, has to be featured on all Marketing Materials.

~~Responsibilities for Production of Marketing Materials~~

~~Responsibilities of the local group, national group and ELSA International~~

- ~~● Produce marketing materials and see to that they comply with the uniformity rules in order to reflect a positive and professional image of ELSA as an association.~~

Comment:

This provision is proposed removed, because it does not have the shape of a decision to be restricting or giving prerogatives to anyone in the scope of the International Council of ELSA.

No. 47: International Council Meeting Decision Book amendment in the MKT part concerning the section “Synergy”

Synergy

1. General

...

1.4 The Vice President Marketing of ELSA International is the editor-in-chief of Synergy and responsible for the content.

Comment:

The proper term describing the responsibilities of the Vice President for Marketing.

No. 48: International Council Meeting Decision Book amendment in the MKT part concerning the section “Synergy”

Synergy

2. Distribution

...

2.3 ELSA International will send out a shipping list at the same time as it makes a call for articles; ~~it is the task of~~ Each National Group ~~to~~ is responsible and shall ensure that the shipping list is up to date with both their National and Local Groups’ delivery addresses; and in accordance with the guidelines set by ELSA International.

2.4 A National Group shall submit the shipping list to ELSA International before the article submission deadline. In case the shipping company cannot deliver the package to the specified address in a submitted shipping list due to a mistake in the address or inability to reach the recipient, the National Group shall bear the reimbursement costs for the undelivered packages estimated by the shipping company.

~~2.4~~ 2.5 Each National Group is entitled to 20 copies of each Synergy issue for each Local Group plus additional 20 copies for the National Group.

~~2.5~~ 2.6 ELSA International is only financially responsible for distributing Synergy to the National Groups, which have settled their financial obligations towards ELSA International at the ICM prior to the printing of the magazine.

~~2.6~~ 2.7 Printing and distribution costs of additional copies requested by the National Groups will have to be financed by the requesting Group.

~~2.7~~ 2.8 A request for additional copies must be submitted to ELSA International before deadline for submission of articles to the relevant issue.

Responsibilities for Synergy

1. Responsibilities of the Local Group

- Encourage its members to write articles for Synergy
- ~~Submit articles to ELSA International~~
- Promote the publication
- Ensure the address provided in the shipping list is correct
- Make sure the publication reaches its members

2. Responsibilities of the National Group

- Encourage the promotion of Synergy
- Encourage all their members to write articles for Synergy
- Ensure the addresses provided in the shipping list are correct

- Ensure the submission of the shipping list before the article submission deadline
- Make sure the publication reaches the local groups

3. Responsibilities of ELSA International

- Produce the magazine
- Promote the magazine and encourage people to write articles
- Ensure the high quality of Synergy and that it projects a positive and professional image of ELSA
- Distribute it among the national groups

Comment:

This proposal is aimed at ensuring the understanding of the importance of the shipping list collection procedure. At the same time, the proposal is made in order to ensure the responsibility of National Groups towards shipping list submission.

No. 49: International Council Meeting Decision Book amendment in the MKT part concerning the section “Uniformity”

Uniformity

2. Responsibilities of the groups

2.1 Responsibilities of the Local Group

- Ensure the protection of the ELSA brand
- Implement the uniformity rules ~~in the Local Group~~
- Ensure that breaches of the uniformity rules, especially the logo rules, are corrected immediately and mistakes are removed
- Consult the National Group if in doubt

2.2 Responsibilities of the National Group

- Ensure the protection of the ELSA brand
- Implement the uniformity rules ~~in ELSA in the respective groups~~
- Make sure that the Local Groups have knowledge about the uniformity rules
- Supervise the correct use of the uniformity rules and enforce them in the groups
- Make sure that all breaches are corrected immediately and mistakes are removed
- Consult ELSA International if in doubt

2.3. Responsibilities of ELSA International

- Ensure the protection of the ELSA brand
- Make sure that the uniformity rules are implemented throughout the Network
- Prepare manuals on how to implement the uniformity rules and make these manuals available to the Network
- Supervise the correct use of the uniformity rules in all National Groups
- When breaches are noticed, contact the breaching group immediately and see to it that they are corrected.

Comment:

These provisions are proposed removed, because they do not have the shape of a decision to be restricting or giving prerogatives to anyone in the scope of the International Council of ELSA.

No. 50: International Council Meeting Decision Book amendment in the AA part concerning the section “General Policies in AA” and in the S&C part concerning the section “S&C Policies, Minimum Quality Standards and Responsibilities”

General Policies in AA

1. ~~Introduction~~General

~~1.1 Following the aims set out in the Philosophy Statement – to contribute to legal education and to prepare law students and young lawyers for a professional life in an international environment, Academic Activities (AA) provide opportunities to learn about other cultures and legal systems in a spirit of critical dialogue and scientific cooperation and assist law students and young lawyers to be internationally minded and professionally skilled.~~

~~1.2 What distinguishes AA from S&C is the extraordinary focus on a practical and interactive learning experience, which is mainly aimed at improving the participants’ legal skills.~~

~~1.1 An AA project is a project where participants acquire legal skills by means of practical and (inter)active learning through an academic competition, a legal research group, a law review, a lawyers at work event or any other activity.~~

S&C Policies, Minimum Quality Standards and Responsibilities

1. General

1.1 An S&C event is an event where participants acquire knowledge by means of passive learning through a seminar, a conference, a lecture, a panel discussion, a law school, an institutional visit, a study visit or any other activity fulfilling the definition in Art. 3.3 of the Statutes of ELSA.

...

Comment:

This proposal aligns the definitions in the AA and S&C area.

No. 51: International Council Meeting Decision Book amendment in the AA part concerning the sections “AA Quality Standards” and “General Policies in AA” and in the S&C part concerning the section “S&C Policies, Minimum Quality Standards and Responsibilities”

AA Quality Standards

...

~~1.4.6 All participants should receive a certificate or diploma that certifies their participation on the referred event or project. This does however not apply when the participation has been insignificant.~~

...

General Policies in AA

...

1.2 In case a certificate or diploma is issued upon an AA project, the certificate or diploma shall be signed by the speaker or the respective academic partner involved.

...

S&C Policies, Minimum Quality Standards and Responsibilities

1. General

...

~~1.3 All participants of an S&C event should receive a certificate or a diploma. This policy does not apply for Study Visits.~~

1.3 In case a certificate or diploma is issued upon an S&C event, the certificate or diploma shall be signed by the speaker or the respective academic partner involved.

Comment:

The main purpose of this change is that of ensuring that the quality of AA and S&C events is sustained. A certificate or diploma without the signature of any professional in the respective field is not credible. Hence, to ensure that in the case that a certificate or diploma is given then it should be up to standards and therefore signed by the related professionals involved.

No. 52: International Council Meeting Decision Book amendment in the AA part concerning the section “General Policies in AA”

General Policies in AA

2. AA Policies & Quality Standards

~~2.1 The AA Policies and the Quality Standards presented below constitute a comprehensive system to ensure quality and uniformity in this key area. They shall be used to facilitate the operation of AA events and to guide the management of quality events on local, national and international level.~~

~~2.2 All local groups and National Groups facilitating AA events must abide by the AA Policies and Quality Standards. National Groups may develop additional policies and standards to the ones stated below to meet the specific needs of their countries and legal systems.~~

3. Focus in AA

~~3.1 When deciding on the topic of an AA project, officers are highly encouraged to focus on topics that relate to human rights, the current International Focus Programme or topics with clear international aspects.~~

~~3.2 ELSA's commitment to social responsibility shall be taken into account and entails awareness when organising Academic Activities and Moot Court Competitions.~~

4. Internationality in AA2. International AA Projects

~~4.1 It is a priority in AA to focus on the international character of our association. Local and national groups are encouraged to organise international projects.~~

~~4.2 4.1~~ In order to preserve the interest of the whole Network, permission is required for the organisation of an international AA project~~event~~. Before starting the planning, local and national groups shall contact the International Board and the latter takes a decision, ~~based on the general opinion of the AA Network.~~ The difference between a local, national and international event is described in the S&C part of this Decision Book in point 1.2:

~~4.3 Moreover, it is strongly recommended, not only for AA officers but also for all other ELSA officers, to actively recruit and include international exchange students as either participants or as organisers of ELSA activities. Supporting student mobility is an overall aim and may, in an AA context, be referred to as Studies Abroad Projects (SAP).~~

Comment:

These provisions are proposed to be removed, because they do not have the shape of a decision which is restricting or giving prerogatives to anyone in the scope of the International Council of ELSA.

No. 53: International Council Meeting Decision Book amendment in the AA part concerning the section “Policies concerning AA Projects”

Policies concerning AA Projects

1. Academic Activities (AA) ~~Portfolio~~Projects

~~1.1 Focus in AA~~

~~1.1.1 The focus of AA projects is legal writing and academic competitions as defined in Article 1.2 below.~~

~~1.1.2 In addition to these projects, AA officers are welcome to organise other activities that aim at providing law students and young lawyers with practical skills or that allow law students and young lawyers to use their legal knowledge in a practical way. Examples include interactive legal student debates or simulations of an assembly of an international or national institution.~~

~~1.2. 1.1 Academic Competitions~~

~~1.2.1 An academic competition is an organised event in which law students and young lawyers compete against each other with the aim of preparing the participants for the specialised forms of skills, experience and knowledge that are required within the legal profession.~~

~~1.2.2 1.1.1 An academic competition can for example involve essay writing, negotiation of a contract or client interviewing.~~ The AA officer shall assure that the academic competition has a relevant legal topic in accordance with the scope of the Association, a recognised jury and a comprehensive set of rules.

~~1.2.3 1.1.2~~ In the assessment of the participants, the Jury should be guided by factors such as clarity, conciseness, persuasiveness, critical thinking and conformity with the objective standards that have evolved in the legal profession.

~~1.3. 1.2 Legal Research Group~~

~~1.3.1 A legal research group (LRG) is a group of law students and/or young lawyers carrying out research on a specified topic of law with the aim to make their conclusions publicly accessible.~~

~~1.3.2 1.2.1~~ The AA officer shall assure that the legal research group has an outline including its aims, timeline, guidelines for the written report and guidelines with the tasks of the participants and other parties involved. ~~The outline should include examples of former legal research groups.~~

~~1.3.3 1.2.1~~ The AA officer shall assure that the legal research group includes the following: a) a coordinator, preferably the VP AA of the organising group; b) at least one academic coordinator, responsible for the

Academic Framework; c) an academic advisor, responsible for the academic quality of the final report or outcome of the research; and d) linguistic editors if the research is conducted in a foreign language.

~~1.3.4 The legal research group should serve as a platform for ELSA members to strengthen, in addition to substantial knowledge about the chosen legal topic, their writing, research, language and cooperation skills.~~

~~1.3.6 While considering the outcome of the legal research, the AA officer shall take special measures to find a solution to make the final report or results public.~~

1.2.3 The legal research group shall make its conclusions publicly accessible in the form of a final report.

1.4. Law Review

~~1.4.1 A law review is a legal publication consisting of contributions from students, practitioners and/or academics. The law review should publish contributions of the highest academic standard. Students should be responsible for the editing of the content, style and referencing.~~

~~1.4.2 A law review should serve as a platform for ELSA members to strengthen their legal writing skills and to publish their contributions.~~

1.5 1.3 Lawyers at Work Event

~~1.5.1 1.3.1 Lawyers at work events (L@W events) represent an opportunity for law students and young lawyers to receive career information from those working in various professions which are open to law graduates. L@W events involve a practical inside view into the legal profession and shall therefore involve interactive learning opportunities such as for example case solving, legal courses or job interview and CV trainings.~~

~~1.5.2 The AA officer shall assure that the L@W event provides students and young graduates with the opportunity to meet professionals in person and to understand the large variety of career opportunities that are open to law students at the end of their studies. It is a priority to highlight opportunities in workplaces that share the goals set forward in the Philosophy Statement.~~

Comment:

These provisions are proposed to be removed, because they do not have the shape of a decision which is restricting or giving prerogatives to anyone in the scope of the International Council of ELSA.

No. 54: International Council Meeting Decision Book amendment in the AA part concerning the section “Policies concerning Moot Court Competitions”

Policies concerning Moot Court Competitions

1. General

~~1.1 A Moot Court is a simulated hearing and court proceeding in a certain area of law and aims at bridging the gap between theory and practice.~~

~~1.2 Representing the two opposing parties, students argue a fictitious case written by an expert in the area in front of a qualified Jury/Panel.~~

~~1.3 The first stage of a Moot Court should consist of written submissions by both parties followed by oral pleadings.~~

2. 1. The ELSA International Moot Courts

~~2.1~~ 1.1 The ELSA Moot Court Competition on WTO law (EMC2)

~~2.1.1~~ 1.1.1 The EMC2 is a simulated hearing of the Dispute Settlement Body of the World Trade Organization (WTO). It is open to teams from all around the globe.

~~2.1.2~~ 1.1.2 The competition consists of three rounds: the written rounds, the Regional Rounds and the Final Oral Round. National Groups may organise pre- National Rounds.

~~2.1.3 The teams represent the Complainant and Respondent to a case which is written by a WTO trade law expert on a fictitious moot problem in front of experts referred to as Panellists.~~

~~2.2~~ 1.2 The European Human Rights Moot Court Competition (EHRMCC)

~~2.2.1~~ 1.2.1 The EHRMCC is a simulated hearing of the European Court of Human Rights. The competition consists of two rounds: the written round and the Final Round. National Groups may organize National Rounds. The best 16-20 teams of the written round qualify for the Final Round to be held in Strasbourg, France.

~~2.2.2 The teams represent the Applicant and the Respondent to a case which is written by a human rights expert on a fictitious moot problem in front of experts referred to as Judges.~~

~~2.3~~ 1.3 Specific Responsibilities of the Local and National Groups

~~2.3.1~~ 1.3.1 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~~ 1.3.2 Gather participants and support them in order to take part in the ELSA International Moot Courts.

~~2.3.3~~ 1.3.3 Organize National Rounds of the EHRMCC and the EMC2, if needed, and Regional Rounds of the EMC2.

~~2.4~~ 1.4 Specific Responsibilities of ELSA International

~~2.4.1~~ 1.4.1 ELSA International is overall responsible for the organization of the EMC2 and the EHRMCC.

~~2.4.2~~ Find Case Authors, Judges, Panelists and other supporters.

~~2.4.3~~ Publish the Case, the Clarifications to the Case and the Bench Memorandum on the respective webpage of the competitions.

~~2.4.4~~ Find National Round and Regional Round Organizers all over the globe.

~~2.4.5~~ Ensure the proper organisation of the Final Oral Round of the HRMCC in Strasbourg and the EMC2 in Geneva together with an International Organising Committee.

~~2.4.6~~ Find a proper way to promote the Moot Courts to externals and potential partners.

~~2.4.7~~ Update and improve the EMC2 and HRMCC.

Comment:

These provisions are proposed to be removed, because they do not have the shape of a decision which is restricting or giving prerogatives to anyone in the scope of the International Council of ELSA.

No. 55: International Council Meeting Decision Book amendment in the AA part concerning the section “Policies concerning Moot Court Competitions”

Policies concerning Moot Court Competitions

2.2 The European Human Rights Moot Court Competition (HRMCC)

2.2.1 The HRMCC is a simulated hearing of the European Court of Human Rights. The competition consists of a minimum of two rounds: the written round and the Final Round. National Groups may organize National Rounds. ~~The best 16-20 teams of the written round qualify for the Final Round to be held in Strasbourg, France.~~

2.2.2 The teams represent the Applicant and the Respondent to a case which is written by a human rights expert on a fictitious moot problem in front of experts referred to as Judges.

Comment:

This is to ensure flexibility in the competition.

No. 56: International Council Meeting Decision Book amendment in the AA part concerning the section “AA Quality Standards”

~~AA Quality Standards~~

~~1. Standards Concerning the Participants~~

~~1.1 Selection~~

~~1.1.1 Only the organising group shall select the participants. The organising group may delegate this selection to others with adequate academic and professional background.~~

~~1.1.2 The selection of participants for AA projects shall be based on concrete criteria established by the organising group and, if applicable, on the academic background of the applicants.~~

~~1.1.3 After the selection process, the organising group shall inform the applicants and the selected participant shall confirm their participation before the deadline set by the organising group.~~

~~1.2 Preparation~~

~~1.2.1 All participants should receive the necessary preparation, including for example:~~

- ~~a. Basic knowledge about ELSA;~~
- ~~b. Their responsibilities as a participants;~~
- ~~c. Information about cost, visa, insurance, and all other legal requirements, if applicable to the event.~~
- ~~d. Any other preparation that the organising group deems necessary for the academic quality of the event.~~

~~1.3 Reception~~

~~1.3.1 If the nature of the event suggests so, the organising group shall provide the incoming participants with adequate reception and support throughout the duration of the event.~~

~~1.4 General Application policies~~

~~1.4.1 Every law student and young lawyer should have the opportunity to apply for an AA event. This is a general starting point and exceptions may occur if specific circumstances require a more narrow group of participants.~~

~~1.4.2 In the event of cancellation, the applicants or participants shall be informed as soon as it can be confirmed.~~

~~1.4.3 When the applicant is not a member of ELSA the organising group should inform the applicant about contact details of the applicant's closest ELSA Group. Every law student and young lawyer applying for an AA event should be encouraged to become a member of ELSA.~~

~~1.4.4 All applicants of an AA event shall possess the necessary documentation for proof of academic qualification filled in the event application form to ensure the quality of the student participant, in case the organising group requests it.~~

~~1.4.5 In case the applicant provides false or inaccurate information in the application, the organising group has the right to reject it. In case the applicant was already selected, the organising group can suspend the applicant.~~

~~1.4.6 All participants should receive a certificate or diploma that certifies their participation on the referred event or project. This does however not apply when the participation has been insignificant.~~

2. Communication Policies

2.1 The AA Mailing List

~~2.1.1 The AA mailing list has been set up to enable clarity on AA related issues and to gather input on how to improve the current AA projects. The list shall be used as a forum of discussion and for the exchange of information and knowledge. The AA mailing list is administered by ELSA International and its participants are active AA officers.~~

~~2.1.2 It is the duty of the AA officers to keep proper and on time communication with other AA officers.~~

~~2.1.3 ELSA International shall make sure that all national AA officers' emails are subscribed.~~

~~2.1.4 It is the responsibility of all national and international officers to maintain the mailing list active and to participate in discussions.~~

~~2.1.5 The local officers should be given the possibility to join the international AA discussion and information list as observers upon request of the national officer.~~

~~2.1.6 The same policies as stated above shall apply to other similar communication platforms, e.g. the AA Facebook group.~~

2.2 Evaluation Policies

~~2.2.1 Every participant in an AA event shall be invited, upon completion of the event to submit an evaluation form to the organising group.~~

~~2.2.2 Every organizing group shall, upon completion of the AA event evaluate while taking into consideration feedback from the participant and the partners involved in the event.~~

~~2.2.3 All National Groups, in addition to ELSA International, shall evaluate all the information received and establish a development plan for the following year in order to make improvements.~~

3. Dispute Resolution

~~3.1 The AA Policies and Quality Standards should be implemented and referred to when in doubt of how a case should be handled.~~

~~3.2 In case the organising group has problems with organisational issues of the AA event, the dispute shall be solved by reaching a friendly agreement.~~

~~3.3 In case the parties cannot reach a mutual agreement, the case should be referred to ELSA International and, if agreed, also for advice to the AA mailing list.~~

~~3.4 In case of complaints by participants about low quality of an AA event, the conflict can be solved by reaching a friendly agreement between the parties involved. In case the parties cannot reach a mutual agreement amongst themselves the case can be referred to ELSA International.~~

4. Knowledge Management

~~4.1. National Groups shall ensure that all the relevant materials and results from all organised activities are archived. And they shall send these to ELSA International.~~

~~4.2 ELSA International shall archive information received from the National Groups when it can be useful for future officers.~~

~~4.3 National Groups are encouraged to create national manuals in their native language.~~

~~4.4 National Groups shall give transition to the next national officer and also local officers who have not received it.~~

~~4.5 National Groups are invited to translate the most important information received from ELSA International and adapt the information to local officers and members.~~

~~4.6 National Groups can require the support of ELSA International in finding the most suitable strategies to develop the AA area.~~

Comment:

These provisions are proposed to be removed, because they do not have the shape of a decision which is restricting or giving prerogatives to anyone in the scope of the International Council of ELSA.

No. 57: International Council Meeting Decision Book amendment in the AA part concerning the section “General Responsibilities in AA”

General Responsibilities in AA

1. Responsibilities of all AA Officers

~~1.1 The AA officer shall promote ELSA's network as a platform for the development of legal, practical skills.~~

~~1.2 The AA officer shall create an outline for the project in question including aims, topic, timeline and guidelines for participants.~~

~~1.3 The AA officer shall involve the rest of the board. Joint projects between the key areas are encouraged. The AA officer shall cooperate with the Marketing officer in the development of a promotion strategy, and with the Treasurer and the President with regards to financial matters and external relations, respectively.~~

~~1.4 The AA officer is responsible during the development of any AA project for the compliance with the external relations regulations that can be found in this Decision Book, BEE Part.~~

2. 1. Responsibilities of the Local AA Officers

~~2.1 Have the overall responsibility for all AA projects organised on local level.~~

~~2.2 Submit relevant and necessary information about the project in question to the National Group in order to facilitate cooperation.~~

~~2.3 Support AA projects with the presentation of their conclusions and send their outcome to the National Group.~~

~~2.4 Submit, according to the Implementation of the S&C Quality Standards Article 4.1, the AA Event Specification Form to the AA officer in the National Board, when the event is national, and to the International Board when it is international.~~

1.1 When organising an international AA event, Local Groups shall submit the AA Project Specification Form and the AA Project Evaluation Form to the International Board.

~~2.5 Submit an AA Event Evaluation form, or an IFP Project Report, to the AA officer in the National and International Board within 3 weeks after the conclusion of the event.~~

~~2.6~~ 1.2 Support and promote the AA projects organised by the National Group and ELSA International.

~~3. 2. Responsibilities of the National AA Officers~~

~~3.1 Ensure that all local groups are implementing and following the AA Policies and Quality Standards, as well as other policies that the National Group has developed specifically for their country.~~

~~3.2 Provide necessary materials and information on how to organise AA projects to the Local Groups.~~

~~3.3 Collect information about AA projects organised by the Local Groups and pass it on to ELSA International. If changes occur, ELSA International should be informed.~~

~~3.3 2.1 When organising AA projects themselves, National Groups shall submit the AA Project Specification Form and the AA Project Evaluation Form to the International Board, act according to the responsibilities of the Local Groups as stipulated in Article 2.2 – 2.5.~~

~~3.4 2.2 Support and promote the AA projects organised by ELSA International.~~

~~4. 3. Responsibilities of International AA Officers~~

~~4.4 3.1 The VP MCC is the overall responsible person for the coordination of the Moot Court Competitions. The VP AA is in charge of all other AA projects.~~

~~4.2 Ensure that the AA Policies and Quality Standards are followed and that the AA communication platforms are working properly.~~

~~4.3 3.2 Provide necessary materials and information on how to organise AA projects to the National and Local Groups. This should be done through, among others, workshops, trainings, manuals, handbooks and guidelines and by updating outdated materials and making sure that all these tools are available.~~

~~4.4 Communicate with the National Groups and suggest solutions to problems and issues that arise.~~

~~4.5 Collect, process and archive the AA Specification and Evaluation Forms, the IFP project report and other submitted materials.~~

~~4.6 Publish online relevant information about AA projects organised by the local and national groups upon receiving the information from the groups. The decision about publishing this information shall be based on the relevance of the project to the ELSA Network.~~

Comment:

These provisions are proposed to be removed, because they do not have the shape of a decision which is restricting or giving prerogatives to anyone in the scope of the International Council of ELSA.

No. 58: International Council Meeting Decision Book amendment in the AA part concerning the section “General Responsibilities in AA”

General Responsibilities in AA

4. Responsibilities of International AA Officers

4.1 The ~~VP MCC Vice President for the ELSA Moot Court Competition~~ is the overall responsible person for the coordination of the ELSA Moot Court Competitions. The VP AA is in charge of all other AA projects, including the European Human Rights Moot Court Competition.

...

Comment:

We have been talking a lot about the restructuring of the EMC2 because the position of the VP MCC is too overloaded because of both competitions growing each year. Therefore, we deem it necessary to adjust the duties accordingly. We propose to shift the EHRMCC to the VP AA. After having cancelled the Law Review, the VP AA is lacking tasks on the International level and therefore has enough time in the first half of the year to conduct the EHRMCC. This would take a big workload off the VP MCC and insure for both positions to grow to their full potential without having a lack of academic standard in any project.

No. 59: International Council Meeting Decision Book amendment in the S&C part concerning the section “Quality in Seminars & Conferences”

~~Quality in Seminars & Conferences~~

~~1. Introduction~~

~~Seminars & Conferences aims to give law students and young lawyers from different countries the opportunity to learn and discuss legal topics that are not usually included in the curricula of universities, thus contributing to a better legal, cultural and social education.~~

~~By following ELSA’s Philosophy Statement we contribute to legal education and ensure that S&C events are carried out in a spirit of mutual understanding. Thus the aim of an S&C event shall be to provide students with a positive learning experience, interaction with a new social and cultural environment and prepare them for future responsibilities as members of the academic society.~~

~~ELSA’s commitment to human rights shall be taken into account and imply awareness when organizing S&C events.~~

~~2. S&C Policies & Quality Standards~~

~~The S&C Policies present a comprehensive system to ensure quality and uniformity in this key area. The S&C Policies & Quality Standards shall be used to facilitate the operation of S&C events and to guide the management of quality S&C events on local, national and international level. All local groups and national groups facilitating S&C events must abide by the S&C Policies and Quality Standards. National groups may develop additional policies and standards to the ones stated below to meet the specific needs of their country and legal systems.~~

~~3. S&C Discussion and Information List~~

~~The S&C discussion and information list has been set up to enable those working in this key area of ELSA to gain clarity on Seminars & Conferences, discuss and resolve quality issues amongst themselves and gather input to improve the current quality system. The list shall be used as a forum of discussion and for the exchange of information and knowledge.~~

~~4. S&C and the International Focus Programme~~

~~The plan for the term in office of every officer in charge of the S&C Area shall take in special consideration the International Focus Programme in force. The organisation of activities related to IFP shall be encouraged and supported by the National Officers, and implemented by Local Officers.~~

Comment:

These provisions are proposed removed, because they do not have the shape of a decision to be restricting or giving prerogatives to anyone in the scope of the International Council of ELSA.

No. 60: International Council Meeting Decision Book amendment in the S&C part concerning the section “S&C Policies, Minimum Quality Standards and Responsibilities”

S&C Policies, Minimum Quality Standards and Responsibilities

1. General

- 1.1 An S&C event is a seminar, a conference, a lecture, a panel discussion, a law school, a webinar, an institutional visit, a study visit or any other activity fulfilling the definition in Art. 3.3 of the Statutes of ELSA.

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Comment:

Adding webinars in the scope of S&C events.

No. 61: International Council Meeting Decision Book amendment in the S&C part concerning the section “S&C Policies, Minimum Quality Standards and Responsibilities”

S&C Policies, Minimum Quality Standards and Responsibilities

1. General

~~1.2 S&C events can be international, national or local~~

~~1.2.1 S&C events are international when attended by participants that have different national and legal backgrounds and came to the country of venue primarily for the purpose of attending the international event.~~

~~1.2.2 S&C events are national when attended by participants from two or more cities from the same country.~~

~~1.2.3 S&C events are local when attended by participants from the same city, unless there is only one Law Faculty in the respective country, in which case the event shall be considered as national.~~

...

Comments

These provisions are proposed removed, because they do not have the shape of a decision to be restricting or giving prerogatives to anyone in the scope of the International Council of ELSA.

No. 62: International Council Meeting Decision Book amendment in the S&C part concerning the section “S&C Policies, Minimum Quality Standards and Responsibilities”

S&C Policies, Minimum Quality Standards and Responsibilities

2. Scientific Events

2.1 Definition

~~To contribute to the legal education of law students and young lawyers ELSA organises different types of scientific events. These events can be structured in different ways as set out below.~~

a. Seminars

~~A seminar is an event, which consists of several lectures about a legal topic or field of law. The topic is discussed in a plenary.~~

b. Conferences

~~A conference is an event that entails more individual participation and scientific contribution than a seminar. The topic(s) is/are discussed in workshops to finally be reported to a plenary. It is recommended to make a short outline on the reached goals, especially with regards to scientific contribution after the event.~~

c. Lectures

~~A lecture is a discourse within a certain area of law given by a professional speaker. The topic is discussed in a plenary.~~

d. Panel Discussions

~~A panel discussion is an event where two or more experts discuss issues of a specific legal topic in front of an audience.~~

e. Law Schools

~~A law school is an annual event organised in a close co-operation with an academic or institutional partner, lasting for at least 7 days with a minimum of a 20 hours scientific programme.~~

2.2 Minimum Quality Standards

~~2.2.1 — A scientific event aims to provide law students with content which is not represented in common universities' curricula.~~

~~2.2.2 — Scientific events should involve both theorists and practitioners from the field of law that is presented in the scientific event.~~

~~2.2.3 — The programme of the scientific event shall favour topics related to human rights and IFP.~~

~~2.2.4 The programme of the scientific event aims to enable law students and young lawyers to work in multicultural environment.~~

~~2.3 Responsibilities for Quality~~

~~2.3.1 of the Organising Groups~~

~~2.3.1.1 Evaluation~~

- ~~a. Respect evaluation policies by completing the S&C Evaluation Form and submit to ELSA International or through the National Group.~~
- ~~b. Respect Knowledge Management policies.~~
- ~~c. Archive all materials and lectures given at the scientific event.~~
- ~~d. Elaborate a Report to the National Group regarding participation statistics.~~
- ~~e. Provide any other details information related to the event that might be requested from respective National Group or ELSA International.~~

~~2.3.2 of the National Groups~~

- ~~a. Ensure that all Local Groups are implementing and following the S&C Policies and Quality Standards and other policies that the National Group has developed specifically for their country.~~
- ~~b. Encourage all Local Groups to organise S&C events.~~
- ~~c. Ensure that all Local Groups advertise S&C events.~~
- ~~d. Follow the work developed by Local Groups regarding international events.~~
- ~~e. Be an active part of promoting international events during ICMs and other important events.~~
- ~~f. Support the organising group in all aspects of organization of scientific events, especially in finding suitable speakers for the event.~~
- ~~g. Inform ELSA International about the international event final results concerning participation statistics or any other requested details.~~

Comment:

These provisions are proposed removed, because they do not have the shape of a decision to be restricting or giving prerogatives to anyone in the scope of the International Council of ELSA.

No. 63: International Council Meeting Decision Book amendment in the S&C part concerning the section “S&C Policies, Minimum Quality Standards and Responsibilities”

S&C Policies, Minimum Quality Standards and Responsibilities

3. Study Visits

...

3.2 Minimum Quality Standards

3.2.1 Study Visits aim for the mutual understanding and sharing cultural experiences and are combined with an academic programme providing exchange of legal knowledge.

3.2.2 A Study Visit shall involve at least 5 participants per group. When it is a multilateral Study Visit, the number of participants in total shall be at least 5.

3.2.3 The academic programme shall have an average duration of a minimum of three hours per day.

3.2.4 An agreement should be concluded between the groups participating in the Study Visit. The agreement should

- Be in written form.
- Include the parties involved, the dates of the visit, and the responsibilities of the parties.
- Be sent to the person responsible for managing Study Visits on international level in order to mediate between the parties in cooperation with the International Board if any dispute arises.

...

Comment:

The proposal is clarifying and ensuring that the organisers can have a diverse programme.

No. 64: International Council Meeting Decision Book amendment in the S&C part concerning the section “S&C Policies, Minimum Quality Standards and Responsibilities”

S&C Policies, Minimum Quality Standards and Responsibilities

3. Study Visits

...

3.2 Minimum Quality Standards

3.2.1 Study Visits aim for the mutual understanding and sharing cultural experiences and are combined with an academic programme providing exchange of legal knowledge.

3.2.2 A Study Visit shall involve at least 5 participants per group. When it is a multilateral Study Visit, the number of participants in total shall be at least 5.

3.2.3 The academic programme shall have a duration of a minimum of three hours.

3.2.4 ~~An~~ The Study Visit agreement shall be concluded between the groups participating in the Study Visit. The agreement shall be sent to ELSA International. ~~The agreement should~~

- ~~• Be in written form.~~
- ~~• Include the parties involved, the dates of the visit, and the responsibilities of the parties.~~
- ~~• Be sent to the person responsible for managing Study Visits on international level in order to mediate between the parties in cooperation with the International Board if any dispute arises.~~

...

Comment:

The proposal change the obligation by using “shall” instead of “should”. The bullets are deleted do to their obvious character.

No. 65: International Council Meeting Decision Book amendment in the S&C part concerning the section “S&C Policies, Minimum Quality Standards and Responsibilities”

S&C Policies, Minimum Quality Standards and Responsibilities

3. Responsibility for Quality

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~~3.3.3 of the National Groups~~

- ~~a. To motivate all the Local Groups to organise Study Visits.~~
- ~~b. To collect the information for the Study Visits Guide (SVG) from the local groups and submit it to ELSA International. The study visits guide shall contain at least the following information about each local group:~~
 - ~~○ A short description of the groups history and location.~~
 - ~~○ Information about the surroundings and climate.~~
 - ~~○ Preferred periods for a Study Visit.~~
 - ~~○ Permanent contact information.~~
- ~~c. To ensure that the updates to the Study Visit Guide are collected and submitted to ELSA International.~~

3.3.4. of ELSA International

- a. To collect and compile the information submitted by national groups for the Study Visits Guide (SVG), and make the completed SVG available, via an online system, for all S&C officers.
- b. To update the Study Visit Guide (SVG) at least once during one term in office.

3.4 Study Visits Guide (SVG)

3.4.1 National Groups shall collect the information for the Study Visits Guide (SVG) from the local groups and submit it to ELSA International. The study visits guide shall contain at least the following information about each local group:

- A short description of the group's history and location.
- Information about the surroundings and climate.
- Preferred periods for a Study Visit.
- Permanent contact information.

3.4.2 ELSA International shall collect and compile the information submitted by national groups for the Study Visits Guide (SVG), and make the completed SVG available, via an online system, for all S&C officers.

Comment:

These provisions are proposed removed, because they do not have the shape of a decision to be restricting or giving prerogatives to anyone in the scope of the International Council of ELSA.

The proposal also includes a structural change without a material change.

No. 66: International Council Meeting Decision Book amendment in the S&C part concerning the section “S&C Policies, Minimum Quality Standards and Responsibilities”

S&C Policies, Minimum Quality Standards and Responsibilities

4. Institutional Visits

4.1 Definition

- 4.1.1 Institutional Visits are visits to governmental or non – governmental organisations, public administrations, private institutions, universities or other higher education institutions, where the main purpose of the event is the visit itself.
- ~~4.1.2 Before the institutional visit the organising group shall inform ELSA International and follow the procedure of the Institutional Relations Regulations under Decisions relating to BEE.~~
- ~~4.1.3~~ 4.1.2 International Institutional Visits are visits to the headquarters of international governmental or non-governmental organisations, public administrations, private institutions, universities, other higher education institutions or local branches of international institutions situated in a foreign country.
- ~~4.1.4~~ 4.1.3 National Institutional Visits are visits to governmental or non-governmental organisations, public administrations, private institutions, universities, other higher education institutions or local branches of international institutions situated in the country of the organising group.

4.2 ~~Minimum Quality Standards~~

~~Institutional Visits aim to give law students and young lawyers an insight into the functioning of governmental or non – governmental organisations, public administrations, private institutions, universities or other higher education institutions.~~

~~Institutional Visits are an opportunity for law students and young lawyers to receive direct information about governmental or non – governmental organisations, public administrations, private institutions, universities or other higher education institutions which will contribute to their legal education.~~

4.3 ~~4.2~~ Responsibilities for Quality

~~4.3.1~~ 4.2.1 of the Organising Groups

- a. To inform ELSA International and follow the procedure of the Institutional Relations Regulations under Decisions relating to BEE.
- b. To complete the Event Specification Form ~~for international Institutional Visits and send it to ELSA International in a good time prior to the event.~~

- c. To complete the Evaluation Form ~~for international Institutional Visits~~ and send it to the national group and ELSA International not later than ~~three~~ two weeks after the event.

~~4.3.2.~~ 4.2.2 of the National Groups

- a. ~~To ensure that the local groups follow the procedure of the Institutional Relations regulations under Decisions relating to BEE. To provide local groups with any necessary training material and information on how to organise Institutional Visits to the local groups.~~
- b. To ensure that the local groups submit the Event Specification Form ~~in respect of international Institutional Visits~~ to ELSA International ~~in good time prior to the event.~~
- c. To ensure that local groups submit the Evaluation Form ~~for international Institutional Visits~~ no later than ~~three~~ two weeks after the event.
- d. ~~To ensure that the local groups follow the procedure of the Institutional Relations regulations under Decisions relating to BEE.~~

Comment:

These provisions are proposed removed, because they do not have the shape of a decision to be restricting or giving prerogatives to anyone in the scope of the International Council of ELSA.

No. 67: International Council Meeting Decision Book amendment in the S&C part concerning the section “S&C Policies, Minimum Quality Standards and Responsibilities”

S&C Policies, Minimum Quality Standards and Responsibilities

5. ELSA Law Schools

5.1 Definition

5.1.1 ELSA Law Schools are international ~~events~~ ~~Law Schools~~ that shall fulfil the requirements regulated in this section.

~~5.1.2 National events fulfilling these requirements shall not be promoted as ELSA Law Schools.~~

...

Comment:

This provision is proposed removed, because it does not have the shape of a decision to be restricting or giving prerogatives to anyone in the scope of the International Council of ELSA.

No. 68: International Council Meeting Decision Book amendment in the S&C part concerning the section “S&C Policies, Minimum Quality Standards and Responsibilities”

S&C Policies, Minimum Quality Standards and Responsibilities

5.2 Requirements of ELSA Law Schools

ELSA Law Schools:

5.2.1 Aim to be annual.

5.2.2 Shall be ~~international events~~ open for everyone and conducted in English.

...

Comment:

The proposal is just a clarification.

No. 69: International Council Meeting Decision Book amendment in the S&C part concerning the section “S&C Policies, Minimum Quality Standards and Responsibilities”

S&C Policies, Minimum Quality Standards and Responsibilities

5.5 Quality Control

~~5.5.1 An ELSA Law School is a complex project connected with a long period of preparation, application process, payment in advance, accommodation, meals, provision of education and other services. Therefore, it is crucial for a Quality Control to ensure that the Organising Committee is in compliance with this section.~~

...

Comment:

This provision is proposed removed, because it does not have the shape of a decision to be restricting or giving prerogatives to anyone in the scope of the International Council of ELSA.

No. 70: International Council Meeting Decision Book amendment in the S&C part concerning the section “S&C Policies, Minimum Quality Standards and Responsibilities”

S&C Policies, Minimum Quality Standards and Responsibilities

5.5 Quality Control

...

5.5.5 For the purposes of Quality Control, the International Board shall have, in case of a breach of the internal regulations, executive powers:

- a. to resolve and answer each complaint delivered to ELSA International;
- b. to inform the respective National Group about the attitude of the Organising Committee in order for it to take the appropriate internal measures;
- c. to remove the respective ELSA Law School from the current Cycle~~list~~ of the ELSA Law Schools, in order to prevent the Organising Committee involved from using the “ELSA Law School” label;
- d. to inform all National Groups about the subject matter of the case;
- e. to accept an ELSA Law School into the current Cycle after the end of the Specification Period, upon presentation of an individual case.

5.5.6 ~~The International Board shall report to the Council the use of its executive powers. At that point the respective Organising Committee might ask for a voting in order to waive the measures taken.~~ The Vice President for Seminars & Conferences shall report in a workshop during the International Council Meeting about the use of the executive powers.

Comment:

Due to the timeline of the use of the executive powers, the voting will be obsolete. At the same time it should be enough to report the powers to the workshop and not the Council itself.

No. 71: International Council Meeting Decision Book amendment in the S&C part concerning the sections “Quality Standards for S&C Events” and “Implementation of the S&C Quality Standards”

Quality Standards for ~~International~~S&C Events

1. Academic Programme

~~1.1 International events should aim to comply with the main focuses of ELSA.~~

~~1.2~~ 1.1 The initial draft of the academic programme ~~shall~~should be published at the latest together with opening the application procedure for the event; and the final draft shall be published at least 2 months before the event. This does not apply to Study Visits and Institutional Visits.

2. Selection

~~Only the organising group shall select the participants. The organising group shall respect the Application Policies.~~

~~3.~~ 2. Notification

~~3.1~~ 2.1 The organising committee shall confirm to applicants that their application has been received correctly.

~~3.2~~ 2.2 After the selection process, that shall end at least one month before the event, the organising group shall inform all the applicants whether their application has been accepted or not.

~~3.3 The participant shall confirm their participation before the deadline set by the organising group.~~

4. Preparation

~~All participants should receive the necessary preparation, including:~~

- ~~• Basic knowledge about ELSA.~~
- ~~• Information about their responsibilities as a participant.~~
- ~~• Any other preparation that the organising group deems necessary for the academic quality of the event.~~

5. Reception

~~4.1 The organising group shall provide the incoming participants with an adequate reception and support them throughout the duration of the event.~~

~~4.2 An adequate reception means that participants shall:~~

- ~~• Be picked up from the airport/train/bus; or receive detailed guidance of as how to get to the place of destination.~~
- ~~• Receive a reception package/booklet including information about the event. If the participant is from a foreign country they should be provided with additional general information about the country and the local environment (for example: public transportation, different services, emergency phone numbers, etc.).~~

6. Fee

~~6.1. When there is a fee for the event, the related provisions included in the FM part of the Decision Book shall be applied.~~

~~6.2. The Organising Group has the right to request registration payments or the full fee payments in any reasonable time set before the event.~~

~~6.3. The deadlines from the article 6. 2. shall be announced together with the opening of the application procedure.~~

Implementation of the S&C Quality Standards

1. Introduction

~~To ensure that we are meeting the expectations of all participants in our events and to learn for the future, there is a need to monitor the quality of S&C events.~~

2. Responsibilities of ELSA International

~~2.1 To ensure that the S&C Policies and the S&C Communication Tools are working properly.~~

~~2.2 To publish international, IFP and Human Rights S&C events on the homepage of ELSA International and to keep this information up to date.~~

~~2.3 To communicate with the national groups and suggest solutions for problems and issues that arise in S&C.~~

~~2.4 To evaluate all the information received and suggest ways to improve S&C.~~

3. 1. Application Policies

- ~~3.1 Every law student and young lawyer shall have the opportunity to apply for an S&C event.~~
- ~~3.2 Where an applicant is not a member of ELSA, the organising group should inform the applicant of the closest ELSA Group's contact details, according to the applicants contact address. Every law student and young lawyer applying for an S&C event should be encouraged to become a member of ELSA.~~
- ~~3.3 1.1~~ Participants shall be selected based on an objective criteria, set up by the organising group, and, if applicable, on their academic background. All applicants of an S&C event shall possess the necessary documentation proving any academic qualifications mentioned in their application. The documentation shall be provided to the organising group upon request.
- ~~3.4 1.2~~ If the applicant provides false or inaccurate information in their application, the organising group has the right to reject the application. If the applicant has already been selected, the organising group can suspend him/her.
- ~~3.5 Applicants should receive information about their responsibilities and duties as a participant.~~

4. 2. Communication Policies

4.1 2.1 Event Specification Forms

~~4.1. Event Specification Forms~~

- ~~4.1.1 2.1.1~~ Every international event, every IFP and every Human Right related event or any other event of the special interest of EI shall be specified in the Event Specification Form (ESF).
- ~~4.1.2 2.1.2~~ Every organising group shall send the ESF to ELSA International at least 1 month prior to the event. ~~The information submitted to ELSA International should contain:~~
- ~~• The title of the event;~~
 - ~~• the dates, or at least the month, of the event;~~
 - ~~• the venue(s);~~
 - ~~• the language of the event;~~
 - ~~• the participation fee (if applicable);~~
 - ~~• the registration deadline; and~~
 - ~~• the contact details (group, name, e-mail, homepage for more information).—~~
- ~~4.1.3 ELSA International can publish information about any S&C event on the website, according to its relevance to the ELSA Network as a whole. ELSA International shall give priority to international S&C events, especially the ones concerning IFP and Human Rights.~~

~~4.2 Discussion and information list~~

- ~~4.2.1 The discussion and information list is administrated by ELSA International.~~
- ~~4.2.2 ELSA International shall make sure that all national S&C officers are subscribed.~~
- ~~4.2.3 It is the responsibility of all national officers to maintain the discussion and information list and to actively participate in discussions.~~
- ~~4.2.4 The local officers should be given the possibility to join the international S&C discussion and information list as observers upon request of the national officer.~~

5. 3. Evaluation Policies

~~5.1 Every participant in an S&C event should be invited, upon completion of the event:~~

- ~~a. To fill in the Participation Form, which shall, at the very least, include the information indicated on the standard evaluation form.~~
- ~~b. To submit the Participant Evaluation Form to the organising group.~~

~~5.2~~ 3.1 Every organising group of an S&C event shall, upon completion of the event:

- a. Evaluate the S&C event with the participants and the partners involved in the event. The Participation Evaluation Form should be used;
- b. submit the event Evaluation Form to ELSA International, or to the National Group for onward provision, for IFP, ELSA Day, Human Rights, Study Visits, international Institutional Visits, Law Schools and other international events;
- c. submit evaluation forms for all other events at the request of ELSA International; and
- d. create a comprehensive report regarding Participation Statistics to be sent to the National Group.

~~5.3~~ 3.2 Every National Group shall:

- a. Ensure that all local groups submit the completed S&C Evaluation Form for international events, every IFP and Human Rights related event and for ELSA Law Schools to ELSA International no later than 3 weeks after the S&C event to;
- b. evaluate all of the information received on a national level and establish a development plan for the following year in order to improve S&C; and
- c. provide information to ELSA International about the S&C participation statistics.

6. 4. Dispute Resolution

~~6.1 The S&C Policies, Minimum Quality Standards and Responsibilities should be implemented and referred to if there are doubts about how a case should be handled.~~

~~6.2 If the organising group has problems with organisational issues of an S&C event, they should resolve the dispute by reaching friendly agreement.~~

~~If the parties cannot reach a mutual agreement, the case should be referred to ELSA International and, if agreed, to the S&C discussion list for further advice.~~

~~6.3 If there are complaints from participants about the quality of an S&C event, the conflict should be solved by reaching a friendly agreement between the parties involved. If the parties cannot reach a mutual agreement amongst themselves the case can be referred to ELSA International.~~

~~6.4 4.1~~ If the Study Visit agreement is not concluded and dispute arises:

~~6.4.1 4.1.1~~ Financial damage incurred during the visit – deposit and insurance:

- a. The organising group may request a deposit from the visiting group(s) which will not be fully refunded in the event of:
 - Withdrawal of the visit if the organising group already has a proven financial loss. The organising group shall determine the latest date to cancel the visit without forfeiting the deposit.
 - Damage incurred during the visit, for example financial loss incurred as a result of material damage or the use of a telephone.
 - The deposit and its use shall be agreed by the participating parties in advance.

b. The visiting party is responsible for their insurance.

~~6.4.2 4.1.2~~ If the parties cannot reach a mutual agreement amongst themselves the case can be referred to ELSA International.

7. 5. Knowledge Management

7.1 Responsibilities of the National Groups

~~7.1.1 Create national handbooks in the respective native language.~~

~~7.1.2 Provide necessary training and information to local groups on the organisation of S&C events.~~

~~7.1.3 Provide the succeeding national officer with a transition and also any local officers who haven't received one.~~

~~7.1.4 Translate and adapt the most important information received from ELSA International for local officers and members.~~

~~7.1.5 Ensure that all local groups archive material and, when receiving the material, send it to ELSA International.~~

~~7.1.6 Create databases of most important events such as (international) law schools, (international) seminars and conferences, Study Visits and Institutional Visits especially speakers and background of participants.~~

~~7.1.7 In cooperation with BEE, update the Institutions database for future local events.~~

~~7.1.8 National Groups can require the support of ELSA International in finding the most suitable strategies to develop this area.~~

7.2 5.1 Responsibilities of ELSA International

~~7.2.1~~ 5.1.1 To produce the necessary manuals, handbooks and guidelines and update outdated materials. To make sure that all these tools are available for S&C officers.

~~7.2.2 To all archived material submitted by the national boards in the ELSA S&C Archive and make it accessible to national officers.~~

~~7.2.3~~ 5.1.2 To analyse submitted evaluation forms, provide statistic data and to properly archive them.

~~To focus on the education and training of officers in transition and archiving.~~

Comment:

These provisions are proposed removed, because they do not have the shape of a decision to be restricting or giving prerogatives to anyone in the scope of the International Council of ELSA.

No. 72: International Council Meeting Decision Book amendment in the S&C part concerning the section “Implementation of the S&C Quality Standards”

Implementation of the S&C Quality Standards

5. Evaluation Policies

5.1 Every participant in an S&C event should be invited, upon completion of the event:

- a. To fill in the Participation Form, which shall, at the very least, include the information indicated on the standard evaluation form.
- b. To submit the Participant Evaluation Form to the organising group.

5.2 Every organising group of an S&C event shall, upon completion of the event:

- a. Evaluate the S&C event with the participants and the partners involved in the event;
- b. ~~Submit the event Evaluation Form to ELSA International, or to the National Group for onward provision, for IFP events, ELSA Day events, Human Rights, Study Visits, international Institutional Visits, and ELSA Law Schools, and other international events~~
- c. Submit evaluation forms for all other events at the request of ELSA International; ~~and~~
- d. ~~create a comprehensive report regarding Participation Statistics to be sent to the National Group.~~

5.3 ~~Every National Group shall:~~

- d. ~~Ensure that all local groups submit the completed S&C Evaluation Form for international events, every IFP and Human Rights related event and for ELSA Law Schools to ELSA International no later than 3 weeks after the S&C event to;~~
- e. ~~Evaluate all of the information received on a national level and establish a development plan for the following year in order to improve S&C; and~~
- f. ~~provide information to ELSA International about the S&C participation statistics.~~

Comment:

As one can easily note, in the area of S&C there are multiple forms relating to specification and evaluation of events. This proposal aims at reducing the number of forms that are currently present and therefore simplify the whole procedure. Secondly, the number of present forms also tends to

confuse officers in the sense of which form should they fill since most of the content and questions found in the forms is the same. The aim of this proposal is that the simplification in forms within the above-mentioned area will help generate more interest from the network to start evaluating S&C Events.

When it comes to providing information for statistical purposes for ELSA International. There is no need for this to be regulated within the International Council Meeting Decision Book due to the fact that such information is collected via the State of the Network enquiry.

No. 73: International Council Meeting Decision Book amendment in the STEP part concerning the section “Preamble”

PreambleDefinition

~~The Student Trainee Exchange Programme (STEP) is one of the key areas of ELSA International. It provides traineeships to law students and young lawyers and aims to contribute to legal education and to foster mutual understanding by finding traineeships abroad, receiving trainees and evaluating the procedures.~~

~~STEP enables law students and young lawyers to gain first-hand experience of the substantive and procedural law as well as the culture of another country. STEP gives the trainee increased knowledge of a particular legal system or an area of law, thus strengthening the professional skills of the trainee. As important as the academic and professional skills are, the improved language abilities and the experience of another culture that the trainee gains while participating in STEP are invaluable.~~

Comment:

These provisions are proposed removed, because they do not have the shape of a decision to be restricting or giving prerogatives to anyone in the scope of the International Council of ELSA.

No. 74: International Council Meeting Decision Book amendment in the STEP part concerning the section “STEP Procedure”

STEP Procedure

1. Structure of STEP

1.1 Administration

ELSA International is responsible for coordinating the STEP. National and Local Groups provide support for ELSA International in the STEP process.

1.2 STEP Cycles

The STEP year is divided into two cycles. The STEP Cycles consist of five sections that are called Job Hunting, Student Hunting, Matching, Reception and Evaluation. One STEP Cycle contains a Job Hunting Deadline, a Date for the Launch of the Traineeships, an External Student Hunting Deadline, an Internal Student Hunting Deadline, a deadline for matching results and a deadline for the selection results. The dates for each Cycle shall be announced to the network by ELSA International within the first week of their term.

1.3 Definitions

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f. Matching

Matching mainly compasses the reconciliation of requirements given by the traineeship provider and the data of the applicant.

~~Matching is processed by ELSA International.~~

...

2. Traineeships

2.1 General Regulations

...

d. Internationality

STEP-traineeships are international. ~~It is not allowed to apply for traineeships in the country of the applicant's National Group. which refers to the exchange aspects of the definition under the Preamble of the STEP Part in the Decision Book~~

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

...

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 ~~criteria~~ into account:
 - i. Legal and Language Skills and Educational Level, ~~shall be considered during the matching process.~~
 - ii. ~~ELSA International forwards the respective matched applications to the Hosting Group.~~
 - iii. ~~With exception to (ii), 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 traineeship provider with a remark explaining the circumstance.~~
 - iv. ~~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. Links to websites within the CV or the Motivation Letter are not permitted and will be deleted during matching. The Student Application Form shall state that the links found in it will be deleted.
 - 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 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.

...

Comment:

These provisions are proposed removed, because they do not have the shape of a decision to be restricting or giving prerogatives to anyone in the scope of the International Council of ELSA.

The proposal also includes a smaller structural change to the Decision Book. No material change is proposed.

No. 75: International Council Meeting Decision Book amendment in the STEP part concerning the section “STEP Procedure”

STEP Procedure

3. Application Procedure

3.1 Application

...

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

...

3.2. STEP fees.

- a. STEP fees in the amount of 20 euros per successful applicant shall be paid to ELSA International by the respective National Group.
- b. Successful applicants in point 1 refers to any applicant that has been selected for a STEP traineeship with a total remuneration of 300 euros or above and a monthly remuneration of 150 euros or above. For this calculation, a month will be considered as equal to four weeks.
- c. The STEP fee invoice shall be sent to the National Groups in August for the previous two STEP Cycles.

...

Comment:

In January a discussion regarding introduction of the STEP fees has been opened on the STEP mailing list followed by a Workshop on this topic at the IPM Arlamow. Following the outcome of these discussions, ELSA International is proposing the following amendment to the Decision Book.

No. 76: International Council Meeting Decision Book amendment in the STEP part concerning the section “STEP Procedure”

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 criteria into account:

...

- iv. 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 does not correspond to the usual standards. ~~Links to websites within the CV or the Motivation Letter are not permitted and will be deleted during matching. The Student Application Form shall state that the links found in it will be deleted~~

Comment:

The reasoning behind this part of the regulation was to make the application forms as equally filled out as possible. However, we have seen a development in recent years that more and more applicants put links to their LinkedIn profiles or their university website in the CVs while filling out the application form. This does not constitute unfair competition in the long run of it. Nevertheless, it does create extra work for the matching team since a lot of National Groups do not check for this criterion during Internal Student Hunting Deadline. Therefore, the International Board would like to propose to strike this sentence out.

No. 77: International Council Meeting Decision Book amendment in the STEP part concerning the section “STEP Responsibilities”

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 Evaluation Form and send it to the Hosting Group.
 - 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.
- 1.3 ELSA International shall conduct the matching~~match the applications to the most suitable traineeship.~~
- 1.4 ELSA International shall submit a secure link to the traineeship provider's interface with the list of matched applicants to the respective National Group.
- 1.5 ELSA International shall inform the applicant, who has been selected and provide the applicant with the Traineeship Agreement. Upon receipt and completion of the Traineeship Agreement, ELSA International shall forward it to the Hosting National Group.
- 1.6 ELSA International shall inform all National Groups about the matching results. Furthermore, ELSA International shall inform the applicants ~~about the publication~~ of the selection results through an email ~~notification~~.
- 1.7 ELSA International shall provide support to the Network in regards to the STEP procedure through the Coaching System.

- 1.8 ELSA International shall directly send the STEP Certificate to the trainee upon completion of the Traineeship Evaluation Form.
- 1.9 ELSA International shall provide the Sending Group, the Hosting Group and their respective National Groups with the evaluation results.
- 1.10 ELSA International shall administrate a digital archive and statistics for the Network, consisting of:
- The traineeships being issued (name of the traineeship provider plus date of cooperation);
 - The traineeships being cancelled (name of the traineeship provider, date of cooperation and cancellation, reason of cancellation and conclusion);
 - The traineeships realised (name of the traineeship provider plus date of cooperation);
 - The Evaluation Forms of both the companies and the trainees;
 - The number of applicants for each traineeship;
 - The number of applicants in general in each year;
 - The number of traineeships being issued in each year;
 - The number of traineeships being realised in each year;
 - The number of traineeships being cancelled in each year;
 - The number of applicants withdrawing their application in each year;
 - The number of trainees cancelling their traineeship in each year;
 - The statistics for each year run from August 1st to July 31st.
- 1.11 ELSA International shall only collect the necessary data for the purposes stated in the article 1.10. This data shall be completely anonymised, unless explicit consent is provided by the data subject.
- 1.12 When ELSA International acts as a Hosting Group as defined under STEP Responsibilities/Local Groups/3.1. part of the Decision Book, it has responsibilities in a relation to the traineeship provider, as set under that part.

2. National Groups

- 2.1 ~~National Groups shall ensure that all Local Groups comply with and perform their responsibilities within STEP.~~
- 2.2 National Groups shall provide all necessary training and information about STEP to the Local Groups.
- 2.3 In the last week of the traineeship, the National Group shall submit the Evaluation Form and Traineeship Evaluation Form to the Hosting Group and remind them to complete it with the traineeship provider and trainee within four weeks after the traineeship ends.
- 2.4 When a National Group acts as a Hosting Group as defined under STEP Responsibilities/Local Groups/3.1. part of the Decision Book, it has responsibilities in a relation to the traineeship provider as set under that part.

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 ~~or National 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 ~~a~~the secure link to the traineeship provider's interface with the list of matched applicants for their traineeship provided by ELSA International.
- f. The Hosting Group shall provide the selected trainee with proper preparation before and adequate reception and support throughout the duration of the traineeship. Adequate preparation consists of providing the trainee with, at a minimum, the following:
 - ☐ information about the host country and city
 - ☐ general information about the traineeship provider
 - ☐ contact details of the Hosting Group and the traineeship provider
 - ☐ advice and assistance in applying for necessary documentation and legal papers (visa, work and residence permit, insurance and other requirements)
 - ☐ assistance in finding suitable accommodation in accordance with the trainee's preferences and economic capacity.
- g. The Hosting Group shall provide the trainee with possibilities for cultural learning and community involvement e.g. giving access to local ELSA-events, organising socializing events, involving him/her in daily ELSA-work.
- h. The Hosting Group shall ensure access or at least assistance in accessing the internet during the traineeship.

- 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 Evaluation Form and the trainee with the Traineeship Evaluation Form.
- j. The Hosting Group shall inform ELSA International and the applicants about the cancellation of a traineeship immediately after notification by the traineeship provider.

3.2 Sending Group

Sending Group means the Local Group or the National Group that the selected trainee belongs to.

- ~~a. The Sending Group shall assist applicants in completing the Student Application Form.~~
- b. The Sending Group shall ensure in good conscience that the information filled in by the applicant is correct and complete.
- ~~c. The Sending Group shall ensure that the details of the trainee's arrival are sent to the Hosting Group two weeks in advance.~~
- d. The Sending Group shall remind the trainee to look after necessary and valid documents for the traineeship (these include but are not limited to; visa, residence and work permit, valid passport, insurances and so forth).
- e. The Sending Group shall immediately inform ELSA International if the applicant has to cancel his/her application.
- ~~f. The Sending Group shall immediately inform ELSA International if the trainee has to cancel his/her traineeship.~~
- ~~g. The Sending Group shall immediately inform the applicants that have not been selected.~~

4. Applicants/Trainees

4.1 Applicant

- ~~a. Each applicant guarantees that all information stated within the application process is correct and factually accurate and he/she has written proof of it.~~
- ~~b. The applicant shall accept the traineeship he/she is selected for unless he/she withdraws in accordance with the Penalty System section below.~~

4.2 Trainee

- ~~a. The trainee shall acquire and prepare all necessary valid documents and legal papers in preparation of the traineeship.~~
- ~~b. The trainee shall attend the preparatory meetings and events of his/her Sending Group.~~
- ~~c. The Trainee shall be responsible for transportation expenses to and from the traineeship, as well as acquiring the necessary documentation and legal papers.~~
- ~~d. The trainee shall maintain communication with the Hosting Group during the traineeship as well as with the Sending Group before and after.~~
- ~~e. The trainee shall complete the Traineeship Evaluation Form within 4 (four) weeks after the traineeship has ended and submit it to ELSA International.~~

Comment:

These provisions are proposed removed, because they do not have the shape of a decision to be restricting or giving prerogatives to anyone in the scope of the International Council of ELSA.

No. 78: International Council Meeting Decision Book amendment in the STEP part concerning the section “STEP Responsibilities”

Penalty System

...

1.3 Cancellation/Withdrawal

(...)

c. In case an applicant is selected for more than one STEP traineeship, he/she may cancel participation in all, except for one, before the Traineeship Agreement is signed or an official confirmation is sent to VP STEP of ELSA International.

~~€~~ d. If the applicant/trainee withdraws/cancels the traineeship without valid reason he/she shall be denied any further access to STEP. In addition, the trainee shall cover possible costs incurred.

Comment:

It happens every Cycle that several applicants are selected for more than one STEP traineeship. However, we do not have any regulation in regards to their cancellation in case they only want to participate in one STEP traineeship. Being selected for another STEP traineeship does not fall under any of the valid reasons mentioned in the Decision Book, although in practice these selected applicants are allowed to cancel their participation in one of the traineeships they have been selected for without any consequences for them. Therefore, this amendment is proposed by ELSA International.

NATIONAL GROUPS

No. 79: Standing Orders amendment in the part “Scope of the Association”

NOTE: This proposal was not received in due time (35 days before the opening of the Plenary; Standing Orders article 5.2). It was received at 00.01 the 20th of February (Between 1-2 minutes late). For this reason it is at the direction of the Chair or a 4/5th majority in the Council to process the proposal during the ICM Prague; Standing Orders article 6.7b.

ELSA Austria, ELSA Germany and ELSA Turkey are proposing the following to the Council:

Scope of the Association

Article 2 – Main Fields of Activity

ELSA’s main fields of activity shall be:

...

- b. Scientific and Cultural Events ~~Seminars and Conferences~~ (S&C), involving the acquisition of knowledge through exposure to professionals and foreign cultures;

If this proposal is approved by the International Council of ELSA, all references to the area “Seminars and Conferences” in the Standing Orders will be amended to “Scientific and Cultural Events” accordingly. The short form “S&C” will remain the same.

Comment:

Currently the area “Seminars and Conferences” is named after only two projects out of the area’s entire project portfolio. But “Vice Presidents for Seminars and Conferences” do not only organize Seminars and Conferences but also Lectures, Panel Discussions, Institutional Visits, Study Visits, Law Schools, ELSA Law Schools and promote Delegations. Furthermore, the area is named after the two projects, which are organized the least.

Therefore, the name of the area and of the respective officers does not represent the area as a whole. This makes it difficult to explain the name to externals. Whether it may be potential speakers for an event, potential sponsors or even potential members and future officers.

A couple of years ago, the area Seminars and Conferences was called “Scientific Seminars.” Back then, the name did suit the area better, since there were a lot more Seminars organized in the

network. For example, in Germany alone there were up to 23 Seminars organized per year in the years from 1989 to 2009, which on average would amount to approximately 10,6 Seminars per year. But over the years, things have changed. The number of conferences and especially seminars decreased drastically. Also, other new projects were added to the portfolio which took over a more prominent role today.

Our network is moving at a fast pace and is always improving and changing. With new officers each year, new ideas and projects arise. We have to adapt to these changes. One very important step is the renunciation from the inaccurate name “Seminars and Conferences”, which is completely outdated today. Most officers stay active within the network for around 2-4 years, which means it takes about 4 years until there are completely new people in the positions, who will probably not remember the changes we made because to them, it is the norm. In order to make it easier for future generations of ELSA officers, we should not be afraid of this change.

The ELSA-language consists of many complicated abbreviations and technical terms, which we try to avoid at all costs when talking to externals. Stepping away from the technical term of “seminar” and “conference” in the title would make things a lot easier, because everyone interprets these words differently. Many student organizations in Germany for example call their National Council Meetings a “conference”. In the English language, a conference is „a formal meeting of people with a shared interest, typically one that takes place over several days“¹; a seminar is „a conference or other meeting for discussion or training.“²

To avoid confusion with these technical terms, the explanation of a conference within ELSA should step in the foreground when talking specifically about this project, and not when having to explain the name of the area or of the officer whenever it is mentioned. This creates unnecessary confusion and inefficiency.

With the change of the name to “Scientific and Cultural events”, there would be more than just two events covered by the term and not a selection of projects. Comparable to the Academic Activities, S&C would then also have a more general umbrella term, under which the whole current S&C project portfolio can be subsumed. The advantage is, that the abbreviation of “S&C” amongst the ELSA network can be kept and for example email addresses which are already “vpse” can stay the same.

Also, the Vice Presidents for Scientific and Cultural Events would be able to better identify themselves with their title, which decreases the confusion about it since S&Cers can organize more than just seminars and conferences. It also might increase the attractiveness of the position.

The confusion about how to explain the name of the area is gone, because the general term is broad and one can go into detail about the specific projects, just like in the area Academic Activities.

Everyone knows the terms scientific and cultural. The term “events” hints, that there are many of them and the variety of the area is expressed.

¹ <https://en.oxforddictionaries.com/definition/conference>

² <https://en.oxforddictionaries.com/definition/seminar>

One problem is the translation of the new name into the respective native tongue without the short form no longer being “S&C”. Currently, in many languages “conference” starts with a K (German, Danish, Finnish, Latvian, Lithuanian, Turkish, Norwegian, Polish...). Therefore, the translation errors are already being accepted anyways. Furthermore, “Student Trainee Exchange Programme” is never translated word by word, but stays “STEP” in every language as a name. This shows, that the translation of an ELSA-term into each language is not a must. The English terms can always be adapted by the regulations.

The abbreviation “S&C” is the same, no matter the translation of seminars/conferences or scientific/cultural events, the important short form is the English S&C.

Another point is that some might fear the costs of reproducing their Marketing materials with the new name of the area and officer. Of importance is here, that we in ELSA do not advertise the title of the area but the specific projects behind the title individually. The change in the area would be a process, rather than a change overnight, comparable to the change of the apostrophe in the logo of ELSA. So there would be no monetary loss to any group.

Some may concern about the definition of the words “scientific” and “cultural”. Definition of Science: A systematically organized body of knowledge on a particular subject or archaic Knowledge of any kind³.

Definition of Scientific: informal Systematic; methodical⁴. Cultural: Relating to the ideas, customs, and social behavior of a society⁵.

The term “scientific” is already a part of the ELSA International Decision Book in the S&C part concerning the S&C Policies, Minimum Standards and Responsibilities (01/13 I). The S&C events Seminars, Conferences, Lectures, Panel Discussions and Law Schools are defined in Article 2 titled “Scientific events”. Therefore, these are already established and recognized as scientific by ELSA. The strategic goals also state that “ELSA shall develop a wider catalogue of academic and scientific events and make them available to local groups“(Decision Book, General Part, Strategic Goals 2018, 2. Professional and academic development of law students and young lawyers (01/13 I)). So it clearly views “S&C” as scientific and “AA” as the academic projects.

The term “cultural” would include Study and Institutional Visits, as well as Delegations. Of course the main focus of this events is on acquiring knowledge but they include, like no other projects in the ELSA network, besides STEP, the cultural diversity and the exchange between cultures. Therefore, it would be clear visualization of “Cultural Diversity”, which is area specifically addressed in the Statutes and Standing Orders of ELSA in Article 3 - Aims and Activities: “Seminars

³ <https://en.oxforddictionaries.com/definition/science>

⁴ <https://en.oxforddictionaries.com/definition/scientific>

⁵ <https://en.oxforddictionaries.com/definition/cultural>

and Conferences (S&C) involving the acquisition of knowledge through exposure to professionals and foreign cultures.”

With all these arguments and reasons in mind, the change from Seminars & Conferences to Scientific & Cultural Events is not only logical, but necessary.

No. 80: Standing Orders amendment in the part “The International Council”

ELSA Czech Republic, ELSA Germany and ELSA Sweden are proposing the following to the International Council:

The International Council

Article 4 – Organisation

...

4.3 Election of the Host

The International Council shall elect a host for the International Council Meeting responsible for the practical organisation. The election of an International Council Meeting host shall be taken by means of an absolute majority of votes of the Member National ELSA Groups represented and able to vote. No decision can be taken upon the application earlier than 20 months before the International Council Meeting the ELSA group has applied to host. If there is no host elected by the International Council two International Council Meetings prior to the respective International Council Meeting, the International Board shall issue a call for hosts via the mailing lists. After examining the applications received, the International Board shall appoint a host.

...

Comment:

Right now, it is regulated that the IB cannot issue a call for hosts for an ICM prior to the last ICM held before the respective ICM for which a host is needed. This might lead to problems as an ICM host could be appointed only half a year before the event is actually taking place. Therefore, the IB should issue the respective call if there is no host elected one year in advance to secure the planning security for the Organising Committee.

No. 81: International Council Meeting Decision Book amendment in the IM part concerning the section “International Council Meetings”

ELSA Germany and ELSA the Netherlands are proposing the following to the International Council:

International Council Meetings

6. Workshops

...

- 6.7 The secretaries are responsible for writing down the minutes of the workshop. These minutes will be an appendix to the International Council Meeting minutes. The secretaries shall submit the final version of the minutes to the respective International Board member within 14 days after the final plenary. ~~before the opening of the Final Plenary. Every member of the workshop should sign the workshop minutes, unless the workshop gives the right to sign the minutes to the chairs and the secretaries of the workshop.~~

...

Comment:

Right now, it is a huge stress factor for all ICM Workshop Officers that the minutes of the workshops have to be finished before the Final Plenary and have to be signed by at least the chairs and secretaries of the workshop. This is not necessary, as even the plenary minutes do not have to be signed by anyone, although the plenary minutes are the only ones relevant for association law. According to Dutch law, there is no regulation that says that any minutes have to be signed, unless the statutes or for example the standing orders regulate this. Therefore, this procedure should be changed, so that the secretaries have two weeks to compile the minutes and send the finished version to the respective member of the International Board. This will not cause any problems, as the secretaries of the plenary usually also take some time to finish their minutes and the workshop minutes are sent out together with the plenary minutes.

No. 82: International Council Meeting Decision Book amendment in the IM part concerning the section “International Area Meetings”

ELSA Czech Republic and ELSA Germany are proposing the following to the International Council:

International Area Meetings

1. Definitions

- 1.1 The International Area Meetings are internal ELSA meetings of the officers of the Member and Observer National Groups. There are ~~three~~ four different International Area Meetings:
- a. the International Presidents’ Meeting (IPM),
 - b. the Supporting Area Meeting (SAM), ~~and~~
 - c. the Key Area Meeting (KAM), ~~and~~
 - d. the International Strategic Meeting (ISM).

...

- 1.5 The International Strategic Meeting is a meeting for the officers in charge of supervising the Strategic Goals and for the officers dealing with the areas and topics that are discussed during the meeting. The aims of the International Strategic Meeting are to exchange information and ideas existing in the Nationals Groups regarding the development of the ELSA network in general, to work on the Strategic Goals, to contribute to the implementation of the decisions made in the International Council Meetings and to prepare for the International Council Meeting.

2. Timeframe

- 2.1 The International Presidents’ Meeting shall meet on ~~a biannual~~ an annual basis, ~~once in winter and once in summer~~. It shall begin on a Wednesday and end on the following Sunday. ~~The winter International Presidents’ Meeting shall start no earlier than the third Wednesday of January and shall finish no later than the third Sunday of February. The summer International Presidents’ Meeting and it shall start no earlier than the first Wednesday of August and shall finish no later than the first Sunday of September.~~

...

- 2.4 The International Strategic Meeting shall meet on an annual basis. It shall begin on a Wednesday and end on the following Sunday and it shall start no earlier than the third Wednesday of January and shall finish no later than the third Sunday of February.

...

4. Attendance

...

- 4.4 The President of the International Board or his or her substitute and at least one more member of the International Board must attend the ISM. National officers in charge of Board Management, External Relations and Expansion and other National officers in charge of the topics discussed at the ISM or their substitutes are invited to attend the ISM. Members of the National Board can invite local officers to attend the ISM. There shall be a maximum of 100 spots for participants, excluding the members of the International Board as well as any trainers or other externals. The Members and Observers of ELSA have the right to send two delegates to each International Strategic Meeting. The Organising Committee shall distribute the available positions equally between the national delegations.

5. Fees

...

- 5.5 In each International Strategic Meeting, the Organising Committee shall cover all expenses for the President of the International Board or his or her substitute and at least one, but not more than two more officers of ELSA International in connection to the ISM, except for travel expenses. The accommodation and meals costs of the aforementioned officers of ELSA International covered by the OC include the five days of the ISM and maximum 2 extra night per each one of them.

Comment:

During the International Presidents' Meeting held in winter, the topics on the agenda often cover more fields than simply BEE. The IPM is therefore a meeting for more than those officers in charge of Board Management, External Relations and Expansion, but a wide range of ELSA officers interested in the future of ELSA, its Strategic Goals and topics that will be relevant for the Spring International Council Meeting.

Oftentimes, important decisions in these fields are made during the Winter IPM, even though it is an area which the president is not as well informed in as the respective area officer would be.

Due to the fact that oftentimes the topics are not known before the application period ends, as it was this year, it is not possible to know who of the National Board would be best to accompany the president and argue on the topic that is discussed within the respective area.

Therefore, the meeting should go with the changes and instead of having a second IPM, it would be more suitable to have a so called “International Strategic Meeting”.

While at the ICM, we spend a lot of time changing the Statutes, Standing Orders and Decision Book, the Winter IPM gives us the time and space to dive into new ideas, strategic long term thinking and have time for deeper discussions and hot topics: not only BEE related but affecting the whole network.

Since, according to the Decision Book BEE part 02/09 I, it is the presidents’ duty to ensure that the current Strategic Plan is respected and implemented by the whole board, many presidents will attend the meeting.

However, the general topics of the event should be published before the application period ends, so that every National Group can decide, for which officers it makes most sense to attend the meeting together with the president.

This would prevent that officers could be disappointed that topics regarding their specific area are mostly discussed during an IPM, where they are not participating because they did not know before that those topics will be discussed.

You can read the whole explication of the concept (especially of the setting which would not change a lot) here: <https://dms.elsa-germany.org/share/s/Yo8d9zjOS0aKYuRMI2TUhw>

No. 83: International Council Meeting Decision Book amendment in the FM part concerning the section “Event Fees”

ELSA Poland is proposing the following to the International Council:

Event Fees

3. Maximum Participation Fee for ELSA Law Schools

The maximum participation fee for an ELSA Law School per participant - the division between participants from favoured and non-favoured countries as stated in Annex I (1) and the division between category I, category II and category III for organizing countries as stated in Annex I (2) to be considered - shall be the following -

Non-favoured countries:

~~350 € for the first seven days of the ELSA Law Schools~~
~~50 € for each additional day of the official programme of the respective ELSA Law School~~

Favoured countries:

~~315 € for the first seven days of the ELSA Law Schools~~
~~45 € for each additional day of the official programme of the respective ELSA Law School~~

Category I:

For the first seven days of the ELSA Law Schools:

280 € for participants from non-favoured countries

252 € for participants from favoured countries

40 € for each additional day of the official programme of the respective ELSA Law School

Category II:

For the first seven days of the ELSA Law Schools:

315 € for participants from non-favoured countries

285 € for participants from favoured countries

45 € for each additional day of the official programme of the respective ELSA Law School

Category III:

For the first seven days of the ELSA Law Schools:

350 € for participants from non-favoured countries

315 € for participants from favoured countries

50 € for each additional day of the official programme of the respective ELSA Law School

In the case of a difficult situation Organizing Group can file a request to International Board for a change of the category assigned in accordance with Annex I (2). The request should include a budget of ELSA Law School and a justification of the request. The budget should indicate any sources of funding that are additional to the participation fee e.g. partners, grants. International Board basing on the documentation should consider if the respective ELSA Law School can be organized in the particular location for fees as defined in the category rate.

The request should be processed within 14 days.

The maximum participation fee for favoured and non-favoured countries shall be calculated and charged for the whole ELSA Law School. There shall not be a lower fee for participants not staying for the full official programme.

The maximum Alumni fees are:

385 € for the first seven days of the ELSA Law Schools

55 € for each additional day of the official programme of the respective ELSA Law School

This participation fee shall include:

- the academic programme;
- the social programme;
- the cultural programme (e.g. sightseeing);
- accommodation;
- breakfast for every day excluding the day of arrival;
- lunch for every day excluding either the day of arrival or the day of departure;
- dinner for every day excluding the day of departure;
- transportation during the official programme of the ELSA Law School and
- administrative costs

The maximum extra fees are:

50 € for Gala Ball or Gala Reception;

30 € for Transfer from/to expectable point of arrival.

Extra fees can also be charged for other special services that are not part of the academic nor the cultural focus of the ELSA Law School e.g. branded gadgets, facultative excursions.
The exact amount of all fees shall not be changed after 28 days prior to the opening of the application period as stated in the ELSA Law Schools' calendar.

Different participation fees may be charged by the organising group of the event to non-members.

ANNEX I: LIST OF ~~FAVoured~~ COUNTRIES

1. List of favoured and non-favoured countries

The list of favoured countries consists of any country with Gross National Income (GNI) per capita (measured in PPP) equal to or lower than 21,000 International dollars.

This demarcation number shall be indexed at the end of each year, with the average increase in GNI per capita (measured in PPP) of all national ELSA groups. The average increase in GNI per capita (measured in PPP) shall be based on the most recent yearly data from the World Bank online data catalog compared to the second most recent yearly data.

The latest data of GNI per capita (measured in PPP) for ELSA Member countries as published in World Bank online data catalog is available for years 2013 and 2014. The average increase of the indicator between these years is 2.53 %.

The Indexed Demarcation line amounts to 21,531 International dollars for the year 2016.

ELSA National Groups

Favoured Countries:

Albania
Armenia
Azerbaijan
Belarus
Bosnia & Herzegovina
Bulgaria
Croatia
Georgia
Montenegro
Rep. of Macedonia
Rep. of Moldova
Romania
Serbia
Turkey
Ukraine

Non-Favoured Countries:

Austria
Belgium
Czech Republic
Cyprus
Denmark
Estonia
Finland
France
Germany
Greece
Hungary
Ireland
Italy
Latvia
Lithuania
Luxembourg
Malta
Netherlands
Norway
Poland

Portugal
Russia
Slovak Republic
Slovenia
Spain
Sweden
Switzerland
United Kingdom

2. Categories of organising countries.

The list of countries consists of ELSA National Groups with ratio of PPP conversion factor to market exchange rate respectively higher than or equal to 0.0, 0.5, 0.8 divided into 3 categories.

This demarcation number shall be indexed at the end of each year, with the average increase in ratio of PPP conversion factor to market exchange rate of all national ELSA Groups. The average increase in ratio of PPP conversion factor to market exchange rate shall be based on the most recent yearly data from the World Bank online data catalogue⁶ compared to the second most recent yearly data.

ELSA National Groups

Category I

Albania
Armenia
Azerbaijan
Belarus
Bosnia & Herzegovina
Bulgaria
Georgia
Montenegro
Rep. Of Macedonia
Rep. Of Moldova
Romania
Serbia
Ukraine
Russia

Category II

Croatia
Cyprus
Czech Republic
Estonia
Greece
Hungary
Latvia
Lithuania
Malta
Poland
Portugal
Slovak Republic
Slovenia
Spain
Turkey

Category III

Austria
Belgium
Denmark
Finland
France
Germany
Ireland
Italy
Luxembourg
Netherlands
Norway
Sweden
Switzerland
United Kingdom

⁶ <http://wdi.worldbank.org/table/4.16#>

Comment:**Adjustment of ELSA Law Schools fees due not only to the country of origin of the participant but also the country of origin of the organiser**

Proposed solution consists of categories which divide organizing countries according to ratio of purchasing power parity conversion factor to market exchange rate.

In our opinion, purchasing power parity better reflects the actual possibilities of local group which organises ELSA Law Schools than GNI. We want to prevent situations in which the local group takes maximum fees despite of its possibility to organise the ELS for a lower price. These situations are happening right now, some ELSA Law Schools from last year are organized this year and apart from the price there is no change in any aspect of the organization. We also want to enable taking part in our projects the broadest scope of students as possible. Accessibility of our projects for law students and young lawyers is very important – we should offer a broader range of legal education opportunities and should focus on organising activities for the development of the practical skills and should prioritise the organisation of ELSA Law Schools, as the leading scientific events of the Network according to International Council Meeting Decision Book as stated in Strategic Goals 2018 in point 2 - Professional and academic development of law students and young lawyers.

The ratio of PPP conversion factor to market exchange makes it possible to compare the cost of the bundle of goods that make up gross domestic product across countries. It measures differences in the price level at the gross domestic product level. The price level index tends to be lower in poorer countries and to rise with income. So, in fact, this classification takes into account the differences in prices of the same products in different countries. In this way, we avoid classifying countries because of their wealth (like GNI) and only divide them because of the differences in prices.

The list of the countries is based on the ratio of PPP conversion factor to market exchange as available on the World Bank online data catalogue on the World Bank website. Each of our member states is located on that list. This is a reliable and widespread source of information to which access is available from any country.

In regard to the essence of the change, fees from category III are the same as they are now, nothing changes. These fees have been established out of necessity because the most expensive countries were not able to organise the ELS. On the basis of these fees we calculated that the difference between favoured and non-favoured countries is 10%. In the following categories this difference was taken into account at a similar level (except category II in which we change 283,5 to 285 because of the convenience, transparency and simplification of accounting. Also on the basis of category III we calculated a fee for each additional day ($350:7=50$). This fee is not varied due to unnecessary intricacy of regulation. Fees for additional day differ from each other by 5 euros in adjacent categories (40,45,50). On their basis we calculated fees for participants from non-favoured countries ($40*7=280$; $45*7=315$; $50*7=350$). Of each of these fees we calculated fee for participants from favoured countries by deducting 10% ($280\rightarrow 252$; $315\rightarrow (283,5)285$; $350\rightarrow 315$).

The possibility of change of assigned category

In the case of a difficult situation Organising Group can request a change of the assigned category if the respective Law School cannot be organized by assigned fees. This situation concerning especially touristic places or capital cities in which the costs e.g. accommodation is much higher than in other cities in this country. However, this change can only occur between adjacent categories i.e. change is possible from category I to category II and from category II to category III. Moreover, the change has to be made before the ELSA Law Schools are updated on the ELSA Law Schools' Portal.

The example of the application form can be found in the Appendix to this proposal.

We think that it would be more efficient for ELSA International to receive unified application forms. It enables ELSA International to compare the applications, be more objective and make sure that all the necessary information is included in the application.

Establishment of maximum fees for Alumni

Our aim is to establish a regulation concerning Alumni in order to consolidate their position and strengthen it against the non-members.

So far, the position of Alumni was not regulated at all. The Organising Committee could ask for participation fee in any amount without any limited borders because there was no binding regulation concerning Alumni fees. Alumni, as a previous members of ELSA, should be in better position than the non-members. Their efforts and work invested in this Association during many years of the activity should be somehow appreciated.

On the basis of regular fees for members we calculated fee for one day which is 55€ (it is 5€ more than fee for each additional day in category III). Fees for the first seven days of the ELSA Law Schools are 385€ ($55 \times 7 = 385$).

Re-establishment of extra fees

Extra fees were in regulation from Malta but were removed during the ICM Porto. Nonetheless, during the workshops concerning the changes we discussed that this change doesn't mean that the additional fees for extra activities are not possible. Local groups can do some extra things like organising facultative excursions or making branded gadgets and these things can be much more expensive than regular components of Law School. We experienced that after the changes from Porto some organizers thought they cannot charge any extra fees that are not stated in the Decision Book. For this reason, we consider it necessary to include the clause that the local groups are able to charge extra fees for other special services, which are additional and non-compulsory for every participant.

Appendix

to the ELSA Poland's proposal regarding ELSA Law Schools participation fee

Application form for the change of the Organising Group's Category for the
level of participation fee

Title of the event	
Name of the Organising Group	
Dates of the event	
Venue of the event	
Current participation fee	
Level of participation fee applied for	
Contact details to the Head of the Organising Committee (name, e-mail address, phone number)	

**Justification of applying for the change of the Organising Group's Category for the level
of participation fee⁷**

*Please attach the **budget** of the respective ELSA Law School (in English). Note that the budget will be one of the basis for the International Board, to decide on accepting or rejecting the application. **The budget should indicate any sources of funding that are additional to the participation fee e.g. partners, grants.** Please indicate also planned sources of funding and the progress of the negotiations.

** Please attach any necessary documentation that could confirm the justification (e.g. contracts with the entities such as hotel, catering etc.

⁷ The following frame is only the indication of the place where you should put the justification. Please feel free to edit the document, using as much space as you need.

No. 84: International Council Meeting Decision Book amendment in the FM part concerning the section “Event Fees”

ELSA Poland is proposing the following to the International Council:

Event Fees

4. ELSA Law Schools Administrative Fee

To create an ELSA Law School and thereby being a part of the biannual ELSA Law School Cycle an administrative fee of ~~EUR 300,00 including a deposit of EUR 50,00~~ 100 EUR has to be paid towards ELSA International by the respective Organising Group. ~~The deposit of EUR 50,00 shall be reimbursed to the Organising Group after the completion of the respective evaluation form. The administrative fee shall cover IT services that aim to update working of the ELSA Law Schools Portal.~~

The due date for the payment of the administrative fee shall be ~~one week~~ up to one month after the deadline for the payment of the participants to the respective Organising Group. ~~The administrative fee shall be paid to the IB by the bank transfer. However, after previous agreement with the Vice President for Seminars and Conferences and the Treasurer of ELSA International, the fee may be paid in cash during the statutory meetings or other chosen dates. However, in the exceptional circumstances an alternative payment option can be found in collaboration with the Vice President for Seminars and Conferences and the Treasurer of ELSA International.~~

The Organising Group can apply for waiver of the fee in case of difficult financial situation of the Organising Group. The difficult financial situation should be justified and proved with proper documentation. The application shall be conducted by sending the filled application form to the Vice President for Seminars and Conferences ELSA International by the end of February for Summer Cycle and by the end of September for Winter Cycle.

Application form shall include:

- a. title of the event
- b. name of the Organising Group
- c. dates of the event
- d. venue of the event
- e. participation fees and additional participation fees
- f. contact details to the Head of the Organising Committee (name, e-mail address, phone number)
- g. the budget of the respective ELSA Law School
- h. justification.

The example of the form can be found on the ELSA Officers' Portal

ELSA International shall analyse the application for waiver of the fee and send the final decision in writing with the proper justification to the respective Organising Group within 14 days starting from the day of receiving the application form. The fact that the respective ELSA Law School has changed its Category for the level of participation fee, indicated in the subsection 3 of the „Event Fees” section of the Financial

Management part of International Council Meeting Decision Book, shall not affect the possibility of applying for the waiver of the administrative fee.

If in any case the ELSA Law School has to be cancelled, the administrative fee shall be waived.

Comment:

Administrative fee

We decided to propose to change administrative fee from EUR 250 to EUR 100. Last year and this year there have been around 40 ELS organised. From the information indicated in the ELSA International budget provided to the treasurers, IT services (necessary to support working ELS portal but also any other ELSA Portals such as STEP portal or ELSA Delegations website) costs EI 4000 euro per year. We divided the cost of IT services by the approx. number of ELS being organised and we received the final number of EUR 100, that we think is the most accurate for holding the administrative fee. As you see it still would cover more than the IT services solely for ELSA Law Schools as it is the amount that should cover the whole IT services at minimum.

Why we didn't include the costs of travels of the coaches and ELS Training Weekend in the fee? The help of the coaches may be given on skype, even by having a workshop for the whole OC. The presence of the coach during the ELS itself is unnecessary since the VP S&C National Board may come instead. There are different venues of the ELS, so some of them, that are really distant and expensive, would cost EI more than the cost of the administrative fee. Also, the assistance may be given while such meetings as: ICM, KAM, SAM.

We also prolonged the time for sending the administrative fee from one week to one month - it should be the optimal time for fulfilling other commitments and receiving all the bank transfers from the participants. Moreover, we specified the ways of payment of the fee pointing out making a bank transfer or paying in cash. Such provision makes more clear what 'alternative payment' from the previous regulation states.

The waiver of the administrative fee

We also propose the waiver of the administrative fee in justified cases. The waiver is an option which could be helpful for OG, when they are in a very bad financial situation and the waiver would be one of the things that could help repair the budget. The bad financial situation of the OG proved by the attached budget and other documentation proving it, would state the basis of the decision of the International Board, whether to reject or accept the application.

The application form for the waiver of the administrative fee can be found in Appendix to this proposal.

We think that it would be more efficient for ELSA International to receive unified application forms. It enables ELSA International to compare the applications, be more objective and make sure that all the necessary information is included in the application.

Appendix

to the ELSA Poland's proposal regarding the administrative fee in ELSA Law Schools

Application form for the waiver of the administrative fee

Title of the event	
Name of the Organising Group	
Dates of the event	
Venue of the event	
Participation fees and additional participation fees	
Contact details to the Head of the Organising Committee (name, e-mail address, phone number)	

Justification of applying for the waiver of the administrative fee⁸

*Please attach the **budget** of the respective ELSA Law School (in English). Note that the budget will be one of the basis for the International Board, to decide on accepting or rejecting the application.

** Please attach any necessary documentation that could confirm the justification (e.g. contracts with the entities such as hotel, catering etc.)

⁸ The following frame is only the indication of the place where you should put the justification. Please feel free to edit the document, using as much space as you need.

No. 85: International Council Meeting Decision Book amendment in the FM part concerning the section “The ELSA Development Foundation”

ELSA Austria, ELSA Czech Republic, ELSA Germany, ELSA the Netherlands and ELSA Switzerland is proposing the following to the International Council:

The ELSA Development Foundation

9. Financing of the Foundation

...

9.2 Source of the Foundation

- (i) National Groups shall pay a yearly contribution to the EDF comprised of the following:
 - 6 % of all money fundraised in one financial year as a general sponsorship from external relations that are classified as international;
 - 2.5 % of all money fundraised in one financial year as a general sponsorship from external relations that are classified as national;
 - ~~Contributions of less than EUR 50,00 shall not be invoiced.~~ The National Groups shall pay a minimum of EUR 100,00 and a maximum of EUR 3.000,00 per financial year.
- (ii) The International Board shall pay a yearly contribution of 5 % of their general partnership income to the EDF.
- ~~(ii)~~ (iii) The board of Directors of EDF may also accept donations to the EDF from other individuals, groups or associations which are aimed at furthering the purposes of the Foundation and the Association in general.

...

Comment:

This proposal is a result of the Working Group of the EDF contribution. We think it is important to have a fair regulation for every National Group. It is not fair that there are just a few National Groups that pay more than half of the yearly income of the EDF. On the other hand, there are groups which do not contribute at all but can still apply for EDF. That is why we think we should set a minimum and a maximum amount to the EDF. Just 100 Euros within one year should be possible for every National Group to be paid. Also, 3.000 Euros should not be too much for the groups which have already paid a lot to it. We also think that the International Board should

contribute, as it is the job of the International Board to actively support activities in the network. A yearly contribution of 5% of their partnership income should be fair to everyone.

No. 86: International Council Meeting Decision Book amendment in the S&C part concerning the section “Quality in Seminars & Conferences”

NOTE: This proposal was not received in due time (35 days before the opening of the Plenary; Standing Orders article 5.2). It was received at 00.01 the 20th of February (Between 1-2 minutes late). For this reason it is at the direction of the Chair or a 4/5th majority in the Council to process the proposal during the ICM Prague; Standing Orders article 6.7b.

ELSA Austria, ELSA Germany and ELSA Turkey is proposing the following to the International Council:

Quality in ~~Seminars & Conferences~~ Scientific and Cultural Events

1. Introduction

~~Seminars & Conferences~~ Scientific and Cultural Events aims to give law students and young lawyers from different countries the opportunity to learn and discuss legal topics that are not usually included in the curricula of universities, thus contributing to a better legal, cultural and social education.

By following ELSA’s Philosophy Statement we contribute to legal education and ensure that S&C events are carried out in a spirit of mutual understanding. Thus the aim of an S&C event shall be to provide students with a positive learning experience, interaction with a new social and cultural environment and prepare them for future responsibilities as members of the academic society.

ELSA’s commitment to human rights shall be taken into account and imply awareness when organizing S&C events.

If this proposal is approved by the International Council of ELSA, all references to the area “Seminars and Conferences” in the International Council Meeting Decision Book will be amended to “Scientific and Cultural Events” accordingly. The short form “S&C” will remain the same.

Comment:

Currently the area “Seminars and Conferences” is named after only two projects out of the area’s entire project portfolio. But “Vice Presidents for Seminars and Conferences” do not only organize Seminars and Conferences but also Lectures, Panel Discussions, Institutional Visits, Study Visits,

Law Schools, ELSA Law Schools and promote Delegations. Furthermore, the area is named after the two projects, which are organized the least.

Therefore, the name of the area and of the respective officers does not represent the area as a whole. This makes it difficult to explain the name to externals. Whether it may be potential speakers for an event, potential sponsors or even potential members and future officers.

A couple of years ago, the area Seminars and Conferences was called “Scientific Seminars.” Back then, the name did suit the area better, since there were a lot more Seminars organized in the network. For example, in Germany alone there were up to 23 Seminars organized per year in the years from 1989 to 2009, which on average would amount to approximately 10,6 Seminars per year. But over the years, things have changed. The number of conferences and especially seminars decreased drastically. Also, other new projects were added to the portfolio which took over a more prominent role today.

Our network is moving at a fast pace and is always improving and changing. With new officers each year, new ideas and projects arise. We have to adapt to these changes. One very important step is the renunciation from the inaccurate name “Seminars and Conferences”, which is completely outdated today. Most officers stay active within the network for around 2-4 years, which means it takes about 4 years until there are completely new people in the positions, who will probably not remember the changes we made because to them, it is the norm. In order to make it easier for future generations of ELSA officers, we should not be afraid of this change.

The ELSA-language consists of many complicated abbreviations and technical terms, which we try to avoid at all costs when talking to externals. Stepping away from the technical term of “seminar” and “conference” in the title would make things a lot easier, because everyone interprets these words differently. Many student organizations in Germany for example call their National Council Meetings a “conference”. In the English language, a conference is „a formal meeting of people with a shared interest, typically one that takes place over several days“⁹; a seminar is „a conference or other meeting for discussion or training.“¹⁰

To avoid confusion with these technical terms, the explanation of a conference within ELSA should step in the foreground when talking specifically about this project, and not when having to explain the name of the area or of the officer whenever it is mentioned. This creates unnecessary confusion and inefficiency.

With the change of the name to “Scientific and Cultural events”, there would be more than just two events covered by the term and not a selection of projects. Comparable to the Academic Activities, S&C would then also have a more general umbrella term, under which the whole current S&C project portfolio can be subsumed. The advantage is, that the abbreviation of “S&C” amongst the ELSA network can be kept and for example email addresses which are already “vpse” can stay the same.

⁹ <https://en.oxforddictionaries.com/definition/conference>

¹⁰ <https://en.oxforddictionaries.com/definition/seminar>

Also, the Vice Presidents for Scientific and Cultural Events would be able to better identify themselves with their title, which decreases the confusion about it since S&Cers can organize more than just seminars and conferences. It also might increase the attractiveness of the position.

The confusion about how to explain the name of the area is gone, because the general term is broad and one can go into detail about the specific projects, just like in the area Academic Activities.

Everyone knows the terms scientific and cultural. The term “events” hints, that there are many of them and the variety of the area is expressed.

One problem is the translation of the new name into the respective native tongue without the short form no longer being “S&C”. Currently, in many languages “conference” starts with a K (German, Danish, Finnish, Latvian, Lithuanian, Turkish, Norwegian, Polish...). Therefore, the translation errors are already being accepted anyways. Furthermore, “Student Trainee Exchange Programme” is never translated word by word, but stays “STEP” in every language as a name. This shows, that the translation of an ELSA-term into each language is not a must. The English terms can always be adapted by the regulations.

The abbreviation “S&C” is the same, no matter the translation of seminars/conferences or scientific/cultural events, the important short form is the English S&C.

Another point is that some might fear the costs of reproducing their Marketing materials with the new name of the area and officer. Of importance is here, that we in ELSA do not advertise the title of the area but the specific projects behind the title individually. The change in the area would be a process, rather than a change overnight, comparable to the change of the apostrophe in the logo of ELSA. So there would be no monetary loss to any group.

Some may concern about the definition of the words “scientific” and “cultural”. Definition of Science: A systematically organized body of knowledge on a particular subject or archaic Knowledge of any kind¹¹.

Definition of Scientific: informal Systematic; methodical¹². Cultural: Relating to the ideas, customs, and social behavior of a society¹³.

The term “scientific” is already a part of the ELSA International Decision Book in the S&C part concerning the S&C Policies, Minimum Standards and Responsibilities (01/13 I). The S&C events Seminars, Conferences, Lectures, Panel Discussions and Law Schools are defined in Article 2 titled “Scientific events”. Therefore, these are already established and recognized as scientific by ELSA. The strategic goals also state that “ELSA shall develop a wider catalogue of academic and scientific events and make them available to local groups“(Decision Book, General

¹¹ <https://en.oxforddictionaries.com/definition/science>

¹² <https://en.oxforddictionaries.com/definition/scientific>

¹³ <https://en.oxforddictionaries.com/definition/cultural>

Part, Strategic Goals 2018, 2. Professional and academic development of law students and young lawyers (01/13 I). So it clearly views “S&C” as scientific and “AA” as the academic projects.

The term “cultural” would include Study and Institutional Visits, as well as Delegations. Of course the main focus of this events is on acquiring knowledge but they include, like no other projects in the ELSA network, besides STEP, the cultural diversity and the exchange between cultures. Therefore, it would be clear visualization of “Cultural Diversity”, which is area specifically addressed in the Statutes and Standing Orders of ELSA in Article 3 - Aims and Activities: “Seminars and Conferences (S&C) involving the acquisition of knowledge through exposure to professionals and foreign cultures.”

With all these arguments and reasons in mind, the change from Seminars & Conferences to Scientific & Cultural Events is not only logical, but necessary.

No. 87: International Council Meeting Decision Book amendment in the S&C part concerning the section “S&C Policies, Minimum Quality Standards and Responsibilities”

ELSA Poland is proposing the following to the International Council:

S&C Policies, Minimum Quality Standards and Responsibilities

5. ELSA Law Schools

...

5.3 ELSA Law Schools System

...

5.3.2 ELSA Law Schools Cycles

...

- b. An ELSA Law Schools Cycle consists of seven periods that are called:
- Specification, during which the ELSA Law Schools are announced to ELSA International and their respective Organising Committees provide basic information to ELSA International through an Event Specification Form.
 - Preparation, during which the ELSA Law Schools team coordinates with the Heads of Organising Committees to ensure information exchange and the updating of the ELSA Law Schools Portal.
 - Application, which takes place between an Opening and a Deadline established by ELSA International. During this period, applications for ELSA Law Schools are collected and processed through an online platform operated by ELSA International.
 - Selection, which begins immediately after the Deadline. During this period the Organising Committee selects and notifies all the participants. At the end of the Selection the Organising Committee may request for the ELSA Law School to be included in the Additional Application period.
 - Additional Application, which takes place between an additional Opening and an additional Deadline established by ELSA International. During this period, applications for ELSA Law Schools are collected and processed through an online platform operated by ELSA International.

- Additional Selection, which begins immediately after the additional Deadline. During this period the Organising Committee selects and notifies the participants.
 - Event, during which the ELSA Law Schools take place.
 - Evaluation, which takes place after the end of the ELSA Law School. During this time, the participants give feedback on the ELSA Law School to the Organising Committee. The Organising Committee then fills in the Evaluation Form sent out by ELSA International. The deadline for submitting the Evaluation Form is the last day of the month following the month in which the respective ELSA Law School has ended.
- c. The calendar for each Cycle shall be announced to the Network by ELSA International the latest by the end of October for the summer Cycle and by the end of July for the winter Cycle.
- d. An ELSA Law Schools Cycle may be waived by ELSA International if there is less than 10 ELSA Law Schools specified for a Cycle.

5.4 Responsibilities

5.4.1 of an Organising Committee:

- a. to follow the Requirements of ELSA Law Schools;
- b. to provide all the information required by ELSA International without undue delay, particularly in regards to the joint promotion;
- c. to comply with the ELSA Law Schools Cycle;
- d. to follow the maximum participation fees regulated in the Financial Management part of the Decision Book;
- e. to publish a preliminary outline of the subtopics the latest with the opening of the application period;
- f. to publish the complete scientific programme at least 2 months before the event;
- g. to publish information about the accommodation the latest with the opening of the application period;
- h. to ensure that all participants are taken from the place of arrival or have received a detailed guidance on how to get to the place of destination;
- i. to provide all participants with a reception package including the working materials, programme of the ELSA Law School and information about the city;
- j. to grant a certificate of participation only to participants attending at least 85% of the scientific programme. In cases in which this requirement is not fulfilled, the Organising Committee is at liberty to decide whether or not a participant's absence is justified;

- k. to evaluate ELSA Law School, using feedback from the participants and the members of the Organising Committee, and to fill in the Evaluation Form.

5.4.2 of ELSA International:

- a. to coordinate ELSA Law Schools;
- b. to publish the ELSA Law Schools calendar by the end of October for the summer Cycle and by the end of July for the winter Cycle;
- c. to end the Specification period by December for the summer Cycle and by July for the winter Cycle. The exact dates shall be provided in the calendar for the respective Cycles.
- d. to provide support to the Organising Committee upon request;
- e. to provide a joint promotion of ELSA Law Schools;
- f. to create a joint file with deadlines for completion of the Evaluation Forms, accessible for the Heads of the Organising Committees and to the Vice Presidents for Seminars and Conferences of National Groups, and to update it with the information about already submitted forms at least twice a month;
- g. ~~to~~ to execute an adequate Quality Control;
- h. ~~to~~ to inform the Council about the use of its executive powers.

5.5 Quality Control

5.5.1 An ELSA Law School is a complex project connected with a long period of preparation, application process, payment in advance, accommodation, meals, provision of education and other services. Therefore, it is crucial for a Quality Control to ensure that the Organising Committee is in compliance with this section.

5.5.2 One of the means of the Quality Control is a precise evaluation of ELSA Law Schools based on submitted Evaluation Forms. Therefore, further editions of ELSA Law Schools which were evaluated on time shall be marked with a specially created stamp on the ELSA Law Schools Portal in the subsequent cycle. The promotion of continued and evaluated ELSA Law Schools shall be intensified by ELSA International.

~~5.5.23~~ The International Board, especially the Vice President for Seminars and Conferences, shall control the quality of ELSA Law Schools. This includes particularly the resolution of complaints.

For this purpose, the International Board shall have a power:

- to check the revenues and expenditures;
- to check the qualification of the lecturers;
- to ask for the relevant information and clarification;
- to control the compliance with the internal regulations of ELSA.

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

5.5.45 The International Board shall solve the disputes primarily by means of dialogue. Its executive powers shall be used only when there is no other option to protect the reputation of ELSA and the interests of the participants.

5.5.56 For the purposes of Quality Control, the International Board shall have, in case of a breach of the internal regulations, executive powers:

- a. to resolve and answer each complaint delivered to ELSA International;
- b. to inform the respective National Group about the attitude of the Organising Committee in order for it to take the appropriate internal measures;
- c. to remove the respective ELSA Law School from the list of the ELSA Law Schools, in order to prevent the Organising Committee involved from using the “ELSA Law School” label;
- d. to inform all National Groups about the subject matter of the case;
- e. to accept an ELSA Law School into the current Cycle after the end of the Specification Period, upon presentation of an individual case.

5.5.67 The International Board shall report to the Council the use of its executive powers. At that point the respective Organising Committee might ask for a voting in order to waive the measures taken.

Comment:

Evaluation of ELSA Law Schools

As you can see in the changes regarding administrative fee, we crossed out the part about the deposit. We are aware of the fact that it was established to encourage Organising Groups to fill in the Evaluation Form but we disagree that it is the only effective way, since we didn't try any other solutions except the workshops and discussions. Therefore, we want to present you our proposal in which we are highlighting the importance of proper evaluation of ELSA Law Schools.

Submission deadline

First of all, we think that the general deadline for submitting the Evaluation Forms stated in ELSA Law Schools Calendar is not efficient enough. Currently, the time for fulfilling the form is too long for some of ELSS – this might be the reason why Organising Groups forget about it. Moreover, there is a thread that OGs may not be sure of all the information about the project after a few months, so the EFs may not reflect the truth. In our proposal, we are shortening the time for submitting the EFs but we also make sure that each Organising Group has enough time for thorough evaluation.

Joint file available to the HOCs and VPs S&C

Another way to motivate OGs to evaluate ELSA Law Schools is to create a joint table with deadlines for completion of the EFs, accessible for the Heads of the Organising Committees and the Vice Presidents for Seminars and Conferences of National Groups, for example, on their Facebook group. For instance, it could be an Excel file which would consist of three sheets. Each sheet would be dedicated for ELSs with different deadlines for submitting the EF (31st August, 30th September, 31st October). The sheets should contain columns concerning the ELS name, Local Group, date and "submitted on time/submitted after the deadline/not submitted" column. The basis of this idea is that the information stated in a public table can result with showing us and our Organising Group in good or bad light. And of course we always want to show others that we do our "job" right. Also, we would like this table to include a column with evaluations submitted after the deadline, because we believe that evaluation is one of the most important stages of organizing such a big, complex and recognizable project, so we should encourage OGs to send evaluations even if they missed the deadline. Vice Presidents for S&C may also motivate the OGs or remind them about this responsibility when they see that the OG didn't submit their evaluation.

Special stamps on ELSA Law Schools Portal

The last change we want to introduce in our proposal concerns the benefits of submitting the EFs on time – we propose a system of awards, not punishments. After consideration of different options, we decided that the best benefits are intensified promotion conducted by ELSA International and marking evaluated ELSs with a specially created stamp (for example, "quality control" or "evaluated" – the lack of this stamp doesn't mean that the ELS isn't supported by ELSA International). ELSA International may create as well a special stamp for new ELSA Law Schools, thanks to that the potential participants would know that it is a new project and couldn't have been evaluated yet. Of course in this case there should be a legend for the stamps in order for the potential participants to know what they actually show.

No. 88: International Council Meeting Decision Book amendment in the S&C part concerning the section “S&C Policies, Minimum Quality Standards and Responsibilities”

ELSA Poland is proposing the following to the International Council:

S&C Policies, Minimum Quality Standards and Responsibilities

5.6 ELSA Law Schools Training Weekend

ELSA International organizes the ELSA Law Schools Training Weekend for the Heads of the Organising Committees of ELSA Law Schools. If the Head of the Organising Committee cannot come, the chosen representative of the Organising Group may participate in his/her place.

The Organising Group interested in taking part in ELSA Law Schools Training Weekend, is obliged to pay the fee after applying. The fee for the Training Weekend shall include:

- a. accommodation
- b. breakfast (excluding the day of the arrival), lunch (excluding either the day of the arrival or the day of departure), dinner (excluding the day of departure)
- c. public transport costs
- d. training sessions on the organization of ELSA Law Schools
- e. working materials

The maximum participation fees for the ELSA Law Schools Training Weekend shall be followed as in Annexes I and II FM Part of the International Decision Book.

Comment:

The Training Weekend is a brilliant idea and gives an opportunity to take some extra trainings for the representatives of the OGs that could help and be useful for the ELS organisers. That is why we still want it to be organized by the ELSA International.

The aim is to have representatives from every ELS, no matter if the HoC can come or not. Taking into consideration that not every group, which organizes ELS could take part in such training, because of various reasons we decided to exclude the Training Weekend from the administrative

fee. We want to make sure that the OG, that cannot send any representative does not have any losses with regards to the administrative fee. ELSA International should promote the Training Weekend in such way, that it convinces the OG to take part and pay for it additionally. The fee for this weekend should cover the things mentioned in this proposal and the maximum cost should be followed as in the respective annexes, to make sure that the costs are not too high.

No. 89: International Council Meeting Decision Book amendment in the STEP part concerning the section “STEP Procedure”

ELSA Germany is proposing the following to the International Council:

STEP Procedure

2. Traineeships

...

2.2. Specific Regulations

...

b. Unpaid traineeships

- i. Notwithstanding 2.1 e. traineeships may be unpaid if the National or Local Group or the respective employer provides the trainee with accommodation and, if possible with food, or if the National or Local Group provide the compensation themselves.
- ii. Notwithstanding 2.1 e. traineeships may be unpaid if the employer issuing the traineeship mainly employs volunteers to reach its aims or is prohibited to pay the trainee by law. In these cases, the National or Local Group shall try to fundraise a suitable compensations and/or accommodation.
- iii. Notwithstanding 2.1 e. traineeships may be unpaid at the discretion of ELSA International if the benefit for ELSA members outweighs the lack of payment.
- iv. ELSA International shall provide an overview about all unpaid traineeships accepted under the exceptions of 2.2 b ii and iii to the National Groups within four (4) weeks after the Job Hunting Deadline of each Cycle, thereby giving reasons why each of those traineeships fulfilled the requested requirements of 2.2 b ii and iii.

Comment:

The Decision Book allows ELSA International to set aside the standard of paid traineeships under ii. and especially iii.. The easiest way to ensure that the national and local STEPers get some lead, which traineeships could fall under those exceptions without bothering ELSA International with a lot of questions, if a particular traineeship can be unpaid or not is to provide them with an overview over last cycle's unpaid traineeships. Making those decision public will in the long run also be creating a guideline regarding unpaid traineeships and make the STEP Procedure more stable.

No. 90: ELSA Development Foundation Statutes amendment

ELSA Austria, ELSA Czech Republic, ELSA Germany, ELSA the Netherlands and ELSA Norway is proposing the following to the International Council:

Article 7. Board of directors – Composition and powers

The Foundation shall be managed by a board of directors consisting of the President, Secretary General, ~~and~~ Treasurer and two other members of the International Board of ELSA. The board of Directors shall elect a chairman as the main responsible person for the foundation at the beginning of its term.

Any member of the International Board of ELSA can apply for the two open spots on the board of directors. If more than two members of the International Board of ELSA apply, the chairman has the right to appoint two of them. If no one applies, the chairman has the right to appoint any member of the International Board of ELSA.

Comment:

We think that it is important that there are more than three directors in the EDF board of directors to reach a higher legitimacy of the decisions made.

Article 7.5 of the Decision Book concerning “The ELSA Development Foundation” is stating: “Board of Directors’ members, who have been part of the National Group, whose application is being discussed, shall abstain themselves from the voting.”

Therefore, more than three persons should be part of the board of directors. If two directors were from the same National Group and there were five directors altogether, there would still be three left to build a majority to make a decision.

APPLICATIONS

Membership Application by ELSA Belarus

The application can be found [here](#)

Membership Application by ELSA Republic of Moldova

The application can be found [here](#)

[Attachment 1](#)

[Attachment 2](#)

ANNEXES

ANNEX 1 – Interim Accounts of ELSA International 2016/2017 and Interim Accounts of ELSA Development Foundation 2016/2017

The Interim Accounts of ELSA International 2016/2017 can be found [here](#)

The Interim Accounts of ELSA Development Foundation 2016/2017 can be found [here](#)

Due to the extensiveness of the document and in order for us to maintain correctness of labelling and form, they are not included as text in these Working Materials.

ANNEX 2 – Internal Auditors' Report on the Interim Accounts of ELSA International 2016/2017 and Internal Auditors' Report on the Interim Accounts of ELSA Development Foundation

The Internal Auditors' Report on the Interim Accounts of ELSA International 2016/2017 can be found [here](#)

The Internal Auditors Report on the Interim Accounts of ELSA Development Foundation 2016/2017 can be found [here](#)

Due to the extensiveness of the document and in order for us to maintain correctness of labelling and form, they are not included as text in these Working Materials.

ANNEX 3 – Proposed Revision of the Budget of ELSA International 2016/2017

The proposed revision of the budget can be found [here](#)

Due to the extensiveness of the document and in order for us to maintain correctness of labelling and form, they are not included as text in these Working Materials.

Comment:

For the budget revision, all the changes have been highlighted in yellow in the middle of the original budget. These comments will go in detail about the proposed revision.

General part, income

- Alumni and ELS (increase from 2,500 EUR to 4,000 EUR)
 - *ELS has agreed to contribute more to ELSA International than usual. So far, the donations of the office chairs, meeting room chairs and the dishwasher have helped to improve the ELSA house a great deal.*

General part, expenses

- ELSA House utilities (increase from 6,000 EUR to 7,500 EUR)
 - *In the interim accounts, it is shown that the total expenses for the utilities for the first half of the term has been a little over 3,000 EUR. To make sure that we do not go over the budget, it is proposed to slightly increase the budget.*
- Travels to international internal meetings (decrease from 8,200 EUR to 7,000 EUR)
 - *Now that most of the international internal meetings are over, it became clear that the 8,200 EUR was not needed and a lower amount suffices.*
- Non-project travels to externals (increase from 2,700 EUR to 3,500 EUR)
 - *This budget post mostly consists of travels to partner meetings and it is especially important to visit those partners during transition with the upcoming International Board.*
- ELSA House renovations and investments (no proposed amendment)
 - *This budget post will most likely not be fully used this year. However, for the remaining amount, ELSA International intends to create a provision for the upcoming years to make sure that there will always be available funds for necessary repairs or renovations.*
- International Board remuneration non-project (increase from 15,750 EUR to 18,550 EUR)
 - *See the proposal of ELSA International to pay a remuneration to the incoming International Board during the transition period.*
- Trainings (increase from 2,000 EUR to 3,500 EUR)
 - *An increase is needed due to this year's obligation of ELSA International to organise the Refreshment Weekend and the Train the Trainers Week. A part of this budget post is also used for trainings before and during international internal meetings and during the transition period for the incoming International Board.*

- Representation, Annual Report and OYOP (splitting the budget post and increase of the total amount from 3,000 EUR to 4,000 EUR)
 - *The International Board has decided to focus more on the Annual Report as a tool for fundraising. Last year's Annual report also cost approximately 1,000 EUR and was only sent to the ELSA house. The plan for this year's Annual Report will be to also send it to partners and the autumn International Council Meeting.*
 - *The 'new' budget post 'Representation and OYOP' stays at 3,000 EUR, because this year's International Board is focusing more on representation in general.*
- Partner reception (new budget post, 1,000 EUR)
 - *This budget post was missing from previous budgets. There have been attempts from the International Board to organise the partner reception in cooperation with a partner, but it has not resulted in a concrete outcome, which is why ELSA International will now need to spend some amount on the partner reception on its own.*
- General marketing expenses (increase from 1,000 EUR to 1,400 EUR)
 - *This amount is for the subscription to a social media integration platform, some ELSA International goodies as well as other already existing general marketing expenses.*

Project part, per project

- EMCC
 - *The costs of the ELSA Moot Court Competition have increased due to the 15th anniversary as well as some risk management measures.*
 - *Over the last years, the EMCC has however always made a profit, so the loss is not a problem.*
- EHRMCC
 - *The European Human Rights Moot Court Competition has increased both its income and its expenses now that the number of teams that proceed to the Final Round in Strasbourg has increased from 16 to 20.*
- Legal Research Groups
 - *The cooperation with K&L Gates LLP for the Legal Research Group has resulted in an expected income of 5,000 EUR.*
- ELSA Law Schools
 - *The income from the recently implemented ELSA Law Schools Administrative Fee has increased due to a higher number of ELSA Law Schools than expected.*
 - *The other ELSA Law Schools income consists of a part of the general partnership contribution of Severnvalle. This amount is allocated to the ELSA Law Schools project, because part of the agreement is obliging ELSA International to send out an email to rejected applicants for ELSA Law Schools.*
- STEP
 - *The Student Trainee Exchange Programme now has a partnership with Bierens Group that is contributing 1,000 EUR. The other amount is 350 EUR from Severnvalle for the same reasons as stated at the ELSA Law Schools income.*
- Transition BBQ and Christmas Cocktail
 - *Both events appear to be more popular than expected. Therefore an increase is needed.*

ANNEX 4 – Proposed Budget of ELSA International 2017/2018

The proposed budget can be found [here](#)

Due to the extensiveness of the document and in order for us to maintain correctness of labelling and form, they are not included as text in these Working Materials.

ANNEX 5 – Draft International Council Meeting Host Agreement

INTERNATIONAL COUNCIL MEETING HOST AGREEMENT

regarding

“ICM_____”

between

The Organising Committee of the LXXIV International Council Meeting of ELSA
(Hereinafter the **OC**), represented by the Head of the OC

and

ELSA International
(Hereafter **EI**), acting by the members of the International Board
(Hereafter **IB**), represented by the Secretary General of ELSA International

Dates of the ICM

Article 1

- 1.1 The dates of the International Council Meeting (hereinafter the ICM) will be from ____ of _____ to ____ of _____ 2018.
- 1.2 EI authorizes the OC to host the ICM on the terms and conditions set out in this Agreement.

Venue and Logistics

Article 2

- 2.1 The venue of the ICM will be _____, _____.
- 2.2 The logistical requirements annexed to this agreement are to be ensured by the OC.
- 2.3 The logistics of the ICM must be assured at the latest before the arrival of the IB.

Financial Implications

Article 3

- 3.1 The OC shall host the ICM on its own account. Any profit or loss arising from the organisation of ICM shall be kept by or covered by the OC.
- 3.2 No exclusivity can be proposed to any sponsor of an ICM since the sponsors of ELSA International have the right to be featured during the ICM.
- 3.3 Nothing in this Agreement is intended to or shall operate to create a partnership or joint venture of any kind between EI and the OC, or to authorise the OC to act as agent for EI, and the OC shall not have authority to act in the name or on behalf of or otherwise to bind EI in any way (including but not limited to the making of any representation or warranty, the assumption of any obligation or liability and the exercise of any right or power).
- 3.4 The OC shall comply with Council Decision FM 01/07 I “Maximum Participation Fee for Statutory Meetings and International Internal Meetings” when charging the participation fee.

- 3.5** The OC is not allowed to charge additional fees for accommodation, food or reception. However, a maximum special fee of 60€ per participant may be charged covering the Gala Ball, Social Programme, Sightseeing and Transportation. It is under discretion of the OC to decide how these four fees shall be split.
- 3.6** According to the IM Policies, the participation fee for 9 members of ELSA International shall be covered by the OC. This fee includes accommodation for ten nights, meals and special fees requested from other participants. The fee should be considered as 90 nights that the IB can freely divide between themselves, the auditors and former Members of the IB.
- 3.7** The OC shall cover accommodation for a maximum of two nights for two trainers/speakers.
- 3.8** The OC shall cover accommodation for a maximum of eight nights for the Chair and Vice-Chair of the plenary.
- 3.9** The OC can cover the Gala Ball fees, and the special fees in general, of 8 delegates of ELSA International, the Chair and the Vice-Chair.

Responsibilities of the OC

Article 4

The OC shall act in the utmost good faith in the organisation and management of the ICM on behalf of EI, and shall in particular be responsible for:

- 4.1** Appointing one person to be responsible for the communication and report to the IB before as well as during and after the ICM.
- 4.2** Informing the IB about the members of the OC and their responsibilities in the OC.
- 4.3** Fundraising for the ICM in order to have a sufficient financial basis for the event.
- 4.4** Receive up to two members of the International Board for a pre-visit.
- 4.5** Providing all necessary information to the Network about the application procedure and practical information including general promotion of the event.
- 4.6** Ensuring that invitations and other necessary documents are provided for participants in need of visa.

- 4.7 Providing adequate reception upon arrival of the participants and external guests.
- 4.8 Providing accommodation, food and social programme for the participants as well as external guests. The guests shall be liable for the fees directly to the OC.
- 4.9 The OC shall not be limited by the Decision Book “Event Fees” and Annex II hereto when charging the external guests with the accommodation, food and social programme fees.
- 4.10 Fulfilling the logistical requirements annexed to this agreement.
- 4.11 The OC can arrange a sponsor’s fair/conference in which also the Sponsors of ELSA International can participate.
- 4.12 Send regular reports to the IB on the organisation before the aforementioned event.
- 4.13 Submit a financial report after the ICM upon request by the IB in accordance with article 4.9 of the Standing Orders of ELSA.
- 4.14 Stay available and responding to requests from the IB within one week from receiving the request.
- 4.15 To provide receipts, upon request, to all the participants.
- 4.16 Provide ELSA International with a risk management plan, containing an analysis of likely risks, as well as mitigation strategies.

The plan should at least include:

- Number of qualified first aid and security personnel;
- A plan to encounter identified high and low impact risks.

The plan has to be provided to ELSA International the latest 4 months before the beginning of the International Council Meeting and is subject to continuous updates until the beginning of the International Council Meeting.

Responsibilities of EI

Article 5

EI shall be responsible for:

- 5.1 Appointing one person to be responsible for the communication and report to the OC before as well as during and after the ICM.
- 5.2 Supporting the OC in fundraising by providing contacts as well as help in drafting proposals if requested by the OC. The IB shall also as far as considered appropriate present the ICM to external contacts of ELSA International.
- 5.3 Advising the OC in budgeting and accounting if requested.
- 5.4 Sending statutory invitations.
- 5.5 Preparing the Working Materials and the plan for the Workshops and Plenary sessions of the ICM.
- 5.6 Ensuring the well-functioning of the Workshops during the ICM and make sure that the Internal Regulations are followed as well as that the Meeting is minuted properly.
- 5.7 Keeping the OC regularly updated about scheduled meetings as well as additional requirements that might be needed. EI shall cover the costs of such additional requirements that are not mentioned in the Annex of this ICM Host Agreement Requirements.
- 5.8 Keeping the OC updated about external guests as well as any specific arrangements that have to be made for these guests. EI shall cover all costs of specific arrangements, except the accommodation for the speakers
- 5.9 Staying available and responding to requests from the OC within one week from receiving the request.

Discharge of the ICM Host/OC

Article 6

- 6.1 If any problems occur before, during or after the ICM, which might jeopardize any of the points regulated in this agreement the OC is to inform the International Board immediately.
- 6.2 When such problems are reported, the IB is to take necessary measures to help find solution to these problems together with the OC.

- 6.3** The International Board can immediately discharge the OC in case of violation of the following points: 4.1, 4.4, 4.10 and 4.12.
- 6.4** Should the OC fail to fulfil any other responsibilities the IB shall inform the OC by e-mail or letter followed by a phone call, stating the responsibility which is not being fulfilled. The OC shall send the IB a plan for how they will improve the situation within five days from the phone call was received.

Should the OC not send such report or the report should not include a satisfactory action plan the IB may discharge the OC. The IB may also discharge the OC in case such plan is not followed by the OC.

From the time when the IB has correctly informed the OC of the occurred problems the IB may also take necessary measures to remedy the damage. Any costs incurred by such remedies shall be split between the IB and the OC.

Date: _____

Mads Lorentzen
Secretary General
ELSA International

Head of OC
ELSA_____

**ANNEX TO THE ICM HOST AGREEMENT
FOR THE INTERNATIONAL COUNCIL MEETING**

List of Logistical Requirements for International Council Meeting

Plenary Hall

- 1 hall, seating all participants and guests, approximately 9 delegates x 43 groups + externals = 400+ persons;
- 1 head-table to accommodate 8 IB members + Chair + Vice Chair - with appropriate name placards/place names;
- 1 table for Plenary secretaries (4 persons);
- 1 video projector to be used for PowerPoint presentations and/or Video presentations (compatible with Windows/Mac operating system);
- 1 ELSA _____ banner, depicting the ELSA logo. If you wish, you may also write the name, number and date of the Council Meeting;
- 1 sound system, which should include two fixed microphones on the head table, and a number of cordless microphones circulating amongst the floor
- 1 presence card and 3 voting cards for all Members of ELSA and 1 presence card for every Observer of ELSA. Presence cards needs to in one colour and voting cards in a different colour. The size of one card shall be A5. (Template will be provided by ELSA International prior to the ICM)

Note: Please bear in mind that ELSA International is obliged to hang banners and posters of its sponsors in the Plenary Hall. Please check with the IB beforehand on this point, and also check with the IB before hanging up sponsor banners of your own. Bear in mind the Fundraising Regulations when contacting sponsors of your own.

Workshops

- 7 rooms seating all participants around 35-75 people;
- 3 larger rooms to accommodate joint workshops composed of one, two or even three areas.

The workshop rooms should be equipped with:

- Enough tables to accommodate all workshop participants
- 1 flip-chart, flip-chart paper and markers
- Beamer for presentations
- Disposable cups
- Refreshments

Additional equipment

- 1 printer
- Sufficient printing paper (for 1000 prints)

- Internet access

IB Room

The IB room should be accessible three days before the ICM for the IB to use during preparations.

- 1 printer,
- Sufficient printing paper (for 1000 prints)
- 1 conference-table with possibility to accommodate the IB and NB's during meetings (i.e. approximately 14-18 people)
- 1 flip-chart on stand + coloured markers
- Internet access.

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 LXXI International Council Meeting in Prague, Czech Republic between the 26th of March and the 2nd of April 2017.

1. _____
(*voting delegate's name*)

2. _____
(*voting delegate's name*)

3. _____
(*voting 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:**

LXXI International Council Meeting to be held in Prague, Czech Republic

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 LXXI International Council Meeting in Prague, Czech Republic between the 26th of March and the 2nd of April 2017.

On behalf of ELSA _____ (proxy giver)

Name of the National Board Member:	Name of the National Board Member:
Position:	Position:
Signature:	Signature:

In order for the Secretary General of the International Board to confirm the proxy, please fill in:

Contact person: _____

Phone number: (+_____) _____

Email address: _____