

LXXVII INTERNATIONAL COUNCIL MEETING WORKING MATERIALS



BUGIBBA, MALTA
15TH - 22ND MARCH 2020



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The European Law Students' Association

FOREWORD

GENERAL INFORMATION**FOREWORD**

Dear Network,

The LXXVII International Council Meeting will start exactly in twenty one days and I cannot believe that our second and therefore last ICM is almost here. It has been only four months since we all met in Constanta and it is already time to say goodbye in beautiful Malta!

Since the beginning of the term, the whole Network has been working hard to prove that “our unity is our strength and diversity is our power!” and of course this ICM is not going to be an exception. The International Board is excited to present all the changes and ideas that we have been working on together with you, our team and the working groups. New structure of the International Council Meeting Decision Book, a new Annual Cycle of International Internal Meetings, Advisory Body, Membership application of ELSA Iceland and many more will be discussed and voted on at this ICM which makes it very special and important for all of us.

As always, the spring ICM will also bring elections for the next International Board. One year ago, having been a candidate myself and knowing how nervous you are right now, I would like to wish the best of luck for all of you. It is going to be an unforgettable week and the beginning of something absolutely amazing for 8 of you in the term 2020/2021!


My highest gratitude and appreciation goes to the Organising Committee, ELSA Malta, without whom this event would not be possible! Having experienced the Maltese ICM back in 2016 that still remains in a special spot in my heart, you can trust me this is going to be a blast!

Living this unique experience together with my partners in crime has been the best decision of my life and if I had a chance to start everything all over I would not hesitate to do so. Meeri, Lexie, Jakubko, Sarah, Irem, Susu and Dio - you are my “elected” family, colleagues that I could not choose but was extremely lucky that the Council chose for me. You made my seventh and final year in ELSA fun, joyful, unique and unforgettable! I feel wholeheartedly lucky to have experienced this year alongside with you!

“What feels like the end is often the beginning!” Let the countdown until the last International Council Meeting of the term 2019/2020 begin!

Looking forward to seeing you all in sunny Malta!

ELSAfully yours,



Nana Gegia
Secretary General
ELSA International 2019/2020

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THE INTERNATIONAL COUNCIL MEETING GUIDE

What is an International Council Meeting?

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

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

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

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

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

What is a Workshop?

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

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

The following Workshops will be held during the ICM:

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

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

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

Marketing (MKT): conducted by the Vice President in charge of 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 in charge of Academic Activities and the Vice President in charge of ELSA Moot Court Competitions of the International Board and

THE INTERNATIONAL COUNCIL MEETING GUIDE

attended by National Vice Presidents for Academic Activities, National Vice Presidents in charge of Moot Court Competitions and other AA and MCC officers of the ELSA Network.

Seminars and Conferences (S&C): conducted by the Vice President in charge of 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 in charge of Student Trainee Exchange Programme of the International Board and attended by National Vice Presidents for Student Trainee Exchange Programme and other STEP officers of the ELSA Network.

What is a Joint Workshop?

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

Who is a Workshop Officer?

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

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

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

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

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

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 INTERNATIONAL COUNCIL MEETING GUIDE

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

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

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

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

OBLIGATIONS OF THE NATIONAL GROUPS

Important information!

In accordance with article 7.3 of the Statutes of ELSA, the voting rights of a Member National Group are suspended during an ICM, if the National Group:

- a. has not fulfilled its **financial obligations** towards ELSA, or
- b. has not submitted the **State of the Network Inquiry** (SotN Inquiry) to the International Board;
- c. has not submitted the **letter of authorisation** to the Secretary General of the International Board; and
- d. has not submitted the **Local Group Report** to the International Board.

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

Moreover, the SotN Inquiry must be thoroughly filled out and submitted to the Secretary General of the International Board. Please make sure that your National Group submits the SotN Inquiry 14 days before the opening of the International Council Meeting as stated in the International Council Meeting Decision Book. The 28th State of the Network Inquiry has already been sent out and you may find it [here](#). If you need any clarifications regarding the SotN Inquiry, please contact the Secretary General of the International Board at secgen@elsa.org.

Additionally, the Local Group Report must be submitted to the Secretary General of the International Board until the 29th of February 2020. Please make sure that your National Group has submitted the Local Group Report. The Local Group Report has already been sent out and you may find it [here](#). If you require any further information concerning Local Group Report please contact the Secretary General of the International Board at secgen@elsa.org.

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

In order for the Council to reach the necessary quorum, as stated in article 7.4 of the Statutes of ELSA and be fully competent, it is highly recommended that the Member National Groups, which are not going to be represented in the Council by their own delegates, give a **proxy** to another Member National Group following the rules of article 5.6 of the Standing Orders of ELSA. A template of proxy can be found [here](#).

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

REMINDERS

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 Baku](#) and [ICM Constanta](#);
- Read and bring with you a copy of the [Statutes and Standing Orders of ELSA](#);
- Read and bring with you a copy of the [51st edition of the International Council Meeting Decision Book](#);
- Read the [One Year Operational Plan](#) of the International Board for the term 2019/2020;
- Bring your marketing materials so that you can promote your events.

To be prepared for your stay in Malta...

- Check out the [official website](#) and [Facebook page](#) of the ICM Malta 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 Malta in time for the Opening of the ICM at 15:00 GMT+1 on Sunday the 15th of March 2020;
- Bring a business formal attire for the plenary sessions;
- Rehearse your performance for the ELSA Vision Contest!

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

- Consider being a Workshop Secretary;
- Consider being a Plenary Secretary;
- Consider being a Teller;
- Consider being a member of the Nominations Committee;
- Consider running for the International Board of ELSA 2020/2021;
- Consider running for the position of Internal Auditor or Internal Vice Auditor of ELSA 2020/2021.

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!

REMINDERS

Deadlines for Nominations

The deadline for nominations for:

**THE INTERNATIONAL BOARD OF ELSA 2020/2021;
INTERNAL AUDITORS AND VICE AUDITOR OF ELSA INTERNATIONAL
2020/2021;**

is on Monday, the 16th of March 2020, at 23:59 local time.

and

COUNCIL GUESTS FOR ICM ANTALYA AUTUMN 2020

is on Friday, the 20th of March 2020, at 23:59 local time.

REMINDERS

Call for the International Board of ELSA 2020/2021

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
2020/2021!**

REMINDERS

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 takes care of the business development strategy of the association, including managing ELSA's fundraising efforts through commercial and strategic partnerships. 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. The Secretary General is also responsible for the communication and administration of the ELSA International.

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 in charge of Marketing

The Vice President in charge 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 in charge of Academic Activities

The Vice President in charge of Academic Activities is responsible for the overall planning, coordination and supervision of the key area of Academic Activities. This responsibility includes

REMINDERS

legal writing (LRGs and ELR), academic competitions (EHRMCC, ENC, legal debates), as well as other activities that promote the link between theory and practice (Lawyers@Work). 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 in charge of ELSA Moot Court Competitions

The Vice President in charge of ELSA Moot Court Competitions is responsible for the overall planning, coordination and supervision of the key area of Moot Court Competitions. This responsibility includes the John H. Jackson Moot Court Competition, acting as the Head of the International Organising Committee, being the Representative of ELSA in front of the World Trade Organisation, and the person responsible in handling the external relations with every Partner or potential Partner of the aforementioned Competition, as well as other activities that promote the link between theory and practice related to Moot Court Competitions. The Vice President for ELSA Moot Court Competitions has also the responsibility, when called upon, to support and assist Local and National Groups in organising MCC events in the Network as well as promoting the work of the World Trade Organisation via the JHJMCC in the activities related to his or her key area.

Vice President in charge of Seminars and Conferences

The Vice President in charge of 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, International Conferences 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 in charge of the Student Trainee Exchange Programme

The Vice President in charge of 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.

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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 International Board. 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 ten minutes to answer questions from the International 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 2020/2021 has to be present in the ELSA House in Brussels, Belgium, from the 1st of July 2020 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 2020/2021 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.

REMINDERS

Call for Internal Auditors and Internal Vice Auditor of ELSA International 2020/2021

The European Law Students' Association

Are you accurate person?

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

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

**INTERNAL AUDITOR OR
INTERNAL VICE AUDITOR
OF
ELSA INTERNATIONAL 2020/2021!**

REMINDERS

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

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

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

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

What are the general responsibilities of the internal auditors?

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

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

- Basic knowledge of accounting;
- Basic knowledge of auditing;
- A certain interest in financial matters;
- No active involvement in ELSA International or any National Groups of ELSA for the term 2020/2021. 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.

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Nomination and Election of Council Guests for ICM Antalya Autumn 2020

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.

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Memento**Voting Rights in the Plenary**

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

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

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

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

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

3. the National Board has submitted the Local Group Report to the International Board in due time

Please make sure that the Secretary General of the International Board has received the Local Group Report of your National Group.

4. 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 in [Annex 12](#).

Letter of Authorisation

The Letter of Authorisation must include:

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

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

Proxy

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

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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 in [Annex 13](#).

Head of Delegation

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

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

Reporting Time

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

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

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

ELSA Vision Contest

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

Voting Rights in the Workshops

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

Plenary Presentations

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

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

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

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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.



ICM TIMETABLE

DRAFT TIMETABLES AND AGENDAS

ICM TIMETABLE

General Timetable

	15th March	16th March	17th March	18th March	19th March	20th March	21st March			
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday			
09:00	Arrival	Breakfast								
09:30		Breakfast								
10:00		Workshops	Sightseeing and Lunch	Mid Plenary	Sponsors' Conference	Workshops	Final Plenary			
10:30										
11:00										
11:30										
12:00										
12:30										
13:00	Letters of Authorisation /Payments	Lunch	Lunch			Lunch				
13:30										
14:00	Free time	Workshops	Workshops	Mid Plenary	Workshops	Workshops	Final Plenary			
14:30										
15:00										
15:30										
16:00										
16:30										
17:00										
17:30										
18:00	Opening Workshop	ELSA Library	Reporting Time & Dinner	Reporting Time & Dinner	Dressing time	Reporting Time & Dinner				
18:30										
19:00	Officers and Freshers' Workshop				Reporting Time & Dinner			Reporting Time & Dinner	Transportation	Reporting Time & Dinner
19:30	HoD									
20:00	Dinner				Dinner			Gala Ball	Party	
20:30										
21:00	Party				Party					
21:30	Party									

DRAFT PLENARY AGENDA

DRAFT PLENARY AGENDA

Opening Plenary: Sunday, 15th March 2020

- 13:00 **Delivery of the Letters of Authorisation and Payments due to ELSA**
Nana Gegia and Sotiris Vergidis, Secretary General and Treasurer of the International Board
- 15:00 **Introduction of the International Board 2019/2020**
Yasmine Ellul, Head of the Organising Committee
- 15:10 **Opening of the LXXVII International Council Meeting**
Diomidis Afentoulis, President of the International Board
- 15:15 **Presentation of the Chair and the Vice Chair of the Plenary**
Nana Gegia, Secretary General of the International Board
- 15:20 **Presentation of the ELSA International Team 2019/2020**
The International Board 2019/2020
- 15:35 **Welcoming of Council Guests and Externals**
Diomidis Afentoulis, President of the International Board
- 15:45 **Presentation and information by the Organising Committee**
Yasmine Ellul, Head of the Organising Committee
- 15:55 **Presentation of the ICM Sponsors and Partners**
Yasmine Ellul, Head of the Organising Committee
- 16:10 **Announcement of the list of votes**
Nana Gegia, Secretary General of the International Board
- 16:30 **Election of the Council Meeting Officers: two to four Secretaries, two to six Tellers and three members of the Nominations Committee**
Chair and Vice Chair
- 17:00 **Approval of the International Council Meeting Agenda and presentation of the International Council Meeting structure**
Chair and Vice Chair
- 17:20 **Approval of the Minutes of the LXXVI International Council Meeting in Constanta, autumn 2019**
Chair and Vice Chair
- 17:30 **Presentation by European Law Institute**
President, Professor Christiane Wendehorst
- 17:40 **Presentation by International Trademark Association**
Senior Advisor, Miles Gordhandas

DRAFT PLENARY AGENDA

- 17:50 **Presentation by Arnold and Porter**
Diomidis Afentoulis, President of the International Board
- 18:00 **Information regarding the Officers' and Freshers' Training**
Nana Gegia, Secretary General of the International Board
- 18:05 **Information regarding the Heads of Delegation's Meeting**
Nana Gegia, Secretary General of the International Board
- 18:10 **End of the Opening Plenary**
Chair and Vice Chair

DRAFT PLENARY AGENDA

Mid Plenary: Wednesday, 18th March 2020

- 10:00 **Opening of the Mid Plenary**
Chair
- 10:05 **Revision of the list of votes**
Nana Gegia, Secretary General of the International Board
- 10:15 **Information from the Organising Committee**
Yasmine Ellul, Head of the Organising Committee
- 10:20 **Announcement of nominations**
Nominations Committee
- 10:30 **Presentation and approval of the IM workshop related proposals**
Chair and Workshop Chair
- 11:50 **Presentation and approval of the BEE workshop related proposals**
Chair and Workshop Chair
- 12:10 **Presentation and approval of the FM workshop related proposals**
Chair and Workshop Chair
- 12:50 **Queen Mary University of London**
Diomidis Afentoulis, President of the International Board
- 13:00 ***Lunch Break***
- 14:30 **Presentation of the BARBRI International**
Head of Sales, Alberto Sebastian
- 14:40 **Presentation by IE Law School**
Diomidis Afentoulis, President of the International Board
- 14:50 **Revision of the list of votes**
Nana Gegia, Secretary General of the International Board
- 15:00 **Presentation and approval of the MKT workshop related proposals**
Chair and Workshop Chair
- 15:15 **Presentation and approval of the AA & MCC workshop related proposals**
Chair and Workshop Chair
- 15:35 **Presentation and approval of the S&C workshop related proposals**
Chair and Workshop Chair
- 15:55 **Presentation and approval of the STEP workshop related proposals**
Chair and Workshop Chair

DRAFT PLENARY AGENDA

16:05	Presentation and approval of the Joint BEE and IM workshop related proposals Chair and Workshop Chair
16:45	Presentation and approval of the Joint AA & MCC, S&C and STEP related proposals Chair and Workshop Chair
16:55	Presentation and approval of the proposed revision of the Budget of ELSA International 2019/2020 Chair and Workshop Chair
17:10	Presentation and approval of the proposed Budget of ELSA International 2020/2021 Chair and Workshop Chair
17:25	Membership Application of ELSA Iceland Chair and Workshop Chair
17:35	Questions and answers for ELSA Iceland Chair and ELSA Iceland
17:45	Demotion of ELSA Montenegro Chair and Workshop Chair
18:00	Presentation of the voting procedure Chair
18:10	Handing out of ballot sheets Nana Gegia, Secretary General of the International Board
18:25	<i>Voting Break</i>
18:40	Casting of the votes
18:55	Questions and answers for the International Board of ELSA Chair
19:25	International Bar Association Diomidis Afentoulis, President of the International Board
19:35	University of Law Diomidis Afentoulis, President of the International Board
19:45	Presentations of the International events Chair
19:55	Announcement of the results of the voting

DRAFT PLENARY AGENDA

20:00 **End of the Mid Plenary**
Chair

DRAFT PLENARY AGENDA

Final Plenary: Saturday, 21st March 2020

- 10:00 **Opening of the Final Plenary**
Chair
- 10:05 **Revision of the list of votes**
Nana Gegia, Secretary General of the International Board
- 10:15 **Information from the Organising Committee**
Yasmine Ellul, Head of the Organising Committee
- 10:20 **Announcement of nominations**
Nominations Committee
- 10:30 **Presentation of the Interim Accounts of ELSA International 2019/2020**
Sotiris Vergidis, Treasurer of the International Board
- 10:45 **Presentation of the Interim Auditors' Report of ELSA International 2019/2020**
Glen Schirling and Karol Szakiel, Internal Auditors of ELSA International
- 11:55 **Presentation of the Interim Accounts of ELSA Development Foundation 2019/2020**
Sotiris Vergidis, Treasurer of the International Board
- 11:10 **Presentation of the Interim Auditors' Report of ELSA Development Foundation 2019/2020**
Glen Schirling and Karol Szakiel, Internal Auditors of ELSA International
- 11:20 **Presentation of the Final Accounts of ELSA International 2018/2019**
Loup Cressey, Treasurer of the International Board 2018/2019
- 11:35 **Internal Auditors' Report of ELSA International 2018/2019**
Glen Schirling and Karol Szakiel, Internal Auditors of ELSA International
- 11:45 **Presentation of the Final Accounts of ELSA Development Foundation 2019/2020**
Loup Cressey, Treasurer of the International Board 2018/2019
- 12:00 **Internal Auditors' Report of ELSA Development Foundation 2018/2019**
Glen Schirling and Karol Szakiel, Internal Auditors of ELSA International
- 12:10 **Relief of Responsibility for the International Board 2018/2019**
Chair
- 12:30 ***Lunch Break***
- 14:00 **Catolica Global School of Law**
Dean, Gonalo Saraiva Matias

DRAFT PLENARY AGENDA

14:10	Presentation by Council of Europe Barbara Orkwiszewska
14:20	Presentation and Q&A for the Candidate(s) for Internal Auditor of ELSA International 2020/2021 Chair and Candidate(s)
14:40	Presentation and Q&A for the Candidate(s) for Internal Vice Auditor of ELSA International 2020/2021 Chair and Candidate(s)
15:00	Presentation and Q&A for the Candidates for the International Board 2020/2021 Chair and Candidates
18:30	Presentation of the voting procedure Chair and Vice Chair
18:45	<i>Dinner Break</i>
20:15	Revision of the list of votes and Handing out of ballot sheets Nana Gegia, Secretary General of the International Board
20:30	<i>Voting Break</i>
20:40	Casting of the votes
20:55	Presentation by College of Europe Diomidis Afentoulis, President of the International Board
21:05	Presentation of LexisNexis Diomidis Afentoulis, President of the International Board
21:15	Announcement of the winner of the ELSA Day prize The International Board and Barbara Orkwiszewska
21:25	Presentation by the International Association of Lawyers Diomidis Afentoulis, President of the International Board
21:35	Presentation of ELSA Alumni Diomidis Afentoulis, President of the International Board
21:45	Presentation by AEGEE President, Daniel Amesz
21:55	Presentation of the International Events
22:05	Miscellaneous

DRAFT PLENARY AGENDA

- 22:55 **Announcement of the results**
Chair and Vice Chair
- 23:10 **Closing of the LXXVII International Council Meeting**

BOARD MANAGEMENT, EXTERNAL RELATIONS AND EXPANSION WORKSHOP

BOARD MANAGEMENT, EXTERNAL RELATIONS AND EXPANSION WORKSHOP

Timetable

	15th March	16th March	17th March	18th March	19th March	20th March	21st March
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
09:00	Arrival	Breakfast					
09:30		Breakfast					
10:00		Tale of us	Sightseeing and Lunch	Mid Plenary	Sponsors' Conference	BEE - Myths & Future	Final Plenary
10:30							
11:00		Start with who				The BEEst tools	
11:30							
12:00				Lunch			
12:30							
13:00	Letters of Authorisation	Lunch		Lunch			Lunch
13:30							
14:00	Free time	Proposals: International Internal Meetings Joint BEE & IM	Expansion BEE, IM and FM	Mid Plenary	The ELSA Responsibility	Relief of responsibility & Final accounts 18/19 - Interim accounts 19/20 - BEE & FM	Final Plenary
14:30							
15:00	Opening Plenary	Proposals: Advisory Body Joint BEE & IM	Candidacy		Icebreaker		
15:30							
16:00		BEE Proposals			Before you act, read	Hold BEE tight	
16:30							
17:00					Dressing time	Closing	
17:30							
18:00	Opening Workshop	ELSA Library	Budget BEE and FM		Transportation	Reporting Time & Dinner	
18:30							
19:00	Officers and Freshers' Workshop	ELSA Library	Reporting Time & Dinner	Reporting Time & Dinner	Gala Ball	Party	
19:30	HoD						
20:00	Dinner	Dinner	Reporting Time & Dinner	Reporting Time & Dinner	Gala Ball	Party	
20:30							
21:00	Party				Gala Ball	Party	
21:30	Party						

Preparations and Reminders

My dear Presidents,

The time has come for the last workshops we will experience together this year. The aim of this ICM will be to discuss the proposals we have prepared for this International Meeting, the progress and definition of the BEE area, advocacy in ELSA, but also to take a step forward when it comes to topics of social responsibility and advocacy.

In order to efficiently participate and contribute to the S&C Workshops, please read these Working Materials **carefully**. Furthermore, make sure to read in advance:

- [International Council Meeting Decision Book](#)
- [Minutes of the BEE Workshop of ICM Constanta](#)
- Minutes of the IPM Munich
- [Strategic Plan Implementation Handbook 2023](#)
- [BEE Handbook](#)
-

Additionally, please watch:

- [How to build an international law career \(BARBRI & ELSA\)](#)

Please read the aforementioned documents carefully. This is of utmost importance for the discussions and the outcome of the Workshop sessions. To access some of the documents above visit officers.elsa.org and use the following data:

Username: officer

Password: 7zXZZNq

Finally, please read the below draft agenda carefully. Should you need any clarifications, please do not hesitate to contact me via president@elsa.org.

Welcome to the BEE Workshop, my beloved BEEs!



Diomidis Afentoulis

President

ELSA International 2019/2020

Draft Agenda**Sunday, 15 March 2020***18:00 - 19:00***Opening Workshop****Description**

During the Opening Workshop, we will elect the Workshop Officers, namely the Chair, the Vice-Chair, the Secretaries and the ELSA Spirits. We will also present and approve the agenda as well as set the rules for our workshop. Any remaining time will be spent getting to know each other through introductory games and icebreakers.

Outcome

Election of Workshop Officers, approval of the Agenda and drafting of Workshop Rules.

Preparation

No preparation required.

*19:00 - 19:30***Officers' Workshop****Description**

The people elected as Workshop Officers will be prepared for their tasks through a workshop provided by ELSA International.

Outcome

Enable Workshop Officers to undertake their tasks.

Preparation

No preparation is required.

*19:00 - 19:30***Freshers' Workshop****Description**

The workshop aims to provide more information about ELSA, the International Board and the International Council Meeting to the participants attending an ICM for the first time.

Outcome

Enable Freshers to understand the structure and the purpose of the International Council Meeting.

Preparation

No preparation is required.

19:30 - 20:00

Heads of Delegations' Meeting**Description**

The Heads of Delegation are the main communication channel between ELSA International and the Organising Committee, and the participants of the ICM. This is why it is important to provide with all the useful information.

Outcome

Heads of Delegations' understand their tasks and responsibilities for the upcoming week.

Preparation

No preparation is required.

Monday, 16 March 2020

10:00 - 11:30

Tale of us**Description**

Which were the difficulties we went through during this year? What did we achieve as a team? Which should be our foci for the rest of our term together?

Outcome

The workshop participants will have the chance to share their experiences from the year that has passed, but to also plan on common goals for the months to come.

Preparation

- Think of the one goal you believe that your group should achieve by the end of the year!
- Think of the one goal you believe that ELSA International should achieve by the end of the year!

11:30 - 13:00

Start with who**Description**

BOARD MANAGEMENT, EXTERNAL RELATIONS AND EXPANSION WORKSHOP

What is it that makes ELSA, our association, so different? Why is it that our association has been steadily developing for the past -almost- 40 years? Why is the ELSA community different than others? Which is the “raison d’être” of ELSA?

Outcome

- Define the values that characterise the ELSA identity and community;
- Learn how to present ELSA to potential members;
- Learn how to present ELSA to externals.

Preparation

- Read the article [Start with Who](#) by Michel Bachman;
- Watch the video-speech by Simon Sinek: [How great leaders inspire action](#);
- Watch the video-speech by Simon Sinek: [If You Don’t Understand People, You don’t Understand Business](#).

14:30 - 16:00

Proposals: International Internal Meetings - Joint BEE & IM**Description**

During this workshop the proposal for the new cycle of the International Internal Meetings will be discussed.

Outcome

The workshop participants will make a recommendation to the International Council of ELSA.

Preparation

- Read the respective proposals No 4, No 5, No 6, No 9, No 10, No 40 and No 41.
- Read the IPM Munich minutes that will be sent out later.

16:00 - 17:00

Proposals: Advisory Body – Joint BEE and IM**Description**

During this workshop the proposal for the creation of the Advisory Body of ELSA International will be discussed.

Outcome

The workshop participants will make a recommendation to the International Council of ELSA.

Preparation

- Read the respective proposals No 39, No 25 and No 26.
- Read the IPM Munich minutes that will be sent out later.

17:00 - 19:00

BEE Proposals

Description

The ICM Decision Book, alongside the Statutes and Standing Orders, is the main source of rules governing BEE. During this Workshop, the BEE-related Proposals will be discussed.

Outcome

The BEE-related Proposals will receive a recommendation by the Workshop.

Preparation

Read the BEE-related Proposals No 32, No 33, No 34, No 35, No 36.

19:00 – 20:00

ELSA Library

This is an open discussion for the members interested in various crucial topics related to ELSA. The topics will be following:

1. Anniversary's Eve

The 40 years anniversary of our Association is coming closer and closer. In May 2021, ELSA will turn 40 years old and what better time to start planning the party than the ICM Malta. The discussion-groups will exchange their opinions on the upcoming celebration and give directions for the planning so that the International Board can consult it while the preparations begin.

2. International Internal Meetings

Who are the people behind this year's meetings? How difficult is it to host an International Internal Meeting? What are the tips and tricks when applying to become a host? What is the best advice in order to be a grand host? These and many other topics will be discussed.

3. Life in the ELSA House

What does being an IB look like? How is the life in the ELSA House? Are there any cooking and cleaning rules? Is the infamous ELSA House the office of the association as well? How can one visit the ELSA House and meet the International Board? Join this open discussion and learn everything about the life of the IB!

4. ELSA International Team

What does it mean to be a part of the ELSA International Team? What is the commitment that is demanded? How many hours does one spend working for the EIT? Does the EIT get the chance to travel often to the ELSA House? What is the knowledge that one gains when being an EIT member? These and many other questions will be answered by ELSA International Team Members of this year!

Choose the most interesting topic and join the discussion!

Tuesday, 17 March 2020

14:30 - 16:00

Expansion - Joint BEE, IM & FM

Description

During this workshop the membership application of ELSA Iceland will be presented. Additionally the workshop participants will discuss the demotion of ELSA Montenegro.

Outcome

The participants of the workshop, Secretaries General and Presidents will make a recommendation to the International Council of ELSA, regarding the membership application of ELSA Iceland and the demotion of ELSA Montenegro.

Preparation

- Read the membership application of [ELSA Iceland](#).
- Read the proposal No 74 regarding the demotion of ELSA Montenegro.

16:00 - 18:00

Candidacy

Description

This Workshop is dedicated to the candidate(s) running as the President of ELSA 2020/2021. During this Workshop, we hear their presentation(s) followed by an open Q&A session.

Outcome

The candidate(s) present their plans for a year in the International Board of ELSA.

Preparation

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

18:00 - 19:00

Budget - 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.

Outcome

BOARD MANAGEMENT, EXTERNAL RELATIONS AND EXPANSION WORKSHOP

To revise the current budget of ELSA International 2019/2020 according to the updated financial Situation and to propose the budget of ELSA International 2020/2021.

Preparation

Look through the proposal on the [revision of the budget of ELSA International 2019/2020](#) and the [budget of ELSA International 2020/2021](#).

Thursday, 19 March 2020

14:30 - 16:00

The ELSA Responsibility**Description**

The public awareness of ELSA is a very important topic when one is representing the association. Which are our responsibilities as ELSA Officers when representing our Network? Should our behaviour adapt to any corporate principles? Should ELSA have a code of conduct?

Outcome

To discuss the principles and values we wish to promote as ELSA Officers to our potential members and external supporters. To discuss the role of social media, social events and alcohol as part of our life as ELSA Officers and Groups.

Preparation

No preparation needed.

16:00 - 16:30

Icebreaker: The moment of truth**Description**

The title says it all!

Outcome

Surprise.

Preparation

No preparation needed.

16:30 - 19:00

Before you act, read

Description

What was the outcome of the IPM Munich in regards to the advocacy discussions? What have we achieved so far? Which are the topics and changes we want to advocate? How can we use the ELSA Advocacy Manual? Lastly, how do we identify our audience and deliver a message in campaigns?

Outcome

The workshop participants will discuss the results and achievements of IPM Munich and set the next goals for the ELSA Advocacy Programme; additionally, they will have an interactive training-workshop on audience analysis and message delivery.

Preparation

Read the advocacy related workshops of IPM Munich Minute which will be sent out later.

Friday, 19 March 2020

10:00 - 12:00

BEE: Myths & Future**Description**

What are the main responsibilities in the BEE field? How should the BEE Area and its duties 'look' in 3, 5 and 10 years? How can we advance our efficiency as Presidents and still manage to respect and supervise the work of every Board Member?

Outcome

The participants will first identify the weaknesses, threats, strengths and opportunities that the BEE area holds; they will finally create a strategic plan for the development of the BEE area in the next 3 years.

Preparation

- Read the minutes of IPM Tallinn ([pp. 26 - 30](#))
- Read about the roles of the positions of the International Board of ELSA ([Standing Orders pp. 19-20](#))
- Please read the Classic Association Job Descriptions done by the association forum [here](#);
- Watch the video about [the role of a CEO](#)

12:00 - 13:00

The BEEst tools**Description**

What makes us the masters of the BEE work? Tools that save us time, tools that prove that marketing is everything and everything is marketing; tools that will help everyone elevate their external relations approach and team communication.

Outcome

The newest BEE tools will be presented and discussed. The participants will choose what the new steps for the BEE Toolkit should be.

Preparation

No preparation needed.

14:30 - 16:30

Relief of responsibility & Final Accounts 18/19 and Interim Accounts 19/20 - Joint BEE & FM**Description**

To present the Final Accounts 2018/2019 and Interim accounts 2019/2020 for the financial year of 2019/2020 for both ELSA and the EDF. Lastly, having come to an end the term of the former International Board will be evaluated and the Council will vote on relieving its responsibility.

Outcome

To vote upon a Workshop recommendation regarding the Final Accounts of previous' year and the Interim accounts of the current year to the Council. To vote upon a Workshop recommendation regarding the relief of responsibility of ELSA International 2018/2019.

Preparation

Read the Final Accounts of ELSA International 2018/2019 and Interim accounts 2019/2020 that will be sent out later.

16:30 - 18:00

Hold BEE tight**Description**

How can we give to our successor an even better transition than the one we received? What should our mind-set during the transition be? Does the duration of the transition matter? Should training play a role during transition? What should the interaction with the rest of the team be?

Outcome

The participants will discuss and exchange the most useful transition tips and tricks, by sharing experiences; additionally, the Presidents will receive valuable training materials and ELSA documents that will help them step up their “transition game”.

Preparation

- Read the BEE Transition Checklist [here](#);
- Read the BEE Handbook [here](#).

18:00 - 19:00

Closing**Description**

During this Workshop, we will evaluate the past week of Workshops.

Outcome

Conclusions of the discussions will be drawn and any remaining questions will be answered.

Preparation

- Note down your questions and comments from all the week;
- *Get ready for a big hug and emotions.*

INTERNAL MANAGEMENT WORKSHOP

INTERNAL MANAGEMENT WORKSHOP

Timetable

	15th March	16th March	17th March	18th March	19th March	20th March	21st March
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
09:00	Arrival	Breakfast					
09:30							
10:00		Where IM	Sightseeing and Lunch	Mid Plenary	Sponsors' Conference	Project Management in IM II	Final Plenary
10:30							
11:00							
11:30							
12:00		Safety Instructions				Human Resources	
12:30							
13:00	Letters of Authorisation	Lunch		Lunch			Lunch
13:30							
14:00	Free time						Final Plenary
14:30		Proposals: International Internal Meetings Joint BEE & IM	Expansion BEE, IM and FM	Mid Plenary	Quality Standards for IIM	Transition	
15:00	Opening Plenary	Proposals: Advisory Body Joint BEE & IM	Proposal 20/21		Project Management in IM I	After all this time? Always!	
15:30							
16:00		Proposals I	Proposals II		ELSA Training Joint IM & MKT	Professional Development	
16:30							
17:00		Proposals I	IM'ers have a plan		Dressing time	Closing	
17:30							
18:00							
18:30	Opening Workshop						
19:00	Officers and Freshers' Workshop	ELSA Library	Reporting Time & Dinner	Reporting Time & Dinner	Gala Ball	Reporting Time & Dinner	
19:30	HoD						
20:00	Dinner	Dinner		Reporting Time & Dinner			Gala Ball
20:30							
21:00	Party				Party		
21:30							

INTERNAL MANAGEMENT WORKSHOP

Preparations and Reminders

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 [51st edition of the International Council Meeting Decision Book](#);
- Read the [One Year Operational Plan](#) of the International Board for the term 2019/2020;
- Read relevant parts of the Minutes of the Internal Management Workshop in the [LXXVI International Council Meeting in Constanta](#) and [LXXV International Council Meeting in Baku](#);
- Read relevant parts of the Minutes of the LX International Presidents' Meeting which will be sent out later;
- Bring your ELSA spirit, share your thoughts and suggestions, and leave your personal touch in the LXXVII ICM!

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

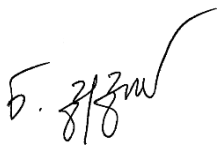
To access most of the documents above you require username and password.

Username: officer

Password: 7zXZZNq

Last but not least, please read the following draft agenda carefully and make notes on the issues that you would like to address during each workshop. If you wish to bring up topics that are not included in the agenda, please note them down and we will discuss them during the last session. Should you need any clarifications, please do not hesitate to contact me at secgen@elsa.org.

I'M delighted to welcome you to the Internal Management workshop!



Nana Gegia

Secretary General

ELSA International 2019/2020

INTERNAL MANAGEMENT WORKSHOP

Draft Agenda**Sunday, 15 March 2020***18:00 – 19:00***Opening Workshop****Description**

During the Opening Workshop, we will elect the Workshop Officers, namely the Chair, the Vice Chair, the Secretaries and the ELSA Spirits. We will also present and approve the agenda as well as the set the rules for our workshop. Any remaining time will be spent getting to know each other through introductory games and icebreakers.

Outcome

Election of Workshop Officers, approval of the Agenda and drafting of Workshop Rules.

Preparation

No preparation required.

*19:00 – 19:30***Officers' Workshop****Description**

The people elected as Workshop Officers will be prepared for their tasks through workshop provided by ELSA International.

Outcome

Enable Workshop Officers to undertake their tasks.

Preparation

No preparation is required.

*19:00 – 19:30***Freshers' Workshop****Description**

Workshop aims to provide more information about ELSA, the International Board and the International Council Meeting to the participants attending an ICM for the first time.

INTERNAL MANAGEMENT WORKSHOP

Outcome

Enable Freshers to understand the structure and the purpose of the International Council Meeting.

Preparation

No preparation is required.

19:30 – 20:00

Heads of Delegation's Meeting**Description**

The Heads of Delegation are the main communication channel between ELSA International and the Organising Committee, and the participants of the ICM. This is why, it is important to provide with all the useful information.

Outcome

Heads of Delegation's understand their tasks and responsibilities for the upcoming week.

Preparation

No preparation is required.

Monday, 16 March 2020

10:00 – 12:00

Where IM**Description**

Half of our term has already passed and we have already achieved some of our goals for the term. Let's share our achievements, challenges that we have faced and disclose our ideas for the upcoming months. During the workshop, the State of the Network Report will be presented as well as ELSA International will update you on what has been done since ICM Constanta.

Outcome

Officers have a clear overview regarding the situation in the Network.

Preparation

Prepare your questions for the IB and also get ready to share your biggest achievements and biggest challenges. Don't forget to bring your Activity Reports.

12:00 – 13:00

Safety Instructions

INTERNAL MANAGEMENT WORKSHOP

Description

We have a week full of proposals ahead and therefore all of us will need some safety instructions. Make sure to attend this workshop where regulations of ELSA and all the procedural matters related to the ICM will be presented in order to avoid any inconveniences.

Outcome

Officers have a clear overview about the structure of the ICM and its plenaries as well as the voting procedures.

Preparation

Please read the [Statutes and Standing Orders of ELSA](#).

14:30 – 16:00

Proposals: International Internal Meetings - Joint BEE & IM**Description**

During this workshop the proposal for the new cycle of the International Internal Meetings will be discussed.

Outcome

The workshop participants will make a recommendation to the International Council of ELSA.

Preparation

- Read the respective proposals No 4, No 5, No 6, No 9, No 10, No 40 and No 41.
- Read the IPM Munich minutes that will be sent out later.

16:00 - 17:00

Proposals: Advisory Body – Joint BEE and IM**Description**

During this workshop the proposal for the creation of the Advisory Body of ELSA will be discussed.

Outcome

The workshop participants will make a recommendation to the International Council of ELSA.

Preparation

- Read the respective proposals No 39, No 25 and No 26.
- Read the IPM Munich minutes that will be sent out later.

INTERNAL MANAGEMENT WORKSHOP

17:00 – 19:00

Proposals I

Description

At this point of the year, all of us have gained some experience and had a chance to evaluate our current regulations. As those responsible for the “legislation” in our association we will be discussing a lot of proposals trying to make our association even stronger. During this workshop a new structure of the Decision Book will be presented and all the proposals related to the Standing Orders will be discussed.

Outcome

The workshop participants will make recommendations to the International Council of ELSA.

Preparation

Make sure to read the Proposals No 1, No 2, No 3, No 7, No 8, No 11, No 12, No 13, No 14, No 15, No 16, No 17, No 18, No 19, No 20, No 21, No 22, No 23, No 24, No 30, No 31, No 37, No 38, No 42, No 43, No 44, No 75, No 76, No 80.

19:00 – 20:00

ELSA Library

This is an open discussion for the members interested in various crucial topics related to ELSA. The topics will be following:

1. Anniversary's Eve

The 40 years anniversary of our Association is coming closer and closer. In May 2021, ELSA will turn 40 years old and what better time to start planning the party than the ICM Malta. The discussion-groups will exchange their opinions on the upcoming celebration and give directions for the planning so that the International Board can consult it while the preparations begin.

2. International Internal Meetings

Who are the people behind this year's meetings? How difficult is it to host an International Internal Meeting? What are the tips and tricks when applying to become a host? What is the best advice in order to be a grand host? These and many other topics will be discussed.

3. Life in the ELSA House

What does being an IB look like? How is the life in the ELSA House? Are there any cooking and cleaning rules? Is the infamous ELSA House the office of the association as well? How can one visit the ELSA House and meet the International Board? Join this open discussion and learn everything about the life of the IB!

4. ELSA International Team

What does it mean to be a part of the ELSA International Team? What is the commitment that is demanded? How many hours does one spend working for the EIT? Does the EIT get the chance to travel often to the ELSA House? What is the knowledge that one gains when being an EIT?

INTERNAL MANAGEMENT WORKSHOP

member? These and many other questions will be answered by ELSA International Team Members of this year!

Choose the most interesting topic and join the discussion!

Tuesday, 17 March 2020

14:30 – 16:00

Expansion - Joint BEE, IM & FM**Description**

During this workshop, the membership application of ELSA Iceland will be presented. Additionally the workshop participants will discuss the demotion of ELSA Montenegro.

Outcome

The participants of the workshop will make a recommendation to the International Council of ELSA regarding the membership application of ELSA Iceland and the demotion of ELSA Montenegro.

Preparation

- Read the membership application of [ELSA Iceland](#).
- Read the proposal No 74 regarding the demotion of ELSA Montenegro.

16:00 – 17:00

Proposal 20/21**Description**

This workshop offers you the opportunity to hear the plans of the candidate(s) for the position of the Secretary General of ELSA International 2020/2021. The candidates will give short speeches followed by Q&A from the workshop.

Outcome

A better image of the capabilities, ideas and plans of all candidates.

Preparation

Think about what you expect from the future Secretary General of ELSA International and form your questions accordingly.

17:00 – 18:00

Proposals II

INTERNAL MANAGEMENT WORKSHOP

Description

Due to the fact that we have a lot of proposals, this additional hour will be also used for the discussions regarding the remaining proposals.

Outcome

The workshop participants will make recommendations to the International Council of ELSA.

Preparation

Make sure to read the Proposals No 1, No 2, No 3, No 7, No 8, No 11, No 12, No 13, No 14, No 15, No 16, No 17, No 18, No 19, No 20, No 21, No 22, No 23, No 24, No 30, No 31, No 37, No 38, No 42, No 43, No 44, No 75, No 76, No 80.

18:00 – 19:00

IM'ers have a plan**Description**

Where do we see ourselves in three years? It is the time to discuss what the expectations from the upcoming generations are.

Outcome

Participants are expected to give a feedback about the development of the Internal Management Area and come up with the guideline for the next generations to follow.

Preparation

In order to be able to evaluate make sure to read minutes of the IM workshop from the past three years:

- [International Council Meeting Constanta Minutes;](#)
- [International Council Meeting Baku Minutes;](#)
- [International Council Meeting Opatija Minutes;](#)
- [International Council Meeting Lviv Minutes;](#)
- [International Council Meeting Sarajevo Minutes;](#)
- [International Council Meeting Prague Minutes;](#)
- [International Council Meeting Porto Minutes.](#)

Thursday, 19 March 2020

14:30 – 16:00

Quality Standards for International Internal Meetings**Description**

INTERNAL MANAGEMENT WORKSHOP

During this workshop the outcome of the Working Group on International Internal Meetings will be presented and you will have a chance to discuss the quality standards for International Internal Meetings which will be included in the hosing agreement.

Outcome

The workshop participants will make recommendations to the Working Group on International Internal Meetings.

Preparation

Be ready to discuss the quality standards.

16:00 – 17:00

Project Management in IM I**Description**

Who said that only the Key Areas are project managers in our association? Secretary Generals are also organising projects and one of them is ELSA Training. In this workshop, ELSA International will present the steps undertaken in order to improve the ELSA Training and together we will set a goal on how to utilise ELSA Training better in ELSA.

Outcome

Having a clear plan on future development of ELSA Training.

Preparation

Take a look at the [ELSA Training website](#) and existing regulations about ELSA Training ([International Council Meeting Decision Book](#), ELSA Training section).

17:00 – 18:00

ELSA Training - Joint IM & MKT**Description**

In this workshop will be presented a brand-new branding of ELSA Training.

Outcome

Feedback regarding the branding of ELSA Training.

Preparation

No preparation required.

Friday, 20 March 2020

INTERNAL MANAGEMENT WORKSHOP

10:00 – 11:30

Project Management in IM II

Description

ELSA Training is not the only project that we organise as SecGens. What is the biggest event for the association at all the levels? Of course, Council Meetings. It does not matter whether it is a Local Council Meeting, a National Council Meeting or an International Council Meeting, we are responsible for these events. Let's discuss together how to organise a successful Council Meeting and create an unforgettable experience for the participants.

Outcome

Participants have a better understanding about how to organise a successful LCM, NCM or ICM.

Preparation

If you have any related materials on the topic, please make sure to share them with all the participants. If you don't, join us and find out more!

11:30 – 13:00

Human Resources

Description

During the workshop, a new Implementation Handbook will be presented.

Outcome

Participants have a better understanding how to implement the new Human Resources Model of ELSA.

Preparation

Read the Human Resources section of the [International Council Meeting Decision Book](#).

14:30 – 16:00

Transition

Description

As I've mentioned in the foreword, "What feels like the end is often the beginning!" could not be any more relevant to this ICM as the beginning of the end for many of us but also as the beginning of the term 2020/2021! During this workshop we will create a to-do list of what the transition shall include. Remember key to the successful term is a well-planned transition!

Outcome

Participants will have a clear idea how to plan a transition.

Preparation

INTERNAL MANAGEMENT WORKSHOP

Think about the transition you had and how could you improve it. Think about the transition you want to organise and what is the information we need to pass on?

16:00 – 17:00

After all this time? ALWAYS!

Description

ELSA was established almost 40 years ago and it has raised a lot of generations. A lot of people are not active anymore but we will always consider them as part of ELSA family. In this workshop we will discuss how to interact with the alumni, what can we offer them and what can they offer us.

Outcome

Clear understanding on how to cooperate with the alumni.

Preparation

Prepare a short presentation on how you cooperate with alumni. Be ready to think like an alumnus.



17:00 – 18:00

Professional Development

Description

Is there life after ELSA?

Outcome

Let's find it out together.

Preparation

No preparation required.

18:00 – 19:00

Closing

Description

During the last workshop, we will share together as ELSA Officers in 2019/2020. This will offer the opportunity for constructive feedback and emotional goodbyes.

Outcome

A satisfactory ending to the week as our year together.

Preparation

Bring your National and Local drinks as well as constructive feedback.

FINANCIAL MANAGEMENT WORKSHOP

FINANCIAL MANAGEMENT WORKSHOP

Timetable

	15th March	16th March	17th March	18th March	19th March	20th March	21st March				
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday				
09:00	Arrival	Breakfast									
09:30											
10:00		The story of my life	Sightseeing and Lunch	Mid Plenary	Sponsors' Conference	LGs vs NGs	Final Plenary				
10:30		The story of your life				Grants					
11:00											
11:30											
12:00											
12:30							Lunch				
13:00	Letters of Authorisation	Lunch	Lunch								
13:30											
14:00	Free time	EDF	Expansion BEE, IM and FM	Mid Plenary	Projects in crisis	Relief of responsibility & Final accounts 18/19 - Interim accounts 19/20 - Joint BEE & FM	Final Plenary				
14:30											
15:00	Opening Plenary							Budget STEP	Candidacy Workshop	Accounting	Transition
15:30									Teamwork		
16:00			Proposals		Budget Joint BEE and FM	Dressing time		Miscellaneous & Closing			
16:30											
17:00	Opening Workshop		ELSA Library		Reporting Time & Dinner	Transportation		Reporting Time & Dinner			
17:30											
18:00	Officers and Freshers' Workshop	Dinner	Gala Ball	Party							
18:30											
19:00	HoD	Dinner	Party								
19:30											
20:00	Dinner	Party									
20:30											
21:00	Party				Party						
21:30											

FINANCIAL MANAGEMENT WORKSHOP

Preparations and Reminders

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

- Read these Working Materials cover to cover;
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- Read the [One Year Operational Plan](#) of the International Board for the term 2019/2020;
- Read relevant parts of the Minutes of the Internal Management Workshop in the [LXXVI International Council Meeting in Constanta](#) and [LXXV International Council Meeting in Baku](#);
- Read relevant parts of the Minutes of the LX International Presidents' Meeting which will be sent out later;
- Bring your ELSA spirit, share your thoughts and suggestions, and leave your personal touch in the LXXVII ICM!

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

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Last but not least, please read the following draft agenda carefully and make notes on the issues that you would like to address during each workshop. If you wish to bring up topics that are not included in the agenda, please note them down and we will discuss them during the last session. Should you need any clarifications, please do not hesitate to contact me at treasurer@elsa.org.

Welcome to the Financial Management workshop!



Sotiris Vergidis

Treasurer

ELSA International 2019/2020

FINANCIAL MANAGEMENT WORKSHOP

Draft Agenda**Sunday, 15 March 2020***18:00 - 19:00***Opening Workshop****Description**

During the Opening Workshop, we will elect the Workshop Officers, namely the Chair, the Vice Chair, the Secretaries and the ELSA Spirits. We will also present and approve the agenda as well as the set the rules for our workshop. Any remaining time will be spent getting to know each other through introductory games and icebreakers.

Outcome

Election of Workshop Officers, approval of the Agenda and drafting of Workshop Rules.

Preparation

No preparation required.

*19:00 - 19:30***Officers' Workshop****Description**

The people elected as Workshop Officers will be prepared for their tasks through a workshop provided by ELSA International. Moreover, the workshop aims to provide more information about ELSA, the International Board and the International Council Meeting to the participants attending an ICM for the first time.

Outcome

Enable Workshop Officers to undertake their tasks and to provide more information about ELSA, the International Board and the International Council Meeting to the participants attending an ICM for the first time.

Preparation

No preparation is required.

*19:00 - 19:30***Freshers' Workshop****Description**

The workshop aims to provide more information about ELSA, the International Board and the International Council Meeting to the participants attending an ICM for the first time.

FINANCIAL MANAGEMENT WORKSHOP

Outcome

Enable Freshers to understand the structure and the purpose of the International Council Meeting.

Preparation

No preparation is required.

19:30 - 20:00

Heads of Delegations' Meeting**Description**

The Heads of Delegation are the main communication channel between ELSA International and the Organising Committee, and the participants of the ICM. This is why it is important to provide with all the useful information.

Outcome

Heads of Delegations' understand their tasks and responsibilities for the upcoming week.

Preparation

No preparation is required.

Monday, 16 March 2020

10:00 - 11:00

The story of my life**Description**

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

Outcome

To make sure that everyone is up to date with the work of EI and any necessary clarifications have been made.

Preparation

Prepare to ask any questions which you might have about the work of the IB from once ICM to the other.

11:00 - 13:00

The story of your life

FINANCIAL MANAGEMENT WORKSHOP

Description

With most of your term having already passed, it is time to look back and analyse the work you have done as FMers. It's time for you to present what you have already done so far and what's your plan for the upcoming months. Besides, with a long week of workshops, plenaries, discussions, and long nights ahead, it would be interesting to look into ourselves and see what motivates us to travel from many different countries and do such work!

Outcome

To share knowledge and experiences between the officers of the Network.

Preparation

Prepare a presentation about what you have been working for so far and what's your FM plans for the months to come.

14:30 - 16:00

EDF**Description**

The most common mistakes that Treasurers make during the application and the reporting procedure will be presented. Trips & tricks on how a Treasurer can avoid them for the application to be successful will be revealed. During this workshop the EDF proposal that is aligned with the general restructuring of the International Council Meeting Decision Book of ELSA will be presented.

Outcome

- To ensure proper awareness about the ELSA Development Foundation (EDF) and the application/reporting procedure.
- To present the proposals to the participants, to have a preparatory discussion on them and to vote upon recommending them to the Council.

Preparation

- Read the EDF Regulation of ELSA in the Financial Management [Decision Book](#) Part (pages 42 - 51)
- Read the related Proposal No 53 for EDF and the comment

16:00 - 17:30

STEP budget – Joint FM and STEP**Description**

The tide took a turn – STEP made profit for ELSA. Due to the introduction of the STEP Partnership package and the External Application Fee during the first STEP Cycle, we have now a new project budget in ELSA. During this Workshop this budget and the made progress so far are presented with eyes fixed to the future.

FINANCIAL MANAGEMENT WORKSHOP

Outcome

Fund-raising goals for STEP are discussed and the amounts of the External Application Fee and the Quota are fixed.

Preparation

- Read the Workshop minutes from [ICM Constanta](#) (pp. 362-367) and [KAM Istanbul](#) (pp. 109-118).
- Think in which area(s) of STEP development would you invest spare resources.

17:30 - 19:00

Proposals**Description**

Discussion of all the proposed amendments to the regulations of ELSA in the FM area.

Outcome

To present the proposals to the participants, to have a preparatory discussion on them and to vote upon recommending them to the Council.

Preparation

Read all the FM Proposals No 45, No 46, No 47, No 48, No 49, No 50, No 51, No 52, No 54, No 55, No 77, No 78, No 79 carefully. Prepare concrete amendments if you have any, and where possible, discuss them with the Workshop Chairs/International Board first. This will allow the Workshop to go much faster and more efficiently.

19:00 – 20:00

ELSA Library

This is an open discussion for the members interested in various crucial topics related to ELSA. The topics will be following:

1. Anniversary's Eve

The 40 years anniversary of our Association is coming closer and closer. In May 2021, ELSA will turn 40 years old and what better time to start planning the party than the ICM Malta. The discussion-groups will exchange their opinions on the upcoming celebration and give directions for the planning so that the International Board can consult it while the preparations begin.

2. International Internal Meetings

Who are the people behind this year's meetings? How difficult is it to host an International Internal Meeting? What are the tips and tricks when applying to become a host? What is the best advice in order to be a grand host? These and many other topics will be discussed.

FINANCIAL MANAGEMENT WORKSHOP

3. Life in the ELSA House

What does being an IB look like? How is the life in the ELSA House? Are there any cooking and cleaning rules? Is the infamous ELSA House the office of the association as well? How can one visit the ELSA House and meet the International Board? Join this open discussion and learn everything about the life of the IB!

4. ELSA International Team

What does it mean to be a part of the ELSA International Team? What is the commitment that is demanded? How many hours does one spend working for the EIT? Does the EIT get the chance to travel often to the ELSA House? What is the knowledge that one gains when being an EIT member? These and many other questions will be answered by ELSA International Team Members of this year!

Choose the most interesting topic and join the discussion!

Tuesday, 17 March 2020

14:30 - 16:00

Expansion – Joint BEE, IM & FM**Description**

During this workshop the membership application of ELSA Iceland will be presented. Additionally the workshop participants will discuss the demotion of ELSA Montenegro.

Outcome

The participants of the workshop, Secretaries General and Presidents will make a recommendation to the International Council of ELSA, regarding the membership application of ELSA Iceland and the demotion of ELSA Montenegro.

Preparation

- Read the membership application of [ELSA Iceland](#).
- Read the proposal No 74 regarding the demotion of ELSA Montenegro.

16:00 - 17:00

Candidacy workshop**Description**

The candidate(s) running for the position of Treasurer of ELSA International 2020/2021 will present themselves and will be interviewed by the workshop participants.

Outcome

This session will give you the opportunity to hear the plans of potential future Treasurer. This is hosted in order to lessen the questions required to ask in the Plenary in which the time is limited.

FINANCIAL MANAGEMENT WORKSHOP

Preparation

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

17:00 - 18:00

Teamwork**Description**

As board members, the most important part of our work is to understand that we are part of a team. As supporting area Officers, the collaboration with the rest of the areas is the key to success.

Outcome

To understand our role inside a board and how that can make us to have an excellent collaboration with the rest of our team.

Preparation

No preparation needed.

18:00 - 19:00

Budget – 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.

Outcome

To revise the current budget of ELSA International 2019/2020 according to the updated financial Situation and to propose the budget of ELSA International 2020/2021.

Preparation

Look through the proposal on the [revision of the budget of ELSA International 2019/2020](#) and the [budget of ELSA International 2020/2021](#).

Thursday, 19 March 2020

14:30 - 16:30

Projects in crisis**Description**

FINANCIAL MANAGEMENT WORKSHOP

Sometimes our financial plans don't go as we were planning. In this workshop hypothetical cases will be given, and you will be the ones to take the hard decisions.

Outcome

To foster problem solving skills in the FM area.

Preparation

No preparation needed.

16:30 - 18:00

Accounting**Description**

Using proper bookkeeping programs are both important aspects of professional financial Management. During this workshop a new way of keeping a track of the finances in your National or Local groups will be presented.

Outcome

To find a new ways of bookkeeping.

Preparation

No preparation needed.

Friday, 20 March 2020

10:00 - 11:30

LGs vs NGs**Description**

After being divided into two groups between National and Local groups, you will be asked to think of the successes you have had, and even possibly, the failures. Be prepared to share what are your next steps during your term and how are you going to face potential difficulties.

Outcome

Sharing experiences and good practices on a National and Local level. To identify potential problems, and the way they can be solved by knowledge sharing.

Preparation

Think about the problems you have faced on a Local and on National level.

11:30 - 13:00

FINANCIAL MANAGEMENT WORKSHOP

Grants**Description**

Grants are an important source of funds for both general budget and specific projects. However, conditions for grants and the procedure to apply differ greatly between countries and institutions. We aim to give the participants better means to research, apply and report grants through our handbook and experience sharing.

Outcome

To educate participants on basic principles of grants and grant applications. To promote awareness on the Grant Handbook. To share best practices and experiences between officers.

Preparation

No preparation needed.

14:30 - 16:30

Relief of responsibility, Final Accounts 18/19 and Interim Accounts 19/20 - Joint BEE & FM**Description**

To present the Final Accounts 2018/2019 and Interim accounts 2019/2020 for the financial year of 2019/2020 for both ELSA and the EDF. Lastly, having come to an end the term of the former International Board will be evaluated and the Council will vote on relieving its responsibility.

Outcome

To vote upon a Workshop recommendation regarding the Final Accounts of previous' year and the Interim accounts of current year to the Council. To vote upon a Workshop recommendation regarding the relief of responsibility of ELSA International 2018/2019.

Preparation

Read the Final Accounts of ELSA International 2018/2019 and Interim accounts 2019/2020 that will be sent out later.

16:30 - 18:00

Transition**Description**

For most of us, our term will soon be over. But we cannot leave without passing our position to someone else for the sake of the association.

Outcome

We will create a to-do list of what we should include in the transition to our successors.

FINANCIAL MANAGEMENT WORKSHOP

Preparation

Think about the transition you had and how it should have been ideally. Think about the transition you want to organise. Which is the most important information we need to pass on?

18:00 - 19:00

Miscellaneous & Closing**Description**

This workshop is to evaluate the ICM week and to discuss the last part of our term in office together as the ELSA FM team 2019/2020. A free-for-all discussion workshop has proven to be an efficient solution both to the participants, who could bring up topics, which have not been discussed but were deemed important, and also to the Treasurer of ELSA International, as it has been used as a time buffer to conclude discussions, which had to be left unfinished due to time pressure.

Outcome

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

Preparation

No preparation needed.

MARKETING WORKSHOP

MARKETING WORKSHOP

Timetable

	15th March	16th March	17th March	18th March	19th March	20th March	21st March	
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
09:00	Arrival	Breakfast						
09:30								
10:00		Do I know you?	Sightseeing and Lunch	Mid Plenary	Sponsors' Conference	Face to Face	Final Plenary	
10:30		Do you know me?				Development Goals		
11:00								
11:30								
12:00		IB Update						Lunch
12:30								
13:00	Letters of Authorisation							
13:30	Free time	Great PR Through Solid Content	Candidacy Workshop	Mid Plenary	STEP + MKT	Transition	Final Plenary	
14:00	Opening Plenary	SEO Basics	Proposals			ELSA Training Joint IM & MKT		Open Forum
14:30		Sheets don't lie			Evaluation & Closing			
15:00		Restructuring the Area						
15:30		Officers and Freshers' Workshop			ELSA Library			Reporting Time & Dinner
16:00						HoD		
16:30	Dinner	Party						
17:00	Party				Gala Ball	Party		
17:30								
18:00					Gala Ball	Party		
18:30								
19:00					Gala Ball	Party		
19:30								
20:00					Gala Ball	Party		
20:30								
21:00					Gala Ball	Party		
21:30								

MARKETING WORKSHOP

Preparations and Reminders

In order to efficiently participate and contribute to the Marketing Workshops, please read these Working Materials **carefully**. Furthermore, make sure to read in advance:

- [International Council Meeting Decision Book](#)
- [Minutes of the Marketing Workshop of ICM Constanta](#)
- [Read the relevant parts of the Strategic Goals of ELSA](#)

Please read the aforementioned documents carefully. This is of utmost importance for the discussions and the outcome of the Workshop sessions. To access some of the documents above visit officers.elsa.org and use the following data:

Username: officer

Password: 7zXZZNq

It has been a great honour working with so many talented marketeers like yourselves throughout my term. Now my time has come. This will be our last ICM together and I will be saying goodbye to my beloved Association and this incredibly amazing Network after 5 dedicated years of my life.

I'd like to thank every one of you for making this Association a place which I always will cherish. ELSA will always have a special place in my heart, thanks to every marketeer I know, including *you*.

Now, once and for all: #onceamarketeer #alwaysamarketeer

Welcome to the Marketing Workshop!

Irem Ozener

Vice President in charge of Marketing
ELSA International 2019/2020

MARKETING WORKSHOP

Draft Agenda**Sunday, 15 March 2020***18:00 - 19:00***Opening Workshop****Description**

During the Opening Workshop, we will elect the Workshop Officers, namely the Chair, the Vice Chair, the Secretaries and the ELSA Spirits. We will also present and approve the agenda as well as the set the rules for our workshop. Any remaining time will be spent getting to know each other through introductory games and icebreakers.

Outcome

Election of Workshop Officers, approval of the Agenda and drafting of Workshop Rules.

Preparation

No preparation required.

*19:00 - 19:30***Officers' Workshop****Description**

The people elected as Workshop Officers will be prepared for their tasks through a workshop provided by ELSA International.

Outcome

Enable Workshop Officers to undertake their tasks.

Preparation

No preparation is required.

*19:00 - 19:30***Freshers' Workshop****Description**

The workshop aims to provide more information about ELSA, the International Board and the International Council Meeting to the participants attending an ICM for the first time.

Outcome

Enable Freshers to understand the structure and the purpose of the International Council Meeting.

Preparation

No preparation is required.

MARKETING WORKSHOP

19:30 - 20:00

Heads of Delegations' Meeting

Description

The Heads of Delegation are the main communication channel between ELSA International and the Organising Committee, and the participants of the ICM. This is why it is important to provide with all the useful information.

Outcome

Heads of Delegations' understand their tasks and responsibilities for the upcoming week.

Preparation

No preparation is required.

Monday, 16 March 2020

10:00 - 11:00

Do I Know You?

Description

Sharing is caring! We will introduce ourselves to each other and mention our accomplishments we have had so far.

Outcome

The outcome of the workshop is to get to know each other better, appreciating each other's accomplishments and benefit from each other's experiences!

Preparation

Bring your ELSA Spirit!

11:00 - 12:00

Do You Know Me?

Description

Our term is almost over. This means that you already learned so much about so many things. But do you know enough to transfer this knowledge to your successors? In this workshop, we will challenge your limits and test your knowledge!

Outcome

We aim to give the necessary and important knowledge about the Association to the marketeers in order for them to transfer it to the externals, members, partners and/or their successors!

MARKETING WORKSHOP

Preparation

May the odds be with you! No preparation needed.

12:00 - 13:00

IB Update**Description**

What is going on behind the infamous Blue Door of the ELSA House? Is *Sc&C the Hamster* still alive? We will be giving you updates about everything that has happened so far with the Projects, the Partners and anything else you can imagine.

Outcome

The workshop is expected to have a clear view of the activities of ELSA International and ask their questions regarding the Marketing Area.

Preparation

Get your questions ready for ELSA International!

14:30 - 15:30

Great PR through Solid Content**Description**

Some say that there's no such thing as bad publicity, we marketers like to call these people 'blatantly wrong'. During this workshop, we'll be going step by step through the creation and implementation of a successful Public Relations strategy.

Outcome

At the end of this workshop, you should have an understanding of the process of PR Strategy planning and how you could use it to your advantage during your work as an ELSA Officer.

Preparation

Think about your PR objectives and the KPIs (Key Performance Indicators) which you'd like to achieve over the next two quarters of the year.

15:30 - 16:30

SEO Basics**Description**

MARKETING WORKSHOP

Delve into the world of SEO in this hour-long crash course. From Keyword Research to on-page optimisation, we'll be covering all the basic aspects of Search Engine Optimisation and how you, as an ELSA Marketeer, can benefit from this underused, but endlessly resourceful tool. Come prepared with any questions you have about SEO, and how your website and presence can be optimised.

Outcome

At the end of this workshop, you should have basic knowledge of Search Engine Optimisation, and this will serve as a foundation for any future learning!

Preparation

Look into what SEO is, think about how you can use SEO to your advantage, and prepare any questions you might have!

16:30 - 17:30

Sheets Don't Lie**Description**

It is true that an Excel sheet has its charm when it comes to comparisons. We will be going through the numbers of this year and comparing them with the last years' data that we have from the State of the Network inquiry.

Outcome

The outcome of this workshop is to see the effects of different marketing strategies and navigate the direction of the area based on the numbers.

Preparation

Take a look at the Marketing Strategies of the past three years. Try to think what you would do differently and what the biggest mistakes are with the current strategy we have.

17:30 - 19:00

Restructuring the Area**Description**

From advertising to web development, from public relations to communication. Marketing, all in all, is a very broad concept itself. This sometimes creates different expectations from different perspectives. In this workshop, we will be talking about the responsibilities of a Marketeer in ELSA and how we can better the status-quo in the light of our Strategic Goals.

Outcome

Marketeers are expected to give their opinion about the current structure of the ELSA International Team and the distribution of the responsibilities within the Area.

MARKETING WORKSHOP

Preparation

Think about the “*must-have*”s of the Area and prepare to brainstorm on the idea of restructuring the area based on the needs. Read the Strategic Goals of ELSA in the [Decision Book](#) under Decisions Relating to ELSA in General part.

19:00 – 20:00

ELSA Library

This is an open discussion for the members interested in various crucial topics related to ELSA. The topics will be following:

1. Anniversary’s Eve

The 40 years anniversary of our Association is coming closer and closer. In May 2021, ELSA will turn 40 years old and what better time to start planning the party than the ICM Malta. The discussion-groups will exchange their opinions on the upcoming celebration and give directions for the planning so that the International Board can consult it while the preparations begin.

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Who are the people behind this year's meetings? How difficult is it to host an International Internal Meeting? What are the tips and tricks when applying to become a host? What is the best advice in order to be a grand host? These and many other topics will be discussed.

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Choose the most interesting topic and join the discussion!

Tuesday, 17 March 2020

14:30 - 15:30

Candidacy Workshop**Description**

MARKETING WORKSHOP

The candidate(s) running for the position of the Vice President in charge of Marketing of ELSA International 2020/2021 will present themselves. Afterwards, the participants of the workshop will get some time to ask the candidate(s) questions.

Outcome

A better image of the capabilities, ideas and plans of all candidates.

Preparation

Read provided candidacy materials and come with questions.

15:30 - 19:00

Proposals**Description**

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

Outcome

Voting for the Workshop Recommendations for the respective proposals

Preparation

Read carefully the Marketing part of the Council Meeting Decision Book and the proposals No 56, No 57, No 58 and No 59. Prepare your questions and statements. Come open-minded and ready to change your mind.

Thursday, 19 March 2020

14:30 - 16:30

STEP brand – Joint MKT & STEP**Description**

The STEP logo competition came to being at KAM Istanbul. The results of this competition are presented during this Workshop together with a sober evaluation of the updated marketing strategies introduced during the first STEP Cycle.

Outcome

The Workshop assesses the STEP brand and finds solutions to the identified issues. The marketing strategy of the second STEP Cycle is presented.

Preparation

- Read the minutes from the previous STEP-MKT Workshops at [ICM Constanta](#) (pp. 368-371) and [KAM Istanbul](#) (pp. 118-132);
- Peruse through the [STEP Marketing Kit](#) for the first STEP Cycle;

 MARKETING WORKSHOP

- Examine ELSA's presence on social media (Facebook, Instagram, LinkedIn).

17:00 – 18:00

ELSA Training - Joint IM & MKT

Description

In this workshop will present a brand-new branding of ELSA Training.

Outcome

Feedback regarding the branding of ELSA Training.

Preparation

No preparation required.

Friday, 20 March 2020

10:00 - 11:30

Face to Face

Description

During this workshop, the floor will be given to you. We will divide the workshop as Nationals and Locals and talk about the other side of the medallion! Get ready to pour your heart out!

Outcome

The aim of this workshop is to encourage Marketeers to open up about the difficulties/struggles they went through throughout their term and show them that they are not alone in this journey.

Preparation

Think about your disappointments, your struggles and your down moments.

11:30 - 13:00

Development Goals

Description

Where do we see ourselves as Marketeers in five years? Is it time to discuss what the expectations are from the upcoming generations? A guideline and a road map for this purpose is exactly what we need! Let this workshop be a place where expectations meet reality.

Outcome

MARKETING WORKSHOP

Participants are expected to give their feedback about the recent developments and come up with a guideline for the next generations to follow.

Preparation

Check the minutes since 2015 until now to see what kind of changes the area had gone through in five years.

- [ICM Minutes from Cluj-Napoca](#)
- [ICM Minutes from Malta](#)
- [ICM Minutes from Prague](#)
- [ICM Minutes from Lviv](#)
- [ICM Minutes from Baku](#)

14:30 - 16:00

Transition**Description**

As most of our terms near their end, transition shall be a focus point for all of us. Thus, we shall be discussing good practices when it comes to transition, as well as any past experiences had.

Outcome

To ensure that good practices with regards to transition are implemented throughout the Network

Preparation

Read the [Transition Manual](#).

16:00 - 17:30

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.

Outcome

Participants are expected to ask their questions regarding anything related to Marketing Area

Preparation

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

17:30 - 19:00

MARKETING WORKSHOP

Evaluation & 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.

Outcome

We will be evaluating the workshops and say goodbyes.

Preparation

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

ACADEMIC ACTIVITIES WORKSHOP

ACADEMIC ACTIVITIES WORKSHOP

Timetable

	15th March	16th March	17th March	18th March	19th March	20th March	21st March
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
09:00	Arrival	Breakfast					
09:30							
10:00		AA & MCC locally, nationally and internationally	Sightseeing and Lunch	Mid Plenary	Sponsors' Conference	Project Management	Final Plenary
10:30							
11:00							
11:30							
12:00							
12:30							
13:00	Letters of Authorisation	Lunch	Lunch			Lunch	
13:30							
14:00	Free time					Final Plenary	
14:30							
15:00	Opening Plenary	Advocacy	Law and Technology	Mid Plenary	Strategic Planning		Professional Development
15:30							
16:00		Human rights	Decision Book		Public Awareness		Let's be honest
16:30							
17:00							
17:30							
18:00	Opening Workshop		Proposal 20/21	Dressing time			
18:30					Closing		
19:00	Officers and Freshers' Workshop	ELSA Library			Reporting Time & Dinner		
19:30	HoD			Transportation			
20:00	Dinner	Dinner	Reporting Time & Dinner	Gala Ball			
20:30							
21:00	Party						Party
21:30							

ACADEMIC ACTIVITIES WORKSHOP

Preparations and Reminders

We thoroughly believe that our valuable time in Constanta should not be spent on matters which could be done from home. Therefore, in order to actively participate and contribute to the Workshop sessions, we ask you to **please read the Working Materials carefully** and please get familiar with the following documents as preparation:

- [Statutes and Standing Orders](#)
- [International Council Meeting Decision Book 51st Edition, AA and MCC Part;](#)
- [AA Handbook](#)
- [MCC Handbook](#)
- [LRG Handbook](#)
- [Law Review Handbook](#)
- [AC Handbook](#)
- [Minutes of the AA&MCC Workshop of KAM Istanbul](#)
- [Minutes of the AA&MCC Workshop of ICM Constanta](#)

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

Username: officer

Password: 7zXZZNq

Please read the below draft agenda carefully. Should you need any clarifications, please do not hesitate to contact us by sending an email to academicactivities@elsa.org or mootcourts@elsa.org.

Finally, to be prepared for the time of your life...

- Bring your National or Local Drinks!
- Bring all of your ELSA Spirit!

Welcome to AA & MCC Workshop!



Sarah Ikast Kristoffersen
Vice President in charge of
Academic Activities
ELSA International 2019/2020



Jakub Kacerek
Vice President in charge of ELSA
Moot Court Competitions
ELSA International 2019/2020

&

ACADEMIC ACTIVITIES WORKSHOP

Draft Agenda**Sunday, 15 March 2020***18:00 - 19:00***Opening Workshop****Description**

During the Opening Workshop, we will elect the Workshop Officers, namely the Chair, the Vice Chair, the Secretaries and the ELSA Spirits. We will also present and approve the agenda as well as the set the rules for our workshop. Any remaining time will be spent getting to know each other through introductory games and icebreakers.

Outcome

Election of Workshop Officers, approval of the Agenda and drafting of Workshop Rules.

Preparation

No preparation required.

*19:00 - 19:30***Officers' Workshop****Description**

The people elected as Workshop Officers will be prepared for their tasks through a workshop provided by ELSA International.

Outcome

Enable Workshop Officers to undertake their tasks.

Preparation

No preparation is required.

*19:00 - 19:30***Freshers' Workshop****Description**

The workshop aims to provide more information about ELSA, the International Board and the International Council Meeting to the participants attending an ICM for the first time.

Outcome

Enable Freshers to understand the structure and the purpose of the International Council Meeting.

ACADEMIC ACTIVITIES WORKSHOP

Preparation

No preparation is required.

19:30 - 20:00

Heads of Delegations' Meeting**Description**

The Heads of Delegation are the main communication channel between ELSA International and the Organising Committee, and the participants of the ICM. This is why it is important to provide with all the useful information.

Outcome

Heads of Delegations' understand their tasks and responsibilities for the upcoming week.

Preparation

No preparation is required.

Monday, 16 March 2020

10:00 - 13:00

AA & MCC locally, nationally and internationally**Description**

During this first workshop, ELSA International will provide an update on the International projects of ELSA as well as their status on the Network. This will be followed by a brief discussion on how we can bring internationality to the local and national level. Finally, we ask the workshop to present their unique AA & MCC projects.

Outcome

Status on the international projects of ELSA as well as insight into projects across the network.

Preparation

Prepare presentations of your National and Local projects and bring any physical products (flyers, stickers, law reviews etc.) you may have.

14:30 - 17:00

Advocacy**Description**

ACADEMIC ACTIVITIES WORKSHOP

Advocacy is a key part of the Strategic Goals 2019-2023, which are to be implemented through all areas. There is a great potential for introducing advocacy through academic activities, and hence, it is pertinent for AA Officers to discuss what we understand as advocacy, how advocacy concerns project managers and how we can contribute to advocacy. During the first half of the workshop, working groups will discuss how we can do advocacy and what we can achieve through advocacy with the goal of creating advocacy tools and guidelines. In the second half of the workshop, we will present a specific example of AA advocacy and conduct simulations.

Outcome

Draft advocacy tools and guidelines as well as specific examples of AA advocacy.

Preparation

Read the Strategic Goals of ELSA and consider how your National or Local Group conducts advocacy. The Strategic Goals may be found on page 5 of the [Decision Book](#).

17:00 – 19:00

Human Rights**Description**

ELSA has a special focus on human rights and social responsibility; Our vision puts forward human dignity, the decision book has its own human rights section and the Strategic Goals 2019-2023 underline our human rights commitment. This should be reflected through the academic activities of our Network. During this workshop we will discuss why we focus on human rights and what we understand as human rights in ELSA. Furthermore, ELSA International will present how we work with human rights on an international level, what we gain from having a human rights partner and how this can be introduced on National and Local level.

Outcome

Guidelines on ensuring human rights focus in academic activities as well as human rights partnerships.

Preparation

Read the [Human Rights Handbook](#) and the [Guidelines on cooperation between ELSA and Council of Europe](#).

19:00 – 20:00

ELSA Library

This is an open discussion for the members interested in various crucial topics related to ELSA. The topics will be following:

1. Anniversary's Eve

The 40 years anniversary of our Association is coming closer and closer. In May 2021, ELSA will turn 40 years old and what better time to start planning the party than the ICM Malta. The

ACADEMIC ACTIVITIES WORKSHOP

discussion-groups will exchange their opinions on the upcoming celebration and give directions for the planning so that the International Board can consult it while the preparations begin.

2. International Internal Meetings

Who are the people behind this year's meetings? How difficult is it to host an International Internal Meeting? What are the tips and tricks when applying to become a host? What is the best advice in order to be a grand host? These and many other topics will be discussed.

3. Life in the ELSA House

What does being an IB look like? How is the life in the ELSA House? Are there any cooking and cleaning rules? Is the infamous ELSA House the office of the association as well? How can one visit the ELSA House and meet the International Board? Join this open discussion and learn everything about the life of the IB!

4. ELSA International Team

What does it mean to be a part of the ELSA International Team? What is the commitment that is demanded? How many hours does one spend working for the EIT? Does the EIT get the chance to travel often to the ELSA House? What is the knowledge that one gains when being an EIT member? These and many other questions will be answered by ELSA International Team Members of this year!

Choose the most interesting topic and join the discussion!

Tuesday, 17 March 2020

14:30 - 16:00

Law and Technology - Joint with AA & MCC, S&C and STEP**Description**

At the 76th ICM in Constanta, the International Council decided to put particular focus on and highlight the importance of the interplay between law and technology. In this workshop we will be joined by the S&Cers and STEPers in discussing the current status of the International Focus Programme as well as the new implementation handbook. Furthermore, we will discuss proposals

Outcome

Status update on the new IFP topic as well as a workshop recommendation on proposals

Preparation

Read the IFP Handbook and proposals No 27, No 28, No 29.

16:00 – 18:00

Decision Book

ACADEMIC ACTIVITIES WORKSHOP

Description

The International Council Meeting Decision Book reflects the will and wishes of the International Council. At this ICM, the International Board proposes a general restructuring of the Decision Book, and hence, we find it most efficient to discuss all proposals to the AA & MCC section of the Decision Book at once.

Outcome

Workshop recommendations on proposals

Preparation

Read proposals No 60, No 61, No 62, No 63, No 64, No 65.

18:00 – 19:30

Proposal 20/21**Description**

This workshop offers you the opportunity to hear the plans of the candidates for the positions of Vice President in charge of Academic Activities and Vice President in charge of ELSA Moot Court Competitions of ELSA International 2020/2021. The candidates will give short speeches followed by Q&A from the workshop.

Outcome

A better image of the capabilities, ideas and plans of all candidates.

Preparation

Think about what you expect from the future Vice President in charge of Academic Activities and Vice President in charge of ELSA Moot Court Competitions and form your questions accordingly.

Thursday, 19 March 2020

14:30 - 16:30

Strategic Planning**Description**

It has been one year since the International Council voted in the Strategic Goals 2019-2023, and it is time for a status update. In this workshop, therefore, ELSA International will present strategic planning tools and we will discuss how and why AA Officers should work on Strategic Goals implementation. We will also do a mid-OYOP evaluation to check in on our progress, and finally, we will vote on the AA & MCC Development Goals.

Outcome

Status update on the Strategic Goals, overview of strategic planning tools and a workshop recommendation on the AA & MCC Development Goals.

ACADEMIC ACTIVITIES WORKSHOP

Preparation

Read the Strategic Goals and the proposed AA & MCC Development Goals. The Strategic Goals may be found on page 5 of the [Decision Book](#).

16:30 – 18:00

Public Awareness**Description**

Being an ELSA Officer means representing ELSA towards an array of externals, and while external representation comes as a given to some, it may be difficult for others. In this workshop, we will firstly discuss what it means to be an ELSA Officer, secondly how we represent and sell ELSA towards externals, and finally, ELSA International will provide networking tools.

Outcome

A clear understanding of what it means to be an ELSA Officer and how we best represent ELSA.

Preparation

No preparation is required.

Friday, 20 March 2020

10:00 - 13:00

Project Management**Description**

Project management skills are key for any AA Officer, and hence, ELSA International has planned this session for National and Local Officers to share experience, tools and tips. The first part of this workshop will focus specifically on project management theory which will be exemplified through simulations. Thereafter, we will move to the specifics of team management. AA Officers are often responsible for coordinating and managing a huge amount of human resources. This may prove difficult as every team is different and works in a differently. Through simulations, we will discover how differing personalities can affect project management and how to best set and manage your team. Finally, as most AA Officers will know, it is not a project without last minute cancellations, changes and unexpected circumstances. Therefore, we will discuss how to plan for the worst and manage crises when they occur.

Outcome

Concrete tools and ideas to manage projects, teams and crises.

Preparation

No preparation is required.

ACADEMIC ACTIVITIES WORKSHOP

14:30 - 17:00

Professional Development

Description

In line with the aims of ELSA, AA Officers prepare students for a professional life by enhancing their soft skills through academic competitions, improving their legal writing abilities and providing them access to employers at Lawyers @ Work events. This workshop will be split into two parts. During the first part, we will discuss how ELSA can contribute to the professional development of law students through academic activities. In the second part, we will focus on your professional development. Firstly, by planning your transition to ensure your legacy, secondly, by discussing how you can benefit from being active alumni of ELSA, and thirdly, by showcasing how you can use the skills obtained as an AA Officer in finding employment once you graduate.

Outcome

An overview of how AA & MCC events can contribute to the professional development of law students as well as concrete tools to enhance the professional development of ELSA Officers.

Preparation

No preparation is required.

17:00 – 18:30

Let's be honest

Description

We are approximately 7.5 months through the term, and while we have achieved a lot together, issues may have arisen along the way. Therefore, we will take the time during this ICM to open up to each other and share our greatest achievements and failures or disappointments so far.

Outcome

Understanding of the successes and challenges of other officers.

Preparation

Bring your National and Local drinks.

18:30 – 19:00

Closing Workshop

Description

The last workshop we will share together as ELSA Officers in 2019/2020. This will offer the opportunity for constructive feedback and emotional goodbyes.

ACADEMIC ACTIVITIES WORKSHOP

Outcome

A satisfactory ending to the week as well as our year together.

Preparation

Bring your National and Local drinks as well as constructive feedback.

SEMINARS AND CONFERENCES WORKSHOP

SEMINARS AND CONFERENCES WORKSHOP

Timetable

	15th March	16th March	17th March	18th March	19th March	20th March	21st March			
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday			
09:00	Arrival	Breakfast								
09:30										
10:00		Status quo	Sightseeing and Lunch	Mid Plenary	Sponsors' Conference	Area improvements	Final Plenary			
10:30		Strategy								
11:00										
11:30										
12:00										
12:30										
13:00	Letters of Authorisation	Lunch					Lunch			Lunch
13:30										
14:00	Free time	A living vision	IFP JOINT S&C, AA&MCC and STEP	Mid Plenary	ELSA Delegations	Giving back	Final Plenary			
14:30										
15:00	Opening Plenary							Candidacy	ELSA Law Schools	Member value
15:30										
16:00										
16:30										
17:00	Ugly truth		Proposals		Dressing time	Closing				
17:30										
18:00		Opening Workshop		Reporting Time & Dinner						
18:30										
19:00	Officers and Freshers' Workshop	ELSA Library			Transportation	Reporting Time & Dinner				
19:30	HoD									
20:00	Dinner	Dinner		Reporting Time & Dinner	Reporting Time & Dinner	Gala Ball		Party		
20:30										
21:00	Party				Gala Ball	Party				
21:30										

Preparations and Reminders

In order to efficiently participate and contribute to the S&C Workshops, please read these Working Materials **carefully**. Furthermore, make sure to read in advance:

- [International Council Meeting Decision Book](#)
- [Minutes of the S&C Workshop of ICM Constanta](#)
- [Minutes from the ICM Porto regarding renaming area of S&C pp. 330-331](#)
- [Minutes from the ICM Prague regarding renaming area of S&C pp. 359-362](#)
- [S&C Development Goals](#)
- [S&C Handbook](#)
- [Human Rights Handbook](#)

Additionally, please watch:

- [ELSA Law Schools \(1\) Webinar](#)

Please read the aforementioned documents carefully. This is of utmost importance for the discussions and the outcome of the Workshop sessions. To access some of the documents above visit officers.elsa.org and use the following data:

Username: officer

Password: 7zXZZNq

Finally, please read the below draft agenda carefully. Should you need any clarifications, please do not hesitate to contact me via seminarsconferences@elsa.org.

Welcome to the S&C Workshop!



Aleksandra Żuchowska

Vice President in charge of

Seminars and Conferences of ELSA International 2019/2020

Draft Agenda**Sunday, 15 March 2020***18:00 - 19:00***Opening Workshop****Description**

During the Opening Workshop, we will elect the Workshop Officers, namely the Chair, the Vice Chair, the Secretaries and the ELSA Spirits. We will also present and approve the agenda as well as the set the rules for our workshop. Any remaining time will be spent getting to know each other through introductory games and icebreakers.

Outcome

Election of Workshop Officers, approval of the Agenda and drafting of Workshop Rules.

Preparation

No preparation required.

*19:00 - 19:30***Officers' Workshop****Description**

The people elected as Workshop Officers will be prepared for their tasks through a workshop provided by ELSA International.

Outcome

Enable Workshop Officers to undertake their tasks.

Preparation

No preparation is required.

*19:00 - 19:30***Freshers' Workshop****Description**

The workshop aims to provide more information about ELSA, the International Board and the International Council Meeting to the participants attending an ICM for the first time.

Outcome

Enable Freshers to understand the structure and the purpose of the International Council Meeting.

Preparation

SEMINARS AND CONFERENCES WORKSHOP

No preparation is required.

19:30 - 20:00

Heads of Delegations' Meeting

Description

The Heads of Delegation are the main communication channel between ELSA International and the Organising Committee, and the participants of the ICM. This is why it is important to provide with all the useful information.

Outcome

Heads of Delegations' understand their tasks and responsibilities for the upcoming week.

Preparation

No preparation is required.

Monday, 16 March 2020

10:00 - 10:30

Status quo

Description

During this workshop, we will analyse the current status of the area and compare it with the beginning of the year, to see the current trends and measure the accomplishments.

Outcome

Participants of the workshop are aware of the current trends and problems concerning the area.

Preparation

Make sure that your National Group filled in the State of the Network questionnaire completely and objectively to provide us with quality results.

10:30-13:00

Strategy

Description

It is a mid-OYOP time! During this workshop we will analyse which S&C Development Goals we managed to achieve during the first half of the term. We will discuss which of these goals shall we strive to achieve by the end of the term, and which shall be prioritised for the next term.

Outcome

The status of the area is evaluated and the strategy for the area for the next months is agreed on and established.

SEMINARS AND CONFERENCES WORKSHOP

Preparation

Bring your OYOP in a digital or printed version. Make sure to read [the S&C Development Goals](#) and think of the goals we, as the area, managed to achieve since August 2019.

14:30-17:00

A living vision**Description**

What is your/our definition of human rights? How do we understand ELSA's vision? How can we develop cooperation with our human rights partner? Those questions we will try to find the answers to during the first part of this workshop. The second part of the workshop will be dedicated to brainstorming on how we can incorporate more social responsibility in the Area of S&C.

Outcome

Creation of guidelines on how to tackle human rights and social responsibility in S&C.

Preparation

Prepare answers to the aforementioned questions. Go through the [Human Rights Handbook](#).

17:00-19:00

Ugly truth**Description**

It is story time! During this workshop National and Local Officers will be divided. Each group will be sharing the ups and downs of the mid-term. Be ready for a big dose of emotions!

Outcome

Participants of the workshop exchanged ideas, advice and problems they faced, which are connected to being a National or Local Officer, or a fresher.

Preparation

No preparation is required.

Tuesday, 17 March 2020

14:30 - 16:00

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

SEMINARS AND CONFERENCES WORKSHOP

At the 76th ICM in Constanta, the International Council decided to put particular focus on and highlight the importance of the interplay between law and technology. In this workshop we will discuss implementation of the new IFP, as well as topic related proposals.

Outcome

Status update on the new IFP topic as well as a workshop recommendation

Preparation

Make sure to read proposals No 27, No 28, No 29.

16:00 - 17:00

Candidacy**Description**

Presentation of the Candidate(s) for VP S&C of ELSA International 2020/2021. All Candidates will present themselves and their plans, after which the Workshop can ask questions.

Preparation

Read the Candidacy Materials of all the Candidates and prepare your questions.

Outcome

A better image of the capabilities, ideas and plans of all S&C Candidates.

17:00 - 19:00

Proposals**Description**

During this workshop we will discuss and vote on all the proposed amendments to the regulations of ELSA in the S&C area.

Outcome

Workshop recommendations regarding proposal.

Preparation:

Read all the S&C Proposals No 66, No 67, No 68, No 69, No 70, No 71 carefully. Prepare concrete amendments if you have any, and where possible, discuss them with the International Board first. This will allow the Workshop to go much faster and more efficiently.

19:00 – 20:00

ELSA Library

This is an open discussion for the members interested in various crucial topics related to ELSA. The topics will be following:

SEMINARS AND CONFERENCES WORKSHOP

1. Anniversary's Eve

The 40 years anniversary of our Association is coming closer and closer. In May 2021, ELSA will turn 40 years old and what better time to start planning the party than the ICM Malta. The discussion-groups will exchange their opinions on the upcoming celebration and give directions for the planning so that the International Board can consult it while the preparations begin.

2. International Internal Meetings

Who are the people behind this year's meetings? How difficult is it to host an International Internal Meeting? What are the tips and tricks when applying to become a host? What is the best advice in order to be a grand host? These and many other topics will be discussed.

3. Life in the ELSA House

What does being an IB look like? How is the life in the ELSA House? Are there any cooking and cleaning rules? Is the infamous ELSA House the office of the association as well? How can one visit the ELSA House and meet the International Board? Join this open discussion and learn everything about the life of the IB!

4. ELSA International Team

What does it mean to be a part of the ELSA International Team? What is the commitment that is demanded? How many hours does one spend working for the EIT? Does the EIT get the chance to travel often to the ELSA House? What is the knowledge that one gains when being an EIT member? These and many other questions will be answered by ELSA International Team Members of this year!

Choose the most interesting topic and join the discussion!

Thursday, 19 March 2020

14:30 - 16:00

ELSA Delegations**Description**

During this workshop, we will first analyse the up to date statistics of ELSA Delegations. Secondly, we will discuss how we can maximise the benefits of ELSA members and alumni coming from participation in the ELSA Delegations. Thirdly, we will brainstorm on how to prepare ELSA Delegates better in serving their position.

Outcome

Creation of tools and guidelines relating to participation of ELSA members and alumni in ELSA Delegations.

Preparation

Think of how to improve preparation of ELSA Delegates for participating in ELSA Delegations.

16:00-18:00

SEMINARS AND CONFERENCES WORKSHOP

ELSA Law Schools**Description**

As the Winter ELSA Law Schools Cycle 2019/2020 is almost over, the first part of the workshop will be dedicated to the evaluation of the Winter Cycle. Following that, the Working Group on Categorising of ELSA Law Schools, which aim was to examine the possibility of creating a filter among ELSA Law Schools, will present results of its work.

Outcome

The workshop gives inputs as to the WELS Cycle 2020/2021 Cycle and Calendar. Moreover, the Workshop comes up with the recommendation as to incorporating categorising into the ELSA Law Schools.

Preparation

Think of specific changes/improvements that could be incorporated into the WELS 2020/2021 Cycle and Calendar. Those can be relating to e.g. promotion, internal deadlines and any other aspect related to the project.

As for the topic of categorisation of ELSA Law Schools - make sure to read [the Minutes from "ELSA Law Schools II" workshop from ICM Constanta.](#)

Friday, 20 March 2020

10:00 - 13:00

Area improvements**Description**

Imagine you can build an area you are a member of from scratch. How would it look like? What kind of events would fall into the scope of the area? What would be its priorities? Lastly - what could be its name? All that will be discussed on the beautiful Friday - after Gala Ball - morning!

Outcome

Creation of guidelines relating to the direction of the area shall head to. Workshop recommendation as to proceeding with the area name change.

Preparation

Physical presence after the Burning Mozart after party is a bare minimum. Supplies of painkillers will be a valuable addition.

14:30-16:00

Giving back**Description**

How not to be forgotten after your term and how to give back the most to our beloved association will be discussed during this workshop.

SEMINARS AND CONFERENCES WORKSHOP

Outcome

Creation of individual transition plans and guidelines on how to smoothly move from ELSA to the “normal” life.

Preparation

Think of what was great during your transition and what were you lacking. Think of how you can contribute to the association as its alumnus/alumna.

16:00-17:30

Member value**Description**

During this workshop, we will spot those parts of the S&C area that bring/could bring the most value to ELSA members. Additionally, we will talk about your professional development, meaning what you can use that you learnt in ELSA for your future career. The workshop will be enriched by the Mediterranean touch.

Outcome

Guidelines on how to benefit the most from active years in ELSA.

Preparation

No preparation is required.

17:30-19:00

Closing**Description**

It is time for you to give feedback on the S&C workshops at the ICM Malta - in particular and the first mid-term together - in general. Additionally, if you do not like goodbyes - you can relax as we are definitely not saying goodbye yet!

Outcome

Evaluation of the week.

Preparation

No preparation is required.

STUDENT TRAINEE EXCHANGE PROGRAMME WORKSHOP

STUDENT TRAINEE EXCHANGE PROGRAMME WORKSHOP

Timetable

	15th March	16th March	17th March	18th March	19th March	20th March	21st March	
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
09:00	Arrival	Breakfast						
09:30								
10:00		Story time	Sightseeing and Lunch	Mid Plenary	Sponsors' Conference	Formalities	Final Plenary	
10:30								
11:00								
11:30								
12:00		Strategic planning				Trust but verify		
12:30								
13:00	Letters of Authorisation	Lunch		Lunch			Lunch	
13:30								
14:00	Free time					Final Plenary		
14:30								
15:00	Opening Plenary	Socially responsible STEP	Law and Technology	Mid Plenary	STEP brand		Respect for cultural diversity	
15:30								
16:00		STEP budget	STEP Proposals				STEP and Technology	
16:30								
17:00								Law, order and STEP
17:30					Let it go			
18:00	Opening Workshop	The sky is the limit	Proposal 20/21	Mid Plenary	Dressing time		Closing Workshop	
18:30								
19:00	Officers and Freshers' Workshop	ELSA Library	Reporting Time & Dinner				Reporting Time & Dinner	
19:30	HoD							Transportation
20:00	Dinner	Dinner	Reporting Time & Dinner		Gala Ball			
20:30								
21:00	Party						Gala Ball	Party
21:30								

Preparations and Reminders

Dear STEP Officers,

The time has already come for the second International Council Meeting (ICM) of the term 2019/2020. So far, we have successfully gone through the first STEP Cycle. Therefore, this ICM represents a metaphoric boiling point of “old and new” as we will, on the one hand, evaluate our work since the start of this term and, on the other hand, take decisions how to change our strategies and methods for a more sustainable future.

The aim of the STEP Workshop agenda is to have all discussions relevant to the Proposals to the ICM Decision Book before the Mid-Plenary on Wednesday. Thereafter, the second half of the ICM week is dedicated to matters which do not strictly fall within the scope of the ICM Decision Book regulation but which, nevertheless, are equally important to our work responsibilities and the future development of our beloved Flagship Project.

This ICM is not a training event about the basics. Hence, proper preparation, as always, is the key to success. **Read these Working Materials with care**, do the recommended preparations as prescribed for each Workshop, and familiarise yourself with the documents available on the [ELSA Officers Portal](#) with an emphasis on the following:

- [The Statutes and Standing Orders of ELSA](#);
- [International Council Meeting Decision Book](#)'s STEP-related part (pp. 92-98);
- [STEP Handbook](#);
- [KAM Istanbul](#)'s STEP Workshop Minutes (pp. 81-143); and
- [ICM Constanta](#)'s STEP Workshop Minutes (pp. 348-393)

To access some of the documents above, you require the following username and password:

Username: officer

Password: 7zXZZNq

National Officers are also invited to arrange a call with me before the ICM to discuss the content of these Working Materials and the STEP-related proposals to further enhance the mutually rewarding experience. Generally, in case of any questions, please contact step@elsa.org.

We hope the content of these Working Materials sparks your inspiration and ambition to spend another week animated with determined discussion and creative future-facing solutions!

Welcome to the STEP workshop!



Meeri Aurora Toivanen

Vice President in charge of Student Trainee Exchange Programme (STEP)

Draft Agenda**Sunday, 15 March 2020***18:00 - 19:00***Opening Workshop****Description**

During this Workshop, the foundations for a week of STEP Workshops are laid. We elect the STEP Workshop Officers, i.e. the Chair, the Vice Chair, the Secretaries, and the Director(s) for ELSA Spirit. The agenda of the STEP Workshops is also presented for approval, the Workshop rules are created by the Participants, and expectations for the week are exchanged. Any remaining time is for the Participants to get to know each other.

Outcome

The Workshop Officers are elected, the Agenda of the STEP Workshops is approved, and the STEP Workshop rules are created.

Preparation

Think what your expectations for the STEP Workshops and this ICM generally are, and what kind of Workshop rules would you like to have in place to ensure the most enriching experience as possible.

*19:00 - 19:30***Officers' Workshop****Description**

The people elected as Workshop Officers will be prepared for their tasks through a workshop provided by ELSA International.

Outcome

Enable Workshop Officers to undertake their tasks.

Preparation

No preparation is required.

*19:00 - 19:30***Freshers' Workshop****Description**

This Workshop aims to provide more information about ELSA, the International Board and the International Council Meeting to the participants attending an ICM for the first time.

Outcome

Enable Freshers to understand the structure and the purpose of the International Council Meeting.

Preparation

No preparation is required.

19:30 - 20:00

Heads of Delegations' Meeting**Description**

The Heads of Delegation are the main communication channel between ELSA International and the Organising Committee, and the participants of the ICM. This is why it is important to provide with all the useful information.

Outcome

Heads of Delegations' understand their tasks and responsibilities for the upcoming week.

Preparation

No preparation is required.

Monday, 16 March 2020

10:00 - 11:30

Story time**Description**

In order to bring our Flagship Project steps forward, we first must look back. During this Workshop, we critically assess the road we have taken leading to this point, the achievements and the pitfalls.

Outcome

The statistics from the first STEP Cycle are presented and evaluated. The Participants evaluate their successes so far and discuss their ideas for future development.

Preparation

On ELSA Officers Portal, familiarise yourself with:

- [STEP Handbook](#);
- [STEP Calendar 2019/2020](#);
- [Job Hunting statistics](#) from the first STEP Cycle;
- [Explanation of unpaid STEP Traineeships](#) of the first STEP Cycle;
- [Student Hunting statistics](#) from the first STEP Cycle;

STUDENT TRAINEE EXCHANGE PROGRAMME WORKSHOP

- [Traineeship Specification Form](#) (TSF) and the [TSF Agreement](#);
- [Student Application Form](#) (SAF) and the [SAF Agreement](#);
- [Trainee Confirmation Form](#); and
- [Traineeship Agreement template](#).

Also, think about your term so far as a STEP Officer. Prepare to present how well you consider you have reached your goals so far and elaborate on your achievements and problems.

11:30 - 13:00

Strategic planning

Description

STEP keeps on growing steadily and breaking new goals one Cycle after another. On paper, at least, everything seems to be going great. However, how does the reality behind these numbers and growth actually look like? During this Workshop, we assess the growth of STEP and the sustainability thereof. Is the cause for which STEP stood up in the beginning very much different in the modern day?

Outcome

The direction and goals for the week's Workshops are agreed upon. Strategic goals for developing STEP in the future are drafted.

Preparation

- Read the Strategic Goals of ELSA from the [ICM Decision Book](#) (pp. 5-9).
- Think where you would like to see STEP in (a) one year, (b) three years and (c) 10 years.
- What potential challenges and threats can you identify to the current operational model of STEP?
- Can you think of any novel ways of restructuring the oldest project of ELSA?

14:30 - 16:00

Socially responsible STEP

Description

Despite being the oldest Flagship Project of ELSA with a colourful history, STEP still stands apart from the other Areas. A stark example is when one considers the human rights dimension inherent in ELSA's projects and brand. During this Workshop, we take a step back to evaluate the social responsibility dimension of STEP and the contribution that STEP has the potential to make for both ELSA members and the civil society at large.

Outcome

The focus of STEP is evaluated and re-defined by the Participants.

Preparation

STUDENT TRAINEE EXCHANGE PROGRAMME WORKSHOP

- Read what the [ICM Decision Book](#) mentions about human rights in ELSA (pp. 10-11).
- Peruse through the lists of the STEP Traineeship Providers from the [first Cycle, 2018/2019](#) and [2017/2018](#) with a focus on their fields of activity.

16:00 - 17:30

STEP budget – Joint FM and STEP

Description

The tide took a turn – STEP made profit for ELSA. Due to the introduction of the STEP Partnership package and the External Application Fee during the first STEP Cycle, we have now a new project budget in ELSA. During this Workshop this budget and the made progress so far are presented with eyes fixed to the future.

Outcome

Fund-raising goals for STEP are discussed and the amounts of the External Application Fee and the Quota are fixed.

Preparation

- Read the Workshop minutes from [ICM Constanta](#) (pp. 362-367) and [KAM Istanbul](#) (pp. 109-118).
- Think in which area(s) of STEP development would you invest spare resources.

17:30 - 19:00

The sky is the limit

Description

Alongside growing in size generally, the geographic reach of STEP is already global with the International Traineeship Providers, External Applicants, and ELSA's partner law students' networks. This Workshop is conducted by the ELSA International STEP Expansion Team and focuses on the strategy for STEP's global expansion for the future.

Outcome

The Participants develop a better understanding of Job Hunting of ELSA International with respect to the current status of global expansion of STEP, the process of finding and maintaining Traineeship Providers internationally, and the future strategy of the STEP Expansion Team.

Preparation

- Peruse through the lists of the STEP Traineeship Providers from the [first Cycle, 2018/2019](#) and [2017/2018](#) with a focus on the “ELSA International” ones.
- Think about your expectations for the global expansion of STEP – what is realistic and aligned with our brand?
- Prepare to present the Job Hunting strategy and guidelines of your National Group.

19:00 – 20:00

ELSA Library

This is an open discussion for the members interested in various crucial topics related to ELSA. The topics will be following:

1. Anniversary's Eve

The 40 years anniversary of our Association is coming closer and closer. In May 2021, ELSA will turn 40 years old and what better time to start planning the party than the ICM Malta. The discussion-groups will exchange their opinions on the upcoming celebration and give directions for the planning so that the International Board can consult it while the preparations begin.

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Who are the people behind this year's meetings? How difficult is it to host an International Internal Meeting? What are the tips and tricks when applying to become a host? What is the best advice in order to be a grand host? These and many other topics will be discussed.

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What does being an IB look like? How is the life in the ELSA House? Are there any cooking and cleaning rules? Is the infamous ELSA House the office of the association as well? How can one visit the ELSA House and meet the International Board? Join this open discussion and learn everything about the life of the IB!

4. ELSA International Team

What does it mean to be a part of the ELSA International Team? What is the commitment that is demanded? How many hours does one spend working for the EIT? Does the EIT get the chance to travel often to the ELSA House? What is the knowledge that one gains when being an EIT member? These and many other questions will be answered by ELSA International Team Members of this year!

Choose the most interesting topic and join the discussion!

Tuesday, 17 March 2020

Law and Technology – Joint with AA&MCC, S&C and STEP

Description

At the 76th ICM in Constanta, the International Council decided to put particular focus on and highlight the importance of the interplay between law and technology. In this Workshop, we are joined by the other Key Area Officers from AA&MCC and S&C Workshops in discussing the current status of the International Focus Programme as well as the new implementation handbook. Furthermore, we will discuss proposals.

STUDENT TRAINEE EXCHANGE PROGRAMME WORKSHOP

Outcome

Status update on the new IFP topic as well as a workshop recommendation on proposals

Preparation

Read the IFP Handbook and proposals No 27, No 28, No 29.

16:00 - 18:00

STEP Proposals**Description**

The ICM Decision Book, alongside the Statutes and Standing Orders, is the main source of rules governing STEP. During this Workshop, the STEP-related Proposals are discussed.

Outcome

The STEP-related Proposals receive a recommendation by the Workshop.

Preparation

Read the STEP related Proposals No 72 and No 73.

18:00 - 19:00

Proposal 20/21**Description**

This Workshop is dedicated to the candidate(s) running as the Vice President in charge of STEP of ELSA 2020/2021. During this Workshop, we hear their presentation(s) followed by an open Q&A session.

Outcome

The candidate(s) present their plans for a year in the International Board of ELSA.

Preparation

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

Thursday, 19 March 2020

14:30 - 16:30

STEP brand – Joint with MKT**Description**

STUDENT TRAINEE EXCHANGE PROGRAMME WORKSHOP

The STEP logo competition came to being at KAM Istanbul. The results of this competition are presented during this Workshop together with a sober evaluation of the updated marketing strategies introduced during the first STEP Cycle.

Outcome

The Workshop assesses the STEP brand and finds solutions to the identified issues. The marketing strategy of the second STEP Cycle is presented.

Preparation

- Read the minutes from the previous STEP-MKT Workshops at [ICM Constanta](#) (pp. 368-371) and [KAM Istanbul](#) (pp. 118-132).
- Peruse through the [STEP Marketing Kit](#) for the first STEP Cycle.
- Examine ELSA's presence on social media (Facebook, Instagram, LinkedIn).

16:30 - 18:00

Law, order and STEP**Description**

STEP Research Project (SRP) was launched in mid-January 2020 with the first reporting deadline at the time of this ICM. During this Workshop, we evaluate both the process and feelings so far revolving around this unprecedented, multijurisdictional research initiative.

Outcome

The Participants share their experiences and ideas for improvement.

Preparation

- Read the minutes from the Workshops at [ICM Constanta](#) (pp. 357-359, 367 and 384) and [KAM Istanbul](#) (pp. 98-104).
- Read through the [SRP Guide](#) carefully.
- Draft preliminary responses to some/all of the SRP questions.

Friday, 20 March 2020

10:00 - 11:30

Formalities**Description**

SAF, TSF, EF, TEF... STEPpers love the formalities of all the procedures blessed with numerous acronyms. During this Workshop, we assess the whole STEP procedure from the perspectives of Traineeship Providers, Applicants and STEP Officers.

Outcome

Participants evaluate and update the forms relevant to the STEP procedure.

Preparation

Familiarise yourself with:

- [Traineeship Specification Form](#);
- [Student Application Form](#);
- [Evaluation Form](#); and
- [Trainee Evaluation Form](#).

11:30 - 13:00

Trust but verify**Description**

One of the key selling points of STEP is its streamlined procedure whereby ELSA verifies each Applicant and provides the Traineeship Providers with the short-listed candidates meeting the requirements of the publicised vacancy. During this Workshop, we discuss the Verification and Matching guidelines which were introduced for implementation for the first time over the first STEP Cycle.

Outcome

Quality standards for both the verification and the matching of Applicants are updated.

Preparation

Read through the [Verification and Matching guidelines](#) with care.

14:30 - 16:00

Respect for cultural diversity**Description**

The work of a STEP Officer is nowhere over when Applicants confirm their acceptance of the offered STEP Traineeship vacancy. On the contrary, the heavy lifting starts here. During this Workshop, we evaluate the experiences of welcoming Trainees in the hosting countries through both assessing the evaluation forms received by ELSA International and the experiences of the Participants.

Outcome

Options for enforcing the reception are discussed and proposed for implementation.

Preparation

Prepare to present the reception strategy of your Group and your experiences, if any, with reception.

STUDENT TRAINEE EXCHANGE PROGRAMME WORKSHOP

16:00 - 17:30

STEP and Technology

Description

Every STEP Officer's best friend and worst foe is the STEP Online System (SOS). During this Workshop, we discuss, again, ideas for improving the SOS user experience further.

Outcome

An improvement plan for SOS is created.

Preparation

- Read through the [SOS Manual](#).
- Think how your experience of using SOS at different parts of the STEP procedure could be further improved.

17:30 - 18:30

Let it go

Description

To ensure that all hard work is not in vain, a proper transition is crucial between you and your eventual successor. During this Workshop, we focus on sharing tips and tricks for the best transition possible, since, as we all know, a properly planned transition is close to being completed.

Outcome

The Participants create their own transition strategies.

Preparation

Think about your own transition by your predecessor – what was good and what was lacking about it?

18:30 - 19:00

Closing Workshop

Description

During this Workshop, we evaluate the past week of Workshops.

Outcome

Conclusions of the discussions are drawn and any remaining questions are answered.

Preparation

None.

ACTIVITY REPORTS

INTERNATIONAL BOARD 2019/2020

Diomidis Afentoulis
| President of ELSA International 2019/2020

Board Support

- Coordinating the work of the Board Members, through weekly individual meetings;
- Holding roundtable discussions after every Board Meeting, as a place to share achievements and ask for support;
- Analysing the realisation of our OYOP goals during the ELSA International Mid-OYOP, conducted by an ITP Trainer;
- Updating the Board on the discussions and results of the International Presidents' Meeting;
- Updating the Board on the status quo of the External Relations of the association.

External Relations

- Holding evaluation partner meetings with the existing partners of ELSA;
- Maintaining the existing education and legal partnerships;
- Following the 2020 External Relations' strategy for a global educational reach;
- Welcoming three new general educational partners; namely, the Heidelberg Centre for Latin America (America), the Singapore Management University, School of Law (Asia) and the University of Law (UK) (Europe);
- Welcoming one new General Legal Partner: the international law firm, Arnold & Porter;
- Welcoming one new General International Focus Programme Partner; namely the European Legal Tech Association;
- Negotiating and drafting an official cooperation agreement with the International Trademark Association;
- Updating outdated partner agreements;
- Creating advertising packages for the online promotion of external stakeholders, in cooperation with the VP in charge of Marketing;
- Planning the ELSA Annual Partners' Reception;
- Organising meet-ups with partner student associations and attending their events.

Externals and Projects

- Hosting the first -ever- webinar of ELSA with an external stakeholder, BARBRI, on the international law career opportunities that BARBRI offers;
- Organising the ELSA-LexisNexis Rule of Law Essay Competition in cooperation with the VP AA of the International Board of ELSA;
- Supporting the organising of the ELSA Webinars, by contacting partners of ELSA in cooperation with the VP S&C of the International Board of ELSA;
- Approaching external stakeholders and partners of ELSA, in order to support academically the European Human Rights Moot Court Competition of ELSA;

- Approaching potential Traineeship Providers for the Students' Trainee Exchange Programme of ELSA.

Alumni - ELSA Alumni

- Approaching Alumni of ELSA to promote ELSA Alumni and inform them about the membership benefits;
- Holding regular meetings between the International Board of ELSA and the Board of ELSA Alumni
- Drafting the first ELSA and ELSA Alumni Framework Agreement;
- Getting support by ELSA Alumni with regards to legal issues, such as the trademark of ELSA;
- Brainstorming on the cooperation between ELSA and ELSA Alumni on crowdfunding initiatives.
- Discussing the potential cooperation of ELSA and ELSA Alumni on advocacy campaigns;
- Conduct of a GDPR training by an Alumnus of ELSA, in order to support the compliance of the work of the International Board of ELSA.

Expansion - Network Engagement

- Holding open calls for all the National BEE Officers every month;
- Updating weekly the Facebook group of all the BEE Officers of the Network;
- Holding regular meetings with all my Coaching Groups;
- Supporting ELSA Bosnia & Herzegovina in their effort to create a new National Board through weekly meetings;
- Attending the NCM of ELSA UK and chairing in cooperation with the VP STEP of ELSA International;
- Conducting training during the National Presidents' Meeting of ELSA Poland;
- Supporting ELSA Iceland in its effort to create a stable fundraising plan;
- Communicating with an interested group of students of Kazakhstan and researching the the past situation with a former existing group in their country, in cooperation with the Secretary General of ELSA.

Strategic Planning

- Restructuring of the Strategic Planning chapter of the Decision Book of ELSA;
- Arranging meeting with Benita Lips (the strategic consultant of ELSA) and the International Board of ELSA;
- Creating the agenda of the 60th anniversary International Presidents' Meeting with a strong focus on the good governance and the strengthening of the vision of ELSA;
- Preparing the proposal for the new cycle of the International Internal Meetings of ELSA, with the International Board of ELSA;
- Preparing the proposal for the creation of the Advisory Body of the International Board of ELSA;
- Holding bi-weekly meetings on Strategic Planning with the rest of the International Board of ELSA.

ELSA Development Foundation

- Attending the Board Meetings of EDF and evaluating the applications of the National Groups of ELSA;
- Discussing the realisation of the EDF Awards financially and logistically;
- Discussing potential developments of the regulations of the ELSA Development Foundation.

Nana Gegia

| Secretary General of ELSA International 2019/2020

General

- Participation and organisation of the ELSA Christmas Cocktail 2019;
- Participation at the Study Visits to the ELSA House;
- Organisation of the Mid-OYOP Evaluation;
- Compilation of the LXXVI ICM Constanta Minutes;
- Uprate of the regulations after ICM Constanta
- Coordination of the IM Team;
- Assistance on Strategic Planning;
- Opening and leading the Working Group on International Internal Meetings;
- Opening and leading the Working Group on Regulations;
- Participation at the NCM of ELSA Austria;
- Participation at the NCM of ELSA Georgia;
- Participation at the ELSA Alumni Advisory Board Meeting;
- Updated templates for the ICM Minutes, Guidelines, Roadmaps and other documents;
- Final Compilation of the Monthly Reports;
- Internal assistance of the International Board;
- Meetings with e-voting system providers.

ELSA International Team 2019/2020

- Announcements and general communication with the ELSA International Team 2019/2020;
- Creation of the Working Materials for the ELSA International Team Weekend 2019;
- Organisation of the ELSA International Team Weekend;
- Appointment of Assistants: Andrine Nordahl Holte, Nurcan Sarikaya, Magdalena Wiszniewska,
- Luciana Ayres de Campos, Andrei Dumbrava;
- Appointment of the Proofreading Team members: Joris Digners and Jeroen Salomons;
- Communication with the Proofreading Team;
- Creating website for the 3rd call of the ELSA International Team 2019/2020.

Communication and IT

- Maintenance of the ELSA International email;
- Maintenance of the ELSA website;
- Meetings with the National Secretary Generals;
- General communication with the Network.

ELSA Training

- General administration of the project (training requests, maintenance of the training website);
- Communication with the International Trainers' Pool;
- Creation of the Questionnaire for the International Trainers' Pool;
- Participation in the Youth NGO Training Network meetings;
- Creation the utilisation strategy of the ELSA Training.

Alumni

- Cooperation with ELSA Alumni of ELSA Alumni Scholarships for ICMs.

Coaching

- Coaching calls with coaching groups;
- Coaching visit to ELSA Romania;
- Coaching visit to ELSA Malta.

International Internal Meetings

- Pre-ICM Visit to Malta;
- Constant communication with the Head of OC of ICM Malta;
- Preparation and final compilation of the Working Materials for the ICM Malta;
- Communication with the ICM Antalya Host;
- Communication with the KAM Pilsen Host;
- Communication with the IPM Kyiv Host;
- Preparation and final editing of the 27th State of the Network Inquiry Report;
- Preparation of the 28th State of the Network Inquiry.

ELSA Development Foundation

- Attending the Board Meetings of EDF and evaluating the applications of the National Groups of ELSA;
- Discussing the realisation of the EDF Awards financially and logistically;
- Discussing potential developments of the regulations of the ELSA Development Foundation.

Sotiris Vergidis

| Treasurer of ELSA International 2019/2020

General daily administration

- Attending the weekly board meetings;
- Meetings with the accountant;
- Mid – OYOP training attendance;
- Preparing and chairing the ELSA Development Foundation board meeting;
- Introducing a new evaluation form for our ELSA Development Foundation board meetings;
- Being in a communication with the applicants of EDF regarding the procedures and the reporting;
- ELSA International Team Weekend attendance;
- Taking part in World Forum of Democracy that took place on 16th to 18th of November 2019 in Strasbourg;
- Communication with the Bank and management of the accounts;
- Attendance of the Slavic's Officers Meeting in Chisinau, Moldova;

Financial Management

- Regular tasks such as budgeting, invoicing, various income or expense reporting, various purchases of equipment or travel arrangements;
- Preparing the Interim Accounts of ELSA and EDF 2019/2020;
- Taking care of financial aspects of printing and distributing the 65th and 66th Synergy;
- Debtors and Open Balances tracking;
- Invoicing teams for EHRMCC and JHJ and keeping track of the payments;
- Invoicing and financial matters of Study Visits to the House;
- Budgeting and financial planning for the competitions;
- Financial management of the Christmas Cocktail, budgeting, planning;
- Staying in contact with those teams of the EHRMCC and JHJ who made insufficient payment or didn't pay their registration fee in time;

Grants

- Attendance of the Erasmus+ KA3 "Civil Society Cooperation in the fields of Youth";
- Attendance of the European Youth Forum Info day;
- Applying for the Erasmus + 'Operating grant: Civil Society Cooperation' 2019/2020;
- Reporting and sending all the related documents for UNECA grant 2018/2019;
- Applying for the Council of Europe grant regarding the Word Forum of Democracy 2019/2020;
- Applying for the grant of the City of Strasbourg 2019/2020;
- Reporting of Council of Europe general grant;

Irem Ozener
| Vice President in charge of Marketing of ELSA International
2019/2020

Synergy

- Issued a call for articles for the 67th Synergy
- Preparation for the 67th Synergy Magazine alongside the Assistant for Publications;
- Close communication with our printing partner for the printing and distribution of 65th and 66th Synergy

Promotion/Branding

- Creation of ICE Marketing Kit
- Creation of SELS Marketing Kit
- Creation of ELSA Training logo
- Creation of ELSA Webinars Academy logo
- Creation of promotional materials for the Regional Rounds of EHRMCC and JHJMCC along with the Graphic Design Team
- Creation of new branding for STEP
- Updating the ELSA Brandbook
- Promotion of ELSA Day webinar hosted alongside the Council of Europe;
- Creation of Partnership Announcement Posters
- Launched the STEP logo competition

Social Media

- Managing all the Social Media profiles of ELSA (Facebook, LinkedIn, Instagram) along with Assistant for Social Media Management
- Creation of “End of a Decade” promotion on Instagram

Marketing Development

- Research on Trademarks situation;
- Working on web development along with the Director with Marketing Development

Representation:

- Participation in the conference organised by the Council of Europe in the topic of quality of journalism in Ljubljana, Slovenia;
- Participation in the General Assembly of ELS;
- Representation at the World Forum for Democracy, in Strasbourg;

Network Engagement

- Coaching visit to ELSA Slovenia
- Gave a workshop at ELSA Law School Training Weekend hosted in Brussels;
- Communication with National Groups through Coaching System;

External Relations

- Creation of Advertising Packages along with Director for Communications
- Contacting new partners regarding the partnership benefits

Miscellaneous

- Training: participated in training sessions with the other IB members on inter alia association reform and management, mid-OYOP evaluation, and data protection and privacy

Sarah Ikast Kristoffersen

| Vice President in charge of Academic Activities of ELSA International 2019/2020

Communication with the Network and Coaching

- Regular contact and Skype meetings with all coaching countries;
- Visited ELSA Germany at their Christmas Cocktails and Team weekend and at the IPM in Munich;
- Attended National Officers' Meeting of ELSA Poland;
- Visited ELSA Ireland in Dublin;
- Attended the NCM of ELSA Sweden in Gothenburg;

ELSA International TeAAm

- Closed second call, conducted skypes and appointed new assistants;
- Conducted ELSA International Team Weekend to ensure team bonding and preparation for ICM Malta;
- Opened third call, conducted skypes and appointed new assistants;
- Regular meetings and updates with team.

Board Responsibilities and Miscellaneous

- Organisation of ELSA International Team Weekend, Christmas Cocktail and regular Study Visits to the House;
- Monthly reporting to the Council;
- Attended mid-OYOP evaluation.

Representation and Internal Meetings

- Prepared ICM Malta SoTN, Working Materials and presentations;
- Prepared for and attended IPM Munich;
- Attended the 2019 World Forum for Democracy in Strasbourg;
- Attended the ELS General Assembly as well as the ELSA Alumni Advisory Board Meeting and Gala Dinner;
- Attended the Global Launch of the Global State of Democracy Report 2019;
- Attended the annual reception of ELSA's partner the European Women Lawyers' Association;
- Attended the conference "Last Call for Quality Journalism" organised by the Council of Europe;
- Attended the Legal Revolution Expo and Congress in Frankfurt with ELSA Germany.

The European Human Rights Moot Court Competition (EHRMCC)

- Introduced testimonials to social media and website;
- Closed for registrations of the 8th EHRMCC;
- Issued invoices for the Registration Fee;
- Implemented regional Round Coaching System;
- Closed call for Clarification Questions and updated case;

INTERNATIONAL BOARD 2019/2020

- Finished search for Written Submission judges and allocated to the two scoring rounds;
- Received Written Submissions, conducted penalty scoring with team in Brussels and sent Written Submissions for scoring;
- Attended Regional Rounds in Nottingham (United Kingdom) and Göttingen (Germany);
- Planning of the Final Oral Round in Strasbourg including booking hotel, planning receptions, booking meals and conducting a pre-visit;

Legal Research Groups (LRGs)

- Finished editing of ILRG on Renewable Energy and sent to publication partner;
- Issued certificates for ILRG on Renewable Energy;
- Set International Coordination Team;
- Launched ILRG on Internet Censorship;
- Closed call for National Coordinators and appointed more 30 NCs;
- Finalised Academic Framework, Academic Guidelines, Language Manual, Style Guide, Template and recommended readings;
- Opened call for National Research Teams, handled more than 200 applications and supported NCs in setting the National Research Teams;
- Created LRG Marketing documents to use in local marketing;
- Commenced research with a kick-off webinar;
- Coordinated external webinars on Legal Research, Legal English and Technical Editing;
- Updated the colour scheme on the LRG Website;

ELSA Law Review (ELR)

- Created submission documents; Language Manual, Plagiarism Policy, Style Guide and Authors' Guidelines;
- Opened the call for the first volume of ELR 2020;
- Created ELR Marketing documents to use in local marketing;
- Continued collaboration with Catolica Global School of Law;
- Shortlisted the received submissions for ELR 2019 and sent these to peer-review with Catolica Global School of Law;
- Selected articles for publication in ELR 2019 and conducted linguistic and technical editing;
- Closed the call for submissions for first volume of ELR 2020 and began shortlisting submissions;
- Updated the colour scheme on the ELR Website;
- Launched ELR Blog and featured the first articles on the Blog;
- Established ELSA x LexisNexis Essay Competition on the Rule of Law;
- Created page on the ELR website for the ELSA x LexisNexis Essay and set marketing strategy for the project.

Academic Competitions

- Drafted Academic Competitions Handbook;
- Published updated ENC Package;

INTERNATIONAL BOARD 2019/2020

- Continued ENC Coaching;
- Researched legal debates to establish an “ELSA Legal Debates” format and created draft Rulebook and scoresheets;
- Developed ENC Website.

International Focus Programme (in collaboration with VP EMCC, VP S&C and VP STEP)

- Drafted new IFP Handbook;
- Launched ILRG on IFP Topic.

ELSA Day (in collaboration with VP S&C)

- Shortlisted specified ELSA Day events for Council of Europe visibility materials;
- Closed Freedom of Expression Online survey and analysed more than 1,000 submissions;
- Prepared for and conducted Freedom of Expression Online Webinar with the Council of Europe;
- Shortlisted and selected winner of ELSA Day Competition;
- Launched call for ELSA Day 2020 topic and selected topic in collaboration with the Council of Europe.

Jakub Kacerek
| Vice President in charge of ELSA Moot Court Competitions of ELSA
International 2019/2020

John H. Jackson Moot Court Competition

- Secured a new Academic Sponsor: IE University and a new platinum sponsor: Van Bael Bellis;
- Creation of new Sponsorship packages and prospectus;
- Successful appointment of all the Regional Round Organisers;
- Revising the Academic Board and adding new members;
- Affords to organise 6th Regional Round in MENA Region;
- Close cooperation with the treasurer in regard to grants and invoices for the teams;
- Constant communication with the Case Author in regard to the case, bench memorandum and scoresheets;
- Finalising the Final Report of last year's African Regional Round for UNECA.
- Working closely with VP Marketing on the materials for Final Oral Round and Regional Rounds
- Preparation for applying for grants by the United Nations Economic Commission for Africa for the African Regional Round and by the SIEL;
- Communication with Sponsors, Regional Round Organisers, Panellists and teams on a daily basis;
- Successful ongoing fundraising process with interested stakeholders;
- Coordination of the Regional Rounds of the Competition;
- Panellist preparation;
- Score calculation;
- Preparations for the Final Oral Round, to be held in Geneva, Switzerland from 23 – 28 June 2020;
- Drafted, renewed and updated all relevant documents regarding the JHJMCC.

National and Local Moot Court Competitions

- Communication with Local and National Officers regarding their moot court competitions;
- Working towards an updated version of an MCC Handbook that will be in use for my future successors and the future generations of MCC officers as their key tools to establish, develop and promote the area of Moot Court Competitions;
- Together with my team working on a list of National Groups that need immediate attention in MCC area that will serve to my successors and make their job easier in this part of their responsibilities.

Miscellaneous

- Daily communication with the JHJMCC and NLMCC ELSA International Team Members;
- Attended NCM of ELSA Sweden and ELSA Austria and also as the Coach attended NCM of ELSA Switzerland and NCM of ELSA France;
- Communication with my coaching countries supporting them in their national and local projects, brainstorming ideas and coming up with solutions;
- Preparation of ICM Malta Working Materials;
- Involvement in the strategic planning for the future of ELSA;

INTERNATIONAL BOARD 2019/2020

- Attended IPM Munich, prepared for the meeting and led workshops with my colleagues;
- Monthly reporting to the Council;
- Attendance of Mid-OYOP Weekend;
- Organisation of ELSA International Team Weekend, ELSA Law Schools Team Weekend. Christmas Cocktail and regular Study Visits to the House.

Aleksandra Zuchowska

| Vice President in charge of Seminars and Conferences of ELSA International 2019/2020

ELSA Delegations

- Researching new opportunities for ELSA Delegations;
- Coordinating Calls for ELSA Delegations;
- Renewing IB's registration in the United Nations Data Base;
- Coordination and participation in the World Forum for Democracy 2019 and enriching ELSA's visibility thereat through conducting and publishing interviews with the speakers of the event;
- Creation of 3 videos from World Forum for Democracy in cooperation of VP Marketing of ELSA;
- Creation of the data base of the useful for respective ELSA Delegates academic documents;
- Updating delegations.elsa.org website by i.e. creating a section with the video testimonials of ELSA Delegates;
- Update of application and evaluation forms for ELSA Delegations;
- Publishing statistics from the September and November Call for ELSA Delegations;
- Creation and publishing new tools related to ELSA Delegations such as Guidelines of estimated costs of participation in ELSA Delegations and examples of good and bad motivation letters;

ELSA Law Schools

- Supervision and coordination of WELS and SELS 2019/2020 Cycles;
- Resolving the issues and complaints from participants of SELS 2018/2019;
- Updating the participants' evaluation form and sending it to the participants of WELS 2019/2020;
- Updating lawschools.elsa.org website;
- Creation and publishing of the WELS 2019/2020 social media teasers;
- Organising 4th ELSA Law Schools Training Weekend in Brussels, Belgium;
- Conducting first ever ELSA Law Schools pre-visit (to WELS Milan & Rome).

ELSA Webinars:

- Finalising works on creation of the first ever online legal courses run by ELSA and its partners under the name "ELSA Webinars Academy".

International Conferences of ELSA:

- Creation and lunch of the ICE website;
- Creation and lunch of ICE Specification and Evaluations Forms;
- Further unification of the event throughout i.e. creating ICE package, consisting of ICE marketing kit and other templates, with cooperation of the VP Marketing of ELSA;
- Creation of tools related to ICE, e.g. explanation of the new regulations;
- Lunching and conducting ICE coaching system;
- Cooperation with President of ELSA in the field of finding ICE partners.

International Focus Programme and ELSA Day:

- Creation a new IFP concept together with the rest of my board;

- Creation and supervision of the Freedom of Expression Online survey together with other Key Area Board Members;
- Creation and publishing of the Freedom of Expression Online video together with VP Marketing of ELSA;
- Organisation and participation in the Freedom of Expression Online Webinar as one of the speakers;
- Planning and executing social media campaign on Freedom of Expression Online together with the VP Marketing of ELSA;
- Creation of the data base with academic publication in the topic of Freedom of Expression Online and sharing it with the Network;
- Creation of the IFP Technology & Law Handbook together with other Key Area Board Members.

Network engagement:

- Remaining in constant contact with and planning visits to my coaching groups;
- Conducting coaching visits to ELSA Austria (attending NCM WU Vienna and delivering 2 workshops), ELSA Greece (IPM Thessaloniki) and ELSA Bulgaria (ELSA Bulgaria's Annual Cocktail);
- Delivering IFP workshop at the NCM of ELSA Sweden;
- Delivering ELSA Webinars workshop at the NCM of ELSA Belgium;
- Communication with S&Cers through S&C mailing list, S&C Facebook Group, Facebook chat for National VP S&Cs and Monthly S&C Open Calls.

Representation:

- Participation in the conference organised by the Council of Europe in the topic of quality of journalism in Ljubljana, Slovenia;
- Participation in the New Year's reception of ERA;
- Participation in the General Assembly of ELS;
- Working on establishing cooperation with ELSA Alumni regarding members of ELSA Alumni speaking at the ELSA Law Schools and International Conferences of ELSA.

Miscellaneous:

- Restructuring S&C workshops at the ICMs by i.e. introducing knowledge sharing workshop distinguished between National and Local officers;
- Publishing updated S&C handbooks;
- Launching and coordinating the work of two S&C working groups on 1) Categorising of ELSA Law Schools; and 2) Renaming of the area of S&C;
- Coordination of the Study Visits to the ELSA House;
- Coordinating organisation of ELSA's Christmas Cocktail.

Meeri Aurora Toivanen

| Vice President in charge of Student Trainee Exchange Programme of ELSA International 2019/2020

Responsibilities as a member of the International Board (IB)

- Contributed to the creation of the One Year Operational Plan (OYOP) of the IB; attended the board meetings weekly and was the secretary taking the minutes thereof; and helped my board members whenever and with whatever necessary, e.g. proof-reading and brainstorming for solutions

Training

- Participated in training sessions with the other IB members on *inter alia* association reform and management, mid-OYOP evaluation, and data protection and privacy

ELSA International Team (EIT)

- Restructured the STEP EIT into the STEP Coaching Team, the STEP Expansion Team, and the STEP Trainees Team; coordinated the STEP EIT of 13 members through Slack and online meetings; was the Head of Delegation for the ELSA International delegation to both autumn and spring International Council Meeting (ICM)

ELSA Network relations

- Published every month a STEP Newsletter with reminders about the upcoming deadlines and other topical procedural matters; organised every month an open STEP call for National STEP Officers to discuss collectively any agenda items of their desire

Coaching

- Maintained regular contact with ELSA Belgium, ELSA Czech Republic, ELSA Denmark, ELSA Hungary, ELSA Latvia, and ELSA Lithuania; chaired the autumn National Council Meeting (NCM) of ELSA Belgium in Andenne; attended and gave a workshop at the autumn NCM of ELSA Czech Republic in Ostruzna

External relations

- Attended meetings in person with the Council of Europe, the Liaison Office of the Council of Europe in Brussels, the Bierens law firm, Caselex, Spark Legal Network, and Trusted Jobs; arranged successful online meetings with current and prospective STEP Traineeship Providers, STEP Partner organisations, and other partner organisations/networks; represented ELSA at EIT Digital Conference, the UK Law Societies autumn reception, the ECTA conference on GDPR and IP, ELSA Luxembourg's Conference on International Arbitration, and the European Women Lawyers Association's (EWLA) Annual Congress in Madrid

ELSA Alumni

- Attended the Advisory Board meeting of ELSA Alumni in Leuven; coordinated the fund-raising initiatives between ELSA and ELSA Alumni with Aleksandra; developed a Job Hunting strategy for ELSA alumni Traineeship Providers

Refocus

INTERNATIONAL BOARD 2019/2020

- Actively involved STEP in discussions and decisions related to the International Focus Programme (IFP) and the Human Rights focus of ELSA; included information about IFP and human rights on the STEP website and created separate categories of Traineeship Providers active in the field of IFP and/or human rights

Legal issues

- Revised the term and conditions applicable to Traineeship Providers, Applicants and Trainees; created a strategy to compile information about the legal issues affecting STEP across the Network, the STEP Research Project (SRP); secured an SRP partner, Caselex; created the SRP Guide and launched SRP

STEP budget

- Created a fund-raising goal for STEP; exceeded that fund-raising goal by securing two STEP Partners, Fragomen LLP and Spark Legal Network, and opening STEP for External Applicants against the payment of an application fee

Brand and visibility

- Updated the marketing strategy with Irem including *inter alia* the STEP website content, the colour scheme of marketing materials, the media cards for Job Hunting and Student Hunting; engaged the Network in discussions about the brand identity of STEP within ELSA; launched a competition for a new STEP logo

Knowledge management

- Redrafted the materials available on the ELSA Officers Portal including *inter alia* the STEP Handbook; created new materials including *inter alia* the STEP Online System guide, and the Verification and Matching guide; published regular statistics to the Network before the Job Hunting and Student Hunting deadlines

International Internal Meetings

- Prepared the agenda and the STEP workshops at the Key Area Meeting (KAM) in Istanbul, the autumn ICM in Constanta and ICM Malta; prepared the STEP-related proposals to amend ELSA's regulations

ELSA INTERNATIONAL TEAM 2019/2020

Markus Poschenrieder
| Director for Development and Partnership Engagement of ELSA
International 2019/2020

- Contact and support for Diomidis (President);
- Contact and coordination of Ingrid (Coordinator) and Filip (Assistant);
- Working on the BEE Toolkit e. g. the External Relations Guideline;
- Research for IFP partners;
- Research for General and Human Rights partners;
- Research for Networking Events;
- Working on the EI Ultimate Database;
- Working with Filip on the ERD;
- Contact and negotiations with potential partners;
- Attending the EI Team weekend;
- Attending the JuraCon in Munich.

Filip Tisu

| Assistant for External Relations Strategy of ELSA International
2019/2020

- Participated in regular meetings with the President of ELSA International and the BEE officers of the International Team;
- Updated the External Relations Database of the National Groups;
- Created a new form and procedure for collecting the relevant information regarding External Relations from the Network;
- Collected the answers from the National Groups and incorporated the new information in the Database;
- Created statistics of the collected information;
- Presented a workshop regarding the External Relations Database during 76th ICM Constanta;
- Researched on different matters regarding the development of the External Relations area;
- Participated at the International Team Weekend in Bruxelles;
- Contacted the European Youth Forum (EYF) and kept in contact with them;
- Contacted the Erasmus Student Network (ESN) and kept in contact with them;
- Participated in preparing the application of ELSA International for the membership of EYF;

Ingrid Solemslie

| Coordinator for BEE Toolkit of ELSA International 2019/2020

- At the beginning of the semester I created a survey to map out the need for tools within the BEE area;
- Before the ICM in Constanta I created a presentation of the survey results along with the draft for a partnership guideline. These were then presented during a workshop at the ICM;
- During the ICM I also held a workshop on local and national expansion;
- After the ICM I tried to collect feedback on the guideline to further improve it before publishing it. The presentation is currently awaiting formatting from marketing before being published;
- After the ICM in Constanta and during the EIT Weekend I worked on the beginning of an Expansion tool. It was decided to have an open call to get more input from experienced officers in its creation. Due to the number of running working groups, the open call for ELSA Advocacy and the director of the BEE team being otherwise occupied and therefore not having the possibility to contribute, it has been decided to postpone the open call and work with the Expansion tool until after the ICM in Malta.

Andrine Nordahl Holte

| Assistant for Internal Management of ELSA International 2019/2020

- Researching and assisting on updating information about the National Alumni networks;
- Researching and assisting on updating information about the National Groups websites links on the webpage of ELSA International;
- Participation at the ELSA International Team Weekend;
- Delivering workshop at 76th International Council Meeting in Constanta;
- Compiling the 27th State of Network Report;
- Giving recommendations to the 28th State of Network Inquiry;
- Assistance on compiling the Activity Reports for the International Board of ELSA.

Herman Grøm
| Assistant for International internal Meetings of ELSA International
2019/2020

Meetings and Minutes

- Compiling the Proposals and the Activity Reports for the Working Materials of ICM Constanta;
- Assistance in preparing the calls for EIT and Working Groups;
- Compiling the Minutes of ICM Baku;
- Compiling the Minutes of SAM Thessaloniki;
- Creating the Activity Report Template for ICMs;
- Creating the new Minutes Template for IIMs;
- Regular meetings with Nana throughout the year to plan and coordinate our work;
- Participation at the ELSA International Team Weekend in Brussels December 12-15 2019;

Working Group on International Internal Meetings

- Chairing and coordinating the Working Group;
- Meetings with the Working Groups December 17, January 14, January 22, January 29;
- Pre-meetings with Nana prior to every meeting;
- Writing recommendations for proposals to ICM Malta;
- Writing the Report from the Working Group to ICM Malta.

Kim Irrlitz**| Assistant for Human Resources of ELSA International 2019/2020**

- Calls with Nana at the beginning of the term to discuss our working procedure;
- Dividing the National Groups on the Human Resources Coordinators;
- Having Calls with the Human Resources Coordinators to prepare them for the upcoming Human Resources calls and to introduce them to the Google features;
- Having Calls with almost all my National Groups as their Human Resources Coordinator (Armenia, Belgium, Denmark, Georgia, Germany, Luxembourg, Poland, Sweden, Switzerland, United Kingdom);
- Sharing the notes taken throughout this call with the respective board member to double check;
- Delivering the Human Resources workshop at the Austrian NCM;
- Creating a first draft of the Human Resources Implementation Handbook including more examples from the National Groups;
- Participation in the Working Group on International Internal Meetings;
- Participation in the International Presidents' Meeting in Munich, Germany.

Magdalena Wiszniewska

| Assistant for Human Resources of ELSA International 2019/2020

- Research on human resources strategies in European wide and worldwide associations regarding recruitment of the members;
- Preparation of a survey on the state of human resources and strategic planning of the human resources in ELSA;
- Drafting proposal for next International Council Meeting for discussion purpose;
- Attending in ELSA International Team Weekend and Christmas Cocktail at ELSA House.

Luciana Ayres de Campos
| Assistant for Training of ELSA International 2019/2020

- Brainstorming on how to revise the ELSA training website;
- Creating and sending out the ITP Questionnaire in order to renovate the ELSA training website with updated information on the trainers;
- Reviewing the evaluation forms sent out to trainers and participants regarding their training sessions;
- Revising the ITP regulations.

Nurcan Sarikaya
| Assistant for IM Toolkit of ELSA International 2019/2020

- Road Map for the IM Workshop Chairs ICM Constanta;
- Road Map for Secretaries of the IM Workshop;
- IM Handbook editing;
- Transition Handbook editing;
- IM Toolkit Guideline;
- Working on a Road Map for the Chairs of a plenary for the National Groups;
- Skype Call with Nana.

Marine Richert

| Assistant for GDPR Compliance of ELSA International 2019/2020

- Draft of a data processing register;
- Draft of questionnaires for each area to identify the data processed and other related elements (security measures, purposes...);
- Draft of a plan for the GDPR Guidelines;
- Elaboration of a GDPR action plan to be implemented;
- Draft of a roadmap for the GDPR Workshop of ICM Constanta.

Matteo Castiglione
| Assistant for Grants of ELSA International 2019/2020

- Writing of reports regarding previous years applications for EYF grant;
- Application for the Erasmus grant;
- Research of eligible grant opportunities.

Elliot Bramham
| Assistant for Grants of ELSA International 2019/2020

- (September) Report on previous grant applications for the European Youth Foundation;
- (10/10/2019) Info day (Brussels);
- (End of October) Submission of the EHRMCC City of Strasbourg Grant;
- (November) Report on the Maribel Fund for paid interns working on grants;
- (End of November) Help with the Erasmus+ grant application;
- (29/11/2019) European Solidarity Corps Programme info day (Brussels);
- (December) UN call for Democracy Fund call for proposal review;
- (Mid-December) Work on the UNECA grant application;
- (Mid-December) General help with the international treasury (Brussels);
- (13/02/2019) EYF info session.

Yaryna Stefaniv
| Assistant for the ELSA Development Foundation of ELSA International
2019/2020

- To start with I would like to mention very useful and informative training on EDF that was held for me by Sotiris;
- Coming to my work, I've been helping national groups (mostly presidents/treasurers) answering their questions regarding application periods, modes of support, templates, budgets, requested amount etc.;
- I've been evaluating EDF applications - that was the most interesting part of the work;
- To conclude, I would like to thank Sotiris and the International Board for a great chance to work in such an amazing area as FM, I hope I will have opportunity to contribute more to EDF till the end of our term.

Jan Beemelmans
| Assistant for the ELSA Development Foundation of ELSA International
2019/2020

- Evaluation of the EDF applications.

Nigar Akhundova

| Director for Communications of ELSA International 2019/2020

- Designed the ELSA International Partnership Proposal 2019/20 together with the Vice President for Marketing of ELSA International;
- Designed John H. Jackson Moot Court Competition (JHJMCC) Sponsor Benefits and Academic Support packages;
- Updated Union of International Associations (UIA) Partnership Overview;
- Designed Strategic Goals Implementation Handbook;
- Assisting the President and Vice President for Marketing of ELSA International with assigned tasks;
- Keeping in touch with the Marketing Coaches from the ELSA International Team;
- Participated in ICM Constanta, and attended Marketing workshops.

Teodor Obreășcu

| Director for Marketing Development of ELSA International 2019/2020

- Took place in meetings with members of the International Board to have overview of how the new website of ELSA International should look like;
- Started working on the new version of ELSA International's main website, which is due to have a first official preview for the network at the 77th International Council Meeting in Malta, 2020.

Pavel Vevera
| Assistant for Publications of ELSA International 2019/2020

- Assembling Synergy shipping list;
- Communications with contributors;
- Reviewing submitted articles.

Rostislav Bušek
| Assistant for Social Media Management of ELSA International
2019/2020

- Together with the Vice President in charge of Marketing of ELSA International, creating and executing social media strategies;
- Improving the reach of EI on our channels across all platforms;
- Proofreading and graphical edit of 66th Synergy;
- Delivering a workshop at the ICM Constanta about social media strategies and its legal aspects;
- Analysing social media channels and their audiences;
- Creating a media card showing the demographics of our online audiences;
- Participation at the ELSA International Team Weekend.

Sarah El Acel-Kottmann

| Member of the Graphic Design Team of ELSA International 2019/2020

Coaching System

- E-Mail correspondence;
- Providing assistance to my ten coaching groups regarding Corporate Identity & their marketing related needs;
- Offering skype calls to my coaching groups;
- Supervising Corporate Identity Breaches of my coaching groups & their Local Groups;

Graphic Design

- Creation of the ELSA Delegation Promotion Campaign containing tips for application process;
- Diplomas for the 17th Edition of the John H. Jackson Moot Court Competition.

Vera Eleftheriadou**| Member of the Graphic Design Team of ELSA International 2019/2020**

- Constant communication with my coaching groups so as to help them solve crucial issues and improve their work;
- Supervision of the Corporate Identity Breaches of my coaching groups;
- Creation of promotional material for WELS;
- Preparation and participation in ICM Constanta (participation in the webinar organised by ELSA International on the proposals, conduction of workshop on CI along with other members of the Graphic Design Team);
- Creation of promotional material for the ELSA Day Survey.

Arsal Rehber**| Member of the Graphic Design Team of ELSA International 2019/2020**

- Preparation of EHRMCC Regional Round Materials;
- Preparation the posters for ILRG, ELSA x LexisNexis Rule of Law Essay Competition, EHRMCC, ELR for social media promotion;
- Preparation of ILRG Brochure;
- Contacting with the coaching groups and advising them in terms of CI.

Defne Polat**| Member of the Graphic Design Team of ELSA International 2019/2020**

- Contacting with the coaching groups, advising them in terms of CI and having Skype calls with them;
- Preparation of STEP Student Hunting Promotion;
- Preparation of completion certificates for STEP Trainees.

Nikolaos Fifis**| Member of the Audiovisual Team of ELSA International 2019/2020**

- Edited the ELSA DAY video with footage from 40 different countries;
- Took footage from the World Forum for Democracy at the Council of Europe;
- Edited the “Is democracy in danger in the information age?” Information from the WFD, which contains an interview from Daniel Rzasz;
- Edited the “World Forum for Democracy 2019” Facebook video which contains an interview from Mr. Michael Klos;
- Edited the General WFD video with the Testimonials from ELSA Delegates;
- Preparing and editing the STEP Testimonial from the Council of Europe;
- Assisted in the WELS Promotion and edited the Instagram Stories Videos (General video, Academic, Social Events);
- Edited the “Rule of Law” video.

Nikola Ćirić
| Director for Legal Writing 2019/2020

Legal Research Group

- Redoing the LRG Handbook;
- Coordinating the LRG Team;
- Coordinating the updating process of the LRG General Documents and the LRG Outline;
- Administating communication channels for both LRG on Renewable Energy and LRG on Internet Censorship;
- Maintaining communication with participants of both LRGs;
- Researching promotion opportunities for LRG on Renewable Energy;
- Researching members of the Academic Board for LRG on Internet Censorship;
- Holding webinars for National Coordinators and their teams;
- Creating individualised recruitment strategies for groups with low application numbers;
- Drafting the Marketing Package for LRG on Internet Censorship;
- Researching potential LRG partners;

ELSA Law Review

- Coordinating the ELR Team;
- Maintaining communication with the authors;
- Participating in the drafting process of the Publication Cycle;
- Blinding the submissions;
- Researching potential ELR partners;
- Holding webinars with the Deputy Editor;

Essay Competitions

- Drafting the Essay Competitions Handbook.

Hendrik Jonsson
| Deputy Editor for the ELSA Law Review of ELSA International
2019/2020

- Participated in the daily management of the Editorial Board, the setting of deadlines and overseeing of each editor's workload and ability to perform their assigned tasks;
- Participated in the redrafting of the provisions of the Decision Book concerning the ELSA Law Review, creating a regulatory framework that better supports the functioning of the Law Review and the work of the Editorial Board;
- Participated in the structuring of the ELSA Law Review's editorial process and division of tasks between members of the Editorial Board, with the aim of maximum efficiency and editorial quality;
- Co-drafted the new Publication Cycle of the ELSA Law Review with the target of securing the continuous and consistent operation of the publication with due regard to how ELSA operates;
- Drafted the ELSA Law Review Plagiarism Policy;
- Co-drafted the ELSA Law Review Language Manual;
- Provided input and edited the ELSA Law Review Style Guide;
- Prepared the ELSA Law Review Marketing Bundle as a tool for national and local AA officers to use to secure maximum promotion of the ELSA Law Review in their networks.

Rashad Muhammedzadeh
| Assistant for the ELSA Law Review of ELSA International 2019/2020

- Preparing Style Guide for ELR;
- Being part of the preparation of the Article Review;
- Preparing the Template for the ELR;
- Editing articles technically.

Ljubica Kaurin
| Articles Editor of the ELSA Law Review of ELSA International
2019/2020

ELSA Law Review

- Performed the first stage review of the submissions for 2019 edition of the ELR;
- Reviewed the new Style Guide, Language Manual, Plagiarism Policy and Author's Guidelines, as well as new Editorial Board Review Form;
- Made suggestions on the improvement of the editing process;
- Advertised call for submissions for the issue 1 of the 2020 edition of the ELR on social media;
- Approached personal contacts to introduced them the ELR and suggest them to submit articles;

Communication

- Actively participated in communication between the members of the Editorial Board;
- Initiated and improved internal communication and internal task division between articles editors.

Maria Sofia Lourenço Ferreira
| Articles Editor of the ELSA Law Review of ELSA International
2019/2020

- Drafted the newly introduced Style Guide;
- Drafted a Template to confirm the references and sources of the submissions;
- Updated the Article Review Template by introducing and replacing the guiding questions to assess the academic, linguistic and structural qualities of each submission;
- Updated the Guide on How to conduct a Review;
- Executed the first stage review of the submissions;
- Actively participated in the communication between members of the Editorial Board, namely, Slack and Facebook.

Madeleine Geerarts
| Linguistics Editor of the ELSA Law Review of ELSA International
2019/2020

- Skype meetings ELR Team over the ELSA Law Review (ELR) in matters regarding document creation and overall general workings of the ELR;
- Creating review form for linguistic aspects of ELR submissions;
- Drafting and publishing language manual for ELR;
- Reviewing and editing ELR submissions;
- Reviewing and correcting/enhancing handbooks and law review documents on ELSA Officers' portal;
- Attended the ELSA International Team Weekend (EITW);
- Participated in EITW workshops and contributed to formulating proposals for ICM Malta and also on areas to improve on ELR documents in the Officers' portal;
- Researching into methods on how to better improve the application of British English within the ELR.

Vanya Rakesh
| International Linguistic Editor for LRG of ELSA International
2019/2020

- Working on the language manual for the LRG;
- Reviewing and editing supporting documents for the LRG to make it in sync with the topic;
- Recording a webinar on linguistic requirements for national researchers for the LRG;
- Attending webinars like the kick-off meeting, webinar on methodology to conduct research, etc.

Oļegs Sedjkins
| International Technical Editor for LRG of ELSA International
2019/2020

- Preparation of the template for the EHRMCC submissions;
- Review and editing of the Final Report on the Renewable Energy;
- Update of the Style Guide and contribution to the review of other LRG documents;
- Preparation of the template for the LRG on Internet Censorship;
- Preparation of the webinar on technical editing of the National reports for the LRG on Internet Censorship.

Hendrik Schulz

| Director for Academic Competitions of ELSA International 2019/2020

- Working with Sarah in regards to the Academic Competitions;
- Working with the ENC Coaching Team and the Assistant for Academic Competitions;
- Performing of ENC Coaching Calls;
- Redrafting of ENC Package with the Academic Competitions Team;
- Drafting of Academic Competitions Handbook with the Academic Competitions Team;
- Participation at ICM Constanta;
- Holding of Workshop “Other Academic Competitions” during ICM Constanta;
- Participation at ELSA International Team weekend;
- Drafting of Academic Competitions related proposals with the Academic Competitions Team;
- Research about possible hosting locations for the European Final Round of the ENC;
- Rework of ENC Case Distribution Sheet.

Matea Golem**| Assistant for Academic Competitions of ELSA International 2019/2020**

- Conducting research on legal debates currently organised in the Network;
- Conducting research on debates in general;
- Compiling a comparison of different university-level debate formats;
- Drafting guidelines for legal debates;
- Drafting a description of Legal Debates for the Academic Competitions Handbook;
- Drafting a description of the Witness Interview Competition for the Academic Competitions Handbook;
- Assisting in the drafting of the score sheet for ELD;
- Assisting in the drafting of the rule book for ELD;
- Conducting research on possible partner institutions and locations for EFR of ENC.

Maja Rajić

**| Assistant for ELSA Negotiation Competition Coaching of ELSA
International 2019/2020**

- Regularly attending the Academic Competitions Team and ENC Coaching Team Skype Meetings;
- At the beginning of the term, launched the ENC coaching system together with the rest of the Academic Competitions Team;
- Contacted my 19 coaching National Groups at the beginning of the term: ELSA Albania, ELSA Armenia, ELSA Austria, ELSA Belarus, ELSA Czech Republic, ELSA Croatia, ELSA Estonia, ELSA Georgia, ELSA Greece, ELSA Latvia, ELSA Luxembourg, ELSA Poland, ELSA Portugal, ELSA Republic of Moldova, ELSA Russia, ELSA Slovak Republic, ELSA Slovenia, ELSA Spain and ELSA UK. In the absence of the National Vice President in charge of Academic Activities, I contacted the respective President instead to establish who is the most appropriate Officer to contact for the purposes of the ENC coaching;
- As the most of the National Groups replied to my emails positively regarding Skype meetings, I had multiple Skype meetings with different National Groups regarding the situation of the ENC in their respective countries during the entire year;
- Answering to emails of the National groups that needed more information about ENC;
- So far, most of the coaching groups approached me multiple times via email, usually for the ENC case request purposes;
- Distributed ENC cases upon the request to multiple National groups;
- Gathered information about ENC in different countries throughout the Network;
- Gathered information and opinions of different National groups regarding the organization of the European Final Round of the ENC;
- Worked on the restructure of the ENC Package alongside with the Vice President in charge of Academic Activities of ELSA International and the rest of the Academic Competitions Team;
- Provided feedback on the restructured Academic Competitions Handbook;
- Regularly updated the ENC Coaching documents on the shared Drive;
- Regularly updated the ENC case distribution documents on the shared Drive;
- Provided feedback on the ICM Constanta and ICM Malta ENC-related proposals;
- Attended the pre-ICM Constanta Skype Meeting of the ELSA International Team;

Knowledge management at Internal Meetings

- I had the honour to chair the AA/MCC Workshop on the 9th Key Area Meeting in Istanbul, Turkey, where I also actively participated in discussions;
- Actively participated at the ICM Constanta;
- Delivered an ENC Workshop at the National Council Meeting of ELSA Czech Republic.

Mark Anthony Borg
| Assistant for ELSA Negotiation Competition Coaching of ELSA
International 2019/2020

- During this term, I participated in each and every ELSA Negotiation Competition (ENC) meeting ever since my appointment in August 2019. Following the primary meetings where we discussed the way forward for the ENC and how to work as a team, the work started;
- In the beginning of October, I contacted all of my allocated ELSA VP AAs, these being ELSA Azerbaijan, ELSA Belgium, ELSA Bosnia and Herzegovina, ELSA Bulgaria, ELSA Cyprus, ELSA Denmark, ELSA Finland, ELSA Germany, ELSA Hungary, ELSA Iceland, ELSA Ireland, ELSA Lithuania, ELSA Malta, ELSA Montenegro, ELSA Romania, ELSA Serbia, ELSA Sweden, ELSA Switzerland and ELSA Ukraine. In this email, I introduced myself and invited to participate in a Doodle poll to set up a first meeting;
- No valid email was found for ELSA Bosnia and Herzegovina; therefore, they were contacted on Facebook – however this was still an unsuccessful attempt to contact them;
- Introductory Skype meetings were held on an individual basis with ELSA Bulgaria, ELSA Finland, ELSA Germany, ELSA Hungary, ELSA Switzerland and ELSA Ukraine. The purpose of these calls was for the relevant VP AA to meet me and thereby establish myself as the main contact person regarding the ENC. The ENC Package and Handbook were discussed and explained where necessary. Moreover, according to the needs and knowledge of each group, a discussion of the organisation of the ENC was held, a follow-up email with any necessary information or examples of cases the ENC were sent;
- Each group with which a skype meeting was held expressed an interest in organising the ENC – at least at a national level;
- A notable meeting was that with ELSA Finland, where a regional Nordic version of the ENC was discussed. Following confirmation, this idea was given the go-ahead from the Vice President of Academic Activities of ELSA International, Ms. Sarah Ikast Kristoffersen;
- A reminder email to any ELSA country who did not set up a meeting was sent in November. This resulted in communication with other groups such as ELSA Bulgaria, ELSA Romania and ELSA Serbia. However, only a meeting with ELSA Bulgaria was held from these as mentioned above, whilst a meeting with ELSA Serbia is to be set up after a Director for the ENC is appointed;
- In addition to this, I worked on re-organising and re-writing the ENC Judge Pack Guide as a contribution to the new version in the ENC Package;
- The Academic Competitions team was updated about this progress during the Skype meetings held to discuss the ENC.

Berin Günay

**| Director for the European Human Rights Moot Court Competition of
ELSA International 2019/2020**

- Assisted the Vice President in charge of Academic Activities in coordinating and organizing the European Human Rights Moot Court Competition;
- Ensured the communication within the EHRMCC Team and their communication with the Vice President in charge of Academic Activities of ELSA International;
- Participated in KAM Istanbul;
- Participated in ELSA International Team Weekend;
- Scheduled meetings with the EHRMCC team;
- Attended meetings with the Regional Round Organisers;
- Answered the teams' questions with Assistants for Teams;
- Reviewed and provided feedback on the EHRMCC documents such as Rules of the 8th EHRMCC, Timeline, Guidelines for Written Submissions, Template for Written Submissions, Promotional Outline, Guidelines for Oral Pleadings and Privacy Policy;
- Reviewed and provided feedback on EHRMCC website;
- Helped allocation of teams to Regional Rounds;
- Provided feedback on proposals.

Verhelst Mathieu

**| Assistant for judges in the European Human Rights Moot Court
Competition of ELSA International 2019/2020**

- Coordinated contact with the judges considering the Written Submissions of the EHRMCC;
- Aided in receiving and penalty scoring Written Submissions for the EHRMCC;
- Aided in composing the different proposals concerning AA for ICM Malta;
- Coordinated contact with the judges considering the Final Oral Round of the EHRMCC.

Yana Lysak

**| Assistant for Regional Rounds in the European Human Rights Moot
Court Competition of ELSA International 2019/2020**

- Attended the meetings of the EHRMCC Team;
- Provided assistance and guidance to the Regional Rounds Organisers (RROs);
- Held regular meetings with the RROs;
- Contacted judges for the Regional Rounds;
- Worked on the proposals with the EHRMCC Team and the VP AA of EI during the EITW;
- Attended the Central European Regional Round of the EHRMCC in Göttingen, Germany;
- Started drafting the Handbook for Regional Round Organisers.

Victoria Kautzner
| Assistant for John H. Jackson Moot Court Competition of ELSA
International 2019/2020

- Drafted contracts for JHJMCC Platinum, Gold, and Silver Partners as well as contracts for Main Academic Supporters and Academic Supporters;
- Responded to participants' requests;
- Answered participants' questions concerning Regional Rounds, financial support, invoices, structure of the competition, composition of the teams, invitation letters, travel itineraries etc.;
- Regular contact to Jakub;
- Reviewed the eligibility of potentially overqualified team members together with Jakub;
- Answered questions of potential future participants;
- Regularly collected activity reports of the JHJMCC team;
- Skypes with Jakub and the JHJMCC team.

Mireia Mas Català

**| Assistant for External Relations for the John H. Jackson Moot Court
Competition of ELSA International 2019/2020**

- Drafted a potential strategy for external relations;
- Researched potential universities in the MENA Region to participate in a MENA Regional Round;
- Created a brochure for students and universities to introduce the Competition;
- Contacted universities from the MENA Region to encourage them to participate in the Regional Round;
- Contacted potential sponsors for the competition.

Francisco Argáez Lima
| Assistant for Teams for the John H. Jackson Moot Court Competition
of ELSA International 2019/2020

- Proceeded to the teams' registration;
- Kept in constant contact with the teams;
- Received clarification questions submitted by the teams;
- Coordinated the payment of the Registration Fees with the Treasurer of ELSA International;
- Prepared a spreadsheet with the teams going to each Regional Round;
- Received the Written Pleadings;
- Sent documents to the African Teams regarding Financial assistance to participate in the African Regional Round.

Theresa Quitt

**| Assistant for Regional Rounds of the John H. Jackson Moot Court
Competition of ELSA International 2019/2020**

- Compare old and new MoU for the African Regional Round;
- Send MoU to Kyiv and Brno organizers;
- Remind Kyiv and Brno organizers re. MoU;
- Assist team 083 regarding Visa information.

Adriana Paschková
| Director for National and Local Moot Court Competitions of ELSA
International 2019/2020

- Working on an updated version of the MCC Handbook, based on the received evaluations from the network;
- Creation of a database of all the Moot Court Competition cases within the network;
- Communication with National and Local VP MCCs in order to answer specific questions that were brought up pertinent to the organisation of an MCC as well as providing general advice on how to organise an MCC;
- Monthly skypes with Jakub and preparing new strategy regarding an MCC.

Anna Wojciechowska

| Director for ELSA Delegations of ELSA International 2019/2020

- Transition meeting with my predecessor after appointment for the position of Director for ELSA Delegations;
- Scheduled transition meetings for each member of the ELSA Delegations Team;
- Attended transition meetings of each member of the ELSA Delegations Team;
- Conducted the introductory skype meeting for the ELSA Delegations Team;
- Organising the timeline for ELSA Delegations Cycle for the ELSA Delegations Team;
- Created ELSA Delegations Selection Criteria with VP SC;
- Created ELSA Delegations Terms and Condition with the predecessor and VP SC;
- Created ELSA Delegations Policy Privacy with predecessor and VP SC;
- Prepared presentation for ICM Constanta;
- Attended ICM Constanta;
- Conducted the evaluation of first Call skype meeting for Coordinators and Assistants;
- Co-delivered the workshop about the ELSA Delegations during the ICM Constanta;
- Coordinating the works of the ELSA Delegation Team upon the examples of motivational letters and estimated prices;
- Launched September, November, January Call – 32 sessions;
- Researching the new opportunities for ELSA Delegations;
- Updated the Evaluation Form with VP SC;
- Updated the Application Form with VP SC;
- Preparing suggestions of the sessions;
- Reading Application Forms;
- Preparing final recommendations of the ELSA Delegates for International Board;
- Remaining in constant contact with the members of the ELSA Delegations Team;
- Answering emails concerning questions about the ELSA Delegations;
- Constant cooperation with and managing the works of the ELSA Delegations Team;
- Constant cooperation with the Vice President in charge of Seminars and Conferences ELSA International 2019/2020;
- Being available for the ELSA Delegations Team through every stage of our work;
- Working on updating the guidelines for the ELSA Delegations.

Maria Horavova, Hüsna Kübra Yeşildal, Philipp Preiss
| Assistants for ELSA Delegations of ELSA International 2019/2020

- Attended transition meeting with the predecessors;
- Working with the new Selection Criteria;
- Attended the meetings organised by the Director for ELSA Delegations;
- Going through the Application Forms (September, November, January Calls) – 32 sessions;
- Preparing the recommendations of the ELSA Delegates and sending them out to the Director for ELSA Delegations (September, November, January Calls);
- Updating the ELSA Delegations website with sessions for the new calls;
- Updating website with the list of selected ELSA Delegates;
- Informing the National Officers about the selection of the applicants from the respective NG for the ELSA Delegates;
- Updating the Applicants list;
- Worked on the examples of motivational letters;
- Staying in constant communication with the rest of the ELSA Delegations Team;
- Researching of the new opportunities for ELSA Delegations;
- Working on updating the guideline to OECD.

Maaïke Machiels
| Coordinator for Human Rights Bodies of ELSA International
2019/2020

- Attended the transition meeting with predecessor;
- Attended the meetings organised by the Director for ELSA Delegations;
- Researching Human Rights Sessions, coordinated by the OHCHR (Cycle of September, November and January);
- Informing successful and unsuccessful applicants;
- Coordinating delegations to Human Rights Bodies;
- Updating the DHRB guidelines' document from my predecessor. Elaborating on technical issues in order to clarify and distribute as much as information before the start of the delegation;
- Made a checklist of 'non-vital' information as to not forget to include this in the communication with the ELSA Delegates (e.g. the distribution of business cards);
- From the November call onwards: adding the provisional agenda of the session to the registration and creation of Indico emails as to clarify the provisional agenda and facilitate delegates with the several steps of the registration process;
- Prioritizing good contact with the HoD –usually by messenger or Whatsapp- and not the entire delegation as to improve communication, but not to be too much involved in the communication in between the delegates and for the sake of guarding an oversight on the communication and organisation;
- Working on the updating of the guidelines for HRB.

Florent Apelian**| Coordinator for UN ECOSOC and UNODC of ELSA International 2019/2020**

- Attended the transition meeting;
- Attended the meetings organised by the Director for ELSA Delegations;
- Informing successful and unsuccessful applicants;
- Coordinating delegations to UN ECOSOC and UNODC;
- Registering the ELSA Delegates through the diverse registration systems of the UNECOSC and the UNODC;
- Managing the communication with the delegations before, during and after the sessions;
- Worked on the estimated prices of the ELSA Delegations;
- Working on updating the database of the material for the ELSA Delegates as well as the guidelines on ELSA Delegations;
- Maintaining a constant communication with the Director for ELSA Delegations as well as with the rest of the team;
- Searching for new ELSA Delegations opportunities.

Tanya Gärtner

| Coordinator for UNCITRAL of ELSA International 2019/2020

- Attending the transition meeting;
- Attending the meetings organised by the Director for ELSA Delegations;
- Informing successful and unsuccessful applicants;
- Coordinated the ELSA Delegation to the ICC, Assembly of States Parties, 18th edition, The Hague, The Netherlands, 2nd - 7th December 2019;
- Coordinated the ELSA Delegation to UNCITRAL Working Group IV: Electronic Commerce, 59th Session, Vienna, Austria, 25th - 29th November 2019;
- Coordinated the ELSA Delegation to UNESCO - General Conference of UNESCO, 40th edition, Paris, France, 12th - 27th November 2019;
- Coordinated the ELSA Delegation to UNCITRAL - Working Group II: Arbitration and Conciliation / Dispute Settlement, 71st session, New York City, USA, 3rd - 7th February 2020;
- Coordinated the ELSA Delegation to UNCTAD - Illicit Trade Forum, Geneva, Switzerland, 3rd - 4th February;
- Registering the ELSA Delegates;
- Managing the communication with the delegations before, during and after the sessions;
- Worked on the estimated prices of the ELSA Delegations;
- Working on updating the database of the material for the ELSA Delegates as well as the guidelines on ELSA Delegations;
- Maintaining a constant communication with the Director for ELSA Delegations as well as with the rest of the team;
- Searching for new ELSA Delegations opportunities.

Alkistis Vallianatou
| Director for International Conferences of ELSA International
2019/2020

- Created a presentation summing up the new regulation for ICE;
- Participated in the International Team Weekend;
- Beginning of Coaching System;
- Coaching calls with ELSA Germany and ELSA Bologna for their ICE.

Michael Reichel
| Assistant for Seminars and Conferences of ELSA International
2019/2020

- Drafting a structure for an international speaker's database;
- Presenting the draft for the international speaker's database at the ICM Constanta during the Workshops;
- Rewriting, working over and updating examples for the Study and Institutional Visit Handbooks together with the Vice President for Seminars and Conferences;
- Compiling the discussions surrounding the renaming of S&C;
- Chairing and coordinating the Working Group on Renaming the Area of S&C;
- Supporting the Vice President for Seminars and Conferences with some smaller tasks.

Michaela Majorová

| Director for ELSA Law Schools of ELSA International 2019/2020

- Transition via Skype call with VP S&C followed by handing over the ELSA Law Schools email address;
- Communication with the new ELSA Law Schools Team and 1st Skype call with overview of the term, guidance on how to coach, as well as ELSA Law Schools regulations, expectations and materials;
- Creation of Slack workspace for conversation with the Team, HoOCs group creation and Google drive changes;
- Team preparation of evaluation of each Summer ELSA Law School happening in 2019 cycle, based on the participants' evaluations;
- Division and assigning of SELS to the Team members for coaching purposes;
- The Coaching Guideline update and distribution within the Team in regards to the communication and assistance provided to the HoOCs;
- Assistance with the WELS cycle, providing the requested information to the prospective participants, who reached us through email;
- Creation of the Monthly update sheet for the Team to keep track with the preparations of the SELS provided by HoOCs and control of the work of the Team;
- Constant email communication with prospective SELS applicants;
- Participation and delivery of the workshop during the ELSA Law Schools Training Weekend which took place from 17th to 19th January 2020;
- Update of the ELSA Law Schools Handbook;
- Reminders of deadlines in the HoOCs Facebook group;
- Constant contact with VP S&C, ELSA Law Schools Team and HoOCs;
- Planning to commence the monthly competition within the team introduced last year in order to improve the work of the team and keep the constant motivation.

Francisco Cordeiro de Araújo
| Assistant for Summer ELSA Law Schools of ELSA International
2019/2020

- 10 assigned SELS - concretely SELS Budapest, SELS Bratislava, SELS Bilbao, SELS Belgrade, SELS Rijeka 1st and 2nd Cycle, SELS Trento, SELS Brussels, SELS Istanbul and SELS Izmir;
- 1st contact with the HoOCs and creation of a Facebook group;
- Evaluation of participants evaluation forms of 9 SELS from the previous Cycle;
- Held the first round of Skype calls with most of my coaching groups, went through all relevant regulations according to the Coaching Manual, discussed their progress as well as provided advice how to improve different aspects of their respective SELS and shared my experience;
- Participation in the ELSA International team Weekend 2019 in Brussels;
- Preparation of ICM Malta with the S&C team, Workshops and Regulations;
- Collecting the data of WELS applications;
- Regular contact with my coaching groups and the Director for ELS;
- Filling in the monthly update;
- Constant communication, assistance, and supervision of the HoOCs via social media focused mainly on the ELS Portal, marketing strategy, deadlines, and general preparation process;
- Participation in the ELS Training Weekend 2020 in Brussels and helped with the participants coordination.

Ksenija Kulenovic
| Assistant for Summer ELSA Law Schools of ELSA International
2019/2020

- Arranged first Skype calls with the coaching groups;
- Made a coaching group with important deadlines, guidelines and important information from Decision Book regarding organisation of SELS;
- In December I had all Skype calls with my coaching groups;
- Every two weeks I ask them if they need my help, also at the end of month I remind them of their monthly reports, which they all sent so far;
- In February I received a new coaching group, so I will start the same procedure as I did with others;
- I try to remind them on time about important deadlines;
- I also try on time to fill the monthly reports in our SELS division document.

Çağla Şahin
| Assistant for Summer ELSA Law Schools of ELSA International
2019/2020

- I am the coach of SELS Dresden, SELS Antwerp, SELS Dublin, SELS Tbilisi, SELS Batumi, SELS Tirana, SELS Maastricht, SELS Copenhagen and SELS Coimbra;
- Have found a Facebook group in order to keep HoOCs updated with the activities/deadlines/necessary information regarding this SELS Cycle;
- Have conducted Skype meetings with all HoOCs and provided them with the necessary information regarding the upcoming application cycle;
- Have contacted HoOCs on a monthly basis and reported in the common excel;
- Have supported HoOCs and delivered their problems to the Director for Summer ELSA Law Schools and the VP S&C;
- Have contacted with the SELS Team regularly.

ilke Yilmaz**| Assistant for Summer ELSA Law Schools of ELSA International
2019/2020**

- Carrying out coaching within 11 different Summer ELSA Law Schools including ELSA Baku, ELSA Cluj-Napoca, ELSA Düsseldorf, ELSA Groningen, ELSA Kraków, ELSA Lviv, ELSA Malta, ELSA Modena, ELSA Odesa, ELSA Timișoara and ELSA Zadar;
- Created a Facebook Group for my coaching groups in order to make announcements, share important documents and to facilitate the communication;
- Participated in the 1st SELS Team Skype meeting;
- Evaluated and summarized the participant evaluation forms of 5 different SELS from the previous Cycle;
- Held the first round of Skype calls with my coaching groups, introduced the concept of the coaching system and my role on assisting them, went through the Quality Standards and Responsibilities of the Organising Committee according to the Decision Book and ELSA Law Schools Handbook, presented the SELS calendar, explained how the SELS Portal works and what is the role of the Head of OC in this regard and last but not least, discussed their progress so far as well as provided advice on how to improve different aspects of their respective SELS;
- Filled in the monthly update document regarding the process of my coaching groups;
- Regularly contacting with the SELS Team on improving the quality of the SELS and updating the Director about my activities;
- Constantly communicating with my coaching groups; reminding the deadlines, ensuring they are complying with the Quality Standards as well as the SELS Cycle and general preparation process;
- Helped the Heads of OCs of my coaching groups to fill in the SELS Portal and Additional Questions Form;
- Will conduct the second round of Skype calls at the end of March in order to prepare the OCs for the Selection Period and inform them about Additional Application Period as well. Thus, will offer an additional Skype call a month before the beginning of their SELS for ensuring they are completely ready;
- Currently, all of my coaching groups seem very motivated and prepared hence I'm looking forward to work with them even more closely in the following weeks!

Anja Karafatska
| Assistant for Winter ELSA Law Schools of ELSA International
2019/2020

- Managing and supervising the WELS Team;
- Making sure that Head of OC's are complying with deadlines throughout Winter ELSA Law School Cycle;
- Introducing the quality standards of Head of OC's, explaining why are they important and ensuring that organisers follow them all;
- Assisting VP S&C of ELSA International, when she needed something done regarding WELS (writing posts on FB, deadline reminders, other reminders, shearing important materials, sending invoices, sorting out any misunderstandings, etc.);
- Ensuring that activity reports were written every month.;
- Coaching and supporting groups that were organising WELS in 2019/2020. Helping whit organisation, in case somebody need something (for example: how to get an international speaker, problems within OC members, how to ensure some quality standards...), helping them log in to portfolios, helping them download Excel sheet whit applications– and explaining how to find data they are looking for in it;
- Attending ELSA Law School Training Weekend;
- Helping OC's during their WELS, if some inconvenience happened. Aiming to be as helpful as possible, to be able to answer any question and help them sort out any inconveniences.

Pinelopi Maria Brifa
| Director for STEP Coaching of ELSA International 2019/2020

- Constant cooperation inside ELSA International STEP Coaching Team:
 - a. Coordinate and train the STEP Coaches;
 - b. Take part in STEP Calls provided by ELSA International;
 - c. Create STEP Coaching Internal Database;
 - d. Create activity reports of coaching countries;
 - e. Update STEP Progress Book on our shared Google Drive;
- STEP Coaching Countries:
 - a. Constant contact with the Vice Presidents of my Coaching Countries, providing help and advice in current problems;
 - b. Provide trainings to Coaching Countries;
 - c. Monitor Student Hunting process;
 - d. Update upon reception process of the trainees.

Pavlos Salonikidis

| Assistant for STEP Coaching of ELSA International 2019/2020

- Sending introductory emails to my coaching countries;
- Holding individual skype meetings with national officers;
- Providing general knowledge and “transition” to newly elected officers;
- Participating in the IPM Thessaloniki in August;
- Participating in the KAM Istanbul in September and elected as the Chair of the STEP Committee;
- Providing general reminders;
- Informing national groups about the STEP Research Project;
- Participating in skype calls conducted by the VP STEP of ELSA International with the participation of officers of the national groups;
- Answering STEP procedure related questions throughout the cycle.

Natalia Pidhaina

| Assistant for STEP Coaching of ELSA International 2019/2020

- I contacted my Coaching Groups all the time when they need it: ELSA Estonia, ELSA Portugal, ELSA Armenia, ELSA Norway. ELSA Belarus and ELSA Bosnia and Herzegovina still have not answered me;
- I had an additional conversation with ELSA Armenia. It was like Transition;
- I checked all the information regarding deadlines. All my Coaching Groups did everything on time;
- I gave a consultation all my Coaching Groups when they asked for help.

Angela Garufi**| Assistant for STEP Coaching of ELSA International 2019/2020**

- Support VPs STEP during the Job Hunting Period (suggest new strategy);
- Support VPs STEP during the Student Hunting Period (STEP Day);
- Support VPs STEP in order to correct and approve SAFs;
- Answer questions about STEP Logo Competition;
- Invite all VPs STEP to enjoy STEP Research Group;
- Use WhatsApp and Messenger in order to keep in touch with VPs STEP;
- Try to promote the use of handbook (some NBs create some Handbook about Job Hunting, Student Hunting);
- I am personally committed to the promotion of STEP Programme
- Motivate all the Officers.

Damla Celen

| Assistant for STEP Trainees of ELSA International 2019/2020

- Have collected the Traineeship Evaluation Forms for both trainees and International Trainees;
- Have send the list of TEFs each month to the trainee;
- Have completed matching for the first cycle for the assigned countries;
- Have e-mailed and asked for EI trainees' testimonials.

Jakub Vavrik

| Assistant for STEP Trainees of ELSA International 2019/2020

- Participation at KAM Istanbul;
- Participation at the ICM Constantia;
- Input for upcoming STEP projects;
- Input in discussions within EIT;
- Support for STEP projects.

Francesco Bondi

| Assistant for STEP Trainees of ELSA International 2019/2020

- Oversaw and managed the STEP applications of the first external applicants;
- Aided the VP STEP of ELSA International in providing unsuccessful applicants with detailed feedback on their applications;
- Participated in the ELSA International Team Weekend for five days of in-depth training, team-bonding and discussions about the future of the area;
- Took part in the matching procedure of the first cycle, spending three days at the ELSA House;
- Carried out a test-run, together with the STEP Trainees Team, of the STEP Research Project;
- Celebrated the new year by attending the ELSA International Christmas Cocktails at the ELSA House in Brussels.

Maria Dalamitra

| Assistant for STEP Expansion of ELSA International 2019/2020

- Preparing the template emails for contacting potential traineeship providers along with the other members of the team and the VP STEP;
- Doing research upon international law firms and educational institutes that could constitute partners of ELSA in the future;
- Contacting the national VPs STEP of many countries of the network and propose them different law firms based in their country to approach them during Job Hunting Period;
- Creating a list of contacts including information about the traineeship providers and their specialisation field;
- Contacting some of them (after confirmation of the VP STEP) asking for cooperation;
- Upgrading former contacts' lists and verifying the information provided by the previous Job Hunting Directors;
- Contacting some of the previous potential traineeship providers that were not reluctant to cooperate with ELSA in the future;
- Sending follow-up emails reminding the Job Hunting deadlines to them.

Ezgi Cankurtaran**| Assistant for STEP Expansion of ELSA International 2019/2020**

- Conducted research about potential traineeship providers & possible cooperations for the promotion of STEP to external applicants. As a starting point, targeted academic institutions in English speaking countries, main focus being on the United States;
- Created a database to organize relevant information about the potential traineeship providers in my assigned region;
- With valuable help and feedback from Meeri and the rest of the STEP Expansion Team, drafted an e-mail template for academic institutions;
- Sent out the first batch of e-mails to US universities, inviting them to cooperate with us not only on Job Hunting but also with the External Student Hunting;
- Attended the ELSA International Team Weekend in the ELSA House.

Victor Hilbertz

| Assistant for STEP Expansion of ELSA International 2019/2020

- Conducted Research on potential new STEP Traineeship Providers;
- Updated the Job Hunting database of EI;
- Focused on expanding STEP into the MENA region;
- Worked on an internal input paper concerning the long-term strategy of the STEP Expansion Team;
- Participated in ICM Constanta & KAM Istanbul;
- Supported the Job Hunting WS at ICM Constanta.

INTERNATIONAL INTERNAL AREA MEETING REPORTS

International Presidents' Meeting – IPM Chair Report | Deni Peeva**Opening workshop:**

- Opening of the International Presidents' Meeting
- Approval of the agenda
- Election of the workshop officers (Chair, first secretary, Director of ELSA Spirit)
- Introduction of Workshop Rules (Finger Rules etc.)
- Introduction of Participants
- Presentation of expectations for the IPM

Update:

- Update on the activities of the International Board + Q&A Session

Experiences to share:

- Evaluation on the first half of the term

Story till today:

- Election of the second secretary
- Conduction of a Kahoot Game on Advocacy
- Presentation of the ELSA Advocacy Path

ELSA Advocacy Library:

- Presentation of the ELSA Advocacy Survey
- Discussion on the real meaning of advocacy
- Definition on what the place of advocacy is in the philosophy statement of ELSA

ELSA Advocacy Future:

- Discussion on the meaning of Human Rights in ELSA
- Working Groups on what is not advocacy
- Presentation of the Working Group on ELSA Advocacy of the future

ELSA Advocacy Tools:

- Presentation of the Working Group on Tools of the ELSA Advocacy
- Discussion on the steps of an advocacy campaign

ELSA Advocacy Guidelines:

- Presentation of the Working Group on ELSA Advocacy Guidelines
- Discussion on what guidelines do we need on advocacy and if they should be binding or not

ELSA Advocacy Risk Management:

- Presentation of the Working Group on ELSA Advocacy Risk Management
- Discussion on the boundaries between ELSA Advocacy and current affairs
- Discussion on if making statements on current affairs is part of the purposes of ELSA

Annual ELSA Cycle of Meetings:

- Conduction of a Kahoot Game

INTERNATIONAL INTERNAL AREA MEETING REPORTS

- Creation of the new cycle of International Internal Meetings of ELSA

ELSA Alumni:

- Update on the work done with ELSA Alumni

Advisory Board:

- Creation of the draft of the Advisory Body of ELSA International

Quality in Expansion:

- Introduction and Presentation of ELSA Iceland as an observer to become a member
- Conduction of a Kahoot Game
- Working groups on two case studies regarding non-active and indebted countries
- Presentation of the solutions on the above-mentioned cases

Cooperation with the European Institutions:

- Presentation of the collaboration of other student NGOs with the European Institutions
- Discussion on the potential of the collaboration of ELSA with such European Institutions
- Working Groups on a SWOT analysis about ELSA cooperating with the European Commission

PROPOSALS

THE INTERNATIONAL BOARD

No 1: Standing Orders amendment in the part “Scope of the Association”

The International Board is proposing the following to the Council:

Scope of the Association

Article 1 – ELSA as a faculty-based association

Local Groups of ELSA ~~may~~ ~~can~~ only be established in the presence of one or more law faculties. For the purposes of these Standing Orders, ~~the~~ term “law faculty” shall ~~be~~ ~~mean~~ ~~interpreted as~~ ~~meaning~~ an educational institution offering courses that enable the students enrolled thereto to enter a kind of legal profession. The education shall contain a substantial amount of law-related content thus enabling students to carry out the aims of ELSA.

Article 2 – Main Fields of Activity

ELSA’s main fields of activity shall be:

- a. Academic Activities (AA), involving the development of legal knowledge through guided practical activities;
- b. Seminars and Conferences (S&C), involving the acquisition of knowledge through exposure to professionals and foreign cultures;
- c. The Student Trainee Exchange Programme (STEP), providing opportunities for law students and young lawyers to gain work experience in a foreign legal system while learning about other cultures.

Comments:

The International Board of ELSA proposes grammatical corrections with the aim of clarifying the respective provisions.

No 2: Standing Orders amendment in the part “Members and Observers”

The International Board is proposing the following to the Council:

Members and Observers

Article 3 – Application

3.1 Submission

Any application for ~~O~~bservership status, ~~M~~embership or ~~D~~irect ~~M~~embership ~~must shall~~ be submitted to the International Board at least 35 days prior to the opening of the regular International Council Meeting where a decision on that application ~~is to will~~ be made.

3.2 Reminder

The International Board shall send a reminder to all Observers at least 50 days prior to the opening of the regular International Council Meeting where each Observer has the possibility to apply for ~~M~~embership.

3.3 State Eligibility

~~O~~bservership status, ~~M~~embership or ~~D~~irect ~~M~~embership is open to organisations established in a European State that is recognised as a member or observer of the United Nations and under the same name.

3.4 Application for ~~O~~bservership status

An application for ~~O~~bservership status ~~may can~~ be submitted ~~if, provided that~~ there is no existing Member or Observer in the state of the national organisation applying, and ~~it~~ shall include:

- ~~T~~he statutes and standing orders of the applicant which shall be compatible with those of ELSA;
- ~~A~~ declaration in which the applicant expresses its commitment to the aims and activities of ELSA and its will to become ~~an~~ Observer; ~~of ELSA and~~
- ~~A~~ report stating by whom the status of the applicant is recognised;
- ~~A~~ document containing an official confirmation or explanation that the applicant has attained legal personality within the state it operates.

3.5 Application for Membership

An application for ~~M~~embership ~~may can~~ be submitted by an Observer no earlier than at the second regular International Council Meeting immediately following the regular International Council Meeting where ~~the status of~~ ~~O~~bservership status was attained, and ~~it~~ shall include:

- ~~T~~he statutes and standing orders of the applicant which shall be compatible with those of ELSA;
- ~~A~~ declaration in which the applicant expresses its commitment to the aims and activities of ELSA and its will to become ~~a~~ Member; ~~of ELSA;~~
- ~~A~~ report stating by whom the status of the applicant is recognised;
- ~~A~~ document containing an official confirmation or explanation that the applicant has attained legal personality within the state it operates;

THE INTERNATIONAL BOARD

- e. ~~A~~ list of income and expenses related to its current financial year and a fundraising plan regarding fulfilment of future financial obligations towards ELSA;
- f. ~~A~~ report stating the organisational structure of the applicant, including guarantees for continuity; ~~and~~
- g. ~~A~~ report stating the applicant's activities during its period as ~~an~~ Observer.

3.6 Application for Direct Membership

An application for ~~D~~irect ~~M~~embership shall include:

- a. The statutes and standing orders of the applicant which shall be compatible with those of ELSA;
- b. A declaration in which the applicant expresses its commitment to the aims and activities of ELSA and its will to become ~~a~~ Member of ELSA;
- c. A report stating by whom the status of the applicant is recognised;
- d. A document containing an official confirmation or explanation that the applicant has attained legal personality within the State it operates;
- e. A list of income and expenses related to its current financial year and a fundraising plan regarding fulfilment of future financial obligations towards ELSA;
- f. A report stating the organisational structure of the applicant, including guarantees for continuity; ~~and~~
- g. A report stating the applicant's activities during its period as an active Local Group ~~of~~ ELSA or ~~as~~ a group of active Local Groups ~~of~~ ELSA.

3.7 Recommendation by the International Board

The International Board shall justifiably recommend to the International Council whether to accept or decline an application for ~~O~~bservership status, ~~M~~embership or ~~D~~irect ~~M~~embership. The International Board shall consider the compliance of the applicant's statutes and standing orders with the Statutes and Standing Orders of ELSA.

Comments:

The International Board of ELSA proposes grammatical corrections with the aim of clarifying the respective provisions.

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

The International Board is proposing the following to the Council:

The International Council

Article 4 – Organisation

4.1 Definition

The International Council Meeting is a biannual meeting of the International Council.

As part of the aforementioned proposal, the text is inserted before existing provision 4.1. As a consequence, the following numbering within the Article 4 - Organisation will be altered accordingly.

Comments:

The International Board of ELSA proposes to introduce a definition of the International Council Meeting in the Standing Orders of ELSA. The term “International Council Meeting” is repeatedly used as a defined term in different parts of the ELSA’s regulations without any definition for the term, however, existing anywhere.

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

The International Board is proposing the following to the Council:

The International Council

Article 4 – Organisation

4.1 Dates

The autumn International Council Meeting shall begin on a Wednesday and end on the following Sunday. The spring International Council Meeting shall begin on a Sunday and end on the following Sunday. The spring International Council Meeting shall start no earlier than the third Sunday of March and shall finish no later than the last Sunday of April. The autumn International Council Meeting shall start no earlier than the second Wednesday of October and shall finish no later than the third Sunday of November. The spring International Council Meeting shall start no earlier than the third Sunday of March and shall finish no later than the last Sunday of April. The spring ICM shall start no earlier than 150 days from the last official day of the autumn International Council Meeting. The International Board, in cooperation with the elected host of the International Council Meeting, is responsible for choosing the specific dates and for organising the International Council Meeting.

Comments:

Following the positive workshop recommendation at the 76th International Council Meeting and the 60th International Presidents’ Meeting, also taking into consideration Working Group conclusions, the International Board of ELSA proposes to amend the definitions of the autumn and spring International Council Meetings. With this proposal, the duration of the autumn International Council Meeting is shortened by three days lasting from Sunday-Sunday to Wednesday-Sunday. The duration of the spring International Council Meeting remains unaltered. The reason behind the shortening of the autumn International Council Meeting is reading the context of necessity and proportionality of such meetings and making them more efficient and result oriented. The main goal for this meeting will be the decision making for the future of the association.

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

The International Board is proposing the following to the 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 International Board shall justifiably recommend to the International Council whether to accept or decline an application for the International Council Meeting Host. 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. If no host is elected six months prior to the International Council Meeting, the International Board is responsible for organising the meeting. At such a meeting, the respective International Council Meeting Decision Book regulations do not apply.

Comments:

The International Board of ELSA proposes to include this provision to govern situations in which no host for an International Council Meeting has been elected six months prior to the date when such an International Council Meeting is to take place. Consequently, this proposal clarifies what is to be expected in such a situation by shifting the organisational responsibility of the International Board of ELSA. The regulations governing participation, such as participation fees, which would normally apply to an International Council Meeting are in this kind of a situation waived due to the extraordinary nature of the situation and the relatively short time-line to organise the event.

No 6: Standing Orders amendment in the part “International Council”

The International Board is proposing the following to the Council:

The International Council

Article 4 – Organisation

...

4.5 Hosting Agreement

This hosting agreement shall include the terms to be agreed upon and ask for information to be filled in by the applicant regarding, but not limited to:

- a. The dates of the International Council Meeting to be hosted,
- b. The venue and logistics,
- c. The financial implications,
- d. The responsibilities of both parties, namely of the International Board and the host,
- e. Quality standards for the event,
- f. The discharge of the host.

Comments:

Following the discussion at the 75th International Council Meeting held in Baku and the outcome of the Working Group on International Internal Meetings, the International Board of ELSA proposes the inclusion of the quality standards for the International Council Meeting in the hosting agreement concluded with the host of the International Council Meeting. The aim of including the quality standards in the hosting agreement is to make them enforceable with respect to each event.

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

The International Board is proposing the following to the Council:

The International Council

Article 4 – Organisation

...

4.8 Financial Control

The International Council Meeting Host shall have two meetings, physically or electronically, with the Treasurer of the International Board eight months and three months before the start of the event to help the Organising Committee with the event’s budget and provide advice on the creation of the financial report. Every International Council Meeting host shall submit a financial report to the International Board within six weeks after the last official day of the International Council Meeting. The respective host shall present a report listing all the income and expenses of the meeting to the International Board who shall then transmit it to the Members and Observers of ELSA.

~~The Financial Report shall also be posted on the Officer’s Portal.~~

Comments:

The International Board of ELSA proposes to strike out the obligation to publish the financial report on the ELSA Officers Portal, since it is deemed unnecessary given that access to the financial report shall anyways be shared with National Groups by the International Board of ELSA.

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

The International Board is proposing the following to the Council:

The International Council

Article 5 – Preparations

5.1 Invitations

The invitations to an International Council Meeting shall specify the date, venue, ~~participation fee~~ and any other relevant information concerning the meeting.

Comments:

The International Board of ELSA proposes to strike out the obligation to include the participation fee in the invitations to International Council Meetings, since the necessary information relating to the fee can already be found as regulated in the International Council Meeting Decision Book of ELSA.

No 9: Standing Orders amendment in the part “International Council”

The International Board is proposing the following to the 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~~ may send ~~eight~~ 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~~ The International Board ~~may~~ 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.

Comments:

Following the positive workshop recommendation at the 60th International Presidents’ Meeting and the outcome of the Working Group on the International Internal Meetings, the International Board of ELSA proposes to change the number of delegates each National Group is entitled to send to International Council Meetings from nine to eight. This proposal reflects the fact that the majority of National Groups have at most eight positions in their National Boards. Therefore, the proposal enables the National Board members to attend the International Council Meetings as the executive representatives of their respective National Groups.

No 10: Standing Orders amendment in the part “International Council”

The International Board is proposing the following to the Council:

The International Council

Article 5 – Preparations

5.4 Number of Delegates

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

...

d. The ~~host Organising Committee shall~~ may distribute ~~all~~ the remaining spots in equally proportion between ~~to~~ the National Groups applying applications for extra spots.

Comments:

The International Board of ELSA proposes grammatical corrections with the aim of clarifying the respective provisions. First, ‘shall’ is replaced by ‘may’ since each National Group has the right to send a certain number delegates to an International Council Meeting without, however, creating an additional obligation on a host of the International Council Meeting to grant any additional spots to National Groups. In case a host wishes to grant additional spots to National Groups, the host has the right to do so, and the proposal clarifies the way such additional spots ought to be distributed between the National Groups applying for additional delegate spots to ensure fairness in the procedure.

No 11: Standing Orders amendment in the part “International Council”

The International Board is proposing the following to the Council:

The International Council

Article 5 – Preparations

5.6 Proxies

The following rules shall apply in regards to proxies:

- e. In order for a Member to be able to authorise another Member to represent it by proxy and vote on behalf of it, it ~~shall~~ ~~has to~~ have first fulfilled its financial obligations towards ELSA, either through an agreement or by settling its debts, ~~and~~ to have filled in the State of the Network Inquiry and submitted Local Group Report ~~sent~~ prior to the respective International Council Meeting.

Comments:

The International Board of ELSA proposes grammatical corrections with the aim of clarifying the respective provisions and to include the obligation of submitting the Local Group Report as it is connected to a Member’s right to vote at an International Council Meeting.

No 12: Standing Orders amendment in the part “International Council”

The International Board is proposing the following to the Council:

The International Council

Article 6 – General Procedure

6.2 List of Votes

At the opening plenary session, the Secretary General of the International Board shall announce those Members duly authorised and, therefore, entitled to vote. At the beginning of every plenary session the Secretary General of ELSA International shall announce Members and Observers present or represented by proxy and any changes to the list of votes. After the opening of the International Council Meeting and at the beginning of every plenary session, the Secretary General of the International Board shall announce the Members and Observers present or represented by proxy, and shall announce those Members duly authorised and, therefore, entitled to vote. Should any National Group subsequently join or leave the session, it shall inform the Chair of its presence or absence respectively and this shall be recorded in the minutes.

Comments:

The International Board of ELSA proposes grammatical corrections with the aim of clarifying the respective provisions.

No 13: Standing Orders amendment in the part “International Council”

The International Board is proposing the following to the Council:

The International Council

Article 6 – General Procedure

6.3 Right to Appeal

The following rules shall apply in regards to the right to appeal of a Member:

- a. In case of any disagreement on the fulfilments of the obligations regarding the voting rights between a Member and the International Board, the Member has the right to address the Chair of the International Council Meeting. ~~If the Chair has not yet been elected, the Member has instead the right to address the President of the International Board.~~
- b. ...
- c. The statements by the International Board or the Member shall be followed by a call for votes cast by the International Council. The call for votes is made by the Chair of the International Council Meeting ~~or the President of the International Board if the Chair has not yet been elected.~~ The call for votes is to determine whether the obligations of the Member are to be considered fulfilled or not. All Members having undoubtedly fulfilled the requirements shall have the right to vote upon this matter.

Comments:

The International Board of ELSA proposes to strike out provisions relating to the person to be addressed in a case where no Chair of the International Council Meeting has been elected since following a new regulation voted upon at the 75th International Council Meeting held in Baku, Chair and Vice Chair are appointed by the International Board before the International Council Meeting.

No 14: Standing Orders amendment in the part “International Council”

The International Board is proposing the following to the Council:

The International Council

Article 6 – General Procedure

6.5 Election and Role of other International Council Meeting Officers

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

- ~~i. a.~~ i. a. Two to four Secretaries, who shall keep the minutes of the meeting and shall be responsible to the Secretary General of the International Board;
- ~~ii. b.~~ ii. b. Two to six Tellers, who shall count the votes, compare the results of the counting process and inform the Chair about the result; the Tellers may not be voting delegates;
- ~~iii. c.~~ iii. c. A Nominations Committee, consisted of three members who shall receive nominations for the elections and announce them to the International Council.

Comments:

The International Board of ELSA proposes grammatical corrections with the aim of clarifying the respective provisions.

No 15: Standing Orders amendment in the part “International Council”

The International Board is proposing the following to the Council:

The International Council

Article 7 – Voting Procedure

7.1 General Voting Rules

The voting procedure shall be held as follows:

...

- f. All votings shall be carried out by a show of hands or means of electronic voting, apart from the ones for which a secret voting takes place.

Comments:

The International Board of ELSA proposes to clarify the general voting procedure by an explicit inclusion of electronic voting as an available option in addition to the “traditional” modes of voting.

No 16: Standing Orders amendment in the part “International Council”

The International Board is proposing the following to the Council:

The International Council

Article 7 – Voting Procedure

7.2 Secret Voting Rules

The votings shall be carried out by a written and secret vote with ballot sheets or means of electronic voting, when they are related to:

Comments:

The International Board of ELSA proposes to clarify the secret voting procedure by an explicit inclusion of electronic voting as an available option in addition to the “traditional” modes of voting.

No 17: Standing Orders amendment in the part “International Council”

The International Board is proposing the following to the Council:

The International Council

Article 7 – Voting Procedure

7.3 Ballot Sheets

Any secret voting shall be ~~done~~ conducted using official ballot sheets signed and handed out ~~only~~ by the International Board only unless it is an electronic voting.

Comments:

The International Board of ELSA proposes to clarify the voting procedure by an explicit inclusion of electronic voting and its implications to the procedure since electronic voting does not require the “traditional” ballot sheets signed and issued by the International Board.

No 18: Standing Orders amendment in the part “International Council”

The International Board is proposing the following to the Council:

The International Council

Article 7 – Voting Procedure

7.4 Procedure for Excessive Number of the Nominated International Council Meeting Officers Candidates

In case the number of several International Council Meeting Officers nominated spots of equal for the same position, exceeds the number of available spots ~~are contested and the number of candidates exceeds the number of available spots~~, the following elections procedure shall apply ~~for the elections~~:

- a. Each Member ~~can~~ may cast votes in favour of ~~up to such a~~ the number of candidates equal to the number of available spots.
- ~~b. In order to make sure that the rule of the previous clause is correctly followed, the Chair, along with the Vice Chair and the International Board for votings carried out by a show of hands, or, along with the Tellers for votings carried out secretly with ballot sheets, shall check how many votes are cast in favour per Member per position; the sum of the votes in favour shall not surpass the number of available spots.~~
- ~~c. The voting procedure shall be repeated in case the rule of clause 7.4.a is not correctly followed. In case If the voting is carried out secretly with ballot sheets and the rule of the previous clause the procedure is not correctly followed, then the ballot sheet shall be is considered invalid and there shall be no repetition of the voting procedure shall not be repeated.~~
- d. If, after ~~this~~ the first ~~correct round of voting, the International Council Meeting Officers elected do not meet the minimum number required, no available spot is covered or if only some of the available spots are covered, the candidates qualifying to a second voting shall be the held for the ones~~ Nominated International Council Meeting Officers that have received the highest number of votes in favour, and Their number of Nominated International Council Meeting Officers for election shall be equal to the one number of remaining available spots.
- ~~e. The voting second round of voting shall take place according to the same follow the procedure set under Article 7.4.a as the first one.~~
- f. If, after ~~this~~ the second ~~correct round of voting, International Council Meeting Officers corresponding to at least the required minimum number of such Officers available spots is covered are elected,~~ the Chair shall either:
 - ~~i. a Ask for the new nominations of new candidates and proceed to the voting on only the new Nominated International Council Meeting Officers ones, or~~
 - ii. ~~Postpone the election of the rest of the spots for to the next plenary session, if any.~~
- g. If, after ~~this~~ the second ~~correct round of voting, the International Council Meeting Officers corresponding to the required minimum number of such Officers required minimum number of available spots are is not elected covered,~~ the Chair shall ask for ~~the new nominations of new candidates and proceed to the voting on only the new~~

 THE INTERNATIONAL BOARD

- ~~Nominated International Council Meeting Officers~~ones. ~~The voting shall follow the procedure set under Article 7.4.a., following the aforementioned procedure of this article.~~
- h. ~~The procedure set under this of this Article shall continue be followed to take place until the required minimum number of the International Council Meeting Officers are elected. at least the required minimum number of available spots is covered after a second correct voting and. I the Chair may postpones the election of the International Council Meeting Officers for the remaining available spots for to the next plenary session, if any.~~

Comments:

The International Board of ELSA proposes to clarify this provision making the procedure easier to understand.

Moreover, the term ‘candidates’ is replaced by ‘Nominated International Council Meeting Officers’, since the former term is used elsewhere to describe the candidates running for the International Board of ELSA during an International Council Meeting. Additionally, 7.4.b is removed since including regulation on how to count votes is self-explanatory and thus unnecessary.

No 19: Standing Orders amendment in the part “International Council”

The International Board is proposing the following to the Council:

The International Council

Article 8 – Guests

8.1 International Council Guests

At each International Council Meeting, the International Council ~~can~~ may elect a maximum of three individuals as International Council Guests for the next International Council Meeting according to the electoral procedure of the International Board, however without the need to provide an action plan, a presentation and answers to any questions of the International Council.

Comments:

The International Board of ELSA proposes to clarify the electoral procedure for International Council Guests by including a reference to the respective procedure of the International Board of ELSA.

No 20: Standing Orders amendment in the part “International Council”

The International Board is proposing the following to the Council:

The International Board

Article 9 – Composition

9.1 General Rules

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

- a. The International Board consists of eight positions, namely:
 - ~~i. The~~ i. The President,
 - ~~ii. The~~ ii. The Secretary General,
 - ~~iii. The~~ iii. The Treasurer,
 - ~~iv. The~~ iv. The Vice President in charge of Marketing,
 - ~~v. The~~ v. The Vice President in charge of Academic Activities,
 - ~~vi. The~~ vi. The Vice President in charge of ~~ELSA~~ Moot Court Competitions,
 - ~~vii. The~~ vii. The Vice President in charge of Seminars and Conferences, and
 - ~~viii. The~~ viii. The Vice President in charge of the Student Trainee Exchange Programme.
- b. The members of the International Board and their deputy officers shall not hold any other elected or appointed position in ~~the National or Local Groups ELSA Network~~ while in office, unless holding such a position is explicitly required by the Statutes, these Standing Orders or the Decision Book.

Comments:

The International Board of ELSA proposes to remove ‘ELSA’ from ELSA Moot Court Competitions since it is unnecessary given that the position of the respective Vice President does not cover responsibility over a moot court competition with such a name. Additionally, ‘ELSA Network’ is replaced by ‘National and Local Groups’ to more accurately reflect the meaning of the provision.

No 21: Standing Orders amendment in the part “International Council”

The International Board is proposing the following to the Council:

The International Board

Article 11 – Nominations and Elections

11.3 Election Procedure

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

- a. The elections start with the reading out by the Nominations Committee of all nominations duly received.
- b. Each nominee shall be granted five minutes for a short presentation before the International Council.
- c. After each presentation, the International Council shall be granted 10 minutes to ask questions ~~from~~ to the nominee. During the presentation and hearing, no person shall leave the meeting room.
- d. The nominees standing for the same position must leave the meeting room during the presentation and hearing of their fellow nominees.
- e. After the presentation and hearing of all nominees, the delegates of the National Groups shall be given considerable time to discuss how to vote.
- f. A ~~person-nominee~~ shall be elected to the International Board if ~~they~~ he or she obtains an absolute majority of the votes cast.
- g. If, after the first election for a position in the International Board, no ~~nominee person~~ obtains an absolute majority of the votes cast and there is more than one ~~candidate-nominee~~, another election shall be held for which only the two ~~candidates-nominees~~ who obtained the most votes in the first election shall be eligible.
- h. If, in the second election, no ~~nominee person~~ obtains an absolute majority of the votes cast, a third election shall be held for which only the ~~candidate-nominee~~ who obtained the most votes in the second election shall be eligible.
- i. If, after the election for a position in the International Board, no nominee obtains an absolute majority of the votes cast because the nominees received an equal amount of votes, another voting shall be held. Before the voting, the International Council shall be granted 10 minutes to ask questions to the nominees following which the delegates of the National Groups shall be given considerable time to discuss how to vote.
- j. ~~If, at the first election there was only one candidate for the position, new candidates can be nominated for election. In case there are new candidates nominated, new elections for the position shall be held. The original sole candidate shall not be eligible for nomination in the new elections.~~

Comments:

The International Board of ELSA proposes, first, grammatical corrections with the aim of clarifying the respective provisions and the consistent use of the term ‘nominee’ to describe the people running for the International Board during an International Council Meeting.

Second, a provision governing situations in which nominees receive an equal amount of votes is included. In such a situation, the nominees are not required to address the International Council again with a speech because a simple Q&A session suffices given the fact that the International Council is already familiar with the nominees and no elimination of nominees is involved in the procedure.

Third, the provision enabling the nomination of new nominees at an International Council Meeting and new elections is removed, since it is both unnecessary and practically too complex.

No 22: Standing Orders amendment in the part “Finances”

The International Board is proposing the following to the Council:

Finances

Article 12 – Main Provisions

12. Financial Independence

The Members and Observers organise their finance independently and are not in any respect responsible to, or under the supervision of the Treasurer of the International Board ~~ELSA~~, other than as provided for in the Statutes, Standing Orders and the Decision Book.

Comments:

The International Board of ELSA proposes a simple grammatical correction with the aim of clarifying the respective provision.

No 23: Standing Orders amendment in the part “Amendments”

The International Board is proposing the following to the Council:

Amendments

Article 16 – Validity and Effect

Any amendment to these Standing Orders 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 6.87b. 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.

Comments:

The International Board of ELSA proposes a correct reference to the correct provision of the Standing Orders.

No 24: International Council Meeting Decision Book amendment concerning the structure

The International Board is proposing the following to the Council:

~~DECISIONS RELATING TO ELSA IN GENERAL~~**~~Strategic Planning~~****Part 1. General****Chapter 1. Strategic Planning****Article 1. General**

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

Article 2. Monitoring

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

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

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

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

Article 3. Implementation

3.1 ELSA International and the National Groups shall draft their One Year Operational Plan in compliance with the Strategic Plan of ELSA.

3.2 ELSA International shall create a Strategic Goals Implementation Handbook and send it to the Network 14 days before the opening of the first ICM, following the voting on the Strategic Goals. The Handbook

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shall include operational goals of the Strategic Goals, best practices, and useful tips for their implementation.

Part I: Strategic Goals 2019-2023

Chapter 2. Strategic Plan 2019-2023

Strategic Goal 1: Good Governance

Article 1. Strategic Goal 1: Good Governance

1.1 Focus 1.1 Advisory Board

a. Aim: Create an ELSA Advisory Body that consults the Council and ELSA on long-term projects and planning, by giving advice, improving knowledge management, and transition.

b. Operational Goals:

- i. ELSA shall make the required statutory changes to implement an Advisory Body;
- ii. ELSA shall create a clear protocol by specifying the duties, responsibilities, activities, conduct, and limits of the Advisory Body;
- iii. ELSA shall define clearly the boundaries between the role of the International Board and the role of the Advisory Body;
- iv. ELSA shall involve one board member of the alumni association of ELSA in the Advisory Body;
- v. ELSA shall involve at least one of the immediate past International Board members of ELSA in the Advisory Body;
- vi. The International Board shall investigate the possibility of recruiting external consultants to join the Advisory Body;
- vii. The International Board shall explain in each International Council Meeting the steps taken to fulfil this aim.

1.2 Focus 1.2 Board Reform

a. Aim: Ensure the sustainability of the Association by allowing the International Board to effectively fulfil its mandate.

b. Operational Goals:

- i. ELSA shall restructure the International Board to fulfil the needs of its members with a special focus on External Relations, Human Resources, Information Technology, and Marketing Strategy;
- ii. ELSA shall revise the current tasks division and workload of each International Board member;
- iii. ELSA shall reconsider the number of International Board members;
- iv. ELSA shall outsource some tasks performed by International Board members to professionals;
- v. ELSA shall invest in the professional training of its Board members with respect to their roles;
- vi. ELSA shall create a clear protocol by specifying the duties, roles, responsibilities, activities, expectations, conduct, and limits of the International Board and the ELSA International Team;
- vii. ELSA shall reduce time on implementation and administration by handing these tasks over to an ELSA Secretariat;
- viii. The International Board shall explain in each International Council Meeting the steps taken to fulfil this aim.

1.3 Focus 1.3 Secretariat Reform

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a. **Aim:** Ensure the sustainability of the Association by establishing a professional Secretariat, responsible for the day-to-day management, and administration of ELSA.

b. **Operational Goals:**

- i. The International Board shall research the exact legal and financial implication of having a Secretariat;
- ii. ELSA shall create clear protocol by specifying the duties, responsibilities, and activities of the ELSA Secretariat;
- iii. The International Board shall launch a request for an offer to association management companies (AMC);
- iv. ELSA shall investigate the possibility of applying for grants in order to cover this expense;
- v. The International Board shall explain in each International Council Meeting the steps taken to fulfil this aim.

1.4 Focus 1.4 Annual ELSA Cycle meeting

a. **Aim:** Developing a performant annual cycle meeting allowing ELSA to plan, review and evaluate the goals to be accomplished during the calendar year.

b. **Operational Goals:**

- i. ELSA shall revise the current time frame of international events to ensure enough time for the preparation of such;
- ii. ELSA shall revise and clarify the Board Management, External Relations, and Expansion area under the current division between Key and Supporting Area Officers;
- iii. ELSA shall adopt quality standards for every international event by taking into consideration all variables *inter alia* duration of such events;
- iv. ELSA shall reduce the number of internal or external events during international meetings *inter alia* conference, training;
- v. ELSA shall revise and clarify the status quo of the second International Presidents' Meeting to ensure the purpose of creating an International Governance/Strategic Meeting to review the overall state of the network, open to all members and not only limited to Board Management, External Relations, and Expansion officers;
- vi. The International Board shall investigate on the implementation of an e-voting system;
- vii. ELSA shall establish a tool to review and keep checks and balances between the International Board and the Council after the spring International Council Meeting;
- viii. The International Board shall explain in each International Council Meeting the steps taken to fulfil this aim.

~~Strategic Goal 2: A Living Vision~~

Article 2. Strategic Goal 2: A Living Vision

2.1 Focus 2.1 Refocus

a. **Aim:** Strengthen the ELSA identity by creating a clear understanding of what the purpose statement means for today's members, in different countries and settings and how it defines and determines our actions.

b. **Operational Goals:**

- i. ELSA shall define what 'non-political' means within international association law and practice;
- ii. ELSA shall develop a clear understanding of what the Philosophy Statement of the Association means within association law and practice and for its members;

THE INTERNATIONAL BOARD

- iii. ELSA shall constantly develop awareness and knowledge of Human Rights by aligning certain activities with these goals;
- iv. ELSA shall establish Human Rights partnerships at least on International and National level;
- v. ELSA shall create a strategic plan to increase the awareness and knowledge of the International Focus Programme;
- vi. ELSA shall research the exact legal and, reputational implication of actions such as advocacy (including statements) or any other actions it makes or takes in the pursuit of being the voice of law students;
- vii. ELSA shall aim to foster mutual understanding between legal professionals and law students by redefining and understanding what each of these terms implies;
- viii. ELSA shall acknowledge legal matters, as well as engage in activities which encourage social responsibility through a holistic approach;
- ix. The International Board shall explain in each International Council Meeting the steps taken to fulfil this aim.

2.2 Focus 2.2 Speak out

a. Aim: Be ‘the voice’ of European Law Students

b. Operational Goals:

- i. ELSA shall actively find and use strategic and relevant partnerships for effective impact in order to increase the awareness, knowledge and reputability of its events across the network;
- ii. ELSA shall create an ELSA Advocacy Programme and develop a clear understanding of what ELSA Advocacy means within its members;
- iii. ELSA shall define and advocate the matters that concern law students;
- iv. ELSA shall research the exact legal, financial, reputational implication of having an ELSA Advocacy Programme;
- v. ELSA shall constantly develop awareness and knowledge of Rule of Law;
- vi. ELSA shall constantly develop awareness and knowledge of the United Nations Sustainable Development Goals by aligning certain activities with these goals;
- vii. ELSA shall apply for Sustainable Development grants;
- viii. ELSA shall explain in each International Council Meeting the steps taken to fulfil this aim.

2.3 Focus 2.3 Continuity

a. Aim: Ensure a more cohesive, mutually beneficial and long-term relationships with the partners of ELSA, as well as its Officers and Members.

b. Operational Goals:

- i. ELSA shall aim to obtain and secure support from renowned partners, institutions and persons on a long-standing basis;
- ii. ELSA shall look into new ways of involving its partners and its trainers with the work of the Association in order to ensure a more cohesive and mutually beneficial relationship;
- iii. ELSA shall obtain and reproduce testimonials from its past members, in order to engage and encourage its present members and officers to maintain involvement after their active years;
- iv. ELSA shall highlight the success of its past members through a variety of means in order to showcase the potential benefits of being active in the Association;
- v. ELSA shall aim to provide training related to soft skills for its members through creating a training strategy in collaboration with the International Trainers’ Pool, as well as through encouraging and aiding the formation of a National Trainers Pool;
- vi. ELSA shall establish formal cooperation with its alumni association, which clarifies the expectations, duties, benefits, and obligations of each party in order to ensure a mutually beneficial relationship;

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- vii. ELSA shall explain in each International Council Meeting the steps taken to fulfil this aim.

Strategic Goal 3: An Engaging Association**Article 3. Strategic Goal 3: An Engaging Association****3.1 Focus 3.1 Member value**

a. Aim: Identify and focus on those activities that offer the most value to ELSA members.

b. Operational Goals:

- i. ELSA shall ensure that it provides the opportunity to its active members to acquire skills for life;
- ii. ELSA shall ensure that all its Officers are recognised internally and externally for their position or skills through cooperation with certified trainers or firms;
- iii. ELSA shall conduct a member satisfaction survey in order to ascertain the areas which need improvement, which shall be conducted annually;
- iv. ELSA shall improve the quality of the reporting in order to most closely meet the needs of its members; *inter alia* reconsidering the form and the purpose of the State of the Network Inquiry;
- v. ELSA shall ensure that participation in all its projects yields recognisable and official participation certificates to the members;
- vi. ELSA shall create benefit schemes for its members through programmes which may include but are not limited to an ELSA membership card or an official ELSA membership application;
- vii. ELSA shall create an application which displays the credentials of the member using it, as well as any participation certificates;
- viii. The International Board shall explain in each International Council Meeting the steps taken to fulfil this aim.

3.2 Focus 3.2 Community

a. Aim: Create a strong ELSA social brand, by uniting members and officers under one brand and one vision.

b. Operational Goals:

- i. Promote a consistent identity towards international legal partners; by creating suitable and consistent marketing materials;
- ii. ELSA shall focus on increasing the understanding of ELSA and ELSA related activities for all its members and in particular externals through informative consultation sessions;
- iii. ELSA shall focus on regional events as a means of making internationality accessible to more ELSA members;
- iv. The websites of ELSA must give a clear and easy to understand overview of ELSA's activities which shall be achieved by conducting an annual review of the website structure and content;
- v. ELSA shall develop its brand and establish a unified image as an international and professional association while ensuring the sustainability and consistency of such brand by regulating ELSA brands as well as the brand of its projects more rigidly;
- vi. The corporate identity of ELSA must give a clear and easy to understand the image of ELSA's activities and vision which shall be achieved by conducting an annual review of the corporate identity;
- vii. ELSA shall strive to adhere to the templates and materials provided in the marketing materials database in order to ensure the unified image of ELSA;
- viii. ELSA shall create and carry out a public relations strategy;
- ix. The International Board shall explain in each International Council Meeting the steps taken to fulfil this aim.

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3.3 Focus 3.3 Retain Talent

a. Aim: To retain the voluntary involvement and skills of Officers after their active years, through collaboration with the alumni associations of ELSA

b. Operational Goals:

- i. ELSA shall create an ELSA Mentorship Programme in which alumni offer help, advice, and mentorship to the present-day Officers of the Association;
- ii. ELSA shall actively encourage and aid Officers to partake in the alumni associations after their active years, in accordance with the Human Resources Strategy;
- iii. ELSA shall create an alumni database in collaboration with the alumni associations of ELSA;
- iv. ELSA shall create a donation system in collaboration with the alumni associations of ELSA;
- v. The International Board shall explain in each International Council Meeting the steps taken to fulfil this aim.

Human Rights

Chapter 3. Human Rights

Article 1. Commitment

1.1 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.

Article 2. Implementation of Human Rights

2.1 Human Rights shall be implemented in all key area activities.

Article 3. Responsibilities for Human Rights

3.1 Responsibilities of ELSA International:

- a. To publish at least one article on Human Rights in every issue of Synergy;
- b. To provide necessary information and other assistance to National and Local Groups in the form of a handbook and personal assistance of someone of ELSA International in charge of human rights;
- c. To ensure that all groups submit relevant information at the end of each event organised.

3.2 Responsibilities of National Groups:

- a. To promote Human Rights Events organised throughout the Network;
- b. To submit relevant information to the International Board concerning the implementation of Human Rights.

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Article 4. ELSA Day

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

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

4.3 Responsibilities of ELSA International:

- a. Overall coordination of ELSA Day;
- b. Create an ELSA Day Outline for the respective edition;
- c. Conduct the annual ELSA Day Competition.

4.4 Responsibilities of the National Groups:

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

4.5 Responsibilities of the Local Groups:

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

~~International Focus Programme~~

Chapter 4. International Focus Programme

Article 1. General

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

Article 2. Implementation of the IFP

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

2.2 The duration shall not be less than one year.

2.3 The Final IFP Result is decided by the International 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.

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2.4 The IFP shall be implemented in all Key Areas.

Article 3. Responsibilities

3.1 Responsibilities of ELSA International:

- a. Overall coordination of the implementation of the IFP;
- b. Coordinate the research for finding the best “hot legal topic” and subtopics for the IFP;
- c. 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;
- d. Create an IFP Manual;
- e. Publish at least one article on the IFP in every issue of Synergy;
- f. Provide necessary training, information and other assistance to National and Local Groups;
- g. Ensure that all groups submit IFP Project Reports at the end of each event organised;
- h. Coordinate the realisation of the final IFP results.

3.2 Responsibilities of the National Groups:

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

3.3 Responsibilities of the Local Groups:

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

Article 4. IFP Topic

4.1 The topic of the International Focus Programme (IFP), with duration from the 1st of August 2016 until the 31st of December 2019, shall be the following:

a. “Environmental Law”.

4.2 During the implementation of the IFP, the Network shall focus on:

- a. Raising interest and academic knowledge in the field of Environmental Law;
- b. Raising awareness of the issues which pose problems in the development and application of Environmental Law;
- c. Creating long-term partnerships through events on Environmental Law, to help their own growth and credibility;
- d. Increasing the number of major events on Environmental Law, particularly those who are repeated (Law Schools, Moot Courts etc.).

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4.3 The final outcome of the implementation of the International Focus Programme on Environmental Law shall be a Final IFP Conference and an IFP Almanac. These projects shall reflect the work done by the Network during the 3.5 years of implementation and will include at least the most discussed topics.

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

a. August 2016 – February 2017

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

b. March 2017 – August 2017

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

c. September 2017 – February 2018

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

d. March 2018 – August 2018

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

e. September 2018 – February 2019

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

f. March 2019 – December 2019

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

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4.5 The topic of the IFP, with duration from the 1st of January 2020 until the 31st of July 2022, shall be the following:

a. “Law and Technology”

~~Data Protection~~

Chapter 5. Data Protection

Article 1. Privacy Policy

1.1 ELSA International shall have a Privacy Policy.

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

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

1.4 The Privacy Policy will contain the minimum requirements for processing personal data in accordance with the applicable data protection laws.

1.5 In accordance with the applicable data protection laws, ELSA National Groups:

- a. ~~e~~Can process the personal data disclosed by ELSA International only in accordance with the instructions from ELSA International as set in ELSA International’s Privacy Policy;
- b. ~~e~~Cannot otherwise modify the content of the personal data or disclose or permit the disclosure of any of the personal data to any third party unless specifically authorised to do so by ELSA International or the data subject;
- c. ~~s~~Shall ensure that its members and responsible persons implement appropriate measures to protect personal data against unauthorised or unlawful processing and against its loss, destruction, damage, alteration or disclosure;
- d. ~~s~~Shall ensure that its ELSA Local Groups implement the abovementioned provisions while processing the personal data.

1.6 The data shall only be kept for as long as it is necessary for fulfilling the purpose of it being collected. The period the data is kept in any case shall not exceed the maximum time permitted in the country the data is collected or stored.

1.7 The data collected for the statistical or archival purposes shall be anonymised, unless explicit consent is provided by the data subject, and may be stored indefinitely.

1.8 ELSA International shall create and update the Privacy Policy.

~~ELSA House~~

Chapter 6. ELSA House

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Article 1. Rooms

1.1 The International Board of ELSA shall, if possible, be accommodated in the ELSA House. Every Board Member is entitled to use one bedroom.

1.2 ELSA shall cover the costs of the essential furniture in the bedrooms. The essential furniture includes at least a bed, a wardrobe, a desk and a chair.

1.3 Any other furniture a Board Member wishes to buy, but is not essential, shall be obtained at his/her own costs and become his/her property.

~~DECISIONS RELATING TO BOARD MANAGEMENT, EXTERNAL RELATIONS AND EXPANSION (BEE)~~

Part 2. Board Management, External Relations and Expansion (BEE)

Chapter 1. Board Management

Article 1. Definition

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

Article 2. Responsibilities

2.1 President bears an overall responsibility for:

- a. coordination of the board members' activities;
- b. communication inside the board and communication of the board with the external environment;
- c. cooperation with key areas in the organization of their activities with regards to the external relations;
- d. ensuring that the current Strategic Plan is respected and implemented by the whole board;
- e. resolution of conflicts in the board;
- f. motivating the board members;
- g. exercising control over the fulfilment of activities planned by the board.

Article 3. Board meetings

3.1 The Board's decisions shall be made during board meetings. Board meetings should be held at least once a month.

3.2 The President shall ensure that there is a prepared agenda. Every board member has the right to propose items for the agenda.

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3.3 Information concerning date, time, place and agenda of a board meeting shall be communicated to all of the board members in due time before a board meeting.

3.4 The president ensures that there is a board-appointed chair for every meeting.

3.5 Every board meeting shall be minuted properly.

~~The Annual Report~~

Chapter 2. The Annual Report

Article 1. Definition

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

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

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

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

Article 2. Term

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

Article 3. Responsibilities

3.1 Responsibilities of ELSA International:

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

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

3.2 Responsibility of the National Groups:

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

~~External Relations~~

Chapter 3. External Relations

Article 1. Definitions

1.1 The term international contact covers a law firm situated in five or more countries with 100 or more legal professionals as stated in the respective firm's website.

1.2 Companies that do not qualify as law firms, and which are present in five or more countries are to be considered international contacts.

1.3 The term national contact refers to any contact that is not an international contact.

Article 2. Procedures

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

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

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

~~2.3.1~~ a. 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.

b. Concrete reason should be interpreted as:

- i. Creating or likely to create a damage to the image, reputation, ongoing negotiations or financial stability of ELSA.

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

2.4 Before approaching an international contact, the respective National Group shall request permission from the person in charge of external relations of ELSA International. The request shall be sent through the Contact Approval Form (CAF). The CAF will include the name of the officer applying as well as their National Group's name, the location, the website URL, and information regarding the nature and content of the approach of the office which is intended to be contacted.

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

~~2.4.1~~ a. ELSA International, and if applicable the foreign National Group, shall respond within seven days from the time of receiving the contact approval request. If the approach is not granted,

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

2.4.2 b. 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.

Article 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, EHRMCC and JHJMCC) shall always request permission from ELSA International and, if applicable, the respective foreign National Group, if they want to approach any external contact.

Article 4. Responsibilities

4.1 ELSA International shall:

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

4.2 National Groups shall:

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

4.3 Local Groups shall:

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

Article 5. Sanctions

5.1 If any ELSA Group or ELSA International violates these regulations the involved Groups should, within six months from the time the harmed Group was informed, reach an agreement on a suitable sanction. The International 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 International Council. In case no agreement is reached the International Council shall decide on a suitable sanction.

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

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

Article 6. Reporting

6.1 If ELSA International or a National Group approaches an international contact after approval from ELSA International or the respective National Group, it shall fill in the Contact Evaluation Form (CEF), which will be sent to the respective external relations officer stating how the negotiation went and if an agreement was reached. The form shall be filled no later than two months from the day when the approach was granted.

Institutional Relations

Chapter 4. Institutional Relations

Article 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.

Article 2. Approaching National Institutions and Local Branches of International Institutions

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

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

~~2.2.4~~ a 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.

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b. Concrete reason should be interpreted as:

- i. Creating or likely to create damage to the image, reputation, ongoing negotiations or financial stability of ELSA.

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

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

Article 3. Approaching International Institutions

3.1 Approaches to international institutions are coordinated by ELSA International.

3.2 Before approaching an international institution the ELSA group planning the approach shall request permission from the person in charge of institutional relations of ELSA International. The request shall be sent through the Contact Approval Form (CAF). The CAF will include the name of the officer applying as well as their National Group's name, the location, the website URL, and Information regarding the nature and content of the approach of the office which is intended to be contacted to be contacted.

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

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

4. Responsibilities

4.1 ELSA International shall:

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

4.2 National Groups shall:

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

4.3 Local Groups shall:

- a. Ensure the respect of the Institutional Relations regulation of ELSA;
- b. Follow the Institutional Relations regulation rules and ensure their implementation and awareness in the respective local networks;

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- c. Make sure that all breaches are corrected immediately;
- d. Consult the officers of the respective National Groups when in doubt.

Article 5. Reporting Institutional Relations

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.

Article 6. Sanctions

6.1 If any ELSA Group or ELSA International violates these institutional relations regulations, the involved Groups shall, within six months from the time the harmed Group was informed, reach an agreement on a suitable sanction. The International 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 International Council.

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

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

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

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

Expansion

Chapter 5. Expansion

Article 1. Definition

1.1 Expansion is the process of establishing presence of ELSA Groups and furthering their development in the respective countries and faculties.

Article 2. Responsibilities

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

Article 3. Limits of expansion

3.1 Expansion of ELSA should continue until ELSA groups are present in all the universities teaching law in European States as defined in the Article 5.1 of the Statutes.

~~DECISIONS RELATING TO INTERNAL MANAGEMENT (IM)~~

Part 3. Internal Management

Definition

Chapter 1. Definition

Article 1. General

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

Responsibilities

Chapter 2. Responsibilities

Article 1. Responsibilities of ELSA International

1.1 ELSA International shall:

- a. Ensure that all Members and Observers of ELSA comply with the regulations of the association;
- b. Prepare and distribute the State of the Network Inquiry at least 35 days before the opening of each regular International Council Meeting;
- c. Solve the disputes arising between National Groups in the Network by means of dialogue when the respective parties cannot reach a mutual agreement amongst themselves and refer the case to ELSA International;
- d. Update the ELSA website;
- e. Update the Annexes of the International Council Meeting Decision Book in order to further practical implementation of the Article(s) they are linked to;
- f. Prepare and send a Monthly Report of the members of the International Board and their deputy officers by the last day of every month to the network's relevant mailing lists;
- g. 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;
- h. Prepare useful manuals and handbooks and make them available to the Network;
- i. 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

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appointed at the beginning of the new term of ELSA International and shall inform the National Group respectively;

- j. Open the first call for submission of Local Group Reports no later than 1st of August and close the call before 1st of September; and open the second call no later than 1st of February and close the call before 1st of March. The call shall inquire regarding at least:
 - 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.

2. Responsibilities of the National Groups

1.2 National ELSA Groups shall:

- a. Comply with the regulations of ELSA and ensure that they are known to and implemented by the Local ELSA Groups;
- b. Submit the information gathered at the International Council Meetings to all the Local Groups;
- c. Ensure that the English version of their Statutes is submitted to ELSA International.
- d. 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;
- e. Promote international activities on the local level, thus increasing the awareness of ELSA as an international association;
- f. Organise training sessions in order to improve the board's attitude, skills and ELSA knowledge.
- g. 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;
- h. Fill in the Local Group Reports accurately during the first call and submit it in due time to the Secretary General of the International Board. If a National Group does not submit a Local Group Report or any change in the requested information since the first call occurs, the National Group shall submit the Local Group Report during the second call. 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 Local Group Report of a National Group properly filled until the opening of the International Council Meeting.

3. Responsibilities of the Local Groups

1.3 Local ELSA Groups shall:

- a. Comply with the regulations of ELSA.

~~Internal Affairs~~

Chapter 3. Internal Affairs

Article 1. Access to ELSA Activities

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

Article 2. ELSA International

2.1 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.

Article 3. Regulations of the National ELSA Groups

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

Article 4. One Year Operational Plan

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

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

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

4.4 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.

Article 5. Transition

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

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

~~International Council Meetings~~

Chapter 4. International Council Meetings

Article 1. Applications to participate at the International Council Meetings

1.1 Applications

~~1.1.1~~ 1.1 Applications have to be submitted by the National Boards. Only one application per National Board shall be submitted to the Organising Committee.

~~1.1.2~~ 1.2 Individual applications can be accepted at the discretion of the Organising Committee.

1.2 Deadlines

~~1.2.1~~ 1.3 The deadline for all applications is at the discretion of the Organising Committee, but shall not be earlier than 2 months before the opening of the International Council Meeting.

~~1.2.2~~ 1.4 Late applications can be accepted at the discretion of the Organising Committee.

1.3 Liabilities

~~1.3.1~~ 1.5 The national groups are liable for the payment of the participation fees for the applications they submitted.

~~1.3.2~~ 1.6 Individual applicants are liable for the payment of the participation fees for the applications they submitted.

~~1.4~~ 1.7 The participation fee shall be paid no later than the first day of participating the International Council Meeting. A participant failing to do so shall be reported to the International Board.

Article 2. Participation Fees

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

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

2.3 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.

2.4 Trainers from the International Trainers Pool, giving training at an International Council Meeting, shall be entitled to attend the International Council Meeting with delegate fees.

2.5 In each International Council Meeting, the participation fee for three International Council Guests, elected at the previous International Council Meeting, shall be covered by the Organising Committee.

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Article 3. Workshop procedure

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

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

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

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

3.5 The secretaries shall keep the minutes of the workshop which will be an appendix to the International Council Meeting Minutes. The secretaries shall finalise the minutes together with the Chair and Vice Chair of the respective workshop before the opening of the Final Plenary.

Article 4. Rights of the Workshop Participants

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

4.2 Members can vote in the workshops.

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

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

Article 5. Former International Board at the next International Council Meeting

5.1 The International Board as a whole will be relieved from responsibility at the International Council Meeting following their period of office when it has transferred its files and responsibilities to the following board in a satisfactory way.

5.2 To answer any questions about their period of office, the former International Board will automatically be invited to the International Council Meeting following its period in office. This right of audience is limited to their activities while in office.

5.3 The President of ELSA International shall attend the International Council Meeting following his or her board's period of office and give the report to the BEE-workshop and presentation to the plenary concerning the achievements of his or her board during their period of office.

5.4 The Treasurer of ELSA International shall attend the International Council Meeting following his or her board's period of office and give the report to the FM Workshop and presentation to the plenary concerning the final accounts of his or her board during their period of office.

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Article 6. Application to host an International Council Meeting

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

6.2 The application shall contain a draft budget, a draft programme and can be supplemented by other relevant material.

6.3 No decision can be taken upon the application earlier than twenty months before the International Council Meeting the group has applied to host.

~~International Area Meetings~~

Chapter 5. International Area Meetings

Article 1. Definitions

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

- ~~i.~~ a. the International Presidents' Meeting (IPM);
- ~~ii.~~ b. the Supporting Area Meeting (SAM); and
- ~~iii.~~ c. the Key Area Meeting (KAM).

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

1.3 The Supporting Area Meeting trains the officers in charge of Internal Management, Financial Management and Marketing. The aims of the Supporting Area Meeting are to exchange experience, information and ideas existing in the National Groups, to learn from other National Groups, to contribute to the implementation of the decisions made in the International Council Meetings and to prepare for the International Council Meeting.

1.4 The Key Area Meeting trains the officers in charge of Academic Activities (and Moot Court Competitions), Seminars and Conferences, and the Student Trainee Exchange Programme. The aims of the Key Area Meeting are to exchange experience, information and ideas existing in the National Groups, to learn from other National Groups, to contribute to the implementation of the decisions made in the International Council Meetings and to prepare for the International Council Meeting.

Article 2. Timeframe

2.1 The International Presidents' Meeting shall meet on a biannual 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 shall meet in the first two months of each term of ELSA International.

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2.2 The Supporting Area Meeting shall meet on an annual basis in the first two months of each term of ELSA International. It shall begin on a Wednesday and end on the following Sunday.

2.3 The Key Area Meeting shall meet on an annual basis in the first two months of each term of ELSA International. It shall begin on a Wednesday and end on the following Sunday.

Article 3. Applications to participate at the International Area Meeting

3.1 The President of the International Board or his or her substitute must attend the IPM. National Presidents or their substitutes are invited to attend the IPM. National officers can invite local officers to attend the IPM.

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

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

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

Article 4. Participation Fees

4.1 The Organising Committees shall comply with Annex II “Maximum Participation Fee for Statutory Meetings and International Internal Meetings” when charging the participation fee.

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

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

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

Article 5. Application to host an International Area Meeting

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

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

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5.3 The Organising Committee has to provide a minimum of 50 spots for participants. The total amount of participation spots of the IPM shall be limited to 70 people. The Organising Committee must communicate the exact amount of participation spots to the President of the International Board or his or her substitute attending the IPM by latest 30 days prior to the start of the IPM.

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

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

- ✚ a. there is no National Board in their country
- ✚ b. their National Board has persistently refused to offer their administrative support to the Local Group, proven to the satisfaction of ELSA International.

Human Resources

Chapter 6. Human Resources

Article 1. Introduction

1.1 The Human Resources Model of ELSA constitutes a framework to be implemented throughout the Network and in all areas of activity provided, with the purpose of increasing the quality and quantity of ELSA Members in the Member countries.

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

Article 2. The Human Resources Model of ELSA

2.1 The Human Resources Model is divided into four processes:

- a. Attraction and Selection;
- b. Training and Development;
- c. Engagement and Retention;
- d. Transition and Exit.

2.2 The Attraction and Selection process takes place across all levels of ELSA. It concerns every current and potential ELSA member and is subdivided into:

- ✚ a. Attraction,
- ✚ b. Selection, and
- ✚ c. Recruitment.

~~2.2.1~~ i. Attraction is the first step in approaching new members. It is an ongoing process with a special focus at the beginning of the term.

~~2.2.2~~ ii. Selection is the next step in approaching members who identify with the Philosophy Statement of ELSA.

~~2.2.3~~ iii. Recruitment is the final step of the Attraction and Selection process. This is realised by appointing the members and integrating them into the activities of ELSA.

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2.3 The Training and Development process takes place across all levels of ELSA. This process aims to create a sense of solidarity towards ELSA and supports the development of personal and professional skills. It is subdivided into:

- i. a. Agreement,
- ii. b. Choice,
- iii. c. Training, and
- iv. d. Development.

~~2.3.1~~ i. Agreement is a necessary step to ensure that the active member and the board remain dedicated towards their work for ELSA.

~~2.3.2~~ ii. Choice is a necessary step to enable the active member to make an informed decision in regards to the most suitable role in ELSA.

~~2.3.3~~ iii. Training is a necessary step to develop the skills and knowledge of members that relate to specific useful competencies in regards to their chosen ELSA role.

~~2.3.4~~ iv. Development is a necessary step to encourage inclusivity of the active member by working effectively with the responsible board member.

2.4 The Engagement and Retention process takes place across all levels of ELSA. This process aims to motivate and encourage the active member to continue their work for successive terms. It is subdivided into:

- i. a. Accommodation;
- ii. b. Motivation;
- iii. c. Engagement, and
- iv. d. Retention.

~~2.4.1~~ i. Accommodation is a necessary step to establish the active member as a part of the team. This is realised through integration, inspiration and encouragement.

~~2.4.2~~ ii. Motivation is a necessary step to encourage independent growth of the active member by working effectively with the responsible board member.

~~2.4.3~~ iii. Engagement is a necessary step to involve the active member into decision making processes. This furthermore ensures the engagement and integration of the active member into the team.

~~2.4.4~~ iv. Retention is a necessary step to effectively maintain ELSA knowledge across all levels of ELSA. The purpose of retention is to recognise the importance of continued progression and future involvement.

2.5 The Transition and Exit process takes place across all levels of ELSA. This process aims to maintain involvement of experienced members within ELSA. It is subdivided into:

- i. a. Decision,
- ii. b. Search,
- iii. c. Transfer, and
- iv. d. Alumni.

~~2.5.1~~ i. Decision is the step whereby the member defines the extent of their future involvement in ELSA.

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~~2.5.2~~ ii. Search is a necessary step in taking responsibility for the continuity of ELSA. This is realised by actively seeking suitable candidates for relevant opportunities.

~~2.5.3~~ iii. Transfer is a necessary step to ensure that previously gained knowledge and experience remains within ELSA. This is realised by providing a quality transition or an extensive archive.

~~2.5.4~~ iv. Alumni is a step that provides the opportunity to remain within the ELSA community.

Article 3. Implementation of the Human Resources Model

3.1 The Human Resources Model is a tool that can be adapted by each group to their own need.

~~ELSA Training~~

Chapter 7. ELSA Training

Article 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 There are two types of ELSA Training:

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

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

Article 2. Minimum Quality Standards

2.1. Every ELSA Training in the Network provided by an ITP Trainer has to meet the following quality standards:

- a. The Training has to last at least 3 hours;
- b. The Training cannot include more than 20 participants per 1 Trainer.

2.2. The Trainer shall fill in the evaluation form of the delivered Training Session no later than 14 days after the closing of the Training Session.

2.3. The Organising ELSA Group shall fill in the evaluation form of the delivered Training Session no later than 14 days after the closing of the Training Session.

2.4. The Trainer shall deliver at least 3 hours of Training Sessions per 2 years to continue his/her enrolment in the International Trainers' Pool. The International Board may ask for a clarification of passive involvement in the International Trainers' Pool.

Article 3. ITP Training Request

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~~2.1~~ 3.1 In order to apply for a trainer from the ITP, the Organising ELSA Group shall fill in the ITP Training Request.

~~2.2~~ 3.2 The Secretary General of the International Board appoints a trainer for the requested event.

~~2.3~~ 3.3 The Organising ELSA Group is expected to cover travel and accommodation costs for the appointed trainer.

Article 4. Responsibilities of the International Board

~~3.1~~ 4.1 The International Board shall annually organise the Refreshment Weekend and the Train the Trainers' Week. The hosts for these events shall be appointed by ELSA International at least six month prior to the events. The dates for the events shall be set and communicated to the network at least three months prior to the event.

~~3.2~~ 4.2 The Train the Trainers' Week is aiming to recruit new trainers to the ITP. Based on the results and a feedback of hosting trainer(s) of the event, the International Board is appointing new trainers to the ITP.

~~3.3~~ 4.3 Refreshment Weekend is meant to conserve and enhance the quality of the ITP trainers. The sessions of the event are hosted by the experienced ITP trainer or the training companies who are partners of ELSA. The academic program for the event is developed by ELSA International and the ITP itself.

Information Technology

Chapter 8. Information Technology

Article 1. Websites in the network

1.1 Each National Group is responsible for maintaining an up-to-date website. As far as the local group has its own website these regulations shall be followed as well.

1.2 The address of the website should be one of the following two options. The first option should contain the prefix "elsa-", the name of the country in English and the top-level-domain ".org". Alternatively the respective country-code top-level-domain can be used. The second option should contain the respective country-code, the abbreviation "elsa" and the top-level-domain ".org".

1.3 Domains for local groups should be set up in the same way. They can also be configured as sub-domains of the domain of the respective national group.

a. Examples: www.elsa-norway.org or www.elsa-norway.no

b. Local group addresses: www.elsa-oslo.org, www.elsa-oslo.no, www.oslo.elsa-norway.org, www.oslo.elsa-norway.no.

~~4.1~~ 1.4 The website shall provide at least the following information:

a. A general description of ELSA,

b. ELSA's Philosophy Statement,

c. contact details,

d. current international events and a link to the website of ELSA International.

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~~1.5~~ This information shall be available in English.

~~1.4~~ ~~1.6~~ The general information about ELSA shall be in line with the information provided on ELSA International's website.

~~1.5~~ ~~1.6~~ The ELSA logo shall be displayed on the website.

Article 2. E-mail communication

2.1 The official e-mail addresses of each ELSA Group shall be the following: president@, secgen@, treasurer@, marketing@, academicactivities@, mootcourts@, seminarsconferences@, step@, followed by the domains mentioned in 1.2. The official e-mail addresses can also include the name or the abbreviation of the Local Group inserted between the title and the @. The domain for email addresses can in addition to the ones mentioned in 1.2 be the country abbreviation followed by .elsa.org.

2.2 The e-mail signatures shall contain at least:

- a. the name of the officer;
- b. the position the officer holds or the area he/she is responsible for;
- c. the name of the ELSA Group;
- d. the postal address of the ELSA Group; and
- e. the ELSA logo in combination with the name of the National or Local Group.

2.3 The Garamond font or a variation thereof shall be used for e-mail communication. There can be two exceptions for the implementation of this provision:

- i. a. if it cannot be supported by the service and/or software;
- ii. b. if the font does not support the national characters of the respective ELSA Group.

~~DECISIONS RELATING TO FINANCIAL MANAGEMENT (FM)~~

~~Quality in Financial Management~~

Part 4. Financial Management (FM)

Chapter 1. Quality in Financial Management

Article 1. General

1.1 Quality in financial management is based on financial principles. These are the principle of truth, the principle of transparency, the principle of completeness and the principle of continuity.

~~Payment Agreements~~

Chapter 2. Payment Agreements

Article 1. General

1.1 Payment agreements create clear payment regulations and thus ensure a certain degree of security for both parties involved in the agreement.

1.2 A payment agreement between ELSA and a National Group shall be in written form signed by both parties either through a digital or original signature.

1.3 The following content shall be mandatory within an agreement:

- a. Name and address of both parties;
- b. Current debt at the time of the agreement and a detailed description of the composition of the debt;
- c. The repayment procedure;
- d. Bank account details of the creditors.

1.4 Payment Agreements shall be revised before each International Council Meeting.

1.5 If they are in no condition to fulfil the obligations generated by the agreement, the debtors shall provide ELSA with all the documents needed to prove their financial difficulties. If they fail to do so, ELSA may apply a penalty fee up to 5% of the outstanding amount for each unpaid instalment.

~~Reimbursement regulations~~

Chapter 3. Reimbursement Regulations

Article 1. Definition

1.1 Reimbursements are monetary compensations paid for expenses made in behalf of ELSA International.

Article 2. General regulations

- a- 2.1 Reimbursements will only be paid for expenses which have occurred after prior consultation of the International Board.
- b- 2.2 Reimbursements must be claimed with a form provided by the International Board upon request.
- c- 2.3 All expenses for which the reimbursement is asked for must be backed up with receipts or copies of the original receipts.

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- d- 2.4 All receipts which are not in English must be accompanied with a cover letter explaining the meaning of the receipt, unless it is apparent what the receipt is provided for.
- e- 2.5 All receipts which are in other currency than in Euros must be accompanied with a currency conversion in which the conversion date is the date of the transaction. In case the currency exchange rate has changed significantly during the time between the date of transaction, the date of the initial claim and the date of payment, the Treasurer shall choose the conversion date on which the value of the other currency is closest to, but not less than the amount spent in the other currency.
- f- 2.6 Reimbursements must be initially claimed within 12 months from the date of the expense.

Article 3. Reimbursements for using a private car

- a- 3.1 In a case a private car is decided by the International Board to be the most efficient way of transportation, the reimbursement will be paid as a fixed mileage allowance per kilometer.
- b- 3.2 The amount of kilometers is provided by the person seeking the reimbursement based on the recorded difference in the number of the cars odometer in the beginning and end of the journey.

3.3 The fixed mileage allowance is the standard mileage allowance used in Belgium as published in a Royal Decree.

~~Damages caused to ELSA~~

Chapter 4. Damages caused to ELSA

Article 1. Definition

1.1. For the purpose of these regulations damages mean monetary losses to ELSA caused directly by intent or by gross negligence of an International Board member.

1.2. Gross negligence shall be interpreted as a lack of adequate precautions of a normal diligent person to prevent a damage that is foreseeable for the International Board member in question.

1.3. To fall under these regulations the damages must be clearly measurable and relate to a single event or action.

1.4. Damages of this type should be reimbursed to ELSA.

1.5. These regulations do not waive the possibility of ELSA to seek larger reimbursements through court procedures.

Article 2. Procedure by the International Board

2.1 Any International Board member may take up a damage caused by him or herself or other Board Member in a board meeting. If the International Board finds damage to fall under the definition of

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the article 1 above with a simple majority vote, the damage will be reimbursed to ELSA in accordance to article 4 below.

2.2 If the International Board member obliged by a vote to reimburse damages to ELSA does not accept the result of vote, he or she may formally request to have a vote by the International Council at the next International Council Meeting. The request shall be included in the working materials.

Article 3. Procedure by the International Council

3.1 The International Council shall vote on the liability of the Board Member that requested it with simple majority.

Article 4. Payment procedure

4.1 After the decision about reimbursing damages is done in accordance to either article 2 or 3, the International Board member obliged to make the payment will agree about the payment schedule with the Treasurer of the ELSA International. If the Treasurer is the one responsible for making the payment, he or she will agree about the payment schedule with the President of ELSA International.

4.2 If the Board member refuses to make the payment or does not follow the agreed payment schedule, the amount due to ELSA International will be reduced to his or her remuneration for the month following the refusal or breaching of the payment schedule.

4.3 Regardless of the monetary value of the damages caused, the total reimbursement claimed shall not exceed the amount of monthly remuneration regulated in the Remuneration part of the Decision Book.

Fees

Chapter 5. Fees

Article 1. Membership Fee

1.1 The Membership Fee (MF) is calculated through an define constant (C) multiplied by a coefficient (X) defined by the Annual General Income of the relevant National Group.

1.2 “Annual General Income” (AGI) is the general income of the National Group gathered in the immediate previous financial year expressed in EURO. It shall include membership fee from local groups, non-project partnerships, unrestricted grants, donations and marketing revenues as stated in the immediate last State of the Network.

- a. The Constant (C) is set as 500
- b. The Coefficient (X) shall be obtain base on the following chart:
 - i. If AGI<1000, X=0,2
 - ii. If 1000<AGI<4999, X=0,5
 - iii. If 5000<AGI<9999, X=1
 - iv. If 10000<AGI<19999, X=2

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- v. If $20000 < AGI < 29999$, $X=4$
- vi. If $30000 < AGI < 49999$, $X=5$
- vii. If $50000 < AGI < 69999$, $X=8$
- viii. If $AGI > 70000$, $X=10$

1.3 The Membership Fee for a National Group is calculated in the following way:

$$MF = C * X$$

1.4 National Groups becoming Members at the Spring International Council Meeting will be taken into the Membership Fee calculations for the following year and invoiced together with the rest of the National Member Groups. A National Group becoming a Member at the Autumn International Council Meeting will not pay the Membership Fee for the year in which it becomes a member.

1.5 The AGI shall be collected through the State of the Network inquiry. In case of unclarity, the interpretation of what should be comprised in the AGI is left to the International Board of ELSA.

1.6 In the case that the AGI is not initially in EURO and need to be converted, the exchange rate that shall be used is the one which is prevalent on the last day of the previous financial quarter.

1.7 Non-communication of the AGI or falsification of the data, intentional or not, shall automatically raise the coefficient (X) of the offender to the next threshold.

1.8 Each National Group may ask the Treasurer of ELSA International if it is possible to get the calculation sheet for their Membership Fee.

1.9 This calculation method will be enforced starting the first of January 2020.

Article 2. Administration Fee for Observers

2.1 National observer groups are to pay an annual administration fee of 50 Euro.

~~Event Fees~~

Chapter 6. Event Fees

Article 1. Publishing the GNI numbers

1.1 The GNI per capita (measured in PPP) data of the ELSA countries from the World Bank online data catalog is to be made available to the National Groups together with the relevant invoice through a direct link to the data catalog on the World Bank website, which shall be sent out together with the invoice

Article 2. List of Favoured Countries

2.1 The list of favoured countries is based on the GNI per capita (measured in PPP), as available on the World Bank online data catalog on the World Bank website.

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2.2 The list of favoured countries consists of any country with GNI per capita (measured in PPP) equal to or lower than 21.000 International dollars.

2.3 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.

2.4 Any country not found in the World Bank online data catalog shall be considered a favoured country.

2.5 Members of ELSA's Partner Students' Associations can attend events in the Network paying a participation fee equal to the fee of non-favoured countries.

2.6 The International Board its Directors and Assistants shall be considered to be from a favoured country when participating in an event in relation to their work. Trainers from the International Trainers' Pool shall be considered to be from a favoured country when participating in an event in order to give one or more training sessions.

~~2.6-7.~~ The International Board is to update and publish the list of favoured countries by the end of each year. Should there be no change from the most recently published list of favoured countries, this information shall be provided along with a copy of the most recently published list of favoured countries.

~~2.7-8~~ Should the economic situation of a National Group be deemed unstable to the point where it would render inaccurate the use of the GNI to assess its financial state, the International Board can decide upon request to grant the status of Favoured Country for the duration of their term. A statement explaining the factors taken into account of the decision should be sent to the Network no later than seven working days after it is taken

Article 3. Maximum Participation Fee for Statutory Meetings and International Internal Meetings

3.1 The maximum participation fee for both International Statutory Meetings and International Internal Meetings shall be charged as provided in Annexes I and II to the FM part of the Decision Book.

3.2 The maximum participation fees for favoured and non-favoured countries shall be calculated and charged per person per night.

3.3 The participation fee shall include:

- a. the academic programme;
- b. accommodation;
- c. meals;
- d. administrative costs.

3.4 If any additional charges are imposed, they shall be disclosed to the Network together with the application forms for the meeting.

Article 4. Maximum Participation Fee for International S&C Events

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4.1 The maximum participation fee for participants of International S&C events shall be charged as provided in Annexes I and II to the FM part of the Decision Book.

4.2 The maximum participation fees for favoured and non-favoured countries shall be calculated and charged per person per night.

4.3 This participation fee shall include:

- a. the academic programme;
- b. the social programme;
- c. accommodation;
- d. meals;
- e. administration costs.

4.4 Notwithstanding Annexes I and II to the FM part of the Decision Book, non-members and non-students may be charged different participation fees by the organising group of the event.

4.5 For the purposes of this article, S&C events shall not include Study Visits, ELSA Law Schools and International Conferences of ELSA.

Article 5. Maximum Participation Fee for International Conferences of ELSA

5.1 The maximum participation fee for participants of the International Conferences of ELSA per participant per day shall be the following:

- a. Non – Favoured Countries: 35 €
- b. Favoured Countries: 30 €

5.2 This participation fee shall include the following:

- a. the academic programme;
- b. the social programme;
- c. lunch and at least one coffee break according to the duration of the official programme;
- d. a welcome package and
- e. administrative costs.

5.3 The maximum extra fee for a Gala Ball/ Gala Reception shall be 50 €.

5.4 Non-members and non-students may be charged different participation fees by the organising group of the event.

Article 6. Maximum Participation Fee for ELSA Law Schools

6.1 The maximum participation fee for an ELSA Law School per participant - the division between favoured and non-favoured countries as stated in Annex I to be considered - shall be the following:

a. Non-favoured countries:

- i. 350 € for the first seven days of the ELSA Law Schools;
- ii. 50 € for each additional day of the official programme of the respective ELSA Law School.

b. Favoured countries:

- i. 315 € for the first seven days of the ELSA Law Schools;

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- ii. 45 € for each additional day of the official programme of the respective ELSA Law School.

6.2 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.

6.3 This participation fee shall include:

- a. the academic programme;
- b. the social programme;
- c. the cultural programme (e.g. sightseeing);
- d. accommodation;
- e. breakfast for every day excluding the day of arrival;
- f. lunch for every day excluding either the day of arrival or the day of departure;
- g. dinner for every day excluding the day of departure;
- h. transportation during the official programme of the ELSA Law School; and
- i. administrative costs.

6.4 The maximum extra fees are:

- a. 50 € for Gala Ball or Gala Reception;
- b. 30 € for Transfer from/to expectable point of arrival.

6.5 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.

6.6 Different participation fees may be charged by the organising group of the event to non-members.

Article 7. ELSA Law Schools Administrative Fee

7.1 To create an ELSA Law School and thereby being a part of the biannual ELSA Law School Cycle an administrative fee of EUR 250.00 has to be paid towards ELSA by the respective Organising Group.

7.2 The due date for the payment of the administrative fee shall be one week after the deadline for the payment of the participants to the respective Organising Group.

7.3 If in any case the ELSA Law School has to be cancelled, the administrative fee shall be waived.

Article 8. Indexation

8.1 The maximum participation and extra fees for Statutory Meetings, International Internal Meetings, and S&C Events, as laid down in Annex II to the FM part of the Decision Book shall be indexed with the inflation rate of the Euro, as stated by the European Central Bank, every 1st of January. The amount shall be rounded to the nearest natural number. The basis for indexation shall be the maximum participation fee as calculated for the previous year, up to two decimal points.

8.2 After the indexation a notification about the updated Annexes of the Decision Book shall be sent to the Network through relevant mailing lists.

Remuneration

Chapter 7. Remuneration

Article 1. General

1.1 Members of the International Board of ELSA shall be entitled to a remuneration of EUR 350.00 per month.

1.2 In the event of a vacancy in an area within the International Board, the Deputy Officer responsible for fulfilling the tasks of the vacant area working fulltime in the ELSA headquarters shall likewise be entitled to a remuneration of EUR 350.00 per month.

1.3 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.

The ELSA Development Foundation

Chapter 8. The ELSA Development Foundation

Article 1. Definition and Purpose

1.1 The ELSA Development Foundation (hereinafter EDF) is a Foundation financed collectively by National Groups to help overcome structural weaknesses within the Network. The purpose of the Foundation is to financially support measures and activities within the Association that further the vision, purpose and means of ELSA. The Foundation is founded in accordance with Belgian law. The Foundation shall be managed by the Board of Directors.

Article 2. Modes of Support

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

(A) Project Support

- (A.1) Financial assistance for events constituting a core activity of ELSA. Core activity is any activity or project connected to the Key Areas according to the Decision Book.
- (A.2) Financial assistance for regional cooperation events gathering more than one Member country.

(B) Training Support

- (B.1) Financial assistance for international training events, or international events incorporating training sessions, organised to increase awareness of ELSA, or dealing in specific ELSA areas to qualify as international, at least half of the participants shall not be from the country of the organising National or Local Group.
- (B.2) Travel and/or accommodation expenses of trainers for training events or sessions organised by National Groups or Local Groups.

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(B.3) Travel and/or accommodation expenses of National Board members for training sessions organised by ELSA International and National Groups.

Training support will be granted only to events and sessions delivered in English.

(C) Structural Support

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

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

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

(D) General Support

(D.1) Financial assistance for a National Group that is in danger of insolvency due to force majeure event if all other options have been exhausted.

(D.2) Financial assistance for the Network wherein the EDF can buy off the debts of a National Group towards ELSA International.

Article 3. Eligible Applicants

3.1 The following Groups are eligible to apply to EDF:

- a. Local Groups;
- b. National Groups;
- c. Cooperation of Local or National Groups.

Article 4. Local Groups eligibility Criteria

4.1 Local Groups may only apply for project support or training support.

4.2 All applications from Local Groups shall be submitted to the Board of Directors by their respective National Group.

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

- a. there is no National Group in their country;
- b. their National Group has persistently refused to offer their administrative support to the Local Group, proven to the satisfaction of the Board of Directors.

4.4 Local Groups may only apply if they are lacking financial resources.

Article 5. National Groups eligibility Criteria

5.1 National Groups may apply for all modes of support.

5.2 National Groups may only apply if they are lacking financial resources.

Article 6. Cooperation of Local or National Groups eligibility criteria

6.1 Cooperation of Local or National Groups may apply for project or training support.

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6.2 The applicable regulations are determined following the majority of the members of the cooperation in accordance with previous provisions.

6.3 Cooperation of Local or National Groups may only apply if they lack financial resources.

Article 7. Application Procedure

7.1 Application Form

~~7.1.1~~ a. Every EDF applicant shall submit the application form in due time and complete all the information required.

~~7.1.2~~ b. The use of EDF templates, to be found on the Officers' Portal of ELSA International, is mandatory.

~~7.1.3~~ c. The Treasurer of the National Group shall be responsible for the application. In case there is no Treasurer, the President of the National Group shall be responsible for the application.

~~7.1.4~~ d. The application for project or training support shall include the following information:

- ~~a.~~ i. general and financial information about the applicant;
- ~~b.~~ ii. description of the project;
- ~~c.~~ iii. estimation of the impact of the grant on the situation of the applicant group;
- ~~d.~~ iv. detailed budget of the project.

~~7.1.5~~ e. The application for structural support shall include the following information:

- ~~a.~~ i. general information about the applicant
- ~~b.~~ ii. detailed financial information about the applicant
- ~~c.~~ iii. the available final or interim accounts approved for the previous financial year and the approved budget for the term
- ~~d.~~ iv. impact of the financial support on the National Group and on the Network
- ~~e.~~ v. detailed description of the activity
- ~~f.~~ vi. detailed budget of the activity

7.2 Timeline for Project and Training Modes of Support

~~7.2.1~~ a. The EDF granting timeline is divided into four cycles. The ends of the four cycle application periods for their term in office shall be announced to the Network by the Board of Directors of the EDF within the first week of their term. In case the dates are not announced during this period, the cycle application periods end on the last day of October, January, April and July by default. The ends of the cycle application periods may not differ from these default dates by more than two weeks.

~~7.2.2~~ b. The applicants may apply for EDF support only during four cycles – during the cycle in which the event or activity is opened, at the soonest within the two cycles before the event or activity is opened, and at the latest within the cycle, after the event or activity is opened.

~~7.2.3~~ c. Within two weeks after the end of a cycle, the Board of Directors shall review the applications and decide on the funding. The result of any application shall be communicated to the applicants within one week after the decision has been made.

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~~7.2.4~~ d. The Board of Directors may ask the applicant to re-write the application form, including more information, stating the areas which are lacking or which need to be improved. The re-written application will be evaluated as if it were an original application. In this case, a new timeline shall be set for the applicant by the Board of Directors.

7.3 Timeline for Structural Mode of Support

~~7.3.4~~ a. The application timeline for Structural support C1 and C2 comply with the application cycles of EDF.

~~7.3.2.~~ b. The application period for structural support C3 is set between four and one week before the application period of the Statutory Meeting closes, at the discretion of the Board of Directors.

~~7.3.3.~~ c. The application period for structural support C3 shall be announced in the Treasurers' mailing list at least one week before its opening.

7.4 Exceptional Procedure

a. The Board of Directors may exceptionally accept a submission received after the end of the cycle, to be evaluated along other applications received for the respective cycle. This exception may not be granted, if the application was received later than two days after end of the cycle.

Article 8. Evaluation

8.1 The evaluation is conducted in two phases:

~~8.1.4~~ a. Preliminary Evaluation. The preliminary evaluation is focused on the fulfilment of the eligibility criteria.

~~8.1.2~~ b. Content Evaluation. In deciding whether or not to grant an applicant, and how much of the amount requested may be financed, the Board of Directors shall take into account the following criteria:

- i. the quality of the submitted application form;
- ii. the quality of the plan of action and draft budget;
- iii. the quality of the event or the activity;
- iv. the multiplier effect that financing the event or activity would have on the Network;
- v. the impact on the resources currently available in the EDF;
- vi. the priorities of the EDF for the term. The priorities are set by the Board of Directors and announced through the Presidents' and Treasurers' mailing list in August for the whole year.

~~8.1.3~~ c. With regards to the structural mode of support, these additional award criteria apply:

- i. level of active participation of the applicant group at the international level;
- ii. level of compliance and implementation of the international regulations.

8.2 The Board of Directors has the liberty to decide on the amount to be granted on the application. The amount granted can be restricted to be used for a specific purpose.

8.3 The amount awarded for Structural Support cannot exceed 25% of the annual income of the Foundation. If, by the beginning of the application period for structural support C3 concerning the

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Spring International Council Meeting, less than 50% of the annual EDF income has been spent, this limit shall be forgone until the next financial year.

8.4 The amount awarded and communicated to the applicant is final, and may not under any circumstances be exceeded because of a surplus in receipts, or for unforeseen expenses borne by the applicant.

8.5 Board of Directors' members, who have been part of the National Group, whose application is being discussed, shall abstain themselves from the voting.

8.6 In case the event or the activity applied for relates to a Key Area, the Board of Directors shall invite the respective Key Area officer from the International Board of ELSA to the meeting and take his input into account in deciding whether or not to grant an application.

Article 9. Payment Procedure

9.1 In order for the applicants to be paid the amount granted, they must comply with the following regulations:

9.1 a. Reporting Procedure

- i. The applicant shall submit the Activity Report, the Financial Report and the receipts relating to the event or activity, for which the grant was awarded, within four weeks of its conclusion, or along with the application, in case the event or activity has concluded before the application was submitted.
- ii. The Activity Report shall include information regarding the event or activity itself, the experiences of the persons present, and the expected multiplier effect from the organisation or attendance of such activity or event.
- iii. The Activity Report shall include information regarding the measures that were taken concerning the search for sponsors and partners for the respective event. The Board of Directors can ask for proof they deem necessary if there are doubts about the information given.
- iv. The Financial Report shall clearly determine, supported by the receipts meeting the criteria of the following article, the profit and loss statement of the event or activity.
- v. The receipts submitted must contain clearly legible dates, details of transactions and amounts, and must be issued by entities with the legal capacity to issue such receipts. In case the receipts are not in English, a brief translation of the content must be provided. Payments not made in Euro shall be supported with a conversion into Euro, with the exchange rate at the date of the payment, as proved by the relevant receipt.
- vi. The Board of Directors reserves the right to unilaterally reject an Activity Report, a Financial Report or to exclude a receipt or receipts from the final payment, if they fail to fulfil the requirements of this Article. In such cases, the Board of Directors may ask the applicant to re-write specific parts of the Activity Report or Financial Report, and provide the applicant with a new deadline for the submission. Upon timely submission, the newly amended Activity Report, Financial Report, receipt or receipts shall be taken in as applicable, to the exclusion of the ones originally submitted.
- vii. The Board of Directors may provide an applicant with a reporting template to be filled, in which cases the template must be used.

9.2 b. Crediting Procedure

- i. Within four weeks of the accepting of the Report, the Board of Directors shall directly credit the relevant amount to the bank account of the applicant.

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- ii. If either the accepted Activity Report or the Financial Report or the receipts have not been submitted to the Board of Directors by the applicant in due time, the grant awarded shall expire, and no claim for payment may be made in its regard thereafter.
- iii. One week before the expiration of the grant, the Chairman of the EDF shall inform the applicant about the upcoming deadline to submit the Report.
- iv. The Board of Directors may extend the deadlines for providing the Activity Report or the Financial Report or the receipts upon a valid and reasonable request of the applicant, which has been submitted to the Board of Directors before the expiration of the grant.

9.3 c. Amount credited

- i. The maximum amount which will be paid out from the awarded grant shall be limited by the loss made by the applicant. An event or activity may never become profitable due payment of the awarded grant.
- ii. If the Board of Directors has named a purpose to which the awarded grant shall be used and the expenses for this purpose are lower than the awarded grant, the Board of Directors may limit the credited amount to these expenses.
- iii. A National group may only be granted a base amount of EUR 2.500 per year, plus an additional EUR 100 per Local Group, up to an absolutely Maximum of EUR 4.000.

9.4 Exceptional procedure

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

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

f. The Request will only be accepted if:

- i. Receiving the grant beforehand is essential for the existence of the project;
- ii. The financial situation of the Group justifies such demand;
- iii. The National or Local Group requesting the exceptional procedure have no history of bad reporting or pending reports.

g. If the Board of Directors accept the request, the amount will be transferred in advance, but it will be confirmed after the submission of the report. If the amount is not confirmed, a financial obligation for the restitution of the amount will rise for the applicant group.

Article 10. Financing of the Foundation

10.1 Source of the Foundation

- ~~+~~ a. 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;

The Member National Groups shall pay a minimum of EUR 100,00 and a maximum of 3.000,00 per financial year.

- ~~+~~ b. 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.

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10.2 EDF Report

- i. a. The National Groups shall submit a yearly report to the Board of Directors of EDF with the amounts they received from their general sponsors in the period between the 1st of August and the 31st of July of the previous financial year.
- ii. b. 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. c. 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 the maximum amount possible, stated in Article 9.1.i o the EDF Part of the Decision Book. The non-diligent National Group can rectify the amount by filling the EDF Report by the end of the term.

10.3 Integration

a. The fulfilment of the financial obligations towards the ELSA Development Foundation is a requirement for the fulfilment of the financial obligations towards ELSA as article 11.5 of the Statutes of ELSA.

Article 11. Administration of the Foundation

11.1 The financial year of the EDF is from the first day of August until the thirty-first day of July.

11.2 The Treasurer of ELSA International is responsible for the administration of the EDF and will be appointed as a Chairman of the EDF.

11.3 The Chairman of EDF shall prepare interim accounts to be presented to the Spring International Council Meeting and final accounts to be presented for approval of the Autumn International Council Meeting.

11.4 The Chairman of EDF shall prepare reports to be presented during each International Council Meeting. The report shall contain statistical information regarding the number and the type of applications and a detailed description of the usage of the funds.

11.5 At the end of the last cycle of the year, the Chairman of EDF shall publish the list of funded projects of the term and an official Annual Report within 30 days from the end of the term.

11.6 The Board of Directors can authorise the Chairman to independently make any decision regarding the application procedure except for the decision to grant an application according to article 6.2.2 of The ELSA Development Foundation section hereto. Such decision of the Chairman shall be duly numbered and documented.

11.7 Decisions of Chairman shall be evaluated in the following Board of Directors meeting. Board of Directors can withdraw the authorization of the Chairman at any time. Decision made so far by the Chairman shall not be affected by withdrawal of the authorization.

Article 12. Auditing of the Foundation

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12.1 Auditors of ELSA International shall be appointed as Auditors of the EDF by the Board of Directors, after positive recommendation of the International Council of ELSA.

12.2 The Auditors shall present their audit report and certification concerning the interim and the final accounts to the International Council at the International Council Meeting of ELSA.

Article 13. Capitalising of the Foundation

13.1 The annual income of the Foundation shall be capitalized by a 6% on an annual basis, meaning that 94% of the annual income of the Foundation could be spent by the Board of Directors. 6% of the annual income will be deposited on the savings account of the Foundation.

13.2 The Board of Directors is not entitled to grant from the capitalized amount.

Article 14. The ELSA Development Foundation Award

14.1 Definitions

a. The ELSA Development Foundation Award is a competition between National Groups for the best development projects of the term.

b. Development is in this context means strengthening the National/Local Group as well as the whole network. There will be three different awards focusing on different goals. These are the respective awards:

- i. Social responsibility award
- ii. Network award
- iii. Innovation award

14.2 Funding and prizes

a. The EDF Award is funded through sponsoring or donations for the respective award.

b. The EDF Award will assign monetary prizes based on sponsoring or the donations it would have received in the previous cycle. The Board of Directors shall set the number of prizes and their amount based on the donations received. Said donations must be spent in their entirety. The amounts are set after the closure of the fourth EDF Cycle of the term. The prizes are announced with the official opening of the competition.

c. The respective sponsor or donor can name the award for the time during which the award is financed by them.

The respective sponsor or donor shall give recommendations on the applications relating to the award financed by them.

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

14.3 Eligibility

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a. National Groups of ELSA can participate with up to three projects, organised directly by them or by their Local Groups. If a project organised by a Local Group is awarded, the prize must be transferred to the Local Group.

14.4 Timeline

a. The specific timeline for the competition is annually announced at the Spring International Council Meeting of ELSA. The call for submissions shall open every year after this announcement.

b. The submission period closes three weeks before the opening of the Spring International Council Meeting.

c. The awarded projects shall be announced at the Spring International Council Meeting.

14.5 Submission Process

a. For each application, National Groups shall submit the following information:

- i. Information about the National Group: general information, financial information, available final or interim accounts approved for the previous financial year, One Year Operational Plan, Activity Report.
- ii. Information about the project: aims of the project, activity description, budget and financial realisation, participants' feedback, impact on the Network, fulfilment of the aims.
- iii. Information about the Local Group in case the project is organised by the Local Group.

b. If an awarded National Group is proved to have declared false information, it is banned from the award for three years and has to pay a penalty fee of 200 Euro in addition to the restitution of the prize. False declaration can be proved up to one year after the relevant award.

14.6 Award Criteria

a. The ELSA Development Foundation Award is focused on the following areas of interest:

- ~~a.~~ i. Social Responsibility
 1. The Social Responsibility Award aims to encourage event that have a positive effect in Society or a community.
 2. The main purpose of this Award is to make the Network defend the values of ELSA and make an impact on the current society
- ~~b.~~ ii. Networking
 1. The Networking award aims to strengthen the network as a whole. It shall support cross-border events with an academic purpose.
 2. At least two groups from different countries must participate in such an event.
 3. International or regional officers' meetings are not eligible for the award.
 4. Events such as Study or Institutional visits are not eligible for the award.
 5. Regional rounds of ELSA International projects are not eligible for the award.
- ~~c.~~ iii. Innovation
 1. The innovation award aims to create new events with an academic purpose. The award shall motivate Local and National Groups to be innovative.
 2. The main purpose is to make ELSA innovative and therefore helps to strengthen the reputation of the association.
 3. Any event that has taken place for the first or second time in the network is eligible for the award. Just small changes in the concept are not regarded as innovative.

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b. The areas of interest must be revised every three years.

14.7 **Evaluation**

a. The evaluation is conducted by the Board of Directors in compliance with the General EDF Evaluation criteria set in Article 7 and Article 13.6.

b. The evaluation shall be done with a score system. The graded list shall be published with the awarded projects announcement.

14.8 **Payment Procedure**

a. The awarded amount must be transferred within 30 days from the announcement.

~~Grants Regulations~~

Chapter 9. Grants Regulations

Article 1. Definition

1.1 Grants are funds obtained from private or public foundations, governmental organisations, non-governmental organisations or institutions for a purpose specified by the donor. The term national grant covers a grant for which only one national group is eligible under the criteria set out by the organisation providing the grant. The term international grant covers a grant for which one or more national groups and/or ELSA International is eligible under the criteria set out by the organisation providing the grant.

Article 2. Procedure

2.1 Only ELSA International has the right to apply for an international grant. National Groups can apply under the conditions of 2.4.

2.2 Only National Groups have the right to apply for national grants.

2.3 Within the country the National Group shall regulate the applications for national grants.

2.4 A National Group applying for the international grant.

2.5 Before applying for an international grant, the National Group shall inform ELSA International by e-mail to the Treasurer of ELSA International on:

- a. The entity to which the group wishes to apply;
- b. The deadline for applications;
- c. The purpose for which the grant is to be used;
- d. The amount requested.

2.6 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 application:

- ✚ a. ELSA International gives a concrete reason why the application would jeopardise ELSA International's current international grant.
- ✚ b. ELSA International gives a concrete reason why the application would jeopardise ELSA International's pending application for this international grant.
- ✚ c. ELSA International shows a concrete plan to apply for this international grant within following two months.

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

Article 3. Registration

3.1 All applications for international grants shall be formulated in a registration sheet by the ELSA Group and shall be sent to ELSA International within two weeks of submitting the application.

3.2 The registration sheet shall be provided by ELSA International.

3.3 The registration sheets shall be available for any Group interested in applying for the same international grant, following article 2.4.

~~Financial Strategy of ELSA~~

Chapter 10. Financial Strategy of ELSA

Article 1. General

1.1. The Financial Strategy of ELSA shall be composed of three parts; the Implementation Procedure, the Focus and the Execution.

1.2. The Implementation Procedure shall describe the way the Financial Strategy has to be adopted and maintained.

1.3. The Focus part shall describe the fundraising focuses (grants, marketing, partnerships, membership fees etc.) and the expenditure focuses of the respective Financial Strategy.

1.4. The Execution part shall specify the Focus part on a technical level by determining the ratios, or individual amounts of the incomes or expenses stated. It shall also specify which key indicators are to be observed, and what measures should be taken should these indicators reach a certain level.

Article 2. Purpose of the Financial Strategy of ELSA

2.1. A Working group on the Financial Strategy of ELSA shall be established.

2.2. The Financial Strategy of ELSA (hereinafter referred to as “Financial Strategy”) shall be a tool of financial management in ELSA, complementary to Strategic Planning in ELSA.

2.3. The purpose shall ensure optimal efficiency when working to meet the Strategic Goals adopted by the Council. Further, it shall ensure continuity in the financial management of ELSA.

2.4. Maintaining and adhering to the Financial Strategy shall be the responsibility of ELSA.

2.5. There shall be a financial analysis of ELSA’s financial statements of the past terms. The result of this analysis shall be used to implement guidelines for an optimal financial structure during the period of its implementation for a period of three years.

Article 3. Working Group on Financial Strategy

3.1. The purpose of the Working Group on Financial Strategy shall be to undertake the financial analysis of ELSA, and to create and present a Draft Financial Strategy proposal to the Council Meeting, in accordance with the outcome of the analysis.

3.2. The Working Group shall always consist of:

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~~i. a.~~ The President of ELSA, who shall ensure coherence between the Draft Financial Strategy and the currently adopted Strategic Goals.

~~ii. b.~~ The Treasurer of ELSA, who shall provide the Working Group with technical knowledge, relevant financial information about ELSA, and the accounting data necessary for the Group to undertake such financial analysis

3.3. Upon convocation, the Working Group shall vote upon the election of the Treasurer of ELSA as its Chair. This vote shall pass with a simple majority. Should the Working Group not elect the Treasurer of ELSA as its Chair, it shall elect a new Chair from its members, requiring the same majority.

3.4. The Working Group is automatically dissolved upon the closing of Spring International Council Meeting of the term of its establishment.

Article 4. Drafting procedure of the Financial Strategy

4.1. During the final year of implementation of the ongoing Financial Strategy, ELSA shall issue an open call for a Working Group on Financial Strategy within the first two weeks of the term.

4.2. The Working Group shall create and present a Draft Financial Strategy proposal during the Spring International Council Meeting for approval.

4.3. The Draft Financial Strategy shall be sent no later than 49 days before the opening of the Spring International Council Meeting:

~~i. a.~~ to both the Presidents' and the Treasurers' mailing lists and to the Auditors of ELSA for comments;
~~ii. b.~~ to the Secretary General of ELSA as a proposal.

4.4. The comments on the Draft Financial Strategy shall be sent to the Working Group 35 days before the opening of the Spring International Council Meeting.

4.5. In case the Working Group accepts the comments received as relevant, it shall modify its proposal accordingly, and inform the International Board and the Auditors of ELSA about the changes and their reasoning.

Article 5. Implementation procedure of the Financial Strategy

5.1. During the last term of the Financial Strategy, the Draft Financial Strategy shall be adopted by a simple majority of the Council for a period of three years.

5.2. Should the Council not accept the Draft Financial Strategy, the implementation of the current Financial Strategy continues until a new Financial Strategy is approved by the Council. ELSA shall in this case issue a new call for a Working Group in accordance with the Article 3 of the Financial Strategy part of the Decision Book, at the start of the next term.

Article 6. Provisional changes of the Financial Strategy

6.1. Should the financial situation of ELSA change in a significant manner which would render the further implementation of the Financial Strategy at the time unreasonable, the Treasurer of ELSA, based on a decision made by ELSA, shall provide the Auditors of ELSA with a justified explanation of the situation, and request an approval of provisional changes.

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6.2. Should the Auditors not confirm the reception of the request within three working days after it has been sent, it is presumed that they have successfully received it.

6.3. The Auditors shall evaluate the request within ten days of its reception, and will, should they deem the requested provisional changes justified, decide to grant the Treasurer of ELSA permission to adjust the Financial Strategy accordingly, by a unanimous decision.

6.4. Should the Auditors not respond to the request within the evaluation period specified in Article 5.3 of the Financial Strategy part of the Decision Book, it is presumed that their permission has been granted.

6.5. The Auditors may, within the evaluation period stated under Article 5.3 of the Financial Strategy part of the Decision Book, request further information or documentation, should that provided prove insufficient for a well-informed decision. In this case, a new evaluation period of the same length begins upon reception of the requested information. Such further requests of information are only possible once per each respective set of provisional changes, unless the Treasurer of ELSA agrees otherwise.

6.6. Should the provisional changes be approved by the Auditors, the Treasurer of ELSA shall present a summary of the changes for approval at the following International Council Meeting.

6.7. The provisional changes shall be approved by the International Council with a simple majority.

6.8. No changes shall be made to the previously voted upon Financial Strategy if the International Council does not approve the provisional changes. It shall not be possible to request a revision from the International Council regarding the same matter until the following International Council Meeting.

6.9. Should the Auditors decide not to grant the Treasurer of ELSA's provisional changes, at the following International Council Meeting, they are entitled to propose any changes they deem appropriate to the International Council. This shall be approved with an absolute majority.

Article 7. Role of Auditors of ELSA within the Financial Strategy

7.1 The Auditors of ELSA shall:

- i. a. Provide the Working Group with their comments on the Draft Financial Strategy;
- ii. b. Confirm to the Treasurer the reception of provisional changes;
- iii. c. Evaluate ELSA compliance with the Financial Strategy and state their findings within the Auditors' reports;
- iv. d. Evaluate any intended revisions of the Budget of ELSA to determine whether it follows the Financial Strategy and provide their comments along with the revision proposal.

Article 8. Evaluation of the Implementation of Financial Strategy

8.1. After the end of the Implementation Period, the Treasurer of ELSA shall prepare an evaluation of such period.

8.2. The Treasurer of ELSA shall prepare the evaluation 59 days before the opening of the Spring International Council Meeting, and provide the Working Group with the results. Any recommendations arising from the evaluation shall be incorporated within the Draft Financial Strategy.

8.3. Within the evaluation, the Treasurer shall summarise the financial situation of ELSA during the Implementation Period against the targets stated within the Focus and Execution part of the Financial Strategy and include all of the Auditor's findings under Article 6.1 of the Financial Strategy part of the Decision Book, regarding the Implementation Period.

8.4. The evaluation itself shall be sent out along with the Draft Financial Strategy for comments, as stated in Article 3.3 of the Financial Strategy part of the Decision Book, and shall be included in the Working Materials of the following International Council Meeting.

Chapter 11. Financial Strategy 2019-2022

9. Focus of the Financial Strategy 2019-2022

Part I.

Article 1. Fundraising

I.1.1 Partnerships

a. Aim: Partnerships shall serve as a prominent source of income for ELSA.

b. Goals:

- i. ELSA shall opt for an outreach strategy which embraces a more diverse, wider spectrum of partners;
- ii. ELSA shall work on improving its cooperation with current partners;
- iii. ELSA shall focus on partners whose duties can reach the needs of ELSA members, including in-kind agreements;
- iv. ELSA shall utilise its partners' specialities and collaborate with them in its projects and its campaigns;

I.1.2 Membership Fee

a. Aim: The Membership Fee shall not be considered as a common source of income. Given sufficient and sustainable income, ELSA shall reduce it.

b. Goals:

- i. ELSA shall reassess the Membership Fee calculation every 3 years;
- ii. ELSA shall adjust the amount of the Membership Fee based on inflation and the needs of ELSA every year;
- iii. ELSA shall link the Membership Fee amount to tangible cost of ELSA International (House, Allowances etc);

I.1.3 Advertising

a. Aim: Advertising shall become a reliable source of income of ELSA.

b. Goals:

- i. ELSA shall research the exact legal and tax implication of having advertising revenue and to which extent it can be done tax free;
- ii. The International Board shall explain to the Council each year the steps taken to fulfil this aim and its success;
- iii. The International Board shall implement advertising in the Synergy each year;
- iv. ELSA shall implement advertising in its Webinars;

I.1.4 Grant strategy

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a. Aim: ELSA shall be relying on grants for at least 50 % of its income, be eligible to the *One-off structural grant* of the European Youth Foundation and aim to have staff funded by grants.

b. Goals:

- i. A team dedicated to grants, staying for more than one year, shall be established to apply and follow the reporting of the grants.
- ii. ELSA shall invest in the formation of the team members by following trainings on grants
- iii. ELSA shall visit the ERASMUS+ and the EYF offices in Strasbourg during transition
- iv. ELSA shall apply every year to Erasmus+ KA3 Civil Society Cooperation – Youth Grant
- v. ELSA shall apply every year to the *International Activities grant* of the European Youth Foundation
- vi. ELSA shall recruit full time volunteers funded by the European Solidarity Corps or the European Voluntary Service
- vii. ELSA shall recruit mid to long term interns funded by the Erasmus Intern program
- viii. ELSA shall establish full time employees funded by the MIRABEL grant
- ix. ELSA shall focus on finding new sources of grants, especially regional and national ones

Part II. Article 2. Investments

H.2.1. Professionalisation

a. Aim: Ensure the sustainability of the association through consulting professionals

b. Goals:

- i. ELSA shall take the required steps to implement a secretariat
- ii. ELSA shall continue to employ an accountant
- iii. ELSA shall set up a reliable way to get legal advice
- iv. ELSA shall start relying on interns to lighten the workload of the International Board

H.2.2 Marketing

a. Aim: Investing to make our marketing tools and production more professional

b. Goals:

- i. ELSA shall invest into equipment used to produce materials, such as studio equipment, and reliable, job-specific hardware and software
- ii. ELSA shall invest in paid advertisement on social media
- iii. ELSA shall investigate the possibility of outsourcing our design jobs to professional firms
- iv. ELSA shall investigate the possibility of acquiring professional marketing consultancy

H.3. 2.3 Fundraising events

a. Aim: Increase the fundraising potential and the reputability of ELSA

b. Goals:

- i. ELSA shall research the different networking opportunities in the field of Law
- ii. ELSA shall invest in sending International Board Member to these events

Part III. Article 3. General Structure

III.1. 3.1 Reserve

a. Aim: Reconstitute a reserve equal to 50 % of the annual income to solve the liquidities issues

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b. Goals:

- i. The International Board shall update the Network on the state of the reserve at every ICM
- ii. ELSA shall capitalise 5 % of its global income every year
- iii. The reserve can be injected into the running funds of ELSA only after a recommendation from the Auditors of ELSA and Council approval.

III.2 3.2 ELSA House

a. Aim: Provide a steady accommodation and work environment for the International board

b. Goals:

- i. ELSA shall assess the legal requirement for terminating the House contract
- ii. ELSA shall investigate the possibility of separating the housing and the working place
- iii. ELSA shall investigate the possibility of hosting the International Board Members in different accommodations, not all in the same house

III.3 3.3 Allowances

a. Aim: Provide the International Board Members with a legal and decent income.

b. Goals:

- i. ELSA shall improve the legal situation regarding the allowances;
- ii. ELSA shall investigate the possibility to raise the International Board allowances to match with the actual living cost of Brussels;
- iii. ELSA shall investigate the possibility of changing the status of the board from volunteers to employees;
- iv. ELSA shall help the new International Board Members by providing them template for the Erasmus+ Mobility Grant;

III.4 3.4 Auditing

a. Aim: Set up a consistent auditing system.

b. Goals:

- i. ELSA shall create clear guideline for the auditors to follow;
- ii. ELSA shall provide a transition to the auditors;
- iii. ELSA shall define the boundaries between the role of the auditors and the role of the advisory board;
- iv. ELSA shall investigate the possibility of having a professional external audit in complement of the internal audit;

Part IV. Article 4. Projects

IV.1 4.1 The John H. Jackson Moot Court Competition

a. Aim: Make the competition self-sustainable and reconstruct its reserve.

b. Goals:

- i. ELSA shall improve the transparency towards the Council by presenting each year a report on the financial state of the competition;
- ii. ELSA shall capitalise 5 % of the competition income each year to the reserve;
- iii. ELSA shall set clear conditions of use of the reserve;

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- iv. ELSA shall maintain a constant level of donations for the rounds in development;
- v. The allowances of the VP EMCC shall remain to be covered by the JHJMCC budget;

IV.2 4.2 The European Human Rights Moot Court Competition

a. Aim: Increase the standards of the competition while maintaining its financial stability.

b. Goals:

- i. ELSA shall improve the transparency towards the Council by presenting each year a report on the financial state of the competition;
- ii. ELSA shall capitalise 5 % of the competition income each year to the reserve;
- iii. ELSA shall set clear conditions of use of the reserve;
- iv. ELSA shall introduce a registration fee in order to raise the quality standards of the competition;
- v. The allowances of the VP AA shall be covered by the EHRMCC budget;

IV.3 4.3 Synergy

a. Aim: Make the project self-sustainable.

b. Goals:

- i. ELSA shall increase the advertisement revenue from the Synergy;
- ii. ELSA shall research printing options to find the best quality/price balance;

IV.4.4.4 ELSA Law Schools

a. Aim: Increase the quality and the communication surrounding the project.

b. Goals:

- i. ELSA shall invest in marketing for the project;
- ii. ELSA shall take steps to improve the IT aspect of the project;
- iii. ELSA shall organise a training week end every year;
- iv. The allowances of the VP S&C shall be covered by the Law school budget;

IV.5 4.5 Student Traineeship Exchange Programme

a. Aim: Improve the financial state of the project.

b. Goals:

- i. ELSA shall find new partnerships or methods to make STEP financially sustainable;
- ii. ELSA shall investigate grant possibilities for STEP;

Article 5.40. Execution of the Financial Strategy 2019-2022

5.40.1 Fundraising Executions

~~40.1.1~~ a. General Partnership Income shall be increased by 10 % per year.

~~40.1.2~~ b. Membership Fee Income shall be reduced between 0 to 20 % of the General Income.

~~40.1.3~~ c. Advertising Income and Income from publications combined Income shall be between 15 to 20 % of the General Income.

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40.1.4 d. Income from Operating / Structural Grants shall be elevated between 40 to 60 % of the General Income.

40 5.2 Expenditure Executions

40.2.1 a. Expenses for the ELSA House shall be maintained between 20 to 35 % of the General Expenses.

40.2.2 b. International Board Remunerations shall be maintained between 15 to 25 % of the General Expenses.

40.2.3 c. International Board Travel expenses shall be maintained between 10 to 20 % of the General Expenses.

~~DECISIONS RELATING TO MARKETING (MKT)~~

Part 5. Marketing (MKT)

Definition

Chapter 1. Definition

Article 1. General

1.1 Marketing is one of the Supporting Areas of ELSA which aims to raise the awareness of ELSA in society. It provides marketing materials and strategies for the realisation of the activities and projects of all areas of ELSA in cooperation with the respective officers. Marketing builds relationships with different target groups and makes sure ELSA is presented to them according to their needs.

Responsibilities

Chapter 2. Responsibilities

Article 1. Responsibilities of ELSA International

1.1 ELSA International shall:

- a. Ensure the legal protection of the ELSA brand, in particular its name and logo and the protection of the positive image of the Association;
- b. Make sure that the uniformity rules are known and implemented throughout the Network;
- c. Update and distribute the ELSA Brandbook;
- d. Supervise the correct use of the uniformity rules in all National Groups and contact the breaching group immediately informing them about the specific breach and how to correct it;
- e. Create and implement the strategy for promotion of ELSA International's projects and share it with the Network;
- f. Provide templates and project marketing packages for the National and Local Groups;
- g. Explain the Uniformity rules and the ELSA Brandbook guidelines to the Network in order to create a common understanding and consistency of use.

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2. Responsibilities of the National Groups

1.2 National Groups shall:

- a. Ensure the protection of the ELSA brand and the positive image of the Association;
- b. Promote projects of ELSA International following the provided guidance;
- c. Share the templates and project marketing packages provided by ELSA International within the respective national networks;
- d. Follow the uniformity rules and ensure their implementation and awareness in the respective national networks;
- e. Supervise the correct use of the uniformity rules in the respective national networks;
- f. Make sure that all breaches are corrected immediately;
- g. Consult ELSA International when in doubt.

3. Responsibilities of the Local Groups

1.3 Local Groups shall:

- a. Ensure the protection of the ELSA brand and the positive image of the Association;
- b. Promote projects of ELSA International following the provided guidance;
- c. Follow the uniformity rules and ensure their implementation and awareness in the respective local networks;
- d. Make sure that all breaches are corrected immediately;
- e. Consult the officers of the respective National Groups when in doubt.

Uniformity

Chapter 3. Uniformity

Article 1. General

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

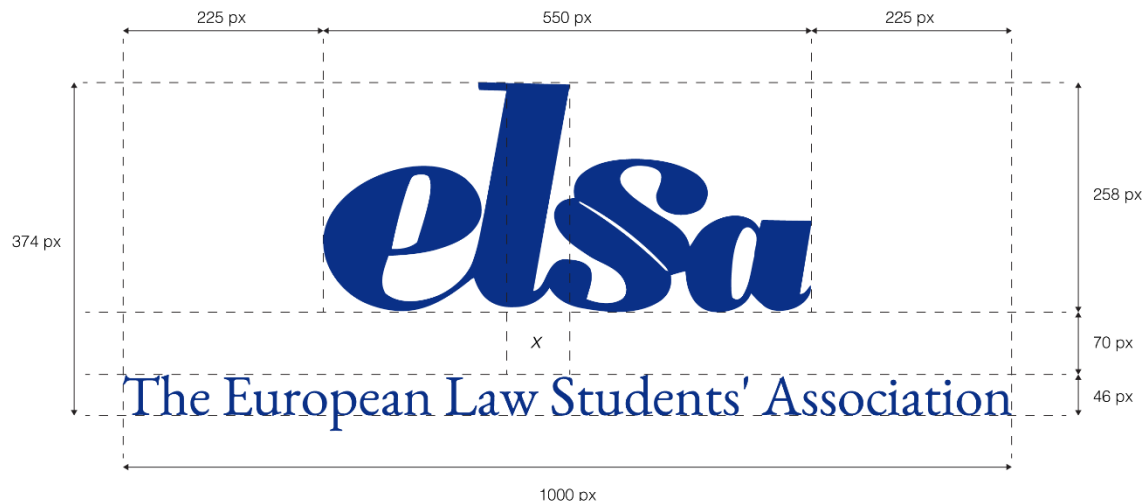
Article 2. ~~1-~~ The ELSA Logo

2.4.1 The ELSA logo, following the uniformity rules, shall be featured on all Marketing Materials. The ELSA logo shall be used only in a way, which is beneficial for ELSA. The logo shall not be used in a way that would damage the positive image of ELSA or in any other way that would harm the reputation of the association. The logo shall not be used in a way, which could come in conflict with ELSA's non-political status.

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2 4.2 The ELSA logo consists of two parts: the design and the subtitle. Only when the design and the subtitle appear together in the correct proportions and colours may it be called the ELSA logo, unless the exception 1.3 applies.

2 4.3 For a specific reason, the logo can be featured without the subtitle when relatively small. In that case it shall not be used in combination with any other subtitle or name.



~~4.3.1~~ a. Relatively small means that the width of the design is 30 mm or less or if the material production technology makes it impossible to use the logo with the subtitle and/or name.

~~4.3.2~~ b. The exception in point 1.3 does not apply for business cards, letterheads, envelopes and digital publishing.

~~4.3.2.1~~ i. Digital publishing includes (but is not limited to) webpages and social media.

2 4.4 For a specific reason, the dimensions of the logo can be altered, but its proportions shall never be altered.

~~4.4.1~~ a. The dimensions of the logo may only be altered to the extent in which the subtitle would still be easily legible on the desired viewing platform.

2 4.5 The subtitle shall be written in the font *EB Garamond*.

- a. The subtitle shall be perfectly centred under the design with a spacing equivalent to the width of the letter “L” in the design; hereby referred to as *X*.
- b. The colour of the subtitle shall be the same as the colour of the logo.
- c. The subtitle should appear only in English.

~~4.5.1~~ i. If there is a legal obligation to have the subtitle in a national language, this shall be given secondary importance to the ELSA logo described in point 1.2.

~~4.5.2~~ ii. The non-English subtitle should be perfectly centred above the design with the same spacing, font, size and colour as the original subtitle.

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4.2.6 All National and Local Groups shall use the ELSA logo in combination with the name of their respective group.

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

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

b. The name shall be written in capital letters.

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

d. The National Group name should appear only in English.

4.2.8 The ELSA logo described and depicted in point 4.2.2 is to be used only by ELSA International.



a. ELSA International can authorise others to use the ELSA logo.

4.2.9 The written version of the abbreviated subtitle is: ELSA.

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a. When used with the name of the group, it shall be written as in the following examples:
~~ELSA International~~

- i. ELSA Italy;
- ii. ELSA Prague.

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

- a. ELSA blue: CMYK: 100 85 0 0 RGB: 10 48 135 HEX: #0A3087;
- b. Black: CMYK: 0 0 0 100 RGB: 0 0 0 HEX: #000000;
- c. White: CMYK: 0 0 0 0 RGB: 255 255 255 HEX: #FFFFFF;

4.2.11 No extra effects, animations or ornamentations shall be added to the logo.

4.2.12 The logo shall be surrounded by a clear space. There shall be no other logos, inscriptions or graphical elements infringe on this space. The size of the clear space is determined by the cap height of the letter “e” in the design and is to be respected for all directions.



Article 3.2. Social Media

3.2.1 To ensure the uniformity of the ELSA brand, all Social Media profiles representing National or Local Groups and their projects shall be maintained following the uniformity rules.

3.2.2 The name of the National or Local Group's profile should feature the abbreviation “ELSA” and the name of the Group.

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~~4.1~~

~~3.3~~ The name of the project's profile should feature the full or abbreviated name of the project.

~~2.3.4 a.~~ The name for social media profiles for ELSA Law Schools shall follow the following format:

i. 'SELS/WELS (Name of Country/City) on (Topic)

b. The following example may be used:

i. SELS Izmir on International Trade Law

~~23.4~~ The National or Local Group's profile shall feature the profile picture containing only the ELSA logo in combination with the name of their respective group. The logo on the profile picture can be only used in ELSA Blue on white background or in white on ELSA Blue background.

~~2.3.5~~ The Social Media profiles representing ELSA brand shall always be ran in accordance to the terms of use of the respective platform or service.

Article 4. ~~3.~~ The ELSA Flagship Projects

~~3.1~~ 4.1 The European Human Rights Moot Court Competition (EHRMCC) logo consists of the titular words stacked upon each other, as seen in the diagram below. The logo may also be utilised as a negative version of the same design.



~~3.2~~ 4.2 The Legal Research Groups (LRGs) logo consists of the abbreviated form of the title stacked on top of the full name, with two motifs, one representing books to the left, and one representing a magnifying glass intertwined into the letter 'G', as seen below. The logo may also be utilised as a negative version of the same design.



~~3.3~~ 4.3 The John H. Jackson Moot Court Competition (JHJMCC) logo consists of the titular words stacked upon each other, as seen in the diagram below. The logo may also be utilised as a negative version of the same design.

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THE
JOHN H. JACKSON
MOOT COURT COMPETITION

~~3.4~~ 4.4 The ELSA Delegations logo consists of a circular motif as well as the titular words stacked on top of each other, as seen below. The logo may also be utilised as a negative version of the same design.



~~3.5~~ 4.5 The Summer ELSA Law Schools (SELS) logo consists of a circular motif next to which there is the abbreviated name of the project, under which there is the full name of the project as seen below. The logo may also be utilised as a negative version of the same design.



~~3.6~~ 4.6 The Winter ELSA Law Schools (WELS) logo consists of a circular motif next to which there is the abbreviated name of the project, under which there is the full name of the project as seen below. The logo may also be utilised as a negative version of the same design. __



~~3.7~~ 4.7 The Student Trainee Exchange Programme (STEP) logo consists of the abbreviated name of the project stacked on top of the word 'traineeships', as well as the STEP website URL, as seen below. The logo may also be utilised as a negative version of the same design.



Synergy

Chapter 4. Synergy

Article 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 November and at the latest during the month of December. The spring edition shall be published and distributed at the earliest during the month of April and at the latest during the month of May.

1.2 Synergy covers activities of ELSA throughout the network as well as external co-operations of ELSA International.

1.3 Every edition of Synergy shall include at least one article related to Human Rights and at least one article related to the IFP.

1.4 The Vice President Marketing of ELSA International is the editor-in-chief of Synergy and responsible for the content.

Article 2. Distribution

2.1 ELSA International is responsible for distributing copies of Synergy to the National Groups. Both ELSA International and the National Groups shall strive to keep the distribution costs to a minimum.

2.2 Each National Group is responsible and shall ensure that the Local Group Report is up to date with both their National and Local Groups' delivery addresses and in accordance with the guidelines set by ELSA International.

2.3 If a National Group fails to submit the Local Group Report by the deadlines set in the Decision Book, ELSA International shall not be responsible for delivering Synergy. In case the shipping company cannot deliver the package to the specified address in a submitted the Local Groups Report due to a mistake in the address or inability to reach the recipient caused by the fault of a Local or National Group, the respective National Group shall bear the reimbursement costs for the undelivered packages estimated by the shipping company.

2.4 Each National and Local Group may request between 5 and 20 copies of the Synergy Magazine. The information about such request shall be delivered to ELSA International before the deadline for submission of articles. Upon failure to submit such information, ELSA International shall assume the amount requested to be that of 5 copies.

2.5 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 Printing and distribution costs of additional copies requested by the National Groups will have to be financed by the requesting Group.

2.7 A request for additional copies must be submitted to ELSA International before deadline for submission of articles to the relevant issue.

~~DECISIONS RELATING TO ACADEMIC ACTIVITIES (AA) AND MOOT COURT COMPETITIONS (MCC)~~

Part 5. Academic Activities (AA) and Moot Court Competitions (MCC)

Definition

Chapter 1. Definition

Article 1. General

1.1 Academic Activities is one of the Key Areas of ELSA that aims to contribute to the legal education of law students and young lawyers through interactive practical activities by means of critical dialogue and scientific cooperation. It prepares them for a professional life and gives them an understanding of different legal systems.

~~General Policies in AA~~

Chapter 2. General Policies

Article 1. General

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.

1.2 In case a certificate or diploma is issued upon an AA project, the certificate or diploma should be signed by the speaker or the respective academic partner involved.

~~Academic Competitions~~

Chapter 3. Academic Competitions

Article 1. Academic Competitions

1.1 An academic competition is an event in which law students and young lawyers compete against each other with the aim of preparing the participants for the specialised forms of skills, experience and knowledge that are required within the legal profession.

1.2 The AA officer shall assure that the academic competition has a relevant legal topic, a recognised jury and a comprehensive set of rules.

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1.3 In the assessment of the participants, the Jury should be guided by factors such as clarity, conciseness, persuasiveness, critical thinking and conformity with the objective standards that have evolved in the legal profession.

Article 2. ELSA Negotiation Competitions

2.1 ELSA Negotiation Competition (ENC) is a simulation of a negotiation process between different parties, conducted by teams consisting of two law students and young lawyers representing a party in the respective negotiation.

2.2 The simulations will be observed and evaluated by a panel of judges who shall include at least a legal practitioner and the panel shall provide participants feedback to advance their negotiation skills.

2.3 The simulations should be held in English.

~~Academic Writing~~

Chapter 4. Academic Writing

Article 1. Legal Research Groups

1.1 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.

1.2 Legal Research Groups can be:

- a. Unilateral – conducted in one ELSA group;
- b. Bilateral – conducted as a cooperation between two ELSA groups;
- c. Multilateral – conducted as cooperation between three or more ELSA groups; or
- d. International – conducted by ELSA International in cooperation with an academic partner.

1.3 The AA officer shall ensure that the Legal Research Group has:

- a. An Academic Framework encompassing one main question divided into several subsequent questions;
- b. A Timeline setting out the deadlines for participants, organisers and externals; and
- c. A Style Guide for formatting and referencing in accordance with the Oxford University Standard for the Citation of Legal Authorities (OSCOLA).

1.4 The AA officer shall ensure that in the organisation of the Legal Research Group, there shall be at least:

- a. A project coordinator being either the VP AA of the organising group(s) or the Human Resources Coordinator of the Legal Research Group;
- b. An Academic Board (member), including legal practitioners and/or legal academics, responsible for the Academic Framework, quality of research and outcome, as well as the reputability of the project; and
- c. An Editor for linguistics, formatting and/or referencing, to ensure consistency.

1.5 The Legal Research Group shall make its conclusions publicly accessible in the form of a final report.

Article 2. International Legal Research Group

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2.1 General

~~2.1.1. a.~~ The International Legal Research Group (ILRG) is an annual LRG coordinated by ELSA International.

~~2.1.2. b.~~ Once the National Coordinator and/or their National Research Team has been appointed, they shall not be replaced or removed without the explicit approval of the VP AA of the International Board of ELSA.

2.2 Responsibilities of ELSA International:~~2.2.1 a.~~ Preparation

- ~~a.~~ i. Establishing an Academic Board for each new ILRG;
- ~~b.~~ ii. Developing the Academic Framework, Timeline and Style Guide in collaboration with the Academic Board;

~~2.2.2 b.~~ National Coordinator Applications

- ~~a.~~ i. Coordinating the participation of National Groups in the ILRG through the appointment, instruction and management of National Coordinators;
- ~~b.~~ ii. Opening a Call for such National Coordinators prior to the launch of the ILRG;
- ~~c.~~ iii. Sending the applications for the position of National Coordinator to the relevant National Groups for recommendations within 5 days after the Call has been closed;
- ~~d.~~ iv. Informing the applicants for the position of National Coordinator about the outcome of their application within 15 days after the Call has been closed;

~~2.2.3 c.~~ National Research Team Applications

- ~~a.~~ i. Opening a Call for the remaining positions on the National Research Teams after the appointment of the National Coordinators;
- ~~b.~~ ii. Sending the applications for the National Research Teams to the relevant National Groups and National Coordinator within 5 days after the Call has been closed.

~~2.2.4 d.~~ Research and publication

- ~~a.~~ i. Informing the National Research Teams of the progress of the ILRG throughout the research period and the publication period;
- ~~b.~~ ii. Making the research publicly available within a reasonable amount of time following the completion of the research;
- ~~c.~~ iii. Ensuring the editorial standard of the Final Report by cooperating with an external publisher.

2.3 Responsibilities of National Groups:~~2.3.1. a.~~ National Coordinators Applications

- ~~a.~~ i. Promoting the Call for National Coordinator within their National Group;
- ~~b.~~ ii. Recommending justifiably to ELSA International whether to accept or reject an application for National Coordinator within 10 days after the Call has been closed;
- ~~c.~~ iii. Providing the appointed National Coordinator with the tools and contacts they need to fulfil their tasks and access to the external contacts of the National Groups.

~~2.3.2. b.~~ National Research Team Applications

- ~~a.~~ i. Promoting the Call for the remaining positions within the National Research team within their National Group;
- ~~b.~~ ii. Recommending justifiably to the National Coordinator whether to accept or reject an application for the National Research Team within 10 days after the Call has been closed.

2.4 Responsibilities of National Coordinators:~~2.4.1 a.~~ National Research Team Applications

- ~~a.~~ i. Promoting the Call for positions on the National Research Team within their country;

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- b. ii. Considering the recommendation of the National Group in the selection of the National Research Team;
- c. iii. Informing the applicants to the positions on the National Research Team within 15 days after the Call has been closed, but no earlier than 10 days after the Call has been closed.

2.4.2 b. Research and publication

- a. i. Ensuring the National Research Team complies with the Timeline, Framework and Guidelines as set out by ELSA International;
- ~~b. ii. Ensuring the academic and editorial standard of their Report.~~

Article 3. Law Review

2 3.1 A Law Review is a legal publication consisting of contributions from students, practitioners and academics.

2 3.2. The officer in charge of the law review shall ensure that the Law Review has a comprehensive Editorial Policy and a set of requirements for the contributions.

2 3.3 The AA officers shall ensure that the Law Review has an Editorial Board responsible for selection of
contributions of the highest academic standard.

2 3.4 The Editorial Board should consist of students, practitioners and academics.

Article 4. ELSA Law Review

4.1 The ELSA Law Review (ELR) is the Law Review of ELSA. It shall publish original peer-reviewed submissions, the publication of which shall further the vision, purpose and means of ELSA.

4.2 The ELR shall be managed by the Editorial Board. The Editorial Board shall consist of the Vice President in charge of Academic Activities and a minimum of three other members.

4.3 The ELSA Law Review shall be peer-reviewed by the Academic Board for the purpose of ensuring its academic quality and credibility. The Academic Board shall be appointed by the International Board and consist of individuals with the requisite expertise to conduct a credible, high quality peer-review.

4.4 The ELSA Law Review shall be revised and published by a professional publisher, to ensure a high-quality standard.

4.5 The primary topics of the ELSA Law Review shall be human rights law. Each issue of the ELR may have additional topics selected by the Editorial Board.

4.6 The submissions published must meet the following requirements:

- a. The submissions must be in British English;
- b. The submissions must be the original work of the authors submitting them for publication;
- c. The submissions must comply with the ELSA Law Review Plagiarism Policy;
- d. The submissions must be referenced in accordance with the Oxford University Standard for the Citation of Legal Authorities (OSCOLA);
- e. The submissions may not have been published elsewhere;
- f. The submissions must include a short abstract, consisting of maximum 10% of the length of the submission, as well as an author's biography not exceeding 100 words;
- g. The submission must be submitted as a file readable by Microsoft Word;

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- h. The submission must comply with the Authors' Guidelines in force at the time of publication. The Authors' Guidelines may be revised yearly by the Editorial Board;
 - i. Articles submitted must be between 2,500 and 7,500 words including footnotes and appendices;
 - j. Case notes submitted must be between 1,000 and 4,000 words including footnotes and appendices; and
 - k. Letters to the editor must be between 1,000 and 2,000 words including footnotes and appendices.
- 4.7 The ELSA Law Review shall be published in accordance with the Publication Cycle:
- 4.7.1 a. A volume of the ELSA Law Review shall span the calendar year and shall consist of two issues.
- 4.7.2 b. The call for submissions for the first issue shall open at the Autumn International Council Meeting of the year preceding its publication.
- 4.7.3 c. The call for submissions for the second issue shall open at the Spring International Council Meeting of the year of publication.

~~Other Academic Projects~~

Chapter 5. Other Academic Projects

Article 1. Lawyers at Work Event

1.1 A Lawyers at Work Event (L@W Event) is an event that provides an insight into legal professions through presenting the law students and young lawyers career information from those working in various professions which are open to law graduates.

1.2 L@W Event should involve interactive learning opportunities such as case solving, legal courses or job interviews, CV trainings etc.

~~General Responsibilities~~

Chapter 6. General Responsibilities

Article 1. Responsibilities of ELSA International

1.1 The Vice President in charge of ELSA Moot Court Competitions is the overall responsible person for the coordination of the John H. Jackson Moot Court Competition and to support the Network's Officers responsible for moot court competitions in their respective ELSA Groups. The Vice President in charge of Academic Activities is in charge of all other AA projects, including the European Human Rights Moot Court Competition.

1.2 Provide necessary materials and information on how to organise AA projects to the National and Local Groups. This should be done through, among others, workshops, trainings, manuals, handbooks and guidelines and by updating outdated materials and making sure that all these tools are available.

1.3 Facilitate the organisation of ELSA Day and IFP projects, through providing necessary materials and assistance for conducting and evaluating the respective projects, following the responsibilities of ELSA International set out in the ELSA Day and IFP sections of the Decision Book.

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1.4. Solve the disputes by the means of dialogue when the respective parties cannot reach a mutual agreement amongst themselves and refer the case to ELSA International.

Article 2. Responsibilities of the National Groups

2.1 Submit the AA Project Specification Form and the AA Project Evaluation Form to ELSA International, when the AA project is organised by the National Group.

2.2 Support and promote the AA projects organised by ELSA International.

2.3. Facilitate the organisation of ELSA Day and IFP projects within the national network, following the responsibilities of National Groups set out in the ELSA Day and IFP sections of the Decision Book.

Article 3. Responsibilities of the Local Groups

3.1 Submit the AA Project Specification Form and the AA Project Evaluation Form to ELSA International, when the Local Group organises an international AA project.

3.2 Support and promote the AA projects organised by ELSA International.

3.3. Organise ELSA Day and IFP projects, following the responsibilities of Local Groups set out in the ELSA Day and IFP sections of the Decision Book.

Moot Court Competitions

Chapter 7. Moot Court Competitions

Article 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.

Article 2. The ELSA International Moot Courts

2.1 The John H. Jackson Moot Court Competition

~~2.1.1~~ a. The John H. Jackson Moot Court Competition is a simulated hearing of the Dispute Settlement Body of the World Trade Organization (WTO). It is open to teams from all around the world.

~~2.1.2~~ b. The competition consists of 3 rounds: the written rounds, the Regional Rounds and the Final Oral Round. National Groups may organise National Rounds.

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2.2 The European Human Rights Moot Court Competition (EHRMCC)

~~2.2.1~~ a. The EHRMCC is a simulated hearing of the European Court of Human Rights. The competition consists of a minimum of three rounds: the written round, the Regional Rounds and the Final Round.

2.3 Responsibilities of the Local and National Groups

~~2.3.1~~ a. 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~~ b. Gather participants and support them in order to take part in the ELSA International Moot Courts.

2.4 Responsibilities of ELSA International

~~2.4.1~~ a. ELSA International is overall responsible for the organisation of the JHJMCC and the EHRMCC.

~~2.4.2~~ b. ELSA International shall publish the final reports of the JHJMCC and EHRMCC no later than one month after the last day of the Final Oral Round of the respective Competition. The final report must include a description of the competition, reportings from the Written Round, Regional Rounds and the Final Oral Round, including an overview of participating teams, judges/panellists and scores, and concluding remarks.

~~2.4.3~~ c. ELSA International shall open the call for Regional Round Organisers for the EHRMCC and European Regional Rounds Organisers for the JHJMCC before the Closing Plenary of the Spring International Council Meeting.

~~2.4.4~~ d. ELSA International shall provide templates for applications for Regional Round Organisers, containing: motivation letter, draft agenda, draft budget and organisational timeline.

~~2.4.5~~ e. In appointing the Regional Round Organiser, ELSA International shall take the following criteria into account:

- ~~a.~~ i. The financial situation of the Group;
- ~~b.~~ ii. The accessibility of the proposed locations;
- ~~c.~~ iii. The support from the respective National Group (if applicant is a Local Group);
- ~~d.~~ iv. The number of (international) events that could potentially affect the quality of the Regional Round, hosted by that Group;
- ~~e.~~ v. The experience of the Group with regards to organising international or large national events, as well as moot court competitions specifically.

~~2.4.6~~ f. ELSA International may ask for additional documentation (e.g. previous final accounts, annual budget) in order to assess the criteria mentioned in 2.4.4.

~~2.4.7~~ g. ELSA International shall give each Group feedback regarding the assessment of the criteria mentioned in 2.4.4.

~~2.4.8~~ h. If ELSA International is unsuccessful during the call set out in 2.4.2, ELSA International may seek institutional partners to organise the Regional Round of the EHRMCC and the European Regional Rounds of the JHJMCC.

~~DECISIONS RELATING TO SEMINARS AND CONFERENCES (S&C)~~

Definition

Part 7. Seminars and Conferences (S&C)

Chapter 1. Definition

Article 1. General

1.1 Seminars and Conferences is one of the Key Areas of ELSA that aims to provide law students and young lawyers with a learning experience, interaction with professionals and new social and cultural environments by means of passive learning, preparing them for future responsibilities as members of the society.

~~General Policies in S&C~~

Chapter 2. General Policies

Article 1. General

1.1 An S&C event is an event where participants acquire knowledge by means of passive learning through a lecture, a panel discussion, a seminar, a conference, a law school, a study visit, an institutional visit, a delegation, a webinar or any other activity.

1.2 In case a certificate or diploma is issued upon an S&C event, the certificate or diploma should be signed by the speaker or the respective academic partner involved.

~~Core S&C Events~~

Chapter 3. Core S&C Events

Article 1. Lectures

1.1 A lecture is a discourse within a certain area of law given by a professional speaker. The topic is discussed in a plenary.

Article 2. Panel Discussions

2.1 A panel discussion is an event where two or more experts discuss issues of a specific legal topic in front of an audience.

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Article 3. Seminars

3.1 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.

Article 4. Conferences

4.1 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.

~~ELSA Law Schools~~

Chapter 4. ELSA Law Schools

Article 1. Definition

1.1 ELSA Law Schools are international events organised by the Organising Committee of one or more ELSA Groups that are fulfilling the requirements regulated in this section.

1.2 Requirements of ELSA Law Schools:

- a. Aiming to be annual;
- b. Being open for everyone and conducted in English;
- c. Lasting for at least 7 days. The 7 days are calculated excluding the day of arrival but including the day of departure;
- d. Comprising of a scientific, cultural and social programme. The scientific programme shall include lectures followed by workshops or any other interactive activities fulfilling the definition in Art. 3.3 of the Statutes of ELSA, which deepen and emphasise the different areas of the lecture. The minimum scientific programme does not include an obligatory extra time to revise the lectures and prepare for the next lessons;
- e. Including at least 20 hours of scientific programme. If the duration of the ELSA Law School exceeds 7 days, the total scientific programme shall be prolonged by 4 hours per each extra day;
- f. Being organised in a close co-operation with an academic or institutional partner. The partner shall supervise and guarantee the quality of the scientific programme. Academic or institutional partner shall be a law faculty, public institution, law firm or any other legal entity, which is entitled to provide education, professional legal services or otherwise associated professionals in a particular field of law;
- g. Complying with ELSA Law Schools Cycle. ELSA International may allow exceptions in special cases.

1.3 ELSA Law Schools Cycles:

~~1.3.1~~ a. An ELSA Law Schools year is divided into a summer and a winter Cycle. To qualify into the summer Cycle, the ELSA Law School shall take place between the first week of July and the third week of September. To qualify into the winter Cycle, the ELSA Law School shall take place between the second week of December and the third week of March.

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~~4.3.2~~ b. An ELSA Law Schools Cycle consists of seven periods that are called:

- i. Specification, during which the ELSA Law Schools are announced to ELSA International and their respective Organising Committees provide basic information to ELSA International through ELSA Law Schools Specification Form.
- ii. 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.
- iii. Application, which takes place between an Opening and a Deadline for applications established by ELSA International. During this period, applications for ELSA Law Schools are collected and processed through an online platform operated by ELSA International.
- iv. Selection, which begins immediately after the Deadline. During this period the Organising Committee selects and notifies all the participants. At the end of the Selection Period the Organising Committee may request for the ELSA Law School to be included in the Additional Application period.
- v. Additional Application, which takes place between an additional Opening and an additional Deadline for applications established by ELSA International. During this period, applications for ELSA Law Schools are collected and processed through an online platform operated by ELSA International.
- vi. Additional Selection, which begins immediately after the additional application Deadline. During this period the Organising Committee selects and notifies the participants.
- vii. Event, during which the ELSA Law Schools take place.
- viii. Evaluation, which takes place after the end of the ELSA Law School. During this time, the participants give feedback on the ELSA Law School to the Organising Committee. The Organising Committee then fills in the ELSA Law Schools Evaluation Form sent out by ELSA International.

~~4.3.4~~ 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.

~~4.3.5~~ d. An ELSA Law Schools Cycle may be waived by ELSA International if there is less than 5 ELSA Law Schools specified for a Cycle.

Article 2. Responsibilities

2.1 Responsibilities of ELSA International:

- a. Coordinate ELSA Law Schools;
- b. To publish the ELSA Law Schools calendar by the end of October for the summer Cycle and by the end of July for the winter Cycle;
- c. End the Specification period by December for the summer Cycle and by August for the winter Cycle. The exact dates shall be provided in the calendar for the respective Cycles;
- d. Provide support to the Organising Committee upon request;
- e. Provide a joint promotion of ELSA Law Schools;
- f. Execute an adequate Quality Control;
- g. Organise a training weekend, namely the “ELSA Law Schools Training Weekend”, in order to train the Organising Committees of ELSA Law Schools, whereby Each Organising Group has a right to appoint one representative to attend the ELSA Law Schools Training Weekend and the cost of

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participation, which includes the trainings, accommodation and meals, are covered by the ELSA Law Schools Administrative Fee for at least one representative from each Organising Group.

2.2 Responsibilities of the Organising Committees:

- a. to follow the Requirements of ELSA Law Schools;
- b. Sign the ELSA Law Schools Agreement with ELSA International setting out the Minimum Quality Standards, the Privacy Policy and the Cancellation Policy of ELSA Law Schools.
- c. to provide all the information required by ELSA International without undue delay, particularly in regards to the joint promotion;
- d. to comply with the ELSA Law Schools Cycle;
- e. to follow the maximum participation fees regulated in the Financial Management part of the International Council Meeting Decision Book;
- f. to publish a preliminary outline of the subtopics the latest with the opening of the application period;
- g. to publish the complete scientific programme at least 2 months before the event;
- h. to publish information about the accommodation the latest with the opening of the application period;
- i. 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;
- j. to provide all participants with a reception package including the working materials, programme of the ELSA Law School and information about the city;
- k. 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.

Article 3. Quality Control

3.1 The International Board, especially the Vice President for Seminars and Conferences, shall control the quality of ELSA Law Schools. This includes particularly the resolution of complaints.

3.2 For this purpose, the International Board shall have a power:

- a. to check the revenues and expenditures;
- b. to check the qualification of the lecturers;
- c. to ask for the relevant information and clarification;
- d. to control the compliance with the internal regulations of ELSA.

3.2 3 In order to prevent potential problems regarding the organisation of ELSA Law Schools, ELSA International shall undertake a coaching role during the whole process.

3.3 4 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.

3.4 5 For the purposes of Quality Control, the International Board shall have, in case of a breach of regulations concerning ELSA Law Schools, 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;

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- c. to remove the respective ELSA Law School from the current ELSA Law Schools Cycle after delivering to the Organising Committee involved three official notifications regarding its breach of regulations concerning ELSA Law Schools, giving the Organising Committee appropriate time to solve the breach of regulations each time, in order to prevent it from using the “ELSA Law School” label;
- d. to accept an ELSA Law School into the current Cycle after the end of the Specification Period, upon presentation of an individual case.
- e. to allow the Organising Committee to deviate from the regulations concerning ELSA Law Schools upon presentation of an individual case.

3.5 6 The Vice President for Seminars & Conferences shall report in a workshop during the International Council Meeting about the use of the executive powers.

Article 4. Quality Standards

4.1 ELSA Law Schools shall comply with the following Quality Standards set for different aspects of the event.

a. General

- i. The OC shall take immediate action and provide the necessary assistance in issues involving medical attention. There shall be at least one member of OC present at the hospital or other medical institution should a participant be taken to such an institution, provided that the respective participant does not impose otherwise.
- ii. The OC shall provide participants with all the necessary information with regards to the programme of the ELSA Law School at least three weeks prior to the opening of the ELSA Law School. This information will at least include a detailed description of the venue of the accommodation, including available equipment and facilities. In case there are special events planned (e.g. hike, boat trip), this will also be included in the information.
- iii. The OC shall be the responsible party in relation to all matters involving participants and speakers.
- iv. The OC shall provide all participants with a participant badge including at least the name of the participant, the address of the accommodation, the phone number of the Head of OC and the phone number of the emergency services in the country.

b. Accommodation and Meals

- i. Rooms shall have no more than six participants.
- ii. Rooms shall not be of mixed gender unless the involved participants agree otherwise.
- iii. There shall only be participants of the ELSA Law Schools together in the rooms unless the involved participants agree otherwise.
- iv. There shall be at least one showering facility and one toilet for every six participants of the ELSA Law School.
- v. The OC shall ensure that there is free wireless internet access at the accommodation premises.
- vi. There shall be breakfast, lunch and dinner (including water) provided to the participants of the ELSA Law School.
- vii. Meals shall be diverse throughout the duration of the ELSA Law School.
- viii. There shall be alternative meals provided with respect to dietary restrictions, allergies and preferences of the participant in question when stated in the application form.
- ix. The rooms and the bathrooms shall be cleaned at least once every two days.

c. Transportation

- i. The Organiser shall purchase the tickets for the participants in advance when public transport is used during the ELSA Law School, if possible.

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- ii. The participants shall be informed of any feasible means of transportation from points of arrival and departure (like airports or train stations) to the venue of the ELSA Law School as well as estimated prices and possible discounts.
- iii. During the ELSA Law School, there shall be a minimum of one representative of the OC present when using public or private transport providing all the necessary assistance to the participants. This provision shall not apply to participants who are late to the provided transportation or those who have waived their right to the presence of an OC member.

d. Academic Programme

- i. Any readily-available lecture programme(s) and material(s) shall be distributed to the participants at least three weeks prior to the event.
- ii. There shall be at least six speakers with various academic backgrounds.
- iii. The OC shall publish the complete academic programme at least 2 months before the event.
- iv. If requested by the speaker for their presentation, the OC shall aim to organise and have at the speakers' disposal, any materials deemed necessary by the speaker, like flip chart, flip chart papers, markers and a video projector.
- v. The OC shall ensure that there is free wireless internet access at the lecture location-
- vi. There shall be at least one representative of the OC present during the academic programme at the disposal of the speakers and participants.

e. Social Programme

- i. The OC shall provide a diverse social and cultural programme each day of the official programme with the aim of giving participants the opportunity to get to know each other as well as the culture of the country.
- ii. The OC shall provide sightseeing to the participants of the ELSA Law School.
- iii. There shall be at least one representative of the OC per 10 participants present at the official social and cultural programme providing all the necessary assistance to the participants during the ELSA Law School.
- iv. The OC shall ensure that the premises for the social programme are compliant with the relevant industry safety standards.

f. Promotion:

- i. The Organiser shall use the ELSA Law Schools marketing kit provided by ELSA International as part of the unification of the programme.
- ii. The Organiser shall at all times follow the rules of ELSA's Corporate Identity.

Study Visits

Chapter 5. Study Visits

Article 1. Definition

1.1 Study Visits are academic, cultural and social exchanges which are organised between one Local or National Group of ELSA and at least one other Group of ELSA, ALSA, DLSA or ILSA.

1.2 Study Visits can be:

- a. Unilateral, when one group visits another group;
- b. Bilateral, when two groups visit each other in turn;
- c. Multilateral, when several groups visit one group.

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Article 2. Quality Standards

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.

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.

2.3 The academic programme shall have an average duration of a minimum of three hours per day.

2.4 The Study Visit agreement shall be concluded between the groups participating in the Study Visit. The agreement shall be sent to ELSA International.

Article 3. Responsibilities

3.1 Responsibilities of the Hosting Group:

- a. To organise the academic programme of the Study Visit.
- b. To organise a cultural and a social programme including sightseeing.
- c. The Hosting Group should take care of accommodation and meals for the participants and also provide all the information required (especially VISAs, letter of invitation and other legal documents required), unless agreed otherwise by the parties.

3.2 Responsibilities of the Visiting Group:

- a. To pay the deposit or pay the accommodation fee and any other necessary fees in advance.
- b. To be an active part of the Study Visit, especially during the academic programme.
- c. To collaborate in everything required by the Hosting Group.

Article 4. Study Visit Portal

4.1 National Groups shall collect the information for the Study Visits Portal from the local groups and submit it to ELSA International. The Study Visits Portal shall contain at least the following information about each local group:

- a. A short description of the group's history and location;
- b. Information about the surroundings and climate;
- c. Preferred periods for a Study Visit;
- d. Permanent contact information.

4.2 ELSA International shall collect and compile the information submitted by national groups for the Study Visits Portal, and make the completed Study Visits Portal available, via an online system, for all S&C officers.

Article 5. Damages

5.1 The hosting group may request a deposit from the visiting group(s). The deposit and its use shall be agreed by the participating parties in advance.

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5.2 If the Study Visit agreement is not concluded and a damage occurs, the deposit may not be fully refunded in the event of:

- ~~a. w~~ 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;
- ~~b. d~~ Damage incurred during the visit, for example financial loss incurred as a result of material damage.

5.3 The visiting party is responsible for their insurance.

~~Institutional Visits~~

Chapter 6. Institutional Visits

Article 1. Definition

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.

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.

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.

Article 2. Responsibilities

2.1 Responsibilities of the National Groups:

- a. To ensure that the local groups follow the procedure of the Institutional Relations regulations under Decisions relating to BEE.
- b. To ensure that the local groups submit the Event Specification to ELSA International.
- c. To ensure that the local groups submit the Evaluation Form no later than three weeks after the event.

2.2 Responsibilities of the Organising Groups:

- a. To inform ELSA International and follow the procedure of the Institutional Relations Regulations under Decisions relating to BEE.
- b. To complete the Event Specification Form.
- c. To complete the Evaluation Form and send it to the national group and ELSA International not later than three weeks after the event.

~~ELSA Delegations~~

Chapter 7. ELSA Delegations

Article 1. Definition

1.1 ELSA Delegations is a project which aims to allow ELSA Delegates to represent ELSA International as appointed delegates in meetings and sessions of organisations and institutions where ELSA has a special observership status or cooperates with.

1.2 An ELSA Delegate is a member or an alumnus of an ELSA Group appointed by ELSA International to participate in an ELSA Delegation.

1.3 There are several calls for the ELSA Delegations throughout the year. The Call for ELSA Delegations consists of the opportunities provided by ELSA International in the meetings and sessions of organisations and institutions where ELSA has a special observership status or cooperates with.

Article 2. Quality Standards

2.1 The Call for ELSA Delegations shall include a clear description of the event, practical information and a general task description for the ELSA Delegates. The Call for Applications shall be actively promoted in National Groups by the National Board.

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

2.3 It is up to the discretion of ELSA International to appoint the ELSA Delegates, using the principles of objectivity, neutrality and equality.

2.4 The ELSA Delegate

- a. shall be a member of ELSA or its alumni organisation,
- b. should have a solid ELSA background and actively participated in ELSA's activities,
- c. should have an academic competence in the field of law connected to the work of the institution and the topic of the event.

Article 3. Responsibilities

3.1 Responsibilities of ELSA International:

- a. ELSA International shall coordinate the participation of ELSA representatives in events and meetings organised by international institutions and organisations.
- b. ELSA International shall research events organised by international institutions and organisations and provide the Network with the relevant information.
- c. ELSA International shall prepare the Call for Applicants including the guidelines for the selection of ELSA Delegates.
- d. 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.

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- e. 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.
- f. The National Group of each delegate shall be informed by ELSA International about the selection of its members or its Local Groups' members prior to the respective session.

3.2 Responsibilities of the ELSA Delegates:

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

~~International Conferences of ELSA~~

Chapter 8. International Conferences of ELSA

Article 1. Definition

1.1 International Conferences of ELSA are international events organised by the Organising Committees of one or more ELSA Groups that fulfil the requirements regulated in this section. International Conferences of ELSA can be defined by an international nature, a focus on the scientific aspect of law and the intention of having an audience largely comprised of international participants.

1.2 Requirements of International Conferences of ELSA:

- a. Conducted in English;
- b. Lasting for at least 2 days. The 2 days are calculated excluding the day of arrival but including the day of departure;
- c. Comprising of a scientific and social programme;
- d. Being organised in close cooperation with an academic or institutional partner. The partner shall supervise and guarantee the quality of the scientific programme.
- e. Including at least 10 hours of the scientific programme. If the duration of the event exceeds 2 days, the total scientific programme shall be prolonged by 5 hours per each extra day.

Article 2. Responsibilities

2.1 Responsibilities of ELSA International:

- a. to coordinate and supervise International Conferences of ELSA;
- b. to collect and compile information submitted by Organising Committees on the International Conferences of ELSA website, and publish them therein at least one week before the date indicated in the relevant Event Specification Form as the beginning of the application period for the relevant event;
- c. to provide support to the Organising Committees through the coaching system;

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- d. to provide joint promotion of International Conferences of ELSA;
- e. to execute adequate Quality Control.

2.2 Responsibilities of Organising Committees:

- a. to follow the regulations concerning International Conferences of ELSA
- b. to fill in the Event Specification Form at least three months before the event;
- c. to provide all information necessary for the purpose of creating the portfolio of the respective International Conference of ELSA on the International Conferences of ELSA website at least one month before the date indicated in the relevant Event Specification Form as the beginning of the application period for the respective event;
- d. to follow the maximum participation fees regulated in the Financial Management part of the International Council Meeting Decision Book;
- e. to publish a preliminary academic programme of the International Conference of ELSA no later than the opening date of the application period;
- f. to publish the complete academic programme at least one month before the event;
- g. to distribute the relevant academic programme materials at least two weeks before the event;
- h. to provide all participants with a welcome package including the programme of the International Conference of ELSA;
- i. to grant participants with a certificate of participation after the end of the academic programme of the event;
- j. to fill in the Event Evaluation Form no later than one month after the event.

Article 3. Quality Standards

3.1 International Conferences of ELSA shall comply with the following Quality Standards set for different aspects of the event.

a. General:

- i. The Organising Committee shall be a responsible party in relation to all matters involving participants and speakers;
- ii. The Organising Committee shall provide all participants with a participant badge including at least the name of the participant, the address of the venue of the event and the phone number of the Head of OC;
- iii. The Organising Committee shall ensure that the premises where the programme of the International Conference of ELSA takes place are compliant with the relevant industry safety standards.

b. Academic programme:

- i. There shall be at least six speakers with various academic and professional backgrounds;
- ii. At least one third of the speakers shall be international, wherein international means either being based or having an academic or professional experience in a different country than the country, where an International Conference of ELSA takes place;
- iii. The Organising Committee shall ensure that there are materials deemed necessary by the speaker, like flip chart, flip chart papers, markers and a video projector, at their disposal;
- iv. The Organising Committee shall ensure that there is a free wireless internet access at the event venue;
- v. There shall be at least two representatives of the Organising Committee present during the academic programme and be at the disposal of the speakers and participants.

c. Social programme:

- i. The Organising Committee shall provide social programme with the aim of facilitating networking each day of the official programme of the event;

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- ii. In the case of the organisation of a gala ball, there is no obligation imposed on the Organising Committee to organise an additional social programme for those participants, who are not attending the gala ball;
- iii. There shall be at least one representative of the Organising Committee present during the social programme, providing all necessary assistance to the participants;
- iv. In the case of the organisation of a gala ball, the food and drinks shall meet the dietary restrictions of the participants and shall correspond to the price of the gala ball.

d. Meals:

- i. There shall be alternative meals provided with respect to dietary restrictions, allergies and preferences of the participant in question when stated in the application form;
- ii. Lunch shall be provided for every day of the official programme of the International Conference of ELSA, excluding either the day of arrival, or the day of departure;
- iii. A coffee break shall be provided during each day of the academic programme of the event;
- iv. Water, coffee, tea and snacks shall be included in the coffee break;
- v. Water shall be distributed to the speakers of the event.

e. Promotion:

- i. The Organising Committee shall use the International Conferences of ELSA marketing kit provided by ELSA International as a part of the unification of the programme;
- ii. ELSA International shall publish portfolios of International Conferences of ELSA on the International Conferences of ELSA website, based on the information provided by the Organising Committee. The portfolios shall include at least: description of the event, information about the venue of the event, preliminary academic and social programme, link to the relevant application form, and contact information;
- iii. The Organising Committee shall at all times follow the rules of ELSA's Corporate Identity.

Article 4. Quality Control

4.1 The International Board, especially the Vice President in charge of Seminars and Conferences, shall control the quality of International Conferences of ELSA. This includes particularly the resolution of complaints.

4.2 For this purpose, the International Board shall have the power:

- a. to check the revenues and expenditures;
- b. to check the qualification of the speakers;
- c. to ask the Organising Committee for the relevant information and clarification;
- d. to control the compliance with the internal regulations of ELSA.

~~4.2~~ 4.3 In order to prevent potential problems regarding the organisation of International Conferences of ELSA, ELSA International shall undertake a coaching role during the whole process.

~~4.3~~ 4.4 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.

~~4.4~~ 4.5 For Quality Control, the International Board shall have, in case of a breach of regulations concerning International Conferences of ELSA, executive powers:

- a. to resolve and answer each complaint delivered to ELSA International;

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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 International Conferences of ELSA from the International Conferences of ELSA website, after delivering to the Organising Committee involved three official notifications regarding its breach of regulations concerning International Conferences of ELSA, giving the Organising Committee appropriate time to solve the breach of regulations each time, in order to prevent it from using the “International Conferences of ELSA” label;

d. to allow an Organising Committee to use the “International Conferences of ELSA” label irrespective of neglecting the obligation to specify the event in due time, upon presentation of an individual case;

e. to allow the Organising Committee to deviate from the regulations concerning International Conferences of ELSA upon presentation of an individual case.

~~Other S&C Events~~

Chapter 9. Other S&C Events

Article 1. Webinars

1.1 A webinar is a presentation, lecture, workshop or seminar that is transmitted over the web.

~~General Responsibilities in S&C~~

Chapter 10. General Responsibilities

Article 1. Responsibilities of ELSA International

1.1 Solve the disputes by the means of dialogue, when the respective parties cannot reach a mutual agreement amongst themselves and refer the case to the ELSA International.

1.2 Produce the necessary manuals, handbooks and guidelines and update outdated materials. To make sure that all these tools are available for S&C officers.

1.3 Analyse submitted evaluation forms, provide statistic data and to properly archive them.

1.4 Facilitate the organisation of ELSA Day and IFP projects, through providing necessary materials and assistance for conducting and evaluating the respective projects, following the responsibilities of ELSA International set out in the ELSA Day and IFP sections of the International Council Meeting Decision Book.

Article 2. Responsibilities of the National Groups

2.1 Support and promote the S&C projects of ELSA International.

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2.2 Ensure that every international event or any other of the special interest of EI is specified in the Event Specification Form (ESF).

2.3 Facilitate the organisation of ELSA Day and IFP projects on the national level, following the responsibilities of National Groups set out in the ELSA Day and IFP sections of the International Council Meeting Decision Book.

2.4 Ensure that their respective Local Groups organise ELSA Day events.

Article 3. Responsibilities of the Organising Groups

3.1 Specify every international event or any other event of the special interest of EI in the Event Specification Form (ESF) and send the ESF to ELSA International at least 1 month prior to the event.

3.2 Publish the initial draft of the Academic Programme at the latest together with opening the application procedure for the event: and to publish the final draft at least 2 months before the event. This does not apply to Study Visits and Institutional Visits.

3.3 Confirm to applicants that their application has been received correctly.

3.4 Inform all the applicants whether their application has been accepted or not, after the selection process, that shall end at least one month before the event.

3.5 Evaluate every S&C event with the participants and the partners involved in the event using the Participants' Evaluation Form.

3.6 Submit evaluation forms for international events and all the other events at the request of ELSA International.

~~DECISIONS RELATING TO STUDENT TRAINEE EXCHANGE PROGRAMME (STEP)~~

Definition

Part 8. Student Trainee Exchange Programme (STEP)

Chapter 1. Definition

Article 1. General

1.1 The Student Trainee Exchange Programme (STEP) is one of the key areas of ELSA that provides legal traineeships to law students and young lawyers.

STEP Procedure

Chapter 2. STEP Procedure

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Article 1. Structure of STEP

1.1 Administration

- a. ELSA International is responsible for coordinating the STEP.
- b. National and Local Groups provide support for ELSA International in the STEP process.

1.2 STEP Cycles

- a. The STEP year is divided into two cycles.
- b. The STEP Cycles consist of five sections that are called Job Hunting, Student Hunting, Matching, Reception and Evaluation.
- c. 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.
- d. The dates for each Cycle shall be announced to the network by ELSA International within the first week of their term.

1.3 Definitions

- a. ~~Job Hunting~~ Job Hunting is the period of obtaining the traineeships by ELSA International, National and Local Groups.
- b. ~~Launch of the Traineeships~~ The Launch of the Traineeships describes the publication of STEP traineeships on an online platform. This platform shall be provided by ELSA International.
- c. ~~Student Hunting~~ Student Hunting is the period referring to the acquisition of applicants for the issued traineeships. The application is processed through an online platform provided by ELSA International.
- d. External Student Hunting Deadline ~~The term External Student Hunting Deadline~~ refers to the deadline for the submission of all student applications.
- e. Internal Student Hunting Deadline ~~The term Internal Student Hunting Deadline~~ describes the internal administrative deadline. Upon this deadline the National and Local Officers shall ensure a high level of quality in regards to the applications submitted through the respective National or Local Group.
- f. ~~Matching~~ Matching mainly compasses the reconciliation of requirements given by the traineeship provider and the data of the applicant.
- g. ~~Selection~~ Selection refers to a period during which the traineeship providers may hold interviews with the matched applicants and decide upon the final ranking of the matched applicants.
- h. ~~Reception~~ Reception describes the period in which the Hosting Group prepares for hosting and actually hosts the trainee.
- i. Evaluation ~~refers to the r~~Rating by the trainee and the traineeship provider.

1.4 STEP Calendar

- a. First Cycle
 - i. The Job Hunting Deadline is in October or November.
 - ii. The Student Hunting Deadlines are before the 24th of December.
- b. Second Cycle
 - i. The Job Hunting Deadline is in March or April.
 - ii. The Student Hunting Deadlines are in April or May.

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- c. There has to be at least 3 weeks between the Selection Results Deadline and the date of the Earliest Traineeship Start.

Article 2. Traineeships

2.1 Searching for Traineeships

- a. Each Group, whether Local or National, can only search for traineeships within its own federal state or country. Otherwise, the consent of the Local and National Group of the country the traineeship is located in is required.
- b. ELSA International can search for Traineeships or contact externals according to the regulations in the BEE part of the Decision Book (“External Relations/2.Procedures”)

2.2 Placement

- a. The traineeships can take place in any law related area.

2.3 Traineeships have a minimum duration of ten working days and a maximum duration of two years.

2.4 Issuing a traineeship

- a. Traineeship providers can only issue a traineeship by filling in the Traineeship Specification Form provided by ELSA International in which they state specific Educational Level, Language Skills and Legal Skills.
- b. ELSA International has the right to make amendments in the Traineeship Specification Form.

2.5 Legal Skills

- a. The traineeship provider shall specify maximum two advanced and three general legal skills in the Traineeship Specification Form for traineeships requiring undergraduate trainees.
- b. The traineeship provider may only specify more advanced legal skills than the prescribed amount if there is a valid reason. Such valid reasons include but not limited to high remuneration or reputation of the organisation.
- c. The Vice President for Student Trainee Exchange Programme of ELSA International will be responsible for evaluating and accepting such reasons.

2.6. Compensation

- a. Traineeships have to be paid. The compensation shall cover the general living costs during the time of the traineeship.
- b. Compensation can be provided by traineeship provider or by Local or National Group.

2.7. Unpaid traineeships

- a. Traineeships may be unpaid at the discretion of ELSA International if:
- i. the Hosting Group and/or the respective Traineeship Provider provides the trainee with accommodation, food, or another form of non-monetary compensation;
 - ii. the Traineeship Provider mainly employs volunteers to reach its aims;
 - iii. it is prohibited to pay the Trainee(s) by law; or
 - iv. the benefit for ELSA members outweighs the lack of payment.
- b. the Hosting Groups shall try to fundraise a suitable compensation for unpaid Traineeships, monetary and/or non-monetary.
- c. ELSA International shall provide an overview about and the justification for all the unpaid Traineeships accepted to the Network within four weeks after the Job Hunting Deadline of each Cycle.

2.8 Traineeships within institutions

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

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Article 3. Applicants

~~3.1~~ Only members of ELSA may apply for Traineeships free of charge. Applicants must submit a proof of membership in an ELSA group upon request.

~~3.2~~ External Applicants, i.e. non-ELSA members from countries where there is no ELSA group present, may apply for Traineeships if:

- ~~i.a.~~ They are members of an organisation with which ELSA has an agreement for the purpose; or
- ~~ii.b.~~ They pay the External Application Fee and submit a proof of payment upon request to ELSA International. The International Board of ELSA shall set per STEP Cycle both the amount of the External Application Fee and the quota for External Applicants in a manner that will minimise harming the interests of ELSA members applying for Traineeships.

3.3 Applicants may not apply for Traineeships hosted by the National Group to which they have a substantial link, unless the Traineeship is hosted by ELSA International in the country of the respective National Group, or the applicant is a foreign exchange student or an international postgraduate student in the country of the respective National Group.

STEP Responsibilities

Chapter 3. STEP Responsibilities

Article 1. General

1.1 The International, National and Local Groups of ELSA shall promote all available traineeships while also searching for new ones.

Article 2. ELSA International

~~1.1~~2.1 ELSA International has to provide the Network with up-to-date forms.

~~1.2~~2.2 ELSA International shall provide the Network with contracts for the traineeship provider containing the clauses specified below:

- a. Stating that the issued duration and compensation contained within the Traineeship Specification Form are binding.
- b. Obligating the traineeship provider to guarantee that all the information stated is correct.
- c. Obligating the traineeship provider to provide the trainee with relevant material before the traineeship begins, if prior preparation is required on a specific topic.
- d. Obligating the traineeship provider to rank the matched applicants from the list on the traineeship provider's interface within three weeks.
- e. Obligating the traineeship provider to complete the online Evaluation Form.
- f. Obligating the traineeship provider to provide adequate and secure working conditions in accordance with the respective national legislation.
- g. Implementing the regulations contained within the Penalty System.
- h. The traineeship provider shall sign the Traineeship Agreement provided by ELSA International. The Traineeship Agreement can be adjusted to the needs of the traineeship provider or in accordance with the national legislation. In countries where entering such an agreement is not legally possible, it is allowed for the traineeship provider to create its own agreement. In this case, the trainee shall sign a simplified version of the Traineeship Agreement (Traineeship Confirmation).

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~~4.32.3~~ ELSA International shall conduct the matching.

~~4.42.4~~ ELSA International shall submit the username and password to the traineeship provider's interface with the list of matched applicants to the respective National Group.

~~4.52.5~~ ELSA International shall inform the applicant, who has been selected and provide the applicant with the Traineeship Agreement.

~~4.62.6~~ ELSA International shall inform all National Groups about the matching results. Furthermore, ELSA International shall inform the applicants of the selection results through an email.

~~4.72.7~~ ELSA International shall provide support to the Network in regards to the STEP procedure through the Coaching System.

~~4.82.8~~ ELSA International shall directly send the STEP Certificate to the trainee upon completion of the online Traineeship Evaluation Form and to the traineeship provider upon completion of the online Evaluation Form.

~~4.92.9~~ ELSA International shall provide the National Group in which the traineeship was hosted with the evaluation results.

~~4.102.10~~ ELSA International shall create and administrate the Blacklist, i.e a digital database of Applicants, Trainees and Traineeship providers prevented from participating in STEP, according to the respective applicable terms and conditions regulating the participation in STEP.

~~4.112.11~~ ELSA International shall provide National Groups with a list of Applicants, Trainees and Traineeship Providers from their own respective countries that are present on the Blacklist before each Student Hunting and Job Hunting period respectively.

~~4.122.12~~ ELSA International shall administrate a digital archive and statistics for the Network, consisting of:

- a. The traineeships being issued (name of the traineeship provider);
- b. The Traineeships being cancelled (reason of cancellation);
- c. The traineeships realised;
- d. The Evaluation Forms of both the traineeship providers and the trainees;
- e. The number of applicants for each traineeship;
- f. The number of applicants in general in each year;
- g. The number of traineeships being issued in each year;
- h. The number of traineeships being realised in each year;
- i. The number of traineeships being cancelled in each year;
- j. The number of trainees cancelling their traineeship in each year;
- k. The statistics for each year run from August 1st to July 31st;
- l. The number of Applicants, Trainees and Providers on the Blacklist.

2. Article 3. National Groups

~~23.1~~ National Groups shall:

- a. Provide the necessary training and information about STEP to their Local Groups;
- b. verify that all the information submitted in the Traineeship Specification Forms provided by them and/or their Local Groups is up-to- date, correct and complete by approving the Traineeship Specification Forms on the STEP Online System;

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- c. submit the Evaluation Form and the Traineeship Evaluation Form to the Hosting Local Group and remind them to complete it with the Traineeship Provider(s) and the Trainee(s) within four weeks from the end of the Traineeship; and
- d. release ELSA International from all third-party claims, legal responsibilities and damages related to any information and/or materials provided.

3Article 4. Hosting Groups

4.1 The Sending and Hosting Group shall explain to the applicants their role as representatives of ELSA.

~~3.4.2~~ 4.2 The Hosting Group refers to the Local or National Group that is responsible for the organisation of the Traineeship at issue.

~~3.24.3~~ 4.3 The Hosting Group shall:

- a. ensure that the Traineeship Specification Forms are filled in properly, i.e. they adequately represent the responsibilities of the Trainee(s), and assist the Traineeship Providers, at their request, to complete the Traineeship Specification Form;
- b. ensure that the Traineeship Providers sign the Traineeship Specification Form;
- c. provide adequate support to the Traineeship Providers by maintaining continuous communication with the Traineeship Providers to inform them about any updates in the STEP Process;
- d. comply with the ELSA International's Privacy Policy and the Data Protection Provision in the Decision Book when/if submitting any personal data to Traineeship Providers;
- e. ensure that the Traineeship Providers receive their username and password to the Traineeship Providers' Interface with the list of matched Applicants provided by ELSA International within three days after ELSA International or the National Group provides the Hosting Group with the credentials;
- f. provide the Trainee(s) with adequate preparation before the start of the Traineeship, including at least:
 - i. Information about the host country and city;
 - ii. General information about the Traineeship Provider
 - iii. Contact details of the Hosting Group and the Traineeship Provider;
 - iv. Advice and assistance in complying with legal requirements and applying for necessary documentation (e.g. visa, work and residence permits, insurance, etc.); and
 - v. Assistance in finding suitable accommodation in accordance with the Trainee's preferences and economic capacity.
- g. Provide the Trainee(s) with adequate reception and support during the Traineeship, including at least:
 - i. possibilities for cultural learning and community involvement (e.g. access to local ELSA events, organising social events, involving the Trainee(s) in daily ELSA work); and
 - ii. assistance with finding access to the Internet.
- h. periodically evaluate the Traineeship with the Trainees and the Traineeship Providers, and provide at the end of the Traineeship the Traineeship Providers with the online Evaluation Form and the Trainees with the online Traineeship Evaluation Form; and
- i. inform ELSA International and the Trainees immediately about any cancellations of Traineeships after notification by a Traineeship Provider.

4Article 5. Sending Groups

4.1 The Sending Group refers to the Local or National Group a member of which an Applicant/Trainee is.

4.2 The Sending Group shall:

- a. verify the information submitted in the Student Application Form, as well as the ELSA membership status of the Applicant;

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- b. remind the Trainees to look for the necessary documents for the Traineeship (e.g. visa, residence and work permits, valid passport, insurance, etc.); and
- c. inform ELSA International immediately if an Applicant cancels its application.

Comments:

This proposal is a result of the joint effort of the Working Group on Regulations and the International Board of ELSA, and was drafted after the revision of the entire Decision Book.

In the following proposal, there are only structural changes in order to make it easier to refer to different provisions and also to have a uniform structure for the entire Decision Book.

The proposed structure is following:

Parts,
 Chapters,
 Articles,
 1.1,
 a.,
 i.

As an example we can take the first part:

Part 1. General
 Chapter 1. Strategic Planning
 Article 1. General
 1.1 ...

If there is a part of the preceding one, then a. b. c. and etc. is used, and if there is one more part we use i. ii. iii. and etc.

No 25: International Council Meeting Decision Book amendment concerning the Strategic Planning of the ELSA in General section

The International Board is proposing the following to the Council:

~~DECISIONS RELATING TO ELSA IN GENERAL~~

~~Strategic Planning~~

~~1. General~~

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

~~2. Monitoring~~

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

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

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

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

~~3. Implementation~~

~~ELSA International and the National Groups shall draft their One Year Operational Plan in compliance with the Strategic Plan of ELSA.~~

~~ELSA International shall create a Strategic Goals Implementation Handbook and send it to the Network 14 days before the opening of the first ICM, following the voting on the Strategic Goals. The Handbook shall include operational goals of the Strategic Goals, best practices, and useful tips for their implementation.~~

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Part I: Strategic Goals 2019-2023**Strategic Goal 1: Good Governance****Focus 1.1 Advisory Board**

Aim: Create an ELSA Advisory Body that consults the Council and ELSA on long-term projects and planning, by giving advice, improving knowledge management, and transition.

Operational Goals:

- ELSA shall make the required statutory changes to implement an Advisory Body;
- ELSA shall create a clear protocol by specifying the duties, responsibilities, activities, conduct, and limits of the Advisory Body;
- ELSA shall define clearly the boundaries between the role of the International Board and the role of the Advisory Body;
- ELSA shall involve one board member of the alumni association of ELSA in the Advisory Body;
- ELSA shall involve at least one of the immediate past International Board members of ELSA in the Advisory Body;
- The International Board shall investigate the possibility of recruiting external consultants to join the Advisory Body;
- The International Board shall explain in each International Council Meeting the steps taken to fulfil this aim.

Focus 1.2 Board Reform

Aim: Ensure the sustainability of the Association by allowing the International Board to effectively fulfil its mandate.

Operational Goals:

- ELSA shall restructure the International Board to fulfil the needs of its members with a special focus on External Relations, Human Resources, Information Technology, and Marketing Strategy;
- ELSA shall revise the current tasks division and workload of each International Board member;
- ELSA shall reconsider the number of International Board members;
- ELSA shall outsource some tasks performed by International Board members to professionals;
- ELSA shall invest in the professional training of its Board members with respect to their roles;
- ELSA shall create a clear protocol by specifying the duties, roles, responsibilities, activities, expectations, conduct, and limits of the International Board and the ELSA International Team;
- ELSA shall reduce time on implementation and administration by handing these tasks over to an ELSA Secretariat;
- The International Board shall explain in each International Council Meeting the steps taken to fulfil this aim.

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Focus 1.3 Secretariat Reform

Aim: ~~Ensure the sustainability of the Association by establishing a professional Secretariat, responsible for the day-to-day management, and administration of ELSA.~~

Operational Goals:

- ~~The International Board shall research the exact legal and financial implication of having a Secretariat;~~
- ~~ELSA shall create clear protocol by specifying the duties, responsibilities, and activities of the ELSA Secretariat;~~
- ~~The International Board shall launch a request for an offer to association management companies (AMC);~~
- ~~ELSA shall investigate the possibility of applying for grants in order to cover this expense;~~
- ~~The International Board shall explain in each International Council Meeting the steps taken to fulfil this aim.~~

Focus 1.4 Annual ELSA Cycle meeting

Aim: ~~Developing a performant annual cycle meeting allowing ELSA to plan, review and evaluate the goals to be accomplished during the calendar year.~~

Operational Goals:

- ~~ELSA shall revise the current time frame of international events to ensure enough time for the preparation of such;~~
- ~~ELSA shall revise and clarify the Board Management, External Relations, and Expansion area under the current division between Key and Supporting Area Officers;~~
- ~~ELSA shall adopt quality standards for every international event by taking into consideration all variables *inter alia* duration of such events;~~
- ~~ELSA shall reduce the number of internal or external events during international meetings *inter alia* conference, training;~~
- ~~ELSA shall revise and clarify the status quo of the second International Presidents' Meeting to ensure the purpose of creating an International Governance/Strategic Meeting to review the overall state of the network, open to all members and not only limited to Board Management, External Relations, and Expansion officers;~~
- ~~The International Board shall investigate on the implementation of an e-voting system;~~
- ~~ELSA shall establish a tool to review and keep checks and balances between the International Board and the Council after the spring International Council Meeting;~~
- ~~The International Board shall explain in each International Council Meeting the steps taken to fulfil this aim.~~

Strategic Goal 2: A Living Vision**Focus 2.1 Refocus**

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Aim: Strengthen the ELSA identity by creating a clear understanding of what the purpose statement means for today's members, in different countries and settings and how it defines and determines our actions.

Operational Goals:

- ELSA shall define what 'non-political' means within international association law and practice;
- ELSA shall develop a clear understanding of what the Philosophy Statement of the Association means within association law and practice and for its members;
- ELSA shall constantly develop awareness and knowledge of Human Rights by aligning certain activities with these goals;
- ELSA shall establish Human Rights partnerships at least on International and National level;
- ELSA shall create a strategic plan to increase the awareness and knowledge of the International Focus Programme;
- ELSA shall research the exact legal and, reputational implication of actions such as advocacy (including statements) or any other actions it makes or takes in the pursuit of being the voice of law students;
- ELSA shall aim to foster mutual understanding between legal professionals and law students by redefining and understanding what each of these terms implies;
- ELSA shall acknowledge legal matters, as well as engage in activities which encourage social responsibility through a holistic approach;
- The International Board shall explain in each International Council Meeting the steps taken to fulfil this aim.

Focus 2.2 Speak-out

Aim: Be 'the voice' of European Law Students

Operational Goals:

- ELSA shall actively find and use strategic and relevant partnerships for effective impact in order to increase the awareness, knowledge and reputability of its events across the network;
- ELSA shall create an ELSA Advocacy Programme and develop a clear understanding of what ELSA Advocacy means within its members;
- ELSA shall define and advocate the matters that concern law students;
- ELSA shall research the exact legal, financial, reputational implication of having an ELSA Advocacy Programme;
- ELSA shall constantly develop awareness and knowledge of Rule of Law;
- ELSA shall constantly develop awareness and knowledge of the United Nations Sustainable Development Goals by aligning certain activities with these goals;
- ELSA shall apply for Sustainable Development grants;
- ELSA shall explain in each International Council Meeting the steps taken to fulfil this aim.

Focus 2.3 Continuity

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Aim: ~~Ensure a more cohesive, mutually beneficial and long-term relationships with the partners of ELSA, as well as its Officers and Members.~~

Operational Goals:

- ~~ELSA shall aim to obtain and secure support from renowned partners, institutions and persons on a long-standing basis;~~
- ~~ELSA shall look into new ways of involving its partners and its trainers with the work of the Association in order to ensure a more cohesive and mutually beneficial relationship;~~
- ~~ELSA shall obtain and reproduce testimonials from its past members, in order to engage and encourage its present members and officers to maintain involvement after their active years;~~
- ~~ELSA shall highlight the success of its past members through a variety of means in order to showcase the potential benefits of being active in the Association;~~
- ~~ELSA shall aim to provide training related to soft skills for its members through creating a training strategy in collaboration with the International Trainers' Pool, as well as through encouraging and aiding the formation of a National Trainers Pool;~~
- ~~ELSA shall establish formal cooperation with its alumni association, which clarifies the expectations, duties, benefits, and obligations of each party in order to ensure a mutually beneficial relationship;~~
- ~~ELSA shall explain in each International Council Meeting the steps taken to fulfil this aim.~~

Strategic Goal 3: An Engaging Association

Focus 3.1 Member value

Aim: ~~Identify and focus on those activities that offer the most value to ELSA members.~~

Operational Goals:

- ~~ELSA shall ensure that it provides the opportunity to its active members to acquire skills for life;~~
- ~~ELSA shall ensure that all its Officers are recognised internally and externally for their position or skills through cooperation with certified trainers or firms;~~
- ~~ELSA shall conduct a member satisfaction survey in order to ascertain the areas which need improvement, which shall be conducted annually;~~
- ~~ELSA shall improve the quality of the reporting in order to most closely meet the needs of its members; *inter alia* reconsidering the form and the purpose of the State of the Network Inquiry;~~
- ~~ELSA shall ensure that participation in all its projects yields recognisable and official participation certificates to the members;~~
- ~~ELSA shall create benefit schemes for its members through programmes which may include but are not limited to an ELSA membership card or an official ELSA membership application;~~
- ~~ELSA shall create an application which displays the credentials of the member using it, as well as any participation certificates;~~
- ~~The International Board shall explain in each International Council Meeting the steps taken to fulfil this aim.~~

Focus 3.2 Community

Aim: ~~Create a strong ELSA social brand, by uniting members and officers under one brand and one vision.~~

Operational Goals:

- ~~Promote a consistent identity towards international legal partners; by creating suitable and consistent marketing materials;~~
- ~~ELSA shall focus on increasing the understanding of ELSA and ELSA related activities for all its members and in particular externals through informative consultation sessions;~~
- ~~ELSA shall focus on regional events as a means of making internationality accessible to more ELSA members;~~
- ~~The websites of ELSA must give a clear and easy to understand overview of ELSA's activities which shall be achieved by conducting an annual review of the website structure and content;~~
- ~~ELSA shall develop its brand and establish a unified image as an international and professional association while ensuring the sustainability and consistency of such brand by regulating ELSA brands as well as the brand of its projects more rigidly;~~
- ~~The corporate identity of ELSA must give a clear and easy to understand the image of ELSA's activities and vision which shall be achieved by conducting an annual review of the corporate identity;~~
- ~~ELSA shall strive to adhere to the templates and materials provided in the marketing materials database in order to ensure the unified image of ELSA;~~
- ~~ELSA shall create and carry out a public relations strategy;~~
- ~~The International Board shall explain in each International Council Meeting the steps taken to fulfil this aim.~~

Focus 3.3 Retain Talent

Aim: ~~To retain the voluntary involvement and skills of Officers after their active years, through collaboration with the alumni associations of ELSA~~

Operational Goals:

- ~~ELSA shall create an ELSA Mentorship Programme in which alumni offer help, advice, and mentorship to the present-day Officers of the Association;~~
- ~~ELSA shall actively encourage and aid Officers to partake in the alumni associations after their active years, in accordance with the Human Resources Strategy;~~
- ~~ELSA shall create an alumni database in collaboration with the alumni associations of ELSA;~~
- ~~ELSA shall create a donation system in collaboration with the alumni associations of ELSA;~~
- ~~The International Board shall explain in each International Council Meeting the steps taken to fulfil this aim.~~

Part 1. General

Chapter 1. Strategic Planning

THE INTERNATIONAL BOARD

Article 1. General

1.1 Strategic Planning shall be an ever-present part of planning in ELSA. The Strategic Plan shall envisage means to fulfill the Philosophy Statements of ELSA. A Strategic Plan shall be adopted for five years by a two thirds majority of the International Council during an International Council Meeting in the last year of the Strategic Plan in force.

Article 2. Evaluation

2.1 The fulfillment of the Strategic Plan shall be evaluated by the International Board of ELSA by means of the Strategic Plan Yearly Report and the Strategic Plan Final Report.

2.2 The International Board of ELSA shall prepare the Strategic Plan Yearly Report and discuss it at the spring International Council Meeting. It shall summarise the Strategic Goals and critically compare the level of achievement to previous results.

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

2.4 The Strategic Plan Final Report shall be finalised by the International Board of ELSA with updated information covering the entire duration of the Strategic Plan, including the fifth year of its implementation. It shall be ready for presentation at the first International Council Meeting after the last year of the Strategic Plan in force.

Article 3. Implementation

3.1 The International Board of ELSA and National Groups shall draft their respective One Year Operational Plans in compliance with the Strategic Plan of ELSA.

3.2 The International Board of ELSA shall create a Strategic Plan Implementation Handbook and send it to the National Groups 14 days before the opening of the first International Council Meeting, following the voting on the Strategic Plan. The Handbook shall include operational goals of the Strategic Plan, best practices, and useful tips for their implementation.

Comments:

The following part has been adjusted to a new structure of the Decision Book and some grammatical changes have been made. The International Board proposes to strike out the Strategic Goals questionnaire as a tool to evaluate since the questions related to respective issue are asked in the State of the Network Inquiry. Additionally, the Strategic Plan Yearly Report shall take place during the spring International Council Meeting evaluating the work done by the respective International Board.

No 26: International Council Meeting Decision Book amendment concerning the Strategic Planning of the ELSA in General section

The International Board is proposing the following to the Council:

Chapter 2. Strategic Plan 2019-2023

Article 1. Strategic Goal 1: Good Governance

1.1 An Advisory Body that consults ELSA on long-term projects and planning by giving advice, improving knowledge management, and transition shall be created.

- a. ELSA shall:
 - i. Make the required regulatory changes to implement an Advisory Body;
 - ii. Create a clear protocol by specifying the duties, responsibilities, activities, conduct, and limits of the Advisory Body;
 - iii. Define clearly the boundaries between the role of the International Board and the role of the Advisory Body;
 - iv. Involve one board member of the alumni association of ELSA in the Advisory Body;
 - v. Involve at least one of the immediate past members of the International Board of ELSA in the Advisory Body.
- b. The International Board of ELSA shall:
 - i. Investigate the possibility of recruiting external consultants to join the Advisory Body.

1.2 The sustainability of the association shall be ensured through a board reform allowing the International Board of ELSA to effectively fulfil its mandate.

- a. ELSA shall:
 - i. Restructure the International Board of ELSA to fulfil the needs of its members with a special focus on External Relations, Human Resources, Information Technology, and Marketing Strategy;
 - ii. Revise the current tasks division and workload of each member of the International Board of ELSA;
 - iii. Reconsider the number of members of the International Board of ELSA;
 - iv. Outsource some tasks performed by members of the International Board of ELSA to professionals;
 - v. Invest in the professional training of the members of International Board of ELSA with respect to their roles;
 - vi. Create a clear protocol by specifying the duties, roles, responsibilities, activities, expectations, conduct, and limits of the International Board of ELSA and the ELSA International Team;
 - vii. Reduce time on implementation and administration by handing these tasks over to an ELSA Secretariat.

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1.3 The sustainability of the association shall be ensured by establishing a professional Secretariat, responsible for the day-to-day management and administration of ELSA.

- a. ELSA shall:
 - i. Create clear protocol by specifying the duties, responsibilities, and activities of the ELSA Secretariat;
 - ii. Investigate the possibility of applying for grants in order to cover this expense.
- b. The International Board of ELSA shall:
 - i. Research the exact legal and financial implication of having a Secretariat;
 - ii. Launch a request for an offer to association management companies.

1.4 A performant annual cycle of meetings in ELSA allowing ELSA to plan, review and evaluate the goals to be accomplished during the calendar year shall be developed.

- a. ELSA shall:
 - i. Revise the current time frame of international events to ensure enough time for the preparation of such;
 - ii. Revise and clarify the Board Management, External Relations, and Expansion area under the current division between Key and Supporting Area Officers;
 - iii. Adopt quality standards for every international event by taking into consideration all variables *inter alia* duration of such events;
 - iv. Reduce the number of internal or external events during international meetings *inter alia* conference, training;
 - v. Revise and clarify the status quo of the second International Presidents' Meeting to ensure the purpose of creating an International Governance/Strategic Meeting to review the overall state of the network, open to all members and not only limited to Board Management, External Relations, and Expansion officers;
 - vi. Establish a tool to review and keep checks and balances between the International Board of ELSA and the International Council after the spring International Council Meeting.
- b. The International Board of ELSA:
 - i. Investigate the implementation of an e-voting system.

Article 2. Strategic Goal 2: A Living Vision

2.1 The ELSA identity shall be strengthened by creating a clear understanding of what the purposes of the Philosophy Statement mean for today's members in different countries and settings and how they define the association's actions.

- a. ELSA shall:
 - i. Define what 'non-political' means within international association law and practice;
 - ii. Develop a clear understanding of what the Philosophy Statement of the association means within association law and practice and for its members;
 - iii. Constantly develop awareness and knowledge of human rights by aligning certain activities with these goals;
 - iv. Establish human rights partnerships at least on international and national level;

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- v. Create a strategic plan to increase the awareness and knowledge of the International Focus Programme;
- vi. Research the exact legal and, reputational implication of actions such as advocacy (including statements) or any other actions it makes or takes in the pursuit of being the voice of law students;
- vii. Aim to foster mutual understanding between legal professionals and law students by redefining and understanding what each of these terms implies;
- viii. Acknowledge legal matters, as well as engage in activities which encourage social responsibility through a holistic approach.

2.2 ELSA shall be the ‘voice’ of European law students by speaking out.

- a. ELSA shall:
 - i. Actively find and use strategic and relevant partnerships for effective impact in order to increase the awareness, knowledge and reputability of its events across the network;
 - ii. Create an ELSA Advocacy Programme and develop a clear understanding of what ELSA Advocacy means within its members;
 - iii. Define and advocate the matters that concern law students;
 - iv. Research the exact legal, financial, reputational implication of having an ELSA Advocacy Programme;
 - v. Constantly develop awareness and knowledge of Rule of Law;
 - vi. Constantly develop awareness and knowledge of the United Nations Sustainable Development Goals by aligning certain activities with these goals;
 - vii. Apply for Sustainable Development grants;

2.3 More cohesive, mutually beneficial and long-term relationships with the partners of ELSA, as well as its Officers and Members, shall be ensured.

- a. ELSA shall:
 - i. Aim to obtain and secure support from renowned partners, institutions and persons on a long-standing basis;
 - ii. Look into new ways of involving its partners and the Trainers with the work of the association in order to ensure a more cohesive and mutually beneficial relationship;
 - iii. Obtain and reproduce testimonials from its past members, in order to engage and encourage its present members and officers to maintain involvement after their active years;
 - iv. Highlight the success of its past members through a variety of means in order to showcase the potential benefits of being active in the association;
 - v. Aim to provide training related to soft skills for its members through creating a training strategy in collaboration with the International Trainers’ Pool, as well as through encouraging and aiding the formation of a national trainers’ pool;
 - vi. Establish formal cooperation with its alumni association, which clarifies the expectations, duties, benefits, and obligations of each party in order to ensure a mutually beneficial relationship.

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Article 3. Strategic Goal 3: An Engaging Association

3.1 Activities that offer the most value to ELSA members shall be identified and focused on.

- a. ELSA shall:
 - i. Ensure that it provides the opportunity to its active members to acquire skills for life;
 - ii. Ensure that all its Officers are recognised internally and externally for their position or skills through cooperation with certified trainers or firms;
 - iii. Conduct a member satisfaction survey in order to ascertain the areas which need improvement, which shall be conducted annually;
 - iv. Improve the quality of the reporting in order to most closely meet the needs of its members; *inter alia* reconsidering the form and the purpose of the State of the Network Inquiry;
 - v. Ensure that participation in all its projects yields recognisable and official participation certificates to the members;
 - vi. Create benefit schemes for its members through programmes which may include but are not limited to an ELSA membership card or an official ELSA membership application;
 - vii. Create an application which displays the credentials of the member using it, as well as any participation certificates;

3.2 A strong ELSA social brand shall be created by uniting members and Officers under one brand and one vision.

- a. ELSA shall:
 - i. Promote a consistent identity towards international legal partners; by creating suitable and consistent marketing materials;
 - ii. Focus on increasing the understanding of ELSA and ELSA related activities for all its members and in particular externals through informative consultation sessions;
 - iii. Focus on regional events as a means of making internationality accessible to more ELSA members;
 - iv. Conduct an annual review of the structure and content of the websites of ELSA in order for them to give a clear and easy-to-understand overview of ELSA's activities;
 - v. Develop its brand and establish a unified image as an international and professional association while ensuring the sustainability and consistency of such brand by regulating ELSA brands as well as the brand of its projects more rigidly;
 - vi. Conduct an annual review of the corporate identity of ELSA in order for it to give a clear and easy to understand the image of ELSA's activities and vision;
 - vii. Strive to adhere to the templates and materials provided in the marketing materials database in order to ensure the unified image of ELSA;
 - viii. Create and carry out a public relations strategy.

3.3 The voluntary involvement and skills of Officers after their active years shall be retained through collaboration with the alumni associations of ELSA.

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- a. ELSA shall:
- i. Create an ELSA Mentorship Programme in which alumni offer help, advice, and mentorship to the present-day Officers of the association;
 - ii. Actively encourage and aid Officers to partake in the alumni associations after their active years, in accordance with the Human Resources Strategy;
 - iii. Create an alumni database in collaboration with the alumni associations of ELSA;
 - iv. Create a donation system in collaboration with the alumni associations of ELSA.

As part of the aforementioned proposal, the text is inserted after the Strategic Planning chapter as a separate one. As a consequence, the following numbering of the chapters within General part of the Decision Book will be altered accordingly.

Comments:

The following part has been adjusted to a new structure of the Decision Book, separated as a separate Chapter of it and some grammatical changes has been made. The Strategic Planning process consists of Strategic Plans and not Strategic Goals. This proposal is aligned with the general restructuring of the International Council Meeting Decision Book.

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No 27: International Council Meeting Decision Book amendment concerning the Human Rights section of the ELSA in General part

The International Board is proposing the following to the Council:

Human Rights

1. Commitment

~~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.~~

3. Responsibilities for Human Rights

3.1 Responsibilities of ELSA International:

- ~~• 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 in the form of a handbook and personal assistance of someone of ELSA International in charge of human rights;~~
- ~~• To ensure that all groups submit relevant information at the end of each event organised.~~

3.2 Responsibilities of National Groups:

- ~~• To promote Human Rights Events organised throughout the Network;~~
- ~~• To submit relevant information to the International Board concerning the implementation of Human Rights.~~

4. ELSA Day

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

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

4.3. Responsibilities of ELSA International:

- ~~• Overall coordination of ELSA Day;~~

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- ~~Create an ELSA Day Outline for the respective edition;~~
- ~~Conduct the annual ELSA Day Competition.~~

4.4 Responsibilities of the National Groups:

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

4.5. Responsibilities of the Local Groups:

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

Chapter 2: Human Rights

Article 1. Aim

1.1 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.

Article 2. Implementation of human rights

2.1 Human rights shall be implemented in all Key Area activities of ELSA through organising annual campaigns on the topic of ELSA Day, falling under the topic of the International Focus Programme.

2.2 ELSA Day is a human rights forum constituting a part of ELSA's annual human rights campaign. ELSA Day consists of coordinated events organised by National and Local Groups on national and international standards of protection and implementation of human rights. The ELSA Day events shall be organised every last Wednesday of November.

2.3 ELSA International shall:

- a. Publish at least one article on human rights in every issue of Synergy;
- b. Provide necessary information and other assistance to National and Local Groups;
- c. Coordinate the annual human rights campaign;

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- d. Launch a call for ELSA Day topics no later than four weeks before the opening of the spring International Council Meeting;
- e. Create an ELSA Day Outline for the respective edition;
- f. Conduct the annual ELSA Day Competition.

2.4 National Groups shall:

- a. Submit the ELSA Day Specification Form and the ELSA Day Evaluation Form to ELSA International when an ELSA Day event has been organised by the National Group;
- b. Contribute to the annual human rights campaign;
- c. Ensure that Local Groups organise ELSA Day events;
- d. Ensure that Local Groups submit the ELSA Day Specification Form and the ELSA Day Evaluation Form to ELSA International when an ELSA Day event has been organised by the Local Group;
- e. Ensure that Local Groups contribute to the annual human rights campaign.

Comments:

With the International Focus Programme on Law and Technology, ELSA International proposed a general restructuring of the IFP in order to turn it into an advocacy campaign of ELSA. As a part of that, ELSA International has suggested a structure in which an annual human rights campaign is organised on the ELSA Day topic. Therefore, the International Board of ELSA proposes to restructure the Human Rights section of the International Council Meeting Decision Book.

Firstly, the International Board proposes to add regulation of the annual human rights campaign, which is found in the new subsection 2.1 as well as in the responsibilities of ELSA International and National Groups. Furthermore, it is clarified that ELSA Day constitutes a part of this annual campaign.

Secondly, the regulation of ELSA Day is moved from the current section 4 to section 2 (Implementation of Human Rights). The responsibilities of Local Groups towards ELSA Day are removed, seeing as the International Council cannot regulate Local Groups. The responsibilities of National Groups to forward all the relevant information regarding the ELSA Day received from ELSA International to Local Groups and provide necessary information and other assistance to Local Officers for organising ELSA Day events are likewise suggested to be removed as they seem obvious and unenforceable.

Thirdly, the responsibilities of ELSA International and National Groups for human rights are moved from the current section 3 to section 2. The existing responsibility to submit relevant information at the end of each event organised is removed as this is not followed in practice and as ELSA International does not have the resources to process such data. Finally, the responsibility of National Groups to promote human rights events organised throughout the ELSA network is stricken out as this appears to be covered by the newly introduced obligation to contribute to the annual human rights campaign.

No 28: International Council Meeting Decision Book amendment concerning the International Focus Programme section of the ELSA in General part

The International Board is proposing the following to the Council:

~~International Focus Programme~~

~~1. General~~

- ~~1. The aim of the International Focus Programme is to have a specific theme for the entire ELSA network over a fixed period of time.~~

~~2. Implementation of the IFP~~

- ~~1. The International Council decides upon the IFP topic, its duration and its Final IFP result.~~
- ~~2. The duration shall not be less than one year.~~
- ~~3. The Final IFP Result is decided by the International 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.~~
- ~~4. The IFP shall be implemented in all Key Areas.~~

~~3. Responsibilities~~

~~3.1 Responsibilities of ELSA International:~~

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

~~3.2 Responsibilities of the National Groups:~~

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

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3.3 Responsibilities of the Local Groups:

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

4. IFP Topic

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

~~“Environmental Law”.~~

4.2 ~~During the implementation of the IFP, the Network shall focus on:~~

- ~~Raising interest and academic knowledge in the field of Environmental Law;~~
- ~~Raising awareness of the issues which pose problems in the development and application of Environmental Law;~~
- ~~Creating long term partnerships through events on Environmental Law, to help their own growth and credibility;~~
- ~~Increasing the number of major events on Environmental Law, particularly those who are repeated (Law Schools, Moot Courts etc.).~~

4.3 ~~The final outcome of the implementation of the International Focus Programme on Environmental Law shall be a Final IFP Conference and an IFP Almanac. These projects shall reflect the work done by the Network during the 3.5 years of implementation and will include at least the most discussed topics.~~

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

August 2016 — February 2017

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

March 2017 — August 2017

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

September 2017 — February 2018

- ~~Liaise with universities to engage them further in all IFP related activities.~~
- ~~Continue with publishing IFP related articles in publications.~~
- ~~Organise international projects focused on IFP.~~

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- ~~Raise members' awareness of the foreign aspects of Environmental Law via Study Visits.~~
- ~~ELSA International is to establish a Legal Research Group on IFP.~~

~~March 2018 – August 2018~~

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

~~September 2018 – February 2019~~

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

~~March 2019 – December 2019~~

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

~~4.5 The topic of the IFP, with duration from the 1st of January 2020 until the 31st of July 2022, shall be the following:~~

~~“Law and Technology”~~

Chapter 3: International Focus Programme

Article 1. General

1.1 The aim of the International Focus Programme (IFP) is to have a specific theme for the entire association over a fixed period of time.

Article 2. Implementation of the IFP

2.1 The International Council decides upon the International Focus Programme topic, its duration and its outcome.

2.2 The duration shall not be less than one year.

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2.3 The International Focus Programme shall be implemented in all Key Area activities of ELSA.

Article 3. Responsibilities

3.1 ELSA International shall:

- a. Coordinate the implementation of the International Focus Programme;
- b. Coordinate the research for finding the topic and sub-topics for the upcoming International Focus Programme;
- c. Ensure that a topic for the upcoming International Focus Programme is proposed to the International Council at the last International Council Meeting of the running International Focus Programme;
- a. Create an International Focus Programme Handbook;
- b. Publish at least one article on the International Focus Programme topic in every issue of Synergy;
- c. Provide necessary training, information and other assistance to National and Local Groups;
- d. Ensure the realisation of the International Focus Programme outcome.

3.2 National Groups shall:

- a. Forward all relevant information regarding the International Focus Programme received from ELSA International to Local Groups;
- b. Provide necessary training, information and other assistance to Local Groups to organise International Focus Programme events.

Article 4. International Focus Programme Topic

4.1 The topic of the International Focus Programme, with duration from the 1st of January 2020 until the 31st of July 2022, shall be “Law and Technology”.

4.2 During the implementation of the International Focus Programme, the association shall focus on:

- a. Raising interest and academic knowledge in the field of Law and Technology;
- b. Raising awareness of the issues which pose problems in the development and application of Law and Technology;
- c. Creating long-term partnerships through events on Law and Technology, to support the growth and credibility of National Groups;
- d. Increasing the number of major events on Law and Technology, particularly those that are repeated annually.

4.3 The outcome of the implementation of the International Focus Programme on Law and Technology shall be a Final IFP Report. This report shall reflect the work done by ELSA International, National and Local Groups during the 2.5 years of implementation and shall include at least the most discussed topics.

Comments:

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This proposal is firstly an expression of the general change in structure of the International Council Meeting decision Book.

In article 3, the International Board proposes to slightly alter the responsibilities of National and Local Groups towards the International Focus Programme. The IFP Project Reports are not utilised in practice and ELSA International does not have the resources to process the data in such reports, hence it is suggested to strike out the responsibilities related to the IFP Project Reports. At the 76th International Council Meeting in Constanta, the International Council adopted a new IFP topic to apply from 1 January 2020 to 31 July 2022. The new topic has now entered into force, and therefore, the International Board proposes to strike out all regulation related to the former IFP on Environmental Law. The key foci of the IFP are repeated in the new article 4.2, with the only difference being that these now apply to the IFP on Law and Technology. Finally, the International Board proposes that the final outcome of the IFP on Law and Technology is a report (“Final IFP Report”) as presented to the International Council during the 76th International Council Meeting in Constanta.

No 29: International Council Meeting Decision Book amendment concerning the ELSA in General part

The International Board is proposing the following to the Council:

Chapter 5. Flagship Projects**Article 1. Definition**

1.1 The Flagship Projects of ELSA are projects organised and/or coordinated by ELSA International.

1.2 The Flagship Projects of ELSA are:

- a. The European Human Rights Moot Court Competition;
- b. International Legal Research Group;
- c. The ELSA Law Review;
- d. ELSA Negotiation Competition;
- e. The John H. Jackson Moot Court Competition;
- f. ELSA Law Schools;
- g. ELSA Delegations;
- h. International Conferences of ELSA;
- i. Student Trainee Exchange Programme

As part of the aforementioned proposal, the text is inserted after the International Focus Programme chapter as a separate one. As a consequence, the following numbering of the chapters within General part of the Decision Book will be altered accordingly.

Comments:

This proposal aims to define the Flagship Project as a term since it is being used within the entire Decision Book.

No 30: International Council Meeting Decision Book amendment concerning the Data Protection section of the ELSA in General part

The International Board is proposing the following to the Council:

Data Protection

1. Privacy Policy

~~1.8 ELSA International shall have a Privacy Policy.~~

~~1.9 The Privacy Policy will exist for any case in which ELSA is processing personal data in the course of its operations.~~

~~1.10 ELSA International shall process the personal data of individuals only if the person agrees with the Privacy Policy.~~

~~1.11 The Privacy Policy will contain the minimum requirements for processing personal data in accordance with the applicable data protection laws.~~

~~1.12 In accordance with the applicable data protection laws, ELSA National Groups:~~

- ~~• can process the personal data disclosed by ELSA International only in accordance with the instructions from ELSA International as set in ELSA International's Privacy Policy;~~
- ~~• cannot otherwise modify the content of the personal data or disclose or permit the disclosure of any of the personal data to any third party unless specifically authorised to do so by ELSA International or the data subject;~~
- ~~• shall ensure that its members and responsible persons implement appropriate measures to protect personal data against unauthorised or unlawful processing and against its loss, destruction, damage, alteration or disclosure;~~
- ~~• shall ensure that its ELSA Local Groups implement the abovementioned provisions while processing the personal data.~~

~~1.13 The data shall only be kept for as long as it is necessary for fulfilling the purpose of it being collected. The period the data is kept in any case shall not exceed the maximum time permitted in the country the data is collected or stored.~~

~~1.14 The data collected for the statistical or archival purposes shall be anonymised, unless explicit consent is provided by the data subject, and may be stored indefinitely.~~

~~1.8 ELSA International shall create and update the Privacy Policy.~~

Comments:

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The obligation of having a privacy policy is being moved to the Responsibilities Chapter of the Internal Management Part. The International Board does not find it necessary to keep the rest of the chapter since it is regulating something that is already regulated under national and EU law.

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No 31: International Council Meeting Decision Book amendment concerning the ELSA House section of the ELSA in General part

The International Board is proposing the following to the Council:

~~ELSA House~~

1. Rooms

~~1.4 The International Board of ELSA shall, if possible, be accommodated in the ELSA House. Every Board Member is entitled to use one bedroom.~~

~~1.5 ELSA shall cover the costs of the essential furniture in the bedrooms. The essential furniture includes at least a bed, a wardrobe, a desk and a chair.~~

~~1.6 Any other furniture a Board Member wishes to buy, but is not essential, shall be obtained at his/her own costs and become his/her property.~~

Comments:

The International Board proposes to remove the respective section since it should be included in the voluntary agreement signed by the International Board members in the beginning of the term.

No 32: International Council Meeting Decision Book amendment concerning the Board Management, External Relations and Expansion part

The International Board is proposing the following to the Council:

Part 2. Board Management, External Relations and Expansion (BEE)**Chapter 1. Definition****Article 1. General**

Board Management, External Relations and Expansion is the Supporting Area of ELSA that coordinates the work of board members, and communication with the external environment. It mainly covers External Relations, Expansion and Strategic Planning of the association.

As part of the aforementioned proposal, the text is inserted after before the Board Management chapter as a separate one. As a consequence, the following numbering of the chapters within BEE part of the Decision Book will be altered accordingly.

Comments:

The Board Management, External Relations, Expansion has been the only part of the Decision Book, alongside with Financial Management, without an existing definition of the Area. Today, 30 years after the first International Presidents Meeting in 1990, we are defining BEE as the Supporting Area of ELSA that it is; the Area that covers the coordination of the internal relations of the Board, the external representation, the expansion and the strategic planning of our dear Association.

The supporting identity of the BEE Area is evident in all of its functions; in the Board Management with the coordination of the communication and the mediation between the Board Members that find themselves in conflicts; in the External Relations with the representation of the Board and the connection of the Key Areas with the external environment for the fulfilment of their activities; in the Strategic Planning with the creation of a common direction through strategic and evaluation meeting.

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No 33: International Council Meeting Decision Book amendment concerning the Board Management section of the Board Management, External Relations and Expansion part

The International Board is proposing the following to the Council:

Board Management

1. Definition

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

2. Responsibilities

~~2.1 President bears an overall responsibility for:~~

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

3. Board meetings

~~3.1 The Board's decisions shall be made during board meetings. Board meetings should be held at least once a month.~~

~~3.2 The President shall ensure that there is a prepared agenda. Every board member has the right to propose items for the agenda.~~

~~3.3 Information concerning date, time, place and agenda of a board meeting shall be communicated to all of the board members in due time before a board meeting.~~

~~3.4 The president ensures that there is a board-appointed chair for every meeting.~~

~~3.5 Every board meeting shall be minuted properly.~~

Chapter 2. Board Management

Article 1. Definition

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- 1.1 Board Management involves organising and coordinating the work of the board, including:
- a. Coordinating the fulfilment of activities of the board;
 - b. Mediating when conflicts arise within the board;

Comments:

First, Board Management involves the coordination of communication and work of the board members. External Relations and Strategic Planning are responsibilities not related to this chapter of the BEE Part of the Decision Book and thus they have been stricken out; additionally, the International Board proposes the removal of language that does not correspond to a regulation book, such as “exercising control” and “motivating”.

Second, this proposal is in line with the general restructuring of the International Council Meeting Decision Book; to avoid repetition and overregulation, the International Board proposes the removal of the Board Meeting procedure; the power of the International Board to take decisions during Board Meetings is stipulated in the Statutes of ELSA, in article 8.1 “Role” (article 8. Main Provisions, The International Board).

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No 34: International Council Meeting Decision Book amendment concerning the Annual Report section of the Board Management, External Relations and Expansion part

The International Board is proposing the following to the Council:

~~The Annual Report~~

1. Definition

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

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

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

~~-~~

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

2. Term

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

3. Responsibilities

~~3.1 Responsibilities of ELSA International:~~

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

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

~~3.2 Responsibility of the National Groups:~~

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

Chapter 3. The Annual Report

Article 1. Definition

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1.1 The Annual Report is a report of ELSA International for their term in office, including information covering all areas, adequate to summarise the work done during the respective term from the 1st of August to the 31st of July.

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

Article 2. Responsibilities

2.1 The International Board of ELSA shall:

- a. Create the Annual Report corresponding to their term in office by the 31st of July;
- b. Distribute the Annual Report of the previous International Board of ELSA 35 days prior to the International Council Meeting immediately following their term in office in an electronic form to National Groups.

2.2 National Groups shall provide necessary information for the Annual Report to the International Board of ELSA upon request.

As part of the aforementioned proposal, this chapter is being moved to the General part of the Decision Book after the Strategic Plan 2019-2023 Chapter. As a consequence, the following numbering of the chapters within General part of the Decision Book will be altered accordingly.

Comments:

The aim of the Annual Report is the creation of a document that corresponds to the term in office of the sitting International Board; the Board shall describe all the important moments and achievements of the association during the year. This responsibility has been burdening the International Boards after their term had ended for the past many years. As a result, many International Boards never share -or do so very late- their Annual Reports.

The rationale of this proposal is that the International Board has to create the Annual Report during their term in office so that the upcoming Board can utilise it when approaching externals; even more importantly, the main ratio behind this proposal is that a responsibility can only burden the International Board during their mandate and not after their term in office; hence the main aim of this proposal is to make this chapter of the Decision Book legally enforceable. The upcoming International Board is responsible then for the distribution of the Annual Report to the International Council 35 days before the International Council Meeting.

Finally, this proposal is in line with the general restructuring of the International Council Meeting Decision Book of ELSA. Additionally, since the creation of the Annual Report is a responsibility of the entire Board and not only of the President of ELSA, the International Board proposes to move this chapter of the to the first part of the Decision Book (Part 1: General) when all general responsibilities are.

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No 35: International Council Meeting Decision Book amendment concerning the External Relations and Institutional Relations sections of the Board Management, External Relations and Expansion part

The International Board is proposing the following to the Council:

External Relations

1. Definitions

1. ~~The term international contact covers a law firm situated in five or more countries with 100 or more legal professionals as stated in the respective firm's website.~~
2. ~~Companies that do not qualify as law firms, and which are present in five or more countries are to be considered international contacts.~~
3. ~~The term national contact refers to any contact that is not an international contact.~~

2. Procedures

1. ~~Only ELSA International has the right to contact international contacts. Only National Groups have the right to contact national contacts in their respective country.~~
- 2.2 ~~If an ELSA Group intends to approach a national contact outside of its country, it shall, beforehand, inform the President of the respective National Group from the country where the national contact is located.~~

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

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

~~Concrete reason should be interpreted as the contact e-~~

- ~~• Creating or being likely to create a damage to the image, reputation, ongoing negotiations or financial stability of ELSA.~~

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

2.4 ~~Before approaching an international contact, the respective National Group shall request permission from the person in charge of external relations of ELSA International. The request shall be sent through the Contact Approval Form (CAF). The CAF will shall include the name of the officer applying as well as their National Group's name, the location, the website URL, and information regarding the nature and content of the approach of the office which is intended to be contacted.~~

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

~~2.4.1 ELSA International, and if applicable the foreign National Group, shall respond within seven days from the time of receiving the contact approval request. If the approach is not granted, the response of ELSA International, or if applicable the foreign National Group, shall state a concrete reason for the refusal.~~

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

3. Project sponsorship

- ~~1. The Organising Committee of a project or event organised or co-organised by ELSA International (e.g. ICM, IPM, SAM, KAM, EHRMCC and JHJMCC) shall always request permission from ELSA International and, if applicable, the respective foreign National Group, if they want to approach any external contact.~~

4. Responsibilities

ELSA International shall:

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

National Groups shall:

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

Local Groups shall:

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

5. Sanctions

- ~~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~~

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sanction. The International 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 International Council. In case no agreement is reached the International Council shall decide on a suitable sanction.

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

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.

6. Reporting

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6.1 If ELSA International or a National Group approaches an international contact after approval from ELSA International or the respective National Group, it shall fill in the Contact Evaluation Form (CEF), which will be sent to the respective external relations officer stating how the negotiation went and if an agreement was reached. The form shall be filled no later than two months from the day when the approach was granted.

Institutional Relations

1. Definitions

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

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.

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

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.

2. Approaching National Institutions and Local Branches of International Institutions

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

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

~~Concrete reason should be interpreted as:~~

- ~~Creating or likely to create damage to the image, reputation, ongoing negotiations or financial stability of ELSA.~~
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.~~
3. ~~If the national institution or the local branch of an international institution is situated in a country where there is no ELSA Group, the approach may be carried out directly.~~

3. Approaching International Institutions

1. ~~Approaches to international institutions are coordinated by ELSA International.~~
2. ~~Before approaching an international institution the ELSA group planning the approach shall request permission from the person in charge of institutional relations of ELSA International. The request shall be sent through the Contact Approval Form (CAF). The CAF will include the name of the officer applying as well as their National Group's name, the location, the website URL, and Information regarding the nature and content of the approach of the office which is intended to be contacted to be contacted.~~
1. ~~ELSA International shall respond within seven days from the time of receiving the constact approval request. If the approach is not granted, the response of ELSA International shall state a concrete reason for the refusal.~~
2. ~~The ELSA Group can proceed with the approach once the deadline has expired or ELSA International has agreed or no concrete reason has been given.~~

4. Responsibilities

~~ELSA International shall:~~

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

~~National Groups shall:~~

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

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Local Groups shall:-

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

5. Reporting Institutional Relations

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.~~

6. Sanctions

1. ~~If any ELSA Group or ELSA International violates these institutional relations regulations, the involved Groups shall, within six months from the time the harmed Group was informed, reach an agreement on a suitable sanction. The International 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 International Council.~~
2. ~~In case no agreement is reached the International Council shall decide on a suitable sanction, upon proposals and hearing of the involved Groups. The International Council may agree on any amount not exceeding the highest of the proposed.~~
3. ~~The sanction shall not, in any case, exceed the amount of EUR 3,000.~~
4. ~~The sanction shall be paid to the ELSA Group whose rights were violated. If the rights of ELSA International were violated, the sanction shall be paid to ELSA International. Until the payment, the debt will be considered a debt towards ELSA International for the purpose of article 11.5 of the Statutes.~~
5. ~~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.~~

Chapter 3. External Relations

Article 1. Definitions

1.1. External Relations are relations with corporate and institutional contacts.

1.2. Corporate contacts shall cover law firms and other companies.

- a. International corporate contacts shall cover contact with law firms situated in five or more countries with 100 or more legal professionals as stated in the firm's website, and companies that do not qualify as law firms and which are present in five or more countries.
- b. National corporate contact shall cover any contact that is not an international corporate contact.

1.3 Institutional contacts shall cover governmental or non-governmental organisations, public administrations, private institutions, and universities or other higher education institutions.

- a. International institutions shall cover institutions that act in more than one country and represent the headquarters or the highest respective office of a certain field of activity of

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an institution. Local branches of international institutions shall cover institutions that represent international governmental or non-governmental or private institutions being active only in one country.

- b. National institutions shall cover institutions that are active only within one country or on behalf of a country. Universities and other higher educational institutions present only within one European State in which there is a National Group always qualify as national institutions.

1.4 Concrete reason shall cover contacts creating or likely to create damage to the image, reputation, ongoing negotiations, or financial stability of ELSA.

Article 2. Procedures

2.1 The International Board of ELSA shall coordinate all contacts with international corporate and institutional contacts.

2.2 The procedure for contacting an international contact shall be the following:

- a. Before contacting an international corporate or institutional contact, the requesting National Group shall request permission of the International Board of ELSA by submitting the Contact Approval Form. The Contact Approval Form shall include the name of the Officer applying, the name of the National Group, the location, the website URL, and information regarding the nature and content of the contact.
- b. If the international corporate or institutional contact is situated in a European State where there is a National Group present, the permission of the National Group shall also be requested.
- c. ELSA International, and if applicable the respective National Group, shall respond within seven days from receiving the Contact Approval Form, and state a concrete reason for the refusal if the contact is not approved.
- d. The requesting National Group may contact the international corporate or institutional contact once the permission is granted, the deadline has expired, or no concrete reason for refusal has been given.

2.3. The procedure for contacting a national contact shall be the following:

- a. Before contacting a national corporate or institutional contact, ELSA International or the requesting National Group shall request permission via email from the respective National Group. This request shall include the location, the website URL, and information regarding the nature and content of the contact.
- b. The National Group shall respond within seven days from receiving the email, and state a concrete reason for the refusal if the contact is not approved.
- c. The requesting National Group or ELSA International may contact the national corporate or institutional contact once the permission is granted, the deadline has expired, or no concrete reason for refusal has been given.
- d. National Groups and ELSA International may contact directly national corporate or institutional contacts situated in a European State where there is no ELSA Group present.

2.4 The procedure for contacting for project or event sponsorships shall be the following:

- a. Before contacting a corporate or institutional contact, the Organising Committee of a project or event that is organised or co-organised by ELSA International (e.g. the

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International Council Meetings, the EHRMCC, the JHJMCC) shall request permission from the International Board ELSA and any respective National Group.

2.5 The reporting procedure shall be the following:

- a. Upon contacting an international corporate or institutional contact, the requesting National Group shall submit within two months from receiving the permission to contact the Contact Evaluation Form, stating the outcome of the contact.
- b. Upon contacting a national corporate or institutional contact, ELSA International or the requesting National Group shall send within two months from receiving the permission to contact an email to the respective National Group, stating the outcome of the contact.

Article 3. Responsibilities

3.1. ELSA International shall create, evaluate and revise the Contact Approval and Contact Evaluation Forms.

3.2. National Groups shall be liable for any violations of this external relations procedure conducted within their National Network.

Article 4. Sanctions

4.1. Upon violating this external relations procedure, the involved National Groups and, if applicable, the International Board of ELSA shall:

- a. Reach an agreement on a suitable sanction within six months from the becoming aware of such violation;
- b. Inform the International Council about the agreed sanction;
- c. Submit a copy of the agreement to the International Board of ELSA.

4.2 The International Council shall decide on a suitable sanction in case no agreement is reached. The amount may not exceed the highest amount proposed.

4.2 The sanctions for corporate contacts shall:

- a. Not exceed the amount received from the contact during the past two years by the affected National or Local Group, or ELSA International;
- b. Be paid directly to the affected National or Local Group, or the International Board of ELSA.

4.3 The sanctions for institutional contacts shall:

- a. Not exceed the amount of EUR 3,000;
- b. Be paid directly to the affected National or Local Group, or the International Board of ELSA;
- c. In case of a sanction imposed on a Local Group, the respective National Group shall be considered the Group involved and is liable for the sanction.

Comments:

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First, this proposal is in line with the general restructuring of the International Council Meeting Decision Book of ELSA. After the discussions in IPM Munich, the main goal was the reconstruction of the external relations chapter so that it is user-friendly and understandable by everyone.

The new structure has as follows:

I. Definitions

Defining the corporate and institutional, but also making clear the difference between international and national contacts has been the common goal of all BEE Officers for years. These four clauses focus exactly on these definitions, covering as well the concrete reason for refusal of an approach in the external relations procedure.

II. Procedures

The external relations procedure is divided between the international and the national contact procedure. This new structure allows us to avoid repetition, to make the differences between international and national contact procedure clear, but also to emphasise on the project sponsorship procedure and the reporting upon contacting an international or national contact.

III. Responsibilities

The responsibility of ELSA International in the external relations procedure is clear; the maintenance and constant update and development of the Contact Approval and Contact Evaluation Forms. From their side, the National groups are liable for the breaches of the procedure within their network; hence it is of utmost importance that ELSA International and all National Groups focus on the education and spreading of the knowledge around the regulation so that all damages can be avoided proactively.

IV. Sanctions

The sanctions when a corporate or an institutional contact is approached without an approval differ; however the procedure to be followed is the same. The new structure of this article of the external relations procedure tries to indicate in the most concrete and comprehensible way the differences between the contacts and the importance of respecting the procedural rules that all National Groups have established together.

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No 36: International Council Meeting Decision Book amendment concerning the Expansion section of the Board Management, External Relations and Expansion part

The International Board is proposing the following to the Council:

Expansion

1. Definition

~~Expansion is the process of establishing presence of ELSA Groups and furthering their development in the respective countries and faculties.~~

2. Responsibilities

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

3. 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 5.1 of the Statutes.~~

Chapter 4. Expansion

Article 1. Definition

1.1 Expansion is the process of establishing presence of National and Local Groups and furthering their development in the respective European States (as defined in article 5.1 of the Statutes of ELSA) and law faculties (as defined under Article 1 of the Standing Orders of ELSA).

Article 2. Responsibilities

2.1 The President of the International Board of ELSA shall create, implement and coordinate strategies related to the expansion in European States.

2.2 The Presidents of National Groups shall create, implement and coordinate strategies related to the expansion at all law faculties in their respective European States.

Article 3. Limits of expansion

3.1 Expansion of ELSA shall continue until National and Local Groups are present at all law faculties in European States.

Comments:

First, ELSA, as a faculty-based association, develops and expands in law faculties and European States as these are defined in the Statutes of ELSA under Articles 5 and the Article 1 of the Standing Orders. Second, Expansion is a responsibility not only of the President of ELSA International, but also of the Presidents of

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the National Groups of ELSA; hence the International Board proposes the regulation of this responsibility in article 2, of this chapter of the International Council Meeting Decision Book of ELSA.

No 37: International Council Meeting Decision Book amendment concerning the Definition section of the Internal Management part

The International Board is proposing the following to the Council:

Definition

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

Part 3. Internal Management

Chapter 1. Definition

Article 1. General

1.1. Internal Management is the Supporting Area of ELSA that executes stable management of the association and ensures constant development and cohesion within it. It mainly consists of Internal Affairs, Knowledge Management, Administration, Communication, Information Technology, Human Resources, and Training.

Comments:

Only the structural and grammatical changes have been made in order to unify definitions within the entire Decision Book.

No 38: International Council Meeting Decision Book amendment concerning the Responsibilities section of the Internal Management part

The International Board is proposing the following to the Council:

Responsibilities

1. Responsibilities of ELSA International

ELSA International shall:

- ~~Ensure that all Members and Observers of ELSA comply with the regulations of the association;~~
- ~~Prepare and distribute the State of the Network Inquiry at least 35 days before the opening of each regular International Council Meeting;~~
- ~~Solve the disputes arising between National Groups in the Network by means of dialogue when the respective parties cannot reach a mutual agreement amongst themselves and refer the case to ELSA International;~~
- ~~Update the ELSA website;~~
- ~~Update the Annexes of the International Council Meeting Decision Book in order to further practical implementation of the Article(s) they are linked to;~~
- ~~Prepare and send a Monthly Report of the members of the International Board and their deputy officers by the last day of every month to the network's relevant mailing lists;~~
- ~~Ensure that all official publications of ELSA International are grammatically and syntactically correct by having undergone review before publication from a proofreading team under ELSA International;~~
- ~~Prepare useful manuals and handbooks and make them available to the Network;~~
- ~~ELSA International shall have a coaching system in place in order to help develop the National and subsequently the Local Groups of the Network: Every National Group is entitled to have a member of the International Board as its coach. The coach shall be appointed at the beginning of the new term of ELSA International and shall inform the National Group respectively;~~
- ~~Open the first call for submission of Local Group Reports no later than 1st of August and close the call before 1st of September; and open the second call no later than 1st of February and close the call before 1st of March. The call shall inquire regarding at least:~~
 - 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.~~

2. Responsibilities of the National Groups

National ELSA Groups shall:

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- ~~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 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.~~
- ~~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 Reports accurately during the first call and submit it in due time to the Secretary General of the International Board. If a National Group does not submit a Local Group Report or any change in the requested information since the first call occurs, the National Group shall submit the Local Group Report during the second call. 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 Local Group Report of a National Group properly filled until the opening of the International Council Meeting.~~

3. Responsibilities of the Local Groups

Local ELSA Groups shall:

- ~~Comply with the regulations of ELSA.~~

Chapter 2. Responsibilities

Article 1. Responsibilities

1.1 The International Board of ELSA shall:

- a. Prepare and distribute the State of the Network Inquiry at least 35 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's 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;
- b. Solve disputes arising between National Groups by means of dialogue when the respective parties cannot reach mutual agreement amongst themselves and decide to refer the case to the International Board of ELSA;

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- c. Prepare and send a Monthly Report of the International Board and their Deputy Officers by the last day of every month to the relevant mailing lists;
- d. Assign a coach from its members to each National Group at the beginning of the term and inform National Groups respectively;
- e. Open the first call for submission of Local Group Reports no later than the 1st of August and close the call before the 1st of September, and open the second call no later than the 1st of February and close the call before the 1st of March. 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 of ELSA to accept the Local Group Report of a National Group properly filled until the opening of the International Council Meeting. The call shall inquire regarding at least:
 - 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.

1.2 ELSA International shall:

- a. Update information on the ELSA website, www.elsa.org;
- b. Have updated privacy policy;
- c. Produce and make available to National Groups tools necessary for the Internal Management area, annually revise them and, if necessary, update them;

1.3 National Groups shall:

- a. Have a its own decision book;
- b. Comply with the regulations of ELSA and ensure that they are known to and implemented by the Local Groups;
- c. Submit information gathered at the International Council Meetings to all Local Groups;
- d. Ensure the training and education of Local Officers;
- e. Submit the English version of their statutes to the Secretary General of the International Board of ELSA until the 1st of June;
- f. Submit the updated address and officers' list of their National Board to the Secretary General of the International Board of ELSA after the election of a new National Board or after any changes to the National Board together with the Local Group Report;
- g. Submit an Activity Report of the members of the National Board and their deputy officers before the opening of each regular International Council Meeting;
- h. Promote international activities of ELSA on local level;
- i. Ensure that the State of the Network Inquiry for their National Group is properly filled in and submitted to the International Board of ELSA electronically at least 14 days before the opening of each regular International Council Meeting.
- j. Fill in the Local Group Reports accurately during the first call and submit it in due time to the Secretary General of the International Board of ELSA. If a National Group does not submit a Local Group Report or any change in the requested information since the first call occurs, the National Group shall submit the Local Group Report during the second call.

Comments:

The structure of the whole chapter has been changed and modified to the unified structure of the entire Decision Book. Additionally, after the revision of the responsibilities unnecessary provisions have been deleted, such as a responsibility of having a proofreading team which is already a well-established practice and it does not need to be regulated. Moreover, the obligation of having a privacy policy is being moved from the General Part to this Chapter. Also, an already existing obligation of National Groups of having a decision book is being moved to their responsibilities and deleted from the Internal Affairs Chapter. What is more, since this International Council Meeting Decision Book can regulate only the International Board, ELSA International and National Groups as Members and Observers of ELSA, obligations of the Local Groups are being removed since the decisions made by the International Council are not legally binding for them and it is the responsibility of the National Group to ensure execution of the decisions of the International Council on local level. Furthermore, as already discussed at the LXXVI International Council Meeting in Constanta the obligation of submitting an Activity Report of the National Groups until ICM is being added to the responsibilities.

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No 39: International Council Meeting Decision Book amendment concerning the Internal Affairs section of the Internal Management part

The International Board is proposing the following to the Council:

~~Internal Affairs~~

~~1. Access to ELSA Activities~~

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

~~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.~~

~~3. Regulations of the National ELSA Groups~~

~~1. Each National ELSA Group shall have its own decision book.~~

~~4. One Year Operational Plan~~

~~1. The board of every ELSA Group shall have a One Year Operational Plan (hereinafter OYOP) at the time they are in office.~~

~~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.~~

~~3. While drafting their OYOP, the International and National board members shall take into consideration the Strategic Goals of ELSA International.~~

~~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.~~

~~5. Transition~~

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

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

Chapter 3. Internal Affairs

Article 1. Access to ELSA Activities

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

Article 2. ELSA International

2.1 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.

Article 3. Advisory Body

3.1 The Advisory Body of ELSA is responsible for the continuity and credibility of the association by advising the International Board of ELSA.

3.2 The Advisory Body of ELSA shall be appointed by the International Board of ELSA for a period of three years and shall be composed of a minimum of three people.

3.3 The Advisory Body shall consist of ELSA alumni, the past immediate member(s) of the International Board of ELSA and third-parties with demonstrated expertise in their respective field.

3.4 The President of the International Board of ELSA shall serve as the Chairman of the Advisory Body.

Article 4. One Year Operational Plan

4.1 The International Board of ELSA and each National Board shall have a One Year Operational Plan (OYOP) for their time in office.

4.2 The One Year Operational Plan shall be a tool for guidance and evaluation of the efforts and achievements of the board members during their term in office.

4.3 While drafting their One Year Operational Plan, the International Board of ELSA and the National Boards shall take into consideration the Strategic Plan of ELSA.

4.4 A summary of the One Year Operational Plan of each National Board shall be submitted in English to the International Board of ELSA before the opening of the first International Council Meeting since the term in office of the National Board started.

Article 5. Transition

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

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

Comments:

Except form the structural and grammatical changes, the obligation of having a decision book at the National level is being moved to the Responsibilities Chapter. Additionally, an Advisory Body definition is being created following the recommendation of the 76th International Council Meeting held in Constanta and the 60th International Presidents' Meeting held in Munich. The aim of the body is to ensure the continuity and credibility of the association.

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No 40: International Council Meeting Decision Book amendment concerning the International Council Meetings section of the Internal Management part

The International Board is proposing the following to the Council:

~~International Council Meetings~~

~~1. Applications to participate at the International Council Meetings~~

~~1. Applications~~

- ~~1. Applications have to be submitted by the National Boards. Only one application per National Board shall be submitted to the Organising Committee.~~

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

~~2. Deadlines~~

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

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

~~3. Liabilities~~

~~1.3.1 The national groups are liable for the payment of the participation fees for the applications they submitted.~~

~~2. Individual applicants are liable for the payment of the participation fees for the applications they submitted.~~

~~1.4 The participation fee shall be paid no later than the first day of participating the International Council Meeting. A participant failing to do so shall be reported to the International Board.~~

~~2. Participation Fees~~

~~1. In each International Council Meeting, the Organising Committee shall cover the participation fee for ELSA International. This fee includes accommodation for 90 nights, and meals, requested from the other participants. ELSA International shall divide the 90 nights among themselves, auditors and former International Board members responsible for presenting the Annual Report, and the Financial Report. The Organising Committee can additionally cover the special fees.~~

~~2. In each International Council Meeting, the Organising Committee shall cover the participation fee for the Chair and Vice Chair of the plenary for eight nights.~~

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3. ~~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.~~

4. ~~Trainers from the International Trainers Pool, giving training at an International Council Meeting, shall be entitled to attend the International Council Meeting with delegate fees.~~

5. ~~In each International Council Meeting, the participation fee for three International Council Guests, elected at the previous International Council Meeting, shall be covered by the Organising Committee.~~

3. Workshop procedure

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

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

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

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

3.5 ~~The secretaries shall keep the minutes of the workshop which will be an appendix to the International Council Meeting Minutes. The secretaries shall finalise the minutes together with the Chair and Vice Chair of the respective workshop before the opening of the Final Plenary.~~

4. Rights of the Workshop Participants

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

4.2 ~~Members can vote in the workshops.~~

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

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

5. Former International Board at the next International Council Meeting

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~~5.1 The International Board as a whole will be relieved from responsibility at the International Council Meeting following their period of office when it has transferred its files and responsibilities to the following board in a satisfactory way.~~

~~5.2 To answer any questions about their period of office, the former International Board will automatically be invited to the International Council Meeting following its period in office. This right of audience is limited to their activities while in office.~~

~~5.3 The President of ELSA International shall attend the International Council Meeting following his or her board's period of office and give the report to the BEE workshop and presentation to the plenary concerning the achievements of his or her board during their period of office.~~

~~5.4 The Treasurer of ELSA International shall attend the International Council Meeting following his or her board's period of office and give the report to the FM Workshop and presentation to the plenary concerning the final accounts of his or her board during their period of office.~~

6. Application to host an International Council Meeting

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

~~6.2 The application shall contain a draft budget, a draft programme and can be supplemented by other relevant material.~~

~~6.3 No decision can be taken upon the application earlier than twenty months before the International Council Meeting the group has applied to host.~~

Chapter 4. International Council Meetings

Article 1. Participation Applications

1.1 Each National Board shall submit one application to the Organising Committee of the International Council Meeting.

1.2 The Organising Committee of the International Council Meeting may:

- a. Accept individual applications;
- b. Set the deadline for all applications not earlier than two months before the opening of the International Council Meeting;
- c. Accept late applications.

Article 2. Participation Fees

2.1 National Groups shall pay the participation fees for the applications they submitted no later than the first day of participation at the International Council Meeting.

2.2 The International Board of ELSA may request the Organising Committee of the International Council Meeting to cover the participation fee for the International Council Meeting. This fee

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includes the meals and accommodation for a maximum of 92 nights. The International Board of ELSA shall divide the 92 nights amongst themselves, Auditors, the Chair and Vice Chair of the plenary, and former International Board members responsible for presenting the Annual Report and the Financial Report.

2.3 The Organising Committee a future International Council Meeting which are Local Groups may send up to three persons to an International Council Meeting with delegate fees.

2.4 The participation fee for each International Council Meeting for three International Council Guests, elected at the previous International Council Meeting, shall be covered by the Organising Committee of the International Council Meeting.

Article 3. Workshop Procedure

3.1 The International Board of ELSA may hold workshops during the International Council Meeting.

3.2 Each workshop shall receive an agenda from the responsible International Board member(s) to be accepted or amended by the workshop.

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

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

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

3.6 The secretaries shall keep the minutes of the workshop which will be an appendix to the International Council Meeting Minutes. The secretaries shall finalise the minutes together with the Chair and Vice Chair of the respective workshop before the opening of the Final Plenary.

Article 4. Rights of Workshop Participants

4.1 Members and Observers of ELSA have the right to speak in workshops at the International Council Meeting. The International Board of ELSA may grant other workshop participants the right to speak in the workshop.

4.2 Only Members of ELSA have the right to vote in the workshops.

4.3 Observers of ELSA have the right to vote in the workshops only on procedural matters, e.g. the election of workshop officers and changes to the workshop agenda. Observers of ELSA may not vote on statements, recommendations, or proposals.

4.4 Every Member and Observer of ELSA has one vote. A National Board can pass the vote to a local representative in case there is no representative of the National Board present and voting.

Article 5. Annual Report and the Relief of Responsibility

5.1 The International Board of ELSA shall be automatically invited to the International Council Meeting following their period in office by the International Council to answer any questions related to their term in office.

5.2 The President of the International Board of ELSA shall attend the International Council Meeting following their period in office and present the Annual Report to the International Council about their period in office.

5.3 The Treasurer of the International Board of ELSA shall attend the International Council Meeting following their period in office and present report to the International Council about their period in office.

Comments:

Except for the structural and grammatical changes, the obligation of the Organising Committee of the ICM is being revised. Currently, the OC has to cover participation fee for the IB, Auditors and former President and Treasurer for 90 days. Moreover the OC has to cover 16 nights for the Chair and Vice Chair of the Plenary and if there is a training at the ICM, the OC has to host trainers at the delegate fee.

After the revision of the following provisions, the Working Group on the International Internal Meetings and the International Board is proposing to cover 92 nights for the IB, Auditors, Chair, Vice Chair and former President and Treasurer, which means that the OC can save fee for 14 nights. 92 nights will cover 8 nights for the IB members, the Chair and the Vice Chair as responsible for the whole duration of the International Council Meeting, three nights for Auditor, the former President and the former Treasurer.

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No 41: International Council Meeting Decision Book amendment concerning the International Area Meetings section of the Internal Management part

The International Board is proposing the following to the Council:

~~International Area Meetings~~

~~1. Definitions~~

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

- ~~i. the International Presidents' Meeting (IPM);~~
- ~~ii. the Supporting Area Meeting (SAM); and~~
- ~~iii. the Key Area Meeting (KAM).~~

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

~~1.3 The Supporting Area Meeting trains the officers in charge of Internal Management, Financial Management and Marketing. The aims of the Supporting Area Meeting are to exchange experience, information and ideas existing in the National Groups, to learn from other National Groups, to contribute to the implementation of the decisions made in the International Council Meetings and to prepare for the International Council Meeting.~~

~~1.4 The Key Area Meeting trains the officers in charge of Academic Activities (and Moot Court Competitions), Seminars and Conferences, and the Student Trainee Exchange Programme. The aims of the Key Area Meeting are to exchange experience, information and ideas existing in the National Groups, to learn from other National Groups, to contribute to the implementation of the decisions made in the International Council Meetings and to prepare for the International Council Meeting.~~

~~2. Timeframe~~

~~2.1 The International Presidents' Meeting shall meet on a biannual 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 shall meet in the first two months of each term of ELSA International.~~

~~2.2 The Supporting Area Meeting shall meet on an annual basis in the first two months of each term of ELSA International. It shall begin on a Wednesday and end on the following Sunday.~~

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~~2.3 The Key Area Meeting shall meet on an annual basis in the first two months of each term of ELSA International. It shall begin on a Wednesday and end on the following Sunday.~~

~~3. Applications to participate at the International Area Meeting~~

~~3.1 The President of the International Board or his or her substitute must attend the IPM. National Presidents or their substitutes are invited to attend the IPM. National officers can invite local officers to attend the IPM.~~

~~3.2 The supporting area officers of the International Board or their substitutes must attend the SAM. National supporting area officers or their substitutes are invited to attend the SAM. National officers can invite local officers to attend the SAM.~~

~~3.3 The key area officers of the International Board or their substitutes must attend the KAM. National key area officers or their substitutes are invited to attend the KAM. National officers can invite local officers to attend the KAM.~~

~~3.4 The procedure to participate at the International Area Meeting is as stated in Article 1, International Council Meeting of the Internal Management part.~~

~~4. Participation Fees~~

~~4.1 The Organising Committees shall comply with Annex II “Maximum Participation Fee for Statutory Meetings and International Internal Meetings” when charging the participation fee.~~

~~4.2 In each International Presidents’ Meeting, the Organising Committee shall cover all expenses for the President of the International Board and two more officers of ELSA International in connection to the IPM, except for travel expenses. The accommodation and meals costs of the aforementioned officers of ELSA International covered by the OC include the five nights of the IPM and maximum 2 extra nights per each one of them.~~

~~4.3 In each Supporting Area Meeting, the Organising Committee shall cover all expenses for the supporting area officers of the International Board in connection to the SAM, except for travel expenses. The accommodation and meals costs of the aforementioned officers of ELSA International covered by the OC include the five nights of the SAM and maximum 2 extra nights per each one of them.~~

~~4.4 In each Key Area Meeting, the Organising Committee shall cover all expenses for the key area officers of the International Board in connection to the KAM, except for travel expenses. The accommodation and meals costs of the aforementioned officers of ELSA International covered by the OC include the five nights of the KAM and maximum 2 extra nights per each one of them.~~

~~5. Application to host an International Area Meeting~~

~~5.1 Any Member National Group of ELSA or any member Local Group of a Member National Group of ELSA is eligible for applying to host an International Area Meeting.~~

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~~5.2 The International Board issues a call for hosts and sends out a host agreement with terms to be agreed upon between the two parties and, after examining the applications received, appoints them.~~

~~5.3 The Organising Committee has to provide a minimum of 50 spots for participants. The total amount of participation spots of the IPM shall be limited to 70 people. The Organising Committee must communicate the exact amount of participation spots to the President of the International Board or his or her substitute attending the IPM by latest 30 days prior to the start of the IPM.~~

~~5.4 All applications from Local Groups shall be submitted to the International Board by their respective National Group.~~

~~5.5 Local Groups may only apply on their own behalf if:~~

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

Chapter 5. International Annual Meetings

Article 1. Definitions

1.1 The International Annual Meetings of ELSA are internal meetings of the Members and Observers of ELSA. There are two different International Annual Meetings:

- a. The International Training Meeting (ITM);
- b. The International Strategy Meeting (ISM).

1.2 The International Training Meeting is a meeting for training and educating ELSA Officers.

1.3 The International Strategy Meeting is a meeting for strategic planning and evaluation.

Article 2. Timeframe

2.1 The International Training Meeting shall take place annually within the first two months of each term. It shall begin on Thursday and end on the following Sunday.

2.2 The International Strategy Meeting shall take place annually no earlier than the third Wednesday of January and end no later than the third Sunday of February.

Article 3. Applications

3.1 National Groups may send three delegates to the International Training Meeting and the International Strategy Meeting respectively.

3.2 The Secretary General of the International Board of ELSA or their substitute shall attend the International Training Meeting.

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3.32 The President of the International Board of ELSA or their substitute shall attend the International Strategy Meeting.

3.3 The procedure to participate at the International Annual Meetings is as stated in the Internal Management Part, Chapter 4, Article 1.

Article 4. Organisation

4.1 The International Board of ELSA shall open a call for hosts of the International Annual Meetings by sending out a hosting agreement to the respective mailing lists.

4.2 The same host eligibility requirements as defined in the Standing Orders under Article 4.2. shall apply to the host eligibility of the International Internal Meetings.

Article 5. Participation Fees

5.1 In each International Training Meeting the Organising Committee shall cover the participation fee for the Secretary General of the International Board of ELSA and a maximum of seven trainers from the International Trainers' Pool giving training. The participation fee covered by the Organising Committee shall include four nights of the International Training Meeting and a maximum of one extra night per each one of them.

5.2 In each International Strategy Meeting the Organising Committee shall cover the participation fee for the President of the International Board of ELSA and two additional board members in connection to the meeting. The participation fee covered by the Organising Committee shall include five nights of the International Strategy Meeting and a maximum one extra night per each one of them.

Comments:

This proposal aims to establish new International Internal Meetings aligned with the new cycle of the meetings and strives to ensure sustainability of the meetings.

No 42: International Council Meeting Decision Book amendment concerning the Human Resources section of the Internal Management part

The International Board is proposing the following to the Council:

Human Resources

1. Introduction

~~1.1 The Human Resources Model of ELSA constitutes a framework to be implemented throughout the Network and in all areas of activity provided, with the purpose of increasing the quality and quantity of ELSA Members in the Member countries.~~

~~-~~

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

2. The Human Resources Model of ELSA

~~2.1 The Human Resources Model is divided into four processes:~~

- ~~a. Attraction and Selection;~~
- ~~b. Training and Development;~~
- ~~c. Engagement and Retention;~~
- ~~d. Transition and Exit.~~

~~2.2 The Attraction and Selection process takes place across all levels of ELSA. It concerns every current and potential ELSA member and is subdivided into:~~

- ~~i. Attraction;~~
- ~~ii. Selection, and~~
- ~~iii. Recruitment.~~

~~-~~

~~2.2.1 Attraction is the first step in approaching new members. It is an ongoing process with a special focus at the beginning of the term.~~

~~-~~

~~2.2.2 Selection is the next step in approaching members who identify with the Philosophy Statement of ELSA.~~

~~-~~

~~2.2.3 Recruitment is the final step of the Attraction and Selection process. This is realised by appointing the members and integrating them into the activities of ELSA.~~

~~-~~

~~2.3 The Training and Development process takes place across all levels of ELSA. This process aims to create a sense of solidarity towards ELSA and supports the development of personal and professional skills. It is subdivided into:~~

~~-~~

- ~~i. Agreement,~~
- ~~ii. Choice,~~
- ~~iii. Training, and~~

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~~iv. Development:~~~~-~~~~2.3.1 Agreement is a necessary step to ensure that the active member and the board remain dedicated towards their work for ELSA.~~~~-~~~~2.3.2 Choice is a necessary step to enable the active member to make an informed decision in regards to the most suitable role in ELSA.~~~~-~~~~-~~~~2.3.3 Training is a necessary step to develop the skills and knowledge of members that relate to specific useful competencies in regards to their chosen ELSA role.~~~~-~~~~2.3.4 Development is a necessary step to encourage inclusivity of the active member by working effectively with the responsible board member.~~~~-~~~~2.4 The Engagement and Retention process takes place across all levels of ELSA. This process aims to motivate and encourage the active member to continue their work for successive terms. It is subdivided into:~~~~-~~~~i. Accommodation;~~~~ii. Motivation;~~~~iii. Engagement, and~~~~iv. Retention.~~~~-~~~~2.4.1 Accommodation is a necessary step to establish the active member as a part of the team. This is realised through integration, inspiration and encouragement.~~~~-~~~~2.4.2 Motivation is a necessary step to encourage independent growth of the active member by working effectively with the responsible board member.~~~~-~~~~2.4.3 Engagement is a necessary step to involve the active member into decision making processes. This furthermore ensures the engagement and integration of the active member into the team.~~~~2.4.4 Retention is a necessary step to effectively maintain ELSA knowledge across all levels of ELSA. The purpose of retention is to recognise the importance of continued progression and future involvement.~~~~2.5 The Transition and Exit process takes place across all levels of ELSA. This process aims to maintain involvement of experienced members within ELSA. It is subdivided into:~~~~i. Decision;~~~~ii. Search;~~~~iii. Transfer, and~~~~iv. Alumni.~~~~2.5.1 Decision is the step whereby the member defines the extent of their future involvement in ELSA.~~

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~~2.5.2 Search is a necessary step in taking responsibility for the continuity of ELSA. This is realised by actively seeking suitable candidates for relevant opportunities.~~

~~2.5.3 Transfer is a necessary step to ensure that previously gained knowledge and experience remains within ELSA. This is realised by providing a quality transition or an extensive archive.~~

~~2.5.4 Alumni is a step that provides the opportunity to remain within the ELSA community.~~

3. Implementation of the Human Resources Model

~~3.1 The Human Resources Model is a tool that can be adapted by each group to their own need.~~

Chapter 6. Human Resources

Article 1. Definition

1.1 The Human Resources Model of ELSA 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 members.

Article 2. The Human Resources Model of ELSA

2.1 The Human Resources Model is divided into four processes:

- a. Attraction and Selection;
- b. Training and Development;
- c. Engagement and Retention;
- d. Transition and Exit.

2.2 The Attraction and Selection process takes place across all levels of ELSA. It concerns every current and potential ELSA member and is subdivided into:

- a. Attraction that is the first step in approaching new members. It is an ongoing process with a special focus at the beginning of the term;
- b. Selection that is the next step in approaching members who identify with the Philosophy Statement of ELSA;
- c. Recruitment that is the final step of the Attraction and Selection process. This is realised by appointing the members and integrating them into the activities of ELSA.

2.3 The Training and Development process takes place across all levels of ELSA. This process aims to create a sense of solidarity towards ELSA and supports the development of personal and professional skills. It is subdivided into:

- a. Agreement that is a necessary step to ensure that the active member and the board remain dedicated towards their work for ELSA;
- b. Choice that is a necessary step to enable the active member to make an informed decision in regards to the most suitable role in ELSA;
- c. Training that is a necessary step to develop the skills and knowledge of members that relate to specific useful competencies in regards to their chosen ELSA role;

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- d. Development that is a necessary step to encourage inclusivity of the active member by working effectively with the responsible board member.

2.4 The Engagement and Retention process takes place across all levels of ELSA. This process aims to motivate and encourage the active member to continue their work for successive terms. It is subdivided into:

- a. Accommodation that is a necessary step to establish the active member as a part of the team. This is realised through integration, inspiration and encouragement;
- b. Motivation that is a necessary step to encourage independent growth of the active member by working effectively with the responsible board member;
- c. Engagement that is a necessary step to involve the active member into decision making processes. This furthermore ensures the engagement and integration of the active member into the team;
- d. Retention that is a necessary step to effectively maintain ELSA knowledge across all levels of ELSA. The purpose of retention is to recognise the importance of continued progression and future involvement.

2.5 The Transition and Exit process takes place across all levels of ELSA. This process aims to maintain involvement of experienced members within ELSA. It is subdivided into:

- a. Decision that is the step whereby the member defines the extent of their future involvement in ELSA;
- b. Search that is a necessary step in taking responsibility for the continuity of ELSA. This is realised by actively seeking suitable candidates for relevant opportunities;
- c. Transfer that is a necessary step to ensure that previously gained knowledge and experience remains within ELSA. This is realised by providing a quality transition or an extensive archive;
- d. Alumni that is a step that provides the opportunity to remain within the ELSA community.

Article 3. Implementation

3.1 The Human Resources Model is a tool that can be adapted by each group to their own need.

Comments:

This proposal is aligned with the general restructuring of the Decision Book.

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No 43: International Council Meeting Decision Book amendment concerning the ELSA Training section of the Internal Management part

The International Board is proposing the following to the Council:

~~ELSA 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 ~~There are two types of ELSA Training:~~

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

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

2. Minimum Quality Standards

2.1. ~~Every ELSA Training in the Network provided by an ITP Trainer has to meet the following quality standards:~~

- a. ~~The Training has to last at least 3 hours;~~
- b. ~~The Training cannot include more than 20 participants per 1 Trainer.~~

2.2. ~~The Trainer shall fill in the evaluation form of the delivered Training Session no later than 14 days after the closing of the Training Session.~~

2.3. ~~The Organising ELSA Group shall fill in the evaluation form of the delivered Training Session no later than 14 days after the closing of the Training Session.~~

2.4. ~~The Trainer shall deliver at least 3 hours of Training Sessions per 2 years to continue his/her enrolment in the International Trainers' Pool. The International Board may ask for a clarification of passive involvement in the International Trainers' Pool.~~

3. ITP Training Request

3.1 ~~In order to apply for a trainer from the ITP, the Organising ELSA Group shall fill in the ITP Training Request.~~

3.2 ~~The Secretary General of the International Board appoints a trainer for the requested event.~~

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~~3.3 The Organising ELSA Group is expected to cover travel and accommodation costs for the appointed trainer.~~

1. Responsibilities of the International Board

~~4.1 The International Board shall annually organise the Refreshment Weekend and the Train the Trainers' Week. The hosts for these events shall be appointed by ELSA International at least six month prior to the events. The dates for the events shall be set and communicated to the network at least three months prior to the event.~~

~~4.2 The Train the Trainers' Week is aiming to recruit new trainers to the ITP. Based on the results and a feedback of hosting trainer(s) of the event, the International Board is appointing new trainers to the ITP.~~

~~4.3 Refreshment Weekend is meant to conserve and enhance the quality of the ITP trainers. The sessions of the event are hosted by the experienced ITP trainer or the training companies who are partners of ELSA. The academic program for the event is developed by ELSA International and the ITP itself.~~

Chapter 7. ELSA Training**Article 1. Definition**

1.1 ELSA Training is project that aims to develop the skills and knowledge of ELSA members.

1.2 There are two types of ELSA Training:

- a. Soft Skills Training that aims to develop the interpersonal attributes of an individual.
- b. Officers' Training that aim to develop knowledge of ELSA members about the association.

Article 2. International Trainers' Pool

2.1 The International Trainers' Pool (ITP) is the main body of ELSA Training and it consists of Trainers.

2.2 Every ELSA Training provided by an ITP Trainer shall:

- a. Last at least three3 hours;
- b. Not include more than 20 participants per one ITP Trainer.

2.3. The organising ELSA Group shall fill in the evaluation form of the delivered Training Session no later than 14 days after the closing of the Training Session.

2.4. The ITP Trainer shall deliver at least three hours of Training Sessions every two years to continue their enrolment in the International Trainers' Pool. The International Board of ELSA may ask for a clarification of passive involvement in the International Trainers' Pool.

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2.5 In order to apply for an ITP Trainer from the ITP, the organising ELSA Group shall fill in the ITP Training Request.

2.6 The Secretary General of the International Board of ELSA shall appoint an ITP Trainer for the requested event.

2.7 The organising ELSA Group shall cover travel and accommodation costs for the appointed ITP Trainer.

Article 3. Responsibilities

3.1 The International Board of ELSA shall annually organise the Refreshment Weekend and the Train the Trainers' Week. The hosts for these events shall be appointed by the International Board of ELSA at least six month prior to the events. The dates for the events shall be set and communicated to the National Groups at least three months prior to the event.

3.2 The Train the Trainers' Week is aiming to recruit new trainers to the International Trainers' Pool. Based on the results and a feedback of hosting trainer(s) of the event, the International Board of ELSA shall appoint new trainers to the International Trainers' Pool.

3.3 Refreshment Weekend is meant to conserve and enhance the quality of the ITP Trainers. The sessions of the event are hosted by the experienced ITP Trainer or the training companies who are partners of ELSA. The academic programme for the event is developed by ELSA International and the ITP itself.

Comments:

This proposal is aligned with the general restructuring of the Decision Book.

No 44: International Council Meeting Decision Book amendment concerning the Information Technology section of the Internal Management part

The International Board is proposing the following to the Council:

Information Technology

1. Websites in the network

1.1 Each National Group is responsible for maintaining an up-to-date website. As far as the local group has its own website these regulations shall be followed as well.

1.2 The address of the website should be one of the following two options. The first option should contain the prefix “elsa-“, the name of the country in English and the top-level domain “.org”. Alternatively the respective country-code top-level domain can be used. The second option should contain the respective country-code, the abbreviation “elsa” and the top-level domain “.org”.

Domains for local groups should be set up in the same way. They can also be configured as sub-domains of the domain of the respective national group.

Examples: ~~www.elsa-norway.org or www.elsa-norway.no~~

Local group addresses: ~~www.elsa-oslo.org, www.elsa-oslo.no, www.oslo.elsa-norway.org, www.oslo.elsa-norway.no-~~

1.1 The website shall provide at least the following information:

A general description of ELSA,

ELSA’s Philosophy Statement, contact details, current international events and a link to the website of ELSA International. This information shall be available in English.

1.4 The general information about ELSA shall be in line with the information provided on ELSA International’s website.

1.5 The ELSA logo shall be displayed on the website.

2. E-mail communication

2.1 The official e-mail addresses of each ELSA Group shall be the following: president@, secgen@, treasurer@, marketing@, academicactivities@, mootcourts@, seminarconferences@, step@, followed by the domains mentioned in 1.2. The official e-mail addresses can also include the name or the abbreviation of the Local Group inserted between the title and the @. The domain for email addresses can in addition to the ones mentioned in 1.2 be the country abbreviation followed by .elsa.org.

2.2 The e-mail signatures shall contain at least:

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- a. ~~the name of the officer;~~
 - b. ~~the position the officer holds or the area he/she is responsible for;~~
 - c. ~~the name of the ELSA Group;~~
 - d. ~~the postal address of the ELSA Group; and~~
 - e. ~~the ELSA logo in combination with the name of the National or Local Group.~~
- 2.3 ~~The Garamond font or a variation thereof shall be used for e-mail communication. There can be two exceptions for the implementation of this provision:~~
- i. ~~if it cannot be supported by the service and/or software;~~
 - ii. ~~if the font does not support the national characters of the respective ELSA Group.~~

Chapter 8. Information Technology

Article 1. Websites

1.1 Each National Group shall maintain an up-to-date website with the address consisting of either:

- a. The prefix “elsa-“, the name of the country in English and the top-level-domain “.org”, or alternatively the respective country-code top-level-domain can be used (e.g. www.elsa-norway.org; www.elsa-norway.no); or
- b. The respective country-code, the abbreviation “.elsa” and the top-level-domain “.org”.

1.2 The website shall provide at least the following information in English:

- a. General information about ELSA in line with information provided on the website of ELSA;
- b. ELSA’s Philosophy Statement;
- c. Contact details of the National Group;
- d. Information about the current international events and projects of ELSA;
- e. A link to the website of ELSA;
- f. The ELSA logo with the name of the National Group.

Article 2. E-mail communication

2.1 The official e-mail addresses of each National and Local Group shall be the following: president@, secgen@, treasurer@, marketing@, academicactivities@, mootcourts@, seminarsconferences@, step@, followed by the domains mentioned under Article 1.1 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 under Article 1.1 be the country abbreviation followed by .elsa.org.

2.2 The e-mail signatures shall contain at least:

- a. The name of the Officer;
- b. The position the Officer holds or the area they are responsible for;
- c. The name of the National or Local Group;
- d. The postal address of the National or Local Group; and
- e. The ELSA logo in combination with the name of the National or Local Group.

2.3 The Garamond font or a variation thereof shall be used for e-mail communication, unless:

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- i. If it cannot be supported by the service and/or software; or
- ii. The font does not support the national characters of the respective National or Local Group.

Comments:

This proposal is aligned with the general restructuring of the Decision Book.

No 45: International Council Meeting Decision Book amendment concerning the Quality Management section of the Financial Management part

The International Board is proposing the following to the Council:

Quality Management

~~Quality in financial management is based on financial principles. These are the principle of truth, the principle of transparency, the principle of completeness and the principle of continuity.~~

Part 1. Financial Management

Chapter 1. Definition

Article 1. General

1.1 Financial Management is the Supporting Area of ELSA that ensures the financial planning, organising, directing and controlling of the financial undertakings of the association.

As a part of the aforementioned proposal, the text is inserted as the first chapter of the FM part. As a consequence, the following numbering within the Financial Management part will be altered accordingly.

Comments:

The Financial Management has been the only part of the Decision Book, alongside with the Board Management, External Relations, Expansion, without an existing definition of the Area.

A definition of Financial Management should be included in the Decision Book; this definition creates concrete tasks and responsibilities within the Financial Management area. Until today, the Decision Book made only a theoretical approach to the financial management with a limited reference to the basic principles of every financial activity (the principle of truth, the principle of transparency, the principle of completeness and the principle of continuity) without offering a solid base for the creation of tangible obligations. The International Board proposes this definition in order to cover these principles.

No 46: International Council Meeting Decision Book amendment concerning the Financial Management part

The International Board is proposing the following to the Council:

Chapter 2. Responsibilities**Article 1. Responsibilities**

1.1 ELSA International shall:

- a. Produce and make available to National Groups tools necessary for Financial Management, annually revise them, and, if necessary, update them;
- b. Prepare and present the budget of ELSA to the International Council at each International Council Meeting;

As a part of the aforementioned proposal, the text will be inserted as a new chapter after the Definition. As a consequence, the following numbering within the Financial Management part will be altered accordingly.

Comments:

This proposal is in line with the general restructuring of the International Council Meeting Decision Book of ELSA. Every area shall state clearly the general responsibilities of ELSA International towards National Groups and vice versa. ELSA International as a legal entity shall have clearly stated, general responsibilities towards the Members of the International Council of ELSA; lastly, the National Groups of ELSA shall have specific responsibilities as well.

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No 47: International Council Meeting Decision Book amendment concerning the Payment Agreements section of the Financial Management part

The International Board is proposing the following to the Council:

~~Payment Agreements~~

~~Payment agreements create clear payment regulations and thus ensure a certain degree of security for both parties involved in the agreement.~~

~~A payment agreement between ELSA and a National Group shall be in written form signed by both parties either through a digital or original signature.~~

~~The following content shall be mandatory within an agreement:~~

- ~~• Name and address of both parties;~~
- ~~• Current debt at the time of the agreement and a detailed description of the composition of the debt;~~
- ~~• The repayment procedure;~~
- ~~• Bank account details of the creditors.~~

~~Payment Agreements shall be revised before each International Council Meeting.~~

~~If they are in no condition to fulfil the obligations generated by the agreement, the debtors shall provide ELSA with all the documents needed to prove their financial difficulties. If they fail to do so, ELSA may apply a penalty fee up to 5% of the outstanding amount for each unpaid instalment.~~

Chapter 3. Payment Agreements

Article 1. Definition

1.1 A Payment Agreement is an agreement between ELSA and a National Group which sets out a schedule for regular payments required to be made by the National Group to ELSA.

Article 2. Responsibilities

2.1 The Treasurer of the International Board of ELSA shall:

- a. Revise the Payment Agreements before each International Council Meeting.

2.2 National Groups shall:

- a. Provide the Treasurer of the International Board of ELSA with all the documents needed to prove their financial difficulties preventing the fulfilment of the obligations under the Payment Agreement.

Article 3. Requirements

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3.1 A Payment Agreement shall be in a written form signed by the parties and it shall contain at least the following:

- a. Name and address of the parties;
- b. The debt at the time of signature and a detailed description of the debt;
- c. The repayment procedure of the debt;
- d. The bank account details of ELSA.

Article 4. Penalties

4.1 If a National Group fails to comply with the responsibilities under Article 2.2.a of this Chapter, ELSA may apply a penalty fee of a maximum of 5% of the outstanding amount for each unpaid instalment by the National Group.

4.2 If a National Group fails to comply with the Payment Agreement, the International Board of ELSA may not renew the Payment Agreement with the National Group.

Comments:

The content of the chapter has not been changed. The scope of the proposal is to regiment the already existing regulation in a clear and constructive way. Hence, this proposal is in line with the general restructuring of the International Council Meeting, Decision Book of ELSA.

It should be noted that National groups with debts towards ELSA use the paragraph abusively in order to preserve the voting rights during the International Council Meeting. Thus the International Board of ELSA proposes that paragraph 4.2 is added so that all debtors are aligned with the scope of a payment agreement.

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No 48: International Council Meeting Decision Book amendment concerning the Reimbursement regulations section of the Financial Management part

The International Board is proposing the following to the International Council:

~~Reimbursement regulations~~

1. Definition

~~1.1 Reimbursements are monetary compensations paid for expenses made in behalf of ELSA International.~~

2. General regulations

~~a. Reimbursements will only be paid for expenses which have occurred after prior consultation of the International Board.~~

~~b. Reimbursements must be claimed with a form provided by the International Board upon request.~~

~~c. All expenses for which the reimbursement is asked for must be backed up with receipts or copies of the original receipts.~~

~~d. All receipts which are not in English must be accompanied with a cover letter explaining the meaning of the receipt, unless it is apparent what the receipt is provided for.~~

~~e. All receipts which are in other currency than in Euros must be accompanied with a currency conversion in which the conversion date is the date of the transaction. In case the currency exchange rate has changed significantly during the time between the date of transaction, the date of the initial claim and the date of payment, the Treasurer shall choose the conversion date on which the value of the other currency is closest to, but not less than the amount spent in the other currency.~~

~~Reimbursements must be initially claimed within 12 months from the date of the expense.~~

3. Reimbursements for using a private car

~~a. In a case a private car is decided by the International Board to be the most efficient way of transportation, the reimbursement will be paid as a fixed mileage allowance per kilometer.~~

~~b. The amount of kilometers is provided by the person seeking the reimbursement based on the recorded difference in the number of the cars odometer in the beginning and end of the journey.~~

~~The fixed mileage allowance is the standard mileage allowance used in Belgium as published in a Royal Decree.~~

Comments:

As it is known, the ratio of the International Council Meeting Decision Book of ELSA is to regulate extensively and exclusively the relations between ELSA and its Members, the National

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Groups. This part regulates the relations between ELSA and third parties, who submit and request compensation for expenses made on behalf of ELSA. Thus, the International Board of ELSA proposes to strike out this provision and to include it in the [reimbursement form](#). In that way, the applicants willing to proceed with a reimbursement request will be informed in a direct way about the application's regulations.

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No 49: International Council Meeting Decision Book amendment concerning the Damages caused to ELSA section of the Financial Management part

The International Board is proposing the following to the International Council:

~~Damages caused to ELSA~~

1. Definition

~~1.1 For the purpose of these regulations damages mean monetary losses to ELSA caused directly by intent or by gross negligence of an International Board member.~~

~~1.2 Gross negligence shall be interpreted as a lack of adequate precautions of a normal diligent person to prevent a damage that is foreseeable for the International Board member in question.~~

~~1.3 To fall under these regulations the damages must be clearly measurable and relate to a single event or action.~~

~~1.4 Damages of this type should be reimbursed to ELSA.~~

~~1.5 These regulations do not waive the possibility of ELSA to seek larger reimbursements through court procedures.~~

2. Procedure by the International Board

~~2.1 Any International Board member may take up a damage caused by him or herself or other Board Member in a board meeting. If the International Board finds damage to fall under the definition of the article 1 above with a simple majority vote, the damage will be reimbursed to ELSA in accordance to article 4 below.~~

~~2.2 If the International Board member obliged by a vote to reimburse damages to ELSA does not accept the result of vote, he or she may formally request to have a vote by the International Council at the next International Council Meeting. The request shall be included in the working materials.~~

3. Procedure by the International Council

~~3.1 The International Council shall vote on the liability of the Board Member that requested it with simple majority.~~

4. Payment Procedure

~~4.1 After the decision about reimbursing damages is done in accordance to either article 2 or 3, the International Board member obliged to make the payment will agree about the payment~~

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~~schedule with the Treasurer of the ELSA International. If the Treasurer is the one responsible for making the payment, he or she will agree about the payment schedule with the President of ELSA International.~~

~~4.2 If the Board member refuses to make the payment or does not follow the agreed payment schedule, the amount due to ELSA International will be reduced to his or her remuneration for the month following the refusal or breaching of the payment schedule.~~

~~Regardless of the monetary value of the damages caused, the total reimbursement claimed shall not exceed the amount of monthly remuneration regulated in the Remuneration part of the Decision Book.~~

Chapter 4. Damages caused to ELSA

1. Definition

1.1 Damages to ELSA mean a monetary loss caused to ELSA directly by an act of intent or gross negligence of a member of the International Board of ELSA.

1.2 Gross negligence shall mean a lack of adequate precautions of a diligent person to prevent foreseeable damage.

2. Procedure

2.1 The International Board of ELSA may request to have a vote on obliging a member of the International Board of ELSA to reimburse damages to ELSA by the International Council at the upcoming International Council Meeting.

2.2 The International Council shall decide on the liability of the member of the International Board of ELSA with a simple majority vote.

2.3 If the International Council finds the member of the International Board of ELSA liable, the member of the International Board of ELSA shall be obliged to reimburse the damages in accordance with a payment schedule as agreed upon by the International Board of ELSA.

2.4 This Chapter shall not prevent ELSA from seeking further reimbursement through court procedures.

Comments:

Having as the main aim to specify and simplify the procedures, the above-mentioned proposal provides with clarity the voting-related procedures that shall be followed by the International Council of ELSA, in case an International Board member of ELSA does not accept the decision of the International Board of ELSA in which they are considered liable for damages caused to ELSA.

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The International Board of ELSA, as the Executive Body of the association, retains the right to decide internally (in a board meeting) and find that a member of the International Board of ELSA is liable for damages caused to ELSA.

No 50: International Council Meeting Decision Book amendment concerning the Fees section of the Financial Management part

The International Board is proposing the following to the International Council:

Fees

1. Membership Fee

1.1 The Membership Fee (MF) is calculated through an define constant (C) multiplied by a coefficient (X) defined by the Annual General Income of the relevant National Group.

1.2 “Annual General Income” (AGI) is the general income of the National Group gathered in the immediate previous financial year expressed in EURO. It shall include membership fee from local groups, non-project partnerships, unrestricted grants, donations and marketing revenues as stated in the immediate last State of the Network.

The Constant (C) is set as 500

The Coefficient (X) shall be obtain base on the following chart:

If $AGI < 1000$, $X = 0,2$

If $1000 < AGI < 4999$, $X = 0,5$

If $5000 < AGI < 9999$, $X = 1$

If $10000 < AGI < 19999$, $X = 2$

If $20000 < AGI < 29999$, $X = 4$

If $30000 < AGI < 49999$, $X = 5$

If $50000 < AGI < 69999$, $X = 8$

If $AGI > 70000$, $X = 10$

1.3 The Membership Fee for a National Group is calculated in the following way:

$$MF = C * X$$

1.4 National Groups becoming Members at the Spring International Council Meeting will be taken into the Membership Fee calculations for the following year and invoiced together with the rest of the National Member Groups. A National Group becoming a Member at the Autumn International Council Meeting will not pay the Membership Fee for the year in which it becomes a member.

1.5 The AGI shall be collected through the State of the Network inquiry. In case of unclarity, the interpretation of what should be comprised in the AGI is left to the International Board of ELSA.

1.6 In the case that the AGI is not initially in EURO and need to be converted, the exchange rate that shall be used is the one which is prevalent on the last day of the previous financial quarter.

1.7 Non communication of the AGI or falsification of the data, intentional or not, shall automatically raise the coefficient (X) of the offender to the next threshold.

1.8 Each National Group may ask the Treasurer of ELSA International if it is possible to get the calculation sheet for their Membership Fee.

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~~1.9 This calculation method will be enforced starting the first of January 2020.~~

2. Administration Fee for Observers

~~National observer groups are to pay an annual administration fee of 50 Euro.~~

Chapter 5. Fees

Article 1. Membership Fee

1.1 The Membership Fee (MF) shall be calculated by multiplying a defined constant (C) with a coefficient (X). The coefficient (X) shall be determined by the Annual General Income (AGI) of the National Group.

1.2 The Annual General Income shall be defined as the general income of the National Group as gathered in the immediate previous financial year expressed in euro. It shall include the membership fee from Local Groups, non-project partnerships, unrestricted grants, donations and marketing revenues as stated in the immediate last State of the Network Inquiry.

1.3. The constant (C) shall be set at 500.

1.4. The coefficient (X) shall be determined based on the following chart:

If AGI<1000, X=0,2
If 1000<AGI<4999, X=0,5
If 5000<AGI<9999, X=1
If 10000<AGI<19999, X=2
If 20000<AGI<29999, X=4
If 30000<AGI<49999, X=5
If 50000<AGI<69999, X=8
If AGI>70000, X=10

1.5. The Membership Fee for a National Group is calculated in the following way: $MF=C \cdot X$.

1.6 National Groups obtaining Membership of ELSA at a spring International Council Meeting shall be included in the Membership Fee calculations for the following year and invoice with the rest of the Members of ELSA. A National Group obtaining Membership of ELSA at an autumn International Council Meeting shall not pay the Membership Fee for the year in which it becomes a member.

1.7. ELSA International shall collect information about the Annual General Income of National Groups through the State of the Network Inquiry. In case of unclarity, the interpretation of what should be comprised in the Annual General Income is left to the International Board of ELSA.

1.8 If the Annual General Income is not submitted in Euro and needs to be converted, the exchange rate used shall be the one prevalent on the last day of the previous financial quarter.

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1.9 Non-communication of the Annual General Income or falsification of the data, intentional or not, shall automatically raise the coefficient (X) of the offender to the next threshold.

1.10 National Groups have the right to request a calculation sheet for their Membership Fee from the Treasurer of ELSA International.

Article 2. Administration Fee for Observers

2.1 Observer Groups of ELSA shall pay an annual Administration Fee of 50 Euro.

Comments:

This proposal is aligned with the general effort of correcting the grammar and the linguistics of the whole International Council Meeting Decision Book. This proposal is also in line with the general restructuring of the International Council Meeting Decision Book of ELSA.

The International Board proposes to strike out paragraph 1.8 of the article related to the membership fee because it is related to a transitional provision that has already been fulfilled.

No 51: International Council Meeting Decision Book amendment concerning the Event Fees section of the Financial Management part

The International Board is proposing the following to the International Council:

Event Fees

1. Publishing the GNI numbers

~~The GNI per capita (measured in PPP) data of the ELSA countries from the World Bank online data catalog is to be made available to the National Groups together with the relevant invoice through a direct link to the data catalog on the World Bank website, which shall be sent out together with the invoice~~

2. List of Favoured Countries

~~2.1 The list of favoured countries is based on the GNI per capita (measured in PPP), as available on the World Bank online data catalog on the World Bank website.~~

~~2.2 The list of favoured countries consists of any country with GNI per capita (measured in PPP) equal to or lower than 21.000 International dollars.~~

~~2.3 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.~~

~~2.4 Any country not found in the World Bank online data catalog shall be considered a favoured country.~~

~~2.5 Members of ELSA's Partner Students' Associations can attend events in the Network paying a participation fee equal to the fee of non-favoured countries.~~

~~2.6 The International Board its Directors and Assistants shall be considered to be from a favoured country when participating in an event in relation to their work. Trainers from the International Trainers' Pool shall be considered to be from a favoured country when participating in an event in order to give one or more training sessions.~~

~~2.6 The International Board is to update and publish the list of favoured countries by the end of each year. Should there be no change from the most recently published list of favoured countries, this information shall be provided along with a copy of the most recently published list of favoured countries~~

~~2.7 Should the economic situation of a National Group be deemed unstable to the point where it would render inaccurate the use of the GNI to assess its financial state, the International Board can decide upon request to grant the status of Favoured Country for the duration of their term.~~

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statement explaining the factors taken into account of the decision should be sent to the Network no later than seven working days after it is taken

~~3. Maximum Participation Fee for Statutory Meetings and International Internal Meetings~~

~~The maximum participation fee for both International Statutory Meetings and International Internal Meetings shall be charged as provided in Annexes I and II to the FM part of the Decision Book.~~

~~The maximum participation fees for favoured and non-favoured countries shall be calculated and charged per person per night.~~

~~The participation fee shall include:~~

- ~~• the academic programme;~~
- ~~• accommodation;~~
- ~~• meals;~~
- ~~• administrative costs.~~

~~If any additional charges are imposed, they shall be disclosed to the Network together with the application forms for the meeting.~~

~~4. Maximum Participation Fee for International S&C Events~~

~~The maximum participation fee for participants of International S&C events shall be charged as provided in Annexes I and II to the FM part of the Decision Book.~~

~~The maximum participation fees for favoured and non-favoured countries shall be calculated and charged per person per night.~~

~~This participation fee shall include:~~

- ~~• the academic programme;~~
- ~~• the social programme;~~
- ~~• accommodation;~~
- ~~• meals;~~
- ~~• administration costs.~~

~~Notwithstanding Annexes I and II to the FM part of the Decision Book, non-members and non-students may be charged different participation fees by the organising group of the event.~~

~~For the purposes of this article, S&C events shall not include Study Visits, ELSA Law Schools and International Conferences of ELSA.~~

~~5. Maximum Participation Fee for International Conferences of ELSA~~

~~The maximum participation fee for participants of the International Conferences of ELSA per participant per day shall be the following:~~

~~Non – Favoured Countries: 35-€~~

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Favoured Countries: 30 €

This participation fee shall include the following:

- the academic programme;
- the social programme;
- lunch and at least one coffee break according to the duration of the official programme;
- a welcome package and
- administrative costs.

The maximum extra fee for a Gala Ball/ Gala Reception shall be 50 €.

Non-members and non-students may be charged different participation fees by the organising group of the event.

6. Maximum Participation Fee for ELSA Law Schools

The maximum participation fee for an ELSA Law School per participant – the division between favoured and non-favoured countries as stated in Annex I 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

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.

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.

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.

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~~Different participation fees may be charged by the organising group of the event to non members.~~

7. 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 250,00 has to be paid towards ELSA by the respective Organising Group.~~

~~The due date for the payment of the administrative fee shall be one week after the deadline for the payment of the participants to the respective Organising Group.~~

~~If in any case the ELSA Law School has to be cancelled, the administrative fee shall be waived.~~

8. Indexation

~~The maximum participation and extra fees for Statutory Meetings, International Internal Meetings, and S&C Events, as laid down in Annex II to the FM part of the Decision Book shall be indexed with the inflation rate of the Euro, as stated by the European Central Bank, every 1st of January. The amount shall be rounded to the nearest natural number. The basis for indexation shall be the maximum participation fee as calculated for the previous year, up to two decimal points.~~

~~After the indexation a notification about the updated Annexes of the Decision Book shall be sent to the Network through relevant mailing lists.~~

Chapter 6. Event Fees

Article 1. Responsibilities

1.1. The International Board of ELSA shall:

- a. Update and publish the list of favoured countries by the end of each calendar year, and make the list of GNI available to National Groups through a direct link to the online data catalogue on the World Bank website. Should there be no change from the most recently published list of favoured countries, this information shall be provided along with a copy of the most recently published list of favoured countries.

1.2 The Treasurer of the International Board of ELSA shall:

- a. Index the maximum participation and extra fees for the International Internal Meetings as in Annex II to the Financial Management part of this International Council Meeting Decision Book with the inflation rate of euro, as stated by the European Central Bank, the 1st of January annually. The amount shall be rounded to the nearest natural number. The basis for indexation shall be the maximum participation fee as calculated for the previous year, up to two decimal points;
- b. Send a notification about the updated Annexes to National Groups through relevant mailing lists after each indexation.

Article 2. Favoured country status

2.1 The list of favoured countries shall be based on the GNI per capita (measured in PPP) as available on the World Bank online data catalogue on the World Bank website.

2.2. A National Group shall be considered a favoured country if the GNI per capita (measured in PPP) of that country is equal to or lower than 21,000.00 International dollars.

2.3 The demarcation number as referred to under Article 2.2 of this Chapter shall be indexed at the end of each year, with the average increase in GNI per capita (measured in PPP) of all National Groups. The average increase in GNI per capita (measured in PPP) shall be based on the most recent annual data from the World Bank online data catalogue compared to the second most recent annual data.

2.4. Any country not found in the World Bank online data catalogue shall be considered a favoured country.

2.5 Delegates of ELSA International shall pay the fee of favoured countries when attending International Internal Meetings.

2.6 Trainers from the International Trainers' Pool shall pay the fee of favoured countries when attending an ELSA event in order to give one or more training sessions.

2.7 The International Board of ELSA may decide upon a request to grant a National Group the status of a favoured country for the duration of their term, should the economic situation of the National Group be deemed unstable to the point where it would render inaccurate the use of the GNI to assess its financial state. A statement explaining the factors taken into account of the decision should be sent to National Groups no later than seven working days after it has been made by the International Board of ELSA.

Article 3. Participation Fee for the International Internal Meetings

3.1. The maximum participation fee for International Internal Meetings shall be charged as provided in Annexes I and II to the Financial Management part of this International Council Meeting Decision Book.

3.2. The maximum participation fees for favoured and non-favoured countries shall be calculated and charged per person per night.

3.3 The participation fee shall include:

- a. The academic programme;
- b. Accommodation;
- c. Meals.

3.4. If any additional charges are imposed, they shall be disclosed to National Groups alongside with the application forms for the International Internal Meeting.

Article 4. Participation Fee for International Conferences of ELSA

4.1. The maximum participation fee for International Conferences of ELSA per participant per day shall be the following:

- a. Non-favoured Countries: €35;
- b. Favoured Countries: €30.

4.2. The participation fee shall include:

- a. The academic programme;
- b. The social programme;
- c. Lunch for each day of the official programme, excluding either the day of arrival or the day of departure;
- d. At least one coffee break according to the duration of the official programme;
- e. A welcome package;
- f. Administrative costs.

4.3. The maximum additional fee for a gala ball or gala reception shall be €50.

4.4 Different participation fees may be charged by the Organising Committee of an International Conference of ELSA from non-members.

Article 5. Participation Fee for ELSA Law Schools

5.1 The maximum participation fee for the ELSA Law Schools per participant shall be the following:

- a. Non-favoured countries:
 - i. €350 for the first seven days of the ELSA Law School;
 - ii. €50 for each additional day of the official programme of the respective ELSA Law School;
- b. Favoured countries:
 - i. €315 for the first seven days of the ELSA Law School;
 - ii. €45 for each additional day of the official programme of the respective ELSA Law School.

5.2 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.

5.3 The participation fee shall include:

- a. The academic programme;
- b. The social programme;
- c. The cultural programme (e.g. sightseeing);
- d. Accommodation;
- e. Breakfast for every day excluding the day of arrival;
- f. Lunch for every day excluding either the day of arrival or the day of departure;
- g. Dinner for every day excluding the day of departure;
- h. Transportation during the official programme of the ELSA Law School;

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i. Administrative costs.

5.4 The maximum additional fees shall be:

- a. €50 for the gala ball or gala reception;
- b. €30 for the transfer to and from the estimated point of arrival.

5.5 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 School Cycle Calendar.

5.6 Different participation fees may be charged by the Organising Committee of an ELSA Law School from non-members.

Article 6. ELSA Law Schools Administrative Fee

6.1. The National or Local Group organising an ELSA Law School and being part of an ELSA Law School Cycle shall pay an administrative fee of €250,00 to ELSA as specified in the respective ELSA Law School Cycle Calendar.

6.2. The International Board of ELSA may waive the administrative fee if the ELSA Law School is cancelled.

Comments:

Next to minor changes related to grammar and linguistics mistakes, the following changes are being proposed:

The paragraph one related to publishing the GNI has been stroke out since it is related to the previous' calculation of the membership fee. Before ICM Baku, this paragraph it was part of the membership fee. In ICM Baku, it was merged with the article that it is related with the events fee without any clear reason. Nowadays, this paragraph has no use.

The paragraph 2.5 in the article regarding lists of favoured countries has been stroke out since it should be deemed such as one more burden for the organizing committees.

The point 2.6 provided with more clarity the ratio of it, since it is a regulation related to the expenses of the delegation of ELSA in the International Internal Meetings.

Regarding the former part relating to the fees for “international Seminars & Conferences events”, it is proposed to be removed since in practise, whenever some Flagship Project of ELSA falling under the area of S&C is regulated, the maximum participation fees corresponding to this event are regulated separately. Other than for those types of S&C events, there is no need in theory and practise to limit the Organising Committees of National and Local Groups in establishing their own fees.

In the article related to the International Conferences of ELSA, in the point of lunch in 4.2 paragraph the phrase ‘excluding either the day of arrival or the day of departure;’ has been added since it was discussed and agreed in the S&C workshops in ICM Constanta and it has formerly

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been put in the quality standards of ICE part of the International Council Meeting Decision Book, where it should not be regulated eventually.

Moreover, the points in each article related to the administrative costs and the link of them to the participation fee are being proposed by the International Board of ELSA to be stroke as the term 'administrative costs' is general phase and creates insecurity and not clarity about what kind of costs shall be covered by the participation fee.

In a nutshell, this proposal is in line with the general restructuring of the International Council Meeting Decision Book of ELSA with minor changes having as a keynote to protect the scope of each article.

No 52: International Council Meeting Decision Book amendment concerning the Remuneration section of the Financial Management part

The International Board is proposing the following to the International Council:

Remuneration

~~Members of the International Board of ELSA shall be entitled to a remuneration of EUR 350.00 per month.~~

~~In the event of a vacancy in an area within the International Board, the Deputy Officer responsible for fulfilling the tasks of the vacant area working fulltime in the ELSA headquarters shall likewise be entitled to a remuneration of EUR 350.00 per month.~~

~~During the month of July, the Members of the incoming International Board of ELSA shall also be entitled to a remuneration of EUR 350.00 each for this month. This also applies to incoming Deputy Officers.~~

Chapter 7. Remuneration

Article 1. General

1.1. Members of the International Board of ELSA, as well as their Deputy Officers, shall be entitled to a remuneration of €350.00 per month.

1.2. Members of the incoming International Board of ELSA, as well as their Deputy Officers, shall be entitled to a remuneration of €350.00 for the month of July preceding their term.

Comments:

This proposal is in line with the general restructuring of the International Council Meeting Decision Book of ELSA. The content has not been changed.

No 53: International Council Meeting Decision Book amendment concerning the ELSA Development Foundation section of the Financial Management part

The International Board is proposing the following to the International Council:

~~The ELSA Development Foundation~~

1. Definition and Purpose

~~The ELSA Development Foundation (hereinafter EDF) is a Foundation financed collectively by National Groups to help overcome structural weaknesses within the Network. The purpose of the Foundation is to financially support measures and activities within the Association that further the vision, purpose and means of ELSA. The Foundation is founded in accordance with Belgian law. The Foundation shall be managed by the Board of Directors.~~

2. Modes of Support

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

~~(A) Project Support~~

- ~~(A.1) Financial assistance for events constituting a core activity of ELSA. Core activity is any activity or project connected to the Key Areas according to the Decision Book.~~
- ~~(A.2) Financial assistance for regional cooperation events gathering more than one Member country.~~

~~(B) Training Support~~

- ~~(B.1) Financial assistance for international training events, or international events incorporating training sessions, organised to increase awareness of ELSA, or dealing in specific ELSA areas to qualify as international, at least half of the participants shall not be from the country of the organising National or Local Group.~~
- ~~(B.2) Travel and/or accommodation expenses of trainers for training events or sessions organised by National Groups or Local Groups.~~
- ~~(B.3) Travel and/or accommodation expenses of National Board members for training sessions organised by ELSA International and National Groups.~~

~~Training support will be granted only to events and sessions delivered in English.~~

~~(C) Structural Support~~

- ~~(C.1) Financial assistance for organizing International Council Meetings, International Presidents Meeting, Key Area Meeting or Supporting Area Meeting~~
- ~~(C.2) Financial assistance for internal events aimed at developing Officers' Skills and knowledge.~~
- ~~(C.3) Financial assistance for the participation of the National Board members to Statutory Meetings. The contribution shall only cover travel and/or accommodation expenses.~~

~~(D) General Support~~

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~~(D.1) Financial assistance for a National Group that is in danger of insolvency due to force majeure event if all other options have been exhausted.~~

~~(D.2) Financial assistance for the Network wherein the EDF can buy off the debts of a National Group towards ELSA International.~~

2. Eligible Applicants

~~The following Groups are eligible to apply to EDF:~~

- ~~d. Local Groups;~~
- ~~e. National Groups;~~
- ~~f. Cooperation of Local or National Groups.~~

3. Local Groups eligibility Criteria

~~4.1 Local Groups may only apply for project support or training support.~~

~~4.2 All applications from Local Groups shall be submitted to the Board of Directors by their respective National Group.~~

~~4.3 Local Groups may only apply on their own behalf if:~~

- ~~e. there is no National Group in their country;~~
- ~~d. their National Group has persistently refused to offer their administrative support to the Local Group, proven to the satisfaction of the Board of Directors.~~

~~4.5 Local Groups may only apply if they are lacking financial resources.~~

4. National Groups eligibility Criteria

~~5.2 National Groups may apply for all modes of support.~~

~~5.2 National Groups may only apply if they are lacking financial resources.~~

6. Cooperation of Local or National Groups eligibility criteria

~~6.1 Cooperation of Local or National Groups may apply for project or training support.~~

~~6.2 The applicable regulations are determined following the majority of the members of the cooperation in accordance with previous provisions.~~

~~6.3 Cooperation of Local or National Groups may only apply if they lack financial resources.~~

7. Application Procedure

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7.1 Application Form

~~7.1.1 Every EDF applicant shall submit the application form in due time and complete all the information required.~~

~~7.1.2 The use of EDF templates, to be found on the Officers' Portal of ELSA International, is mandatory.~~

~~7.1.3. The Treasurer of the National Group shall be responsible for the application. In case there is no Treasurer, the President of the National Group shall be responsible for the application.~~

~~7.1.4. The application for project or training support shall include the following information:~~

- ~~e. general and financial information about the applicant;~~
- ~~f. description of the project;~~
- ~~g. estimation of the impact of the grant on the situation of the applicant group;~~
- ~~h. detailed budget of the project.~~

~~— 7.1.5. The application for structural support shall include the following information:~~

- ~~g. general information about the applicant~~
- ~~h. detailed financial information about the applicant~~
- ~~i. the available final or interim accounts approved for the previous financial year and the approved budget for the term~~
- ~~j. impact of the financial support on the National Group and on the Network~~
- ~~k. detailed description of the activity~~
- ~~l. detailed budget of the activity~~

7.2 Timeline for Project and Training Modes of Support

~~7.2.1 The EDF granting timeline is divided into four cycles. The ends of the four cycle application periods for their term in office shall be announced to the Network by the Board of Directors of the EDF within the first week of their term. In case the dates are not announced during this period, the cycle application periods end on the last day of October, January, April and July by default. The ends of the cycle application periods may not differ from these default dates by more than two weeks.~~

~~7.2.2 The applicants may apply for EDF support only during four cycles — during the cycle in which the event or activity is opened, at the soonest within the two cycles before the event or activity is opened, and at the latest within the cycle, after the event or activity is opened.~~

~~7.2.3 Within two weeks after the end of a cycle, the Board of Directors shall review the applications and decide on the funding. The result of any application shall be communicated to the applicants within one week after the decision has been made.~~

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~~7.2.4 The Board of Directors may ask the applicant to re-write the application form, including more information, stating the areas which are lacking or which need to be improved. The re-written application will be evaluated as if it were an original application. In this case, a new timeline shall be set for the applicant by the Board of Directors.~~

~~7.3 Timeline for Structural Mode of Support~~

~~7.3.1 The application timeline for Structural support C1 and C2 comply with the application cycles of EDF.~~

~~7.3.2. The application period for structural support C3 is set between four and one week before the application period of the Statutory Meeting closes, at the discretion of the Board of Directors.~~

~~7.3.3. The application period for structural support C3 shall be announced in the 'Treasurers' mailing list at least one week before its opening.~~

~~7.4 Exceptional Procedure~~

~~The Board of Directors may exceptionally accept a submission received after the end of the cycle, to be evaluated along other applications received for the respective cycle. This exception may not be granted, if the application was received later than two days after end of the cycle.~~

8. Evaluation

~~8.1 The evaluation is conducted in two phases:~~

~~8.1.1 Preliminary Evaluation. The preliminary evaluation is focused on the fulfilment of the eligibility criteria.~~

~~8.1.2 Content Evaluation. In deciding whether or not to grant an applicant, and how much of the amount requested may be financed, the Board of Directors shall take into account the following criteria:~~

- ~~vii. the quality of the submitted application form;~~
- ~~viii. the quality of the plan of action and draft budget;~~
- ~~ix. the quality of the event or the activity;~~
- ~~x. the multiplier effect that financing the event or activity would have on the Network;~~
- ~~xi. the impact on the resources currently available in the EDF;~~
- ~~xii. the priorities of the EDF for the term. The priorities are set by the Board of Directors and announced through the Presidents' and Treasurers' mailing list in August for the whole year.~~

~~8.1.3 With regards to the structural mode of support, these additional award criteria apply:~~

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- iii. ~~level of active participation of the applicant group at the international level;~~
- iv. ~~level of compliance and implementation of the international regulations.~~

~~8.2 The Board of Directors has the liberty to decide on the amount to be granted on the application. The amount granted can be restricted to be used for a specific purpose.~~

~~8.3 The amount awarded for Structural Support cannot exceed 25% of the annual income of the Foundation. If, by the beginning of the application period for structural support C3 concerning the Spring International Council Meeting, less than 50% of the annual EDF income has been spent, this limit shall be forgone until the next financial year.~~

~~8.4 The amount awarded and communicated to the applicant is final, and may not under any circumstances be exceeded because of a surplus in receipts, or for unforeseen expenses borne by the applicant.~~

~~8.5 Board of Directors' members, who have been part of the National Group, whose application is being discussed, shall abstain themselves from the voting.~~

~~8.6 In case the event or the activity applied for relates to a Key Area, the Board of Directors shall invite the respective Key Area officer from the International Board of ELSA to the meeting and take his input into account in deciding whether or not to grant an application.~~

9. Payment Procedure

~~In order for the applicants to be paid the amount granted, they must comply with the following regulations:~~

9.2 — Reporting Procedure

- viii. ~~The applicant shall submit the Activity Report, the Financial Report and the receipts relating to the event or activity, for which the grant was awarded, within four weeks of its conclusion, or along with the application, in case the event or activity has concluded before the application was submitted.~~
- ix. ~~The Activity Report shall include information regarding the event or activity itself, the experiences of the persons present, and the expected multiplier effect from the organisation or attendance of such activity or event.~~
- x. ~~The Activity Report shall include information regarding the measures that were taken concerning the search for sponsors and partners for the respective event. The Board of Directors can ask for proof they deem necessary if there are doubts about the information given.~~
- xi. ~~The Financial Report shall clearly determine, supported by the receipts meeting the criteria of the following article, the profit and loss statement of the event or activity.~~
- xii. ~~The receipts submitted must contain clearly legible dates, details of transactions and amounts, and must be issued by entities with the legal capacity to issue such receipts. In case the receipts are not in English, a brief translation of the content must be provided. Payments not made in Euro shall be supported with a conversion into Euro, with the exchange rate at the date of the payment, as proved by the relevant receipt.~~

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- xiii. ~~The Board of Directors reserves the right to unilaterally reject an Activity Report, a Financial Report or to exclude a receipt or receipts from the final payment, if they fail to fulfil the requirements of this Article. In such cases, the Board of Directors may ask the applicant to re-write specific parts of the Activity Report or Financial Report, and provide the applicant with a new deadline for the submission. Upon timely submission, the newly amended Activity Report, Financial Report, receipt or receipts shall be taken in as applicable, to the exclusion of the ones originally submitted.~~
- xiv. ~~The Board of Directors may provide an applicant with a reporting template to be filled, in which cases the template must be used.~~

9.2 Crediting Procedure

- v. ~~Within four weeks of the accepting of the Report, the Board of Directors shall directly credit the relevant amount to the bank account of the applicant.~~
- vi. ~~If either the accepted Activity Report or the Financial Report or the receipts have not been submitted to the Board of Directors by the applicant in due time, the grant awarded shall expire, and no claim for payment may be made in its regard thereafter.~~
- vii. ~~One week before the expiration of the grant, the Chairman of the EDF shall inform the applicant about the upcoming deadline to submit the Report.~~
- viii. ~~The Board of Directors may extend the deadlines for providing the Activity Report or the Financial Report or the receipts upon a valid and reasonable request of the applicant, which has been submitted to the Board of Directors before the expiration of the grant.~~

9.3 Amount credited

- iv. ~~The maximum amount which will be paid out from the awarded grant shall be limited by the loss made by the applicant. An event or activity may never become profitable due payment of the awarded grant.~~
- v. ~~If the Board of Directors has named a purpose to which the awarded grant shall be used and the expenses for this purpose are lower than the awarded grant, the Board of Directors may limit the credited amount to these expenses.~~
- vi. ~~A National group may only be granted a base amount of EUR 2.500 per year, plus an additional EUR 100 per Local Group, up to an absolutely Maximum of EUR 4.000.~~

9.4 Exceptional procedure

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

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

~~The Request will only be accepted if:~~

- ~~–Receiving the grant beforehand is essential for the existence of the project;~~
- ~~–The financial situation of the Group justifies such demand;~~
- ~~–The National or Local Group requesting the exceptional procedure have no history of bad reporting or pending reports.~~

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~~If the Board of Directors accept the request, the amount will be transferred in advance, but it will be confirmed after the submission of the report. If the amount is not confirmed, a financial obligation for the restitution of the amount will rise for the applicant group.~~

10. Financing of the Foundation

10.1 Source of the Foundation

- ~~iii. 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;~~

~~The Member National Groups shall pay a minimum of EUR 100,00 and a maximum of 3.000,00 per financial year.~~

- ~~iv. 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.~~

10.2 EDF Report

- ~~iv. The National Groups shall submit a yearly report to the Board of Directors of EDF with the amounts they received from their general sponsors in the period between the 1st of August and the 31st of July of the previous financial year.~~
- ~~v. 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.~~
- ~~vi. 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 the maximum amount possible, stated in Article 9.1.i o the EDF Part of the Decision Book. The non-diligent National Group can rectify the amount by filling the EDF Report by the end of the term.~~

10.3 Integration

~~The fulfilment of the financial obligations towards the ELSA Development Foundation is a requirement for the fulfilment of the financial obligations towards ELSA as article 11.5 of the Statutes of ELSA.~~

11. Administration of the Foundation

- ~~11.1 The financial year of the EDF is from the first day of August until the thirty-first day of July.~~

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11.2 The Treasurer of ELSA International is responsible for the administration of the EDF and will be appointed as a Chairman of the EDF.

11.3 The Chairman of EDF shall prepare interim accounts to be presented to the Spring International Council Meeting and final accounts to be presented for approval of the Autumn International Council Meeting.

11.4 The Chairman of EDF shall prepare reports to be presented during each International Council Meeting. The report shall contain statistical information regarding the number and the type of applications and a detailed description of the usage of the funds.

11.5 At the end of the last cycle of the year, the Chairman of EDF shall publish the list of funded projects of the term and an official Annual Report within 30 days from the end of the term.

11.6 The Board of Directors can authorise the Chairman to independently make any decision regarding the application procedure except for the decision to grant an application according to article 6.2.2 of The ELSA Development Foundation section hereto. Such decision of the Chairman shall be duly numbered and documented.

11.7 Decisions of Chairman shall be evaluated in the following Board of Directors meeting. Board of Directors can withdraw the authorization of the Chairman at any time. Decision made so far by the Chairman shall not be affected by withdrawal of the authorization.

12. Auditing of the Foundation

12.1 Auditors of ELSA International shall be appointed as Auditors of the EDF by the Board of Directors, after positive recommendation of the International Council of ELSA.

12.2 The Auditors shall present their audit report and certification concerning the interim and the final accounts to the International Council at the International Council Meeting of ELSA.

13. Capitalising of the Foundation

13.1 The annual income of the Foundation shall be capitalized by a 6% on an annual basis, meaning that 94% of the annual income of the Foundation could be spent by the Board of Directors. 6% of the annual income will be deposited on the savings account of the Foundation.

13.2 The Board of Directors is not entitled to grant from the capitalized amount.

14. The ELSA Development Foundation Award

14.1 Definitions

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~~The ELSA Development Foundation Award is a competition between National Groups for the best development projects of the term.~~

~~Development in this context means strengthening the National/Local Group as well as the whole network. There will be three different awards focusing on different goals. These are the respective awards:~~

- ~~i. Social responsibility award~~
- ~~ii. Network award~~
- ~~iii. Innovation award~~

14.2 Funding and prizes

~~The EDF Award is funded through sponsoring or donations for the respective award.~~

~~7~~

~~The EDF Award will assign monetary prizes based on sponsoring or the donations it would have received in the previous cycle. The Board of Directors shall set the number of prizes and their amount based on the donations received. Said donations must be spent in their entirety. The amounts are set after the closure of the fourth EDF Cycle of the term. The prizes are announced with the official opening of the competition.~~

~~The respective sponsor or donor can name the award for the time during which the award is financed by them.~~

~~The respective sponsor or donor shall give recommendations on the applications relating to the award financed by them.~~

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

14.3 Eligibility

~~National Groups of ELSA can participate with up to three projects, organised directly by them or by their Local Groups. If a project organised by a Local Group is awarded, the prize must be transferred to the Local Group.~~

14.4 Timeline

~~The specific timeline for the competition is annually announced at the Spring International Council Meeting of ELSA. The call for submissions shall open every year after this announcement.~~

~~The submission period closes three weeks before the opening of the Spring International Council Meeting.~~

~~The awarded projects shall be announced at the Spring International Council Meeting.~~

14.5 Submission Process

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~~For each application, National Groups shall submit the following information:~~

- ~~iv. Information about the National Group: general information, financial information, available final or interim accounts approved for the previous financial year, One Year Operational Plan, Activity Report.~~
- ~~v. Information about the project: aims of the project, activity description, budget and financial realisation, participants' feedback, impact on the Network, fulfilment of the aims.~~
- ~~vi. Information about the Local Group in case the project is organised by the Local Group.~~

~~If an awarded National Group is proved to have declared false information, it is banned from the award for three years and has to pay a penalty fee of 200 Euro in addition to the restitution of the prize. False declaration can be proved up to one year after the relevant award.~~

14.6 Award Criteria

~~The ELSA Development Foundation Award is focused on the following areas of interest:~~

- ~~d. Social Responsibility

 - ~~1. The Social Responsibility Award aims to encourage event that have a positive effect in Society or a community.~~
 - ~~2. The main purpose of this Award is to make the Network defend the values of ELSA and make an impact on the current society~~~~
- ~~e. Networking

 - ~~1. The Networking award aims to strengthen the network as a whole. It shall support cross-border events with an academic purpose.~~
 - ~~2. At least two groups from different countries must participate in such an event.~~
 - ~~3. International or regional officers' meetings are not eligible for the award.~~
 - ~~4. Events such as Study or Institutional visits are not eligible for the award.~~
 - ~~5. Regional rounds of ELSA International projects are not eligible for the award.~~~~
- ~~f. Innovation

 - ~~1. The innovation award aims to create new events with an academic purpose. The award shall motivate Local and National Groups to be innovative.~~
 - ~~2. The main purpose is to make ELSA innovative and therefore helps to strengthen the reputation of the association.~~
 - ~~3. Any event that has taken place for the first or second time in the network is eligible for the award. Just small changes in the concept are not regarded as innovative.~~~~

~~The areas of interest must be revised every three years.~~

14.7 Evaluation

~~The evaluation is conducted by the Board of Directors in compliance with the General EDF Evaluation criteria set in Article 7 and Article 13.6.~~

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~~The evaluation shall be done with a score system. The graded list shall be published with the awarded projects announcement.~~

14.8 Payment Procedure

~~The awarded amount must be transferred within 30 days from the announcement.~~

Chapter 8. The ELSA Development Foundation

Article 1. Definition

1.1 The ELSA Development Foundation (EDF) is a foundation financed collectively by National Groups to help overcome structural weaknesses amongst the National Groups. The purpose of the ELSA Development Foundation is to financially support measures and activities that further the vision, purpose and means of ELSA.

Article 2. The ELSA Development Foundation Report

2.1 National Groups shall submit a yearly report to the ELSA Development Foundation 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.

2.2 This report shall be submitted to the ELSA Development Foundation 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.

2.3 If the National Group does not inform the ELSA Development Foundation by the date mentioned above, the International Board of ELSA shall invoice the National Group the maximum amount possible, i.e. EUR 3,000. The National Group may rectify the amount by filling in the ELSA Development Foundation Report by the end of the term.

Article 3. Integration

3.1. National Groups shall fulfil the financial obligations towards the ELSA Development Foundation. Failure to do so shall be considered as debt towards ELSA.

Comments:

This proposal is in line with the general restructuring of the International Council Meeting Decision Book of ELSA. The regulations of ELSA are the International Council Meeting Decision Book of ELSA, the Statutes and the Standing Orders of ELSA.

The ELSA Development Foundation constitutes a separate legal entity from ELSA. This means that the regulations of EDF cannot legally be the subject of any of the regulations as included in the International Council Meeting Decision Book as the EDF can only be regulated under its own statutes separate from ELSA. Therefore, the International Board proposes removing the EDF

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Part from the Decision Book as an unnecessary addition and moving the respective provisions under the statutes of the EDF in order to achieve the desired goal of legal enforceability of decisions related to the EDF operations. These steps have already been initiated and will be continued after the completion of the International Council Meeting in Malta.

Additionally, the International Board proposes to maintain the article about integration

To conclude the goal of the International Board is not to reduce but to re-enforce the protection that the EDF regulations guarantee, by placing them in the right legal framework.

No 54: International Council Meeting Decision Book amendment concerning the Grants Regulations section of the Financial Management part

The International Board is proposing the following to the International Council:

~~Grants Regulations~~

1. Definition

~~1.2 Grants are funds obtained from private or public foundations, governmental organisations, non-governmental organisations or institutions for a purpose specified by the donor. The term national grant covers a grant for which only one national group is eligible under the criteria set out by the organisation providing the grant. The term international grant covers a grant for which one or more national groups and/or ELSA International is eligible under the criteria set out by the organisation providing the grant.~~

2. Procedure

~~2.5 Only ELSA International has the right to apply for an international grant. National Groups can apply under the conditions of 2.4.~~

~~2.6 Only National Groups have the right to apply for national grants.~~

~~2.7 Within the country the National Group shall regulate the applications for national grants.~~

~~2.8 A National Group applying for the international grant.~~

~~Before applying for an international grant, the National Group shall inform ELSA International by e-mail to the Treasurer of ELSA International on:~~

- ~~• The entity to which the group wishes to apply;~~
- ~~• The deadline for applications;~~
- ~~• The purpose for which the grant is to be used;~~
- ~~• The amount requested.~~

~~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 application:~~

- ~~iv. ELSA International gives a concrete reason why the application would jeopardise ELSA International's current international grant.~~
- ~~v. ELSA International gives a concrete reason why the application would jeopardise ELSA International's pending application for this international grant.~~
- ~~vi. ELSA International shows a concrete plan to apply for this international grant within following two months.~~

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

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3. Registration

~~3.4 All applications for international grants shall be formulated in a registration sheet by the ELSA Group and shall be sent to ELSA International within two weeks of submitting the application.~~

~~3.5 The registration sheet shall be provided by ELSA International.~~

~~3.6 The registration sheets shall be available for any Group interested in applying for the same international grant, following article 2.4.~~

Chapter 9. Grants**Article 1. Definitions**

1.1 An international grant is a grant for which one or more National Groups and/or ELSA International is eligible under the criteria set out by the organisation providing the grant.

1.2 A national grant is a grant for which only one national group is eligible under the criteria set out by the organisation providing the grant.

Article 2. Procedure

2.1. Only ELSA International may apply for an international grant.

2.2 Only National Groups may apply for national grants.

2.3 Before applying for an international grant, a National Group shall request permission from the Treasurer of the International Board of ELSA by submitting information about:

- a. The international grant for which the National Group wishes to apply;
- b. The deadline for the applications;
- c. The purpose for which the international grant is to be used;
- d. The amount to be applied for.

2.4 The Treasurer of the International Board of ELSA shall respond within two weeks from the time of receiving the request and state a concrete reason if the request is not met. A concrete reason shall include the risk of damaging the relations between ELSA and the organisation providing the international grant.

2.5 The National Group may apply for the international grant once the request has been met, the deadline has expired, or no concrete reason for refusal has been given.

Comments:

This proposal is aligned with the general restructuring of the International Council Meeting, Decision Book of ELSA. The Article 3 related to the registration is proposed by the International

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Board of ELSA to be removed. It's a practice that has never been followed and thus it has no tangible use.

No 55: International Council Meeting Decision Book amendment concerning the Financial Strategy of ELSA section of the Financial Management part

The International Board is proposing the following to the International Council:

~~Financial Strategy of ELSA~~

1. General

- ~~1.1. The Financial Strategy of ELSA shall be composed of three parts; the Implementation Procedure, the Focus and the Execution.~~
- ~~1.2. The Implementation Procedure shall describe the way the Financial Strategy has to be adopted and maintained.~~
- ~~1.3. The Focus part shall describe the fundraising focuses (grants, marketing, partnerships, membership fees etc.) and the expenditure focuses of the respective Financial Strategy.~~
- ~~1.4. The Execution part shall specify the Focus part on a technical level by determining the ratios, or individual amounts of the incomes or expenses stated. It shall also specify which key indicators are to be observed, and what measures should be taken should these indicators reach a certain level.~~

2. Purpose of the Financial Strategy of ELSA

- ~~2.1. A Working group on the Financial Strategy of ELSA shall be established.~~
- ~~2.2. The Financial Strategy of ELSA (hereinafter referred to as “Financial Strategy”) shall be a tool of financial management in ELSA, complementary to Strategic Planning in ELSA.~~
- ~~2.3. The purpose shall ensure optimal efficiency when working to meet the Strategic Goals adopted by the Council. Further, it shall ensure continuity in the financial management of ELSA.~~
- ~~2.4. Maintaining and adhering to the Financial Strategy shall be the responsibility of ELSA.~~
- ~~2.5. There shall be a financial analysis of ELSA’s financial statements of the past terms. The result of this analysis shall be used to implement guidelines for an optimal financial structure during the period of its implementation for a period of three years.~~

3. Working Group on Financial Strategy

- ~~3.1. The purpose of the Working Group on Financial Strategy shall be to undertake the financial analysis of ELSA, and to create and present a Draft Financial Strategy proposal to the Council Meeting, in accordance with the outcome of the analysis.~~
- ~~3.2. The Working Group shall always consist of:~~
 - ~~i. The President of ELSA, who shall ensure coherence between the Draft Financial Strategy and the currently adopted Strategic Goals.~~

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ii. ~~The Treasurer of ELSA, who shall provide the Working Group with technical knowledge, relevant financial information about ELSA, and the accounting data necessary for the Group to undertake such financial analysis~~

3.3. ~~Upon convocation, the Working Group shall vote upon the election of the Treasurer of ELSA as its Chair. This vote shall pass with a simple majority. Should the Working Group not elect the Treasurer of ELSA as its Chair, it shall elect a new Chair from its members, requiring the same majority.~~

3.4. ~~The Working Group is automatically dissolved upon the closing of Spring International Council Meeting of the term of its establishment.~~

4. ~~Drafting procedure of the Financial Strategy~~

4.1. ~~During the final year of implementation of the ongoing Financial Strategy, ELSA shall issue an open call for a Working Group on Financial Strategy within the first two weeks of the term.~~

4.2. ~~The Working Group shall create and present a Draft Financial Strategy proposal during the Spring International Council Meeting for approval.~~

4.3. ~~The Draft Financial Strategy shall be sent no later than 49 days before the opening of the Spring International Council Meeting:~~

- ~~i. to both the Presidents' and the Treasurers' mailing lists and to the Auditors of ELSA for comments;~~
- ~~ii. to the Secretary General of ELSA as a proposal.~~

4.4. ~~The comments on the Draft Financial Strategy shall be sent to the Working Group 35 days before the opening of the Spring International Council Meeting.~~

4.5. ~~In case the Working Group accepts the comments received as relevant, it shall modify its proposal accordingly, and inform the International Board and the Auditors of ELSA about the changes and their reasoning.~~

5. ~~Implementation procedure of the Financial Strategy~~

5.1. ~~During the last term of the Financial Strategy, the Draft Financial Strategy shall be adopted by a simple majority of the Council for a period of three years.~~

5.2. ~~Should the Council not accept the Draft Financial Strategy, the implementation of the current Financial Strategy continues until a new Financial Strategy is approved by the Council. ELSA shall in this case issue a new call for a Working Group in accordance with the Article 3 of the Financial Strategy part of the Decision Book, at the start of the next term.~~

6. ~~Provisional changes of the Financial Strategy~~

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~~6.1. Should the financial situation of ELSA change in a significant manner which would render the further implementation of the Financial Strategy at the time unreasonable, the Treasurer of ELSA, based on a decision made by ELSA, shall provide the Auditors of ELSA with a justified explanation of the situation, and request an approval of provisional changes.~~

~~6.2. Should the Auditors not confirm the reception of the request within three working days after it has been sent, it is presumed that they have successfully received it.~~

~~6.3. The Auditors shall evaluate the request within ten days of its reception, and will, should they deem the requested provisional changes justified, decide to grant the Treasurer of ELSA permission to adjust the Financial Strategy accordingly, by a unanimous decision.~~

~~6.4. Should the Auditors not respond to the request within the evaluation period specified in Article 5.3 of the Financial Strategy part of the Decision Book, it is presumed that their permission has been granted.~~

~~6.5. The Auditors may, within the evaluation period stated under Article 5.3 of the Financial Strategy part of the Decision Book, request further information or documentation, should that provided prove insufficient for a well informed decision. In this case, a new evaluation period of the same length begins upon reception of the requested information. Such further requests of information are only possible once per each respective set of provisional changes, unless the Treasurer of ELSA agrees otherwise.~~

~~6.6. Should the provisional changes be approved by the Auditors, the Treasurer of ELSA shall present a summary of the changes for approval at the following International Council Meeting.~~

~~6.7. The provisional changes shall be approved by the International Council with a simple majority.~~

~~6.8. No changes shall be made to the previously voted upon Financial Strategy if the International Council does not approve the provisional changes. It shall not be possible to request a revision from the International Council regarding the same matter until the following International Council Meeting.~~

~~6.9. Should the Auditors decide not to grant the Treasurer of ELSA's provisional changes, at the following International Council Meeting, they are entitled to propose any changes they deem appropriate to the International Council. This shall be approved with an absolute majority.~~

7. Role of Auditors of ELSA within the Financial Strategy

The Auditors of ELSA shall:

- ~~i. Provide the Working Group with their comments on the Draft Financial Strategy;~~
- ~~ii. Confirm to the Treasurer the reception of provisional changes;~~
- ~~iii. Evaluate ELSA compliance with the Financial Strategy and state their findings within the Auditors' reports;~~
- ~~iv. Evaluate any intended revisions of the Budget of ELSA to determine whether it follows the Financial Strategy and provide their comments along with the revision proposal.~~

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8. Evaluation of the Implementation of Financial Strategy

~~8.1. After the end of the Implementation Period, the Treasurer of ELSA shall prepare an evaluation of such period.~~

~~8.2. The Treasurer of ELSA shall prepare the evaluation 59 days before the opening of the Spring International Council Meeting, and provide the Working Group with the results. Any recommendations arising from the evaluation shall be incorporated within the Draft Financial Strategy.~~

~~8.3. Within the evaluation, the Treasurer shall summarise the financial situation of ELSA during the Implementation Period against the targets stated within the Focus and Execution part of the Financial Strategy and include all of the Auditor's findings under Article 6.1 of the Financial Strategy part of the Decision Book, regarding the Implementation Period.~~

~~8.4. The evaluation itself shall be sent out along with the Draft Financial Strategy for comments, as stated in Article 3.3 of the Financial Strategy part of the Decision Book, and shall be included in the Working Materials of the following International Council Meeting.~~

9. Focus of the Financial Strategy 2019-2022**Part I. Fundraising****I.1 Partnerships**

~~Aim: Partnerships shall serve as a prominent source of income for ELSA.~~

~~Goals:~~

- ~~• ELSA shall opt for an outreach strategy which embraces a more diverse, wider spectrum of partners;~~
- ~~• ELSA shall work on improving its cooperation with current partners;~~
- ~~• ELSA shall focus on partners whose duties can reach the needs of ELSA members, including in-kind agreements;~~
- ~~• ELSA shall utilise its partners' specialities and collaborate with them in its projects and its campaigns;~~

I.2 Membership Fee

~~Aim: The Membership Fee shall not be considered as a common source of income. Given sufficient and sustainable income, ELSA shall reduce it.~~

~~Goals:~~

- ~~• ELSA shall reassess the Membership Fee calculation every 3 years;~~
- ~~• ELSA shall adjust the amount of the Membership Fee based on inflation and the needs of ELSA every year;~~
- ~~• ELSA shall link the Membership Fee amount to tangible cost of ELSA International (House, Allowances etc);~~

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I.3 Advertising

~~Aim: Advertising shall become a reliable source of income of ELSA.~~

~~Goals:~~

- ~~• ELSA shall research the exact legal and tax implication of having advertising revenue and to which extent it can be done tax free;~~
- ~~• The International Board shall explain to the Council each year the steps taken to fulfil this aim and its success;~~
- ~~• The International Board shall implement advertising in the Synergy each year;~~
- ~~• ELSA shall implement advertising in its Webinars;~~

I.4. Grant strategy

~~Aim: ELSA shall be relying on grants for at least 50 % of its income, be eligible to the *One-off structural grant* of the European Youth Foundation and aim to have staff funded by grants.~~

~~Goals:~~

- ~~• A team dedicated to grants, staying for more than one year, shall be established to apply and follow the reporting of the grants.~~
- ~~• ELSA shall invest in the formation of the team members by following trainings on grants~~
- ~~• ELSA shall visit the ERASMUS+ and the EYF offices in Strasbourg during transition~~
- ~~• ELSA shall apply every year to Erasmus+ KA3 Civil Society Cooperation – Youth Grant~~
- ~~• ELSA shall apply every year to the *International Activities grant* of the European Youth Foundation~~
- ~~• ELSA shall recruit full time volunteers funded by the European Solidarity Corps or the European Voluntary Service~~
- ~~• ELSA shall recruit mid to long term interns funded by the ErasmusIntern program~~
- ~~• ELSA shall establish full time employees funded by the MIRABEL grant~~
- ~~• ELSA shall focus on finding new sources of grants, especially regional and national ones~~

Part II. Investments**H.1. Professionalisation**

~~Aim: Ensure the sustainability of the association through consulting professionals~~

~~Goals:~~

- ~~• ELSA shall take the required steps to implement a secretariat~~
- ~~• ELSA shall continue to employ an accountant~~
- ~~• ELSA shall set up a reliable way to get legal advice~~
- ~~• ELSA shall start relying on interns to lighten the workload of the International Board~~

H.2. Marketing

~~Aim: Investing to make our marketing tools and production more professional~~

~~Goals:~~

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- ~~ELSA shall invest into equipment used to produce materials, such as studio equipment, and reliable, job-specific hardware and software~~
- ~~ELSA shall invest in paid advertisement on social media~~
- ~~ELSA shall investigate the possibility of outsourcing our design jobs to professional firms~~
- ~~ELSA shall investigate the possibility of acquiring professional marketing consultancy~~

H.3. Fundraising events

Aim: Increase the fundraising potential and the reputability of ELSA

Goals:

- ~~ELSA shall research the different networking opportunities in the field of Law~~
- ~~ELSA shall invest in sending International Board Member to these events~~

Part III. General Structure**III.1. Reserve**

Aim: Reconstitute a reserve equal to 50 % of the annual income to solve the liquidities issues

Goals:

- ~~The International Board shall update the Network on the state of the reserve at every ICM~~
- ~~ELSA shall capitalise 5 % of its global income every year~~
- ~~The reserve can be injected into the running funds of ELSA only after a recommendation from the Auditors of ELSA and Council approval.~~

III.2 ELSA House

Aim: Provide a steady accommodation and work environment for the International board

Goals:

- ~~ELSA shall assess the legal requirement for terminating the House contract~~
- ~~ELSA shall investigate the possibility of separating the housing and the working place~~
- ~~ELSA shall investigate the possibility of hosting the International Board Members in different accommodations, not all in the same house~~

III.3 Allowances

Aim: Provide the International Board Members with a legal and decent income.

Goals:

- ~~ELSA shall improve the legal situation regarding the allowances;~~
- ~~ELSA shall investigate the possibility to raise the International Board allowances to match with the actual living cost of Brussels;~~
- ~~ELSA shall investigate the possibility of changing the status of the board from volunteers to employees;~~
- ~~ELSA shall help the new International Board Members by providing them template for the Erasmus+ Mobility Grant;~~

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III.4 Auditing

~~Aim: Set up a consistent auditing system.~~

~~Goals:~~

- ~~• ELSA shall create clear guideline for the auditors to follow;~~
- ~~• ELSA shall provide a transition to the auditors;~~
- ~~• ELSA shall define the boundaries between the role of the auditors and the role of the advisory board;~~
- ~~• ELSA shall investigate the possibility of having a professional external audit in complement of the internal audit;~~

Part IV. Projects**IV.1 JHJMCC**

~~Aim: Make the competition self-sustainable and reconstruct its reserve.~~

~~Goals:~~

- ~~• ELSA shall improve the transparency towards the Council by presenting each year a report on the financial state of the competition;~~
- ~~• ELSA shall capitalise 5 % of the competition income each year to the reserve;~~
- ~~• ELSA shall set clear conditions of use of the reserve;~~
- ~~• ELSA shall maintain a constant level of donations for the rounds in development;~~
- ~~• The allowances of the VP EMCC shall remain to be covered by the JHJMCC budget;~~

IV.2 EHRMCC

~~Aim: Increase the standards of the competition while maintaining its financial stability.~~

~~Goals:~~

- ~~• ELSA shall improve the transparency towards the Council by presenting each year a report on the financial state of the competition;~~
- ~~• ELSA shall capitalise 5 % of the competition income each year to the reserve;~~
- ~~• ELSA shall set clear conditions of use of the reserve;~~
- ~~• ELSA shall introduce a registration fee in order to raise the quality standards of the competition;~~
- ~~• The allowances of the VP AA shall be covered by the EHRMCC budget;~~

IV.3 Synergy

~~Aim: Make the project self-sustainable.~~

~~Goals:~~

- ~~• ELSA shall increase the advertisement revenue from the Synergy;~~
- ~~• ELSA shall research printing options to find the best quality/price balance;~~

IV.4 ELSA Law Schools

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Aim: Increase the quality and the communication surrounding the project.

Goals:

- ~~ELSA shall invest in marketing for the project;~~
- ~~ELSA shall take steps to improve the IT aspect of the project;~~
- ~~ELSA shall organise a training week end every year;~~
- ~~The allowances of the VP S&C shall be covered by the Law school budget;~~

IV.5 STEP

Aim: Improve the financial state of the project.

Goals:

- ~~ELSA shall find new partnerships or methods to make STEP financially sustainable;~~
- ~~ELSA shall investigate grant possibilities for STEP;~~

10. Execution of the Financial Strategy 2019-2022

10.1 Fundraising Executions

10.1.1 General Partnership Income shall be increased by 10 % per year.

10.1.2 Membership Fee Income shall be reduced between 0 to 20 % of the General Income.

10.1.3 Advertising Income and Income from publications combined Income shall be between 15 to 20 % of the General Income.

10.1.4 Income from Operating / Structural Grants shall be elevated between 40 to 60 % of the General Income.

10.2 Expenditure Executions

10.2.1 Expenses for the ELSA House shall be maintained between 20 to 35 % of the General Expenses.

10.2.2 International Board Remunerations shall be maintained between 15 to 25 % of the General Expenses.

10.2.3 International Board Travel expenses shall be maintained between 10 to 20 % of the General Expenses.

Chapter 10. Financial Strategy

Article 1. General

1.1. The Financial Strategy of ELSA shall be composed of three parts; the Implementation Procedure, the Focus and the Execution.

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1.2. The Implementation Procedure shall describe the way the Financial Strategy has to be adopted and maintained.

1.3. The Focus part shall describe the fundraising focuses (grants, marketing, partnerships, membership fees etc.) and the expenditure focuses of the respective Financial Strategy.

1.4. The Execution part shall specify the Focus part on a technical level by determining the ratios, or individual amounts of the incomes or expenses stated. It shall also specify which key indicators are to be observed, and what measures should be taken should these indicators reach a certain level.

Article 2. Purpose of the Financial Strategy of ELSA

2.1. A Working group on the Financial Strategy of ELSA shall be established.

2.2. The Financial Strategy of ELSA (hereinafter referred to as “Financial Strategy”) shall be a tool of financial management in ELSA, complementary to Strategic Planning in ELSA.

2.3. The purpose shall ensure optimal efficiency when working to meet the Strategic Goals adopted by the Council. Further, it shall ensure continuity in the financial management of ELSA.

2.4. Maintaining and adhering to the Financial Strategy shall be the responsibility of ELSA.

2.5. There shall be a financial analysis of ELSA’s financial statements of the past terms. The result of this analysis shall be used to implement guidelines for an optimal financial structure during the period of its implementation for a period of three years.

Article 3. Working Group on Financial Strategy

3.1. The purpose of the Working Group on Financial Strategy shall be to undertake the financial analysis of ELSA, and to create and present a Draft Financial Strategy proposal to the Council Meeting, in accordance with the outcome of the analysis.

3.2. The Working Group shall always consist of:

- a. The President of ELSA, who shall ensure coherence between the Draft Financial Strategy and the currently adopted Strategic Goals;
- b. The Treasurer of ELSA, who shall provide the Working Group with technical knowledge, relevant financial information about ELSA, and the accounting data necessary for the Group to undertake such financial analysis

3.3. Upon convocation, the Working Group shall vote upon the election of the Treasurer of the International Board of ELSA as its Chair. This vote shall pass with a simple majority. Should the Working Group not elect the Treasurer of ELSA as its Chair, it shall elect a new Chair from its members, requiring the same majority.

3.4. The Working Group is automatically dissolved upon the closing of Spring International Council Meeting of the term of its establishment.

Article 4. Drafting procedure of the Financial Strategy

4.1. During the final year of implementation of the ongoing Financial Strategy, ELSA shall issue an open call for a Working Group on Financial Strategy within the first two weeks of the term.

4.2. The Working Group shall create and present a Draft Financial Strategy proposal during the Spring International Council Meeting for approval.

4.3. The Draft Financial Strategy shall be sent no later than 49 days before the opening of the Spring International Council Meeting:

- a. to both the Presidents' and the Treasurers' mailing lists and to the Auditors of ELSA for comments;
- b. to the Secretary General of ELSA as a proposal.

4.4. The comments on the Draft Financial Strategy shall be sent to the Working Group 35 days before the opening of the Spring International Council Meeting.

4.5. In case the Working Group accepts the comments received as relevant, it shall modify its proposal accordingly, and inform the International Board and the Auditors of ELSA about the changes and their reasoning.

Article 5. Implementation procedure of the Financial Strategy

5.1. During the last term of the Financial Strategy, the Draft Financial Strategy shall be adopted by a simple majority of the Council for a period of three years.

5.2. Should the Council not accept the Draft Financial Strategy, the implementation of the current Financial Strategy continues until a new Financial Strategy is approved by the Council. ELSA shall in this case issue a new call for a Working Group in accordance with the Article 3 of the Financial Strategy part of the Decision Book, at the start of the next term.

Article 6. Provisional changes of the Financial Strategy

6.1. Should the financial situation of ELSA change in a significant manner which would render the further implementation of the Financial Strategy at the time unreasonable, the Treasurer of ELSA, based on a decision made by ELSA, shall provide the Auditors of ELSA with a justified explanation of the situation, and request an approval of provisional changes.

6.2. Should the Auditors not confirm the reception of the request within three working days after it has been sent, it is presumed that they have successfully received it.

6.3. The Auditors shall evaluate the request within ten days of its reception, and will, should they deem the requested provisional changes justified, decide to grant the Treasurer of ELSA permission to adjust the Financial Strategy accordingly, by a unanimous decision.

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6.4. Should the Auditors not respond to the request within the evaluation period specified in Article 5.3 of the Financial Strategy part of the Decision Book, it is presumed that their permission has been granted.

6.5. The Auditors may, within the evaluation period stated under Article 5.3 of the Financial Strategy part of the Decision Book, request further information or documentation, should that provided prove insufficient for a well-informed decision. In this case, a new evaluation period of the same length begins upon reception of the requested information. Such further requests of information are only possible once per each respective set of provisional changes, unless the Treasurer of ELSA agrees otherwise.

6.6. Should the provisional changes be approved by the Auditors, the Treasurer of ELSA shall present a summary of the changes for approval at the following International Council Meeting.

6.7. The provisional changes shall be approved by the International Council with a simple majority.

6.8. No changes shall be made to the previously voted upon Financial Strategy if the International Council does not approve the provisional changes. It shall not be possible to request a revision from the International Council regarding the same matter until the following International Council Meeting.

6.9. Should the Auditors decide not to grant the Treasurer of ELSA's provisional changes, at the following International Council Meeting, they are entitled to propose any changes they deem appropriate to the International Council. This shall be approved with an absolute majority.

Article 7. Role of Auditors of ELSA within the Financial Strategy

7.1 The Auditors of ELSA shall:

- a. Provide the Working Group with their comments on the Draft Financial Strategy;
- b. Confirm to the Treasurer the reception of provisional changes;
- c. Evaluate ELSA compliance with the Financial Strategy and state their findings within the Auditors' reports;
- d. Evaluate any intended revisions of the Budget of ELSA to determine whether it follows the Financial Strategy and provide their comments along with the revision proposal.

Article 8. Evaluation of the Implementation of Financial Strategy

8.1. After the end of the Implementation Period, the Treasurer of ELSA shall prepare an evaluation of such period.

8.2. The Treasurer of ELSA shall prepare the evaluation 59 days before the opening of the Spring International Council Meeting, and provide the Working Group with the results. Any recommendations arising from the evaluation shall be incorporated within the Draft Financial Strategy.

8.3. Within the evaluation, the Treasurer shall summarise the financial situation of ELSA during the Implementation Period against the targets stated within the Focus and Execution part of the

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Financial Strategy and include all of the Auditor's findings under Article 6.1 of the Financial Strategy part of the Decision Book, regarding the Implementation Period.

8.4. The evaluation itself shall be sent out along with the Draft Financial Strategy for comments, as stated in Article 3.3 of the Financial Strategy part of the Decision Book, and shall be included in the Working Materials of the following International Council Meeting.

Chapter 11. The Financial Strategy 2019-2022

Article 1. Fundraising

1.1 Partnerships shall be a prominent source of income for ELSA.

1.2 ELSA shall:

- a. Opt for an outreach strategy which embraces a more diverse, wider spectrum of partners;
- b. Work on improving its cooperation with current partners;
- c. Focus on partners whose duties can reach the needs of ELSA members, including in-kind agreements;
- d. Utilise its partners' specialities and collaborate with them in its projects and its campaigns.

Article 2. Membership Fee

2.1 The Membership Fee shall not be considered as a common source of income. Given sufficient and sustainable income, ELSA shall reduce it.

1.2 ELSA shall:

- a. Reassess the Membership Fee calculation every three years;
- b. Adjust the amount of the Membership Fee based on inflation and the needs of ELSA annually;
- c. Link the Membership Fee amount to a tangible cost of ELSA International (House, allowances, etc).

Article 3. Advertising

3.1 Advertising shall become a reliable source of income of ELSA.

3.2 ELSA shall:

- a. Research the exact legal and tax implication of having advertising revenue and to which extent it can be done tax-free;
- b. Implement advertising in its Webinars.

3.3 The International Board of ELSA shall:

- a. Explain to the International Council annually the steps taken to fulfil this aim and its success;

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- b. Implement advertising in the Synergy each year.

Article 4. Grants Strategy

4.1 ELSA shall be relying on grants for at least 50 % of its income, be eligible to the *One-off structural grant* of the European Youth Foundation and aim to have staff funded by grants.

4.2 ELSA shall:

- a. Establish a team dedicated to grants, staying for more than one year, and follow the reporting of the grants;
- b. Invest in the formation of the team members by following training on grants;
- c. Visit the ERASMUS+ and the EYF offices in Strasbourg during the transition period;
- d. Apply every year to Erasmus+ KA3 Civil Society Cooperation – Youth Grant;
- e. Apply every year to the *International Activities grant* of the European Youth Foundation;
- f. Recruit full-time volunteers funded by the European Solidarity Corps or the European Voluntary Service;
- g. Recruit mid to long term interns funded by the Erasmus Intern program;
- h. Establish full-time employees funded by the MIRABEL grant;
- i. Focus on finding new sources of grants, especially regional and national ones.

Article 5. Professionalisation

5.1 The sustainability of the association shall be ensured through consulting professionals.

5.2 ELSA shall:

- a. Take the required steps to implement a secretariat;
- b. Continue to employ an accountant;
- c. Set up a reliable way to get legal advice;
- d. Start relying on interns to lighten the workload of the International Board of ELSA.

Article 6. Marketing

6.1 Investments shall be made to make the marketing tools and production of the association more professional.

6.2 ELSA shall:

- a. Invest in equipment used to produce materials, such as studio equipment, and reliable, job-specific hardware and software;
- b. Invest in paid advertising on social media;
- c. Investigate the possibility of outsourcing our design jobs to professional firms;
- d. Investigate the possibility of acquiring professional marketing consultancy.

Article 7. Fundraising Events

7.1 The fundraising potential and the reputability of ELSA shall be increased.

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7.2 ELSA shall:

- a. Research the different networking opportunities in the field of law;
- b. Invest in sending members of the International Board of ELSA to these events.

Article 8. Reserve

8.1 A reserve shall be reconstituted equal to 50% of the annual income to solve liquidity issues. The reserve can be injected into the running funds of ELSA only after a recommendation from the Auditors of ELSA and the approval by the International Council.

8.2 ELSA shall:

- a. ELSA shall capitalise 5 % of its global income every year.

8.3 The International Board of ELSA shall:

- a. Update National Groups on the state of the reserve at every International Council Meeting.

Article 9. ELSA House

9.1 Steady accommodation and work environment for the International Board of ELSA shall be provided.

9.2 ELSA shall:

- a. Assess the legal requirement for terminating the house contract;
- b. Investigate the possibility of separating the housing and the working place;
- c. Investigate the possibility of hosting the members of the International Board of ELSA in different accommodations, not all in the same house.

Article 10. Allowances

10.1 A legal and decent income shall be provided to the members of the International Board of ELSA.

10.2 ELSA shall:

- a. Improve the legal situation regarding the allowances;
- b. Investigate the possibility to raise the allowances of the International Board of ELSA to match with the actual living cost of Brussels;
- c. Investigate the possibility of changing the status of the board from volunteers to employees;
- d. Help the new members of the International Board of ELSA by providing them with a template for the Erasmus+ Mobility Grant.

Article 11. Auditing

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11.1 A consistent auditing system shall be set up.

11.2 ELSA shall:

- a. Create a clear guideline for the auditors to follow;
- b. Provide a transition to the auditors;
- c. Define the boundaries between the role of the auditors and the role of the advisory board;
- d. Investigate the possibility of having a professional external audit in the complement of the internal audit.

Article 12. The John H. Jackson Moot Court Competition

12.1 The John H. Jackson Moot Court Competition shall be made self-sustaining and its reserve shall be reconstructed.

12.2 ELSA shall:

- a. Improve the transparency towards the Council by presenting each year a report on the financial state of the competition;
- b. Capitalise 5% of the competition income each year to the reserve;
- c. Set clear conditions for use of the reserve;
- d. Maintain a constant level of donations for the rounds in development;
- e. Cover the allowances of the Vice President in charge of ELSA Moot Court Competitions of the International Board of ELSA from the competition budget.

Article 13. The European Human Rights Moot Court Competition

13.1 The standards of the competition shall be increased while maintaining its financial stability.

13.2 ELSA shall:

- a. Improve the transparency towards the Council by presenting each year a report on the financial state of the competition;
- b. Capitalise 5 % of the competition income each year to the reserve;
- c. Set clear conditions of use of the reserve;
- d. Introduce a registration fee in order to raise the quality standards of the competition;
- e. Cover the allowances of the Vice President in charge of Academic Activities of the International Board of ELSA from the competition budget.

Article 14. Synergy

14.1 Synergy shall be made self-sustaining.

14.2 ELSA shall:

- a. Increase the advertisement revenue from the Synergy;
- b. Research printing options to find the best quality/price balance.

Article 15. ELSA Law Schools

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15.1 The quality of ELSA Law Schools and the communication surrounding the project shall be increased.

15.2 ELSA shall:

- a. Invest in marketing for the project;
- b. Take steps to improve the IT aspect of the project;
- c. Organise a training weekend every year;
- d. Cover the allowances of the Vice President in charge of Seminars and Conferences of the International Board of ELSA from the project budget.

Article 16. Student Trainee Exchange Programme

16.1 The financial state of Student Trainee Exchange Programme shall be improved.

16.2 ELSA shall:

- a. Find new partnerships or methods to make the project financially sustainable;
- b. Investigate grant possibilities for the project.

Article 17. Fundraising Executions

17.1 General Partnership income shall be increased by 10% per year.

17.2 Membership Fee income shall be reduced between 0 to 20% of the general income.

17.3 Advertising income and income from publications combined income shall be between 15 to 20% of the General Income.

17.4 Income from Operating/Structural Grants shall be elevated between 40 to 60% of the general income.

Article 18. Expenditure Executions

18.1 Expenses for the ELSA house shall be maintained at 20 to 35% of the general expenses.

18.2 The remunerations of the International Board of ELSA shall be maintained at 15 to 25% of the general expenses.

18.3 The travel expenses of the International Board of ELSA shall be maintained at 10 to 20% of the general expenses.

Comments:

This proposal is in line with the general restructuring of the International Council Meeting Decision Book of ELSA and the content has not changed.

No 56: International Council Meeting Decision Book amendment concerning the Definition section of the Marketing part

The International Board is proposing the following to the International Council:

~~DECISIONS RELATING TO MARKETING (MKT)~~**Definition**

~~Marketing is one of the Supporting Areas of ELSA which aims to raise the awareness of ELSA in society. It provides marketing materials and strategies for the realisation of the activities and projects of all areas of ELSA in cooperation with the respective officers. Marketing builds relationships with different target groups and makes sure ELSA is presented to them according to their needs.~~

Part 5. Marketing**Chapter 1. Definition****Article 1. General**

1.1 Marketing is the Supporting Area of ELSA which aims to raise awareness of ELSA in the society. It provides marketing materials and strategies for the realisation of the activities and projects of all areas of ELSA in cooperation with the respective Officers. Marketing builds relationships with different target groups and ensures ELSA is presented to them according to their needs.

Comments:

Only structural and grammatical changes were made.

No 57: International Council Meeting Decision Book amendment concerning the Responsibilities section of the Marketing part

The International Board is proposing the following to the International Council:

Responsibilities

1. Responsibilities of ELSA International

ELSA International shall:

- ~~bEnsure the legal protection of the ELSA brand, in particular its name and logo and the protection of the positive image of the Association;~~
- ~~Make sure that the uniformity rules are known and implemented throughout the Network;~~
- ~~Update and distribute the ELSA Brandbook;~~
- ~~Supervise the correct use of the uniformity rules in all National Groups and contact the breaching group immediately informing them about the specific breach and how to correct it;~~
- ~~Create and implement the strategy for promotion of ELSA International's projects and share it with the Network;~~
- ~~Provide templates and project marketing packages for the National and Local Groups;~~
- ~~Explain the Uniformity rules and the ELSA Brandbook guidelines to the Network in order to create a common understanding and consistency of use.~~

2. Responsibilities of the National Groups

National Groups shall:

- ~~Ensure the protection of the ELSA brand and the positive image of the Association;~~
- ~~Promote projects of ELSA International following the provided guidance;~~
- ~~Share the templates and project marketing packages provided by ELSA International within the respective national networks;~~
- ~~Follow the uniformity rules and ensure their implementation and awareness in the respective national networks;~~
- ~~Supervise the correct use of the uniformity rules in the respective national networks;~~
- ~~Make sure that all breaches are corrected immediately;~~
- ~~Consult ELSA International when in doubt.~~

3. Responsibilities of the Local Groups

Local Groups shall:

- ~~Ensure the protection of the ELSA brand and the positive image of the Association;~~
- ~~Promote projects of ELSA International following the provided guidance;~~
- ~~Follow the uniformity rules and ensure their implementation and awareness in the respective local networks;~~
- ~~Make sure that all breaches are corrected immediately;~~
- ~~Consult the officers of the respective National Groups when in doubt.~~

Chapter 2. Responsibilities

Article 1. General

1.1 ELSA International shall:

- a. Ensure the legal protection of the ELSA brand, in particular its name and logo, and the protection of the positive image of the association;
- b. Ensure that the uniformity rules are known to and implemented by National Groups;
- c. Update the ELSA Brandbook;
- e. Create and implement the promotion strategy for projects organised by ELSA International;
- f. Provide templates and project marketing kits for National and Local Groups.

1.2 National Groups shall:

- a. Ensure the protection of the ELSA brand and the positive image of the association on National and Local levels;
- b. Promote projects organised by ELSA International following the provided guidance;
- c. Share templates and project marketing kits provided by ELSA International to Local Groups;

Comments:

In this proposal, we have simplified the provisions that have the same meaning and same mandate as the rest of the provisions. This way, we aim to clarify the understanding of the responsibilities of ELSA International and National Groups.

As for the responsibilities of the Local Group, it is clear that there is no natural connection or link between the Local Groups and ELSA International directly as they are not regulated in the Decision Book. Since the members of ELSA are only the National Groups, it makes no sense to regulate the responsibilities of the Local Groups in the Decision Book. It is however clearly stated in the Decision Book that the National Groups are responsible to supervise their own Local Groups. This way, by putting the responsibility on the National Groups to supervise their own Local Groups, we ensure the protection of ELSA brand.

No 58: International Council Meeting Decision Book amendment concerning the Uniformity section of the Marketing part

The International Board is proposing the following to the International Council:

Uniformity

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

1. The ELSA Logo

~~1.1 The ELSA logo, following the uniformity rules, shall be featured on all Marketing Materials. The ELSA logo shall be used only in a way, which is beneficial for ELSA. The logo shall not be used in a way that would damage the positive image of ELSA or in any other way that would harm the reputation of the association. The logo shall not be used in a way, which could come in conflict with ELSA's non-political status.~~

~~1.2 The ELSA logo consists of two parts: the design and the subtitle. Only when the design and the subtitle appear together in the correct proportions and colours may it be called the ELSA logo, unless the exception 1.3 applies.~~



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

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

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

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

~~4. — For a specific reason, the dimensions of the logo can be altered, but its proportions shall never be altered.~~

~~1.4.1 The dimensions of the logo may only be altered to the extent in which the subtitle would still be easily legible on the desired viewing platform.~~

~~1.5 The subtitle shall be written in the font *EB Garamond*.~~

~~The subtitle shall be perfectly centred under the design with a spacing equivalent to the width of the letter “L” in the design; hereby referred to as X.~~

~~The colour of the subtitle shall be the same as the colour of the logo.~~

~~The subtitle should appear only in English.~~

~~1.5.1 If there is a legal obligation to have the subtitle in a national language, this shall be given secondary importance to the ELSA logo described in point 1.2.~~

~~1.5.2 The non English subtitle should be perfectly centred above the design with the same spacing, font, size and colour as the original subtitle.~~



~~1.6 All National and Local Groups shall use the ELSA logo in combination with the name of their respective group.~~

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

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

~~The name shall be written in capital letters.~~

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

~~The National Group name should appear only in English.~~

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~~1.8 The ELSA logo described and depicted in point 1.2 is to be used only by ELSA International.~~



~~ELSA International can authorise others to use the ELSA logo.~~

~~1.9 The written version of the abbreviated subtitle is: ELSA.~~

~~When used with the name of the group, it shall be written as in the following examples:~~

~~ELSA International~~

~~ELSA Italy~~

~~ELSA Prague~~

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

ELSA blue:	CMYK: 100 85 0 0	RGB: 10 48 135	HEX: #0A3087
Black:	CMYK: 0 0 0 100	RGB: 0 0 0	HEX: #000000
White:	CMYK: 0 0 0 0	RGB: 255 255 255	HEX: #FFFFFF

~~1.11 No extra effects, animations or ornamentations shall be added to the logo.~~

~~1.12 The logo shall be surrounded by a clear space. There shall be no other logos, inscriptions or graphical elements infringe on this space. The size of the clear space is determined by the cap height of the letter “e” in the design and is to be respected for all directions.~~



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2. Social Media

2.1 To ensure the uniformity of the ELSA brand, all Social Media profiles representing National or Local Groups and their projects shall be maintained following the uniformity rules.

2.2 The name of the National or Local Group's profile should feature the abbreviation "ELSA" and the name of the Group.

1. The name of the project's profile should feature the full or abbreviated name of the project.

2.3.1 The name for social media profiles for ELSA Law Schools shall follow the following format: 'SELS/WELS (Name of Country/City) on (Topic)

The following example may be used:

SELS Izmir on International Trade Law

2.4 The National or Local Group's profile shall feature the profile picture containing only the ELSA logo in combination with the name of their respective group. The logo on the profile picture can be only used in ELSA Blue on white background or in white on ELSA Blue background.

1. The Social Media profiles representing ELSA brand shall always be ran in accordance to the terms of use of the respective platform or service.

1. The ELSA Flagship Projects

1. The European Human Rights Moot Court Competition (EHRMCC) logo consists of the titular words stacked upon each other, as seen in the diagram below. The logo may also be utilised as a negative version of the same design.



2. The Legal Research Groups (LRGs) logo consists of the abbreviated form of the title stacked on top of the full name, with two motifs, one representing books to the left, and one representing a magnifying glass intertwined into the letter 'G', as seen below. The logo may also be utilised as a negative version of the same design.



3. The John H. Jackson Moot Court Competition (JHJMCC) logo consists of the titular words stacked upon each other, as seen in the diagram below. The logo may also be utilised as a negative version of the same design.

THE
JOHN H. JACKSON
MOOT COURT COMPETITION

4. The ELSA Delegations logo consists of a circular motif as well as the titular words stacked on top of each other, as seen below. The logo may also be utilised as a negative version of the same design.

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~~3.5 The Summer ELSA Law Schools (SELS) logo consists of a circular motif next to which there is the abbreviated name of the project, under which there is the full name of the project as seen below. The logo may also be utilised as a negative version of the same design.~~



~~5. The Winter ELSA Law Schools (WELS) logo consists of a circular motif next to which there is the abbreviated name of the project, under which there is the full name of the project as seen below. The logo may also be utilised as a negative version of the same design.~~



~~6. The Student Trainee Exchange Programme (STEP) logo consists of the abbreviated name of the project stacked on top of the word 'traineeships', as well as the STEP website URL, as seen below. The logo may also be utilised as a negative version of the same design.~~



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Chapter 2. Uniformity**Article 1. ELSA Logo**

1.1 The ELSA logo consists of two parts: the design and the subtitle. Only when the design and the subtitle appear together in the correct proportions and colours may it be called the ELSA logo.

1.2 The ELSA logo and the variations thereof may be featured without the subtitle only when the logo is relatively small and it is not used in combination with any other subtitle or name.

a. Relatively small shall mean that the width of the design is 30 mm or less if the material production technology makes it impossible to use the logo with the subtitle and/or name.

b. The exception in point 1.2 does not apply for business cards, letterheads, envelopes, and digital publishing including webpages and social media

1.3 The dimensions of the logo may be altered without altering its proportions to the extent that the subtitle would still be easily legible.

1.4 The subtitle shall be written in the font *EB Garamond* and be perfectly centred under the design with a spacing equivalent to the width of the letter “L” in the design; hereby referred to as X. The colour of the subtitle shall be the same as the colour of the logo and it shall appear in English.

a. If there is an obligation deriving from national legislation to have the subtitle in a national language, this shall have secondary importance to the ELSA logo described in point 1.1.

b. The non-English subtitle shall be perfectly centred above the design with the same spacing, font, size and colour as the English subtitle.

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1.5 National and Local Groups shall use the ELSA logo in combination with the name of their respective Group.

1.6 The name of National Groups shall be written in English.

1.7 The name of the National or Local Group shall be:

- a. Written in the font *EB Garamond*;
- b. Written in capital letters and in the same type, size and colour as the subtitle;
- c. Perfectly centred under the subtitle with a fixed spacing of X, as mentioned under 1.4.



1.8 The ELSA logo shall be used only by ELSA International. ELSA International may authorise others to use the ELSA logo.

1.9 The written version of the abbreviated subtitle is: ELSA. When used with the name of a National or Local Group, it shall be written as following:

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- a. ELSA Italy
- b. ELSA Prague / ELSA Praha

1.10 The ELSA logo and the variations thereof shall be featured in the following colours:

- a. ELSA blue: CMYK: 100 85 0 0, RGB: 10 48 135, HEX: #0A3087
- b. Black: CMYK: 0 0 0 100, RGB: 0 0 0, HEX: #000000
- c. White: CMYK: 0 0 0 0, RGB: 255 255 255, HEX: #FFFFFF

1.11 No extra effects, animations or ornamentations may be added to the logo unless the logo is used in a dynamic setting such as videos, gifs, or moving pictures provided that the logo is used in its right form at the end at least for one second.

1.12 The ELSA logo and the variations thereof shall be surrounded by a clear space the size of which shall be determined by the cap height of the letter “e” in the design and shall be respected for all directions. There shall be no other logos, inscriptions or graphical elements infringing the clear space.



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1.13 The ELSA logo and the relevant variations thereof, following the uniformity rules of ELSA, shall be featured on all Marketing materials in accordance with these uniformity rules. The logo shall be used only in a way, which is beneficial for ELSA with the exclusion of live broadcasting and instant photos shared on social media stories.

1.14 The logo shall not be used in a way that would damage the positive image of ELSA or in any other way that would harm the reputation of the association, and the logo shall not be used in a way which could come in conflict with ELSA's non-political status of the association.

Article 2. Social Media

2.1 National Groups shall ensure the uniformity of the ELSA brand on social media profiles of the National Group and its and Local Groups as well as their projects.

2.2 The name of the National or Local Group's social media profile shall feature the abbreviation "ELSA" and the name of the National or Local Group.

2.3 The name of a project's social media profile shall feature the full or abbreviated name of the project.

- a. The name for social media profiles for ELSA Law Schools shall follow following format:
"SELS/WELS (Name of Country) on (Topic)"
 - i. SELS Izmir on International Law

2.4 National or Local Group's social media profile shall feature a profile picture containing only the ELSA logo in combination with the name of the respective National or Local Group. The logo on the profile picture may only be used in ELSA Blue on white background or in white on ELSA Blue background.

Article 3. Promotion

3.1. ELSA International shall:

- a. Coordinate, manage and supervise the promotion and branding strategies of the Flagship Projects.
- b. Set timelines for the Flagship Projects' promotion and notify National Groups shortly thereof at the beginning of the term.
- c. Send out a marketing kit for the Flagship Projects including a social media template and usage guidelines.

3.2. National Groups shall seek the approval of the Vice President in charge of Marketing of ELSA by submitting a written request with example materials together with a brief explanation about the use when they wish to use Flagship Projects' brand identity elements outside the promotion strategy, including in similar projects.

Comments:

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Articles 1.2, 1.10, 1.12, 1.13: The definition of the “ELSA Logo” is clearly stated in the Decision Book. It shall only be considered as the “ELSA Logo” when the design and the subtitle appear in specific proportions and colours. What we can understand from these provisions is that the “ELSA Logo” described in the Decision Book refers to the logo ELSA International uses. In order for National and Local Groups to be bound by these articles, we propose to add “and the variations thereof” right after the “ELSA Logo” to refer to the logos of National and Local Groups.

Article 1.11: Nowadays, the direction of Marketing is moving towards videos, animations, interactive and dynamic content rather than traditional static marketing materials such as posters. This brings a lot of opportunities for brands to be creative in the production process for their marketing materials. When we take a look at worldwide-known brands like Coca-Cola or other international organisations like ESN, we can see that they tend to be visually creative when it comes to animating their logos to make the videos more interesting and dynamic while maintaining the uniformity rules. With this proposal, we aim to have more flexibility over the logo in the making of moving pictures/videos/gifs etc. without breaching the uniformity rules.

Article 1.13: There comes a time when it is not possible for us to add the ELSA Logo on the marketing materials when we are using social media tools instantaneously. An example would be the live broadcasting from various social media channels. This will help us be in compliance with the Decision Book and the uniformity rules better.

Article 2.5: Striking out a legal obligation. It is not necessary to keep it in the Decision Book since it is already binding by the law.

Striking out the logos of the Flagship Projects: This Article shall be read in conjunction with Article 3 as below. The reason behind removing the logos of the Flagship Projects from the Decision Book is to give the necessary space to both the Network and the Vice President in charge of Marketing of the International Board of ELSA when it comes to shaping the branding and the brand strategies respectively.

The current, non-amended Article does not give the necessary protection for the brand itself since there is no binding decision stating that these logos belong to certain projects. What is more, it restricts the Network and the Vice President in charge of Marketing of the International Board of ELSA from making the necessary changes to the logos when it is needed.

The protection can only be ensured by protecting the brand and brand strategies. By ensuring this protection, the logos of the Flagship Projects get automatically protected as well. It is also natural that these strategies and branding can be subject to change when the Network so desires. Therefore, the International Board of ELSA proposes to strike this part out and replace it with another provision which has a wider span of protection when it comes to brand identity.

Article 3: Uniformity is one of the most important elements when it comes to Corporate and Brand Identity. The easiest way to be compliant with the Identity rules is to be consistent in their application. Brand identity of our Flagship Projects should not be neglected. We need to be as much in compliance with projects’ marketing as we are with our ELSA logo, our colours; to sum up, with everything that is important for the marketing of ELSA. Therefore, it is of great importance that the Flagship Projects that ELSA runs internationally should appear in a consistent

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way for the sake of uniformity. The way to make sure it is done properly is to showcase the responsibilities of ELSA International and establish additional safeguards.

No 59: International Council Meeting Decision Book amendment concerning the Synergy section of the Marketing part

The International Board is proposing the following to the International Council:

Synergy

1. General

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 November and at the latest during the month of December. The spring edition shall be published and distributed at the earliest during the month of April and at the latest during the month of May.~~
2. ~~Synergy covers activities of ELSA throughout the network as well as external co-operations of ELSA International.~~
3. ~~Every edition of Synergy shall include at least one article related to Human Rights and at least one article related to the IFP.~~
4. ~~The Vice President Marketing of ELSA International is the editor-in-chief of Synergy and responsible for the content.~~

2. Distribution

1. ~~ELSA International is responsible for distributing copies of Synergy to the National Groups. Both ELSA International and the National Groups shall strive to keep the distribution costs to a minimum.~~
2. ~~Each National Group is responsible and shall ensure that the Local Group Report is up to date with both their National and Local Groups' delivery addresses and in accordance with the guidelines set by ELSA International.~~
3. ~~If a National Group fails to submit the Local Group Report by the deadlines set in the Decision Book, ELSA International shall not be responsible for delivering Synergy. In case the shipping company cannot deliver the package to the specified address in a submitted the Local Groups Report due to a mistake in the address or inability to reach the recipient caused by the fault of a Local or National Group, the respective National Group shall bear the reimbursement costs for the undelivered packages estimated by the shipping company.~~
4. ~~Each National and Local Group may request between 5 and 20 copies of the Synergy Magazine. The information about such requests shall be delivered to ELSA International before the deadline for submission of articles. Upon failure to submit such information, ELSA International shall assume the amount requested to be that of 5 copies.~~

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5. ~~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.~~

6. ~~Printing and distribution costs of additional copies requested by the National Groups will have to be financed by the requesting Group.~~

2.7 ~~A request for additional copies must be submitted to ELSA International before the deadline for submission of articles to the relevant issue.~~

Chapter 4. Synergy

1. General

1.1 Synergy is ELSA members' magazine that covers activities of ELSA across National and Local Groups as well as external co-operations of ELSA International.

1.2 Synergy shall be published, printed and distributed as a hardcopy twice a year. The first annual edition shall be published and distributed the earliest in November and the latest in December. The second annual edition shall be published and distributed the earliest in April and the latest in May.

1.3 The Vice President in charge of Marketing of the International Board of ELSA is the editor-in-chief of Synergy.

2. Distribution

2.1 The International Board of ELSA shall distribute copies of Synergy to National and Local Groups.

2.2 The International Board of ELSA and National Groups shall keep the distribution costs at a minimum.

2.3 National Groups shall ensure that the Local Group Report is up-to-date with the delivery addresses of both their National and Local Groups. Failing to do so, National Groups and their Local Groups shall not be entitled to receive the copies of Synergy.

2.4 National Groups shall bear the estimated reimbursement costs for the undelivered packages of Synergy in case the shipping company is unable to deliver the package to the delivery address as specified in the Local Group Report due to a mistake attributable to the National Group or its Local Groups.

2.5 National and Local Groups may request between five and 20 copies of Synergy by submitting the Local Group Report in which they may also request for additional copies. Failing to do so, the International Board of ELSA shall send five copies to the National and/or Local Group.

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2.6 The International Board of ELSA shall only distribute Synergy to National Groups that have settled their financial obligations towards ELSA by the International Council Meeting preceding the printing of Synergy.

2.7 National Groups shall cover the printing and distribution costs of additional copies of Synergy requested by the National Group or its Local Groups.

Comments:

Only structural changes were made and some of the provisions with the same meaning and mandate were merged. The reason we are proposing this proposal is the simplification of the Decision Book.

No 60: International Council Meeting Decision Book amendment concerning the Definition and General Policies in AA sections of the Academic Activities and Moot Court Competitions part

The International Board is proposing the following to the International Council:

Definition

~~Academic Activities is one of the Key Areas of ELSA that aims to contribute to the legal education of law students and young lawyers through interactive practical activities by means of critical dialogue and scientific cooperation. It prepares them for a professional life and gives them an understanding of different legal systems.~~

~~General Policies in AA~~

1. General

-

~~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.~~

~~1.2 In case a certificate or diploma is issued upon an AA project, the certificate or diploma should be signed by the speaker or the respective academic partner involved.~~

Chapter 1: Definitions

Article 1. General

1.1 Academic Activities is the Key Area of ELSA that aims to contribute to the legal education of law students and young lawyers through interactive practical activities by means of critical dialogue and academic cooperation. It prepares them for professional life and gives them an understanding of different legal systems.

1.2 An Academic Activities project is a project where participants acquire legal skills by means of practical and (inter)active learning through academic competitions, legal research groups, law reviews, lawyers at work events, or any other activity falling under the scope of Article 1.1.

Comments:

Firstly, this proposal falls under the general restructuring of the International Council Meeting Decision Book, as it merges the definition and general policies into one overall chapter called “Definitions”.

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In article 1.1, the choice of wording seems misleading, and therefore, ELSA International proposes to replace “scientific” with “academic” to better encapsulate the true meaning of the Key Area. “Scientific” generally refers to utilisation of scientific methods, which does not seem a fitting adjective for a cooperation. In contrast, “academic” refers to higher education, which is in line with the practices in the Key Area and the purpose of ELSA.

Furthermore, the International Board proposes to strike out the current section 1.2 of “General Policies in AA”. The International Council Meeting Decision Book distinguishes between “should” and “shall” with the former functioning as a suggestion while the latter constitutes an obligation. It is the opinion of the International Board that the International Council Meeting Decision Book shall contain only enforceable obligations, whereas suggestions should be kept in handbooks and manuals. The International Board proposes to strike out article 1.2 as the signing of certificates by academic partners is not set practice at International level, and as this may cause difficulties when a project has several academic partners.

No 61: International Council Meeting Decision Book amendment concerning the General Responsibilities of the Academic Activities and Moot Court Competitions part

The International Board is proposing the following to the International Council:

~~General Responsibilities~~

~~1. Responsibilities of ELSA International~~

~~1.1 The Vice President in charge of ELSA Moot Court Competitions is the overall responsible person for the coordination of the John H. Jackson Moot Court Competition and to support the Network's Officers responsible for moot court competitions in their respective ELSA Groups. The Vice President in charge of Academic Activities is in charge of all other AA projects, including the European Human Rights Moot Court Competition.~~

~~1.2 Provide necessary materials and information on how to organise AA projects to the National and Local Groups. This should be done through, among others, workshops, trainings, manuals, handbooks and guidelines and by updating outdated materials and making sure that all these tools are available.~~

~~1.3 Facilitate the organisation of ELSA Day and IFP projects, through providing necessary materials and assistance for conducting and evaluating the respective projects, following the responsibilities of ELSA International set out in the ELSA Day and IFP sections of the Decision Book.~~

~~1.4. Solve the disputes by the means of dialogue when the respective parties cannot reach a mutual agreement amongst themselves and refer the case to ELSA International.~~

~~2. Responsibilities of the National Groups~~

~~2.1 Submit the AA Project Specification Form and the AA Project Evaluation Form to ELSA International, when the AA project is organised by the National Group.~~

~~2.2 Support and promote the AA projects organised by ELSA International.~~

~~2.3. Facilitate the organisation of ELSA Day and IFP projects within the national network, following the responsibilities of National Groups set out in the ELSA Day and IFP sections of the Decision Book.~~

~~3. Responsibilities of the Local Groups~~

~~3.1 Submit the AA Project Specification Form and the AA Project Evaluation Form to ELSA International, when the Local Group organises an international AA project.~~

~~3.2 Support and promote the AA projects organised by ELSA International.~~

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~~3.3. Organise ELSA Day and IFP projects, following the responsibilities of Local Groups set out in the ELSA Day and IFP sections of the Decision Book.~~

Chapter 2: Responsibilities

Article 1. Responsibilities

1.1 The Vice President in charge of ELSA Moot Court Competitions of the International Board of ELSA shall be the overall responsible person for the coordination of the John H. Jackson Moot Court Competition and supporting the Officers responsible for moot court competitions in their respective National Groups.

1.2 The Vice President in charge of Academic Activities of the International Board of ELSA shall be in charge of all other Academic Activities projects, including the European Human Rights Moot Court Competition.

1.3 ELSA International shall:

- a. Produce and make available to National Groups tools necessary for the area of Academic Activities, annually revise them, and, if necessary, update them;
- b. Annually evaluate the Flagship Projects of ELSA falling under the area of Academic Activities and share the outcome with National Groups.

1.4 National Groups shall support and promote the Academic Activities projects organised by ELSA International.

Comments:

Firstly, this proposal falls under the general restructuring of the International Council Meeting Decision Book, as it moves the responsibilities to the second chapter of the Academic Activities and Moot Court Competitions Part.

Regarding the responsibilities of ELSA International, this proposal clarifies linguistic ambiguities and suggests replacing the verb “should” with “shall” in section 1.2. The International Council Meeting Decision Book distinguishes between “should” and “shall” with the former functioning as a suggestion while the latter constitutes an obligation. It is the opinion of ELSA International that the International Council Meeting Decision Book should contain only enforceable obligations, whereas suggestions should be kept in handbooks and manuals.

As for National Groups, the proposal removes the obligation to submit AA Project Specification Forms and the AA Project Evaluation Forms. These forms are not utilised in practice and ELSA International does not have the resources to properly process the data. Instead the State of the Network Inquiry can be used for the purpose of obtaining relevant information.

Finally, the proposal removes the responsibilities of Local Groups. Local Groups are not members of ELSA and are hence not subjects to the International Council Meeting Decision Book. Thus, this section is not binding nor enforceable. It is, instead, the obligation of National Groups to ensure the adherence of Local Groups to the regulations of ELSA.

No 62: International Council Meeting Decision Book amendment concerning the Academic Competitions of the Academic Activities and Moot Court Competitions part

The International Board is proposing the following to the International Council:

~~Academic Competitions~~

~~1. Academic Competitions~~

~~1.1 An academic competition is an event in which law students and young lawyers compete against each other with the aim of preparing the participants for the specialised forms of skills, experience and knowledge that are required within the legal profession.~~

~~1.2 The AA officer shall assure that the academic competition has a relevant legal topic, a recognised jury and a comprehensive set of rules.~~

~~1.3 In the assessment of the participants, the Jury should be guided by factors such as clarity, conciseness, persuasiveness, critical thinking and conformity with the objective standards that have evolved in the legal profession.~~

~~2. ELSA Negotiation Competitions~~

~~2.1 ELSA Negotiation Competition (ENC) is a simulation of a negotiation process between different parties, conducted by teams consisting of two law students and young lawyers representing a party in the respective negotiation.~~

~~2.2 The simulations will be observed and evaluated by a panel of judges who shall include at least a legal practitioner and the panel shall provide participants feedback to advance their negotiation skills.~~

~~2.3 The simulations should be held in English.~~

Chapter 3: Academic Competitions

Article 1. Academic Competitions

1.1 An Academic Competition is an event in which law students and/or 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 The Academic Competition shall have a relevant legal topic, a recognised panel of judges and a comprehensive set of rules.

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1.3 In the assessment of the participants, the panel shall take into consideration factors such as clarity, conciseness, persuasiveness and critical thinking.

Article 2. ELSA Negotiation Competition

2.1 The ELSA Negotiation Competition is a Flagship Project of ELSA. It simulates a negotiation process between different parties, conducted by teams consisting of two students representing a party in the negotiation.

2.2 The competition consists of a minimum of two rounds: The National Rounds and the European Final Round. National and Local Groups may organise local qualification rounds.

2.3 The simulations shall be observed and evaluated by a panel of no less than three judges who shall be recognised in the relevant field of law and shall include at least one legal practitioner. The panel shall provide participants feedback to advance their negotiation skills.

2.4 The simulations in National Rounds shall be held in English.

2.5 Participating teams must be provided an educational course on negotiation skills and/or legal English lasting no less than three hours. The course may be provided as a webinar.

2.6 The International Board of ELSA may allow organisers of National Rounds to deviate from regulations concerning the ELSA Negotiation Competition upon presentation of an individual case.

2.7 ELSA International shall:

- a. Organise the European Final Round of the ELSA Negotiation Competition;
- b. Publish the date and venue of the European Final Round no later than the opening of the autumn International Council Meeting the year prior to the European Final Round.

2.8 National Groups shall:

- a. Organise, if applicable, a National Round of the ELSA Negotiation Competition to select teams for the European Final Round;
- b. Submit, if applicable, their teams(s) for the European Final Round no later than two months prior to the first day of the European Final Round;
- c. Promote the ELSA Negotiation Competition as a priority before other negotiation competitions outside of ELSA by using the provided marketing materials on every appropriate platform available to the National Group.

Article 3. ELSA Legal Debates

3.1 An ELSA Legal Debate is an oral advocacy competition, conducted by two teams consisting of two to four law students and/or young lawyers representing either side of a motion.

3.2 The debate shall be observed and evaluated by a panel of no less than two judges who shall be recognised in the relevant field of law. The panel shall provide the participants feedback to advance their debating skills.

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3.3 The debate shall be moderated by a chairman who shall be independent from the teams.**Comments:**

Firstly, this proposal falls under the general restructuring of the International Council Meeting Decision Book, as it moves Academic Competitions to the third chapter of the Academic Activities and Moot Court Competitions Part.

As regards chapter 3, article 1, this proposal merely improves linguistics in by removing “the AA Officer” and replacing the word “jury” with the more fitting “panel of judges”. No significant changes are proposed.

Chapter 3, article 2 introduces new amended regulation of the ELSA Negotiation Competition. The harmonisation process of the ELSA Negotiation Competition began in 2014/2015. During the 66th ICM in Bodrum, the AA & MCC workshop positively recommended the harmonisation of negotiation competitions as a project of ELSA with the purpose of creating an “ELSA International Negotiation Competition”. These efforts were continued and during the 67th ICM in Cluj-Napoca a working group presented the intended format of such negotiation competition which included Local Rounds, National Rounds and a European Final Round. This structure was supported by the workshop. Since then, the ENC format has been regulated to some extent, a thorough ENC Package has been created as well as a case database and a coaching system. Based on the positive recommendation from the AA & MCC Workshop at the 76th ICM in Constanta, the International Board now proposes to take the next step in this process.

The proposal has several aspects. *Firstly*, it introduces higher quality standards for ENC organisation. These include a mandatory minimum number of three judges per negotiation session, English as the mandatory language in National Rounds and mandatory education sessions on negotiation and/or legal English. The reason behind the minimum number of judges is that this allows for a more fair and holistic evaluation of the teams, which, in turn, is expected to increase the quality of teams going to the European Final Round. English is required both to increase the international element of the competition and to ensure high level negotiation at the European Final Round. Finally, the education sessions are introduced to ensure the educational outcome of the competition. Should National Groups not be able to provide such session, it may be provided as a webinar, and ELSA International intends on creating several webinars on as well negotiation as legal English which may be utilised as a backup option. These quality standards will apply only to the ENC, and National Groups wishing to organise different negotiation competitions are, of course, at their liberty to do so. Furthermore, the quality standards are not absolute as the proposed article 2.5 includes a carve out option for National Groups to be exempted from one or more quality standards.

Secondly, the proposal includes responsibilities of ELSA International. These include the organisation of a European Final Round of the competition. Such round is needed for harmonising the network around the competition, which has unfortunately not been achieved in the previous collaboration with the International Negotiation Competition. Furthermore, the establishment of a European Final Round is a natural development of the ENC which was intended since the harmonisation process began in 2014/2015. Organising an independent Final Round, finally, allows for more freedom and gives ELSA recognition in the field, without preventing teams from attending the International Negotiation Competition.

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Thirdly, the proposal introduces obligations of National Groups. If National Groups wish to take part in the European Final Round, they must organise a National Round of the ENC and utilise the ENC branding. This will allow for a structure under which teams qualify for the European Final Round through National Rounds. National Groups are free to choose whether they wish to organise Local Rounds, and the before-mentioned quality standards are not applicable to Local Rounds.

With the new article 3 in chapter 4, the International Board is proposing to define and regulate legal debates under a new “ELSA Legal Debates” format. The latest State of the Network Inquiry showed that 25 % of National Groups organise legal debates, and ELSA International has received several enquiries to more specifically define “legal debates”. Furthermore, debating teaches critical thinking and allows participants to engage with current affairs, improve their communication skills and hone their analytical abilities. Hence, it seems only natural that ELSA should encourage debating events throughout the Network.

The proposal is based on research of different debate formats and includes i) a definition of an ELSA Legal Debate, ii) requirement for judges and iii) requirements for a moderator. This proposal is intended as being the first step towards harmonisation of legal debates as a project of ELSA. Thus, if approved by the International Council, ELSA International will create a logo, branding, guide rulebook, templates for scoring and similar supporting documents as done with the ELSA Negotiation Competition.

THE INTERNATIONAL BOARD

No 63: International Council Meeting Decision Book amendment concerning the Academic Writing of the Academic Activities and Moot Court Competitions part

The International Board is proposing the following to the International Council:

Academic Writing

1. Legal Research Groups

1.1 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.

1.2 Legal Research Groups can be:

- a. ~~Unilateral~~ conducted in one ELSA group;
- b. ~~Bilateral~~ conducted as a cooperation between two ELSA groups;
- c. ~~Multilateral~~ conducted as cooperation between three or more ELSA groups; or
- d. ~~International~~ conducted by ELSA International in cooperation with an academic partner.

1.3 The AA officer shall ensure that the Legal Research Group has:

- a. ~~An Academic Framework encompassing one main question divided into several subsequent questions;~~
- b. ~~A Timeline setting out the deadlines for participants, organisers and externals; and~~
- c. ~~A Style Guide for formatting and referencing in accordance with the Oxford University Standard for the Citation of Legal Authorities (OSCOLA).~~

1.4 The AA officer shall ensure that in the organisation of the Legal Research Group, there shall be at least:

- a. ~~A project coordinator being either the VP AA of the organising group(s) or the Human Resources Coordinator of the Legal Research Group;~~
- b. ~~An Academic Board (member), including legal practitioners and/or legal academics, responsible for the Academic Framework, quality of research and outcome, as well as the reputability of the project; and~~
- c. ~~An Editor for linguistics, formatting and/or referencing, to ensure consistency.~~

1.5 The Legal Research Group shall make its conclusions publicly accessible in the form of a final report.

2. International Legal Research Group

2.1 General

2.1.1. The International Legal Research Group (ILRG) is an annual LRG coordinated by ELSA International.

2.1.2. Once the National Coordinator and/or their National Research Team has been appointed, they shall not be replaced or removed without the explicit approval of the VP AA of the International Board of ELSA.

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2.2 Responsibilities of ELSA International:**2.2.1 Preparation**

- a. — Establishing an Academic Board for each new ILRG;
- b. — Developing the Academic Framework, Timeline and Style Guide in collaboration with the Academic Board;

2.2.2 National Coordinator Applications

- a. — Coordinating the participation of National Groups in the ILRG through the appointment, instruction and management of National Coordinators;
- b. — Opening a Call for such National Coordinators prior to the launch of the ILRG;
- c. — Sending the applications for the position of National Coordinator to the relevant National Groups for recommendations within 5 days after the Call has been closed;
- d. — Informing the applicants for the position of National Coordinator about the outcome of their application within 15 days after the Call has been closed;

2.2.3 National Research Team Applications

- a. — Opening a Call for the remaining positions on the National Research Teams after the appointment of the National Coordinators;
- b. — Sending the applications for the National Research Teams to the relevant National Groups and National Coordinator within 5 days after the Call has been closed.

2.2.4 Research and publication

- a. — Informing the National Research Teams of the progress of the ILRG throughout the research period and the publication period;
- b. — Making the research publicly available within a reasonable amount of time following the completion of the research;
- c. — Ensuring the editorial standard of the Final Report by cooperating with an external publisher.

2.3 Responsibilities of National Groups:**2.3.1. National Coordinators Applications**

- a. — Promoting the Call for National Coordinator within their National Group;
- b. — Recommending justifiably to ELSA International whether to accept or reject an application for National Coordinator within 10 days after the Call has been closed;
- c. — Providing the appointed National Coordinator with the tools and contacts they need to fulfil their tasks and access to the external contacts of the National Groups.

2.3.2. National Research Team Applications

- a. — Promoting the Call for the remaining positions within the National Research team within their National Group;
- b. — Recommending justifiably to the National Coordinator whether to accept or reject an application for the National Research Team within 10 days after the Call has been closed.

2.4 Responsibilities of National Coordinators:**2.4.1 National Research Team Applications**

- a. — Promoting the Call for positions on the National Research Team within their country;
- b. — Considering the recommendation of the National Group in the selection of the National Research Team;

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e. ~~Informing the applicants to the positions on the National Research Team within 15 days after the Call has been closed, but no earlier than 10 days after the Call has been closed.~~

2.4.2 Research and publication

a. ~~Ensuring the National Research Team complies with the Timeline, Framework and Guidelines as set out by ELSA International;~~

b. ~~Ensuring the academic and editorial standard of their Report.~~

3. Law Review

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

2.2 ~~The officer in charge of the law review shall ensure that the Law Review has a comprehensive Editorial Policy and a set of requirements for the contributions.~~

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

2.4 ~~The Editorial Board should consist of students, practitioners and academics.~~

4. ELSA Law Review

4.1 ~~The ELSA Law Review (ELR) is the Law Review of ELSA. It shall publish original peer-reviewed submissions, the publication of which shall further the vision, purpose and means of ELSA.~~

4.2 ~~The ELR shall be managed by the Editorial Board. The Editorial Board shall consist of the Vice President in charge of Academic Activities and a minimum of three other members.~~

4.3 ~~The ELSA Law Review shall be peer-reviewed by the Academic Board for the purpose of ensuring its academic quality and credibility. The Academic Board shall be appointed by the International Board and consist of individuals with the requisite expertise to conduct a credible, high quality peer review.~~

4.4 ~~The ELSA Law Review shall be revised and published by a professional publisher, to ensure a high quality standard.~~

4.5 ~~The primary topics of the ELSA Law Review shall be human rights law. Each issue of the ELR may have additional topics selected by the Editorial Board.~~

4.6 ~~The submissions published must meet the following requirements:~~

- ~~• The submissions must be in British English;~~
- ~~• The submissions must be the original work of the authors submitting them for publication;~~
- ~~• The submissions must comply with the ELSA Law Review Plagiarism Policy;~~
- ~~• The submissions must be referenced in accordance with the Oxford University Standard for the Citation of Legal Authorities (OSCOLA);~~
- ~~• The submissions may not have been published elsewhere;~~
- ~~• The submissions must include a short abstract, consisting of maximum 10% of the length of the submission, as well as an author's biography not exceeding 100 words;~~
- ~~• The submission must be submitted as a file readable by Microsoft Word;~~

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- ~~The submission must comply with the Authors' Guidelines in force at the time of publication. The Authors' Guidelines may be revised yearly by the Editorial Board;~~
- ~~Articles submitted must be between 2,500 and 7,500 words including footnotes and appendices;~~
- ~~Case notes submitted must be between 1,000 and 4,000 words including footnotes and appendices; and~~
- ~~Letters to the editor must be between 1,000 and 2,000 words including footnotes and appendices.~~

~~4.7 The ELSA Law Review shall be published in accordance with the Publication Cycle:~~

~~4.7.1 A volume of the ELSA Law Review shall span the calendar year and shall consist of two issues.~~

~~4.7.2 The call for submissions for the first issue shall open at the Autumn International Council Meeting of the year preceding its publication.~~

~~4.7.3 The call for submissions for the second issue shall open at the Spring International Council Meeting of the year of publication.~~

Chapter 4: Legal Writing

Article 1. Legal Research Groups

1.1 A Legal Research Group 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.

1.2 Legal Research Groups may be:

- a. Unilateral: Conducted by one National or Local Group;
- b. Bilateral: Conducted as a cooperation between two National or Local Groups;
- c. Multilateral: Conducted as cooperation between three or more National or Local Groups;
or
- d. International: Conducted by ELSA International in cooperation with an academic partner.

1.3 The Legal Research Group shall have:

- a. An Academic Framework encompassing one main question divided into several subsequent questions;
- b. A timeline setting out the deadlines for participants, organisers and externals; and
- c. A Style Guide for formatting and referencing in accordance with the Oxford University Standard for the Citation of Legal Authorities (OSCOLA).

1.4 In the organising team of the Legal Research Group, there shall be at least:

- a. A project coordinator being either the Vice President in charge of Academic Activities of the organising National or Local Group(s) or the Human Resources Coordinator of the Legal Research Group;
- b. An Academic Board (member), including legal practitioners and/or legal academics, responsible for the Academic Framework, quality of research and outcome, as well as the reputability of the project; and
- c. One or more editors for linguistics, formatting and/or referencing, to ensure consistency.

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1.5 The Legal Research Group shall make its conclusions publicly accessible in the form of a final report.

Article 2. International Legal Research Group

2.1 General

- a. The International Legal Research Group is a Flagship Project of ELSA annually organised and coordinated by ELSA International.
- b. Once the National Coordinator and/or their National Research Team has been appointed, they shall not be replaced or removed without the explicit approval of the Vice President in charge of Academic Activities of the International Board of ELSA.

2.2 ELSA International shall:

- a. During the preparation period for the International Legal Research Group:
 - i. Establish an Academic Board for each new International Legal Research Group;
 - ii. Develop the Academic Framework, timeline and Style Guide in collaboration with the Academic Board;
- b. During the period for the National Coordinator applications:
 - i. Coordinate the participation of National Groups in the International Legal Research Group through the appointment, instruction and management of National Coordinators;
 - ii. Open a call for such National Coordinators prior to the launch of the International Legal Research Group;
 - iii. Send the applications for the position of National Coordinator to the relevant National Groups for recommendations within five days after the call has been closed;
 - iv. Inform the applicants for the position of National Coordinator about the outcome of their application within 15 days after the call has been closed;
- c. During the period for the National Research Team applications:
 - i. Open a call for the remaining positions in the National Research Teams after the appointment of the National Coordinators;
 - ii. Send the applications for the National Research Teams to the relevant National Groups and National Coordinator within five days after the call has been closed;
- d. During the period for the research and publication:
 - i. Inform the National Research Teams of the progress of the International Legal Research Group throughout the research period and the publication period;
 - ii. Make the research publicly available within a reasonable amount of time following the completion of the research;
 - iii. Ensure the editorial standard of the Final Report by cooperating with an external publisher.

2.3 National Groups shall:

- a. During the period for the National Coordinators applications:
 - i. Promote the call for National Coordinators within their National Group;
 - ii. Recommend justifiably to ELSA International whether to accept or reject an application for National Coordinator within 10 days after the call has been closed;

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- iii. Provide the appointed National Coordinator with the tools and contacts they need to fulfil their tasks and access to the external contacts of the National Group;
- b. During the period for the National Research Team applications:
 - i. Promote the call for the positions within the National Research Team within their National Group;
 - ii. Recommend justifiably to the National Coordinator whether to accept or reject an application for the National Research Team within 10 days after the call has been closed.

2.4 National Coordinators shall:

- a. During the period for the National Research Team applications:
 - i. Promote the call for positions in the National Research Team within their National Group;
 - ii. Consider the recommendation of the National Group in the selection of the National Research Team;
 - iii. Inform the applicants to the positions on the National Research Team within 15 days after the call has been closed, but no earlier than 10 days after the call has been closed;
- b. During the period for research and publication:
 - i. Ensure that the National Research Team complies with the timeline, Framework and Guidelines as set out by ELSA International;
 - ii. Ensure the academic and editorial standard of their report.

3. Law Review

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

3.2. The Law Review shall have a comprehensive editorial policy and a set of submission requirements.

3.3 The Law Review shall have an Editorial Board responsible for the selection of submissions of the highest academic standard.

4. ELSA Law Review

4.1 The ELSA Law Review is a Flagship Project of ELSA and constitutes the Law Review of ELSA. It shall publish original peer-reviewed submissions, the publication of which shall further the vision, purpose and means of ELSA.

4.2 The ELSA Law Review shall be managed by the Editorial Board. The Editorial Board shall consist of the Vice President in charge of Academic Activities of the International Board of ELSA and a minimum of three other members. The Editorial Board shall create and annually update the Authors' Guidelines.

THE INTERNATIONAL BOARD

4.3 The ELSA Law Review shall be peer-reviewed by the Academic Board for the purpose of ensuring its academic quality and credibility. The Academic Board shall be appointed by the International Board of ELSA and consist of individuals with the requisite expertise to conduct a credible, high quality peer-review.

4.4 The ELSA Law Review shall be revised and published by a professional publisher, to ensure a high-quality standard.

4.5 The primary topic of the ELSA Law Review shall be human rights law. Each issue of the ELR may have additional topics selected by the Editorial Board.

4.6 The submissions published shall meet the following requirements:

- a. The submissions shall be in British English;
- b. The submissions shall be the original work of the authors submitting them for publication;
- c. The submissions shall comply with the ELSA Law Review Plagiarism Policy;
- d. The submissions shall be referenced in accordance with the Oxford University Standard for the Citation of Legal Authorities (OSCOLA);
- e. The submissions shall not have been published elsewhere;
- f. The submissions shall include a short abstract, consisting of a maximum 10% of the length of the submission, as well as an author's biography not exceeding 100 words;
- g. The submission shall be submitted as a file readable by Microsoft Word;
- h. The submission shall comply with the Authors' Guidelines in force at the time of publication;
- i. Articles submitted shall be between 2,500 and 7,500 words including footnotes and appendices;
- j. Case notes submitted shall be between 1,000 and 4,000 words including footnotes and appendices; and
- k. Letters to the editor shall be between 1,000 and 2,000 words including footnotes and appendices.

4.7 The ELSA Law Review shall be published in accordance with the Publication Cycle:

- a. A volume of the ELSA Law Review shall span the calendar year and shall consist of two issues.
- b. The call for submissions for the first issue shall open at the autumn International Council Meeting of the year preceding its publication.
- c. The call for submissions for the second issue shall open at the spring International Council Meeting of the year of its publication.

5. Essay Competitions

5.1 An Essay Competition is a project in which law students and/or young lawyers compete by submitting essays on a specified topic.

5.2 The Essay Competition shall have a relevant legal topic in accordance with the scope of the association, a recognised jury and a comprehensive set of rules.

5.3 An essay shall be understood as a piece of legal writing on a certain topic of law answering one or more questions set out by the organiser and/or academic partner.

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5.4 The submitted essays shall be evaluated by a jury including legal practitioners and/or legal academics. In the evaluation, the jury shall be guided by factors such as clarity, conciseness, and persuasiveness.

Comments:

Firstly, this proposal falls under the general restructuring of the International Council Meeting Decision Book, as it moves Legal Writing to the fourth chapter of the Academic Activities and Moot Court Competitions Part.

As regards article 3, this proposal mainly clears out linguistic ambiguities by removing phrases such as “officer in charge of the law review” and “AA officers” and utilising “the law review” as the subject instead. The former 2.4 is taken out as it, in its current form, is merely a guideline due to the use of the verb “should”. As ELSA International does not believe that the International Council should decide how Editorial Boards in different National Groups are formed, it is suggested to instead move this guideline to the Law Review Handbook.

With the new article 5, the International Board proposes to introduce a definition of Essay Competitions to the International Council Meeting Decision Book. At the 63rd ICM in Cologne, the International Council added regulation of Essay Competitions to the International Council Meeting Decision Book. This regulation was removed during a general restructuring of the International Council Meeting Decision Book at the 67th ICM in Cluj-Napoca. The reasoning was to set a narrow focus for the area of Academic Activities namely Academic Competitions and Legal Writing. With changes and additions to the International Council Meeting Decision Book in later years, such narrow focus does not seem to be the wish of the International Council at present time. Hence, the International Board proposes to reintroduce regulation of Essay Competitions. While Essay Competitions previously fell under Academic Competitions, the International Board proposes to categorise Essay Competitions under Legal Writing. This is done after several workshop discussions and as there are more synergies to be gained with this categorisation. In addition to broadly defining Essay Competitions, the proposal includes a requirement for having the essay evaluated by one or more practitioners or academics. The regulation will be supported by an Essay Competition Handbook.

No 64: International Council Meeting Decision Book amendment concerning the Other Academic Projects of the Academic Activities and Moot Court Competitions part

The International Board is proposing the following to the International Council:

~~Other Academic Projects~~

~~1. Lawyers at Work Event~~

~~-~~

~~1.1 A Lawyers at Work Event (L@W Event) is an event that provides an insight into legal professions through presenting the law students and young lawyers career information from those working in various professions which are open to law graduates.~~

~~1.2 L@W Event should involve interactive learning opportunities such as case solving, legal courses or job interviews, CV trainings etc.~~

Chapter 5: Professional Development

Article 1. Lawyers at Work Events

1.1 A Lawyers at Work Event (L@W Event) is an event that provides an insight into legal professions through presenting law students and/or young lawyers career information from those working in various professions which are open to law graduates.

1.2 A Lawyers at Work Event shall involve interactive learning opportunities such as case solving, legal courses, job interviews, or CV training.

Comments:

Firstly, this proposal falls under the general restructuring of the International Council Meeting Decision Book, as it moves Other Academic Projects to the new fifth chapter of the Academic Activities and Moot Court Competitions Part.

Other than clearing out a few grammatical issues, this proposal mainly replaces the verb “should” with “shall” in article 1.2. The International Council Meeting Decision Book distinguishes between “should” and “shall” with the former functioning as a suggestion while the latter constitutes an obligation. It is the opinion of ELSA International that the International Council Meeting Decision Book must contain only enforceable obligations, whereas suggestions must be kept in handbooks and manuals.

THE INTERNATIONAL BOARD

No 65: International Council Meeting Decision Book amendment concerning the Moot Court Competitions of the Academic Activities and Moot Court Competitions part

The International Board is proposing the following to the International Council:

~~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. The ELSA International Moot Courts

2.1 The John H. Jackson Moot Court Competition

~~2.1.1 The John H. Jackson Moot Court Competition is a simulated hearing of the Dispute Settlement Body of the World Trade Organization (WTO). It is open to teams from all around the world.~~

~~2.1.2 The competition consists of 3 rounds: the written rounds, the Regional Rounds and the Final Oral Round. National Groups may organise National Rounds.~~

2.2 The European Human Rights Moot Court Competition (EHRMCC)

~~2.2.1 The EHRMCC is a simulated hearing of the European Court of Human Rights. The competition consists of a minimum of three rounds: the written round, the Regional Rounds and the Final Round.~~

2.3 Responsibilities of the Local and National Groups

~~2.3.1 Promote ELSA's Moot Court Competitions as a priority before other Moot Courts outside of ELSA by using the provided marketing materials and publishing them in all universities and ELSA Groups.~~

~~2.3.2 Gather participants and support them in order to take part in the ELSA International Moot Courts.~~

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2.4 Responsibilities of ELSA International

~~2.4.1. ELSA International is overall responsible for the organisation of the JHJMCC and the EHRMCC.~~

~~2.4.2. ELSA International shall publish the final reports of the JHJMCC and EHRMCC no later than one month after the last day of the Final Oral Round of the respective Competition. The final report must include a description of the competition, reportings from the Written Round, Regional Rounds and the Final Oral Round, including an overview of participating teams, judges/panellists and scores, and concluding remarks.~~

~~2.4.3. ELSA International shall open the call for Regional Round Organisers for the EHRMCC and European Regional Rounds Organisers for the JHJMCC before the Closing Plenary of the Spring International Council Meeting.~~

~~2.4.4. ELSA International shall provide templates for applications for Regional Round Organisers, containing: motivation letter, draft agenda, draft budget and organisational timeline.~~

~~2.4.5. In appointing the Regional Round Organiser, ELSA International shall take the following criteria into account:~~

- ~~a. The financial situation of the Group;~~
- ~~b. The accessibility of the proposed locations;~~
- ~~c. The support from the respective National Group (if applicant is a Local Group);~~
- ~~d. The number of (international) events that could potentially affect the quality of the Regional Round, hosted by that Group;~~
- ~~e. The experience of the Group with regards to organising international or large national events, as well as moot court competitions specifically.~~

~~2.4.6. ELSA International may ask for additional documentation (e.g. previous final accounts, annual budget) in order to assess the criteria mentioned in 2.4.4.~~

~~2.4.7. ELSA International shall give each Group feedback regarding the assessment of the criteria mentioned in 2.4.4.~~

~~2.4.8. If ELSA International is unsuccessful during the call set out in 2.4.2, ELSA International may seek institutional partners to organise the Regional Round of the EHRMCC and the European Regional Rounds of the JHJMCC.~~

Chapter 6: Moot Court Competitions**Article 1. General**

1.1 A Moot Court Competition is a simulated hearing and court proceeding in a certain area of law that 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 Bench or Panel.

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Article 2. The John H. Jackson Moot Court Competition (JHJMCC)

2.1 The John H. Jackson Moot Court Competition is a Flagship Project of ELSA which simulates hearings of the Dispute Settlement Body of the World Trade Organization. It is open to teams from all around the world.

2.2 The competition consists of three rounds: The Written Round, the Regional Rounds and the Final Oral Round. National Groups may organise National Rounds.

Article 3. The European Human Rights Moot Court Competition (EHRMCC)

3.1 The European Human Rights Moot Court Competition is a Flagship Project of ELSA. It simulates hearings of the European Court of Human Rights. It is open to teams from a European States in which there is a National Group present.

3.2 The competition consists of a minimum of three rounds: The Written Round, the Regional Rounds and the Final Oral Round. National Groups may organise National Rounds

Article 4. Regional Rounds

4.1 ELSA International shall open the call for Regional Round Organisers for the European Human Rights Moot Court Competition and European Regional Round Organisers for the John H. Jackson Moot Court Competition before the closing of the spring International Council Meeting.

4.2 ELSA International shall provide a hosting agreement with terms to be agreed upon and templates for applications for Regional Round Organisers, the latter containing: motivation letter, draft agenda, draft budget and organisational timeline.

4.3 In appointing the Regional Round Organiser, ELSA International shall take the following criteria into account:

- a. The financial situation of the National or Local Group;
- b. The accessibility of the proposed locations;
- c. The support from the respective National Group (if applicant is a Local Group);
- d. The number of (international) events that could potentially affect the quality of the Regional Round, hosted by the National or Local Group;
- e. The experience of the National or Local Group with regards to organising international or large national events, as well as moot court competitions specifically.

4.4 ELSA International may ask for additional documentation (e.g. previous final accounts, annual budget) in order to assess the criteria mentioned under Article 4.3 of this Chapter.

4.5 ELSA International shall give each National or Local Group feedback regarding the assessment of the criteria mentioned under Article 4.3 of this Chapter.

4.6 If ELSA International is unsuccessful during the call set out under Article 4.1 of this Chapter, ELSA International may seek institutional partners to organise the Regional Round of the

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European Human Rights Moot Court Competition and the European Regional Rounds of the John H. Jackson Moot Court Competition.**Article 5. Responsibilities**5.1 ELSA International shall:

- a. Organise the John H. Jackson Moot Court Competition and the European Human Rights Moot Court Competition;
- b. Publish the final reports of the John H. Jackson Moot Court Competition and European Human Rights Moot Court Competition no later than one month after the last day of the Final Oral Round of the respective Competition. The final report shall include a description of the competition, reportings from the Written Round, Regional Rounds and the Final Oral Round, including an overview of participating teams, judges/panellists and scores, and concluding remarks.

5.2 National Groups shall:

- a. Promote the Moot Court Competitions of ELSA International as a priority before other Moot Courts outside of ELSA by using the provided marketing materials on every appropriate platform available to the National Group.

Comments:

This proposal falls under the general restructuring of the International Council Meeting Decision Book, as it moves Moot Court Competitions to the new sixth chapter of the Academic Activities and Moot Court Competitions Part.

Firstly, this proposal strikes out article 1.3 which sets out a guideline for the structure of a moot court competition. The International Council Meeting Decision Book distinguishes between “should” and “shall” with the former functioning as a suggestion while the latter constitutes an obligation. It is the opinion of ELSA International that the International Council Meeting Decision Book should contain only enforceable obligations, whereas suggestions should be kept in handbooks and manuals. The International Board therefore proposes to move this guideline from the International Council Meeting Decision Book to the MCC Handbook.

Secondly, ELSA International proposes to amend the responsibilities of National Groups towards the International Moot Court Competitions of ELSA. The current wording seems to indicate that National Groups must print and publish promotional materials. Instead, it is suggested that National Groups merely must use the materials on appropriate platforms which can be online and offline platforms.

Thirdly, ELSA International proposes to introduce a Regional Round hosting agreement to ensure transparency and clarity regarding the obligations and rights that ELSA International and the Regional Round Organisers have towards each other. This proposal is based on experience from the past years and the intention is not to place more obligations on the Regional Round Organisers, rather to ensure full transparency.

No 66: International Council Meeting Decision Book amendment concerning the Definition and General Policies in S&C of the Seminars and Conferences part

The International Board is proposing the following to the International Council:

Definition

~~Seminars and Conferences is one of the Key Areas of ELSA that aims to provide law students and young lawyers with a learning experience, interaction with professionals and new social and cultural environments by means of passive learning, preparing them for future responsibilities as members of the society.~~

General Policies in S&C

1. General

~~1.1 An S&C event is an event where participants acquire knowledge by means of passive learning through a lecture, a panel discussion, a seminar, a conference, a law school, a study visit, an institutional visit, a delegation, a webinar or any other activity.~~

~~1.2 In case a certificate or diploma is issued upon an S&C event, the certificate or diploma should be signed by the speaker or the respective academic partner involved.~~

Chapter 1. Definitions

Article 1. General

1.1 Seminars & Conferences is the Key Area of ELSA that aims to provide law students and young lawyers with learning experience, interaction with professionals and new social and cultural environments by means of passive learning, preparing them for future responsibilities as members of society.

1.2 A Seminars & Conferences event is an event where participants acquire knowledge by means of passive learning through a lecture, a panel discussion, a seminar, a conference, a law school, a Study Visit, an Institutional Visit, a delegation, a webinar or any other activity falling under the scope of the definition from Article 1.1 of this Chapter.

Comments:

The proposal introduces a new structure of the International Council Meeting Decision Book embodied in uniform chapters and articles. Due to that, former “Definition” and “General Policies in S&C” parts are proposed to be merged into one Chapter.

Furthermore, definitions in Article 1.1 and 1.2 have been made more precise, without any major content changes.

No 67: International Council Meeting Decision Book amendment concerning the General Responsibilities in S&C of the Seminars and Conferences part

The International Board is proposing the following to the International Council:

~~General Responsibilities in S&C~~

1. Responsibilities of ELSA International

~~1.1 Solve the disputes by the means of dialogue, when the respective parties cannot reach a mutual agreement amongst themselves and refer the case to the ELSA International.~~

~~1.2 Produce the necessary manuals, handbooks and guidelines and update outdated materials. To make sure that all these tools are available for S&C officers.~~

~~1.3 Analyse submitted evaluation forms, provide statistic data and to properly archive them.~~

~~1.4 Facilitate the organisation of ELSA Day and IFP projects, through providing necessary materials and assistance for conducting and evaluating the respective projects, following the responsibilities of ELSA International set out in the ELSA Day and IFP sections of the International Council Meeting Decision Book.~~

2. Responsibilities of the National Groups

~~2.1 Support and promote the S&C projects of ELSA International.~~

~~2.2 Ensure that every international event or any other of the special interest of EI is specified in the Event Specification Form (ESF).~~

~~2.3 Facilitate the organisation of ELSA Day and IFP projects on the national level, following the responsibilities of National Groups set out in the ELSA Day and IFP sections of the International Council Meeting Decision Book.~~

~~2.4 Ensure that their respective Local Groups organise ELSA Day events.~~

3. Responsibilities of the Organising Groups

~~3.1 Specify every international event or any other event of the special interest of EI in the Event Specification Form (ESF) and send the ESF to ELSA International at least 1 month prior to the event.~~

~~3.2 Publish the initial draft of the Academic Programme at the latest together with opening the application procedure for the event: and to publish the final draft at least 2 months before the event. This does not apply to Study Visits and Institutional Visits.~~

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~~3.3 Confirm to applicants that their application has been received correctly.~~

~~3.4 Inform all the applicants whether their application has been accepted or not, after the selection process, that shall end at least one month before the event.~~

~~3.5 Evaluate every S&C event with the participants and the partners involved in the event using the Participants' Evaluation Form.~~

~~3.6 Submit evaluation forms for international events and all the other events at the request of ELSA International.~~

Chapter 2. Responsibilities

Article 1. Responsibilities

1.1 ELSA International shall:

- a. Produce and make available to National Groups tools necessary for the Seminars & Conferences area, annually revise them and, if necessary, update them;
- b. Annually evaluate the Flagship Projects of ELSA falling under the area of Seminars & Conferences and share the outcome with National Groups.

1.2 National Groups shall:

- a. Support and promote Seminars & Conferences events organised by ELSA International;
- b. Ensure that Local Groups submit requested information regarding Seminars & Conferences events to ELSA International;
- c. Ensure that the Organising Committees of Seminars & Conferences events issue a certificate or a diploma that is signed by the speaker or the respective academic partner involved upon participation in a Seminars & Conferences event.

Comments:

The proposal introduces a new structure of the International Council Meeting Decision Book embodied in uniform chapters and articles.

When it comes to the responsibilities of ELSA International (Article 1.1), an obligation to “Solve the disputes by the means of dialogue (...)” is proposed to be removed, since it is a general obligation of the International Board of ELSA, which can be found in the IM part of the International Council Meeting Decision Book. Following that, in Article 1.1 a, an obligation to annually update tools has been added. Furthermore, a former obligation to create statistics was generalised into “creation of evaluations”, which shall include inter alia, statistics. Lastly, an obligation regarding IFP and ELSA Day events has been removed, as it is regulated in the General part of the International Council Meeting Decision Book relevant for human rights and the International Focus Programme.

As for the responsibilities of the National Groups (Article 1.2), the proposal removes the obligation to submit Event Specification Forms. These forms are not utilised in practice and ELSA International does not have the resources to properly process the data. Instead the State of the

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Network Inquiry can be used for the purpose of obtaining relevant information. Additionally, obligations regarding IFP and ELSA Day events have been removed, as it is regulated in the General part of the International Council Meeting Decision Book relevant for human rights and the International Focus Programme. Moreover, an obligation for the certificate of participation in the Seminars & Conferences event to be signed by e.g. a speaker of the event, was moved from the “General Policies in S&C” part (which is proposed to be removed in the new structure) to the “Responsibilities” Chapter (Article 1.2 c).

Finally, the proposal removes the responsibilities of Organising Committees. Organising Committees are not members of ELSA and hence are not subject to the provisions of the International Council Meeting Decision Book. Thus, such regulation is not binding nor enforceable. It is, instead, the obligation of National Groups to ensure the adherence of Organising Committees to the regulations of ELSA.

No 68: International Council Meeting Decision Book amendment concerning the ELSA Law Schools section of the Seminars and Conferences part

The International Board is proposing the following to the International Council:

~~ELSA Law Schools~~

1. Definition

~~1.1 ELSA Law Schools are international events organised by the Organising Committee of one or more ELSA Groups that are fulfilling the requirements regulated in this section.~~

~~1.2 Requirements of ELSA Law Schools:~~

- ~~• Aiming to be annual;~~
- ~~• Being open for everyone and conducted in English;~~
- ~~• Lasting for at least 7 days. The 7 days are calculated excluding the day of arrival but including the day of departure;~~
- ~~• Comprising of a scientific, cultural and social programme. The scientific programme shall include lectures followed by workshops or any other interactive activities fulfilling the definition in Art. 3.3 of the Statutes of ELSA, which deepen and emphasise the different areas of the lecture. The minimum scientific programme does not include an obligatory extra time to revise the lectures and prepare for the next lessons;~~
- ~~• Including at least 20 hours of scientific programme. If the duration of the ELSA Law School exceeds 7 days, the total scientific programme shall be prolonged by 4 hours per each extra day;~~
- ~~• Being organised in a close co-operation with an academic or institutional partner. The partner shall supervise and guarantee the quality of the scientific programme. Academic or institutional partner shall be a law faculty, public institution, law firm or any other legal entity, which is entitled to provide education, professional legal services or otherwise associated professionals in a particular field of law;~~
- ~~• Complying with ELSA Law Schools Cycle. ELSA International may allow exceptions in special cases.~~

~~1.3 ELSA Law Schools Cycles:~~

~~1.3.1 An ELSA Law Schools year is divided into a summer and a winter Cycle. To qualify into the summer Cycle, the ELSA Law School shall take place between the first week of July and the third week of September. To qualify into the winter Cycle, the ELSA Law School shall take place between the second week of December and the third week of March.~~

~~1.3.2 An ELSA Law Schools Cycle consists of seven periods that are called:~~

- ~~• **Specification**, during which the ELSA Law Schools are announced to ELSA International and their respective Organising Committees provide basic~~

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information to ELSA International through ELSA Law Schools Specification Form.

- **Preparation**, during which the ELSA Law Schools team coordinates with the Heads of Organising Committees to ensure information exchange and the updating of the ELSA Law Schools Portal.
- **Application**, which takes place between an Opening and a Deadline for applications established by ELSA International. During this period, applications for ELSA Law Schools are collected and processed through an online platform operated by ELSA International.
- **Selection**, which begins immediately after the Deadline. During this period the Organising Committee selects and notifies all the participants. At the end of the Selection Period the Organising Committee may request for the ELSA Law School to be included in the Additional Application period.
- **Additional Application**, which takes place between an additional Opening and an additional Deadline for applications established by ELSA International. During this period, applications for ELSA Law Schools are collected and processed through an online platform operated by ELSA International.
- **Additional Selection**, which begins immediately after the additional application Deadline. During this period the Organising Committee selects and notifies the participants.
- **Event**, during which the ELSA Law Schools take place.
- **Evaluation**, which takes place after the end of the ELSA Law School. During this time, the participants give feedback on the ELSA Law School to the Organising Committee. The Organising Committee then fills in the ELSA Law Schools Evaluation Form sent out by ELSA International.

1.3.4 The calendar for each Cycle shall be announced to the Network by ELSA International the latest by the end of October for the summer Cycle and by the end of July for the winter Cycle.

1.3.5 An ELSA Law Schools Cycle may be waived by ELSA International if there is less than 5 ELSA Law Schools specified for a Cycle.

2. Responsibilities

2.1 Responsibilities of ELSA International:

- h. Coordinate ELSA Law Schools;
- i. 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;
- j. End the Specification period by December for the summer Cycle and by August for the winter Cycle. The exact dates shall be provided in the calendar for the respective Cycles;
- k. Provide support to the Organising Committee upon request;
- l. Provide a joint promotion of ELSA Law Schools;
- m. Execute an adequate Quality Control;
- n. Organise a training weekend, namely the “ELSA Law Schools Training Weekend”, in order to train the Organising Committees of ELSA Law Schools, whereby Each Organising Group has a right to appoint one representative to attend the ELSA Law Schools Training

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~~Weekend and the cost of participation, which includes the trainings, accommodation and meals, are covered by the ELSA Law Schools Administrative Fee for at least one representative from each Organising Group.~~

~~2.2 Responsibilities of the Organising Committees:~~

- ~~l. to follow the Requirements of ELSA Law Schools;~~
- ~~m. Sign the ELSA Law Schools Agreement with ELSA International setting out the Minimum Quality Standards, the Privacy Policy and the Cancellation Policy of ELSA Law Schools.~~
- ~~n. to provide all the information required by ELSA International without undue delay, particularly in regards to the joint promotion;~~
- ~~o. to comply with the ELSA Law Schools Cycle;~~
- ~~p. to follow the maximum participation fees regulated in the Financial Management part of the International Council Meeting Decision Book;~~
- ~~q. to publish a preliminary outline of the subtopics the latest with the opening of the application period;~~
- ~~r. to publish the complete scientific programme at least 2 months before the event;~~
- ~~s. to publish information about the accommodation the latest with the opening of the application period;~~
- ~~t. 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;~~
- ~~u. to provide all participants with a reception package including the working materials, programme of the ELSA Law School and information about the city;~~
- ~~v. to grant a certificate of participation only to participants attending at least 85% of the scientific programme. In cases in which this requirement is not fulfilled, the Organising Committee is at liberty to decide whether or not a participant's absence is justified.~~

~~3. Quality Control~~

~~3.1 The International Board, especially the Vice President for Seminars and Conferences, shall control the quality of ELSA Law Schools. This includes particularly the resolution of complaints.~~

~~For this purpose, the International Board shall have a power:~~

- ~~• to check the revenues and expenditures;~~
- ~~• to check the qualification of the lecturers;~~
- ~~• to ask for the relevant information and clarification;~~
- ~~• to control the compliance with the internal regulations of ELSA.~~

~~3.2 In order to prevent potential problems regarding the organisation of ELSA Law Schools, ELSA International shall undertake a coaching role during the whole process.~~

~~3.3 The International Board shall solve the disputes primarily by means of dialogue. Its executive powers shall be used only when there is no other option to protect the reputation of ELSA and the interests of the participants.~~

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3.4 For the purposes of Quality Control, the International Board shall have, in case of a breach of regulations concerning ELSA Law Schools, executive powers:

- ~~f. to resolve and answer each complaint delivered to ELSA International;~~
- ~~g. to inform the respective National Group about the attitude of the Organising Committee in order for it to take the appropriate internal measures;~~
- ~~h. to remove the respective ELSA Law School from the current ELSA Law Schools Cycle after delivering to the Organising Committee involved three official notifications regarding its breach of regulations concerning ELSA Law Schools, giving the Organising Committee appropriate time to solve the breach of regulations each time, in order to prevent it from using the "ELSA Law School" label;~~
- ~~i. to accept an ELSA Law School into the current Cycle after the end of the Specification Period, upon presentation of an individual case;~~
- ~~j. to allow the Organising Committee to deviate from the regulations concerning ELSA Law Schools upon presentation of an individual case.~~

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

4. Quality Standards

~~ELSA Law Schools shall comply with the following Quality Standards set for different aspects of the event.~~

~~General~~

- ~~• The OC shall take immediate action and provide the necessary assistance in issues involving medical attention. There shall be at least one member of OC present at the hospital or other medical institution should a participant be taken to such an institution, provided that the respective participant does not impose otherwise.~~
- ~~• The OC shall provide participants with all the necessary information with regards to the programme of the ELSA Law School at least three weeks prior to the opening of the ELSA Law School. This information will at least include a detailed description of the venue of the accommodation, including available equipment and facilities. In case there are special events planned (e.g. hike, boat trip), this will also be included in the information.~~
- ~~• The OC shall be the responsible party in relation to all matters involving participants and speakers.~~
- ~~• The OC shall provide all participants with a participant badge including at least the name of the participant, the address of the accommodation, the phone number of the Head of OC and the phone number of the emergency services in the country.~~
- ~~•~~

~~Accommodation and Meals~~

- ~~• Rooms shall have no more than six participants.~~
- ~~• Rooms shall not be of mixed gender unless the involved participants agree otherwise.~~
- ~~• There shall only be participants of the ELSA Law Schools together in the rooms unless the involved participants agree otherwise.~~
- ~~• There shall be at least one showering facility and one toilet for every six participants of the ELSA Law School.~~

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- ~~The OC shall ensure that there is free wireless internet access at the accommodation premises.~~
- ~~There shall be breakfast, lunch and dinner (including water) provided to the participants of the ELSA Law School.~~
- ~~Meals shall be diverse throughout the duration of the ELSA Law School.~~
- ~~There shall be alternative meals provided with respect to dietary restrictions, allergies and preferences of the participant in question when stated in the application form.~~
- ~~The rooms and the bathrooms shall be cleaned at least once every two days.~~

Transportation

- ~~The Organiser shall purchase the tickets for the participants in advance when public transport is used during the ELSA Law School, if possible.~~
- ~~The participants shall be informed of any feasible means of transportation from points of arrival and departure (like airports or train stations) to the venue of the ELSA Law School as well as estimated prices and possible discounts.~~
- ~~During the ELSA Law School, there shall be a minimum of one representative of the OC present when using public or private transport providing all the necessary assistance to the participants. This provision shall not apply to participants who are late to the provided transportation or those who have waived their right to the presence of an OC member.~~

Academic Programme

- ~~Any readily available lecture programme(s) and material(s) shall be distributed to the participants at least three weeks prior to the event.~~
- ~~There shall be at least six speakers with various academic backgrounds.~~
- ~~The OC shall publish the complete academic programme at least 2 months before the event.~~
- ~~If requested by the speaker for their presentation, the OC shall aim to organise and have at the speakers' disposal, any materials deemed necessary by the speaker, like flip chart, flip chart papers, markers and a video projector.~~
- ~~The OC shall ensure that there is free wireless internet access at the lecture location.~~
- ~~There shall be at least one representative of the OC present during the academic programme at the disposal of the speakers and participants.~~

Social Programme

- ~~The OC shall provide a diverse social and cultural programme each day of the official programme with the aim of giving participants the opportunity to get to know each other as well as the culture of the country.~~
- ~~The OC shall provide sightseeing to the participants of the ELSA Law School.~~
- ~~There shall be at least one representative of the OC per 10 participants present at the official social and cultural programme providing all the necessary assistance to the participants during the ELSA Law School.~~
- ~~The OC shall ensure that the premises for the social programme are compliant with the relevant industry safety standards.~~

Promotion:

- ~~The Organiser shall use the ELSA Law Schools marketing kit provided by ELSA International as part of the unification of the programme.~~
- ~~The Organiser shall at all times follow the rules of ELSA's Corporate Identity.~~

Chapter 3. ELSA Law Schools

Article 1. Definition

1.1 ELSA Law Schools is a Flagship Project of ELSA which is organised by the Organising Committee of one or more National or Local Groups and coordinated by ELSA International which fulfills the requirements regulated in this Chapter.

Article 2. Requirements of ELSA Law Schools

2.1 ELSA Law Schools shall:

- a. Aim to be annual;
- b. Be open for everyone and conducted in English;
- c. Last for at least seven days. The seven days are calculated excluding the day of arrival but including the day of departure;
- d. Comprise of an academic, cultural and social programme. The academic programme shall comprise of at least 20 hours of lectures followed by workshops or any other interactive activities, which deepen and emphasise different areas of the lecture. The minimum academic programme shall not include an obligatory extra time to revise the lectures and prepare for the next lessons. If the duration of the ELSA Law School exceeds seven days, the total academic programme shall be prolonged by four hours per each extra day;
- e. Be organised in a close co-operation of an academic or institutional partner who shall ensure the quality of the academic programme. The academic or institutional partner shall be a law faculty, public institution, law firm or any other legal entity which is entitled to provide education, professional legal services, or otherwise associated professionals in a particular field of law;
- f. Comply with the Quality Standards of ELSA Law Schools regulated in Article 4. of this Chapter.

Article 3. ELSA Law School Cycle

3.1 ELSA Law School Cycle is specified in the ELSA Law Schools Cycle Calendar period, during which ELSA Law Schools are being organised and during which the specified deadlines are binding for the Organising Committees of ELSA Law Schools.

3.2 There shall be two ELSA Law School Cycles during one calendar year: the Winter ELSA Law Schools Cycle and the Summer ELSA Law Schools Cycle.

- a. To qualify into the Winter ELSA Law Schools Cycle, the ELSA Law School shall take place between the second week of December and the third week of March.
- b. To qualify into the Summer ELSA Law Schools Cycle, the ELSA Law School shall take place between the first week of July and the third week of September.

3.3 The ELSA Law Schools Cycle shall comprise of seven periods: specification, preparation, application, selection, additional application, additional selection, event, and evaluation.

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3.4 The International Board of ELSA may waive ELSA Law Schools Cycle if there are less than five ELSA Law Schools specified for the respective ELSA Law Schools Cycle.

Article 4. Responsibilities

4.1 ELSA International shall:

- a. Coordinate and control the quality of ELSA Law Schools;
- b. During the specification period announce to National Groups the start of the respective ELSA Law Schools Cycle by sending the ELSA Law Schools Specification Form together with the respective ELSA Law Schools Cycle Calendar by:
 - i. The end of July for the Winter ELSA Law Schools Cycle; and
 - ii. The end of October for the Summer ELSA Law Schools Cycle;
- c. End the specification period by:
 - i. August for the Winter ELSA Law Schools Cycle; and
 - ii. December for the Summer ELSA Law Schools Cycle;
- d. During the preparation period:
 - i. Provide support to the Organising Committees of ELSA Law Schools through a coaching system;
 - ii. Provide joint promotion of ELSA Law Schools;
 - iii. Provide the Organising Committees of ELSA Law Schools with the ELSA Law Schools Marketing Kit in due time specified in the ELSA Law Schools Cycle Calendar;
 - iv. Organise the ELSA Law Schools Training Weekend;
- e. During the application and the additional applications period, coordinate unified application process for all ELSA Law Schools and collect all the applications received;
- f. During the selection period, add ELSA Law Schools to the additional application period upon request submitted by the Organising Committee of an ELSA Law School;
- g. Send unified evaluation forms to the participants of all ELSA Law Schools by the end of each ELSA Law Schools Cycle, and evaluate them with the respective Organising Committees of ELSA Law Schools;
- h. Create, annually revise and, if necessary, update tools to facilitate the organisation of ELSA Law Schools.

4.2 The Organising Committees of ELSA Law Schools shall:

- a. During the specification period, submit the ELSA Law Schools Specification Form;
- b. Provide all information required by ELSA International without undue delay;
- c. Pay the ELSA Law Schools Administrative Fee in due time as specified in the ELSA Law Schools Cycle Calendar;
- d. During the evaluation period, submit an ELSA Law Schools Evaluation Form.

Article 5. ELSA Law Schools Training Weekend

5.1 The International Board of ELSA shall organise annually the ELSA Law Schools Training Weekend to train the Organising Committees of ELSA Law Schools.

5.2 Each Organising Committee of ELSA Law Schools has a right to appoint one representative to attend the ELSA Law Schools Training Weekend.

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5.3 The cost of participation in the ELSA Law Schools Training Weekend for at least one representative from each Organising Committee of ELSA Law Schools shall be covered by the ELSA Law Schools Administrative Fee and it shall include the training, accommodation and meals.

Article 6. Quality Standards of ELSA Law Schools

6.1 General Quality Standards of ELSA Law Schools shall be the following:

- a. Participants of an ELSA Law School shall be provided with immediate action and necessary assistance in issues involving medical attention. There shall be at least one member of the Organising Committee of the ELSA Law School present at the hospital or other medical institution should a participant unless otherwise requested by the participant;
- b. Participants of an ELSA Law School shall be provided with all the necessary information with regards to the whole programme of the ELSA Law School at least three weeks prior to the opening of the ELSA Law School including at least a detailed description of the accommodation, available equipment and facilities therein, and other information about logistics;
- c. Participants of an ELSA Law School shall be provided with a participants' badge including at least the name of the participant, the address of the accommodation, the phone number of the Head of the Organising Committee of the ELSA Law School and the phone number of the emergency services in the country of the ELSA Law School;
- d. Participants of an ELSA Law School shall be provided with a reception package upon their arrival at the ELSA Law School, including at least the programme of the ELSA Law School and information about the city.

6.2 Quality Standards of ELSA Law Schools relating to accommodation and meals served during an ELSA Law Schools shall be the following:

- a. Information about the accommodation shall be shared with the prospective participants of an ELSA Law School the latest with the opening of the application period;
- b. No more than six participants shall be accommodated in one room;
- c. Rooms shall be divided between the participants of an ELSA Law School based on their gender, unless they agreed otherwise;
- d. Only participants of an ELSA Law School shall be accommodated together in one room, unless they agreed otherwise;
- e. At least one showering facility and one toilet shall be at disposal of every six participants of an ELSA Law School;
- f. Rooms and bathrooms shall be cleaned at least once every two days;
- g. Free wireless internet connection shall be at the disposal of the participants of an ELSA Law School in the venue of the accommodation;
- h. Served meals shall be diverse and shall respect dietary restrictions, allergies and preferences of the participants of an ELSA Law School stated by them in the application form;
- i. Water shall be included in every meal served to the participants of an ELSA Law School.

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6.3 Quality Standards of ELSA Law Schools relating to transportation used during an ELSA Law School shall be the following:

- a. Public transportation tickets for the participants of an ELSA Law School shall be purchased in advance, unless it is impossible due to external factors;
- b. Participants of an ELSA Law School shall be taken from the place of arrival or receive a detailed guidance on how to get to the place of destination including information about estimated transportation prices and possible discounts;
- c. A minimum of one member of the Organising Committee of the ELSA Law School shall be present when using public or private transport providing all the necessary assistance to the participants. This shall not apply to participants who are late to the provided transportation or those who have waived their right to the presence of a member of the Organising Committee of the ELSA Law School.

6.4 Quality Standards of ELSA Law Schools relating to academic programme of an ELSA Law School shall be the following:

- a. Draft academic programme of an ELSA Law School shall be published the latest with the opening of the application period and a complete academic programme the latest two months before the starting date of an ELSA Law School;
- b. Materials relevant for the academic programme shall be distributed to the participants of an ELSA Law School at least three weeks prior to the event;
- c. At least six speakers with various academic backgrounds shall be delivering the academic programme of an ELSA Law School;
- d. At least two speakers delivering the academic programme of an ELSA Law School shall be international, wherein international means either being based or having an academic or professional experience in a different country than the country, where an ELSA Law School takes place;
- e. Free wireless internet access shall be at the disposal of the participants and speakers of the ELSA Law School in the venue of the academic programme;
- f. At least one member of the Organising Committee of the ELSA Law School shall be present during the academic programme in order to be at the disposal of the speakers and participants of the ELSA Law School;
- g. A certificate of participation shall be granted to participants of an ELSA Law School, however only to those participants, who attended at least 85% of the academic programme of an ELSA Law School. If this requirement is not fulfilled, the Organising Committee of the ELSA Law School may decide whether or not a the absence of a participant of the ELSA Law School is justified;

6.5 Quality Standards of ELSA Law Schools relating to social and cultural programmes of an ELSA Law School shall be the following:

- a. The social programme shall be diverse, be provided each day of the official programme of an ELSA Law School, and aim at giving the participants of the ELSA Law School the opportunity to get to know each other as well as the culture of the country;
- b. The cultural programme shall include at least sightseeing;
- c. At least one member of the Organising Committee of an ELSA Law School per 10 participants shall be present at the official social and cultural programmes of an ELSA

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Law School, providing all necessary assistance to the participants of an ELSA Law School.

6.6 Quality Standards of ELSA Law Schools relating to promotion of an ELSA Law School shall be the following:

- a. All marketing materials used to promote an ELSA Law School shall be complaint with the ELSA Law Schools marketing kit;
- b. An ELSA Law Schools portfolio published on the ELSA Law Schools website shall include at least: a description of the event, information about the venue of the event, a preliminary academic and social programmes, and contact information of the Organising Committee of the ELSA Law School.

Article 7. Compliance and quality control of ELSA Law Schools

7.1 ELSA International shall have the power to:

- a. Check the revenues and expenditures of an ELSA Law School;
- a. Check the qualification of the speakers of an ELSA Law School;
- b. Ask the Organising Committee of an ELSA Law School for information and clarifications.

7.2 In case of breach, the International Board of ELSA shall try to solve the issue by means of dialogue. Should this dialogue be unsuccessful, the International Board of ELSA may:

- a. Inform the respective National Group about the attitude of the Organising Committee in order for it to take the appropriate internal measures;
- b. Remove the respective ELSA Law School from the current ELSA Law Schools Cycle after delivering to the Organising Committee of an ELSA Law School involved three official notifications regarding its breach of regulations concerning ELSA Law Schools, giving the Organising Committee of an ELSA Law School appropriate time to solve the breach of regulations each time, in order to prevent it from using the “ELSA Law School” label;
- c. Accept an ELSA Law School into the ELSA Law Schools Cycle after the end of the specification period upon presentation of an individual case;
- d. Allow the Organising Committee of an ELSA Law School to deviate from the regulations concerning ELSA Law Schools upon presentation of an individual case and in case of allowing deviation from the quality standards of ELSA Law Schools in particular, to ask the Organising Committee of an ELSA Law School to notify applicants and participants about differing quality standards.

7.3 The Vice President in charge of Seminars and Conferences of the International Board of ELSA shall report in an area workshop during the International Council Meeting about the use of powers listed under Article 7.2 of this Chapter.

Comments:

Proposal introduces a new structure of the International Council Meeting Decision Book embodied in uniform Chapters and Articles.

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In Article 1. of this Chapter, the International Board of ELSA proposes a slightly altered definition of an ELSA Law School, changing *inter alia* non-existent phrase “ELSA Group” into “National Groups”.

As for the requirements of ELSA Law Schools (Article 2.), an adjective “scientific”, used to describe the learning characteristic of the project, is proposed to be replaced with “academic”, which reflects characteristics of the project better. Additionally, according to the Cambridge dictionary scientific means “relating to science, or using the organized methods of science”. Moreover, the role of an academic/institutional partner is proposed to be changed from “guaranteeing and supervising” into “ensuring” the quality of the academic programme. The International Board of ELSA is confident that this way the mentioned provision will reflect the reality better, as well as eliminate any possible confusion or misunderstanding as to the content of the provision on the side of the National Groups. Following that, an obligation to comply with the ELSA Law Schools Cycle has been removed as it is a nature of the regulation to be binding. Hence, there is no need of a provision underling an obligation to comply with the regulation, which is already binding. Lastly, an obligation to comply with the quality standards of ELSA Law Schools has been added. This is due to the fact that quality standards in nature shall not be a part of the International Council Meeting Decision Book, as they constitute obligations of Organising Committees, which are not subject of International Council Meeting Decision Book. Hence, this (interim) provision ensures execution of the quality standards, before they will be placed somewhere they naturally belong, namely the ELSA Law Schools Agreement. As for the content of the quality standards (Article 6.), the wording has been slightly altered, without any major changes.

As for the regulation of the ELSA Law School Cycle, it has been rephrased and some definitions have been added. Additionally, responsibilities deriving from different periods of an ELSA Law Schools Cycle have been moved to the article regulating responsibilities (Article 4. of this Chapter), where they naturally belong.

As for the responsibilities part (Article 4. of this Chapter), above all what was already mentioned, some of the responsibilities have been moved to the quality standards part (Article 6. of this Chapter). This is because they regulate the relationship between the Organising Committee and the applicants/participants of ELSA Law Schools. Moreover, in order to ensure execution of the responsibilities of the Organising Committees, before they will be placed somewhere they naturally belong, namely the ELSA Law Schools Agreement (signed between the International Board of ELSA and the Organising Committee of an ELSA Law School), they remain in the International Council Meeting Decision Book. Notwithstanding, after the creation of the ELSA Law Schools Agreement, they shall be removed from the International Council Meeting Decision Book. As a reminder, the Organising Committee of an ELSA Law School is not subject of the International Council Meeting Decision Book, hence any responsibilities imposed on it, shall not be regulated therein.

As for the ELSA Law Schools Training Weekend, due to its extensive regulation, it has been moved to another, separate article of this Chapter.

As for the provisions falling under “Compliance and quality control of ELSA Law Schools”, they have been rephrased and restructured. No major content changes.

No 69: International Council Meeting Decision Book amendment concerning the ELSA Delegations section of the Seminars and Conferences part

The International Board is proposing the following to the International Council:

~~ELSA Delegations~~

1. Definition

~~1.1 ELSA Delegations is a project which aims to allow ELSA Delegates to represent ELSA International as appointed delegates in meetings and sessions of organisations and institutions where ELSA has a special observership status or cooperates with.~~

~~1.2 An ELSA Delegate is a member or an alumnus of an ELSA Group appointed by ELSA International to participate in an ELSA Delegation.~~

~~1.3 There are several calls for the ELSA Delegations throughout the year. The Call for ELSA Delegations consists of the opportunities provided by ELSA International in the meetings and sessions of organisations and institutions where ELSA has a special observership status or cooperates with.~~

2. Quality Standards

~~2.1 The Call for ELSA Delegations shall include a clear description of the event, practical information and a general task description for the ELSA Delegates. The Call for Applications shall be actively promoted in National Groups by the National Board.~~

~~2.2 All applicants shall provide ELSA International with the necessary documentation, as specified in the guidelines for the selection, to prove their academic qualification and ELSA background as stated in the application.~~

~~2.3 It is up to the discretion of ELSA International to appoint the ELSA Delegates, using the principles of objectivity, neutrality and equality.~~

~~2.4 The ELSA Delegate~~

- ~~• shall be a member of ELSA or its alumni organisation,~~
- ~~• should have a solid ELSA background and actively participated in ELSA's activities,~~
- ~~• should have an academic competence in the field of law connected to the work of the institution and the topic of the event.~~

3. Responsibilities

3.1 Responsibilities of ELSA International:

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- ~~ELSA International shall coordinate the participation of ELSA representatives in events and meetings organised by international institutions and organisations.~~
- ~~ELSA International shall research events organised by international institutions and organisations and provide the Network with the relevant information.~~
- ~~ELSA International shall prepare the Call for Applicants including the guidelines for the selection of ELSA Delegates.~~
- ~~ELSA International should select the participants objectively within seven days after the application deadline according to the Guidelines for ELSA Delegations and appoint a Head of Delegation.~~
- ~~ELSA International shall inform the applicants about the selection and provide the delegates, especially the Head of Delegation, with the necessary information, the contact details of every delegate and upon request a letter of recommendation.~~
- ~~The National Group of each delegate shall be informed by ELSA International about the selection of its members or its Local Groups' members prior to the respective session.~~

3.2 Responsibilities of the ELSA Delegates:

- ~~The ELSA Delegates shall inform ELSA International in advance of any official positions or statements they wish to make, attaching a summary of the scientific background. The positions or statements can be announced only after the approval of ELSA International.~~
- ~~Each member of the delegation shall fill in a comprehensive survey, which will represent the delegation report on the objectives achieved and the means used, including the activities of every member of the delegation and submit it within two weeks after the end of the event to ELSA International. The report should include the contacts made with individuals and institutions. The practical information and the outcome of the report shall be made available to the Network.~~

Chapter 4. ELSA Delegations**Article 1. Definition**

1.1 ELSA Delegations is a Flagship Project of ELSA which aims to allow ELSA members and alumni to represent ELSA as ELSA Delegates appointed by the International Board of ELSA in meetings and sessions of organisations and institutions in which ELSA has a special observership status or with which ELSA cooperates.

Article 2. Responsibilities**2.1 ELSA International shall:**

- a. Coordinate participation of ELSA Delegates in ELSA Delegations;
- b. Research events organised by international institutions and organisations and provide National Groups with relevant information;
- c. Prepare and announce to National Groups Calls for ELSA Delegations, consisting of clear descriptions and practical information about the sessions included in the Call, a general

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task description of ELSA Delegates, and the selection criteria used by the International Board of ELSA when selecting ELSA Delegates;

- d. Inform National Groups about selection of its members or alumni prior to the starting date of a respective ELSA Delegation;
- e. Create, annually revise and, if necessary, update guidelines and other tools related to ELSA Delegations.

2.2 National Groups shall:

- a. Check the membership status of applicants for ELSA Delegations stating to be members of that National Group after receiving a notification about such applications from ELSA International. In case of lack of such membership, inform ELSA International about it;
- b. Distribute to Local Groups information about the Calls for ELSA Delegations as received by ELSA International.

Comments:

Proposal introduces a new structure of the International Council Meeting Decision Book embodied in uniform chapters and articles.

As for the definitions part, the definition of an ELSA Delegate has been merged with the definition of ELSA Delegations constituting one complex provision. The definition of an ELSA Delegations Call has been moved to the responsibilities of ELSA International part of this Chapter (Article 2.1 c), where it supplements the description of the task of ELSA International relating to ELSA Delegations Calls.

Former “quality standards” part is proposed to be removed as its content is not subject to the International Council Meeting Decision Book and is included in the Terms and Conditions of ELSA Delegations, which regulate the relationship between ELSA and an applicant/ELSA Delegate.

As for the responsibilities of ELSA International, some of them have been removed as they refer to the relationship between ELSA International and an applicant/ELSA Delegate. Such a relationship is not subject to the International Council Meeting Decision Book, but Terms and Conditions of ELSA Delegations. Same applies to the responsibilities of an ELSA Delegate, which have been removed completely. Moreover, the proposal introduces responsibilities of National Groups, which reflect common practise.

No 70: International Council Meeting Decision Book amendment concerning the International Conferences of ELSA section of the Seminars and Conferences part

The International Board is proposing the following to the International Council:

~~International Conferences of ELSA~~

1. Definition

~~1.1 International Conferences of ELSA are international events organised by the Organising Committees of one or more ELSA Groups that fulfil the requirements regulated in this section. International Conferences of ELSA can be defined by an international nature, a focus on the scientific aspect of law and the intention of having an audience largely comprised of international participants.~~

~~1.2 Requirements of International Conferences of ELSA:~~

- ~~● Conducted in English;~~
- ~~● Lasting for at least 2 days. The 2 days are calculated excluding the day of arrival but including the day of departure;~~
- ~~● Comprising of a scientific and social programme;~~
- ~~● Being organised in close cooperation with an academic or institutional partner. The partner shall supervise and guarantee the quality of the scientific programme.~~
- ~~● Including at least 10 hours of the scientific programme. If the duration of the event exceeds 2 days, the total scientific programme shall be prolonged by 5 hours per each extra day.~~

2. Responsibilities

~~2.1 Responsibilities of ELSA International:~~

- ~~a. to coordinate and supervise International Conferences of ELSA;~~
- ~~b. to collect and compile information submitted by Organising Committees on the International Conferences of ELSA website, and publish them therein at least one week before the date indicated in the relevant Event Specification Form as the beginning of the application period for the relevant event;~~
- ~~c. to provide support to the Organising Committees through the coaching system;~~
- ~~d. to provide joint promotion of International Conferences of ELSA;~~
- ~~e. to execute adequate Quality Control.~~

~~2.2 Responsibilities of Organising Committees:~~

- ~~a. to follow the regulations concerning International Conferences of ELSA~~
- ~~b. to fill in the Event Specification Form at least three months before the event;~~
- ~~c. to provide all information necessary for the purpose of creating the portfolio of the respective International Conference of ELSA on the International Conferences of ELSA website at least one~~

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- month before the date indicated in the relevant Event Specification Form as the beginning of the application period for the respective event;
- d. to follow the maximum participation fees regulated in the Financial Management part of the International Council Meeting Decision Book;
- e. to publish a preliminary academic programme of the International Conference of ELSA no later than the opening date of the application period;
- f. to publish the complete academic programme at least one month before the event;
- g. to distribute the relevant academic programme materials at least two weeks before the event;
- h. to provide all participants with a welcome package including the programme of the International Conference of ELSA;
- i. to grant participants with a certificate of participation after the end of the academic programme of the event;
- j. to fill in the Event Evaluation Form no later than one month after the event.

3. Quality Standards

3.1 International Conferences of ELSA shall comply with the following Quality Standards set for different aspects of the event.

General:

- The Organising Committee shall be a responsible party in relation to all matters involving participants and speakers;
- The Organising Committee shall provide all participants with a participant badge including at least the name of the participant, the address of the venue of the event and the phone number of the Head of OC;
- The Organising Committee shall ensure that the premises where the programme of the International Conference of ELSA takes place are compliant with the relevant industry safety standards.

Academic programme:

- There shall be at least six speakers with various academic and professional backgrounds;
- At least one third of the speakers shall be international, wherein international means either being based or having an academic or professional experience in a different country than the country, where an International Conference of ELSA takes place;
- The Organising Committee shall ensure that there are materials deemed necessary by the speaker, like flip chart, flip chart papers, markers and a video projector, at their disposal;
- The Organising Committee shall ensure that there is a free wireless internet access at the event venue;
- There shall be at least two representatives of the Organising Committee present during the academic programme and be at the disposal of the speakers and participants.

Social programme:

- The Organising Committee shall provide social programme with the aim of facilitating networking each day of the official programme of the event;
- In the case of the organisation of a gala ball, there is no obligation imposed on the Organising Committee to organise an additional social programme for those participants, who are not attending the gala ball;
- There shall be at least one representative of the Organising Committee present during the social programme, providing all necessary assistance to the participants;

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- ~~In the case of the organisation of a gala ball, the food and drinks shall meet the dietary restrictions of the participants and shall correspond to the price of the gala ball.~~

Meals:

- ~~There shall be alternative meals provided with respect to dietary restrictions, allergies and preferences of the participant in question when stated in the application form;~~
- ~~Lunch shall be provided for every day of the official programme of the International Conference of ELSA, excluding either the day of arrival, or the day of departure;~~
- ~~A coffee break shall be provided during each day of the academic programme of the event;~~
- ~~Water, coffee, tea and snacks shall be included in the coffee break;~~
- ~~Water shall be distributed to the speakers of the event.~~

Promotion:

- ~~The Organising Committee shall use the International Conferences of ELSA marketing kit provided by ELSA International as a part of the unification of the programme;~~
- ~~ELSA International shall publish portfolios of International Conferences of ELSA on the International Conferences of ELSA website, based on the information provided by the Organising Committee. The portfolios shall include at least: description of the event, information about the venue of the event, preliminary academic and social programme, link to the relevant application form, and contact information;~~
- ~~The Organising Committee shall at all times follow the rules of ELSA's Corporate Identity.~~

4. Quality Control

4.1 ~~The International Board, especially the Vice President in charge of Seminars and Conferences, shall control the quality of International Conferences of ELSA. This includes particularly the resolution of complaints.~~

For this purpose, the International Board shall have the power:

- ~~to check the revenues and expenditures;~~
- ~~to check the qualification of the speakers;~~
- ~~to ask the Organising Committee for the relevant information and clarification;~~
- ~~to control the compliance with the internal regulations of ELSA.~~

4.2 ~~In order to prevent potential problems regarding the organisation of International Conferences of ELSA, ELSA International shall undertake a coaching role during the whole process.~~

4.3 ~~The International Board shall solve the disputes primarily by means of dialogue. Its executive powers shall be used only when there is no other option to protect the reputation of ELSA and the interests of the participants.~~

4.4 ~~For Quality Control, the International Board shall have, in case of a breach of regulations concerning International Conferences of ELSA, executive powers:~~

- a. ~~to resolve and answer each complaint delivered to ELSA International;~~

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- ~~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 International Conferences of ELSA from the International Conferences of ELSA website, after delivering to the Organising Committee involved three official notifications regarding its breach of regulations concerning International Conferences of ELSA, giving the Organising Committee appropriate time to solve the breach of regulations each time, in order to prevent it from using the “International Conferences of ELSA” label;~~
- ~~d. to allow an Organising Committee to use the “International Conferences of ELSA” label irrespective of neglecting the obligation to specify the event in due time, upon presentation of an individual case;~~
- ~~e. to allow the Organising Committee to deviate from the regulations concerning International Conferences of ELSA upon presentation of an individual case.~~

Chapter 5. International Conferences of ELSA

Article 1. Definition

1.1 International Conferences of ELSA (ICE) is a Flagship Project of ELSA which is organised by Organising Committees of one or more National or Local Groups and coordinated by ELSA International, which fulfils the requirements regulated in this Chapter.

1.2 International Conferences of ELSA shall be defined by an international nature, a focus on the academic aspect of law, and the intention of having an audience largely comprised of international participants.

Article 2. Requirements

2.1 International Conferences of ELSA shall:

- a. Be conducted in English;
- b. Last for at least two days calculated excluding the day of arrival but including the day of departure;
- c. Comprise of academic and social programmes. The academic programme shall be at least 10 hours. If the duration of the event exceeds two days, the total academic programme shall be prolonged by five hours per each extra day;
- d. Be organised in close co-operation of an academic or institutional partner that shall ensure the quality of the academic programme. The academic or institutional partner shall be a law faculty, public institution, law firm or any other legal entity which is entitled to provide education, professional legal services or otherwise associated professionals in a particular field of law;
- e. Comply with the Quality Standards of International Conferences of ELSA as specified under Article 4 of this Chapter.

Article 3. Responsibilities

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3.1 ELSA International shall:

- a. Coordinate and control the quality of International Conferences of ELSA;
- b. Collect and compile the information submitted by Organising Committees of International Conferences of ELSA on the International Conferences of ELSA website, and publish them therein at least one week before the date indicated in the relevant Event Specification Form as the beginning of the application period for the relevant event;
- c. Provide support to the Organising Committees of International Conferences of ELSA through a coaching system;
- d. Provide joint promotion of International Conferences of ELSA;
- e. Create, annually revise and, if necessary, update tools facilitating the organisational process of International Conferences of ELSA.

3.2 Organising Committees of International Conferences of ELSA shall:

- a. Submit the International Conferences of ELSA Specification Form at least three months before the starting date of the respective International Conference of ELSA;
- b. Provide all information necessary for the purpose of creating the portfolio of the respective International Conference of ELSA on the International Conferences of ELSA website at least one month before the date indicated in the relevant Event Specification Form as the beginning of the application period for the respective event;
- c. Submit International Conferences of ELSA Evaluation Form no later than one month after the last date of the respective International Conference of ELSA.

Article 4. Quality Standards4.1 General Quality Standards of International Conferences of ELSA shall be the following:

- a. Participants of an International Conference of ELSA shall be provided with a participants' badge including at least the name of the participant, the venue of the event, and the phone number of the Head of Organising Committee of the International Conference of ELSA;
- b. Participants of an International Conference of ELSA shall be provided with a welcome package including at least the programme of the International Conference of ELSA.

4.2 Quality Standards of International Conferences of ELSA relating to the academic programme of an International Conference of ELSA shall be the following:

- a. The draft academic programme of an International Conference of ELSA shall be published the latest with the opening of the application period and a complete academic programme the latest one month before the start date of the International Conference of ELSA;
- b. Materials relevant for the academic programme shall be distributed to the participants an International Conference of ELSA at least two weeks prior to the starting date of the International Conference of ELSA;
- c. At least six speakers with various academic backgrounds shall be delivering the academic programme of an International Conference of ELSA;
- d. At least one-third of speakers delivering the academic programme of an International Conference of ELSA shall be international, wherein international means either being based or having an academic or professional experience in a different country than the country where an International Conference of ELSA takes place;

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- e. Free wireless internet access shall be at the disposal of the participants and speakers of an International Conference of ELSA at the venue of the academic programme;
- f. At least two members of the Organising Committee of an International Conference of ELSA shall be present during the academic programme and be at the disposal of the speakers and participants of the International Conference of ELSA;
- g. Certificate of participation shall be granted to the participants of an International Conference of ELSA who have attended the entire academic programme of the International Conference of ELSA.

4.3 Quality Standards of ELSA Law Schools relating to social programme of an International Conference of ELSA shall be the following:

- a. The social programme shall be provided each day of the official programme of an International Conference of ELSA with the aim of facilitating networking;
- b. In the case of the organisation of a gala ball, there is no obligation imposed on the Organising Committee of an International Conference of ELSA to organise an additional social programme for those participants, who are not attending the gala ball.
- c. In the case of the organisation of a gala ball, the food and drinks shall respect the dietary restrictions and allergies of the participants of an International Conference of ELSA and shall correspond to the price of the gala ball.
- d. At least one member of the Organising Committee of an International Conference of ELSA shall be present during the official social programme, providing all necessary assistance to the participants of the International Conference of ELSA.

4.4 Quality Standards of International Conferences of ELSA relating to meals served during an International Conferences of ELSA shall be the following:

- a. Served meals shall respect dietary restrictions, allergies and preferences stated by the participants of an International Conference of ELSA in the application form;
- b. Lunch shall be provided for every day of the official programme of the International Conference of ELSA, excluding either the day of arrival or the day of departure;
- c. Coffee break shall be provided during each day of the academic programme of an International Conference of ELSA and shall include at least water, coffee, tea and snacks;
- d. Water shall be distributed to the speakers of an International Conference of ELSA.

4.5 Quality Standards of International Conferences of ELSA relating to the promotion of an International Conference of ELSA shall be the following:

- a. All marketing materials used to promote an International Conference of ELSA shall be compliant with the International Conferences of ELSA marketing kit created and made available to the Organising Committees of International Conferences of ELSA by ELSA International;
- b. An International Conference of ELSA portfolio published on the International Conferences of ELSA website shall include at least a description of the event, information about the venue of the event, a preliminary academic and social programme, the link to the relevant application form, and contact information of the Organising Committee of an International Conference of ELSA.

Article 5. Compliance and quality control

5.1 ELSA International shall have the power to:

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- a. Check the revenues and expenditures of an International Conference of ELSA;
- b. Check the qualification of the speakers of an International Conference of ELSA;
- c. Ask the Organising Committee of an International Conference of ELSA for information and clarifications.

5.2 In case of breach, the International Board of ELSA shall try to solve the issue by means of dialogue. Should this dialogue be unsuccessful, the International Board of ELSA may:

- a. Inform the respective National Group about the attitude of the Organising Committee in order for it to take the appropriate internal measures;
- b. Remove the respective International Conference of ELSA from the International Conferences of ELSA website, after delivering to the Organising Committee involved three official notifications regarding its breach of regulations concerning International Conferences of ELSA, giving the Organising Committee appropriate time to solve the breach of regulations each time, in order to prevent it from using the “International Conferences of ELSA” label;
- c. Allow an Organising Committee to use the “International Conferences of ELSA” label irrespective of neglecting the obligation to specify the event in due time, upon presentation of an individual case;
- d. Allow the Organising Committee to deviate from the regulations concerning International Conferences of ELSA upon presentation of an individual case and in case of allowing deviation from the quality standards of International Conferences of ELSA in particular, to ask the Organising Committee to notify applicants and participants about differing quality standards.

7.3 The Vice President in charge of Seminars and Conferences of the International Board of ELSA shall report in an area workshop during the International Council Meeting about the use of powers listed under Article 5.2 of this Chapter.

Comments:

The proposal introduces a new structure of the International Council Meeting Decision Book embodied in uniform chapters and articles.

In the whole proposal, an adjective “scientific”, used to describe the learning characteristic of an event, is proposed to be replaced with “academic”, which reflects characteristics of the event better. Additionally, according to the Cambridge dictionary, scientific means “relating to science, or using the organized methods of science”.

As for the requirements part, the role of an academic/institutional partner is proposed to be changed from “guaranteeing and supervising” into “ensuring” the quality of the academic programme. The International Board of ELSA is confident that this way the mentioned provision will reflect the reality better, as well as eliminate any possible confusion or misunderstanding as to the content of the provision on the side of the National Groups.

As for the responsibilities of ELSA International, minor content changes are being proposed, which are generally not altering the meaning of the whole regulation.

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As for the responsibilities of the Organising Committees, in order to ensure execution of their responsibilities, before those responsibilities will be placed somewhere they naturally belong, namely the International Conferences of ELSA Agreement (signed between the International Board of ELSA and the Organising Committee of an International Conferences of ELSA), they remain in the International Council Meeting Decision Book. Notwithstanding, after the creation of the mentioned agreement, they shall be removed from the International Council Meeting Decision Book. Same applied to the quality standards of International Conferences of ELSA. As a reminder, the Organising Committee of an International Conference of ELSA is not subject of the International Council Meeting Decision Book, hence any responsibilities imposed on it, shall not be regulated therein.

Lastly, rephrasing that was made in the quality standards and compliance part follows the one proposed in the ELSA Law Schools Chapter proposal.

No 71: International Council Meeting Decision Book amendment concerning the Core S&C events, Study Visits and Institutional Visits section of the Seminars and Conferences part

The International Board is proposing the following to the International Council:

Core S&C Events

1. Lectures

A lecture is a discourse within a certain area of law given by a professional speaker. The topic is discussed in a plenary.

2. Panel Discussions

A panel discussion is an event where two or more experts discuss issues of a specific legal topic in front of an audience.

3. Seminars

A seminar is an event, which consists of several lectures about a legal topic or field of law. The topic is discussed in a plenary.

4. Conferences

A conference is an event that entails more individual participation and scientific contribution than a seminar. The topic(s) is/are discussed in workshops to finally be reported to a plenary. It is recommended to make a short outline on the reached goals, especially with regards to scientific contribution after the event.

Study Visits

1. Definition

Study Visits are academic, cultural and social exchanges which are organised between one Local or National Group of ELSA and at least one other Group of ELSA, ALSA, DLSA or ILSA.

Study Visits can be:

- d. Unilateral, when one group visits another group;
- e. Bilateral, when two groups visit each other in turn;
- f. Multilateral, when several groups visit one group.

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2. Quality Standards

~~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.~~

~~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.~~

~~2.3 The academic programme shall have an average duration of a minimum of three hours per day.~~

~~2.4 The Study Visit agreement shall be concluded between the groups participating in the Study Visit. The agreement shall be sent to ELSA International.~~

3. Responsibilities

3.1 Responsibilities of the Hosting Group:

- ~~d. To organise the academic programme of the Study Visit.~~
- ~~e. To organise a cultural and a social programme including sightseeing.~~
- ~~f. The Hosting Group should take care of accommodation and meals for the participants and also provide all the information required (especially VISAs, letter of invitation and other legal documents required), unless agreed otherwise by the parties.~~

3.2 Responsibilities of the Visiting Group:

- ~~d. To pay the deposit or pay the accommodation fee and any other necessary fees in advance.~~
- ~~e. To be an active part of the Study Visit, especially during the academic programme.~~
- ~~f. To collaborate in everything required by the Hosting Group.~~

4. Study Visit Portal

~~4.1 National Groups shall collect the information for the Study Visits Portal from the local groups and submit it to ELSA International. The Study Visits Portal shall contain at least the following information about each local group:~~

- ~~• A short description of the group's history and location;~~
- ~~• Information about the surroundings and climate;~~
- ~~• Preferred periods for a Study Visit;~~
- ~~• Permanent contact information.~~

~~4.2 ELSA International shall collect and compile the information submitted by national groups for the Study Visits Portal, and make the completed Study Visits Portal available, via an online system, for all S&C officers.~~

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5. Damages

5.1 ~~The hosting group may request a deposit from the visiting group(s). The deposit and its use shall be agreed by the participating parties in advance.~~

5.2 ~~If the Study Visit agreement is not concluded and a damage occurs, the deposit may not be fully refunded in the event of:~~

- ~~• withdrawal of the visit if the organising group already has a proven financial loss, the organising group shall determine the latest date to cancel the visit without forfeiting the deposit;~~
- ~~• damage incurred during the visit, for example financial loss incurred as a result of material damage.~~

5.3 ~~The visiting party is responsible for their insurance.~~

Institutional Visits

1. Definition

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.~~

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.~~

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.~~

2. Responsibilities

2.1 Responsibilities of the National Groups:

- ~~d. To ensure that the local groups follow the procedure of the Institutional Relations regulations under Decisions relating to BEE.~~
- ~~e. To ensure that the local groups submit the Event Specification to ELSA International.~~
- ~~f. To ensure that the local groups submit the Evaluation Form no later than three weeks after the event.~~

2.2 Responsibilities of the Organising Groups:

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- ~~d. To inform ELSA International and follow the procedure of the Institutional Relations Regulations under Decisions relating to BEE.~~
- ~~e. To complete the Event Specification Form.~~
- ~~f. To complete the Evaluation Form and send it to the national group and ELSA International not later than three weeks after the event.~~

Chapter 6. Other Seminars & Conferences events

Article 1. Lectures

1.1 A lecture is a discourse within a certain area of law given by a speaker with a professional or academic background. The topic is discussed in a plenary.

Article 2. Panel discussions

2.1 A panel discussion is an event where two or more experts discuss issues of a specific legal topic in front of an audience.

Article 3. Seminars

3.1 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.

Article 4. Conferences

4.1 A conference is an event that entails more individual participation and academic contribution than a seminar. The topic(s) shall be discussed in workshops to be reported to a plenary.

Article 5. Webinars

5.1 A webinar is any event, which is broadcasted by means of an electronic communications network.

Article 6. Study Visits

6.1 A Study Visit is an event organised by one Local or National Group and at least one other Local or National Group of ELSA or the partner associations of ELSA aiming for an academic, social and cultural exchange through means of sharing cultural experiences and exchange of legal knowledge.

6.2 Study Visits may be unilateral, bilateral and multilateral.

- a. A unilateral Study Visit is a Study Visit during which one participating group visits another participating group;

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- b. A bilateral Study Visits is a Study Visit during which two participating groups visit each other in turn;
- c. A multilateral Study Visit is a Study Visit during which several participating groups visit one participating group.

6.3 Study Visits shall involve at least five participants per participating group.

6.4 Study Visits shall comprise of an academic, social and cultural programme. The academic programme shall have an average duration of a minimum of three hours per day.

6.4 Responsibilities of the participating groups shall be defined in the Study Visit Agreement, which shall be signed by the participating groups and sent to the Vice President in charge of Seminars and Conferences of the International Board of ELSA prior to the start date of the Study Visit.

6.5 Unless agreed otherwise in the Study Visit Agreement, the receiving group shall be responsible for organising academic, social and cultural programmes of the event, providing accommodation and meals, and providing all information necessary, in particular in relation to visa arrangements.

6.6 Unless agreed otherwise in the Study Visit Agreement, the visiting group shall pay the deposit or the accommodation fee and any other necessary fees in advance to the receiving group, be an active part of the Study Visit, especially during the academic programme, collaborate in everything required by the receiving group, and be responsible for its own insurance.

6.7 The receiving group may request a deposit from the visiting group(s). The deposit and its use shall be agreed by the participating groups prior to the starting date of the Study Visit. If damage occurs and the Study Visit Agreement is not concluded, the deposit may not be fully refunded in the event of:

- a. Withdrawal of the Study Visit if the receiving group already has a proven financial loss, the receiving group shall determine the latest date to cancel the Study Visit without forfeiting the deposit;
- b. Damage incurred during the Study Visit, for example, financial loss incurred as a result of material damage.

6.8 ELSA International shall collect and compile information about Local Groups submitted by National Groups for the Study Visits Portal and make the Study Visit Portal available to National and Local Groups via an online platform. The Study Visits Portal shall contain at least a short description of the history and location of a Local Group, information about the surroundings and climate, preferred periods for a Study Visit, and contact information of the Local Group.

Article 7. Institutional Visits

7.1 An Institutional Visit is an event aiming to give the participants a chance to visit and learn more about governmental or non-governmental organisations, public administrations, private institutions, universities or other higher education institutions. The main purpose of the event is the visit itself.

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7.2 Institutional Visits can be national and international.

- a. A national Institutional Visits is a visit 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 receiving group.
- b. An 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.

Comments:

The proposal introduces a new structure of the International Council Meeting Decision Book embodied in uniform chapters and articles.

Former “Core S&C events”, “Study Visits”, “Institutional Visits” and “Other S&C” events are proposed to be merged in one Chapter. This will mainly ensure the order of the S&C part of the International Decision Book.

Apart from some rephrasing and introducing more precision, there are no major changes to the original content of the subject provisions.

No 72: International Council Meeting Decision Book amendment concerning the Definition section of the Student Trainee Exchange Programme part

The International Board is proposing the following to the International Council:

~~DECISIONS RELATING TO STUDENT TRAINEE EXCHANGE PROGRAMME (STEP)~~

Definition

~~The Student Trainee Exchange Programme (STEP) is one of the key areas of ELSA that provides legal traineeships to law students and young lawyers.~~

Part 8. Student Trainee Exchange Programme (STEP)

Chapter 1. Definitions

Article 1. General

1.1 The Student Trainee Exchange Programme (STEP) is a Key Area and a Flagship Project of ELSA that provides legal work opportunities to law students and young lawyers.

1.2 The Student Trainee Exchange Programme shall be open to:

- a. ELSA members free of charge;
- b. External Applicants if they either:
 - i. Are members of an organisation with which ELSA has an agreement for the purpose;
 - ii. Pay the External Application Fee.

Comments:

First, this proposal is in line with the larger restructuring of the International Council Meeting Decision Book. The proposed restructuring of the Definitions chapter of the International Council Meeting Decision Book is in line with the respective chapters of the other Key Areas.

Second, the wording of the Student Trainee Exchange Programme definition is made more accurate by replacing 'legal traineeships' by 'legal work opportunities', since using 'traineeship' as the key term is misleading regarding the nature of the available vacancies.

Third, the articles regulating the natural persons eligible to apply for the Student Trainee Exchange Programme is moved from the STEP Procedure chapter under the Definitions chapter of the International Council Meeting Decision Book. The International Board of ELSA considers that this is in line with the overall way of defining the Flagship Projects of ELSA.

No 73: International Council Meeting Decision Book amendment concerning the STEP Procedure and the STEP Responsibilities section of the Student Trainee Exchange Programme part

The International Board is proposing the following to the International Council:

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

a. Job Hunting

Job Hunting is the period of obtaining the traineeships by ELSA International, National and Local Groups.

b. Launch of the Traineeships

The Launch of the Traineeships describes the publication of STEP traineeships on an online platform. This platform shall be provided by ELSA International.

c. Student Hunting

Student Hunting is the period referring to the acquisition of applicants for the issued traineeships. The application is processed through an online platform provided by ELSA International.

d. External Student Hunting Deadline

The term External Student Hunting Deadline refers to the deadline for the submission of all student applications.

e. Internal Student Hunting Deadline

The term Internal Student Hunting Deadline describes the internal administrative deadline. Upon this deadline the National and Local Officers shall ensure a high level of quality in regards to the applications submitted through the respective National or Local Group.

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~~f. Matching~~~~Matching mainly compasses the reconciliation of requirements given by the traineeship provider and the data of the applicant.~~~~g. Selection~~~~Selection refers to a period during which the traineeship providers may hold interviews with the matched applicants and decide upon the final ranking of the matched applicants.~~~~h. Reception~~~~Reception describes the period in which the Hosting Group prepares for hosting and actually hosts the trainee.~~~~i. Evaluation~~~~Rating by the trainee and the traineeship provider.~~**1.4 STEP Calendar**~~a. First Cycle~~~~i. The Job Hunting Deadline is in October or November.~~~~ii. The Student Hunting Deadlines are before the 24th of December.~~~~b. Second Cycle~~~~i. The Job Hunting Deadline is in March or April.~~~~ii. The Student Hunting Deadlines are in April or May.~~~~e. There has to be at least 3 weeks between the Selection Results Deadline and the date of the Earliest Traineeship Start.~~**2. Traineeships****2.1 Searching for Traineeships**~~a. Each Group, whether Local or National, can only search for traineeships within its own federal state or country. Otherwise, the consent of the Local and National Group of the country the traineeship is located in is required.~~~~b. ELSA International can search for Traineeships or contact externals according to the regulations in the BEE part of the Decision Book (“External Relations/2.Procedures”)~~**2.2 Placement**~~The traineeships can take place in any law related area.~~~~2.3 Traineeships have a minimum duration of ten working days and a maximum duration of two years.~~**2.4 Issuing a traineeship**~~Traineeship providers can only issue a traineeship by filling in the Traineeship Specification Form provided by ELSA International in which they state specific Educational Level, Language Skills~~

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and Legal Skills. ELSA International has the right to make amendments in the Traineeship Specification Form.

2.5 Legal Skills

- a. The traineeship provider shall specify maximum two advanced and three general legal skills in the Traineeship Specification Form for traineeships requiring undergraduate trainees.
- b. The traineeship provider may only specify more advanced legal skills than the prescribed amount if there is a valid reason. Such valid reasons include but not limited to high remuneration or reputation of the organisation.
- c. The Vice President for Student Trainee Exchange Programme of ELSA International will be responsible for evaluating and accepting such reasons.

2.6. Compensation

Traineeships have to be paid. The compensation shall cover the general living costs during the time of the traineeship. Compensation can be provided by traineeship provider or by Local or National Group.

2.7. Unpaid traineeships

- a. Traineeships may be unpaid at the discretion of ELSA International if:
 - i. the Hosting Group and/or the respective Traineeship Provider provides the trainee with accommodation, food, or another form of non-monetary compensation;
 - ii. the Traineeship Provider mainly employs volunteers to reach its aims;
 - iii. it is prohibited to pay the Trainee(s) by law; or
 - iv. the benefit for ELSA members outweighs the lack of payment.
- b. the Hosting Groups shall try to fundraise a suitable compensation for unpaid Traineeships, monetary and/or non-monetary.
- c. ELSA International shall provide an overview about and the justification for all the unpaid Traineeships accepted to the Network within four weeks after the Job Hunting Deadline of each Cycle.

2.8 Traineeships within institutions

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

3. Applicants

- a. — Only members of ELSA may apply for Traineeships free of charge. Applicants must submit a proof of membership in an ELSA group upon request.
- b. — External Applicants, i.e. non-ELSA members from countries where there is no ELSA group present, may apply for Traineeships if:

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- i. ~~They are members of an organisation with which ELSA has an agreement for the purpose; or~~
- ii. ~~They pay the External Application Fee and submit a proof of payment upon request to ELSA International. The International Board of ELSA shall set per STEP Cycle both the amount of the External Application Fee and the quota for External Applicants in a manner that will minimise harming the interests of ELSA members applying for Traineeships.~~

~~Applicants may not apply for Traineeships hosted by the National Group to which they have a substantial link, unless the Traineeship is hosted by ELSA International in the country of the respective National Group, or the applicant is a foreign exchange student or an international postgraduate student in the country of the respective National Group.~~

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. ~~ELSA International has to provide the Network with up-to-date forms.~~
- 2. ~~ELSA International shall provide the Network with contracts for the traineeship provider containing the clauses specified below:~~
 - a. ~~Stating that the issued duration and compensation contained within the Traineeship Specification Form are binding.~~
 - b. ~~Obligating the traineeship provider to guarantee that all the information stated is correct.~~
 - c. ~~Obligating the traineeship provider to provide the trainee with relevant material before the traineeship begins, if prior preparation is required on a specific topic.~~
 - d. ~~Obligating the traineeship provider to rank the matched applicants from the list on the traineeship provider's interface within three weeks.~~
 - e. ~~Obligating the traineeship provider to complete the online Evaluation Form.~~
 - f. ~~Obligating the traineeship provider to provide adequate and secure working conditions in accordance with the respective national legislation.~~
 - g. ~~Implementing the regulations contained within the Penalty System.~~
 - h. ~~The traineeship provider shall sign the Traineeship Agreement provided by ELSA International. The Traineeship Agreement can be adjusted to the needs of the traineeship provider or in accordance with the national legislation. In countries where entering such an agreement is not legally possible, it is allowed for the traineeship provider to create its own agreement. In this case, the trainee shall sign a simplified version of the Traineeship Agreement (Traineeship Confirmation).~~
- 3. ~~ELSA International shall conduct the matching.~~
- 4. ~~ELSA International shall submit the username and password to the traineeship provider's interface with the list of matched applicants to the respective National Group.~~

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5. ~~ELSA International shall inform the applicant, who has been selected and provide the applicant with the Traineeship Agreement.~~

6. ~~ELSA International shall inform all National Groups about the matching results. Furthermore, ELSA International shall inform the applicants of the selection results through an email.~~

7. ~~ELSA International shall provide support to the Network in regards to the STEP procedure through the Coaching System.~~

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

9. ~~ELSA International shall provide the National Group in which the traineeship was hosted with the evaluation results.~~

1.10 ~~ELSA International shall create and administrate the Blacklist, i.e a digital database of Applicants, Trainees and Traineeship providers prevented from participating in STEP, according to the respective applicable terms and conditions regulating the participation in STEP.~~

1.11 ~~ELSA International shall provide National Groups with a list of Applicants, Trainees and Traineeship Providers from their own respective countries that are present on the Blacklist before each Student Hunting and Job Hunting period respectively.~~

1.12 ~~ELSA International shall administrate a digital archive and statistics for the Network, consisting of:~~

- a. ~~The traineeships being issued (name of the traineeship provider);~~
- b. ~~The Traineeships being cancelled (reason of cancellation);~~
- c. ~~The traineeships realised;~~
- d. ~~The Evaluation Forms of both the traineeship providers and the trainees;~~
- e. ~~The number of applicants for each traineeship;~~
- f. ~~The number of applicants in general in each year;~~
- g. ~~The number of traineeships being issued in each year;~~
- h. ~~The number of traineeships being realised in each year;~~
- i. ~~The number of traineeships being cancelled in each year;~~
- j. ~~The number of trainees cancelling their traineeship in each year;~~
- k. ~~The statistics for each year run from August 1st to July 31st;~~
- l. ~~The number of Applicants, Trainees and Providers on the Blacklist.~~

2. National Groups

2.1 National Groups shall:

- a. ~~Provide the necessary training and information about STEP to their Local Groups;~~
- b. ~~verify that all the information submitted in the Traineeship Specification Forms provided by them and/or their Local Groups is up-to-date, correct and complete by approving the Traineeship Specification Forms on the STEP Online System;~~

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- e. ~~submit the Evaluation Form and the Traineeship Evaluation Form to the Hosting Local Group and remind them to complete it with the Traineeship Provider(s) and the Trainee(s) within four weeks from the end of the Traineeship; and~~
- d. ~~release ELSA International from all third party claims, legal responsibilities and damages related to any information and/or materials provided.~~

3. Hosting Groups

~~The Sending and Hosting Group shall explain to the applicants their role as representatives of ELSA.~~

~~3.1 The Hosting Group refers to the Local or National Group that is responsible for the organisation of the Traineeship at issue.~~

~~3.2 The Hosting Group shall:~~

- a. ~~ensure that the Traineeship Specification Forms are filled in properly, i.e. they adequately represent the responsibilities of the Trainee(s), and assist the Traineeship Providers, at their request, to complete the Traineeship Specification Form;~~
- b. ~~ensure that the Traineeship Providers sign the Traineeship Specification Form;~~
- c. ~~provide adequate support to the Traineeship Providers by maintaining continuous communication with the Traineeship Providers to inform them about any updates in the STEP Process;~~
- d. ~~comply with the ELSA International's Privacy Policy and the Data Protection Provision in the Decision Book when/if submitting any personal data to Traineeship Providers;~~
- e. ~~ensure that the Traineeship Providers receive their username and password to the Traineeship Providers' Interface with the list of matched Applicants provided by ELSA International within three days after ELSA International or the National Group provides the Hosting Group with the credentials;~~
- f. ~~provide the Trainee(s) with adequate preparation before the start of the Traineeship, including at least:-~~
 - i. ~~Information about the host country and city;~~
 - ii. ~~General information about the Traineeship Provider~~
 - iii. ~~Contact details of the Hosting Group and the Traineeship Provider;~~
 - iv. ~~Advice and assistance in complying with legal requirements and applying for necessary documentation (e.g. visa, work and residence permits, insurance, etc.); and~~
 - v. ~~Assistance in finding suitable accommodation in accordance with the Trainee's preferences and economic capacity.~~
- g. ~~Provide the Trainee(s) with adequate reception and support during the Traineeship, including at least:~~
 - ~~possibilities for cultural learning and community involvement (e.g. access to local ELSA events, organising social events, involving the Trainee(s) in daily ELSA work); and~~
 - i. ~~assistance with finding access to the Internet.~~
 - h. ~~periodically evaluate the Traineeship with the Trainees and the Traineeship Providers, and provide at the end of the Traineeship the Traineeship Providers with the online Evaluation Form and the Trainees with the online Traineeship Evaluation Form; and~~
 - i. ~~inform ELSA International and the Trainees immediately about any cancellations of Traineeships after notification by a Traineeship Provider.~~

4. Sending Groups

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~~4.1 The Sending Group refers to the Local or National Group a member of which an Applicant/Trainee is.~~

~~4.2 The Sending Group shall:~~

- ~~a. verify the information submitted in the Student Application Form, as well as the ELSA membership status of the Applicant;~~
- ~~b. remind the Trainees to look for the necessary documents for the Traineeship (e.g. visa, residence and work permits, valid passport, insurance, etc.); and~~
- ~~inform ELSA International immediately if an Applicant cancels its application.~~

Chapter 2. Procedure and Responsibilities

1. Calendar

1. The Calendar consists of two Cycles each of which is divided into period for:

- a. Job Hunting which shall be concluded by:
 - i. During the first Cycle, either in October or November;
 - ii. During the second Cycle, either in March or April;
- b. Student Hunting which shall be concluded by:
 - i. During the first Cycle, before 24 December;
 - ii. During the first Cycle, either in April or May;
- c. Matching;
- d. Selection;
- e. Reception;
- f. Evaluation.

1.2 The earliest start date for Traineeships shall be at least three weeks after the Selection period.

2. Responsibilities

2.1 ELSA International shall:

- a. Produce and make available to National Groups tools necessary for the Student Trainee Exchange Programme, annually revise them, and, if necessary, update them;
- b. Publish the Calendar for the upcoming term within one week from the start of the term;
- c. Annually evaluate the Student Trainee Exchange Programme and share the outcome with National Groups;
- d. Maintain and update the list of Applicants and Traineeship Providers that are prevented from further participation in the Student Trainee Exchange Programme, and share this list with respective National Groups each STEP Cycle;
- e. During the Job Hunting period:
 - i. Issue and, where necessary, amend the Traineeship Specification Form template;
 - ii. Amend and, where necessary, the submitted Traineeship Specification Forms;
 - iii. Publish to National Groups within four weeks after Job Hunting a report about the unpaid Traineeships offered;
- f. During the Student Hunting period:
 - i. Issue and, where necessary, amend the Student Application Form template;
 - ii. Amend and, where necessary, the submitted Student Application Forms;

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- iii. Verify and approve the Student Application Forms submitted by External Applicants;
- iv. Set the amount of the External Application Fee and the quota for External Applicants for each Cycle;
- g. During the Matching period:
 - i. Coordinate the process of shortlisting the approved Student Application Forms for the consideration of Traineeship Providers;
 - ii. Submit the matched Student Application Forms to hosting National Groups and, where necessary, Traineeship Providers directly;
- h. During the Selection period:
 - i. Inform National Groups about the outcome of Selection;
- i. During the Evaluation period:
 - i. Produce and make available to National Groups a summary of evaluation results;
 - ii. Send a certificate to Trainees and Traineeship Providers that have submitted the evaluation form provided by ELSA International.

2.2 National Groups shall:

- a. Ensure that they and their Local Groups comply with the Calendar
- b. Try to fundraise suitable remuneration for unpaid Traineeships;
- c. During the Job Hunting period:
 - i. Verify and, where necessary, amend the submitted Traineeship Specification Forms before approving them;
 - ii. Inform ELSA International about any changes made to the approved Traineeship Specification Forms;
- d. During the Student Hunting period:
 - i. Verify, and where necessary, amend the submitted Student Application Forms before approving them;
 - ii. Inform ELSA International about any changes made to the approved Student Application Forms;
- e. During the Matching period:
 - i. Submit the matched Student Application Forms as provided by ELSA International to the respective Traineeship Providers within three days;
- f. During the Selection period:
 - i. Ensure that the Traineeship Providers complete the ranking of the matched Student Application Forms;
- g. During the Reception period:
 - i. Contact and provide the accepted Applicants and Trainees with necessary information;
- h. During the Evaluation period:
 - i. Periodically evaluate the experiences of Trainees and Traineeship Providers;
 - ii. Share with the Trainees and the Traineeship Providers the evaluation form provided by ELSA International immediately after the end of the Traineeship.

3. Quality Standards

3.1 Quality standards of the Student Trainee Exchange Programme relating to Traineeships shall be the following:

- a. Traineeships may be offered in any law-related and non-political area;

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- b. Traineeships shall last at least 10 working days and at most two years;
- c. Traineeships available for undergraduate Applicants shall require at most two advanced legal skills and three general legal skills, unless a valid reason exists (e.g. the offered rate of remuneration, high reputation of the Traineeship Provider) at the discretion of ELSA International;
- d. Traineeships shall provide remuneration in monetary and/or non-monetary form in the amount covering at least the general costs of living in the respective country. Remuneration shall be provided by the Traineeship Provider and/or the hosting National Group;
- e. Traineeships may be unpaid at the discretion of ELSA International if:
 - i. The Traineeship Provider mainly employs volunteers;
 - ii. Providing remuneration to Trainees is prohibited by law; or
 - iii. The benefit to ELSA outweighs the lack of remuneration.

3.2 Quality standards of the Student Trainee Exchange Programme relating to Reception shall be the following:

- a. Before the start of the Traineeship, the Trainees shall be provided with information about the destination of the Traineeship, including at least:
 - i. The contact details of the hosting National or Local Group and the Traineeship Provider;
 - ii. The relevant legal requirements (e.g. visa, work permit, residence permit, insurance) and necessary assistance;
 - iii. Finding suitable accommodation;
- b. During the Traineeship, the Trainees shall be provided with support, including at least:
 - i. Information about possibilities for cultural learning and community involvement (e.g. access to local ELSA events);
 - ii. Information about and assistance with finding Internet access.

Comments:

First, this proposal is in line with the larger restructuring of the International Council Meeting Decision Book. The proposed restructuring of the Definitions chapter of the International Council Meeting Decision Book is in line with the respective chapters of the other Key Areas.

The provisions under the STEP Procedure and STEP Responsibilities chapters are merged under a single chapter named 'Procedure and Responsibilities', since the relevant responsibilities regulated in the International Council Meeting Decision Book are inherently tied to the STEP procedure and its different parts. Furthermore, by structuring the proposed Procedure and Responsibilities chapter into three main Articles – Calendar, Responsibilities, and Quality Standards –, the International Council Meeting Decision Book becomes more effective as the provisions are logically arranged and easier to understand.

This proposal retains the existing content whilst introducing simple grammatical corrections and removing few provisions that should be regulated in the terms and conditions of participation in STEP and the internal Officers' handbooks rather than the International Council Meeting Decision Book.

No 74: Proposal on the Demotion of ELSA Montenegro

The International Board is proposing the following to the International Council:

ELSA Montenegro to be demoted from the status of Member of ELSA to Observer of ELSA in accordance with Article 5.6 of the Statutes.

Comments:

The International Board of ELSA sees the need to support ELSA Montenegro in its growth and development.

Demotion is a tool for situations when a National Group is not capable of corresponding to the obligations of Membership for a long period of time. It gives to the respective National Group the time to recover without accumulating more debts towards ELSA.

ELSA Montenegro has long faced difficulties in its activity; both financial and human resources have been weak for a while. The past two years, the International Boards of ELSA have been unable to establish any form of stable communication with the respective National Group; during this year, the International Board of ELSA has been unable to find a contact person in the respective National Board.

According to the Article 7.2.b of the Statutes of ELSA, the International Board has been sending written invitations to ELSA Montenegro with the hope that the National Board will join an International Council Meeting. The latest participation of ELSA Montenegro has been in ICM Sarajevo, in 2017.

Additionally, when it comes to the debts of the National Group, these are 615.13 euros, since ELSA Montenegro has not been paying any of the Membership Fees of the past three years.

The International Board of ELSA proposes this demotion because it believes that the demotion of ELSA Montenegro will give the National Group the opportunity to recover from their debts, to invest time in their Human Resources and to develop their activities.

NATIONAL GROUPS

No 75: Standing Orders amendment in Voting Procedure

ELSA Turkey is proposing the following to the International Council:

The International Council

Article 7 – Voting Procedure

[...]

7.3 Ballot Sheets

Any secret voting shall be ~~done~~ conducted using official ballot sheets signed and handed out ~~only~~ by the International Board. The following rules regarding ballot sheets shall apply ~~in such cases~~:

- a. The International Board shall hand out one ballot sheet per vote.
- ~~b.~~ If several different votings/elections are printed on the same sheet of paper, they must still be seen as separate ballot sheets.
- b. A ballot sheet is a printed document that contains: the voting/election subject and respective areas for abstaining, voting in favour and voting against said subject. If several votings/elections are printed on the same sheet of paper, each voting/election constitutes a separate ballot sheet.
- c. Each vote must be cast by inserting the voting remark which is stated on the voting paper in only one of the respective areas for voting (in favour, against or abstention).
- ~~d.~~ e. The counting of the votes shall be conducted publicly by the Tellers.
- ~~e.~~ f. Only one delegate per each National Group is allowed to be present in the room during the counting of the votes. The delegates ~~observing~~ allowed to observe the counting of the votes have to stay in silence ~~as to and must~~ not disturb the counting procedure.
- ~~f.~~ g. The Chair shall present the ballot sheets themselves to the Tellers and observers. Tellers shall count the votes cast in the following way, and write each of the results in two copies;
 - i. the number of invalid ballot sheets,
 - ii. the sum of all votes in favour,
 - iii. the sum of all votes against, and
 - iv. the sum of all abstentions.
- ~~g.~~ f. A ballot sheet is invalid if:
 - i. it is not signed or handed out by the International Board,
 - ii. it contains any insulting remarks other than the voting remark,
 - iii. it does not contain any voting remark
 - ~~iv.~~ iii. it is not filled out by handwriting, or
 - v. ~~iv.~~ it is ~~unclear which alternative is voted for~~ contains more than one voting remark
 - vi. the voting remark exceeds one of the respective areas for voting
- h. If there are multiple votings/elections on the paper, all ballot sheets are invalid if the paper contains any remarks out of the voting areas.
- ~~j.~~ g. Invalid ballot sheets are deducted from the total amount of votes used to determine the majority.
- k. ~~h.~~ The Tellers shall forward one copy of the results to the Chair, who announces the result to the International Council.

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Comments:

Regarding the misinterpretation of the respective article that resulted with discussions among the Council, International Board and the Chairs of the 75th International Council Meeting of ELSA (ICM Baku), ELSA Turkey proposed to limit the interpretability of Art. 7/3 Standing Orders of the European Law Students' Association on the occasion of clarity and efficiency during ICM Constanta. After fruitful discussions during workshops, the proposal was positively recommended to the Council. As we believe that procedural issues require contribution, the proposal was withdrawn and the contribution of the Network on the topic was asked by ELSA Turkey (ICM Constanta Meeting Minutes p. 43). To summarise, this proposal mainly aims to stand by the principle of having clear and uninterpretable regulations by removing subjectivity from the invalidity reasons and clarifying following concepts to prevent further interpretations:

-definition of a ballot sheet, definition of a voting paper, definition of the voting areas, definition of the voting remark, invalidity of a ballot sheet, invalidity of a voting paper which contains multiple ballot sheets as a whole.

No 76: International Council Meeting Decision Book amendment concerning the ELSA Training section of the Internal Management Part

ELSA Czech Republic is proposing the following to the International Council:

ELSA Training

2. Minimum Quality Standards

~~2.1. Every ELSA Training in the Network provided by an ITP Trainer has to meet the following quality standards: The number of participants and duration of every ELSA Training in the Network provided by an ITP Trainer must be agreed upon by the Trainer and the Organising ELSA group.~~

~~a. The Training has to last at least 3 hours;~~

~~b. The Training cannot include more than 20 participants per 1 Trainer.~~

2.2. The Trainer shall fill in the evaluation form of the delivered Training Session no later than 14 days after the closing of the Training Session.

2.3. The Organising ELSA Group shall fill in the evaluation form of the delivered Training Session no later than 14 days after the closing of the Training Session.

2.4. The Trainer shall deliver at least 3 hours of Training Sessions per 2 years to continue his/her enrolment in the International Trainers' Pool. The International Board may ask for a clarification of passive involvement in the International Trainers' Pool.

If the proposal regarding the restructuring of the International Council Meeting Decision Book is approved by the International Council, the structure of the following proposal will be altered accordingly.

Comments:

Due to many testimonials of participants of a wide variety of ELSA Trainings and our own experience, we believe that the quality of the Training does not depend on restricting duration of the Training and the number of its participants to 20. High quality Trainings can be (and have been in the past) provided to groups of more than 20 participants by 1 Trainer and in shorter time. We believe that quality standards are already guaranteed by the selection and appointment of Trainers by the International Board. Each Trainer should agree upon a certain quality standards with the Organising ELSA Group and prepare said Training in such manner which is sufficient for educational purposes of all the participants.

No 77: International Council Meeting Decision Book amendment concerning the ELSA Development Foundation section of the Financial Management Part

ELSA Finland is proposing the following to the International Council:

The ELSA Development Foundation

7. Application procedure

[...]

7.2 Timeline for Project and Training Modes of Support

[...]

7.2.3 Within two weeks after the end of a cycle, the Board of Directors shall review the applications and decide on the funding. The result of any application shall be communicated to the applicants within one week after the decision has been made. If the decision is not made or communicated to the applicant within the aforementioned time limit, the application shall be considered as accepted. Time limit can be prolonged for maximum of two weeks for a valid reason which has to be communicated to the applicant before the end of the time limit. In case of force majeure related hinder the decision shall be made within two weeks after the hinder has no effect anymore. The cause of force majeure must be communicated within aforementioned time limit or as soon as it is possible.

If the proposal regarding the restructuring of the International Council Meeting Decision Book is approved by the International Council, the structure of the following proposal will be altered accordingly.

Comments:

There have been major problems handling the EDF applications. Finland's ELSA groups alone are still waiting decisions for applications made over a one and a half years ago. The decision book is full of negative consequences for the applicant in cases where the applicant fails to do something, but the decision book lacks totally consequences for the EDF itself. There have to be some incentives also for the EDF to keep the grant system running.

The proposal is that if the decision is not communicated to the applicant in the time provided in the paragraph, i.e. after three weeks by the latest, it should be considered accepted. We understand that sometimes there can be something that really prevents this but that should be only limited to force majeure. A force majeure could be for example if the application platform or Google is down or the majority of EDF's board of directors is unable to attend to the decision making due to reason outside of their control. Thus a normal flu is not a valid reason for not making the decision. The force majeure has to be communicated to the applicant within the two weeks' time or as soon as it is possible.

The time however in which the decision should be made can be prolonged for two weeks for a valid reason like surprisingly high amount of applications. This has to be communicated to the

NATIONAL GROUPS

applicant within the time reserved for making the decision i.e. two weeks. EDF being a professional actor, there shouldn't be any misuse of this right.

No 78: International Council Meeting Decision Book amendment concerning the ELSA Development Foundation section of the Financial Management Part

ELSA Finland is proposing the following to the International Council:

The ELSA Development Foundation

9. Payment procedure

[...]

9.1 Reporting Procedure

[...]

- vi. The Board of Directors shall evaluate the report within two weeks after the end of the time limit for submitting the reports mentioned in paragraph i. The result shall be communicated to the applicant immediately after the decision is made. If the decision is not made or communicated to the applicant within the aforementioned time limit, the report shall be considered as accepted. In case of force majeure related hinder the evaluation shall be made within two weeks after the hinder has no effect anymore. The cause of force majeure must be communicated within aforementioned time limit or as soon as it is possible.

As a part of the aforementioned proposal, the text is inserted between the paragraphs v. and vi. As a consequence, the following numbering within the Payment Procedure section will be altered accordingly.

If the proposal regarding the restructuring of the International Council Meeting Decision Book is approved by the International Council, the structure of the following proposal will be altered accordingly.

Comments:

There have been major problems handling the EDF applications. Finland's ELSA groups alone are still waiting decisions for applications made over a one and a half years ago. The decision book is full of negative consequences for the applicant in cases where the applicant fails to do something, but the decision book lacks totally consequences for the EDF itself. There have to be some incentives also for the EDF to keep the grant system running.

At the moment the decision book does not contain any time limit for evaluating the report provided by the applicant. The handling of the applications seems to seize in this phase. This is a major defect in the otherwise detailed regulation. Two weeks should be adequate time limit for evaluating the reports since they do not come all at once like the application themselves do and it is by no means unreasonable.

No 79: International Council Meeting Decision Book amendment concerning the ELSA Development Foundation section of the Financial Management Part

ELSA Finland is proposing the following to the International Council:

The ELSA Development Foundation

9. Payment procedure

[...]

9.2 Crediting Procedure

[...]

iv. The grant however does not expire before that one week has passed from the notice from the EDF chairman mentioned in paragraph iii.

As a part of the aforementioned proposal, the text is inserted between the paragraphs iii. and iv. As a consequence, the following numbering within the Crediting Procedure section will be altered accordingly.

If the proposal regarding the restructuring of the International Council Meeting Decision Book is approved by the International Council, the structure of the following proposal will be altered accordingly.

Comments:

There have been major problems handling the EDF applications. Finland's ELSA groups alone are still waiting decisions for applications made over a one and a half years ago. The decision book is full of negative consequences for the applicant in cases where the applicant fails to do something, but the decision book lacks totally consequences for the EDF itself. There have to be some incentives also for the EDF to keep the grant system running.

According to the current regulations the grant expires if the reporting is not made in due time. The chairman of the EDF shall inform the applicant about the expiration at least one week before the expiration. According to the current regulations this notice however has no effect on the expiration itself. This means that the grant could expire even if the chairman fails to send the notice. To protect the applicant the proposal is that the grant could never expire before week has passed from the notice. In practice this means that if the notice comes three months after the due time for reporting the grant expires a week after this notice. The earliest time for expiration would remain as in current decision book is regulated i.e. four weeks after the conclusion of the event.

No 80: International Council Meeting Decision Book amendment concerning the ELSA in General Part

ELSA Germany is proposing the following to the International Council:

ELSA International Team

1. ELSA International Team

1.1. The Board of ELSA International is allowed to appoint Directors for certain areas. All Directors act on behalf of the Board of ELSA International and do not belong to the Board of ELSA International.

1.2 The entirety of the Directors is called Board of Directors. The Board of Directors and the Board of ELSA International form the ELSA International Team.

1.3 The Board of Directors is appointed as off the 1st of September and leaves on the 31st of August.

If the proposal regarding the restructuring of the International Council Meeting Decision Book is approved by the International Council, the structure of the following proposal will be altered accordingly.

Comments:

Main reason: the ELSA International Team is not regulated yet in the Decision book, but it should be.

Furthermore: we aim to regulate the appointment times from the EIT. In the past, it happened quite a lot, that you left your position officially at the 31.07, nevertheless, because the successor got appointment months after, like late September, they had to work longer than it was in expected. Here we could take an example in Germany: the Directors start their term at the 01.09 and end on the 31.08. Therefore the new board has enough time to prepare the positions for the first call (I mean, there can still be a second call after the 01.09, however, there are positions which come up every year). Then the previous Directors can support the new board & someone is going to do the task all over the year.

APPLICATIONS

MEMBERSHIP APPLICATION OF ELSA ICELAND

Please read the Membership Application that can be found [here](#).

ANNEXES

ANNEX 1 – FINAL ACCOUNTS OF ELSA INTERNATIONAL 2018/2019

The Final Accounts of ELSA International 2018/2019 will be sent to you by email later.

ANNEX 2 – FINAL ACCOUNTS OF EDF 2018/2019

The Final Accounts of the ELSA Development Foundation 2018/2019 will be sent to you by email later.

ANNEX 3 – INTERNAL AUDITORS' REPORT ON THE FINAL ACCOUNTS OF ELSA INTERNATIONAL
2018/2019

ANNEX 3 – INTERNAL AUDITORS' REPORT ON THE FINAL ACCOUNTS OF ELSA INTERNATIONAL 2018/2019

The Internal Auditors' Report on the Final Accounts of ELSA International 2018/2019 will be sent to you by email later.

ANNEX 4 – INTERNAL AUDITORS' REPORT ON FINAL ACCOUNTS OF EDF 2018/2019

The Internal Auditors' Report on the Final Accounts of the ELSA Development Foundation 2018/2019 will be sent to you by email later.

ANNEX 5 – INTERIM ACCOUNTS OF ELSA INTERNATIONAL 2019/2020

The Interim Accounts of ELSA International 2019/2020 will be sent to you by email later.

ANNEX 6 –INTERIM ACCOUNTS OF EDF 2019/2020

The Interim Accounts of the ELSA Development Foundation 2019/2020 will be sent to you by email later.

ANNEX 7 - INTERNAL AUDITORS' REPORT ON THE INTERIM ACCOUNTS OF ELSA INTERNATIONAL
2019/2020

ANNEX 7 - INTERNAL AUDITORS' REPORT ON THE INTERIM ACCOUNTS OF ELSA INTERNATIONAL 2019/2020

The Internal Auditors' Report on the Interim Accounts of ELSA International 2019/2020 will be sent to you by email later.

ANNEX 8 – INTERNAL AUDITORS’ REPORT ON THE INTERIM ACCOUNTS OF EDF 2019/2020

ANNEX 8 – INTERNAL AUDITORS’ REPORT ON THE INTERIM ACCOUNTS OF EDF 2019/2020

The Internal Auditors’ Report on the Interim Accounts of the ELSA Development Foundation 2019/2020 will be sent to you by email later.

ANNEX 9 - PROPOSED REVISION OF THE BUDGET OF ELSA INTERNATIONAL 2019/2020

The proposed revision of the Budget of ELSA International 2019/2020 can be found [here](#).

ANNEX 10 – PROPOSED BUDGET OF ELSA INTERNATIONAL 2020/2021

The proposed Budget of ELSA International 2020/2021 can be found [here](#).

ANNEX 11 – DEBTORS OF ELSA INTERNATIONAL

The list of debtors of ELSA can be found [here](#).

ANNEX 12 - LETTER OF AUTHORISATION

ANNEX 12 - 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 LXXVII International Council Meeting in
Malta between the 15th and the 22nd of March 2020.

1. _____
(*voting delegate's name*)

4. _____
(*delegate's name*)

2. _____
(*voting delegate's name*)

5. _____
(*delegate's name*)

3. _____
(*voting delegate's name*)

6. _____
(*delegate's name*)

7. _____
(*delegate's name*)

On behalf of ELSA _____

Name of the National Board Member:	Name of the National Board Member:
Position:	Position:
Signature:	Signature:

ANNEX 13 - PROXY

ANNEX 13 - PROXY

From: ELSA _____ (proxy giver)

To: ELSA _____ (acting as proxy)

This proxy shall be valid for:

Event:

LXXVII International Council Meeting to be held in Malta

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 LXXVII International Council Meeting in Malta between the 15th and the 22nd of March 2020.

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: _____