

LXXVI INTERNATIONAL COUNCIL MEETING WORKING MATERIALS

CONSTANTA, ROMANIA
20TH - 27TH OCTOBER 2019



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The European Law Students' Association

FOREWORD

GENERAL INFORMATION**FOREWORD**

Dear Network,

It feels like we just entered the ELSA House yesterday, and we are already making the final preparations for the upcoming LXXVI International Council Meeting to be held in the wonderful city of Constanta, Romania. We are looking forward to this amazing event filled with a sky-high motivation to continue improving our amazing association together with you. There are only twenty one days left before we start discussing and deciding on the changes that will take ELSA further beyond. In twenty one days three hundred law students and young lawyers from all over Europe will prove once again that "unity is strength.... when there is teamwork and collaboration, wonderful things can be achieved."

I strongly believe that ICM Constanta will be unforgettable for all of us. There are a lot of important decisions to be made, one of them is choosing the focus for the association for the following years. It is indeed the possibility of shaping the future of the association together that makes this, upcoming International Internal Meeting so unique.

Living alongside with seven amazing individuals is a life changing experience, while working together and aiming to further develop our beloved Network we are learning from each other every day. Diomidis, Sotiris, Irem, Sarah, Jakub, Lexie and Meeri, thank you for being so dedicated and inspiring. It is a true honour to be working with you.

Additionally, I would like to take the opportunity to thank the Organising Committee from ELSA Bucharest, for hosting this International Council Meeting. We believe that the Romanian spirit will guarantee us all a brilliant ICM.

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.

THE INTERNATIONAL COUNCIL MEETING GUIDE

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

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

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

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

What is a Joint Workshop?

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

Who is a Workshop Officer?

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

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

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

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

During the Opening Workshop of each respective area, which will be held on Sunday, the Officers of the Workshop will be elected, and they will attend a training provided by ELSA International right after the end of the opening session in order to receive the detailed guidelines of their task.

If you are interested in becoming a Workshop Officer, please contact the respective member of the International Board, as soon as possible, in order to volunteer.

THE INTERNATIONAL COUNCIL MEETING GUIDE

Who is a Council Meeting Officer?

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

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

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

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

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

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

OBLIGATIONS OF THE NATIONAL GROUPS

Important Information!

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

- a. has not entirely fulfilled its **financial obligations** towards ELSA, or
- b. has not submitted the **State of the Network Inquiry** (SotN Inquiry) to the International Board;
- 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 27th 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. Please make sure that your National Group has submitted the Local Group Report. 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

OBLIGATIONS OF THE NATIONAL GROUPS

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 Opatija](#) and [ICM Baku](#);
- Read and bring with you a copy of the [Statutes and Standing Orders](#) of ELSA;
- Read and bring with you a copy of the 50th 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 Constanta...

- Check out the [official website](#) and [Facebook page](#) of the ICM Constanta 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 Constanta in time for the Opening of the ICM at 15:00 GMT+2 on Sunday the 20th of October 2019;
- Bring a business formal attire for the plenary sessions;
- Rehearse your performance for the ELSA Vision Contest!

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

- Consider being a Workshop Secretary;
- Consider being a Plenary Secretary;
- Consider being a Teller;
- Consider being a member of the Nominations Committee;
- Consider running for the position as Treasurer of ELSA International 2019/2020;
- Consider running for the position as Vice President in charge of Academic Activities of ELSA International 2019/2020;
- Consider running for the position as Vice President in charge of ELSA Moot Court Competitions of ELSA International 2019/2020;
- Consider running for the position as Internal Vice Auditor of ELSA International 2019/2020.

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:

**TREASURER OF ELSA INTERNATIONAL 2019/2020;
VICE PRESIDENT IN CHARGE OF ACADEMIC ACTIVITIES OF
ELSA INTERNATIONAL 2019/2020;**

**VICE PRESIDENT IN CHARGE OF ELSA MOOT COURT
COMPETITIONS OF ELSA INTERNATIONAL 2019/2020;**

**INTERNAL VICE AUDITOR OF ELSA INTERNATIONAL
2019/2020**

is on Monday the 21st of October 2019, at 23:59 (local time).

and

COUNCIL GUESTS FOR ICM MALTA SPRING 2020
is on Friday, the 25th of October 2019, at 23:59 (local time).

REMINDERS

Call for the Treasurer of ELSA 2019/2020



The European Law Students' Association

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

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

Ever dreamt of living in the ELSA House?

This is your opportunity:
Join the International Board!

MAKE A DIFFERENCE FOR ELSA!

RUN FOR THE POSITION OF
TREASURER OF ELSA INTERNATIONAL
2019/2020!

REMINDERS

Call for the Vice President in charge of Academic Activities of ELSA 2019/2020

The European Law Students' Association

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

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

Ever dreamt of living in the ELSA House?

This is your opportunity:
Join the International Board!

MAKE A DIFFERENCE FOR ELSA!

RUN FOR THE POSITION OF
**VICE PRESIDENT IN CHARGE OF
ACADEMIC ACTIVITIES OF ELSA
INTERNATIONAL
2019/2020!**

REMINDERS

Call for the Vice President in charge of ELSA Moot Court Competitions of ELSA 2019/2020

The European Law Students' Association

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

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

Ever dreamt of living in the ELSA House?

This is your opportunity:
Join the International Board!

MAKE A DIFFERENCE FOR ELSA!

RUN FOR THE POSITION OF
**VICE PRESIDENT IN CHARGE OF ELSA
MOOT COURT COMPETITIONS
OF ELSA INTERNATIONAL
2019/2020!**

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.

Treasurer

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

Vice President for Academic Activities

The Vice President for Academic Activities is responsible for the overall planning, coordination and supervision of the key area of Academic Activities. This responsibility includes legal writing (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 for ELSA Moot Court Competitions

The Vice President for 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.

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.

REMINDERS

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

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

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

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

REMINDERS

Call for Internal Vice Auditor of ELSA International 2019/2020

The European Law Students' Association

Are you an accurate person?

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

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

**INTERNAL VICE AUDITOR
OF ELSA INTERNATIONAL
2019/2020!**

REMINDERS

What is the role of the Internal Vice 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 2019/2020. Elected or appointed positions at Local Level or as Auditor at any level is acceptable.

Electoral Procedure for the Internal Auditors of ELSA International

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

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

REMINDERS

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

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

Please note that this call is only for the Internal Vice Auditor since two Auditors have already been elected for the term 2019/2020 at the ICM in Baku, Spring 2019.

REMINDERS

Nomination and Election of Council Guests for ICM Malta Spring 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.

REMINDERS

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 7](#).

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.

REMINDERS

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

Proxy

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

The Proxy must include:

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

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

You may find the template for the Proxy in [Annex 8](#).

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.

REMINDERS

ELSA Vision Contest

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

Voting Rights in the Workshops

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

Plenary Presentations

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

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

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

REMINDERS

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

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

DRAFT PLENARY AGENDA

DRAFT PLENARY AGENDA**Opening Plenary: Sunday 20th October 2019**

- 15:00 **Introduction of the International Board 2019/2020**
Teodor Obreașcu, Head of the Organising Committee
- 15:10 **Opening of the LXXVI International Council Meeting**
Diomidis Afentoulis, President of ELSA International
- 15:15 **Presentation of the Chair and the Vice Chair of the Plenary**
Nana Gegia, Secretary General of ELSA International
- 15:20 **Presentation of the ELSA International Team 2019/2020**
Diomidis Afentoulis, President of ELSA International
- 15:35 **Welcoming of Council Guests and Externals**
Diomidis Afentoulis, President of ELSA International
- 15:45 **Presentation and information by the Organising Committee of the International Council Meeting**
Teodor Obreașcu, Head of the Organising Committee
- 15:55 **Presentation of the ICM Sponsors and Partners**
Teodor Obreașcu, Head of the Organising Committee
- 16:10 **Reading out of the agreement between ELSA Greece and ELSA Republic of Macedonia**
Nana Gegia, Secretary General of ELSA International
- 16:15 **Announcement of the list of votes**
Nana Gegia, Secretary General of ELSA International
- 16:35 **Election of the Council Meeting Officers: two to four Secretaries, two to six Tellers, and three members of the Nominations Committee**
Chair
- 17:05 **Approval of the International Council Meeting Agenda and presentation of the International Council Meeting structure**
Chair

DRAFT PLENARY AGENDA

- 17:25 **Approval of the Minutes of the LXXV International Council Meeting in Baku, Spring 2019**
Chair
- 17:35 **Presentation by Católica Global School of Law**
Gonçalo Saraiva Matias, Dean
- 17:45 **Presentation of Council of Europe**
Diomidis Afentoulis, President of ELSA International
- 17:55 **Information regarding the Officers' and Freshers' Training**
Nana Gegia, Secretary General of ELSA International
- 18:05 **Information regarding the Heads of Delegation's Meeting**
Nana Gegia, Secretary General of ELSA International
- 18:10 **End of the Opening Plenary**
Chair

DRAFT PLENARY AGENDA

Mid Plenary: Wednesday 23rd October 2019

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

DRAFT PLENARY AGENDA

- 15:15 **Presentation and approval of the Joint BEE, AA&MCC, S&C and STEP workshop related proposals**
Chair and Workshop Chair
- 16:00 **Report from the International Board of ELSA 2018/2019**
Filipe Machado, President of ELSA International 2018/2019
- 16:30 ***Break***
- 16:45 **Presentation by College of Europe**
Diomidis Afentoulis, President of ELSA International
- 16:55 **Presentation of the International Bar Association**
Diomidis Afentoulis, President of ELSA International
- 17:05 **Revision of the list of votes**
Nana Gegia, Secretary General of ELSA International
- 17:15 **Proposed Revision of the Budget of ELSA International 2019/2020**
Chair and Workshop Chair
- 17:45 **Presentation of the Report on the Strategic Goals Implementation**
Diomidis Afentoulis, President of ELSA International
- 17:55 **Presentation of the External Relations' Strategy of ELSA International**
Diomidis Afentoulis, President of ELSA International
- 18:05 **Q&A session for ELSA International**
Chair
- 18:35 **End of the Mid Plenary**
Chair

DRAFT PLENARY AGENDA

Final Plenary: Saturday 26th October 2019

- 10:00 **Opening of the Final Plenary**
Chair
- 10:05 **Information from the Organising Committee**
Teodor Obreaşcu, Head of the Organising Committee
- 10:15 **Announcement of nominations**
Nominations Committee
- 10:20 **Revision of the list of votes**
Nana Gegia, Secretary General of ELSA International
- 10:55 **Presentation of the Council Guests for the LXXVII ICM Malta 2020**
Nominations Committee
- 11:05 **Presentation of the Final Accounts of ELSA International 2018/2019**
Loup Cressey, Treasurer of ELSA International 2018/2019 and Workshop Chair
- 11:35 **Internal Auditors' Report of ELSA International 2018/2019**
Karol Szakiel and Glen Schirling, Auditors of ELSA International 2018/2019
- 11:55 **Presentation of the Final Accounts of ELSA Development Foundation 2018/2019**
Loup Cressey, Treasurer of ELSA International 2018/2019 and Workshop Chair
- 12:15 **Internal Auditors' Report of ELSA Development Foundation 2018/2019**
Karol Szakiel and Glen Schirling, Auditors of ELSA International 2018/2019
- 12:25 **Relief of Responsibility for the International Board 2018/2019**
Chair
- 12:40 **Presentation of BARBRI International**
Diomidis Afentoulis, President of ELSA International
- 13:00 ***Lunch Break***
- 14:30 **Revision of the list of votes**
Nana Gegia, Secretary General of ELSA International
- 14:40 **Presentation of the Candidate(s) for the position of Vice Auditor of ELSA International 2019/2020**
Chair

DRAFT PLENARY AGENDA

- 14:50 **Questions and Answers for the Candidate(s) for the position of Vice Auditor of ELSA International 2019/2020**
Chair and Candidate(s)
- 15:10 **Presentation of the Candidate(s) for the position of Vice President for ELSA Moot Court Competitions of the International Board 2019/2020**
Chair
- 15:20 **Questions and Answers for the Candidate(s) for the position of Vice President for ELSA Moot Court Competitions of the International Board 2019/2020**
Chair and Candidate(s)
- 15:40 **Presentation of the Candidate(s) for the position of Vice President for Academic Activities of the International Board 2019/2020**
Chair
- 15:50 **Questions and Answers for the Candidate(s) for the position of Vice President for Academic Activities of the International Board 2019/2020**
Chair and Candidate(s)
- 16:10 **Presentation of the Candidate(s) for the position of Treasurer of the International Board 2019/2020**
Chair
- 16:20 **Questions and Answers for the Candidate(s) for the position of Treasurer of the International Board 2019/2020**
Chair and Candidate(s)
- 16:40 **Presentation of the voting procedure**
Chair
- 16:50 **Revision of the list of votes**
Nana Gegia, Secretary General of ELSA International
- 17:00 **Handing out of ballot sheets**
Nana Gegia, Secretary General of ELSA International
- 17:15 ***Break***
- 17:40 **Casting of the votes**
- 17:50 **Presentation of LexisNexis**
Diomidis Afentoulis, President of ELSA International
- 18:00 **Presentation of UIA (International Association of Lawyers)**
Diomidis Afentoulis, President of ELSA International

DRAFT PLENARY AGENDA

- 18:10 **Presentation by Queen Mary University of London, School of Law**
Diomidis Afentoulis, President of ELSA International
- 18:20 **Presentations of International events**
- 19:30 **Announcement of the results of the elections**
Chair
- 19:40 **Miscellaneous**
- 20:00 **Closing of the LXXVI International Council Meeting**
Diomidis Afentoulis, President of ELSA International

BOARD MANAGEMENT, EXTERNAL RELATIONS AND EXPANSION WORKSHOP

BOARD MANAGEMENT, EXTERNAL RELATIONS AND EXPANSION WORKSHOP

Timetable

	20th October	21st October	22nd October	23rd October	24th October	25th October	26th October
	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
09:00	ARRIVAL	BREAKFAST					
09:30							
10:00		AR and Future Goals	Strategic Goals 2019-2023 (Joint BEE & IM)	Mid Plenary	International Internal Meetings (BEE & IM & FM)	ELSA Webinars - Joint w/ S&C and MKT	Final Plenary
10:30							
11:00		Stats'/Quo: The path of BEE	Annual Report		Advisory Board (BEE & IM)	The Tools of BEE	
11:30							
12:00		Budget Revision (Joint BEE & FM)	ERR				
12:30							
13:00	Letters of Authorisation	LUNCH					
13:30							
14:00	Free time						
14:30		Why an External Relations Strategy	Sponsors' Fair	Mid Plenary	Sightseeing	Relief of responsibility and Final Accounts (Joint BEE & FM)	Final Plenary
15:00	Opening Plenary					The actual Fundraising	
15:30							
16:00		The creation and the meaning of an ERD				IFP (Joint BEE, AA, S&C & STEP)	
16:30							
17:00	Opening Workshop	Market Research (Joint BEE & MKT)		Dressing time	Reporting Time & Dinner		
17:30							
18:00	Officers and Freshers' Workshop	Reporting Time & Dinner			Transportation		
18:30							HoD
20:00	Dinner						
20:30							
21:00	PARTY				Gala Ball	PARTY	
21:30							

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 50th edition of the [International Council Meeting Decision Book](#) (pp. 6-25);
- Read the [One Year Operational Plan](#) of the International Board for the term 2019/2020;
- [BEE Handbook](#);
- Read the [Minutes of BEE Workshop of ICM Baku](#) (pp. 126-198)
- Read the Minutes of the [LIX International Presidents' Meeting Thessaloniki](#);

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

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

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



Diomidis Afentoulis

President

ELSA International 2019/2020

Draft Agenda

Sunday, 20 October 2019

18:00 – 19:00

Opening Workshop

Description

During this workshop, the agenda of the ICM will be presented. In addition to that, the decision upon the workshop rules will be taken. Finally, a discussion will be held, going through the expectations that the participants have for the BEE workshops and quick feedback from the IPM in Thessaloniki.

Outcome

The Officers of the Workshop, the Chair and Secretaries and the ELSA Spirit will be elected and the rules of the Workshop will be set.

Preparation

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

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.

BOARD MANAGEMENT, EXTERNAL RELATIONS AND EXPANSION WORKSHOP

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.

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, 21 October 2019

10:00 – 11:00

Activity Reports and future goals**Description**

During this Workshop the Presidents will have the chance to present their Activity Reports, showcase what they have achieved so far and stress out their goals for the months to come.

Outcome

Participants will share their goals for the year to come and will have the chance to evaluate and discuss the work done by ELSA International. Here you can share what you have done so far and what you will do, and also ask for input from the other presidents, so be ready to present your report.

BOARD MANAGEMENT, EXTERNAL RELATIONS AND EXPANSION WORKSHOP

Preparation

Please make sure that you share your Activity Report on the BEE Mailing List and that you devote some time to read the Activity Report of ELSA International.

11:00 – 12:00

Stats' Quo/The path of BEE**Description**

During this workshop, we will analyse the current status of the area of Board Management, External Relations and Expansion. We will have time to share our plans, ideas and challenges for the upcoming year and to profit from each other's experiences.

Outcome

The State of the Network report will be analysed and compared with previous years, in order to see current trends and measure our accomplishments.

Preparation

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

12:00 - 13:00

Budget Revision**Description**

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

Outcome

Recommendation of the amended budget.

Preparation

- Read the proposed [Budget of ELSA International 2019/2020](#) in the Working Materials of ICM Baku (p. 282)
- Read the Minutes of the proposed [Budget of ELSA International 2019/2020](#) in ICM Baku, (p. 86 – 87)
- Read the [Proposed Revision of the Budget of ELSA International 2019/2020](#).

BOARD MANAGEMENT, EXTERNAL RELATIONS AND EXPANSION WORKSHOP

13:00 – 14:30

Lunch

14:30 – 15:30

Why an External Relations' Strategy

Description

In this session, the new External Relations' Strategy of ELSA International, the result of the respective survey and of many relevant workshops, will be presented, following the implementation of the newly voted Strategic Goals of ELSA. It will be explained and highlighted how important it is that ELSA starts striving for Partners that can offer high-quality legal and educational opportunities to the ELSA members.

Outcome:

The participants of the workshop will have a broad view of the External Relations' Strategy of ELSA International. In addition, everyone will be equipped with a concrete way to create an External Relations Strategy.

Preparation:

- Think of what kind of opportunities you would wish to see the Partners of ELSA International offering to the ELSA Network
- Be ready to share your External Relations' Strategy, in terms of the Partners and Associations that you would like to approach. Take into consideration the importance of continuity in the External Relations of your National Group.

15:30 - 17:00

The actual Fundraising

Description

During this session, we will have the chance to discuss and host several simulations of an actual meeting with a potential partner. The language, the way of presentation, the negotiation skills and of course the materials to be used are all very needed parts and we will have the chance to experience them practically.

Preparation

Please make sure that you bring your fundraising materials to the Workshop (e.g. Presentations, Booklets, Partnership Proposals, and Marketing Materials).

Outcome

The presidents will get a hands-on experience Workshop on how to use their skills during an actual fundraising meeting.

BOARD MANAGEMENT, EXTERNAL RELATIONS AND EXPANSION WORKSHOP

17:00 – 18:00

The creation and the meaning of an ERD**Description**

The IPM Thessaloniki has given us the opportunity to discuss and present the ELSA International External Relations' Database; we saw the great potential that its statistics can give us, but also the stability that it ensures for the External Relations' Approaches of the ELSA Network. What we haven't yet discussed is the way that we wish to see the ERD created on an international level and the ways to actually "build" an External Relations' Database.

Outcome

The BEE Workshop will be given the chance to facilitate the way in which the External Relations' Database is institutionalised and maintained in the ELSA Network.

Preparation

Please make sure that you have read the External Relations Database Statistical Report, which is uploaded on the BEE Officers' Portal.

18:00 – 19:00

Market Research (Joint BEE and MKT)**Description**

Market Research is a great tool for us to better understand the current stage of our Network and help us reach the Strategic Goals we set. It is already time to start preparing for the market research and the aim of the workshop is thus to discuss it and to start defining the goals. Questions in the Market Research could also be a partner benefit to offer for externals.

Outcome

Participants of the workshop will have the opportunity to define the ratio, the goals and even further the content of the next Market Research of ELSA International.

Preparation

Go through the results of the market research conducted in 2012 and be prepared to present the procedure of market research in your National or Local Group, if you conduct any research or surveys.

Tuesday, 22 October 2019

*10:00 – 11:30***Strategic Goals****Description**

During this workshop, ELSA International will present the Strategic Planning Implementation Handbook, as well as the Proposals and the timeframe for the implementation of the Strategic Goals 2019-2023.

Outcome

The participants will make a recommendation for the Council regarding the Proposals on the Strategic Planning section of the DB.

Preparation

Please make sure that you read the Proposals [No 1](#), [No 2](#), [No 3](#) and the Strategic Planning Implementation Handbook, which will be sent to all of the mailing lists of ELSA before the ICM.

*11:30 – 12:00***Annual Report****Description**

The Annual Report of ELSA International 2018/2019 will be presented.

Outcome

The presidents will be informed regarding the work of the outgoing International Board of ELSA.

Preparation

Read the Annual Report of ELSA International 2018/2019, which will be sent to the mailing list before the International Council Meeting.

*12:00 - 13:00***External Relations' Regulation****Description**

During this workshop, the External Relations' Regulation of ELSA will be discussed. As we have realised during IPM Thessaloniki, the need to modernise and facilitate in a constructive way the procedure of approaching an international contact is big. Thus, we will have the chance to discuss on a new Contact Procedure System.

BOARD MANAGEMENT, EXTERNAL RELATIONS AND EXPANSION WORKSHOP

Outcome

Participants will have the opportunity to discuss and create a more sustainable and user-friendly contact procedure for the international and also get ideas on how to facilitate their External Relations Regulation.

Preparation

- Read the External Relations Regulation of ELSA in the International Council Meeting Decision Book Part (pages 20-24).
- Find the respective Presentation of the IPM uploaded on the Officers' Portal.
- Read the Proposals [No 6](#), [No 7](#) and [No 8](#).

13:00 - 14:30

Lunch

14:30 – 17:30

Sponsors' Fair

17:30 – 19:00

International Focus Programme (IFP) (Joint BEE, AA & MCC, S&C and STEP)**Description**

The long-awaited moment is finally here – the selection of the new IFP topic is upon us. During this workshop, the participants discuss the two options for the next IFP topic.

Outcome

The participants of the workshop recommend the next IFP topic.

Preparation

Read the minutes from the IFP Workshop in [ICM Baku](#) and [KAM Istanbul](#). Familiarise yourself with the two IFP topic options and prepare your comments before the workshop.

Thursday, 24 October 2019

*10:00 – 11:30***International Internal Meetings (Joint BEE, IM and FM)****Description**

Concerns about the International Internal Meetings and their quality were expressed in the past meetings. During this workshop, we will follow-up on the discussion held in Alicante. We will discuss the possible changes of the International Internal Meetings not only focusing on the International Council Meetings but other International Area Meetings as well.

Outcome

Solution for the problems International Internal Meetings are facing at the moment.

Preparation

- Read the [SAM Alicante Minutes](#) (pp. 28 – 31);
- Read the [LXXV International Council Meeting Minutes](#) (pp. 217 – 230);
- Read the [LXXV International Council Meeting Working Materials](#) (pp. 260 - 261);
- Read the [International Internal Meetings Participants' Report](#);
- Read the [International Internal Meetings Hosts' Report](#).

*11:30 – 13:00***Advisory Board (Join BEE and IM)****Description**

The Advisory Board of ELSA, a very important goal for the Good Governance of the Association will be discussed and analysed. The means, the tips and best practices will be the centre of the discussion between the Secretary Generals and the Presidents of the Association.

Outcome

The Workshop will make a proposal to ELSA International for the concrete criteria, duties, mandate, that the Advisory Board of ELSA International should fulfil.

Preparation

- Please read the [Strategic Goals 2019-2023 of ELSA, in the International Council Decision Book of ELSA](#) (p. 7).
- Please make sure that you the Strategic Planning Implementation Handbook, which will be sent to all of the mailing lists of ELSA before the ICM.

Friday, 25 October 2019

*10:00 – 11:30***ELSA Webinars (Joint BEE, MKT and S&C)****Description**

As presented during the IPM Thessaloniki and KAM Istanbul, one of the main focuses for the area of S&C this year are ELSA Webinars. ELSA Webinars does not only embody contribution to the legal education, but also provide for the unique fundraising tool. Therefore, during this workshop we will discuss how to “sell” ELSA Webinars.

Outcome

Participants of the workshop create an offer for the prospective partners regarding a relevant ELSA Webinar.

Preparation

Go through the presentation regarding ELSA Webinars from KAM Istanbul, which can be found on officers.elsa.org → S&C.

*11:30 – 13:00***The tools of BEE****Description**

The IPM Thessaloniki and the recent BEE Toolkit Survey have given us the chance to brainstorm and gain insight into the most needed and useful tools for the Presidents.

Outcome

The Statistics of the BEE Toolkit Survey will be shared with the participants. Additionally, the BEE Toolkit of ELSA International will be presented and the respective tools will be the object of an exercise based on Working Groups.

Preparation

The release of the new tools will be announced latest one week prior to the ICM.

- Please take a look at the Tools of the BEE Officers, uploaded on the Officers' Portal;
- Think of possible ways to improve them and make them, even more, user-friendly;
- Think of the next step for the BEE Toolkit.

BOARD MANAGEMENT, EXTERNAL RELATIONS AND EXPANSION WORKSHOP

14:30 - 16:00

Relief of responsibility and Final Accounts (Joint with FM)**Description**

The Final Accounts of the term 2018/2019 will be presented to the workshop. The auditors will present their report and the participants will be able to ask questions.

Outcome

The BEE Workshop will get an analytical view of the Final Accounts of the term 2018/2019 and will make a recommendation for the plenary of the International Council Meeting.

Preparation

Read the Final Accounts and the Auditor Report, which will be sent to the mailing list before the International Council Meeting and prepare questions on it.

16:00 - 17:30

Externals and fund-raising (Joint BEE and STEP)**Description**

BEE Officers and STEP Officers share at least one characteristic in common – the amount of communication with externals and the promise of delivering a service meeting the expectations of certain quality standards. During this workshop, the participants discuss the best practices in maintaining a harmonised external contacts database and how the new model of STEP Partnerships fit within ELSA's External Relations' Strategy.

Outcome

The strategy for an external database is discussed. The structure of the STEP Partner package and its relation to the General Partner Package is discussed.

Preparation

Prepare to present how external contacts are initiated and maintained in your National/Local Group. Read through the minutes of [KAM Istanbul](#) regarding the STEP Partner packages and familiarise yourself with the [STEP Partner section](#) of the STEP Website and the [ELSA International Partners](#) section of our Website. Read the External Relations' Strategy of ELSA International, which will be sent to the BEE Mailing List prior to the ICM.

BOARD MANAGEMENT, EXTERNAL RELATIONS AND EXPANSION WORKSHOP

17:30 - 18:30

Evaluation and Closing**Description**

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

Outcome

Participants will be given the chance to not only share the topics that they wish to discuss but also to evaluate the quality of the meeting and the workshops.

Preparation

During the meeting, write down topics you would like to still discuss before leaving the ICM. Keep a feedback list in your notebook during the whole meeting so you will be able to properly evaluate the meeting. Think about which improvements you would like to see implemented in the structure and content of ICM Malta. Think of a special way to say “see you again” in your own language.

INTERNAL MANAGEMENT WORKSHOP

INTERNAL MANAGEMENT WORKSHOP

Timetable

	20th October	21st October	22nd October	23rd October	24th October	25th October	26th October		
	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY		
09:00	ARRIVAL	BREAKFAST							
09:30									
10:00		Area of IM	Strategic Goals 2019-2023 (Joint BEE & IM)	Mid Plenary	International Internal Meetings (BEE & IM & FM)	Knowledge management (Joint IM and STEP)	Final Plenary		
10:30									
11:00		Regulations	Proposals		Advisory Board (BEE & IM)	The Tools of IM			
11:30		IB Update							
12:00									
12:30									
13:00	Letters of Authorisation	LUNCH							
13:30									
14:00	Free time								
14:30		Activity Reports and OYOP	Sponsors' Fair	Mid Plenary	Sightseeing	IT	Final Plenary		
15:00	Opening Plenary					Human Resources I		SotN	
15:30		Human Resources II (Joint with MKT)							Open Forum
16:00									
16:30		GDPR				ELSA Training		Dressing time	Closing
17:00	GDPR		ELSA Training		Dressing time				
17:30		GDPR				ELSA Training		Dressing time	Closing
18:00	GDPR		ELSA Training		Dressing time				
18:30		GDPR				ELSA Training		Dressing time	Closing
19:00	GDPR		ELSA Training		Dressing time				
19:30		GDPR				ELSA Training		Dressing time	Closing
20:00	GDPR		ELSA Training		Dressing time				
20:30		GDPR				ELSA Training		Dressing time	Closing
21:00	GDPR		ELSA Training		Dressing time				
21:30		GDPR				ELSA Training		Dressing time	Closing

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 50th 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 [LXXIV International Council Meeting in Opatija](#) and [LXXV International Council Meeting in Baku](#);
- Read the [IM Manual](#);
- Read the [G Suite Guidelines](#);
- Read the [Transition Manual](#);
- Read the [NTP Manual](#).
- Bring your ELSA spirit, share your thoughts and suggestions, and leave your personal touch in the LXIX 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, 20 October 2019

*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, 21 October 2019

10:00 – 11:00

Area of IM**Description**

During the IX Supporting Area Meeting in Alicante, the participants of the IM workshop became familiar with the area of Internal Management and the Role of Secretary General. This time we will hold a more elaborate discussion on the role and potential challenges within the Area.

Outcome

Create an overview of the IM area for those new to the area and provide more experienced Officers with an update.

Preparation

Read the [Internal Management Manual](#).

11:30 – 13:00

Regulations

INTERNAL MANAGEMENT WORKSHOP

Description

During the International Council Meeting Constanta we will discuss the amendments to the Regulations, which also means that we as Secretary Generals shall know them well enough to be prepared for the week. Regulations are the standing stones of every establishment, so let's explore them.

Outcome

Participants are able to discuss the Proposals during the upcoming week.

Preparation

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

13:00 – 14:30

Lunch

14:30 – 15:30

IB Update**Description**

Are you wondering what we have been up to so far in the glorious ELSA House? There will be an update on how life is in the office. What have been done in the area of the Internal Management and what are the main challenges so far.

Outcome:

Participants are expected to find out the latest updates on the IM area, projects, partners, and how the transition was for other National/Local Groups.

Preparation:

Prepare your questions, also get ready to share your stories and share how your transition went.

15:30 - 17:00

Activity Reports and OYOP**Description**

INTERNAL MANAGEMENT WORKSHOP

Since sharing is not only caring but also inspiring, during this workshop participants will have a chance to present their achievements so far, and more importantly, the future plans. Take notes and use the opportunity to implement good practice of other National Groups in your own.

Outcome

Officers know what are plans of fellow IMers and what other National Groups achieved so far.

Preparation

Bring your Activity Reports and One Year Operational Plans.

17:00 – 18:00

Human Resources I**Description**

An updated part regarding human resources has been added to the Council Meeting Decision Book during the LXXV ICM in Baku, Azerbaijan, last March. We now find ourselves at the first stage of the actual implementation of the new provisions. Therefore the newly adopted HR Model will be presented.

Outcome

Officers are familiar with the new HR Model.

Preparation

- Read the Human Resources section of the [Decision Book](#) (pp. 34-36);
- Be ready to discuss how you are implementing the new HR Model.

17:00 – 18:00

Human Resources (Joint IM and MKT)**Description**

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

Outcome

Creation of the recruitment strategy.

Preparation

Think how IM and Marketing can collaborate on recruitment of new members. What is a role of each area in the attraction process?

INTERNAL MANAGEMENT WORKSHOP

17:00 – 18:00

GDPR

Description

During this workshop we will discuss the implementation process of the General Data Protection Regulation (GDPR). We will present the strategy of the IB on GDPR compliance process.

Outcome

- Update participants on the current state of GDPR Compliance of ELSA;
- Raise awareness regarding the GDPR across the ELSA members.

Preparation

Prepare questions and points of discussion.

Tuesday, 22 October 2019

10:00 – 11:30

Strategic Goals

Description

During this workshop, ELSA International will present the Strategic Planning Implementation Handbook, as well as the Proposals and the timeframe for the implementation of the Strategic Goals 2019-2023.

Outcome

The participants will make a recommendation for the Council regarding the Proposals on the Strategic Planning section of the DB.

Preparation

Please make sure that you read the Proposals [No 1](#), [No 2](#), [No 3](#) and the Strategic Planning Implementation Handbook, which will be sent to all of the mailing lists of ELSA before the ICM.

INTERNAL MANAGEMENT WORKSHOP

11:30 – 12:00

Proposals**Description**

We will hold discussions on proposals concerning the Regulations submitted to the Council Meeting.

Outcome

Recommendation by the workshop on the proposals.

Preparation

Read the proposals [No 9](#), [No 10](#), [No 36](#) and [No 39](#). Discuss them within your National Group. Remember to include all your arguments in the discussions in order to finish the debate with these proposals before the plenary

13:00 - 14:30

Lunch

14:30 – 17:30

Sponsors' Fair

17:30 – 19:00

ELSA Training**Description**

Training is one of the biggest projects of the Internal Management area. However, it is not used to its full potential. Last year discussions about the quality standards and common problems which caused the low number of Training Requests were held. We will discuss the potential growth of Training. We will also discuss the establishment of National Trainers' Pool: how to start, what are the following steps, what challenges might be faced.

Outcome

Participants are familiar with the concept of ELSA Training, know what is ITP and NTP and how to request a trainer from the ITP.

Preparation

- Read the Training part of the Internal Management part of the [International Council Meeting Decision Book](#);

INTERNAL MANAGEMENT WORKSHOP

- Check out the webpage of ELSA Training;
- Read through the publications of ELSA Training: [NTP Manual](#) and [Training Newsletter](#).

Thursday, 24 October 2019

*10:00 – 11:30***International Internal Meetings (Joint BEE, IM and FM)****Description**

Concerns about the International Internal Meetings and their quality were expressed in the past meetings. During this workshop, we will follow-up on the discussion held in Alicante. We will discuss the possible changes of the International Internal Meetings not only focusing on the International Council Meetings but other International Area Meetings as well.

Outcome

Solution for the problems International Internal Meetings are facing at the moment.

Preparation

- Read the [SAM Alicante Minutes](#) (pp. 28 – 31);
- Read the [LXXV International Council Meeting Minutes](#) (pp. 217 – 230);
- Read the [LXXV International Council Meeting Working Materials](#) (pp. 260 - 261);
- Read the [International Internal Meetings Participants' Report](#);
- Read the [International Internal Meetings Hosts' Report](#).

*11:30 – 13:00***Advisory Board (Join BEE and IM)****Description**

The Advisory Board of ELSA, a very important goal for the Good Governance of the Association will be discussed and analysed. The means, the tips and best practices will be the centre of the discussion between the Secretary Generals and the Presidents of the Association.

Outcome

The Workshop will make a proposal to ELSA International for the concrete criteria, duties, mandate, that the Advisory Board of ELSA International should fulfil.

Preparation

- Please read the [Strategic Goals 2019-2023 of ELSA, in the International Council Decision Book of ELSA](#) (p. 7).

INTERNAL MANAGEMENT WORKSHOP

- Please make sure that you the Strategic Planning Implementation Handbook, which will be sent to all of the mailing lists of ELSA before the ICM.

Friday, 25 October 2019

10:00 – 11:30

Knowledge Management (Joint with IM)**Description**

To ensure all your hard work is not in vain, good knowledge management practices are necessary. This is particularly important in the context of the STEP Research Project with a duration exceeding the ELSA activity of most of the workshop participants. During this workshop, the participants share best practices to document extensive research, how to get assistance from the ELSA alumni, and how to complement the efforts through training.

Outcome

Remaining questions are answered.

Preparation

No preparation required.

11:30 – 13:00

The tools of IM**Description**

During the workshops all the available tools for the IMers will be presented and we will discuss what tools should be created in order to be able work more efficiently.

Outcome

Participants are familiar with all the existing tools and ELSA International has an input from the Network on the tools that are necessary but currently do not exist.

Preparation

- Please take a look at the Tools of the IM Officers, uploaded on the Officers' Portal;
- Think of possible ways to improve them and make them, even more, user-friendly.

INTERNAL MANAGEMENT WORKSHOP

14:30 - 15:30

IT

Description

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

Outcome

All the questions related to the IT are answered and Officers are ready to work in the IT area.

Preparation

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

15:30 - 16:30

Alumni

Description

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

Outcome

Participants know how to establish/cooperate with the National Alumni Associations.

Preparation

- Prepare your ideas on how would you like to see the alumni Network supporting you.
- Prepare to present if you have the National Alumni Association, what kind of events do you organise for them.

16:30 - 17:30

State of the Network (SotN)

Description

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

INTERNAL MANAGEMENT WORKSHOP

Outcome

The overview of the current state of the Network.

Preparation

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

17:30 – 18:30

Open Forum**Description**

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

Outcome

All the questions are covered.

Preparation

- Think about possible topics that you would like to address to the Workshop
- Take notes during the ICM, write down the topics or questions you would like to address

18:30 - 19:00

Closing**Description**

All good things come to an end... During this workshop, all participants can express their opinion about the content of the International Council Meeting, give a feedback and say goodbye to each other until the ICM Malta 2020!

Outcome

The overview of the current state of the Network.

Preparation

INTERNAL MANAGEMENT WORKSHOP

Keep a feedback list in your notebook during the whole meeting so you will be able to properly evaluate the meeting. Think about which improvements you would like to see implemented in the structure and content of ICM Malta.

FINANCIAL MANAGEMENT WORKSHOP

FINANCIAL MANAGEMENT WORKSHOP

Timetable

	20th October	21st October	22nd October	23rd October	24th October	25th October	26th October	
	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
09:00	ARRIVAL	BREAKFAST						
09:30								
10:00		Introduction to FM	Practical Case	Mid Plenary	International Internal Meetings (BEE & IM & FM)	EDF: From zero to hero	Final Plenary	
10:30								
11:00								
11:30		Budget Revision (Joint BEE & FM)	Financial Strategy: The sequel	Moots & Money - Joint with AA & MCC	Tools			
12:00								
12:30								
13:00	Letters of Authorisation	LUNCH						
13:30								
14:00	Free time							
14:30		Financial Structure	Sponsors' Fair	Mid Plenary	Sightseeing	Relief of responsibility and Final Accounts (Joint BEE & FM)	Final Plenary	
15:00								
15:30								
16:00	Opening Plenary	STEP budget – Joint with FM and STEP	Grants					
16:30								
17:00								
17:30					Candidacy			
18:00	Opening Workshop	Budget	Proposals			Miscellaneous		
18:30								
19:00	Officers and Freshers' Workshop	Reporting Time & Dinner			Dressing time	Reporting Time & Dinner		
19:30	HoD						Transportation	
20:00	Dinner				Gala Ball			
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;
- Read relevant parts of the [Statutes and Standing Orders](#);
- Read relevant parts of the 50th 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 Financial Management Workshop in the [LXXV International Council Meeting in Baku](#);
- Read relevant parts of the Minutes of the Financial Management Workshop in the [IX Supporting Area Meeting in Alicante](#).

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 treasurer@elsa.org.

Welcome to the Financial Management workshop!



Sotiris Vergidis

Deputy Treasurer

ELSA International 2019/2020

Draft Agenda

Sunday, 20 October 2019

18:00 – 19:00

Opening Workshop

Description

To elect the Workshop Officers and approve the draft Agenda; to get to know each other and everyone's expectations for the week ahead.

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.

Outcome

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

FINANCIAL MANAGEMENT WORKSHOP

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, 21 October 2019

10:00 – 12:00

Introduction to FM**Description**

Participants will have the chance to get to know each other and share the expectations for this ICM. Results of the SoTN will be presented and will be discussed. It's also time for us to evaluate the term so far. We will have the opportunity to go through the Activity Reports prepared for the ICM and get a taste of what is going on with the FM area in each group.

Outcome

As it is important to keep the communication inside the Network, the Workshop will start with this summary. It's time for us to share experiences and good practices.

Preparation

- Be prepared to speak up and introduce yourself. Think about your expectations for the upcoming week;
- Prepare your Activity Report and send it to the FM mailing list on the following address: ELSA-FM@LISTSERV.ELSA.ORG;
- Read the OYOP of your board for the term 2019/2020 and evaluate Financial Management part.

FINANCIAL MANAGEMENT WORKSHOP

12:00 – 13:00

Budget Revision**Description**

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

Outcome

Recommendation of the amended budget proposal

Preparation

- Read the [proposed budget of ELSA International 2019/2020](#) in the Working Materials of ICM Baku (page 282);
- Read the Minutes of the [proposed budget of ELSA International 2019/2020](#) in ICM Baku, (page 86 – 87).

13:00 – 14:30

Lunch

14:30 – 16:00

Financial Structure**Description**

Associations require structure to grow, otherwise you'd have people pulling in all sorts of different directions. Every legal entity has a financial structure and is arguably one of its most important choices. In this session, the construction of the Finances inside the Association will be presented.

Outcome:

The participants of the workshop will have a broad view of the Financial Structure of our Association and how it can be used to achieve your goals, as it is common sense that a well-designed organization structure facilitates the completion of projects.

Preparation:

No preparation is required.

FINANCIAL MANAGEMENT WORKSHOP

16:00 - 17:30

STEP Budget – Joint with FM**Description**

STEP has a lot of potential to grow and improve but there is one problem – the lack of budget. Although the oldest and amongst the most popular projects of ELSA, STEP to this date does not have a project-specific budget to sustain itself. The most recent discussion to change the course of events started at ICM Baku and continued at KAM Istanbul. During this workshop, the participants discuss the fee for external applicants and how the income from the revenue-creating activities of STEP could be used.

Preparation

The operational details regarding the fee for external applicants are settled. Participants of the workshop learn about the possible synergies between the EDF and the STEP Budget and decide on the way in which the STEP Budget shall be used.

Outcome

Read through the proposal and the minutes from ICM Baku and KAM Istanbul.

17:30 – 19:00

Budget**Description**

Sharing is caring. The budget sharing workshop is one of the favourite of many workshop participants as they have the chance to have an overview of different types of budgeting procedure. Sharing the budget of your Group will help to determine best practices and discuss them, while you can gain inspiration for your own budget.

Outcome

To teach one another how to structure a budget, and about the structures of income and expenses.

Preparation

Bring your Group's budget.

FINANCIAL MANAGEMENT WORKSHOP

Tuesday, 22 October 2019

*10:00 – 11:30***Practical Case****Description**

During the IX Supporting Area Meeting 2019 in Alicante, Spain, the workshop expressed the willing to have more practical workshops. This from theory to practice workshop will help officers to understand how the finances can be used on a practical level.

Outcome

For Officers to understand how can implement their knowledge to everyday tasks.

Preparation

No preparation is required

*11:30 – 13:00***Financial Strategy: The sequel****Description**

You should have a strategy to succeed. During the IX Supporting Area Meeting 2019 in Alicante, Spain, we have discussed the importance of having a long – term financial strategy and how this can be useful for the years to come. Now it's your time to introduce your ideas or drafts of your financial strategy if you have one. If not, there will be a fruitful discussion with directions how you can compile a financial strategy.

Outcome

To motivate the Officers on the creation of a financial strategy.

Preparation

Any process regarding the creation of a financial strategy shall be presented.

*13:00 - 14:30****Lunch***

 FINANCIAL MANAGEMENT WORKSHOP

14:30 – 17:30

Sponsors' Fair

17:30 – 19:00

Proposals

Description

During this workshop, the EDF Cycle and the transitional provision for membership fee are going to be discussed. Participants will have the choice to be informed regarding this.

Outcome

The workshop will make a recommendation regarding EDF Cycle and transitional provision for membership fee.

Preparation

- Read the EDF Regulation of ELSA in the Financial Management Decision Book Part (pages 47 - 58).
- Read the Membership Fee of ELSA in the Financial Management Decision Book Part (page 42 - 43).
- Read the Proposals [No 11](#), [No 12](#), [No 13](#), [No 14](#) and [No 15](#).

Thursday, 24 October 2019

10:00 – 11:30

International Internal Meetings (Joint BEE, IM and FM)

Description

Concerns about the International Internal Meetings and their quality were expressed in the past meetings. During this workshop, we will follow-up on the discussion held in Alicante. We will discuss the possible changes of the International Internal Meetings not only focusing on the International Council Meetings but other International Area Meetings as well.

Outcome

Solution for the problems International Internal Meetings are facing at the moment.

Preparation

- Read the [SAM Alicante Minutes](#) (pp. 28 – 31);
- Read the [LXXV International Council Meeting Minutes](#) (pp. 217 – 230);
- Read the [LXXV International Council Meeting Working Materials](#) (pp. 260 - 261);

FINANCIAL MANAGEMENT WORKSHOP

- Read the [International Internal Meetings Participants' Report](#);
- Read the [International Internal Meetings Hosts' Report](#).

11:30 – 13:00

Moot & Money (Joint with AA & MCC)**Description**

There is a sizeable amount of financial management involved in moot organisation, especially when it comes to the international moots. In this workshop, ELSA International will provide an insight into the finances and financial decisions of the international moots and put these in a historical context. Finally, we will discuss how the finances of the moots can be improved.

Outcome

Transparency as regards the financial decisions related to the international moots.

Preparation

Read the minutes of the “Moots and Money” Workshop in ICM Baku.

Friday, 25 October 2019

10:00 – 12:00

EDF: From zero to hero**Description**

The knowledge of EDF is quite low among the Network and so we seek to promote this tool. EDF is a powerful tool if you know how to use it. In this workshop the participants will have the chance to understand the mechanism of EDF from applying till reporting.

Outcome

For the Officers' to gain a holistic view about how EDF works.

Preparation

Read the EDF Regulation of ELSA in the Financial Management [Decision Book](#) Part (pages 47 - 58)

12:00 – 13:00

Tools

FINANCIAL MANAGEMENT WORKSHOP

Description

There are a lot of tools that can be used during our term to make our life easier. Time for us to discover them and make it easier.

Outcome

Find ways to make the everyday life of the Treasurer easier.

Preparation

Bring any tool or a template that you believe that help you to organise your work properly.

14:30 - 16:00

Relief of responsibility and Final Accounts (Joint BEE & FM)**Description**

The Final Accounts of the term 2018/2019 will be presented to the workshop. The auditors will present their report and the participants will be able to ask questions.

Outcome

The BEE Workshop will get an analytical view of the Final Accounts of the term 2018/2019 and will make a recommendation for the plenary of the International Council Meeting.

Preparation

Read the Final Accounts and the Auditor Report, which will be sent to every mailing of ELSA before the International Council Meeting and prepare questions on it.

16:00 - 17:00

Grants**Description**

What is a grant? Did you ever apply for a grant? Of which type? Which ones do you think are the most important aspects to present about a project?

Outcome

Aforementioned will be discussed in order to get the essence why the grants are important.

Preparation

No preparation is needed

FINANCIAL MANAGEMENT WORKSHOP

17:00 - 18:00

Candidacy**Description**

The aim of this workshop is to give to the candidates running for the position of Treasurer of ELSA International 2019/2020 the opportunity to present themselves. You will have the opportunity to ask questions and/or clarification.

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.

Preparation

Read carefully the Candidacy Materials.

18:00 - 18:30

Miscellaneous**Description**

An open forum for whatever the Workshop wishes to discuss, or the moment to revisit topics that came up during the week, but could not be discussed to the desired extent.

Outcome

To bring forward what we were not able to discuss during previous Workshops

Preparation

During the meeting, write down topics you would like to still discuss before leaving the ICM. Keep a feedback list in your notebook during the whole meeting.

18:30 - 19:00

Closing**Description**

All good things must come to an end. We will take some time to evaluate the ICM Constanta. There should be an honest and open evaluation of the week, in order to make the next ICM even better.

FINANCIAL MANAGEMENT WORKSHOP

Outcome

It's time for you to speak up and properly evaluate the meeting. Moreover, think about which improvements you would like to see in the structure and content of the workshops in ICM Malta.

Preparation

No preparation needed.

MARKETING WORKSHOP

MARKETING WORKSHOP

Timetable

	20th October	21st October	22nd October	23rd October	24th October	25th October	26th October
	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
09:00	ARRIVAL	BREAKFAST					
09:30							
10:00		Update from IB	STEP Marketing – Joint with MKT and STEP	Mid Plenary	Moots & Marketing - joint with AA & MCC	ELSA Webinars - joint BEE and S&C	Final Plenary
10:30		First Evaluation	Marketeers as Graphic Designers		Corporate Identity	Brand Identity	
11:00							
11:30							
12:00							
12:30							
13:00	Letters of Authorisation	LUNCH					
13:30							
14:00	Free time						
14:30							
15:00	Opening Plenary	ICE (joint with S&C)	Sponsors' Fair	Mid Plenary	Sightseeing	Behind the scenes	Final Plenary
15:30		Social Media				Open Forum	
16:00							
16:30							
17:00		Human Resources II (Joint with IM)	A love-hate relationship: Synergy		Evaluation & Closing		
17:30							
18:00	Market Research - Joint with BEE	Dressing time		Reporting Time & Dinner			
18:30	Opening Workshop						
19:00	Officers and Freshers' Workshop					Gala Ball	PARTY
19:30	HoD						
20:00	Dinner						
20:30							
21:00		PARTY					
21:30							

MARKETING 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 50th edition of the [International Council Meeting Decision Book](#);
- Read the [One Year Operational Plan](#) of the International Board for the term 2019/2020;
- Read [ELSA Brandbook](#);
- Read [Marketing Handbook](#);
- Read relevant parts of the Minutes of the Marketing Workshop in the [LXXV International Council Meeting in Baku](#);
- Read relevant parts of the [Minutes](#) of the Marketing Workshop in the IX Supporting Area Meeting in Alicante.

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 marketing@elsa.org.

Welcome to the Marketing Workshop!



Irem Ozener

Vice President in charge of Marketing
ELSA International 2019/2020

MARKETING WORKSHOP

Draft Agenda

Sunday, 20 October 2019

*18:00 – 19:00***Opening Workshop****Description**

During the Opening Workshop we will elect the Workshop Officers, namely the 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 on 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 preparations needed.

*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.

Outcome

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

MARKETING WORKSHOP

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, 21 October 2019

10:00 – 11:00

IB Update**Description**

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

Outcome

Participants are expected to find out the latest updates on the Marketing area, projects, partners, and the life in ELSA House in Brussels.

Preparation

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

MARKETING WORKSHOP

11:00 – 13:00

First Evaluation**Description**

We gave you our update – now it is your turn. In this workshop, we ask you to present your national and local groups and if you have any achievements you accomplished or any challenges you faced so far.

Outcome

A status update on the situation of the Network as well as guidelines on how to solve problems related to marketing on local and national level.

Preparation

Prepare your stories and promotional materials if you have any!

13:00 – 14:30

Lunch

14:30 – 16:00

International Conferences of ELSA (Joint MKT and S&C)**Description**

During this workshop ELSA International will present proposition of branding and promotion of International Conferences of ELSA. Additionally, we will start creating local and national promotion plans for this event.

Outcome:

Participants of the Workshop prepared promotion plan for International Conferences of ELSA, which is to be implemented on the respective local and national levels.

Preparation:

Read the International Council Meeting Decision Book p. 95 and Minutes from the International Conferences of ELSA Workshop in ICM Baku pp. 453-458.

MARKETING WORKSHOP

16:00 - 17:00

Legal Aspects of Social Media**Description**

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

Outcome

Participants are expected to share their experience regarding the social media channels and learn about the legality of using such platforms.

Preparation

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

17:00 – 18:00

Human Resources (Joint IM and MKT)**Description**

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

Outcome

Creation of the recruitment strategy.

Preparation

Think how IM and Marketing can collaborate on recruitment of new members. What is a role of each area in the attraction process?

18:00 – 19:00

Market Research (Joint BEE and MKT)**Description**

Market Research is a great tool for us to better understand the current stage of our Network and help us reach the Strategic Goals we set. It is already time to start preparing for the market research and the aim of the workshop is thus to discuss it and to start defining the goals. Questions in the Market Research could also be a partner benefit to offer for externals.

MARKETING WORKSHOP

Outcome

Participants of the workshop will have the opportunity to define the ratio, the goals and even further the content of the next Market Research of ELSA International.

Preparation

Go through the results of the market research conducted in 2012 and be prepared to present the procedure of market research in your National or Local Group, if you conduct any research or surveys.

Tuesday, 22 October 2019

10:00 – 11:30

STEP Marketing (Joint MKT and STEP)**Description**

From the bridges of doom to corporate buildings, STEP is certainly set apart from the other projects through its brand and marketing. During this workshop, the participants evaluate the past marketing strategy.

Outcome

Participants of the workshop come up with a modernised framework for branding STEP and actionable ideas for promotional tools.

Preparation

Read the minutes of KAM Istanbul.

11:30 – 13:00

Marketeers as Graphic Designers**Description**

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

Outcome

Marketeers will open the gates of graphic design

Preparation

Bring your laptop with proper software.

MARKETING WORKSHOP

13:00 - 14:30

Lunch

14:30 – 17:30

Sponsors' Fair

17:30 – 19:00

A love-hate relationship: Synergy

Description

Here, we will review the one and only Synergy Magazine, its promotional peculiarities, and obstacles in production. Related proposals put forward by ELSA International will be discussed during this Workshop.

Outcome

Participants will have an overview of the timeframe of the Synergy and how the cycle of Synergy works every year.

Preparation

Read the proposals regarding the Synergy Magazine.

Thursday, 24 October 2019

10:00 – 11:30

Moot & Marketing (Joint MKT and AA & MCC)

Description

It was a common feedback from KAM Istanbul that the marketing of the international moots could and should be improved. Therefore, we will discuss different strategies for making the moot more recognised and approachable. Moreover, we will address general marketing tools and strategies for your national and local moots.

Outcome

Clear marketing strategies for the international moots and guidelines for national and local moots.

Preparation

MARKETING WORKSHOP

Take a critical look at the [EHRMCC Website](#) and the [JHJMCC Website](#)

11:30 – 13:00

Corporate Identity

Description

As a follow-up from the IX. Supporting Area Meeting Workshop, we will discuss the current situation with the ELSA Corporate Identity within the Network.

Outcome

In this workshop, marketeers will figure out how important it is to have Corporate Identity and what it really means for our Association.

Preparation

Familiarise yourself with the [ELSA Brandbook](#). Read the Uniformity section of the Marketing part of the [International Council Meeting Decision Book](#).

Friday, 25 October 2019

10:00 – 11:30

ELSA Webinars (Joint BEE, MKT and S&C)

Description

As presented during the IPM Thessaloniki and KAM Istanbul, one of the main focuses for the area of S&C this year are ELSA Webinars. ELSA Webinars does not only embody contribution to the legal education, but also provide for the unique fundraising tool. Therefore, during this workshop we will discuss how to “sell” ELSA Webinars.

Outcome

Participants of the workshop create an offer for the prospective partners regarding a relevant ELSA Webinar.

Preparation

Go through the presentation regarding ELSA Webinars from KAM Istanbul, which can be found on officers.elsa.org

MARKETING WORKSHOP

11:30 – 13:00

Brand Identity**Description**

The aim of this Workshop is not only to educate yourself on the main features of our Flagship Projects and other big projects, but also to dive deeply into the brand assets and brandlines of each and every one of them. Additionally, during this Workshop you will be presented with the outcome of the work of ELSA International in regards to finalising the brands of the projects and their future.

Outcome

Participants are expected to have a wider understanding of the brands and the branding of the projects.

Preparation

Study closely the existing brand assets of the Flagship Projects. Try to figure out which ones are lacking specific branding elements.

13:00 - 14:30

Lunch

14:30 - 16:00

Behind the scenes**Description**

It is time to realise that behind all these shiny posters and visuals, there lies much more work. In this workshop, you will be introduced with the little helpers of every marketer when it comes to planning, designing, scheduling, etc.

Outcome

Participants will figure out different ways of programmes which will come in handy for them in the future.

Preparation

Bring your laptops and notebooks with you!

MARKETING WORKSHOP

16:00 - 17:30

Open Forum**Description**

During the week we will often encounter situations where there is not enough time to talk about interesting questions during the Workshop. This Workshop will be dedicated to such questions.

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

Evaluation & Closing**Description**

Our last workshop of the week will offer opportunities for feedback and sweet goodbyes.

Outcome

Feedback for ELSA International to improve and an appropriate end to our week together.

Preparation

Think about which improvements you would like to see implemented in the structure and content of ICM Malta.

ACADEMIC ACTIVITIES WORKSHOP

ACADEMIC ACTIVITIES WORKSHOP

Timetable

	20th October	21st October	22nd October	23rd October	24th October	25th October	26th October		
	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY		
09:00	ARRIVAL	BREAKFAST							
09:30									
10:00		Introduction to AA & MCC	JHJMCC	Mid Plenary	Moots & Marketing - Joint with MKT	Development in AA & MCC	Final Plenary		
10:30									
11:00		National and Local Projects - opportunities and challenges	EHRMCC		Moots & Money - Joint with FM	IFP and ELSA Day - Joint with S&C and STEP			
11:30									
12:00			Regional Rounds						
12:30									
13:00	Letters of Authorisation	LUNCH							
13:30									
14:00	Free time								
14:30		ENC	Sponsors' Fair	Mid Plenary	Sightseeing	NLMCC	Final Plenary		
15:00	Opening Plenary					ELR		ENC - and other Academic Competitions	
15:30									
16:00									LRG
16:30									
17:00	LRG - Joint with STEP		IFP - Joint with BEE, S&C and STEP		Dressing time	Miscellaneous			
17:30						Closing			
18:00	Opening Workshop		Reporting Time & Dinner		Transportation	Reporting Time & Dinner			
18:30									
19:00	Officers and Freshers' Workshop	Gala Ball			PARTY				
19:30	HoD								
20:00	Dinner								
20:30									
21:00	PARTY								
21:30									

ACADEMIC ACTIVITIES 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 50th edition of the [International Council Meeting Decision Book](#);
- Read the [One Year Operational Plan](#) of the International Board for the term 2019/2020;
- Read the [AA Handbook](#)
- Read the [MCC Handbook](#)
- Read the [LRG Handbook](#)
- Read the [Law Review Handbook](#)
- Read the [IFP Handbook](#)
- Read the [ENC Handbook](#)
- Read relevant parts of the Minutes of the AA & MCC Workshop of the [LXXV International Council Meeting in Baku](#);
- Read relevant parts of the [Minutes](#) of the AA & MCC Workshop of the IX Key Area Meeting in Istanbul.

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

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

Welcome to AA & MCC Workshop!



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



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

&

ACADEMIC ACTIVITIES WORKSHOP

Draft Agenda

Sunday, 20 October 2019

*18:00 – 19:00***Opening Workshop****Description**

During the Opening Workshop, we will elect the Workshop Officers, namely the 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.

ACADEMIC ACTIVITIES 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, 21 October 2019

10:00 – 11:00

Introduction to AA & MCC**Description**

ELSA International will provide an overview of the projects falling under the AA & MCC umbrella as well as give an insight into the status of those projects based on the latest State of the Network inquiry.

Outcome

Providing an overview and a status update of the AA & MCC area.

Preparation

Familiarise yourself with the [AA Handbook](#) and the [MCC Handbook](#).

ACADEMIC ACTIVITIES WORKSHOP

11:00 – 13:00

National and Local Projects - opportunities and challenges

Description

We gave you our update – now it is your turn. In this workshop, we ask you to present your national and local projects including how the project was established, which unique opportunities the project offers to your group and members and any challenges you have faced with the project.

Outcome

A status update on the events of the Network as well as guidelines on how to solve project related issues on local and national level.

Preparation

Prepare presentations of your projects.

13:00 – 14:30

Lunch

14:30 – 15:30

ELSA Negotiation Competition

Description

The ELSA Negotiation Competition is growing in popularity in the network due to its commercial aspects and uncomplicated organisational structure. In this workshop, ELSA International will provide a brief overview of the Competition and how you can organise it. Following that, the workshop will continue the discussion from KAM Istanbul regarding the reformation and harmonisation of the Competition.

Outcome:

A clear direction for the Competition as well as draft quality standards.

Preparation:

Read the [ENC Handbook](#) as well as the [Minutes](#) from the ENC workshop in ICM Baku and the [Minutes](#) from the ENC workshop in KAM Istanbul.

ACADEMIC ACTIVITIES WORKSHOP

15:30 - 16:30

ELSA Law Review

Description

The ELSA Law Review is currently undergoing great changes, which will be presented in this workshop. ELSA International will present the efforts made on marketing and rebranding the ELR as well as improving the ELR Library – aspects addressed by the workshop in KAM Istanbul. Following that, the workshop will discuss proposal [No 19](#) on the ELSA Law Review.

Outcome

An update on the ELR as well a recommendation to Council on proposal [No 19](#).

Preparation

Read the [Law Review Handbook](#) and browse the [ELR Website](#). Read proposal [No 19](#).

16:30 – 17:30

Legal Research Groups

With the Legal Research Group on Internet Censorship soon to be launched, we will evaluate on the progress so far and discuss the deadline and process of the LRG. Furthermore, the workshop will discuss best practices in order to be equipped to teach the STEPpers how to conduct an LRG. Finally, we will discuss proposal [No 18](#) on Legal Research Groups.

Outcome

Firm knowledge on how to conduct a Legal Research Group as well as a recommendation to Council on proposal [No 18](#).

Preparation

Read the [LRG Handbook](#) and familiarise yourself with the [LRG Website](#). Read proposal [No 18](#).

17:30 – 19:00

Legal Research Groups (Joint with STEP)

Description

The STEPpers wish to create a Legal Research Group in order to research legality issues and solutions in STEP. You have the knowledge and tools to teach them how to conduct such LRG. In this workshop, you will therefore be the teachers and in collaboration with the STEPpers you will draft the outline for a STEP LRG.

Outcome

ACADEMIC ACTIVITIES WORKSHOP

A draft outline for the contents of and timeline for the LRG on STEP legality as well as an overview on the human resources needed.

Preparation

No preparation required.

Tuesday, 22 October 2019

10:00 – 11:00

John H. Jackson Moot Court Competition**Description**

The John H. Jackson Moot Court Competition is a flagship project, and additionally, one of the biggest projects of our Association. The Competition was launched on the 15th of September and since then ELSA International and ELSA International Team are working on the smooth organisation of the project. ELSA International will provide you with process made in last months. Furthermore, the main focus areas of this workshop are to get to know the Competition and its structure and discuss the main challenges for its future.

Outcome

A clear overview of the Competition and direction for the future.

Preparation

Visit the [website](#) of the JHJMCC and go through the [rules](#) and [timeline](#) of the Competition.

11:00 – 12:00

European Human Rights Moot Court Competition**Description**

The Competition has been launched and we are well in the registration process. ELSA International will provide an update on our work, including the progress on the Regional Rounds. Moreover, we will discuss the status on the three development goals created in KAM Istanbul, namely i) Organisational Stability and Transparency, ii) Improving Involvement of National and Local Groups, and iii) Institutionalisation of Regional Rounds.

Outcome

A clear overview of the Competition and direction for the future.

Preparation

Read through the [website](#) of the EHRMCC as well as the [Final Report](#) of the 7th edition of the Competition.

ACADEMIC ACTIVITIES WORKSHOP

12:00 – 13:00

Regional Rounds

Description

As discussed in KAM Istanbul, it may be difficult for the International Board to locate enough Regional Round Organisers. This workshop will set out the steps of Regional Round organisation and discuss how the organisation can be made more obtainable. Furthermore, the workshop will discuss proposals [No 20](#) and [No 21](#) which sets out one solution to the issue.

Outcome

Concrete solutions to the Regional Round organisation issue as well as a recommendation to Council on proposals [No 20](#) and [No 21](#).

Preparation

Read proposal proposals [No 20](#) and [No 21](#).

13:00 - 14:30

Lunch

14:30 – 17:30

Sponsors' Fair

17:30 – 19:00

International Focus Programme (IFP) (Joint BEE, AA & MCC, S&C and STEP)

Description

The long-awaited moment is finally here – the selection of the new IFP topic is upon us. During this workshop, the participants discuss the two options for the next IFP topic.

Outcome

The participants of the workshop recommend the next IFP topic.

Preparation

Read the minutes from the IFP Workshop in [ICM Baku](#) and [KAM Istanbul](#). Familiarise yourself with the two IFP topic options and prepare your comments before the workshop.

ACADEMIC ACTIVITIES WORKSHOP

Thursday, 24 October 2019

*10:00 – 11:30***Moot & Marketing (Joint with AA & MCC)****Description**

It was a common feedback from KAM Istanbul that the marketing of the international moots could and should be improved. Therefore, we will discuss different strategies for making the moot more recognised and approachable. Moreover, we will address general marketing tools and strategies for your national and local moots.

Outcome

Clear marketing strategies for the international moots and guidelines for national and local moots.

Preparation

Take a critical look at the [EHRMCC Website](#) and the [JHJMCC Website](#)

*11:30 – 13:00***Moot & Money – Joint with FM****Description**

There is a sizeable amount of financial management involved in moot organisation, especially when it comes to the international moots. In this workshop, ELSA International will provide an insight into the finances and financial decisions of the international moots and put these in a historical context. Finally, we will discuss how the finances of the moots can be improved.

Outcome

Transparency as regards the financial decisions related to the international moots.

Preparation

Read the [minutes](#) of the “Moots and Money” Workshop in ICM Baku.

Friday, 25 October 2019

*10:00 – 11:30***Development in AA & MCC****Description**

In ICM Baku, we started discussions of the future of the AA & MCC Area, and in KAM Istanbul these discussions were tangibilised as we took the first steps towards drafting the AA & MCC

ACADEMIC ACTIVITIES WORKSHOP

Development Goals. In this workshop, we will discuss those goals, refine them and discuss the operational means towards achieving them.

Outcome

Getting a step closer towards achieving defined Development Goals for AA & MCC.

Preparation

Read the [Minutes](#) of KAM Istanbul.

11:30 – 13:00

IFP and ELSA Day (Joint AA & MCC, S&C and STEP)**Description**

Since both, the 8th edition of ELSA Day and the new IFP Cycle are approaching, it is time to make and share your plans regarding these. Additionally, during this workshop, tips and tricks regarding ELSA Day events and organising informative campaigns, as well as social events will be shared.

Outcome

Participants of the workshop create a draft plan of implementation of the new IFP and share best practises with regards to ELSA Day events.

Preparation

Read through the [8th ELSA Day Outline](#) and be ready to present your ideas for the upcoming ELSA Day. Think of how IFP could be implemented in your Local/National Group for you to improve the impact of your IFP activities.

13:00 - 14:30

Lunch

14:30 - 15:30

National and Local Moot Court Competitions**Description**

This workshop will mostly focus on passing the information to Local and National officers about the project as big as MCC can be - How and where to start when you want to organise brand new MCC? How to structure your organising committee? How to overcome the problems that can arise during the organisation of the MCC? Furthermore, ELSA International will provide you with an update on the work of ELSA International Team and present you a new structure of the Team.

ACADEMIC ACTIVITIES WORKSHOP

Outcome

An overview of how to create new MCC and how to deal with struggles throughout the whole organisation of the Competition. An overview of the work done in this area by ELSA International Team.

Preparation

Read through the [MCC Handbook](#) and the [MCC Package](#).

15:30 - 17:00

ENC – and other Academic Competitions**Description**

This workshop will continue the discussion on ENC quality standards, however, as Academic Competitions consists of more than just the ENC, this workshop will also explore other potential competitions. This will be done through presentations and small simulations.

Outcome

A clear overview of the potential offer by Academic Competitions.

Preparation

Preparation will be presented during the ICM – stay tuned.

17:00 – 18:00

Candidacy**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. 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

ACADEMIC ACTIVITIES WORKSHOP

18:00 – 18:30

Miscellaneous**Description**

This is our chance to catch up on any content or discussion that we missed during the week.

Outcome

Catching up on the week.

Preparation

No preparation required.

18:30 – 19:00

Closing**Description**

Our last workshop of the week will offer opportunities for feedback and sweet goodbyes.

Outcome

Feedback for ELSA International to improve and an appropriate end to our week together.

Preparation

Think about which improvements you would like to see implemented in the structure and content of ICM Malta.

SEMINARS AND CONFERENCES WORKSHOP

SEMINARS AND CONFERENCES WORKSHOP

Timetable

	20th October	21st October	22nd October	23rd October	24th October	25th October	26th October			
	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY			
09:00	ARRIVAL	BREAKFAST								
09:30										
10:00		Know-how	ICE II	Mid Plenary	ELSA Delegations	ELSA Webinars - joint BEE and MKT	Final Plenary			
10:30		Status Quo								
11:00		Study Visits	ELSA Law Schools II			IFP and ELSA Day - Joint with AA&MCC and STEP				
11:30										
12:00										
12:30										
13:00	Letters of Authorisation	LUNCH								
13:30										
14:00	Free time									
14:30		ICE I - joint with MKT	Sponsors' Fair	Mid Plenary	Sightseeing	A way forward with S&C	Final Plenary			
15:00	ELSA Law Schools I					Evaluations				
15:30		Exchange Forum								
16:00								IFP - Joint with BEE, AA&MCC and STEP		
16:30		Ugly truth	Dressing time		Misc and closing					
17:00	Reporting Time & Dinner					Reporting Time & Dinner				
17:30		Gala Ball	PARTY							
18:00	OFFICERS AND FRESHERS' WORKSHOP				PARTY					
18:30		HO D	PARTY							
19:00	Dinner			PARTY						
19:30		PARTY	PARTY							
20:00	PARTY			PARTY						
20:30		PARTY	PARTY							
21:00	PARTY			PARTY						
21:30		PARTY	PARTY							

SEMINARS AND CONFERENCES 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 50th edition of the [International Council Meeting Decision Book](#) (pp. 7-15, 22-24, 45-46, 85-96)
- Read the [S&C Development Goals](#);
- Read the [S&C Handbook](#);
- Read the [Study Visits Handbook](#);
- Read the [8th ELSA Day Outline](#);
- Read relevant parts of the Minutes of the S&C Workshop of the [LXXV International Council Meeting in Baku](#);
- Read relevant parts of the Minutes of the S&C Workshop of the [LXX International Council Meeting in Porto](#) (pp. 330 – 331);
- Read relevant parts of the Minutes of the S&C Workshop of the [LXXI International Council Meeting in Prague](#) (359 – 362);
- Read relevant parts of the [Minutes](#) of the S&C Workshop of the IX Key Area Meeting in Istanbul.
- Watch [ELSA Law Schools \(1\) Webinar](#).

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 by sending an email to seminarsconferences@elsa.org.

Welcome to the S&C workshop!



Aleksandra Żuchowska

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

Draft Agenda

Sunday, 20 October 2019

18:00 – 19:00

Opening Workshop

Description

During the Opening Workshop, we will elect the Workshop Officers, namely the 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 on 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 is 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.

Outcome

SEMINARS AND CONFERENCES WORKSHOP

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, 21 October 2019

10:00 – 10:30

Know – how**Description**

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

Outcome

The Workshop acquires basic S&C knowledge.

Preparation

No preparations is needed.

SEMINARS AND CONFERENCES WORKSHOP

10:30 – 11:30

Status Quo**Description**

During this workshop, we will analyse the current status of the area of S&C and compare it with previous years, to see the current trends and measure 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.

11:30 – 13:00

Study Visits**Description**

During Key Area Meeting in Istanbul current problems regarding Study Visits were presented to S&Cers and STEPers. As the topic is complex, it naturally requires more discussion, which will be continued during ICM Constanta.

Outcome

Participants of the workshop came up with the solutions on how to improve and develop Study Visits, as well as established a way forward with regards to this project.

Preparation

Read the [Study Visits Handbook](#) and more importantly, the [Minutes](#) from the Study Visits workshop in the Key Area Meeting Istanbul (pp. 69-73). The knowledge on the discussion from KAM is essential for the efficient and smooth course of the workshop.

13:00 – 14:30

Lunch

SEMINARS AND CONFERENCES WORKSHOP

14:30 – 16:00

International Conferences of ELSA I (Joint with MKT)

Description

During this workshop ELSA International will present proposition of branding and promotion of International Conferences of ELSA. Additionally, we will start creating local and national promotion plans for this event.

Outcome:

Participants of the Workshop prepared promotion plan for International Conferences of ELSA, which is to be implemented on the respective local and national levels.

Preparation:

Read the [International Council Meeting Decision Book p. 95](#) and [Minutes from the International Conferences of ELSA Workshop in ICM Baku pp. 453-458](#).

16:00 - 18:00

ELSA Law Schools I

Description

ELSA Law Schools are one of the leading academic events of the Network. Nevertheless, in order to fully flourish, the project still requires improvements. Currently, special emphasis must be put on ensuring the quality of ELSA Law Schools organised within the Network. Thus during this workshop, we will discuss and vote upon the proposals regarding this flagship project.

Outcome

Workshop decides upon the relevant proposals.

Preparation

Read [International Council Meeting Decision Book pp. 86 – 90](#). Additionally, watch [ELSA Law Schools \(1\) Webinar](#) and most importantly - familiarise yourself with the relevant proposals [No 22](#), [No 23](#), [No 24](#), [No 25](#).

18:00 – 19:00

Ugly truth

It is story time! During this Workshop National and Local Officers will be divided. Each group will be sharing what they have done from the beginning of the term, what are the plans for the upcoming months, what problems have been faced, and what have been achieved.

SEMINARS AND CONFERENCES WORKSHOP

Outcome

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

Preparation

Make a list of the problems you have faced so far and what did you manage to achieve. Be able to present your Activity Report!

Tuesday, 22 October 2019

10:00 – 11:30

ICE II**Description**

Proposals regarding International Conferences of ELSA will be voted upon during this workshop. Additionally, we will brainstorm on how to further develop this project.

Outcome

Workshop decides upon the relevant proposals.

Preparation

Read the relevant proposals [No 26](#) and [No 27](#).

11:30 – 13:00

ELSA Law Schools II**Description**

During KAM Istanbul S&C Workshop showed a positive attitude towards further discussing the possibility of implementing ranking system of ELSA Law Schools. Since introducing this kind of division is connected with big structural changes, the topic requires deeper analysis.

Outcome

Participants of the workshop decide on the prospective proposal for the ICM Malta.

Preparation

Read the [Minutes](#) from ELSA Law Schools workshop in KAM Istanbul (pp.51-56).

 SEMINARS AND CONFERENCES WORKSHOP

13:00 - 14:30

Lunch

14:30 – 17:30

Sponsors' Fair

17:30 – 19:00

International Focus Programme (IFP) (Joint with BEE, S&C and STEP)

Description

The long-awaited moment is finally here – the selection of the new IFP topic is upon us. During this workshop, the participants discuss the two options for the next IFP topic.

Outcome

The participants of the workshop recommend the next IFP topic.

Preparation

Read the minutes from the IFP Workshop in [ICM Baku](#) and [KAM Istanbul](#). Familiarise yourself with the two IFP topic options and prepare your comments before the workshop.

Thursday, 24 October 2019

10:00 – 13:00

ELSA Delegations

Description

Newly created Terms & Conditions of ELSA Delegations and updated selection criteria will be presented during this workshop. Moreover, we will brainstorm on how to practically implement step by step more social responsibility into ELSA Delegations.

Outcome

Participants of the workshop are aware of the changes that has been made with regards to ELSA Delegations and prepare a development plan for the project.

Preparation

Read the [International Council Meeting Decision Book pp. 93-95](#). Go through delegations.elsa.org website, as well as read the [Minutes](#) from Strategic Planning in S&C workshop in KAM Istanbul (pp. 46-50).

SEMINARS AND CONFERENCES WORKSHOP

Friday, 25 October 2019

*10:00 – 11:30***ELSA Webinars (Joint BEE, MKT and S&C)****Description**

As presented during the IPM Thessaloniki and KAM Istanbul, one of the main focuses for the area of S&C this year are ELSA Webinars. ELSA Webinars does not only embody contribution to the legal education, but also provide for the unique fundraising tool. Therefore, during this workshop we will discuss how to “sell” ELSA Webinars.

Outcome

Participants of the workshop create an offer for the prospective partners regarding a relevant ELSA Webinar.

Preparation

Go through the presentation regarding ELSA Webinars from KAM Istanbul, which can be found on officers.elsa.org → S&C.

*11:30 – 13:00***IFP and ELSA Day (Joint AA & MCC, S&C and STEP)****Description**

Since both, the 8th edition of ELSA Day and the new IFP Cycle are approaching, it is time to make and share your plans regarding these. Additionally, during this workshop, tips and tricks regarding ELSA Day events and organising informative campaigns, as well as social events will be shared.

Outcome

Participants of the workshop create a draft plan of implementation of the new IFP and share best practises with regards to ELSA Day events.

Preparation

Read through the [8th ELSA Day Outline](#) and be ready to present your ideas for the upcoming ELSA Day. Think of how IFP could be implemented in your Local/National Group for you to improve the impact of your IFP activities.

SEMINARS AND CONFERENCES WORKSHOP

13:00 - 14:30

Lunch

14:30 - 16:00

A way forward with S&C

Description

International speakers' data base and possible renaming of the area will be discussed during this workshop. Furthermore, we will talk about the current problems present in the area and how to solve them.

Outcome

Participants on the workshop decide on the direction the area shall undertaken in the upcoming months.

Preparation

Read through the [Minutes from the ICM Porto regarding renaming area of S&C pp. 330-331](#) and [Minutes from the ICM Prague regarding renaming area of S&C pp. 359-362](#). Additionally, take a look at the [S&C Development Goals](#), created only one month ago and think of these goals, which could be implemented already during this term.

16:00 - 17:00

Evaluations

Description

Evaluation is an obligation of every S&C event organiser. It allows to see the good and bad sides of the project, as well as make assumptions for the future editions. For ELSA International, the evaluation of S&C events enables tracking the development of the area and spotting current problems. How to take the most out of the evaluation forms will be thus the topic of this workshop.

Outcome

Participants of the workshop come out with the idea on how to improve evaluation system in S&C.

Preparation

Go through [S&C Event Evaluation Form](#) and think of its compliance with the needs of the Network.

SEMINARS AND CONFERENCES WORKSHOP

17:00 – 18:00

Exchange forum**Description**

Your time to shine! During this workshop you will have a chance to share amazing Local/National events you organise and encourage the others to join them!

Outcome

Participants of the workshop get to know projects organised within the Network.

Preparation

Prepare a presentation of the event you wish to present to the workshop. Make sure the presentation is no longer than five minutes.

18:00 – 19:00

Miscellaneous and closing**Description**

This will be the moment for final questions, feedback and sweet goodbyes before the next International Council Meeting.

Outcome

A satisfactory closure of the week.

Preparation

Think critically about the week and if the next IB can improve the ICMs even more!

STUDENT TRAINEE EXCHANGE PROGRAMME WORKSHOP

STUDENT TRAINEE EXCHANGE PROGRAMME WORKSHOP

Timetable

	20th October	21st October	22nd October	23rd October	24th October	25th October	26th October	
	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
09:00	ARRIVAL	BREAKFAST						
09:30								
10:00		OYOP and Activity Reports	STEP Marketing – Joint with MKT and STEP	Mid Plenary	Student Hunting	Knowledge management – Joint with IM	Final Plenary	
10:30		STEP Online System						
11:00								
11:30		Legal issues	Proposals			STEP Matching		IFP and ELSA Day - Joint with S&C and STEP
12:00								
12:30								
13:00	Letters of Authorisation	LUNCH						
13:30								
14:00	Free time							
14:30								
15:00	Opening Plenary	STEP Reception	Sponsors' Fair	Mid Plenary	Sightseeing	Job Hunting	Final Plenary	
15:30		STEP budget – Joint with FM and STEP						Externals and fund-raising – Joint with BEE and STEP
16:00								
16:30		Legal Research Groups - Joint with AA&MCC and STEP	IFP - Joint with BEE, AA&MCC, and S&C					
17:00								
17:30	Opening Workshop				Concluding remarks			
18:00								
18:30					Dressing time	Reporting Time & Dinner		
19:00	Officers and Freshers' Workshop	Reporting Time & Dinner						Transportation
19:30	HoD							
20:00	Dinner							
20:30								
21:00	PARTY				Gala Ball	PARTY		
21:30								

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 50th edition of the [International Council Meeting Decision Book](#) (pp. 20 – 24, 97 – 111);
- Read relevant parts of the [Minutes](#) of the STEP Workshop of the IX Key Area Meeting in Istanbul;
- Read relevant parts of the Minutes of the STEP Workshop of the [LXXV International Council Meeting in Baku](#);
- Read relevant parts of the Minutes of the STEP Workshop of the [LXXIV International Council Meeting in Opatija](#);
- Read relevant parts of the Minutes of the STEP Workshop of the [VIII Key Area Meeting in Lviv](#);
- Read the [STEP Handbook](#);
- Read the [STEP Tutorial](#);
- Familiarise yourself with the [STEP Calendar 2019/2020](#);
- Familiarise yourself with the [Statistics 2018/2019](#);
- Familiarise yourself with the [STEP part](#) of the ELSA Officers' Portal;
- Familiarise yourself with the [STEP website](#).

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 by sending an email to step@elsa.org.

Welcome to the STEP workshop!



Meeri Aurora Toivanen

Vice President in charge of Student Trainee Exchange Programme (STEP)
ELSA International 2019/2020

Draft Agenda

Sunday, 20 October 2019

18:00 – 19:00

Opening Workshop

Description

Welcome to the LXXVI International Council Meeting and, more specifically, the STEP Workshops! During the first workshop of the week, we will establish our expectations and common rules for this ICM as well as get to know the fellow STEPpers a bit more. Also, get ready to be tested how up-to-date is your STEP knowledge!

Outcome

Participants of the workshop are familiar with the agenda of the ICM and the STEP Workshops and get to know each other. Workshop rules are created, and the Workshop Officers are elected.

Preparation

Read these Working Materials thoroughly and make a list of your expectations for the ICM week.

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.

STUDENT TRAINEE EXCHANGE PROGRAMME 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, 21 October 2019

10:00 – 11:00

OYOP and Activity Reports**Description**

During this workshop, the participants share the main points of their One Year Operational Plans (OYOPs) for the term 2019/2020. Additionally, the participants assess their activities and achieved outcomes since the first date of the term. Are you following your initial plans as you had outlined, or is the OYOP proving to be just a soft instrument of no concrete value for the work of a STEP Officer?

Outcome

Participants of the workshop assess what are their main goals for the term, where they are in terms of the progress of realising those goals, and what should be the next steps forward.

Preparation

Read the [OYOP of ELSA International 2019/2020](#) and skim through the OYOPs of other National Groups (cf. the STEP mailing list before the ICM). Be prepared to share both your OYOP with the Workshop and a summary activity report since the beginning of your term to date.

STUDENT TRAINEE EXCHANGE PROGRAMME WORKSHOP

11:00 – 12:00

STEP Online System

Description

The best friend and worst enemy of every STEP Officer must be the STEP Online System (SOS). Despite the almost statutory IT crashes and unpredictable expenses payable by ELSA International, the SOS facilitates the work of STEP Officers immensely by keeping all TSFs, SAFs, EFs and TEFs in a centralised, semi-automated database. During this workshop, the participants are both presented the recent updates to the SOS and get a chance to voice their wishes how unlock the full potential of the SOS.

Outcome

Participants of the workshop learn about the updates to and changes in the SOS and how they affect their work as STEP Officers. Suggestions for the further improvements to the SOS are made.

Preparation

Familiarise yourself with the [STEP Online System](#), including the [STEP Website](#) and the online forms accessible through the SOS (i.e. TSF, SAF, EF, and TEF). Read through the [STEP Online System Manual](#). List your ideas for improvements.

12:00 – 13:00

Legal Issues

Description

At KAM Istanbul, the STEP Research Project on the legal issues affecting the work of STEP Officers and operation of STEP as a whole was introduced. During this workshop, ELSA International provides an update on the progress made since KAM Istanbul with the STEP Project Partner, Caselex, and the next steps for the Project are presented for discussion.

Outcome

Participants of the workshop set the scope and timeline for the STEP Research Project.

Preparation

Read the minutes from [ICM Opatija](#), [ICM Baku](#), and [KAM Istanbul](#). Prepare to present what steps you have taken in your respective National Group to find solutions to legal issues and start the research under the STEP Research Project.

13:00 – 14:30

Lunch

STUDENT TRAINEE EXCHANGE PROGRAMME WORKSHOP

14:30 – 16:00

STEP Reception

Description

Against a common misconception, STEP is not only about Job Hunting or Student Hunting. A crucial part which essentially makes STEP also so unique in comparison to other international work placement programmes is the reception of STEP Trainees by an ELSA Group. During this workshop, we will discuss new quality standards for STEP Reception and share best practices.

Outcome:

Quality standards for STEP Reception are discussed and voted upon. Participants of the workshop learn from each other by sharing best practices.

Preparation:

Prepare to present how your National/Local Group handles the Reception of STEP Trainees. Think how STEP Reception should be improved to fulfil the purposes it was set to serve as a cultural exchange programme.

16:00 - 17:30

STEP Budget (Joint FM and STEP)

Description

STEP has a lot of potential to grow and improve but there is one problem – the lack of budget. Although the oldest and amongst the most popular projects of ELSA, STEP to this date does not have a project-specific budget to sustain itself. The most recent discussion to change the course of events started at ICM Baku and continued at KAM Istanbul. During this workshop, the participants discuss the fee for external applicants and how the income from the revenue-creating activities of STEP could be used.

Outcome

The operational details regarding the fee for external applicants are settled. Participants of the workshop learn about the possible synergies between the EDF and the STEP Budget and decide on the way in which the STEP Budget shall be used.

Preparation

Read through the [Proposal No 30](#) and the minutes from [ICM Baku](#) and [KAM Istanbul](#).

STUDENT TRAINEE EXCHANGE PROGRAMME WORKSHOP

17:30 – 19:00

Legal Research Groups (Joint AA & MCC and STEP)**Description**

STEP Officers have their legal issues to be researched, but the AA Officers have the necessary tools and knowledge how to conduct internationally coordinated legal research groups in an efficient yet harmonious manner. During this workshop, the participants are engaged in an interactive and practical exercise.

Outcome

Participants of the workshop learn how Legal Research Groups (LRGs) generally work and how to borrow these tools within the framework of the STEP Research Project.

Preparation

Think how you would approach coordinating the STEP Research Project in your respective National Group.

Tuesday, 22 October 2019

10:00 – 11:30

STEP Marketing (Joint MKT and STEP)**Description**

From the bridges of doom to corporate buildings, STEP is certainly set apart from the other projects through its brand and marketing. During this workshop, the participants evaluate the past marketing strategy.

Outcome

Participants of the workshop come up with a modernised framework for branding STEP and actionable ideas for promotional tools.

Preparation

Read the minutes of [KAM Istanbul](#).

11:30 – 13:00

Proposals**Description**

With the ambitious goal of having all STEP-related proposals dealt during the Mid-Plenary, this workshop is dedicated for discussing all of the STEP proposals.

STUDENT TRAINEE EXCHANGE PROGRAMME WORKSHOP

Outcome

The STEP proposals to amend the ICM Decision Book brought by ELSA International and National Groups are discussed, amended (if necessary) and recommended either positively or negatively by the Workshop.

Preparation

In order to proceed through all of the proposals as efficiently as possible within the allocated time, read through the proposals carefully prior to the workshop and prepare your comments and amendments thereto, if any.

13:00 - 14:30

Lunch

14:30 – 17:30

Sponsors' Fair

17:30 – 19:00

International Focus Programme (IFP) (Joint with BEE, S&C and STEP)**Description**

The long-awaited moment is finally here – the selection of the new IFP topic is upon us. During this workshop, the participants discuss the two options for the next IFP topic.

Outcome

The participants of the workshop recommend the next IFP topic.

Preparation

Read the minutes from the IFP Workshop in [ICM Baku](#) and [KAM Istanbul](#). Familiarise yourself with the two IFP topic options and prepare your comments before the workshop.

STUDENT TRAINEE EXCHANGE PROGRAMME WORKSHOP

Thursday, 24 October 2019

*10:00 – 11:30***Student Hunting****Description**

Following the STEP Launch on Monday, 18 November 2019, the Student Application Form (SAF) opens on the STEP website. However, Student Hunting and promotion of STEP starts already way before this date.

Outcome

The participants of the workshop learn from each other by sharing best practices related to Student Hunting and ways to promote the opportunities available through STEP as broadly and efficiently as possibly especially during the busy period of November-December.

Preparation

Familiarise yourself with the [STEP Calendar 2019/2020](#). Prepare to present what kind of STEP promotion and Student Hunting activities you organise in your National/Local Group.

*11:30 – 13:00***STEP Matching****Description**

Quality control of the applications is a top priority for ensuring the professionalism and prestige of STEP. We are bound our commitment to short-list and forward to the STEP Traineeship Providers only those applications that have first been verified and second match with the minimum criteria specified by the respective TNP. During this workshop, the participants are provided a tour around the technicalities shaping the work of the STEP Trainees Team conducting the STEP Matching twice a year.

Outcome

The participants of the workshop understand how STEP Matching works. Quality standards for the verification and approval of SAF on Local and National levels are drafted.

Preparation

Read the [ICM Decision Book](#) and the [STEP Handbook](#).

STUDENT TRAINEE EXCHANGE PROGRAMME WORKSHOP

Friday, 25 October 2019

*10:00 – 11:30***Knowledge Management (Joint IM and STEP)****Description**

To ensure all your hard work is not in vain, good knowledge management practices are necessary. This is particularly important in the context of the STEP Research Project with a duration exceeding the ELSA activity of most of the workshop participants. During this workshop, the participants share best practices to document extensive research, how to get assistance from the ELSA alumni, and how to complement the efforts through training.

Outcome

Remaining questions are answered.

Preparation

No preparation required.

*11:30 – 13:00***IFP and ELSA Day (Joint AA & MCC, S&C and STEP)****Description**

Since both, the 8th edition of ELSA Day and the new IFP Cycle are approaching, it is time to make and share your plans regarding these. Additionally, during this workshop, tips and tricks regarding ELSA Day events and organising informative campaigns, as well as social events will be shared.

Outcome

Participants of the workshop create a draft plan of implementation of the new IFP and share best practises with regards to ELSA Day events.

Preparation

Read through the [8th ELSA Day Outline](#) and be ready to present your ideas for the upcoming ELSA Day. Think of how IFP could be implemented in your Local/National Group for you to improve the impact of your IFP activities.

*13:00 - 14:30****Lunch***

STUDENT TRAINEE EXCHANGE PROGRAMME WORKSHOP

14:30 - 16:00

Job Hunting

Description

The sustained success of STEP is dependent on the acquisition of new and the maintenance of existing STEP Traineeship Providers on Local, National and International levels. During this workshop, the participants learn from each other by sharing best practices.

Outcome

The participants of the workshop get a cross-cutting update on the status of Job Hunting and learn from the strategies from others. The quality standards for Job Hunting are drafted.

Preparation

Prepare to present your Job Hunting strategies and progress with securing STEP Traineeship Providers so far, including a short presentation about the organisations and how their hunting went.

16:00 - 17:30

Externals and fund-raising (Joint with BEE)

Description

BEE Officers and STEP Officers share at least one characteristic in common – the amount of communication with externals and the promise of delivering a service meeting the expectations of certain quality standards. During this workshop, the participants discuss the best practices in maintaining a harmonised external contacts database and how the new model of STEP Partnerships fit within ELSA's External Relations' Strategy.

Outcome

The strategy for an external database is discussed. The structure of the STEP Partner package and its relation to the General Partner Package is discussed.

Preparation

Prepare to present how external contacts are initiated and maintained in your National/Local Group. Read through the minutes of [KAM Istanbul](#) regarding the STEP Partner packages and familiarise yourself with the [STEP Partner section](#) of the STEP Website and the [ELSA International Partners](#) section of our Website. Read the External Relations' Strategy of ELSA International, which will be sent to the BEE Mailing List prior to the ICM.

STUDENT TRAINEE EXCHANGE PROGRAMME WORKSHOP

17:30 – 19:00

Concluding remarks**Description**

As the last STEP workshop of the ICM, it is time to wrap everything up and think about the next steps to follow.

Outcome

Experiences are shared, any remaining questions are answered, and the STEP workshop is closed.

Preparation

Be prepared to critically evaluate your experiences throughout the ICM and the STEP Workshops and bring your suggestions for improvements.

ACTIVITY REPORTS

INTERNATIONAL BOARD 2019/2020

Diomidis Afentoulis

| President of ELSA International 2019/2020

Board Management

- Coordinating the work within the Board;
- Looking into practical solutions to ensure better communication within the group using online platforms, Slack;
- Implementation of office hours from 9 am to 6 pm to ensure a good balance between ELSA work and personal life;
- Conducting evaluation talks with each board member after Area Meetings or end of projects; Assisting with the fundraising process of The John H. Jackson Moot Court Competition in cooperation with the Deputy EMCC;
- Assisting with the organisation of the IBA-ELSA Conference in cooperation with the VP S&C;
- Assisting with the World Forum for Democracy in cooperation with the VP S&C;
- Discussing and planning the engagement of the ELSA General Partner in the ELSA Webinars with the VPS&C;
- Discussing with the Board and working on a plan for the facilitation of the applications for the Education Partners of ELSA;

ELSA Network

Engagement and Knowledge Management

- Creating a common Facebook group for all BEE Officers;
- Implementing the monthly open BEE call with every interested President and discussion of any topic, that may be crucial for the local or national officer;
- Proofreading and uploading of the first ever created BEE Handbook, in cooperation with my predecessor Filipe Machado;
- Working on the creation of new materials and tools (BEE Transition Checklist, editable Partnership Booklet, editable Partnership Packages, Email Templates and Guidelines on how to approach Externals) for every President, in cooperation with the Coordinator for the BEE Toolkit, the Director for Development and Partnership Engagement and the Vice President in charge of Marketing of ELSA International;
- Answering any queries related to BEE in a timely manner;
- Preparing for and hosting the Workshops of the IPM Thessaloniki;
- Engaging in the ELSA International Coaching System by contacting my six coaching groups (North Macedonia, Spain, Portugal, Spain, Norway and Bosnia and Herzegovina), having my first calls with them and setting a plan on how to support them for the year.

ELSA International BEE Team

- Preparing the first call for the ELSA International Team and conducting calls with all the applicants;
- Appointing the Director for Development and Partnership Engagement of ELSA International (Markus Poschenrieder);
- Appointing the Assistant for External Relations' Strategy (Filip Tisu);
- Appointing the Coordinator of BEE Toolkit (Ingrid Solemslie);
- Having an introductory call with all the team to set our goals for the first part of the year;
- Production of an External Relations strategic plan with the Director for Development & Partnership Engagement;
- Creation of the External Relations' Database of ELSA International with the Assistant for External Relations' Strategy;
- Creation of the aforementioned first BEE Tools with the Coordinator for the BEE Toolkit of ELSA International.

Strategic Goals

- Meeting with Da Vinci Institute during the period of transition, so as to create our plan for the first year of implementation of the Strategic Goals;
- Cooperation with the Board and creation of the Strategic Goals 2019-2023 Implementation Timeframe proposal;
- Work on the creation of means for the implementation of the Strategic Goals with the BEE Workshop during the 59th International Presidents' Meeting in Thessaloniki;
- Completion of the Strategic Goals Implementation Handbook, as an annex to the Strategic Goals 2019-2023, so that every National Group finds guidance in the implementation of the Strategic Goals.

ELSA External Work**Already existing and potential partners**

- Often communication with the ELSA Lawyers Society and work towards the direction of having an official agreement with benefits directed to the Alumni of ELSA and to the members of ELSA;
- Following up on transition partner meetings;
- Researching and organising the archive for External Relations;
- Creating an official structure for the External Relations Database of ELSA International;
- Updating the current partnership proposal in cooperation with the VP Marketing;
- Approaching potential new partners with a focus on LLM partners and having meetings with them;
- Initiating a new Association Partnership with EYBA (the European Young Bar Association)
- Tracking and approving partner requests from the Network and ensuring external contact regulations are complied with;
- Creation of an External Relations Strategy for ELSA for 2019/2020, with the evaluation of the current Partnership Structure and the benefits that it offers to the ELSA Members;

Events

- Attending the receptions of various student associations based in Brussels, e.g. ESN, AEGEE and JADE;

INTERNATIONAL BOARD 2019/2020

- Attending the EIT Digital Conference on Stronger Digital Europe after IPM Thessaloniki, within the framework of the IFP topic;
- Attending the Law Societies Autumn Reception after IPM Thessaloniki.

Nana Gegia

| Secretary General of ELSA International 2019/2020

General

- Creation of the Common OYOP of ELSA International 2019/2020 and final compilation;
- Registration of the International Board 2019/2020;
- The final compilation of the Monthly reports;
- General representation at the external events;
- Assistance of drafting of the Implementation timeframe of the Strategic Goals;
- Internal assistance for the International Board 2019/2020;
- Attendance of EDF Board Meetings.

Communication & IT

- Creation of IM Facebook Group;
- Update of the ELSA website (<https://elsa.org/>);
- Constant maintenance of ELSA website;
- Administating common ELSA International email;
- Maintenance of the ELSA Mailing lists;
- Administration of the G-Suite system;
- Meetings regarding electronic voting system.

ELSA International Team 2019/2020

- Creating websites for the 1st and 2nd calls of the ELSA International Team 2019/2020;
- Appointment of Assistants (in no particular order): Herman Grøm, Kim Irrlitz, Claudia Manová, Asmaa Maataoui, Marine Richert, Natalia Rusu, David Gall, Ekaterina Kasyanova, Angeliki Stefanidou
- Communication with the Proofreading Team;
- Creation of IM EI Team Slack Workspace, emails;
- Creation of ELSA International Team 2019/2020 Facebook Group.

ELSA Training

- Participation in the Youth NGO Training Network meeting;
- Research of the professional training companies;
- Communication with other Student Associations regarding quality standards;
- Communication with the International Trainers' Pool (ITP).

Coaching

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

International Internal Meeting

- Pre-ICM visit to Constanta;
- Planning the Internal Management workshops for the IX Supporting Area Meeting Alicante;
- Preparing the Working Materials for the IX Supporting Area Meeting Alicante;

INTERNATIONAL BOARD 2019/2020

- Final compilation of the LIX International Presidents' Meeting Working Materials;
- Final compilation of the IX Key Area Meeting Working Materials;
- Preparation of all the necessary materials for the Area Meetings (templates for Minutes, Guidelines for Chairs and etc.)
- Skype meetings with the Organizing Committee and planning of the LXXVI International Council Meeting Constanta;
- Preparing the Working Materials for the LXXVI International Council Meeting Constanta;
- Preparing IM and General questions for the State of the Network Inquiry and the final editing;
- Skype meetings with the Organizing Committee of the LXXVII International Council Meeting Malta;
- Planning of the Pre-ICM Malta visit.
- Compilation of the LIX International Presidents' Meeting Minutes, IX Supporting Area Meeting Minutes and IX Key Area Meeting;

ELSA Development Foundation

- Attending meetings of the ELSA Development Foundation;
- Discussing potential developments with the Board of Directors.

Sotiris Vergidis

| Deputy Treasurer of ELSA International 2019/2020

Internal Board work

- Attending the weekly board meetings;
- Getting familiar with the accounting programme;
- Creating a daily routine for the Treasurer such as invoicing, budgeting, and/or coordinating the cooperation with the Board;
- Meetings with the Accountant;
- OYOP training attendance;
- Assessing and monitoring the current Financial situation;
- General accounting and asset management;
- Defining the financial strategy for the upcoming year;
- Debtors tracking;
- General travel planning and logistics for the Board;
- Meeting with the Council of Europe in Strasbourg;
- Meeting with WTO and JHJ partners in Geneva;
- Communication with the bank and management of the accounts;
- Collaborating with FM regarding the groundwork for a STEP budget, and fund-raising strategies with a specific focus on the fee for “external” applicants;
- Attending the Summer Reception of the Erasmus Student Network;
- Attending the annual Transition day of the Association des États Généraux des Étudiants de l'Europe;
- Budgeting and financial planning of the Transition barbeque party;

Communication

- Introduction to the FM mailing list;
- Making a Facebook group and getting in touch with the officers personally;
- Sending periodic emails to update the treasurers on deadlines;

EDF

- General administration of the EDF;
- Applications for funding received, reviewed and decided upon with the Board of Directors of the EDF;
- Invoicing the contribution of all the Members countries;

Grants

- Researching new possible Grants;
- Researching the Erasmus+ grant situation;
- Appointing two assistants;

Coaching countries

- Introduction to my coaching countries and implementing means of communication;
- Skype meeting with several of the Coaching countries;
- Attendance at the International Arbitration Conference in Luxembourg;
- Preparation of delivering a workshop in NCM Gothenburg;

International Internal Meetings

- Preparation of the working materials and workshops, attendance and follow up of IPM Thessaloniki and SAM Alicante;
- Conducting workshops in IPM Thessaloniki and SAM Alicante;
- Preparation of materials for ICM Constanta;

Key areas Support

- Supporting the Vice President for Academic Activities on creating the budget for the EHRMCC;
- Financial planning for the competitions;
- Meeting with the Council of Europe in Strasbourg regarding EHRMCC, WFD and Synergy;
- Financial management of the Study Visits to the ELSA House;
- Meeting with World Trade Organization and John H. Jackson Moot Court partners in Geneva;
- Financial management and logistics of the World Forum of Democracy;
- Research fundraising strategies, especially on the fee for external applicants of STEP.

Irem Özener

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

Internal Board work

- Attending the weekly board meetings;
- Assuming the responsibilities of being the Head of ELSA International Delegation for Supporting Area Meeting Alicante;
- Collaborating with BEE with respect to external contacts, and the development of partnership packages and fundraising strategies;
- Collaborating with IM regarding the creation of the State of the Network questions;
- Collaborating with FM with respect to the fundraising of the 66th edition of the Synergy Magazine;
- Collaborating with AA in terms of creating a new strategy for the promotion and branding of ELR, ENC, LRG and EHRMCC;
- Collaborating with EMCC concerning the creation of new partnership packages for JHJMCC and the promotion of the project;
- Collaborating with S&C with respect to the creation of a new strategy and promotional materials of Winter ELSA Law Schools, ELSA Delegations, ELSA Webinars;
- Collaborating with STEP regarding the creation of the new partnership packages and new STEP Media Card;

ELSA Network

- Creating a common Facebook group for all Marketing Officers of the Network;
- Answering any queries related to Marketing in a timely manner;
- Preparing for and conducting Marketing and Joint Workshops at SAM Alicante;
- Engaging in the ELSA International Coaching System;
- Preparing the first and second calls for EIT and conducting interviews with all the candidates;
- Formation of the Graphic Design Team, the position of Assistant for Publishing, the position of Director for Communications, and additionally the position of Assistant for Social Media Management and Audiovisual Team for the first time;
- Following up on the work of the Teams regularly and providing updates necessary to support their work;

External relations, Fundraising and Public Relations

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

Synergy Magazine

- Preparation of the 66th Synergy Magazine alongside the Synergy Team;
- Signing new Synergy Magazine Printing Partner 'Nasza Drukarnia';
- Compiling the shipping lists for both 65th and 66th Synergy.

Sarah Ikast Kristoffersen

| Deputy Vice President in charge of Academic Activities of ELSA International
2019/2020**Communication with the Network and Coaching**

- Introductory emails to all coaching countries in August;
- Provided feedback on OYOPs and Skyping where possible;
- Visited ELSA Turkey during KAM Istanbul;
- Scheduled meeting with ELSA Ireland in Dublin;
- Created of AA/MCC Facebook Group;

Representation and Internal Meetings

- Represented ELSA at the following events:
- Leuven Centre for Global Governance Studies Conference “Rethinking Global Governance in Trade and Investment”
- The Law Societies’ Brussels Office Autumn Reception
- EIT Digital Conference “For a Strong Digital Europe”;
- Prepared for and attended of KAM Istanbul;
- Prepared ICM Constanta Working Materials;

ELSA International Academic Activities Team

- Opened first call and interviewed 18 candidates.
- Prepared for opening of second call.
- Appointed 3 Directors: Berin Günay, Nikola Ciric and Hendrik Schulz.
- Appointed 10 Assistants: Tinatin Oboladze, Frederik Vahlgren, Yana Lysak, Monika Rajska, Hendrik Jonsson, Maria Sofia Louranco Ferreira, Madeleine Geerarts, Rashad Muhammedzadeh, Maja Rajic and Mark Borg.
- Created an AA EI Team Slack Workspace, restructured emails and created shared drives.
- Established work routine and conducted frequent meetings.

Legal Writing

- Met with Wolf Legal Publishers to discuss continued collaboration.
- Followed up on the LRG on Renewable Energy.
- Restructured the LRG team and set the Academic Board for the LRG on Internet Censorship.
- Contacted potential partners for the LRG on Internet Censorship.
- Updated the LRG website.
- Set an Editorial Board for the ELSA Law Review.
- Continued work on the 2019 ELR.
- Set the future publication cycle for the ELR.
- Updated the ELR website.
- Conducted meetings with the Australian Law Students’ Association and Asian Law Students’ Association regarding the establishment of an International Student Law Journal.

European Human Rights Moot Court Competition

- Opened call for case author and appointed case authors.
- Restructured and expanded Academic Board.

INTERNATIONAL BOARD 2019/2020

- Located and appointed Regional Round Organisers.
- Redrafted rules to accommodate for Regional Rounds and updated all Competition Materials.
- Conducted meetings with the Council of Europe, the European Court of Human Rights, the City of Strasbourg and the Academic Board.
- Conducted invitation campaign for Written Submission and Final Oral Round judges.
- Supported Best Oralist of 7th edition regarding internship in Brussels.
- Updated the EHRMCC website to accommodate for Regional Rounds.

Academic Competitions

- Restructured ENC package.
- Contacted the International Negotiation Competition.
- Initiated work on ENC harmonisation and quality standards.

International Focus Programme

- Restructured IFP into a three-year advocacy campaign and presented format at KAM Istanbul.
- Connected LRG and ELR to IFP.
- Prepared for the vote on the next IFP topic.

ELSA Day

- Drafted ELSA Day Outline.
- Created an ELSA Day Campaign including a survey and video.
- Conducted meetings with Council of Europe to plan for the ELSA Day webinar and campaign.
- Updated ELSA website with details of the 8th ELSA Day.

Jakub Kacerek

| Deputy Vice President in charge of ELSA Moot Court Competitions of ELSA
International 2019/2020**John H. Jackson Moot Court Competition**

- Communication and meetings with the John H. Jackson Moot Court Competition sponsors. Constantly updating them on how we proceed with the Competition;
- Locking on all the Regional Round dates and locations along with the Final Oral Round;
- Contacting and gathering of Panellists for the Regional Rounds;
- Call meetings with the Regional Rounds Organisers;
- Updating all the documents related to the Competition with technical and substantial corrections;
- Conference calls and e-mails with the Academic Board;
- Guiding the Case Author and the Academic Board in drafting the case for the 18th edition;
- Guiding the Academic Board and Case Authors on drafting the Bench Memorandum for the 18th edition;
- Preparing the launch of the 18th edition;
- Fundraising for the John H. Jackson Moot Court Competition.

National and Local Moot Court Competitions

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

International Focus Programme

- Restructured IFP into a three-year advocacy campaign and presented format at KAM Istanbul.
- Connected MCC to IFP.
- Prepared for the vote on the next IFP topic.

Representation and Internal Meetings

- Represented ELSA at Leuven Centre for Global Governance Studies Conference “Rethinking Global Governance in Trade and Investment”;
- Prepared for and attended of KAM Istanbul;
- Prepared ICM Constanta Workshops.

Communication with the Network: Coaching

- We initiated first discussions, introductory calls and meetings on matters that cover a broad aspect of topics, supporting them in every way possible;
- OYOP discussions on how to achieve goals of coaching countries for their term;
- Skype with many National and Local MCC Officers for an exchange of views on different aspects of Moot Court Competitions.

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

INTERNATIONAL BOARD 2019/2020

- Individual and group Skype sessions with the Teams;

Members of the National and Local Moot Court Competitions Team

- Director for NLMCC – Adriana Paschkova.

Members of the John H. Jackson Moot Court Competition Team

- Assistant for the John H. Jackson MCC – Victoria Kautzner;
- Assistant for Teams – Francisco Rodrigues Arga e Lima;
- Assistant for Panellists – Olga Koumpouri;
- Assistant for External Relations – Mireia Mas Catala.

Aleksandra Zuchowska

| Vice President in charge of Seminars & Conferences of ELSA International
2019/2020**General**

- Started preparations of the international speakers' data base;
- Started updating S&C handbooks;
- Creation of the S&C Development Goals together with the members of the relevant Working Group.

ELSA Law Schools

- Creation of the online evaluation form for the ELSA Law Schools that took place in the Summer Cycle 2018/2019 and sending it to the respective participants for feedback;
- Creation of the Winter ELSA Law Schools 2019/2020 Calendar;
- Assisting with the promotion of Winter ELSA Law Schools;
- Opening the Application Period for Winter ELSA Law Schools 2019/2020;
- Seeking and discussing major improvements to the Unification of ELSA Law Schools;
- Delivering ELSA Law Schools (1) internal webinar;
- Researching ELSA Law Schools General Partner.

ELSA Delegations

- Researching new Organisations that ELSA can send Delegates to;
- Creation of Terms & Conditions for ELSA Delegations together with the Director for ELSA Delegations;
- Creation of new selection criteria for ELSA Delegations together with the Director for ELSA Delegations;
- Setting up the ELSA Delegations calls calendar for the term 2019/2020
- Registering current International Board members in the United Nations data base;
- Publishing statistics from the term 2018/2019;
- Delivering ELSA Delegations workshop at IX KAM Istanbul.

ELSA Webinars

- Bringing back the concept of ELSA Webinars through planning a pilot edition of the project for spring 2020;
- Delivering ELSA Webinars workshops at the IPM Thessaloniki and KAM Istanbul.

International Conferences of ELSA

- Creation of the quality standards for the project together with the S&C Workshop at KAM Istanbul;
- Researching general partners for the project;
- Delivering relevant workshops during KAM Istanbul;
- Working on the improvements and development of ICE website.

International Focus Programme and ELSA Day

- Creation of the 8th ELSA Day Outline, ELSA Day survey and concept of the ELSA Day video together with Sarah, Jakub and Meeri;

INTERNATIONAL BOARD 2019/2020

- Opening the national coordinators call together with Sarah, Jakub and Meeri;
- Delivering IFP workshops at the IPM Thessaloniki and KAM Istanbul;
- Meeting with Council of Europe in order to discuss ELSA's human rights campaign and ELSA Day webinar.

IBA-ELSA Student's conference

- Coordination of the fifth international annual Conference focusing on legal tech, in London, which is held in cooperation with the International Bar Association. As a part of the Organising Committee, I am responsible for the academic programme.

Key Area Meeting

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

Miscellaneous

- Communication with the network through S&C mailing list, S&C Facebook Group, and National VP S&Cs Facebook Chat;
- Communication with my coaching countries through monthly skypes and WhatsApp/Messenger chats;
- Attending IPM Thessaloniki and holding a coaching meeting there with my coaching group - ELSA Greece;
- Organisation and coordination of the Study Visits to the ELSA House.

Meeri Toivanen

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

Internal Board work

- Attending the weekly board meetings and taking the minutes thereof;
- Assuming the responsibilities of being the Head of ELSA International Delegation for both KAM Istanbul and ICM Constanta;
- Collaborating with BEE with respect to external contacts, and the development of STEP partnership packages and fund-raising strategies;
- Collaborating with IM regarding the compilation of the Working Materials for KAM Istanbul, creation of the State of the Network questions, and the necessary corrections to the internal regulations;
- Collaborating with FM with respect to the groundwork for a STEP budget, and fund-raising strategies with a specific focus on the fee for “external” applicants;
- Collaborating with MKT with regard to creating new promotional materials (cf. the new STEP Media Card) and general marketing strategies for the term;
- Collaborating with the other Key Areas with respect to planning the International Focus Programme Cycle, including the necessary ELSA Day preparations.

ELSA Network**Engagement and knowledge management**

- Creating a common Facebook group for all STEP Officers of the Network and a Facebook Messenger group for all National STEP Officers;
- Implementing the monthly STEP Newsletter shared with all STEP Officers, outlining the upcoming deadlines and other reminders;
- Implementing the monthly open STEP call with the National STEP Officers for the discussion of any and all topics of the participants’ interest;
- Updating the content and creating new materials published on the ELSA Officers Portal under the STEP section (inter alia STEP Handbook, STEP Tutorial, TSF, TSF Contract, SAF, SAF terms and conditions, TA, TEF, EF, STEP Online System Manual, Become a STEP Traineeship Provider checklist, and the STEP Traineeship Providers’ Manual);
- Updating the content and trying to improve the outlook and the overall user-friendliness of the STEP Website;
- Answering any queries related to STEP in a timely manner;
- Preparing for and conducting STEP and Joint Workshops at KAM Istanbul;
- Engaging in the ELSA International Coaching System by contacting the six Coaching Groups (ELSA Belgium, ELSA Czech Republic, ELSA Denmark, ELSA Hungary, ELSA Latvia, and ELSA Lithuania) and having the first calls;
- Engaging also in STEP Coaching with respect to the six already-allocated Coaching Groups.

ELSA International Team

- Preparing the first and second calls for EIT and conducting interviews with all the candidates;
- Appointing in the STEP Coaching Team one Director (Penelope Brifa) and four Assistants (Angela Garufi, Nadin Freilinger, Natalia Pidhaina, Pavlos Salonikidis);

- Appointing in the STEP Expansion Team two Assistants (Maria Dalamitra, Victor Hilbertz);
- Appointing in the STEP Trainees Team three Assistants (Beril Sogut, Damla Celen, Francesco Bondi);
- Having a preparatory call with each STEP Team following their appointment, establishing the expectations for work and methods;
- Following up on the work of the Teams regularly and providing updates necessary to support their work.

External relations

ELSA International STEP Traineeship Providers

- Sending introductory emails followed up polite reminders to the existing ELSA International contacts that could be prospective STEP Traineeship Providers this term;
- Having evaluation meetings with e.g. the Council of Europe in Strasbourg and Brussels, the Jerusalem Institute for Justice and Bierens;
- Negotiating the successful conclusion of a STEP Partnership with Caselex to support the new research project on legal issues affecting STEP across the ELSA National Groups;
- Requesting proactively for evaluations and testimonials to publish on the STEP Website from the ELSA International STEP Traineeship Providers.

ELSA International STEP Trainees

- Answering any queries and providing visa request letters to the ELSA Members accepted for a STEP Traineeship at an ELSA International STEP Traineeship Provider;
- Maintaining an overview of the outgoing STEP Trainees;
- Requesting proactively for evaluations and testimonials to publish on the STEP Website from the STEP Trainees.

Networking events

- Attending the receptions of various student associations based in Brussels, e.g. ESN, AEGEE and JADE;
- Attending the KU Leuven lecture series and panel discussions on rethinking global governance in trade and investment hosted by the Royal Flemish Academy in Brussels;
- Attending the EIT Digital Conference on Stronger Digital Europe after KAM Istanbul, within the framework of the changing IFP topic;
- Attending the Law Societies Autumn Reception after KAM Istanbul.

INTERNATIONAL BOARD 2018/2019

Filipe Machado

| President of ELSA International 2018/2019

Board Management

- Coordinating work within the Board;
- Conducting evaluation of events and international meetings;
- Organising an IPM follow-up;
- Organising a mid-OYOP and maintaining contact with OYOP trainer;
- Supporting VP Step in the Job Hunting process;
- Supporting VP S&C in the SLS legal compliance;
- Supporting VP AA in Panel discussion at the EHMCC;
- Supporting VP EMCC on the organisation of the regional rounds of the John. H. Jackson competition;
- Conducting individual talks with Board Members;
- BEE International Team Evaluation Meeting;

External Relations

- Working on a new External Relations IT system;
- Creation of new sponsorship packages;
- Holding evaluation partner meetings with existing partners;
- Researching and contacting new partners;
- Checking and approving of partner contacting requests from the network;
- Researching and contacting potential IFP partners;
- Researching and contacting potential LRG partners;
- Researching and contacting STEP partners;
- Researching and contacting EHMCC partners;
- Researching and contacting SLS partners;
- Researching and contacting potential partners for the EHMCC;
- Securing 4 new general partners;
- Securing 5 new Memorandum of Understanding;
- Working with the Council of Europe on more webinars dedicated to the promotion of Human Rights;
- Opening a call and appointing a BEE team; Director for Development and Partnership Coordination, Assistant for External Relations and Assistants for BEE Publications;
- Updating outdated partner agreements;
- Planning the Annual Partners Reception;
- Organisation of the ELSA Partners Reception;
- Continuous work with ELS on the signature of the new Memorandum of Understanding between ELSA and ELS;
- Creating new agreements and materials for potential LRG, Training, ELSA Law School and STEP partners;
- Organising meet-ups with partner student associations and attending their events.

Strategic Planning

- Researching and communicating with our senior consultant on Strategic Planning;
- Evaluation with partners on the former Strategy Goals and on the current Governance of ELSA;
- Communicating with external and engaging her in the drafting process of the Strategy Goals;
- Forming a Working Group on Strategic Planning;
- Focusing on the Good Governance of ELSA;
- Creation of an IPM fully dedicated to the Strategy Goals;
- Researching and drafting of the new Strategy Goals of ELSA;
- Drafting of the New Strategy Goal handbook;

Coaching

- Having Skype meetings and general communication with coaching groups;
- Attending National Council Meetings or national events of ELSA Spain, ELSA UK, ELSA Portugal and ELSA amongst other National Groups.

ELSA Development Foundation

- Attending meetings on the EDF;
- Discussion potential developments with the Foundation;
- Compliance to Belgium Law;
- Preparation of the new regulation of EDF;

Webinars

- Signature with the Webinar Platform “Clickmeeting”;
- Preparation and Presence at the ELSA Day Webinar on Right to Education in collaboration with the Council of Europe;
- Preparation and presence at the European Day of Justice with the Council of Europe;
- Preparation and presence at the International day against corruption with the Council of Europe;
- Preparation and presence on the next Strategy Goals of ELSA;

Representation

- Attendance of the Slavic Officers Meeting;
- Attendance of the Nordic Officers Meeting;
- Attendance of the WTO Public Forum “Trade 2030” in Geneva;
- Attendance of AIJA Half-Year Conference in Brussels;
- Attendance of the IBA-ELSA Conference in London;
- Attendance of the World Forum for Democracy 2018;
- Attendance of the Congress of the International Association of Lawyers “UIA” in Porto;
- Joining the VP EMCC for partner meetings in Geneva;
- Attending networking events in Brussels;

General

- Assisting with the organisation of the IFP Conference;
- Publication of the first BEE handbook;
- ELSA Scholarship at Catolica Global School of Law;
- Assisting the final Oral Round of the 7th EHRMCC;
- Assisting with the holding of the IBA-ELSA Conference;

INTERNATIONAL BOARD 2018/2019

- Assisting with organisation of the Former IB Weekend;
- Assisting with the organisation of the SLS training weekend;
- Assisting with the organisation of the Trainers Week 2019;
- Assisting with the organisation of the Christmas Cocktail;
- Presentations and participation of Study Visits to the ELSA House;
- Assisting on the Legal Compliance of ELSA such on GDPR, contracts, Cookies Policy, Privacy Policy and Terms & Conditions;
- Creation of the Annual Report of ELSA 18/19;
- Giving transition to the International Board 19/20.

Akville Jurkaityte
| Secretary General of ELSA International 2018/2019

General

- Creation of the Common OYOP of ELSA International 2018/2019 and final compilation;
- Registration of the International Board 2018/2019;
- Final compilation of the Monthly reports;
- General representation at the external events;
- Assistance of drafting of the strategic goals;
- Coordinating the GDPR Compliance of ELSA in cooperation with the President;
- Preparation of the workshop at the Nordic Officers' Meeting;
- Organisation of the ELSA International Team Weekend 2018;
- Participation and organisation of the ELSA Christmas Cocktail 2018;
- Participation and participation at the Study Visits to the ELSA House;
- Organisation of the Mid-OYOP Evaluation – planning of the agenda and the appointment of the Trainer;
- Compilation of the VIII Supporting Area Meeting Minutes, LXXIV ICM Opatija Minutes, LXXV ICM Baku Minutes;
- Update of the Regulations after the ICM Opatija and ICM Baku;
- Working on the Legal Compliance of ELSA;
- Research on old regulations and minutes in the archive of ELSA International;
- Coordination of the IM Team Members;
- Assistance on Strategic Planning;
- Opening and leading the Working group on Strategic Planning;
- Opening and leading the Working group on GDPR;
- Opening and leading the Working group on International Internal Meetings;
- Participation at the IV Slavic Officers' Meeting;
- Participation at the 62 NCM Passau;
- Updated templates for the ICM Minutes, Guidelines and other preparation documents;
- Participation at the NCM Innsbruck, delivering workshops about Strategic Goals and Human Resources Model;
- Research on Human Resources Strategies;
- Creation of the new Human Resources Model;
- Conducting reports of Human Resources and International Internal Meetings.
- Participation and organisation of the ELSA TBBQ 2019;
- Assistance preparing Strategic Goals 2019-2023;
- Synergy Article written;
- Final compilation of Board Minutes;
- Internal assistance for the International Board 2018/2019.

Communication & IT

- Creation of IM Facebook Group;
- Creation of IM Slack Workspace;
- Update of the public websites (<https://elsa.org>; www.wikipedia.com);
- Constant maintenance of ELSA website;
- Skype calls with National Groups' Secretaries General;
- Administrating common ELSA International email;

INTERNATIONAL BOARD 2018/2019

- Maintenance of the ELSA Mailing lists;
- Administration of the G-Suite system;
- Together with the Assistants for IT development of G-Suite system;
- Meetings regarding electronic voting system;
- Meetings regarding digital certification;
- Maintenance of the ELSA International e-mail;
- Skype meetings with the National Secretaries General;
- General communication with the Network.

ELSA International Team 2018/2019

- Creating websites for the 3 calls of the ELSA International Team 2018/2019;
- Appointment of Assistants (in no particular order): Nana Gegia, Michael Baumgartner, Herman Grøm, Kim Irrlitz, Sebastian Dalhoff, Andrew Dumbrava, Joris Digners, Jeroen Salomons, Michail-Angelos Kazoullakis Kristin Ferm;
- Creation of IM EI Team Slack Workspace, emails;
- Creation of ELSA International Team 2018/2019 Facebook Group and its maintenance;
- Opening the applications for the ELSA International Team Weekend 2018;
- Announcements and general communication with the ELSA International Team 2018/2019, maintenance of their job;
- Creation of the Working Materials for the ELSA International Team Weekend 2018;
- Organisation of the ELSA International Team Weekend 2018.

ELSA Training

- Establishment of the ELSA Training Strategy for the term 2018/2019;
- Update of the new ITP Trainers' Database;
- Participation in the Youth NGO Training Network meetings;
- Preparation of the organisation of the Refreshment Weekend;
- Organisation of the Train the Trainers Week 2019 (cancelled due to lack of applications);
- Research of the professional training companies;
- Communication with other Students' Associations regarding quality standards;
- Communication with the International Trainers' Pool (ITP);
- Assistance for the National Groups regarding establishment of the National Trainers' Pool;
- General administration of the project (training requests, maintenance of the training website);
- Creation of the minimum quality standards of the ELSA Training;
- Communication with the International Trainers' Pool;
- Assistance for the National Groups regarding the establishment and maintenance of the National Trainers' Pool;
- First draft about the branding in ELSA Training together with VP Marketing prepared;
- Meetings with ESN regarding their Education System.

Alumni & ELS

- Cooperation with ELS;
- Organising the Former IB Weekend 2018;
- Preparing the Working Materials for the Former IB Weekend 2018;
- Meeting with ELS in Brussels;
- Planning for ICM Baku workshops.

International Internal Meetings

- Pre-ICM visit to Opatija;
- Meetings and planning of the VIII Supporting Area Meeting Thessaloniki;
- Planning the Internal Management workshops for the VIII Supporting Area Meeting Thessaloniki;
- Preparing the Working Materials for the VIII Supporting Area Meeting Thessaloniki;
- Skype meetings with the Organising Committee and planning of the LXXIV International Council Meeting Opatija;
- Preparing the Working Materials for the LXXIV International Council Meeting Opatija;
- Preparing IM and general questions for the State of the Network Inquiry and the final editing;
- Skype meetings with the Organising Committee of the LXXV International Council Meeting Baku;
- Planning of the Pre-ICM Baku visit;
- Pre-ICM Baku visit;
- Constant skype Meetings with the Organising Committee of the LXXV International Council Meeting Baku;
- Preparation and final compilation of the Working Materials for the LXXV International Council Meeting Baku;
- Communication with the LXXVI International Council Meeting Bucharest Host;
- Preparation and the final editing and compilation of the 25th and 26th State of the Network Reports;
- Published Inquiry about the International Internal Meetings (both for participants and hosts);
- Input Paper on the Minimum Quality Standards of International Council Meetings.

ELSA Development Foundation

- Attending meetings of the ELSA Development Foundation;
- Discussing potential developments with the Board of Directors.

Coaching

- Introductory emails in August;
- Skype meetings with Coaching groups;
- Coaching update;
- Planning of the Coaching visits;
- Calls with coaching groups;
- Coaching updates;
- Coaching visit to ELSA Croatia combined with ICM Opatija;
- Coaching visit to ELSA Romania;
- Coaching visit to ELSA Georgia;
- Coaching visit to ELSA Azerbaijan.

Transition

- Planning of the agenda;
- Preparation of individual sessions;
- Preparation of joint sessions;
- Planning of the social programme;
- Planning of the OYOP-Training with the OYOP Trainer;
- Planning of the whole IM area in 2019/2020 together with my successor Nana Gegia;
- General coordination and evaluation.

Loup Cressey

| Treasurer of ELSA International 2018/2019

General Administration of ELSA

- Damage control and solution finding concerning the Financial situation;
- Creation of a new Financial strategy;
- General accounting and asset management;
- Revising and upholding the 2018-2019 Budget of ELSA;
- Creation of the 2019-2020 Budget of ELSA;
- Opening of two working groups;
- Budgeting for all the ELSA event;
- Debtors and Open Balances tracking;
- Debt recovery of older debts (50 000 €);
- Extending the possibility of online payment to all projects;
- General travel planning and logistics for the Board;
- Restructuring the ELSA House utilities contract;
- Negotiating free Software for the International Board;
- Invoicing;
- Audit;
- Vat and tax management;

Events

- ELSA International Team weekend logistics organisation;
- SELS Training weekend organisation;
- Christmas Cocktail organisation;
- Mid-OYOP training attendance;
- Former IB weekend logistics;
- Meetings with the Council of Europe in Strasbourg;
- Meetings with WTO and JHJMCC partners in Geneva;
- IFISO meeting attendance in Istanbul;
- WTO public forum attendance in Geneva;
- WFD attendance in Strasbourg;
- OYOP training attendance;

ELSA Development Foundation

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

Grants

- Applications: Council of Europe general grant, Council of Europe World Forum of Democracy grant, Council of Europe EHRMCC grant, ERASMUS+ Structural Grant, EYF work plan 2019, US Consulate General in Strasbourg grant, City of Strasbourg grant;

- Preparatory work for the reporting of all grants;
- Research on new grants, particularly Belgian ones;
- Reporting for the CoE Grants for 2019;
- Reporting for the WFD democracy grant;
- UNECA grant reporting;
- Contact with ESN and other European students' organisation to learn about their practices;
- Creation of a Grant Strategy inside the Financial strategy;

International Internal Meetings

- Preparation materials (working materials, workshops), attendance and follow up of IPM Kutaissi;
- Preparation materials (working materials, workshops), attendance and follow up of SAM Thessaloniki;
- Preparation materials (working materials, workshops), attendance and follow up of KAM Lviv;
- Preparation materials (working materials, workshops), attendance and follow up of ICM Opatija;
- Preparation materials (working materials, workshops), attendance and follow up of IPM Tallinn;
- Preparation materials (working materials, workshops), attendance and follow up of ICM Baku;

Coaching Groups

- Implementing communication with my coaching countries;
- Coaching visit to ELSA Luxembourg (NCM)
- Coaching visit to ELSA Switzerland (NCM)
- Coaching visit to ELSA Ukraine; (KAM)
- Coaching visit to ELSA Turkey;

EHRMCC

- Invoicing of teams;
- Budget and cost management;
- Communication with the different French actors of the Moot;
- General logistic management;
- Team management during the event;
- Moderation of the panel discussion;

JHJMCC

- Invoicing of teams;
- Budget and cost management;
- Communication with the different French actors of the Moot;
- General logistic management;
- Fundraising for the African teams to go to the FOR;

Law Schools

- Restructuration of the finances of the project;

STEP

- Research on new ways of fundraising;

Matteo Alessandro

| Vice President in charge of Marketing of ELSA International 2018/2019

Synergy

- Preparation of the 64th Synergy Magazine alongside the Synergy Team;
- Signing new Synergy Magazine Printing Partner 'Nasza Drukarnia';
- Creation of new advertisement packages for the Synergy Magazine;
- Creation of new media card for Synergy Magazine;
- Mitigation of situation created by the absence of the 63rd Synergy Magazine;
- Preparation for the 63rd Synergy Magazine alongside the Synergy Team;
- Preparation for the 65th Synergy Magazine alongside the Synergy Team;
- Mitigation of situation created by the absence of the 63rd Synergy Magazine.

Network

- Attendance of SAM VIII in Thessaloniki, Greece;
- Formation of the Graphic Design Team, Assistant for Publishing Role, and Advertising Team;
- Creation of Director for Communication Role in order to ensure steady communication throughout the Network;
- Introduction to National Coaching Groups;
- Attendance of NCM Belgium in Charleroi;
- Gave webinar to ELSA Law School Training Weekend hosted in Brussels;
- Communication with National Coaching Groups;
- Attendance and giving of WSs at ICMs in Opatija and Baku;

Branding and Promotion

- Rebranding internal statutory documents;
- New branding for several Key Area Projects including
 - o Winter ELSA Law Schools
 - o John H. Jackson Moot Court Competition
 - o ELSA Delegations
 - o Legal Research Groups;
- Creation of Marketing Kits for Key Area Projects inter alia marketing kits for the EHRMCC and the John H. Jackson Moot Court Competition;
- Launching the promotion for several Key Area Projects o EHRMCC
 - o John H. Jackson Moot Court Competition
 - o Winter ELSA Law Schools
 - o ELSA Delegations Call for September
 - o STEP;
- Coordination of ELSA Day Campaign;
- Coordination of marketing materials for JHJMCC Regional Rounds;
- Coordination of marketing materials for EHRMCC Prerounds;
- Coordination of promotional materials for the SELS Cycle;
- Creation of SELS Marketing Kit;
- Promotion of Webinars hosted alongside the Council of Europe;
- Creation of new marketing strategy for SELS;
- Update of STEP Media Card;

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- Creation of IFP Marketing Kit;
- Coordination of STEP marketing materials;
- Coordination of LRG Brand;
- Gave webinar to ELSA Law School Training Weekend hosted in Brussels;
- Communication with National Coaching Groups;
- Coordination of Branding Working Group;
- Research on trademark registration;
- Management of all social media accounts of ELSA International (Facebook, Instagram, LinkedIn).

Fundraising and Public Relations

- Constant cooperation with the BEE area in order to ensure good relationships with partners;
- Contact with partners regarding marketing benefits;
- Contact with new partners;
- Creation of new advertisement packages;
- Constant cooperation with the BEE area in order to ensure good relationships with partners;
- Coordination of Advertising Team;
- Communication with new and current partners;
- Coordination of partner promotion.

Eva te Dorsthorst
| Vice President in charge of Academic Activities of ELSA International
2018/2019

EHRMCC

- Completely updating website and application forms prior to launch (26th of September);
- Appointing and working with case authors in the drafting of the case, bench memorandum and clarification answers;
- Reorganising Judges' Packages and invitation list of potential Judges;
- Meeting externals in Strasbourg throughout the term regarding both the 7th and 8th EHRMCC, such as the Council of Europe, European Court of Human Rights and the City of Strasbourg;
- Writing grant applications for several institutions and organisations;
- Receiving and processing over 100 applications, their Written Submissions, and checking them for penalties;
- Scheduling and inviting speakers for the Panel Discussion during the Final Oral Round;
- Scheduling and inviting the Judges for the Final Oral Round;
- Booking and arranging all logistics (venues, accommodation and food) for the Final Oral Round;
- Appointing an amazing International Organising Committee and surviving the week of the Final Oral Round together;
- Publishing the Final Report;
- Follow-up on the awarded traineeships of the winners and best oralists of the 6th and 7th edition;
- Preparing for the 8th edition – completely redrafting the Rulebook and Academic Board;

EHRMCC Pre-Rounds and Regional Rounds

- Opening call for Pre-Rounds and Skyping the appointed organisers;
- Visiting all three Pre-Rounds in Graz (Austria), London (UK) and Odessa (Ukraine);
- Amending the Decision Book and EHRMCC Rules to allow for EHRMCC Regional Rounds;
- Creating a database of information for future Regional Round organisers;
- Opening the Call for Regional Round organisers;

International Legal Research Group

- Meetings with externals, such as Wolf Legal Publishers and MC Academy, and potential externals such as TOLES;
- Wrapping up the loose ends of the ILRG on Migration Law;
- Restructuring of the LRG website;
- Implementing the new LRG Branding;
- Preparing Academic Framework, Guidelines, Style Guide, Timeline and Contact Guide, as well as all other materials required for the launch;
- Holding frequent Webinars for both National Coordinators and their teams in order to improve flow of information;
- Providing weekly updates on the numbers of applications to National Coordinators (260 applications for the research teams, 40 for National Coordinators);

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- Receiving the Reports of the National Groups, providing academic, linguistic and technical feedback, and compiling the Reports after they have been updated with this feedback;
- Drafting of a timeline, restructured team and topic for the upcoming International Legal Research Group;

ELSA Law Review

- Creating lawreview.elsa.org and moving all material from the archive and elsa.org to the new website;
- Launching the call for submissions and drafting the required documents (Authors' Guidelines, Style Guide, et cetera);
- Resigning Memorandi of Understanding with the Asian Law Students' Association and the Australian Law Students' Association in order to publish the first edition of the International Law Students' Journal together;
- Creating the 'ELSA Publications' imprint together with a publishing house, that can encompass all legal publications of ELSA;
- Frequent meetings with alumni in order to rebuild the archive of the ELR;

Academic Competitions

- ENC Coaching throughout the term;
- Restructuring of ENC Coaching approach;
- Establishing the ENC Case Database request form;
- Creating an overview document of all ENC Cases in the Database, as well as which ones have been sent to which National Groups;
- Preparing of a Memorandum of Understanding with the International Negotiation Competition;
- Drafting of the framework for an Academic Competitions handbook;

ELSA Day

- Frequent visits to Council of Europe to discuss ELSA Day 2018 and 2019;
- Appointed National Coordinators and created a Facebook Group for discussion;
- Updated the ELSA Day page, forms and ELSA Day Outline;
- Selected the Visibility Material Winners, shortlist for the ELSA Day Competition and appointing the winner;
- Preparing the framework for the ELSA Day Webinar;
- Choosing the topic for ELSA Day 2019;

International Focus Programme

- Conducting the International Legal Research Group within the IFP topic of environmental law;
- Opening the IFP Working Group;
- Appointing IFP National Coordinators;
- Publishing the first ever IFP Outline document;
- Preparing the elections for the new IFP topic;
- Researching IFP history and creating a comprehensive archive;
- Preparing the Final IFP Webinar and holding it together with Ezgi;
- Applying to the European Youth Foundation Grant;

Coaching and communication;

INTERNATIONAL BOARD 2018/2019

- Introducing myself to my coaching countries: Estonia, Germany, Sweden, Italy and Russia;
- Providing feedback on OYOPs and holding several Skypes (introductory, Pre-KAM, Pre-ICM et cetera);
- Attending the Nordic Officers Meeting, NCM Germany, and IPM Tallinn;
- Meeting with all coaching countries during meals of ICMs;
- Monthly personal updates to each coaching country;
- Sending out monthly activity reports to the Network;
- Managing the AA/MCC Facebook Group and Slack;
- Opening calls for and working with my wonderful AA International Team;

Board responsibility, travel and miscellaneous

- Preparing and attending SAM Thessaloniki, KAM Lviv, ICM Opatija and ICM Baku;
- Creating the OYOP of ELSA International 2018/2019, re-assessing it during our Mid-OYOP weekend and assisting in the drafting of the Strategic Goals;
- Representing ELSA International at various events such as the World Forum for Democracy, the Legal English Event, the GRECO Webinar, the ELFA Conference, ELSA France's ENC, et cetera;
- Organisation of various events at the House: Former IB Weekend, ELSA International Team Weekend, Christmas Cocktail, Transition Barbeque, and several Study Visits;
- With Matteo, being the loyal secretary of our weekly Board Meetings;

George Manikas
| Vice President in charge of ELSA Moot Court Competitions of ELSA
International 2018/2019

John H. Jackson Moot Court Competition

- Preparations for the launch on the 15th of September 2018;
- Processing and registering the Teams;
- Weekly Skype meeting calls with the Regional Round Organisers;
- Appointment, communication and conference calls with the Academic Board;
- Constant communication with Teams, Panellists, Organisers, Sponsors and the WTO;
- Appointment of the Case Author, discussions and publication of the Case, Clarification Questions and Bench Memorandum;
- Revision of the Rules, alongside their interpretation throughout the Competition;
- Negotiation and submission of the application for the UNECA Grant, receiving in total 50.000 EUR. The highest amount that was given so far in the history of the Competition;
- Creation of the Jackson Fund to support Teams in need of financial aid;
- Implementing the name change of the Competition in accordance with the Council Decision as voted and decided in ICM Lviv; organising the first edition of the John H. Jackson Moot Court Competition;
- Visited/contacting with all the Sponsors;
- Publicising the 17th edition Final Report;
- Appointment of the Panellists for all 5 Regional Rounds and the Final Oral Round;
- Initiated the preparation stages for the John H. Jackson Moot Court Competition Publication to honour Prof. Jackson and his work on WTO Law, celebrating the 1st edition with the name change. The Publication will be ready and published during the FOR of the 18th edition;
- Updated and revised all documents that are related to the Competition;
- Creation of the Oral Pleading Marking Guidelines to support the Panellists;
- Discussed new sponsorship packages with my successor during transition;
- Gaining 1 new Academic Sponsor for the 17th edition and bringing back 1 Platinum Sponsor, Van Bael & Bellis, one of our biggest supporters, for the 18th edition;
- Participation in the Regional Rounds and coordination of the Competition, calculation of the scores, interpretation of the Rules, support for the Regional Round Organisers, Panellists preparation;
- Preparations for the Final Oral Round, overall coordination of the preparations;
- Appointment of the International Organising Committee;
- Drafting of the Visa invitation letters for the Teams;
- Opening Speech from Ambassador David Walker, Chair of the WTO Dispute Settlement Body;
- President of the Final Bench was Ambassador Ujal Singh Bhatia, WTO Appellate Body;
- Master of Ceremonies was Mr. John Adank, Director of the WTO's Legal Affairs Division;
- Final Speech and announcement of the initiation stages for the creation of the Middle Eastern - North African (MENA) Regional Round that will take place in Istanbul, Turkey. Constant conference calls with the President of ELSA Turkey and the Head of the Organising Committee of the first MENA RR;
- Initiated discussions for the first time regarding the creation of a Memorandum of Understanding with the WTO regarding the Competition;

- Global promotion of the competition;
- Successful execution of the Final Oral Round in which we welcomed 22 Teams;
- Preparations for the 18th edition, issuing call for the Case Author, the Regional Round Organisers and the Timeline;

Coaching National Groups

- Attendance at the NCM of ELSA Greece and ELSA Austria;
- Meeting with my coaching countries during ICM Opatija and ICM Baku;
- Skypes with the Coaching Countries;

National and Local Moot Court Competitions – Miscellaneous

- Communication with Local and National Officers regarding their MCCs on a daily basis;
- Participation in the EHRMCC Pre Moot of ELSA Austria;
- Creation of the MCC Case Database;
- Pre-visits of the Regional Round to ensure proper execution and evaluation;
- Participation in the IPM Kutaisi, Georgia;
- Constant communication with all my Team members of the JHJMCC Team and the NLMCC Team, which I sincerely thank for all their hard work, commitment and passion;
- Participation at the ELSA Partner's Reception;
- Preparation and execution of the Transition;
- Initiated negotiations and discussions with EYBA regarding the signing of an MoU with ELSA for further support in our work. Participation in their Conferences and presentation of ELSA and the John H. Jackson Moot Court Competition.

Ezgi Yıldız

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

ELSA Law Schools

- The creation of the online evaluation form for the ELSA Law Schools Summer Cycle 2017/2018 and sending it to the respective participants for feedback;
- The creation of the ELSA Law Schools Winter Cycle 2018/2019;
- Assisting with the promotion of Winter ELSA Law Schools;
- Opening the Application Period for Winter ELSA Law Schools 2018/2019;
- Assisting with quality improvements and other issues with specific ELSA Law Schools;
- Seeking and discussing major improvements to the Unification of ELSA Law Schools;
- Resolving the issues and complaints from participants of the previous ELSA Law Schools Summer Cycle;
- Sending evaluation forms to all participants in order to improve ELSA Law Schools further according to the feedbacks;
- The coordination of all ELSA Law Schools with regards to the content of the website;
- The creation of the ELSA Law School Summer Cycle 2018/2019;
- Further improvements and unification regarding the ELSA Law Schools portal;
- Making the application forms GDPR compliant by changing the download system of applications to a city-based formula;
- The creation of the Additional Questions and Fees & Extra Fees form for organisers to add their own questions to the application form;
- Assisting with quality improvements and other issues specific to ELSA Law Schools;
- Discussing various methods for unified promotion with the Vice-President for Marketing with regards to ELSA Law Schools and implementing the first ELSA Law Schools promotion video as well as buying advertisement on the social media.
- The coordination of the 3rd ELSA Law Schools Training Weekend which took place in Brussels, Belgium for organisers of different ELSA Law Schools.

ELSA Delegations

- Preparation of documents and application for the observership status within UNFCCC;
- Researching new organisations that ELSA can start to send Delegates to;
- Preparation for several calls for ELSA Delegations;
- Making sure that all Officers involved get the necessary information with regards to applications and selected participants;
- Ensuring the communication within the ELSA International Team and their communication with the Delegates;
- Participating and coordinating World Forum for Democracy 2018;
- Discussing various methods of promotion with the Vice President for Marketing with regards to quality improvements of ELSA Delegations and creating the new ELSA Delegations testimonials template;
- Creating statistics of the Calls we had and sharing them with the Network for more transparency.

International Conferences of ELSA

- Coordination of the fourth international annual Students Conference in London which is held in cooperation with the International Bar Association. This is connected to the fact that, on ELSA's behalf, I was responsible for the academic programme and I will be the co-chair of this conference;
- Successfully unifying the International Conferences of ELSA as a regulated project;
- Creating a website for the International Conferences of ELSA with the help of our assistant for IT. (conferences.elsa.org);
- Creating portfolios for the organisers and creating a marketing strategy with the VP MKT.

ELSA Webinars

- Coordinating the 3rd ELSA Day Webinar with the Council of Europe on Right to Education;
- Coordinating the first ELSA – CEPEJ webinar;
- Traveling to Strasbourg for meetings regarding the technicalities, programme, marketing and logistics and to view the studio;
- Preparing the questions for the Webinars;
- Coordinating the ELSA IFP Webinar together with Council of Europe;
- Assisting Loup for applying to grants in order for ELSA to buy its own professional webinar equipment.

ELSA Day

- Successful organisation of ELSA Day – highest number of events organised (188);
- Distribution of Visibility Materials to the 40 Groups selected by Council of Europe;
- Conducting the 3rd ELSA Day Webinar;
- Follow-up post-ELSA Day with Council of Europe to select winners and topic of ELSA Day 2019.

International Focus Programme

- Opening and preparing the IFP Working Group;
- Researching past 3 IFP Topic Selection and supplying Working Group with that research;
- Conducting the IFP Webinar;
- Opening call for National Coordinators and general preparation for April 2019.

Miscellaneous

- Communication with the Network and the Coaching Countries;
- Organisation of the Study Visits to the ELSA House;
- The creation of more S&C Tools;
- Updating the information that is provided on the Officers' Portal;
- Head of Delegation and Coordinator for the ELSA's Delegation to the World Forum for Democracy;
- The coordination of the ELSA Christmas Cocktail & Transition BBQ;
- Numerous visits to ELSA events all over Europe.

Barlascan Alphan
| Vice President in charge of Student Trainee Exchange Programme of ELSA
International 2018/2019

General

- Creating STEP Calendar 2018/2019;
- Finalising the Selection Results from the term 2017/2018: dealing with remaining delays;
- Finalising STEP Statistics 2017/2018;
- Appointing the STEP International Team;
- Updating STEP Handbook, STEP Tutorial and other STEP related documentation;
- Restructuring STEP part of Decision Book;
- Creating new fundraising and new branding ideas for STEP together with the President, Treasurer and Vice President for Marketing;
- Creating offer for potential STEP Partners in cooperation with the President and starting research in cooperation with Job Hunting team;
- Securing reception of the trainees going on traineeships provided by ELSA International;
- Creating and improving STEP Statistics from both STEP Cycles and overall ones;
- Publishing contacts of STEP national officers to STEP Portal
- Negotiating and finalising addendum to Memorandum of Understanding with Australian Law Students' Association;
- Creating a new Privacy Policy, Terms & Conditions, Cookies Policy and Traineeship Specification Form in order to comply with the European Data Protection Regulations;
- Being the Head of ELSA International's Delegation in the VIII Key Area Meeting in Lviv, LXXIV International Council Meeting in Opatija and LXXV International Council Meeting in Baku, therefore handling the communication within the International Board and the Organizers and within the ELSA International Team;
- Finding / helping to find new partners for STEP – UIA, CCBE AuLSA, T@W;

Job Hunting

- Updating Media Card in cooperation with VP Marketing;
- Updating booklet STEP by STEP for the traineeship providers;
- Introducing to the long-term STEP traineeship providers and renewing the cooperation;
- Improving and updating centralised database of ELSA International traineeship providers;
- Conference calls with potential EI traineeship providers;
- Promoting STEP through AIJA, ALSA, ELS, INTA, DLSA, CCBE, UIA, T@W;
- Correcting and approving TSFs from EI traineeship providers and the Network;

Student Hunting & Promotion

- Providing support to STEP applicants;
- Supporting groups when approving the applications;
- Promoting STEP Countdown and STEP Launch: creating new strategy and other promotion materials in cooperation with Vice President for Marketing;

Matching and Selection Results

- Conducting matching with Matching Team together in the ELSA House in a record time;
- Sending matching results to the EI traineeship providers and national officers;
- Uploading and sending Selection Results;

IT

- Meetings with Camscape regarding STEP IT development;
- Creating a more stable and user-friendly IT system for the STEP Officers;
- Uploading EI traineeships, assisting national officers with the website upload;

Contact with the Network

- Creating new channels for communication such as Slack for more efficient communication within the Network
- Regular contact and providing constant support to my coaching countries and STEP coaching countries;
- Including STEP Coaching Survey to the SotN;
- Delivering internal training video concerning the Internal Student Hunting
- Conducting workshops at the VIII Key Area Meeting in Lviv, Ukraine; LXXIV International Council Meeting in Opatija, Croatia, and LXXV International Council Meeting in Baku, Azerbaijan;

Representation

- International Summit on Competition Law in Istanbul, NCM Belgium, NCM Passau, NCM Krakow, NCM Szczecin, Baltic Sea Exchange, ESN, EPSA and AEGEE's Summer Receptions, JADE Handover Ceremony, Association Summer Event, Partners' Reception.

ELSA INTERNATIONAL TEAM 2018/2019

Daniel Vella

| Director for Development and Partnership Coordination of ELSA International
2018/2019**General**

- Monthly meeting with the President of ELSA International;
- Creation of a strategy regarding the current workload in the BEE Area;
- Brainstorming with the President of ELSA International regarding topics such as Strategy Goals, External Data Base and BEE Toolkit;
- Management of the BEE team;
- Monthly report to the President of ELSA International regarding the work of the BEE team;
- The reorganisation of the BEE archives;
- Presented updates on External Relations and the BEE Toolkit at ICM Opatija and IPM Tallinn;

External Relations

- Creation of an External Strategy focusing on LLM partners;
- Creation of an External Strategy which embraces a more diverse, wider spectrum of partners;
- Supporting the President of ELSA International on the relationship with the Association Partners;
- Evaluation of the current benefits Partnership of ELSA International 18/19;
- Supporting the President of ELSA International on the creation of a new Partnership Benefits for ELSA;

BEE Toolkit

- Supporting the President of ELSA International on the creation of a BEE Handbook;
- Supporting the President of ELSA International on the creation of templates of contracts for the BEE officers;
- Evaluation of the New Webinar Platform of ELSA;

Management of the BEE Team

- Dividing the workload between the two assistants for BEE Publications during the process of creating of the BEE handbook;
- Weekly evaluation of the workload between the two assistants for BEE Publications during the process of creating of the BEE handbook.

Dónal Merrick & George Kazoullakis
| Assistants for BEE Publications of ELSA International 2018/2019

BEE Handbook

- Creation of a timeline regarding a new BEE handbook for ELSA International;
- Identifying an appropriate table of contents;
- Issuing a call and approaching contributors to the BEE handbook;
- Assistance to contributors with content descriptions of what is expected;
- Weekly updates to the Director for Development and Partnership Coordination;
- Review and proofreading of contributions;
- Compilation of contributions.

Mateo Matijević

| Assistant for External Relations of ELSA International 2018/2019

General

- Bi-Weekly updates to the Director for Development and Partnership Coordination;

External Database

- Gathering updated data from National Groups;
- Sorting data neatly and making it GDPR compliant;
- Creation of a timeline of operation for updating data from National Groups;
- Creation of an External Database statistical presentation;

IT Platform

- Testing out the pilot IT Platform for External Relations;
- Giving feedback and updating all possible errors on the system.

Nana Gegia
| Assistant for Internal Management 2018/2019

- Compiling and updating of the 25th State of the Network Report;
- Presentation of the 25th State of the Network Report during the IM workshop at the LXIV International Council Meeting Opatija;
- Participation in the ELSA International Team Weekend;
- Contribution to the creation of the Host Inquiry for International Internal Meetings;
- Updating of the 26th State of the Network Inquiry;
- Compiling and updating of the 26th State of the Network Report;
- Presentation of the 26th State of the Network Report during the IM workshop at the LXV International Council Meeting Baku;
- Research on the Training Quality Standards;
- General assistance throughout the term.

Herman Grøm

| Assistant for International Internal Meetings of ELSA International 2018/2019

- Compiling the Working Materials of ICM Opatija;
- Compiling the Minutes of IPM Kutaisi;
- Compiling the Minutes of SAM Thessaloniki;
- Compiling the Minutes of ICM Opatija;
- Compiling the Working Materials of ICM Baku;
- Compiling the Minutes of ICM Baku;
- Member of the Working Group on International Internal Meetings 2018/2019;
- Preparing and co-conducting the workshop on International Internal Meetings in the IM workshop at ICM Opatija;
- Preparing and co-conducting the workshop on International Internal Meetings in the IM workshop at ICM Baku;
- Preparing and co-conducting the workshop on International Internal Meetings in the IM workshop at SAM Alicante;
- Preparing ICM Baku Minutes template for workshop secretaries;
- Preparing ICM Baku Participation Lists for all workshops;
- Preparing a new minutes template for Area Meetings and ICMs;
- Preparing the International Internal Meetings Hosts' and participants' Inquiry;
- Compiling the International Internal Meetings Hosts' and participants' Inquiry Reports;
- Skype meetings with the IM team 2018/2019;
- Participation at the ELSA International Team Weekend 2018;
- Constantly assisting and advising the team throughout the term;
- 26 meeting calls and personal meetings with the SecGen preparing and writing documents;
- Regularly (very often) sending supportive messages to the SecGen to make sure she is alright and still alive, the last months before ICMs. Plus two wake up calls in the morning.

Kristin Ferm

| Assistant for Knowledge Management of ELSA International 2018/2019

- Drafted the new Transition Manual;
- Attended ICM Baku and delivered the workshop on Transition;
- Drafted the new Internal Management Handbook;
- Participated in general IM Team meetings.

Sebastian Dalhoff

| Assistant for IT of ELSA International 2018/2019

General

- Collaboration with Andrei;
- Collaboration with the IB and the Team;
- Maintenance of the Wordpress website system;
- Maintenance of the GSuite;
- Maintenance of the Newsletter System;

Wordpress

- Website construction for Ezgi (conferences.elsa.org);

Electronic voting

- Established contact with Polyas;
- Negotiation of an offer to use electronic voting at ICM's;

International Events

- Participation at ICM Baku (IT Workshop in the IM Workshop);
- TBBQ 2019.

Andrei Dumbravă

| Position for IT Assistant of ELSA International 2018/2019

- Provided IT support to the Secretary General;
- Assist with website maintenance;
- Assist with the G Suite until Sebastian came on the team.

Franziska Lechner

| Assistant for Templates of ELSA International 2018/2019

- Create EDF Application Templates: Conference before and after final accounting, EHRMCC before and after final accounting, ICM, Law School before and after final accounting and a free template for everything not fitting the others;
- Present the templates at ICM Opatija;
- Create an invoice template for ELSA Law Schools;
- Create an ICM financial reporting template.

Irem Özener
| Director for Communications of ELSA International 2018/2019

- Supervising the Corporate Identity Breaches of the National / Local Groups and sustaining the quality standards by getting in touch with the respective groups;
- Providing assistance to the groups accordingly with their needs;
- Keeping the communication at its maximum within the network to have better and healthier understanding;
- Helping with the tasks given by the VP Marketing of ELSA International.

Nigar Akhundova

| Member of Graphic Design Team of ELSA International 2018/2019

- Delivering information and updates about project to members of Graphic Design Team who are responsible for promotion of VII Edition of European Human Rights Moot Court Competition (EHRMCC);
- Making promotional marketing materials for application period of VII Edition of European Human Rights Moot Court Competition (EHRMCC).

Jake Camilleri

| Assistant for Academic Activities of ELSA International 2018/2019

- Researching possible External Relations;
- Structuring yearly timeline for the International Coordination Team;
- Assisting with website templates & application forms;
- Going through applications and appointing ICT;
- Skype calls with team to explain plan/answer any questions;
- General answering of e-mails and queries;
- Create single National Coordinator (NC) contact list;
- Create single National Board (NB) contact list;
- Compiling the basis for the Academic Framework (AF);
- Compiling application list to send to NCs;
- Compiling application statistics to post to the group/Website;
- Compiling list of accepted/declined NRGs;
- E-mailing NB/NC with all applications received;
- Updating statistics concerning applicants and NRGs;
- E-mailing acceptance/decline to applicants accordingly;
- Re-compiling the AF & AG to take into account all comments received on previous AF;
- Skype call with Elna Larsson for handover/explaining next steps;
- Meeting with possible partners (Natalie, DoS Cambridge Law Studio);
- Internal Meetings with ELSA International LRG Team;
- Brainstorming on ELR next steps;
- Created contact list for possible ELR submissions.
- Drafting correspondence to send out to interested contributors;
- Replying to applicants and reviewing submissions;
- Updating LRG Team on how to proceed with the final version of the report;
- Implementing changes into the final report, as per WLP's guidance;
- Formed part of the EHRMCC IOC;
- Tasks of the above include: setting up rooms, time-keeping, bus tickets, administrative work;
- Post EHRMCC Feedback;
- Further liaising with WLP on technical issues and pre-publication standards;
- Skype meeting with LRG Team + Eva & Sarah on 2019/2020 publications, timelines and problem prevention.
- Small handover for Director for Legal Writing 2019/2020;

Sami Ayadi

| Assistant sponsors for the EHRMCC of ELSA International 2018/2019

- Organization of the accommodation for participants, break, lunch, and diner in Strasbourg;
- Drafting social programme for the EHRMCC Final Oral Round according to the instruction and budget;
- Preparing a welcome package (bag, notebook, pens, water bottle; etc) by contacting the “Bureau du Tourisme” in Strasbourg;
- In charge of inviting a speaker for the panel discussion;
- In charge of contacting people and institutions in order to find additional sponsors (lawyers, City of Strasbourg, Science Po Strasbourg, Strasbourg University; etc);
- Preparing the panel discussion itself with the board;
- Being a timekeeper during the competition (OC);
- Trying to find a special media in order to improve communication.

Michele Pozzo & Yana Lysak

| ELSA Negotiation Competition Team of ELSA International 2018/2019

- Launched the ENC Coaching system;
- Contacted all the national groups with regards to their formation on the ENC;
- Answered to emails from the national groups that asked for more information about the ENC;
- Multiple Skype meetings with the national groups to support them with their national ENC round;
- Gathered information from the national groups about different academic competitions;
- Increased the ENC database by gathering cases from the national groups;
- Restructured the ENC case database and created an ENC Case Overview;
- Updated and improved AA Handbook and ENC Package;
- Team meetings in the presence of the Vice-President for Academic Activities of ELSA International;
- Collected feedback from national and local groups regarding their ENC experience by the end of the term.

Elna Larsson

| International Human Resources Coordinator for the LRG on Energy Law of
ELSA International 2018/2019

- After being appointed to my position, I participated in the first meeting of the entire LRG-team with the VPAA and the Director for Writing. We continued to have meetings throughout the year to update each other on the progress of the project.
- I facilitated the call for National Coordinators for the project and the vetting process of them with each National Group that wanted to participate in the LRG. After they were appointed, I communicated with them through our Facebook-group created for the project and per email.
- After the launch of the LRG, I informed the NCs when the instruction Webinars were taking place and made sure they had access to them. I also created Google sheets with the contact information of each NC and VPAA of the participating National Groups that the LRG-team could use.
- In December, I attended the International Team Weekend in Brussels and worked with the other members of the Academic Activities-team and the VPAA.
- In the end of December and the beginning of January, the deadline for the members to apply for the National Legal Research Groups concluded and I worked with the LRG-team to gather the information of each applicant and forward it to the right NC so that they could pick a National Legal Research Group together with their respective National Boards.
- After the NLRGs were formed and the research phase begun, I spent most of my time working with specific human resources issues that developed and tried to help out the NCs with those. I also communicated information from people in the LRG-team such as clarification on the academic framework and the technical style guide to the NCs.
- In March, I attended ICM Baku and the Academic Activities workshops.
- After the deadline of the first drafts of the reports from each NLRG, I collected them and made them available to the LRG-team. After the Academic and Technical Coordinators of the LRG-team were finished with them I sent them back to the respective NCs.
- After the NCs submitted the final drafts, I helped the Technical Editor while he compiled the final report by making sure the names of all the participants were correct.

Fani Dimoska

| Member of International LRG team of ELSA International 2018/2019

- Had several meetings with the LRG International Team;
- Regular contact with the Director for Legal Writing;
- Coordination with the Research Coordinator and the other Research Assistant regarding the content of the LRG Reports of the network;
- Revision and providing feedback on the LRG Reports of: Albania, Bulgaria, Cyprus, Finland, Greece, Portugal, Spain, Turkey, Ukraine and UK;
- Giving examples and ideas on improvement of the above stated reports.

Aleksandra Żuchowska
| Director for ELSA Law Schools of ELSA International 2018/2019

- Right after appointment, I was handed over the ELSA email address followed by the Skype meeting with Ezgi Yildiz, where she gave me the transition.
- Facebook Group, Facebook conversation and Google drive comprising of all the useful documents have been created in order to ensure good communication and transparency of the activities of the ELSA Law Schools Team members.
- Overview of the term, guidance on how to coach as well as ELSA Law Schools regulations were the topics discussed during the team skype meeting at the beginning of the term, with the participation of the whole team.
- The coaching guideline has been created to improve the work of the team in regard to the communication and assistance provided to the HoOCs.
- The new approach to the coaching has been introduced - each coach is to contact monthly each coaching HoOC, assist on every step of the organisational process and check everything accordingly. This way, the quality standards aim to be ensured more effectively.
- Together with the rest of the team, I have prepared an evaluation of each Summer ELSA Law School happening in 2018 cycle, based on the participants' evaluations. An individual focus has been provided.
- In order to improve the work of the team and keep the motivation high, I have commenced the monthly competition within the team.
- I have assisted Ezgi with the WELS cycle, providing the requested information to the prospective participants, who reached me by email.
- Introductory skype meeting was carried out in December, with all of my 9 coaching HoOCs. We agreed to have monthly contact and I have been checking their preparations very closely. Unfortunately, 2 of my coaching SELS informed me about the cancellation of their respective SELS.
- I have delivered ELSA Law Schools workshops during the ICM Opatija and Baku.
- I have delivered ELSA Law Schools workshop during two NCMs of ELSA the Netherlands and one NCM of ELSA Poland.
- I have been part of the OC and attended the III ELSA Law Schools Training Weekend, that took place in Brussels from 18th to 20th January 2019.
- I remained in constant contact with Ezgi, the ELSA Law Schools Team and HoOCs.
- I have helped Ezgi with IT preparations before opening the Application Period;
- I have coordinated administrative fee payments from the Summer ELSA Law Schools' Organisers.

Sabrina Brümmer

| Assistant for ELSA Law Schools of ELSA International 2018/2019

- Regulatory contact with my coaching groups to stay updated, solve problems, give recommendations;
- 2nd skype meeting with the coaching groups;
- Regulatory contact with the Director and rest of the Law Schools team: updating about each other's activities, improving ELSA Law Schools.

Vladiana Constantin

| Assistant for ELSA Law Schools of ELSA International 2018/2019

- I participated in the Skype Meeting held by the Vice-President for Seminars & Conferences and with all the other assistants;
- I was involved in the ELSA Law School presentation at ICM Opatija;
- I have contacted all Heads of the Organising Committees and I created a Facebook group and a Messenger group to facilitate the communication with them;
- A drive has been made for my Coaching Groups where I attached all the materials concerning SELS;
- I conducted Skype Meetings with each Coaching Group where I presented the concept of coaching and my role of helping them with all information they need. I also focused on the technical side, I presented each stage of ELSA's Cycle, the deadlines and what they have to do at any moment;
- I was in constant communication with them and informed them about all the deadlines and all information related to SELS;
- I supported them in structuring the information and uploading their programme onto the Portal;
- I helped with the promotion of event on all social networks;
- I informed in advance about all the aspects coming from ELSA International;
- I supervised the activity during the events in their participant groups.

Çağla ŞAHİN

| Assistant for ELSA Law Schools of ELSA International 2018/2019

- I was the coach of SELS Modena, SELS Dresden, SELS Greece (Athens), SELS Athens, SELS Wroclaw and SELS Frankfurt, Mannheim and Heidelberg;
- Attended ELSA Law Schools training weekend and S&C workshops in ICM Baku;
- Had second mandatory Skype meetings;
- Regularly contacted my coaching groups;
- I have kept my groups updated with the latest posts/materials – reminding them of deadlines regularly;
- Have supported them and delivered their issues to my Director and VP S&C;
- Had reviewed the Summer Law School Calendar once more;
- Remind them quality standards and rules to comply with and reported any issue regarding that;
- Have tracked their social media promotion;
- Revised their academic/social programme and draft budget;
- Have been added to their Facebook groups to make sure each of them has one and using it effectively;
- Regularly contacted the ELSA Law Schools Teams when issues arose that I needed an opinion on, in addition to conveying ideas to them.

Michaela Majorová

| Assistant for ELSA Law Schools of ELSA International 2018/2019

- Participation in the 1st SELS Team Skype meeting;
- Evaluation of Participants' Evaluation Forms of 5 SELS from the previous Cycle;
- Presentation of the general evaluation part of SELS organisation during the ELS workshop at ICM Opatija and active participation in the discussions regarding ELS;
- Creation of a Facebook group for 7 assigned SELS - SELS Estonia, SELS Geneva, SELS Groningen, SELS Innsbruck, SELS Lecce, SELS Lisbon & Cascais, SELS Zadar and started communicating with HoOCs;
- Held the first round of Skype calls with most of my coaching groups, went through all relevant regulations according to the Coaching Manual and discussed their progress as well as provided advice on how to improve different aspects of their respective SELS;
- Solving a problem with the Director for ELS and VP S&C regarding lack of communication from one of the coaching groups;
- Continuing with the rest of the Skype calls, regular contact with my coaching groups, SELS team and the Director for ELS;
- Participation in the SELS Training Weekend in Brussels, which was also attended by 3 of my coaching groups and followed up on planning everything into detail during individual sessions;
- Contribution towards problem-solving in regard to the SELS names;
- 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;
- Filling in the monthly update;
- Gathering and distributing pictures for the FB Photo competition and control of copyrights;
- Held a second round of Skype calls regarding the selection process and event crisis management;
- Answering questions from the coaching groups regarding applications, e-mails, and logistics
- Filling in the monthly update;
- Communication regarding publishing SELS programme, 2nd round of applications and administrative fee payments
- Gathering and distributing the participants lists for the participant's evaluation as well as sharing other helpful materials with coaching countries (e.g. certificates, email templates, reports)
- Filling in the monthly update;
- Answering questions before, during and after the SELS events from the coaching countries and assisting them with ad hoc issues, discussing possible improvements for the next cycles with team members and Director for SELS.

Kerem Kart

| Assistant for Job Hunting of ELSA International 2018/2019

- Conducted research on potential STEP Traineeship Providers;
- Focused on Austria, Canada, China, India, New Zealand, South America and USA to increase number of potential STEP Traineeship Providers;
- Found more than 250 contacts from the countries meant above;
- Renewed previous database, and completed missing pieces of information (contact persons, telephone and e-mail addresses) in it;
- Sent more than 1200 potential Traineeship Provider, emails and follow-ups by using G-Mass;
- Arranged Vice President for STEP of ELSA International more than 15 meetings with the traineeship providers;
- Participated at ICM Opatija and attended workshops on Job Hunting.

Meeri Aurora Toivanen
| STEP Coach of ELSA International 2018/2019

- As the STEP Coach of ELSA Denmark, ELSA Estonia, ELSA Finland, ELSA Iceland, ELSA Ireland, ELSA Latvia, ELSA Lithuania, and ELSA Slovenia, I maintained regular contact with the VP STEP of my coaching groups, ever since ICM Baku. This entailed sending reminders about approaching deadlines during Student Hunting and answering any questions whenever they occurred. Moreover, I helped with the Matching of STEP applications for ELSA International Traineeships and few National Groups, as an adopted member of the STEP Matching Team.

Pinelopi Maria Brifa
| STEP Coach of ELSA International 2018/2019

STEP Coaching Team

- Constant cooperation inside ELSA International STEP Team;
- Implementation of Slack in relations inside the team, and in relations with Coaching Countries;
- Preparation and implementation of Coaching Internal Database;
- Creation of activity reports of my coaching countries;
- Update of STEP Progress Book on our shared Google Drive;
- Unification and archiving of Google Drive for the next generation of STEP Coaching Team;

STEP Coaching Countries

- Constant contact with all the Vice Presidents of my Coaching Countries, providing help and advice in current problems;
- Job Hunting training via Skype & frequent updates upon JH procedure;
- Monitoring Student Hunting process among my Coaching Countries;
- Monitoring SAF acceptance process;
- Update upon reception process of the trainees;

Knowledge management at Internal Meetings

- Actively participated in the preparation of workshop provided by the STEP Coaching; • Team during ICM Baku;
- Conducting STEP Workshops during NCM of ELSA Italy;
- Personal visit in Italy and training provided to the national officer and her directors.

International Internal Area Meeting Reports

International Presidents' Meeting – IPM Chair Report | Weronika Bańska

Opening workshop

- Opening the International Presidents Meeting
- Approval of the agenda
- Workshop Officers appointment - Chair and Secretaries
- Introduction of Workshop Rules and Finger Rules
- Introduction of participants
- Presentation of expectations for the IPM

Quiz: What ELSA is?

- Kahoot game regarding to international history of ELSA
- Sharing the knowledge about values, project and partnerships foundations
- Explanation of importance of knowledge management
- General update
- Presentation of current situation of ELSA International
- Presentation of actions taken in preparation for the Term of Office
- Introduction the main goals for the coming months

One Year Operational Plan

- Presentation of structure of ELSA International's OYOP
- Indication of values and focus areas of ELSA International
- Presentation of the OYOP of National and Local Groups
- Discussion about values and main goals of National and Local Groups

Contact Procedure

- Appointment of Director for ELSA Spirit
- Presentation of External Relations' regulation of ELSA International
- Discussion on the content of the regulation and ways for improvement
- Kahoot game regarding knowledge management

Externals' Database

- Presentation of ELSA International's External Relations' Database
- Presentation of ELSA International's Statistical Report of External Relations' Database 2018/2019
- Discussion about creation of National and Local Externals' Relations Strategies

How to fundraise?

- Presentation on Fundraising
- Working groups regarding different fundraising concepts
- Presentation of the results and Q&A session

External Relations' Strategy

- Presentation of Partners of ELSA International
- Discussion about cooperation with ELSA Lawyers Society
- Presentation of External Relations' Strategy of ELSA International
- Working groups regarding to different External Relations' Strategy

Open workshop - Leadership styles

- Simulations of different board meetings
- Presentation of various leadership styles

Good Governance

- Presentation of current status and implementation timeframe regarding to the first part of the Strategic Goals of ELSA International
- Working groups regarding to the means and tips in order to achieve this goal
- Presentation of the results and discussion about ideas and solutions
- Preparation a list of conclusions

Living Vision

- Presentation of current status and implementation timeframe regarding to the second part of the Strategic Goals of ELSA International
- Working groups regarding to flagships projects of ELSA and their contribution to our purposes
- Presentation of the results and discussion about current situation and ways for improvement
- Presentation of the new structure of International Focus Programme and O&A session

Financial Strategy

- Presentation of the Financial Strategy of ELSA International
- ELSA Development Foundation
- Presentation of ELSA Development Foundation
- Q&A session

An Engaging Association

- Presentation of current status and implementation timeframe regarding to the third part of the Strategic Goals of ELSA International
- Q&A session
- Working groups regarding operational goals - ELSA Trainings, ensuring skills for life, cooperation with Alumni, renewal of the website
- Presentation of the results and discussion about ideas and solutions
- Preparation a list of conclusions

Webinars as a tool to fundraise

- Presentation of webinars as a tool to fundraise
- Working groups to practice skills in creating webinars
- Presentation of new concept of ELSA Webinars with Q&A session

BEE Toolkit

- Filling out a survey on the content of BEE Toolkit
- Creating a list of conclusions

International Internal Area Meeting Reports

Marketing as a key to fundraise

- Presentation of marketing as a fundraising tool
- Explanation of importance of BEE and MKT area cooperation regarding to External Relations' Strategy
- Working groups regarding the creation of fundraising cycles and plans

Miscellaneous

- Discussion about topics which were not fully covered during the previous workshops

Evaluation and closing

- Giving feedback to the agenda and way of conducting workshops
- Closing speeches

Supporting Area Meeting – IM Chair Report | Marek Jindra

IM Opening Workshop

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

That's who IM

- The first workshop contained a brief introduction of IM; what we do and what our responsibilities are. ELSA International had a presentation on this topic which was followed by a discussion, where every national group present contributed, and every part of the IM area was covered.

IM'ake the Rules

- ELSA International presented important parts of ELSA's regulations and the decision-making procedure followed when amending the existing regulations.

IM Planning

- ELSA International presented the calendar scheduling opportunities in the Google System and the exact dates and deadlines for this year. We talked about our personal goals and action plans as well.

Webinars - Joint with IM, FM & MKT

- In this workshop ELSA International had a presentation about webinars and our partner ClickMeeting. After that we formed working groups, where we learnt how to deliver webinars in a successful way and how to organise it from the technical side i.e. how to use a webinar platform ClickMeeting.

Strategic Goals – Joint with IM, FM & MKT

- ELSA International presented the Strategic Goals 2019-2023 that were adopted during ICM. Baku, Azerbaijan, and briefly introduced guidelines on how to implement them on every level in ELSA.

Advisory Board

- In this workshop we were talking about one of the focuses of the Strategic Goals 2019-2023 – the Advisory Board. Participants of the workshop discussed the concept of the Advisory Board, its structure, responsibilities and purpose in working groups guided by ELSA International.

OYOP – Joint with IM, FM & MKT

- During this workshop the One Year Operational Plan (OYOP) of ELSA International 2019/2020 was presented. There was a brief discussion and Q&A on the OYOP of ELSA International and also a roundtable, where participants of the workshop shared insights about their OYOPs and goals for the term.

International Internal Area Meeting Reports

Human Resources

- ELSA International had a presentation on the new Human Resources Model. Afterwards, the participants formed Working Groups, which were discussing on how to implement each stage of the Human Resources Model.

International Internal Meetings – Joint with IM & FM

- In this workshop the possible changes of the International Internal Meetings were discussed. We brainstormed in Working Groups about topics such as fees, structure, quality standards and purpose.

ELSA Training – Joint with IM & MKT

- During the workshop the concept of the ELSA Training was presented by ELSA International. We discussed the new promotion strategy of ELSA Training.

Website – Joint with IM & MKT

- We had a discussion on what our websites offer and how to make them comply with our Corporate Identity.

IM Ready

- In this last workshop we shared our feedback for ELSA International, asked final questions and said goodbyes.

Supporting Area Meeting – MKT Chair Report | Rostislav Bušek

General

• This year's SAM had a brilliant combination of workshops for new officers and some more advanced topics – so even experienced officers could. learnt a lot of new things. We went through the most important topics for this year like the Synergy and social medias.

Wednesday 4th September

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

Thursday 5th September

- Update from the Vice President for Marketing of ELSA International
- Presentation of the achievements and failures of national and local officers
- Showing evolution of marketing in ELSA
- Discussion on how marketing should look nowadays
- Presentation and working groups on social media strategy
- Discussion on how we can use webinars in ELSA

Friday 6th September

- Presentation about Strategic Goals 2019-2023 and guidelines how to implement them on every level in ELSA
- Presentation on the Synergy and showing archives of the Synergy
- Discussion on how to make the Synergy more attractive

Sunday 7th September

- Presentation of OYOP of ELSA International 2019/2020
- Presentation of local and national OYOPs
- Presentation and discussion on types and possibilities of communication in ELSA
- Presentation on brands and their importance
- Discussion about Brandbook - if we can improve it and how
- Discussion and presentation about ELSA Trainings
- Discussion on what can our websites offer and how to make them comply with Corporate Identity
- Evaluation of IX. SAM Alicante - roundtable

Key Area Meeting – AA/MCC Chair Report | Maja Rajić

Introductory Workshop

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

Introduction to AA/MCC WS

- This WS started with a KAHOOT quiz in order to allow to WS Officers to get to know the area better but in a less formal way.
- Presentation by Deputy VP AA of ELSA International about the various AA projects (academic competitions (ENC, CIC, EHRMCC, etc.), legal writing (LRG and ELR), other AA projects such as L@W event) and other joint projects usually organized in collaboration with other Key Areas (especially ELSA Day). Also, the structure of every project was explained.
- Presentation by Deputy VP EMCC about JHJMCC and National and Local Moot Court Competitions.
- Deputy VP EMCC explained the topic and the structure of the IFP

OYOP Workshop

- ELSA International explains what is an OYOP and which types of OYOPs exist.
- ELSA International presents their OYOP. Following the last year's example, ELSA International decided that they will work on the whole OYOP as a team. ELSA International thinks that every member of the board should be working on every strategic goal of ELSA and this is the reason why in their OYOP, they pointed out their goals for upcoming year as a whole board, and not as separate sections.
- National and Local officers present their plans for the next term and go through their OYOPs.

Strategic Planning in AA/MCC

- Deputy VP AA presented the purpose of Strategic Planning and briefly reminded the WS of the history of AA projects and their development.
- ELSA International explained how to develop existing projects with the SWOT Analysis and how to do the Strategic Planning for new projects.
- Deputy VP EMCC presented the Strategic Goals of ELSA.
- To facilitate discussion, WS was divided into three Working Groups and each one had to present one Strategic Goal of ELSA and to explain how AA/MCC Area fits into it.
- Presentation of AA/MCC Development Goals by ELSA International.

John H. Jackson Moot Court Competition

- WS started with a Kahoot quiz about JHJMCC.
- Deputy VP EMCC presented the structure of the JHJMCC and gave a quick report about the previous, 17th edition of the Competition.
- Deputy VP EMCC explained the Academic Board and Team composition of the next, 18th edition.
- Presentation of the future of the JHJMCC with new sponsors' packages, expansion with a potential MENA Regional Round, introduction of the registration fee for African Teams.

International Internal Area Meeting Reports

- WS divided in three Working Groups in order to present their ideas and opinions.

The European Human Rights Moot Court Competition

- Deputy VP AA explained the previous structure of the EHRMCC and briefly summarized the 7th edition of the Competition.
- Deputy VP AA presented the new structure of the EHRMCC which will be implemented for the 8th edition – introduction of the registration fee, mandatory Regional Rounds, the new Academic Board, redrafted rules.
- WS was divided into three groups – the first group presented the Promotional outline and Written Submissions template, the second group presented EHRMCC website and the new structure of the Competition and the third group clarified how ELSA International can help NGs and LGs becoming more involved.
- Development goals were set by the WS.

ELSA Negotiation Competition

- Presentation by Deputy VP AA about the ENC in general - phases of the competition, organisational steps, financial and legal support.
- The old and new ENC Package were explained and presented.
- Workshop was divided in 4 Working Groups in order to discuss and define Development goals for the ENC and for the establishment of the Final European Round of the ENC organized by ELSA in the future.

National and Local Projects

- National and Local groups present their events and competitions and each presentation was followed by a short Q&A session.

Legal Research Group

- Presentation about LRG by Deputy VP AA. During the presentation, Deputy VP AA explained the history of LRGs and the recent issues with the project. Additionally, the new structure of the International Coordination Team was clarified.
- The topic of the next LRG was announced and explained by ELSA International, which would be “Internet censorship”. The aim is to connect LRG with a topic of the 8th edition of ELSA Day.
- Structure of bilateral and multilateral LRGs was explained.
- WS was divided into 3 WG in order to discuss and set Developing goals for the LRG.

ELSA Law Review

- Deputy VP AA presented ELR – history and structure. ELSA International brought various ELRs, including the 1st one ever published!
- Development and future of the ELR were explained. With the attachment to the IFP, we can assure cohesion between projects.
- The structure of the new Editorial Board presented and explained.
- Workshop was dividend in Working Groups in order to discuss Development goals for the ELR and possible changes, as well as rebranding of the project.

National and Local Moot Court Competitions

- Several National and Local Groups presented their Moot Court Competitions and explained what they were challenges and difficulties, but also gave some tips and tricks to Freshers.

International Internal Area Meeting Reports

- Deputy VP EMCC explained how to organise a Moot Court Competition on both National and Local level.
- Workshop was divided into two Working Groups to discuss the Development goals and to plan an IFP related MCC with unlimited budget.

International Moot Courts – Local involvement

- Deputy VP AA explained to the WS how they can be involved in the International Moot Court by sending a team to one of the International Moots.
- Workshop discussed and gave the feedback on how National Groups should promote International Moot Court Competitions and what they would need to do in their respective universities to motivate them to send a team.
- Deputy VP EMCC explained how to organize a Regional Round and presented Regional Rounds for both EHRMCC and JHJMCC for the term 2019/2020.

Academic Competitions – A simulation

- After the ENC workshop the groups were selected to participate on simulation of three Academic Competitions – ELSA Negotiation Competition, Client Interviewing Competition and a Legal Debate.
- Presentation by teams and then self-evaluation, followed by feedback from judges and ELSA International.

Miscellaneous

- Discussion about topics we did not have time to discuss during the workshops
- Evaluation of the event and workshops
- Workshops were always full of positive energy and fruitful discussions. ELSA International managed very well to keep everyone focused on every topic and that led us to new ideas and opinions. Workshop successfully defined Development Goals for the every project in the Area which will surely help to develop our association even more.

Key Area Meeting – S&C Chair Report | Maaïke Machiels

Introductory Workshop

- Welcome and introduction
- Election of the Workshop Officers (Chair, two secretaries, two ELSA spirits)
- Presentation and voting of agenda
- Brief roundtable on workshop rules

Introduction to S&C Workshop

- Kahoot Quiz: introducing the S&C Area and testing of general ELSA-knowledge

OYOP's Workshop

- The OYOP of S&C ELSA International 2019/2020 was presented.
- National and Local OYOP's were presented. Each participant of the Workshop explained in 2 minutes what the main focus of the term 2019/2020 will be. Apart from the core S&C events (Winter/Summer ELSA Law Schools, ELSA Day, Lectures and Seminars, Study and Institutional Visits, International Conferences), also good relations between the national and local officers were mentioned as well as the strengthening of regional cooperation (mostly by means of organising an ICE and Study Visits).

Strategic Planning in S&C

- S&C ELSA International explained the aim of Strategy Goals
- The entire body of the Workshop selected the Operational Goals that might be implemented into the S&C area
- The workshop was divided into four Working Groups in order to facilitate a solution on how to achieve the highlighted Operational Goals
- Presentation by the Working Groups on how to implement the Operational Goals
- S&C ELSA International presented the S&C Development Goals
- In order to reflect on how to apply the S&C Development Goals to the Strategy Goals, each participant received a sticking card with one of the aforementioned Operational Goals and had to cogitate on the timeframe to implement these goals. The sticking cards were sorted into groups, each group representing one specific Strategy Goal.

International Conferences of ELSA I

- S&C ELSA International presented the concept of International Conferences of ELSA (ICE). The International Conferences will be a unified concept of S&C throughout the entire Network, being regulated by a common framework of standards.
- The Workshop was divided into five Working Groups in order to conduct a feasibility study on a hypothetical International Conference. Each Working Group received a document helping the planning of the budget regarding all aspects of the conference. Additionally, the draft programme, venue, topic and expected number of participants were discussed.
- The outcome of the working groups was written down in the documents and the final budget and profit or loss of the Conference was presented in the workshop.

International Internal Area Meeting Reports

ELSA Law Schools

- ELSA International presented the statistics of the Summer Law Schools Cycle of Summer 2019. ELSA International and the workshop decided that the amount of Summer ELSA Law Schools (48) shouldn't rise anymore and that there is no immediate need to create new Summer ELSA Law Schools. Other main concerns dealt with the high number of cancellations of Summer ELSA Law Schools.
- The Winter ELSA Law Schools were briefly discussed. New Winter ELSA Law Schools can still be created, since the number of Law Schools is still quite low.
- The workshop was divided into four working groups in order to reflect on the statistics and what could be done in order to improve these. The other three reflection points dealt with, were the issues organisers faced while organising a Law School, and which issues the participants encountered while participating in a Law School. Lastly, the working groups to elaborated on how to improve ELSA Law Schools.
- The working groups presented their results and answered to the four questions given by ELSA International. The outcome showed that transition of former OCs to new OCs is very important and can be improved. The idea arose to conduct Skype pre-visits if the S&C of ELSA International doesn't have the capacity to conduct pre-visits to all Law Schools; Communication between the OC (and former OC's) has to improve. The quality standards are still neglected and they have to be enforced, for example by means of conducting (Skype) pre-visits.
- S&C ELSA International presents ideas to discuss during the ICM Constanta, regarding the maximum age of participants, limiting the number of ELSA Law Schools, a Punishment System, and a Waiver of Quality Standards Compliance.
- Informal voting was carried out on the questions. The workshop showed a positive attitude towards the Ranking system of ELSA Law Schools; the workshop showed mixed feelings on the age requirement; the workshop showed a positive attitude towards implementing a quality control waiver, the workshop shows a positive attitude towards the punishment system; the workshops shows a positive attitude towards limiting the amount of ELSA Law Schools.

ELSA Delegations

- S&C ELSA International measured the Delegations knowledge by having a KAHOOT quiz on the matter
- S&C ELSA International presented the Delegations Cycle for this term
- S&C ELSA International raised the question on how to improve the promotion of ELSA Delegation. A roundtable discussion followed
- S&C ELSA International launched the idea to create a Delegation Testimonial and explained the concept and showed the template of the unified testimonials
- There was a discussion on why people don't know about the existence of ELSA Delegations.

International Conferences of ELSA II

- S&C ELSA International presented the idea of creating quality standards for ICE.
- The workshop was divided into four working groups in order to draft quality standards for ICE.
- Consensus was reached in the workshop about having at least 2 persons responsible for the academic programme; consensus was reached on striking out 'cultural programme'; consensus was reached on striking out 'sightseeing'; consensus was reached on the 'industry safety standards' for all rooms and venues during the programme.

International Internal Area Meeting Reports

- An informal voting showed a positive attitude of the Workshop to extend the discussion on the results of the working groups regarding the draft quality standards during the workshops of ICM Constanta.

ELSA Webinars

- S&C ELSA International introduces ELSA Webinars and the Clickmeeting Platform.
- The Workshop is divided into four working groups and were asked to organise a mock Webinar on the Clickmeeting Platform.
- Discussion was held in the workshop as to clarify what the aims and objectives are of ELSA Webinars and to ask any complementary logistical questions regarding Clickmeeting.

IT in S&C

- S&C ELSA International presented the Wordpress tool and focussed on how to create a page, portfolio and forms and aims to make it look as professional and attractive as possible.

S&C Tools

- Question raised by S&C ELSA International to the Workshop on how to manage knowledge and communication between national groups and local officers.
- Facebook, Slack, WhatsApp, Messenger, Google Drive and Gmail are common tools.
- S&C ELSA International presents useful tools such as G-Mass, Boomerang, Asana and refers to the S&C Section on the ELSA Officers' Portal.
- S&C ELSA International raised the discussion on how to improve and expand the shared knowledge on the Officers' Portal.

Legal Responsibilities

- S&C ELSA International asked for a discussion about the internal and external legal responsibilities of an S&C Officer.
- A roundtable discussion was held on how to organise an NCM and which S&C workshops should be held during such an event.
- S&C ELSA International explains the legal responsibilities of organising an S&C event.

How to be Sexy & Cool?

- A roundtable discussion was followed by an explanation of the Workshop on what the legal responsibilities are in each respective National/Local group and country.

Joint Workshop S&C and STEP on Study Visits

- S&C and STEP ELSA International propose to move Study Visits to the STEP Sections because of the workload of S&C (2 flagship projects). The goal is not only to shift the workload though, but to increase the quality and quantity of ELSA Study Visits. There are many reasons behind this shift and were discussed extensively during this workshop. ELSA International wishes to gauge the general feeling of STEP and S&C officers.
- An extensive discussion happened about the pro/cons of moving Study Visits to STEP.
- Because of the intensity of the debate no consensus could be reached; an informal voting was conducted to postpone this discussion to the ICM Constanta.
- The workshop showed positive attitude to move the debate to ICM Constanta.

Miscellaneous

International Internal Area Meeting Reports

- S&C ELSA International sums up the week of workshops and discusses the ideas for the workshops at the ICM Constanta.

Key Area Meeting – STEP Chair Report | Pavlos Salonikidis

Introductory Workshop

- Presentation of the KAM and its main purposes.
- General information regarding the STEP Workshops.
- Individual introduction of each participant and discussion regarding their expectations from KAM.
- Election of Workshop Officers.
- Presentation and approval of the workshop agenda, after it was revised by a proposal of VP STEP of ELSA International.

STEP Quiz

- Presentation of the Kahoot game, explaining its rules.
- Test about general knowledge of the participants regarding STEP and ELSA.
- Announcement of the winner of the Kahoot game.

STEP Statistics

- Presentation of the STEP Statistics of 2018/19.
- Discussion and familiarisation of the workshop with the definitions in the STEP Statistics.
- Presentation of the STEP Statistics of the previous terms and comparison with the ones from last year.

IT Tools

- Presentation of the STEP Online System (SOS).
- Specific comments regarding the possible improvements on the SOS.
- Discussions on the new STEP Partner of ELSA International and the new possible benefits a STEP Partner could have.
- Workshop confirmation that it is obligatory for the STEP Partners to open STEP positions as well.
- Roundtable on ideas regarding SOS' improvement.

STEP OYOP

- Presentation of the OYOP of ELSA International 2019/2020 and questions about it.
- Roundtable on sharing each participant's ideas and plans for the upcoming term.

STEP Calendar

- Presentation of the STEP Calendar of 2019/20 and comparing it with the last year's dates.
- Recommendation by the workshop to have a workshop at ICM Constanta regarding STEP Calendar.
- Working groups focused on specific deadlines of the STEP Calendar: 1) Job Hunting, 2) Student Hunting, and 3) Reception.
- Recommendation by the workshop to have a workshop on STEP reception at ICM Constanta.
- Recommendation by the workshop to change the Decision Book that Local Groups are responsible for the reception of the STEP Trainees, even if the STEP position is open and run by the national board.

International Internal Area Meeting Reports

Legal Issues

- Presentation of the legal issues concerning STEP.
- Questions regarding mainly the verification process of the Student Application Form (SAF).
- Presentation by Penelope Brifa, the Director for STEP Coaching of ELSA International, on the STEP Coaching System of ELSA International, the role of STEP Coaches when it comes to legal issues in STEP, and the STEP Research Project.
- Roundtable on expectations regarding the STEP Research Project.
- Working groups to discuss the legality issues needed to be covered by the STEP Research Project.

Job Hunting

- Presentation by Barlascan Alphan, the VP STEP of ELSA International 2018/2019, about the Job Hunting procedure.
- Roundtable of possible arguments of possible Traineeship Providers regarding their participation in STEP.

STEP Finances

- Presentation regarding the STEP finances of the past and the proposed solutions.
- Roundtable regarding the procedure and details of externals participating as applicants in the STEP programme.
- Recommendation by the Workshop about a fixed price that externals should pay in order to participate in STEP.
- Recommendation by the Workshop that externals only outside Europe should participate and not individuals from the countries where National ELSA Groups exist.
- Recommendation by the Workshop that there should be a fixed price as payment that will last for only one cycle.
- Recommendation by the Workshop that the externals applicants will not have an additional application period.

STEP brand I

- Presentation about STEP's brand.
- Roundtable about STEP and how the delegates would sell it to different target groups.
- Working groups on the task to come up with five terms to sell STEP, finally choosing the two most descriptive terms.

STEP brand II

- Presentation regarding possible re-branding and refocusing of STEP.
- Presentation of the marketing of STEP over the previous terms.
- Discussions circulating on the problems of the past and the improvements needed.
- Working groups to discuss improvements to the STEP brand and marketing.
- Recommendation by the Workshop for an internal competition among marketeers from national and local groups regarding the change of the STEP logo in ICM Malta.
- Presentation about STEP and its synergy with other projects, especially LL.M. Partners (BEE), Study Visits (S&C), and the International Focus Programme (IFP).
- Discussions about bringing the LL.M. Partners under the umbrella of STEP.
- Recommendation by the workshop that the VP STEP of EI and the BEE team of EI will cooperate in respect with the LL.M. Partners of ELSA International.

International Internal Area Meeting Reports

IFP & ELSA Day – Joint AA&MCC, S&C, and STEP Workshop

- Presentation about the basics of IFP & ELSA Day.
- Presentation about the upcoming ELSA Day.
- Presentation about the future of IFP and the proposed new IFP idea.
- Working groups in order to find out possible pros and cons regarding the new IFP project.
- Presentation of the pros and cons from the IB perspective.
- Recommendation by the Workshop regarding the reformation of ELSA Day and IFP into an international advocacy campaign.

Miscellaneous

- Discussions regarding the previous workshops and the upcoming ICM.

PROPOSALS

THE INTERNATIONAL BOARD

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

The International Board is proposing the following to the Council:

Strategic Planning

1. General

Strategic Planning shall be an ever-present part of planning in the European Law Students' Association. The Strategic Plan shall envisage means to fulfil 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.

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

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

Comments:

We believe this provision should be deleted from the Decision Book since the Strategic Planning Handbook has already been created and is available on the Officers' Portal. Additionally, the almost the whole content that is defined under this provision is related to the Strategic Goals Implementation Handbook and not the Strategic Planning in general.

THE INTERNATIONAL BOARD

No 2: International Council Meeting Decision Book amendment concerning Strategic Planning section of the ELSA in General part

The International Board is proposing the following to the Council:

Strategic Planning

3. Implementation

ELSA International and the National Groups shall draft their One Year Operational Plan in compliance with the Strategic Plan of ELSA.

~~An annex to the Strategic Plan shall be established. The purpose of the annex shall be to provide useful tips for implementing the current Strategic Plan, especially for the National and Local Groups. It shall, as a minimum, include best practices, case studies and a short explanation on how the Strategic Plan interacts with our Philosophy Statement.~~

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.

Comments:

A Handbook on Strategic Planning already exists since 2014 and its aim is to create clear understanding around Strategic Planning, its meaning and goals. The Strategic Goals Implementation Handbook enables the National and Local Groups to implement current Strategic Goals. It shall always include the operational goals of the Strategic Goals, best practices and useful tips for their implementation. Therefore, it does not constitute an Annex of the International Council Meeting Decision Book, but an additional guide on the Officers' Portal that has to be used by National and Local Groups.

 THE INTERNATIONAL BOARD

No 3: International Council Meeting Decision Book amendment concerning Strategic Planning section of the ELSA in General part

The International Board is proposing the following to the Council:

Strategic Planning

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 International Council and the International Board 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.

Timeframe: 2019-2021

Focus 1.2 Board Reform

Aim: Ensure the sustainability of ELSA 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;

 THE INTERNATIONAL BOARD

- ELSA shall revise the current tasks division and workload of each International Board member;
- ELSA shall reconsider the number of International Board members;
- The International Board shall outsource some of its' tasks to professionals;
- ELSA shall invest in the professional training of the International 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 International 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.

Timeframe: 2020-2023

Focus 1.3 Secretariat Reform

Aim: Ensure the sustainability of ELSA by establishing a professional Secretariat, responsible for the day-to-day management and administration.

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 International 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.

Timeframe: 2021-2023

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;

 THE INTERNATIONAL BOARD

- 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;
- The International Board 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;
- ELSA International 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 International Council after the spring International Council Meeting;
- The International Board shall explain in each International Council Meeting the steps taken to fulfil this aim.

Timeframe: 2019-2022

Strategic Goal 2: A Living Vision

Focus 2.1 Refocus

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 ELSA 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 International shall create a strategic plan to increase the awareness and knowledge of the International Focus Programme;
- ELSA International 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

- The International Board shall explain in each International Council Meeting the steps taken to fulfil this aim.

Timeframe: 2019-2021

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 International shall create an ELSA Advocacy Programme and develop a clear understanding of what ELSA Advocacy means within its members;
- ELSA International shall define and advocate the matters that concern law students;
- ELSA International 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;
- The International Board shall explain in each International Council Meeting the steps taken to fulfil this aim.

Timeframe: 2020-2023

Focus 2.3 Continuity

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 International shall look into new ways of involving its partners and its trainers with the work of ELSA 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 ELSA;

 THE INTERNATIONAL BOARD

- 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;
- The International Board shall explain in each International Council Meeting the steps taken to fulfil this aim.

Timeframe: 2019-2023

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 International 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 International 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 International shall create an application which displays the credentials of ELSA members 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.

Timeframe: 2019-2022

Focus 3.2 Community

Aim: Create a strong ELSA social brand, by uniting members and Officers under one brand and one vision.

Operational Goals:

 THE INTERNATIONAL BOARD

- ELSA shall promote a consistent identity towards international legal partners and ELSA International shall create suitable and consistent marketing materials for that purpose;
- 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 International 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.

Timeframe: 2019-2023

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 International shall create an ELSA Mentorship Programme in which alumni offer help, advice, and mentorship to the present-day Officers of ELSA;
- ELSA International shall actively encourage and aid Officers to partake in the alumni associations after their active years, in accordance with the Human Resources Strategy;
- ELSA International shall create an alumni database in collaboration with the alumni associations of ELSA;
- ELSA International 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.

Timeframe: 2019-2021

~~Part II: Implementation procedure of the Strategic Goals 2019-2023~~

THE INTERNATIONAL BOARD

~~1.1 The International Board shall create and present a timeframe proposal presenting the implementation procedure of aforementioned Strategic Goals during the Autumn International Council Meeting 2019 for approval.~~

~~1.2. The Implementation timeframe draft shall be sent to the Board Management, External Relations and Expansion mailing list no later than 49 days before the opening of the Autumn International Council Meeting 2019.~~

~~1.3. The comments on the Implementation timeframe draft shall be sent to the Secretary General of the International Board no later than 35 days before the opening of the Autumn International Council Meeting 2019.~~

Comments:

During the LXXV ICM Baku, the Strategic Goals of ELSA were adopted by the International Council. Accordingly, two new parts were added to the International Council Meeting Decision Book in particular to the Strategic Planning section of the ELSA In General Part – “Part I: Strategic Goals 2019-2023” and “Part II: Implementation procedure of the Strategic Goals 2019-2023”. The Part II obliges the International Board 2019/2020 to create and present a timeframe proposal presenting the implementation procedure of the aforementioned Strategic Goals during the Autumn International Council Meeting 2019 for approval.

We created the Implementation timeframe and the draft of the timeframe was sent 49 days before the opening of the Autumn International Council Meeting to the BEE mailing list as the aforementioned regulation required. Additionally, we would like to stress out that we did not receive any comments on the Implementation timeframe draft.

The proposal aims to add the Implementation timeframe to each focus of the Strategic Goals. Moreover, since all the provisions related to the Part II were fulfilled we propose to delete “Part II: Implementation procedure of the Strategic Goals 2019-2023” from the International Council Meeting Decision Book.

THE INTERNATIONAL BOARD

No 4: 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

4. IFP Topic

[...]

4.5 The topic of the IFP, with a duration from the 1st of January 2020 until the 31st of July 2022, shall be the following:

“Legal Tech”

Comments:

The topic of “Legal Tech” was shortlisted by the Joint BEE, AA & MCC, S&C and STEP Workshop in ICM Baku. It has been the subject of research for a Working Group, the results of which have been summarised by the International Board in the Input Paper attached to these Working Materials. The International Board will present the Input Papers during a Joint BEE, AA & MCC, S&C and STEP Workshop.

THE INTERNATIONAL BOARD

No 5: 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

4. IFP Topic

[...]

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”

Comments:

The topic of “Law and Technology” was shortlisted by the Joint BEE, AA & MCC, S&C and STEP Workshop in ICM Baku. It has been the subject of research for a Working Group, the results of which have been summarised by the International Board in the Input Paper attached to these Working Materials. The International Board will present the Input Papers during a Joint BEE, AA & MCC, S&C and STEP Workshop.

THE INTERNATIONAL BOARD

No 6: International Council Meeting Decision Book amendment concerning the External Relations section of the Board Management, External Relations and Expansion part

The International Board is proposing the following to the Council:

External Relations

2. Procedures

[...]

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

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

2.4.1 ELSA International, and if applicable the foreign National Group, shall respond within seven days from the time of receiving the ~~e-mail 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.

Comments:

As we have had a chance to discuss during the International Presidents' Meeting in Thessaloniki the procedure of request to approach the International Board is both time-taking and not user-friendly, as the emailing procedure has proved to all of us. Thus, we are taking the initiative to create a form, which every officer will be able to use to apply, in order to approach an international contact; such step will ensure a successful facilitation of the procedure and support wider implementation of the External Relations' Regulation of ELSA. This form will be easily accessible to all ELSA Officers, as it shall be found on the Officers' Portal of ELSA.

THE INTERNATIONAL BOARD

No 7: International Council Meeting Decision Book amendment concerning the External Relations section of the Board Management, External Relations and Expansion part

The International Board is proposing the following to the Council:

External Relations

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 ~~send~~ 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.

Comments:

During the IPM Thessaloniki, we all agreed that the lack of a specific deadline for the report, after approaching an international contact, creates both a lack of information and transparency regarding the international External Relations, in which our Association is involved. Therefore, a Contact Evaluation Form shall be found on the Officers' Portal, easily accessible to all officers, in order to support the wider implementation of the Regulation of External Relations of ELSA.

THE INTERNATIONAL BOARD

No 8: International Council Meeting Decision Book amendment concerning the Institutional Relations section of the Board Management, External Relations and Expansion part

The International Board is proposing the following to the Council:

Institutional Relations

3. Approaching International Institutions

3.2 Before approaching an international institution the ELSA group planning the approach shall request permission from the person in charge of ~~external~~ institutional relations of ELSA International. ~~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. 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 ELSA International shall respond within seven days from the time of receiving the ~~notification~~ contact approval request. If the approach is not granted, the response of ELSA International shall state a concrete reason for the refusal

Comments:

As we have discussed during the IPM Thessaloniki, the procedure of approaching an international institution is not the most user-friendly and very often can be time-consuming. Therefore, we are introducing a Contact Approval Form, in order to ensure a successful facilitation of the procedure, as well as wider implementation of the Regulation of External Relations of ELSA. This form will be easily accessible; it shall be found on the Officers' Portal of ELSA.

 THE INTERNATIONAL BOARD

No 9: 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:

[...]

- ~~Send out~~ Open the first call for the submission of ~~the~~ Local Group Reports ~~to the Secretaries General of all National Groups before June~~ no later than 1st of August and ~~receive close the call them filled in before July 1st of September every year; and open the second call no later than 1st of February and close the call before 1st of March.~~ The call report shall inquire regarding at least include:
 - i. the name of each Local Group;
 - ii. the faculty/faculties in which each Local Group is based and covers;
 - iii. the postal address of each Local Group;
 - iv. the e-mail address of each Local Group;
 - v. the status of each Local Group as member or observer of the National Group;
 - vi. the date in which the Local Group acquired membership if this happened during the last two years.

Comments:

During the LXXV ICM Baku, a provision was added to the Statutes of ELSA, in particular, the 4th requirement to get the voting rights, which is to submit a Local Group Report. The proposal aims to adapt the International Council Meeting Decision Book to the changes of the Statutes. Since International Council Meeting is held twice a year, in spring and autumn, having a call for the submission of Local Group Reports only once does not allow every Member National Group to be entitled to have an opportunity to have voting rights during the second International Council Meeting if they fail to submit Local Group Report at the beginning of the term.

THE INTERNATIONAL BOARD

No 10: 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

2. Responsibilities of the National Groups

National ELSA Groups shall:

[...]

- 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.

Comments:

During the LXXV ICM Baku, a provision was added to the Statutes of ELSA, in particular, the 4th requirement to get the voting rights, which is to submit a Local Group Report. The proposal aims to adapt the International Council Meeting Decision Book to the changes of the Statutes. Since International Council Meeting is held twice a year, in spring and autumn, having a call for the submission of Local Group Reports only once does not allow every Member National Group to be entitled to have an opportunity to have voting rights during the second International Council Meeting if they fail to submit Local Group Report at the beginning of the term.

THE INTERNATIONAL BOARD

No 11: International Council Meeting Decision Book amendment concerning the Fees section of the Financial Management part

The International Board is proposing the following to the Council:

Fees

1. Membership Fee

...

1.9 This calculation method will be enforced starting the first of January 2020. ~~For the term 2019-2020, the National Groups shall be invoiced based on the previous calculation method. The aforementioned invoice shall be accompanied by an email explaining how much the National Group would have had to pay if the new calculation method was enforced.~~

Comments:

The National Groups have already been invoiced for the term 2019 – 2020 following the previous calculation method; and they have already been informed about the price they would have had to pay if the new calculation method was enforced. The purpose of this sentence has already been fulfilled.

THE INTERNATIONAL BOARD

No 12: 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 Council:

The ELSA Development Foundation

3. Eligible Applicants

The following Groups are eligible to apply to EDF:

- a. Local Groups
- b. National Groups
- c. Cooperation of Local or National Groups ~~—in such cases, the applicable regulations are determined based on the majority of the members of the cooperation~~

Comments:

It is a change that has to do with the structure of the Decision Book. It is not completely erased but it is proposed as a separate article. The reason for this proposal is to have a clear structure about the Eligible Applicants and the Eligible Criteria that would help to interpret the Decision Book.

THE INTERNATIONAL BOARD

No 13: 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 Council:

The ELSA Development Foundation

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.

As a part of the aforementioned proposal, the text is inserted between the Articles “5. National Groups eligibility Criteria” and “6. Application procedure”. As a consequence, the following numbering within the ELSA Development Foundation part will be altered accordingly.

Comments:

There was a lack regarding the eligibility Criteria of Cooperation of Local or National Groups, they were not so concrete. Thus, the aim of this proposal is to have a clear structure regarding the eligibility Criteria of the applicants in the Decision Book.

THE INTERNATIONAL BOARD

No 14: 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 Council:

The ELSA Development Foundation

6. Application procedure

[...]

6.1.3. 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.

As a part of the aforementioned proposal, the text is inserted between the provisions 6.1.2 and 6.1.3. As a consequence, the following numbering within the ELSA Development Foundation part will be altered accordingly.

Comments:

The financial support of EDF is considered as a grant procedure. The Treasurer of each National Group shall be responsible for applying and then tracking the application procedure as it is a deemed activity of the financial management area. Moreover, as the Chairman of the EDF is the Treasurer of ELSA International, it is common sense that there is stronger communication with the Treasurer of ELSA International and the FM Officers.

THE INTERNATIONAL BOARD

No 15: 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 Council:

The ELSA Development Foundation

6. Application procedure

[...]

6.2 Timeline for Project and Training Modes of Support

6.2.1 The EDF granting timeline is divided into four cycles. The ends of the four-cycle application periods for their term in office shall be announced to the Network by the Board of Directors of the EDF within the first week of their term. In case the dates are not announced during this period, the cycle application periods end on the last day of ~~September, December, March and June~~ 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.

Comments:

The cycles of the EDF are aligned with the calendar year and not with the end of the term of the International Board. Obligations of the Board of Directors of the previous year will be transferred to the newly elected Board. The aim of this proposal is to keep the continuity of the EDF avoiding a negative impact on the newly elected board.

THE INTERNATIONAL BOARD

No 16: International Council Meeting Decision Book amendment concerning the Synergy section of the Marketing part

The International Board is proposing the following to the Council:

Synergy

1. General

1.1 Synergy is ELSA International's members' magazine which shall be printed as a hardcopy twice a year. The autumn edition shall be published and distributed at the earliest during the month of ~~October~~ November and at the latest during the month of ~~November~~ December. The spring edition shall be published and distributed at the earliest during the month of ~~March~~ April and at the latest during the month of ~~April~~ May.

Comments:

Taking into consideration the high level of the workload of ELSA International at the beginning of the term and in the first trimester of the calendar year, the current regulation for the timeline of the Synergy Magazine makes it quite difficult to comply with. With this proposal, we aim to have a much more flexible and convenient timeline for the future boards and allocate some of the workload to other months which are less busy in terms of marketing.

 THE INTERNATIONAL BOARD

No 17: International Council Meeting Decision Book amendment concerning the Synergy section of the Marketing part

The International Board is proposing the following to the Council:

Synergy

2. Distribution

[...]

~~2.2 ELSA International will send out a shipping list Local Group Report at the same time as it makes a call for articles.~~ Each National Group is responsible and shall ensure that the ~~shipping list~~ 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 A National Group shall submit the shipping list to ELSA International before the article submission deadline.~~ 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 ~~shipping list 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.

Comments:

The Synergy Shipping List is a list that ELSA International requests from every National Group twice a year when it opens the call for articles for Synergy. As stated under Synergy part of the Decision Book, it is the responsibility of the National Groups to submit the shipping list before the article submission deadline. However, considering the fact that one of the main purposes of having "Local Group Report" is to obtain the addresses of the Local and National Groups in order to ship Synergy Magazine, there is no point in asking for the addresses twice from the National Groups since it creates a burden for National Groups. With this proposal, we aim to make this procedure as effective as possible and make it easier for the National Groups to fulfil their responsibilities.

 THE INTERNATIONAL BOARD

No 18: International Council Meeting Decision Book amendment concerning the Academic Writing section of the Academic Activities and Moot Court Competitions part

The International Board is proposing the following to the 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 ~~assure~~ ensure that the Legal Research Group has ~~an outline including its aims, timeline, guidelines for the written report and guidelines with the tasks of the participants and other parties involved;~~

- 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

1.4 The AA officer shall ~~assure~~ ensure that the ~~legal research group includes the following:~~ a) ~~a coordinator, preferably the VP AA of the organising group;~~ b) ~~at least one academic coordinator, responsible for the Academic Framework;~~ c) ~~an academic advisor, responsible for the academic quality of the final report or outcome of the research;~~ and d) ~~linguistic editors if the research is conducted in a foreign language 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
- b. An Academic Board (member) 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. ~~1.5 Participation Policies regarding International Legal Research Group~~

~~1.5.1 Responsibilities of ELSA International:~~

- ~~• Coordinate the participation of the National Groups in International Legal Research Groups;~~

 THE INTERNATIONAL BOARD

- ~~Prepare a Call for Applicants and include a clear task description of the respective positions;~~
- ~~Send the Applications for the National Coordinator position to the respective National Groups for recommendations;~~
- ~~Select the National Coordinators within 5 days after receiving the recommendation from the National Group but no later than within 10 days after application period for the position has concluded;~~
- ~~Inform the Applicants for the position of National Coordinator about the selection results within 5 days after the National Coordinators are appointed;~~
- ~~Send the applications for other national positions within the Legal Research Group to the National Coordinators and the National Group within 5 days after the application period for the positions have concluded;~~
- ~~Assure the overall quality of the International Legal Research group through its coordination team;~~
- ~~Maintain contact with the commissioning organisation.~~

1.5.2 Responsibilities of National Groups:

- ~~Actively promote the Call for Applicants within the National Group;~~
- ~~Justifiably recommend to ELSA International whether to accept or decline an application for the National Coordinator of the respective National Group within 5 days after receiving the applications;~~
- ~~Justifiably recommend to the National Coordinator whether to accept or decline an application for other national positions within the Legal Research Group within 7 days after receiving the applications.~~

1.5.3 Responsibilities of National Coordinators:

- ~~Select the other participants of the national research group based on objective criteria set out in the guidelines within 7 days after receiving the recommendation from the National Group but no later than within 14 days after receiving the applications from ELSA International;~~
- ~~Inform the applicants of other national research position about the selection results within 5 days after the other national research positions are appointed;~~
- ~~Ensure the timely coordination and quality of the national research.~~

~~1.5.4 No further changes in the composition of the national research group are allowed after the applicants are notified about the selection results without the explicit approval of the Vice-President of Academic Activities of ELSA International.~~

2. International Legal Research Groups

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.

2.2 Responsibilities of ELSA International:

THE INTERNATIONAL BOARD

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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- c. 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;
- c.

Comments:

This proposal serves several purposes. Firstly, it restructures the regulation of Legal Research Groups by dividing the existing section into two different sections, namely a general section on Legal Research Groups and a specific section on the International Legal Research Groups. This creates logic as the current subsection 1.5 applies only to International Legal Research Groups and should hence not be present in a section that also regulates Legal Research Groups in general. Furthermore, it ensures unification with the regulation structure of the other Legal Writing project of ELSA; the ELSA Law Review.

Secondly, the proposal rewords the general section on Legal Research Groups to bring it up to date and in accordance with current practices. In the new subsection 1.3, the term “outline including its aims” is replaced by Academic Framework and “guidelines” is replaced by the Style Guide. In the new subsection 1.4, the academic coordinator and academic advisor are replaced by the Academic Board to allow flexibility and bring the structure in accordance with the structure of the Coordination Team at international level.

The responsibilities set out for ELSA International, National Groups and National Coordinators are appropriately moved to the new section 2 on International Legal Research Groups. In essence, this section repeats the existing regulation with the responsibilities being divided into several phases for clarity and overview. The two main changes are the introduction of an Academic Board and the modified deadline structure. As for the former, ELSA International proposes to replace the current International Academic Coordinator and International Research Assistants with an Academic Board consisting of external experts in the field to improve the quality and reputability of the report. With regards to the deadlines, these are modified so as to all commence from the same starting point. Thus, instead of making the deadlines interdependent and complicating the work of ELSA International, all deadlines independently run from the same starting point. All deadlines relating to the appointment of National Coordinators will e.g. run from closing the Call for National Coordinators. This will immensely simplify the work of ELSA International.

 THE INTERNATIONAL BOARD

No 19: International Council Meeting Decision Book amendment concerning the Academic Writing section of the Academic Activities and Moot Court Competitions part

The International Board is proposing the following to the Council:

Academic Writing

3. ELSA Law Review

3.1 ~~The ELSA Law Review (ELR) is the Law Review of ELSA and shall be published once a year. It shall publish original peer-reviewed submissions, the publication of which shall further the vision, purpose and means of ELSA.~~

3.2 ~~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.~~

3.3 ~~The ELSA Law Review shall be peer-reviewed by the Academic Editorial Board, and revised and published by a professional publisher, to ensure a high-quality standard. 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.~~

3.4 ~~The ELSA Law Review shall be revised and published by a professional publisher, to ensure a high-quality standard.~~

3.25 ~~The primary topics of the ELSA Law Review shall be selected by the ELSA Law Review Editorial Board on a yearly basis, but shall always concern Human Rights Law. human rights law. Each issue of the ELR may have additional topics selected by the Editorial Board.~~

3.46 The Submissions published must meet the following requirements:

- The Submissions must be in British English;
- ~~The Submissions must be between 2.500 and 7.500 words;~~
- 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 must concern an internationally relevant topic related to Human Rights Law;~~
- The Submissions may not have been published elsewhere;
- The Submissions must include a short abstract, consisting of maximum 10% of the length of the article submission, as well as an author's biography not exceeding 100 words; a short biography of the author (max 100 words);

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- The ~~S~~ubmission must be submitted as a file readable by Microsoft Word-.doc or -docx document;
- ~~The Submission must make use of OSCOLA referencing style.~~
- 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.

~~3.5 The Submission must comply with the Author Guidelines in force at the time of publication. The Guidelines may be revised yearly by the Editorial Board of the ELSA Law Review~~

3.7 The ELSA Law Review shall be published in accordance with the Publication Cycle:

3.7.1 A volume of the ELSA Law Review shall span the calendar year and shall consist of two issues.

3.7.2 The call for submissions for the first issue shall open at the Autumn International Council Meeting of the year preceding its publication.

3.7.3 The call for submissions for the second issue shall open at the Spring International Council Meeting of the year of publication.

~~3.6 The Editorial Board of the ELSA Law Review shall be appointed by International Board before the launch of the Call for Articles, and shall consist of 3 to 5 Members, including the VP AA of the International Board.~~

~~3.7 The Academic Editorial Board of the ELSA Law Review shall be appointed by the International Board before the launch of the Call for Submissions and shall consist of experts in Human Rights Law.~~

Comments:

At ICM Opatija, the International Council voted in new regulations for the ELSA Law Review (ELR) intending to further “the ELR’s stability and continuity”. That proposal was intended as a skeleton framework which provided “a clear starting point for future VP AAs to build upon.”

A year on, we now have an opportunity to continue this effort and improve the regulations based on the experience at hand. This proposal restructures the regulation without revolutionising the underlying vision.

Firstly, the proposal advances the aim of setting qualitative standards without overregulating the operations of the publication. We maintain a minimum number of Editorial Board members, but the cap on members is removed as it is unconstructive and unnecessary. We also strengthen

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provisions on academic integrity in order to safeguard and elevate the reputation of the ELR by emphasising the originality of all submissions and calling for an ELSA Law Review Plagiarism Policy. Furthermore, we revisit the word limits set for submissions, thus setting different rules for different kinds of legal writings rather than trying to have one limit encompassing all kinds of submissions. Combined, these provisions give the Editorial Board a greater capacity to assemble a reputable ELSA Law Review while also reinforcing our rigorous qualitative editorial standards.

Secondly, the proposal brings the regulations in line with the operation of the ELR in reality. The current regulations only permit the ELR to have a topic concerning human rights law. However, the call for submissions launched for the latest edition also included environmental law as a topic, in line with the current International Focus Programme. The current regulations nevertheless do not permit the Editorial Board to accept any submissions that are not on the topic of human rights law, regardless of their academic merit and prestige. The proposal therefore allows the Editorial Board to set additional topics to encourage legal writing on other topics relevant to ELSA, such as the International Focus Programme or the rule of law, while always maintaining a central focus on human rights.

Thirdly, the proposal continues to build a frame around the ELR which supports its stability, continuity, and growth. This is exemplified by the new Publication Cycle which has been drafted as a reflection of the severe instability of the ELR both historically and since its relaunch. Continuity is crucial if the ELR is to have a future as a law review which serves and furthers the vision, purpose and means of ELSA and contributes to legal academic debates. Setting out the Publication Cycle allows us to plan the work of the ELR through a continuing timeline around which successive Editorial Boards can manage successive volumes and issues. It should also make coordination with partners simpler and more predictable because the work will be consistent and continuous. It simplifies the work of the Network towards the ELR due to increased transparency and improves the external image of the ELR. Additionally, having two different issues of the ELR per calendar year broadens the scope of the publication and allows it to explore a wider array of legal topics.

Altogether, this proposal represents a natural continuation of the International Council's approach to regulating the ELR in the Decision Book based around the principles of stability and continuity by reinforcing its regulatory foundations, further offering future opportunities for ELSA's Law Review to blossom and to grow along with the Association.

THE INTERNATIONAL BOARD

No 20: International Council Meeting Decision Book amendment concerning the Moot Court Competitions section of the Academic Activities and Moot Court Competitions part

The International Board is proposing the following to the Council:

Moot Court Competitions

2. The ELSA International Moot Courts

[...]

2.4 Responsibilities of ELSA International

2.4.1 ELSA International is overall responsible for the organization of the JHJMCC and the EHRMCC.

2.4.2 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.

2.4.3 ELSA International shall provide templates for applications for Regional Round Organisers, containing: motivation letter, draft agenda, draft budget and organisational timeline.

2.4.4 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.

2.4.5 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.

2.4.6 ELSA International shall give each Group feedback regarding the assessment of the criteria mentioned in 2.4.4.

2.4.7. 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.

THE INTERNATIONAL BOARD

Comments:

It is becoming increasingly more difficult for ELSA International to find hosts for international events, including the Regional Rounds of the EHRMCC and the European Regional Rounds of the JHJMCC. With four Area Meetings, two ICMs and five Regional Rounds, ELSA International has to find 11 different hosts each year, thus constituting 25% of our Network.

In order to lessen the burden on the Network in organising international events, ELSA International proposes an opportunity to seek institutional organisers of the Regional Rounds of the EHRMCC and the European Regional Rounds of the JHJMCC. This would entail contacting universities, relevant organisations and similar institutions regarding their interest in Regional Round Organisation. This is already a sound practice for JHJMCC Regional Rounds outside of Europe as well as for other international moot court competitions, such as the [Pre-Moots in the Annual Willem C. Vis International Commercial Arbitration Moot](#). Local and National Groups wishing to organise Regional Rounds of the EHRMCC and the European Regional Rounds of the JHJMCC will always take precedence, and institutions will only be contacted in case ELSA International does not receive enough quality applications during its call for Regional Round Organisers.

Needless to say, ELSA International will respect the External Relations part of the Decision Book in contacting potential external hosts hence the initiation of contact to national institutions will be a subject to the approval of the relevant National Group.

 THE INTERNATIONAL BOARD

No 21: International Council Meeting Decision Book amendment concerning the Moot Court Competitions section of the Academic Activities and Moot Court Competitions part

The International Board is proposing the following to the Council:

Moot Court Competitions

2. The ELSA International Moot Courts

[...]

2.4 Responsibilities of ELSA International

2.4.1 ELSA International is overall responsible for the organization 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 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.

Comments:

It is a firm practise that ELSA International publishes a final report after the conclusion of each of the international moot court competitions. With this proposal, ELSA International wishes to make the publication of such report mandatory and regulate the key elements therein. This is done in an effort to utilise the final reports as marketing and fundraising tools. To create reliability and consistency, ELSA International proposes to oblige the organiser to publish the final report no later than one month after the last day of the Final Oral Round. Given past experiences, one month is sufficient time to produce a quality report, yet not too much time has passed after the Final Oral Round to make the report obsolete.

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No 22: International Council Meeting Decision Book amendment concerning ELSA Law Schools section of the Seminars and Conferences part

The International Board is proposing the following to the Council:

ELSA Law Schools

1. Definition

1.3 ELSA Law Schools Cycles:

[...]

1.3.2 There shall be a maximum of four ELSA Law Schools organised by National Group or its Local Groups during one ELSA Law Schools Cycle.

As a part of the aforementioned proposal, the text is inserted between the provisions 1.3.1 and 1.3.2. As a consequence, the following numbering within the ELSA Law Schools Cycles will be altered accordingly.

Comments:

During the last Summer ELSA Law Schools Cycle we had forty-eight ELSA Law Schools being organised in the Network. Even though the promotion of ELSA Law Schools was bigger, more complex and more attractive, throughout e.g. creation and publication of SELS promotion video, the number of applications in total decreased in comparison with the previous years when it either increased or remained rather stable. After analysing the problem in depth with the previous International Board of ELSA, as well as the ELSA Law Schools Team, we believe two problems are causing a decrease in the number of applications. Firstly, it is the quality of ELSA Law Schools being organised in the Network that requires improvement, and secondly - there are too many Summer ELSA Law Schools organised at the moment. Furthermore, when we compare the number of SELS mentioned before to the number of WELS (nine organised in 2018/2019 and twelve specified in the 2019/2020 Cycle) we can see a big inconsistency between summer and winter cycles, which should be eliminated. Therefore, the above-written proposition of the regulation aims also at encouraging the SELS Organisers to proceed with winter editions of ELSA Law Schools instead of summer ones. Moreover, it is written in the Strategic Goals of ELSA 2019 - 2023 that “*ELSA shall focus on regional events as a means of making internationality accessible to more ELSA members*”. Limiting the number of ELSA Law Schools that can be organised by the Local Groups of one National Group would thus stand also as an incentive for the Groups to cooperate and

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organise ELSA Law Schools together. As for the implementation of this provision on the national level, we believe it should be left to the discretion of the National Groups to transpose this provision into the national regulations and create e.g. a system of selection or a system of rotation of the Organising Groups of ELSA Law Schools.

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No 23: International Council Meeting Decision Book amendment concerning ELSA Law Schools section of the Seminars and Conferences part

The International Board is proposing the following to the Council:

ELSA Law Schools

2. Responsibilities

2.1 Responsibilities of ELSA International:

[...]

d. Provide support to the Organising Committees ~~upon request~~ through a coaching system;

[...]

h. Inform National Groups within 7 days after the end of the Specification Period, if more than four ELSA Law Schools were specified for the Cycle by the respective National Group or its Local Groups.

Comments:

ELSA International provides assistance and support to the Organising Committees not only upon request but regularly and annually through the coaching system. Furthermore, we believe that a National Group shall be informed in the event if more than four ELSA Law Schools are aimed to be organised in the same National Group and were specified in the ELSA Law Schools Specification Form. This would enable the respective National Group to implement the provision presented in the preceding proposal.

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No 24: International Council Meeting Decision Book amendment concerning ELSA Law Schools section of the Seminars and Conferences part

The International Board is proposing the following to the Council:

ELSA Law Schools

2. Responsibilities

[...]

2.2 Responsibilities of the National Groups:

- a. to actively promote organising and participating in ELSA Law Schools;
- b. to justifiably recommend to ELSA International whether to accept or decline an application for the organisation of an ELSA Law School, should there be more than four ELSA Law Schools that are aimed to be organised during one Cycle by either the respective National Group or its Local Groups.

As a part of the aforementioned proposal, the text is inserted between the Articles “2.1 Responsibilities of ELSA International” and “2.2 Responsibilities of the Organising Committees”. As a consequence, the following numbering within the Responsibilities part will be altered accordingly.

Comments:

ELSA Law Schools shall be promoted by the whole Network, not only by ELSA International. This kind of joint promotion may increase both the number of applications received in total and the quality of ELSA Law Schools organised. Additionally, in the event if there are more than four ELSA Law Schools, which are specified in the ELSA Law Schools Specification Form and are aimed to be organised in the same National Group, we believe it shall be under the discretion of the respective National Group to decide, which of them shall be included in the Cycle.

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No 25: International Council Meeting Decision Book amendment concerning ELSA Law Schools section of the Seminars and Conferences part

The International Board is proposing the following to the Council:

ELSA Law Schools

3. Quality Control

[...]

3.4 For the purposes of Quality Control, the International Board shall have, in case of a breach of ~~the internal~~ regulations concerning ELSA Law Schools, executive powers:

[...]

c. to remove the respective ELSA Law School from the current ELSA Law Schools Cycle ~~of the ELSA Law Schools~~ after delivering to the Organising Committee involved three official notifications regarding its breach of regulations concerning ELSA Law Schools, in order to prevent ~~the Organising Committee involved~~ it from using the “ELSA Law School” label;

[...]

e. to allow the Organising Committee to deviate from the regulations concerning ELSA Law Schools upon presentation of an individual case.

Comments:

The number of ELSA Law Schools organised in the Network keeps raising, however, their quality has not noted the same development. Many Organising Committees keep breaching regulations concerning ELSA Law Schools and do not react to the comments made on that point by ELSA International. This results in multiple complaints sent to ELSA International by participants of ELSA Law Schools, as well as a decrease in an average level of satisfaction among the participants. Therefore, International Board, after receiving a positive recommendation of the S&C Workshop in the IX Key Area Meeting Istanbul is proposing a system of three official notifications of the breach prior to the usage of one of its executive powers, namely removing the respective ELSA Law School from the Cycle. We believe such regulation makes a decision more transparent and understandable to the Network and Organising Committees of ELSA Law Schools in particular.

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Furthermore, we believe that the quality standards of ELSA Law Schools, aiming to be universal for all Organising Committees of ELSA Law Schools, may not be applicable in every case. This is due to e.g. specifics of the country, where the respective ELSA Law School takes place. For example, standards of the six-persons room in country X is not equal to the standards in the country Y. Hence, International Board, after a positive recommendation of the S&C Workshop in the International Council Meeting in Baku and IX Key Area Meeting in Istanbul is proposing the above-stated regulation to the Council.

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No 26: International Council Meeting Decision Book amendment concerning the Seminars and Conferences part

The International Board is proposing the following to the Council:

International Conferences of ELSA

1. Definition

1.1 International Conferences of ELSA are international events organised by the Organising Committee of one or more ELSA Groups that are fulfilling the requirements regulated in this section. International Conferences of ELSA can be defined by an international nature, a focus on the scientific aspect of law and the intention of having an audience 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 relevant Event Specification Form as the beginning of the application period for the respective 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.

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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 six 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 relevant for the 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 take immediate action and provide necessary assistance in issues involving medical attention;
- 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;

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- 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 a diverse social programme with the aim of facilitating network 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;
- 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:

- The Organising Committee shall ensure that there are diverse meals throughout the duration of the event;
- 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;
- Lunch and coffee breaks shall be provided either in the venue of the event or in the venue located no further than a ten minutes' walk from the venue of the event;
- 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,

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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 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;
- 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, 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;

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e. to allow the Organising Committee to deviate from the regulations concerning International Conferences of ELSA upon presentation of an individual case.

Comments:

Every project needs strong foundations in order to be able to fully develop. Hence, after regulating very basics of the International Conferences of ELSA during the International Council Meeting in Baku, we wish to create and decide on the framework of the possibly new flagship project with the Network. Moreover, we believe that such regulation will ease the organisation process for the Organising Committees of the International Conferences of ELSA, providing them with detailed guidelines and shaping the roles of both the Organising Committees and ELSA International in the event.

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No 27: International Council Meeting Decision Book amendment concerning the Other S&C Events section of the Seminars and Conferences part

The International Board is proposing the following to the Council:

Other S&C Events

~~2. International Conferences of ELSA~~

~~1. Definition~~

~~1.1 International Conferences of ELSA are international events organised by the Organising Committee of one or more ELSA Groups that are fulfilling the requirements regulated in this section. International Conferences of ELSA can be defined by an international nature, a focus on the scientific aspect of Ia and the intention of having an audience comprised of largely international participants.~~

~~1.2 Requirements of International Conferences of ELSA~~

- ~~● Conducted in English;~~
- ~~● Lasting for at least 2 days. The 2 days are calculated excluding the day of arrival but including the day of departure;~~
- ~~● Comprising of a scientific and social programme;~~
- ~~● 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 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.~~

Comments:

After separating the International Conferences of ELSA in the structure of the International Council Meeting Decision Book, the project needs to be stricken out from its previous section.

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No 28: International Council Meeting Decision Book amendment concerning STEP Procedure section of the Student Traineeship Exchange Programme part

The International Board is proposing the following to the Council:

STEP Procedure

1. Structure of STEP

[...]

1.4 STEP Calendar

- a. First Cycle
 - i. The Job Hunting Deadline is in October or November.
 - ii. The Student Hunting Deadlines are before ~~the 24th of~~ December.
- b. Second Cycle
 - i. The Job Hunting Deadline is in March or April.
 - ii. The Student Hunting Deadlines are in April or May.
- c. ~~There has to be at least 5 weeks between the Selection Results Deadline and the date of the Earliest Traineeship Start.~~ There shall be at least three weeks between the selection results deadline and the earliest start date of Traineeships.

Comments:

Following the discussions at KAM Istanbul and the positive recommendation of the Workshop, the length of the time period between the publication of the selection results and the earliest possible start date of STEP Traineeships should be reduced. Having this period five weeks long notoriously complicates the creation of the STEP Calendar in the most functional way possible. Being shorter, this regulated period gives more flexibility when fixing the deadlines for *inter alia* Job Hunting and Student Hunting. Although shorter, the three-week period would nevertheless allow the successful execution of the necessary preparations by both the Hosting ELSA Groups and the Trainees.

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No 29: International Council Meeting Decision Book amendment concerning STEP Procedure section of the Student Traineeship Exchange Programme part

The International Board is proposing the following to the Council:

STEP Procedure

2. Traineeships

[...]

2.7 Unpaid traineeships

- a. ~~Notwithstanding 2.5~~ Traineeships may be unpaid at the discretion of ELSA International if:
 - i. ~~the National or Local Hosting Group and/or the respective Traineeship Provider provides the trainee with accommodation, food; or another form of non-monetary compensation;~~
 - ii. ~~Notwithstanding 2.5 traineeships may be unpaid if the Traineeship Provider issuing the traineeship mainly employs volunteers to reach its aims;~~
 - iii. ~~or It is prohibited to pay the Trainee(s) by law; or~~
 - iv. The benefit for ELSA members outweighs the lack of payment.
- b. ~~In these cases the National or Local Hosting Groups shall try to fundraise a suitable compensation for unpaid Traineeships and/or accommodation, monetary and/or non-monetary.~~
- c. ~~Notwithstanding 2.5 traineeships may be unpaid at the discretion of ELSA International if the benefit for ELSA members outweighs the lack of payment.~~
- d. ~~c. ELSA International shall provide an overview about and the justification for all the unpaid Traineeships accepted under the exceptions of 2.6 b and c to the National Groups Network within four weeks after the Job Hunting Deadline of each Cycle, thereby giving reasons why each of those traineeships fulfilled the requested requirements of 2.6 b and c.~~

Comments:

The reference to “Articles” in the Decision Book is generally not an encouraged practice. Here, the reference was incorrect and thus reworded to avoid confusion. Also, the role of the Hosting Group in both general fund-raising for unpaid Traineeships and the provision of in-kind compensation is clarified. A clearer point is made that fund-raising efforts are encouraged whenever there is an unpaid Traineeship, whether or not the organisation is of a “prestigious” nature.

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No 30: International Council Meeting Decision Book amendment concerning STEP Procedure section of the Student Traineeship Exchange Programme part

The International Board is proposing the following to the Council:

STEP Procedure

3. Application procedure

3.1 Application

- ~~a. Only members of ELSA can apply for STEP.~~
- ~~b. STEP traineeships are international. It is not allowed to apply for traineeships in the country which the applicant has a substantial link to. This provision does not apply to the traineeships provided by ELSA International. Exchange students or international postgraduate students may apply in the country where they do their exchange or postgraduate studies.~~
- ~~c. Applicants can only apply for a STEP traineeship by using the Student Application Forms provided by ELSA International. ELSA International receives all applications through an online platform provided by ELSA International. The application, CV and Motivational Letter have to be written in English. Additionally, the applicant must provide the necessary diplomas, certificates, recommendations of professors or similar valid documents upon request to verify the qualifications stated within the Student Application Forms. As an exception to the previous sentence, the applicant can state the level of Legal Skills, Language Skills and Educational Level which the applicant will have achieved by the moment of conducting the traineeship.~~
- ~~d. Applying for and participating in STEP is free of charge.~~
- ~~e. There is no guarantee of being matched to a traineeship when an application is submitted~~
- ~~f. Every applicant is eligible to apply for a maximum of three traineeships per Cycle.~~

[...]

3.1 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:
 - 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

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External Applicants in a manner that will minimise harming the interests of ELSA members applying for Traineeships.

- c. 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.

Comments:

Following the discussions at KAM Istanbul and the positive recommendation of the Workshop, STEP will be opened to “External Applicants”, i.e. non-ELSA members from countries where ELSA is not present, against the payment of an “External Application Fee”. The amount of the External Application Fee and the quota for the total number of External Applicants falls within the discretion of the International Board of ELSA which shall give due consideration to the best interests of ELSA members applying for Traineeships.

Including the provisions concerning the External Applicants the structure of this part of the Decision Book was consequently amended, resulting in a complete rewriting and reordering of the existing provisions. Due to this substantive addition, the structure and wording of the whole section on Application Procedure was amended without changing the old content that remained valid irrespective to including the proposal.

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No 31: International Council Meeting Decision Book amendment concerning STEP Procedure section of the Student Traineeship Exchange Programme part

The International Board is proposing the following to the Council:

STEP Procedure

3. Application procedure

[...]

3.2 Matching

- a. ~~The matched applications shall be announced to the National Groups within specified time set by ELSA International. The matched applications shall be forwarded to the hosting Local Groups by its respective National Group.~~
- b. ~~During the Matching process ELSA International shall take the following into account:~~
 - i. ~~Legal and Language Skills and Educational Level.~~
 - ii. ~~Poorly written applications shall be sorted out. A CV or a Motivation Letter is to be considered poorly written if the form, structure, grammar, political correctness, politeness, information content, style or length do not correspond to the usual standards.~~
 - iii. ~~If there is only a low number of applications for a Traineeship or if there are only applications, which could not be matched, the best applications among these shall still be forwarded to the traineeship provider with a remark explaining the circumstances.~~
- c. ~~There shall be no contact from the applicant to the traineeship provider before the selection is made or before the traineeship provider contacted the applicant first.~~
- d. ~~The list of matched applicants for each traineeship is displayed on the traineeship provider's interface. ELSA International shall send the username and password to this interface to the respective National Group. The National Group forwards this username and password to the respective Hosting Group or to the traineeship provider directly.~~

3.3 Selection

- a. ~~The traineeship provider shall select the trainee within the Deadline for Selection Results provided by ELSA International. If this timeframe is not adhered to, the trainee shall be entitled to postpone the start of the traineeship for a time equivalent to that of the traineeship provider's delay.~~
- b. ~~The traineeship providers shall inform the Hosting Group about the selection results. The Hosting Group shall confirm with the Traineeship Provider if the selection is done correctly and shall then immediately forward this information to ELSA International and the responsible National Group. ELSA International shall then notify the selected applicant within three work days after this information is forwarded from the National Group or Hosting Group.~~
- c. ~~After ELSA International sends an email to a selected applicant, the National Group of the Hosting Group shall forward this email to the Hosting Group and ensure that the Hosting~~

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~~Group contacts the selected applicant within seven days after ELSA International sends the selection email to the respective National Group.~~

3.4 Specific Regulations

~~In exceptional cases members of an external organisation may apply for STEP only in accordance with an agreement signed between ELSA International and the external organisation. The application procedure, the quota for applications from non ELSA members and all other conditions shall be defined by the International Board in each case. The quota for applications from non ELSA members shall be set in a manner that will not harm the interests of ELSA members applying for STEP.~~

Comments:

We believe that the content of the removed provisions should not be regulated in the Decision Book. The correct place to do so with respect to the Student Application Form (SAF), the Matching procedure, and the selection procedure is in the terms and conditions for both Applicants and Traineeship Providers as well as other STEP materials for internal use amongst Officers. Moreover, the specific responsibilities arising from the above-mentioned procedures, affecting the relationship between ELSA groups, are nevertheless correctly regulated in the Decision Book under the “STEP Responsibilities” section.

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No 32: International Council Meeting Decision Book amendment concerning STEP Responsibilities section of the Student Traineeship Exchange Programme part

The International Board is proposing the following to the Council:

STEP Responsibilities

1. ELSA International

~~1.1 ELSA International has to provide the Network with up-to-date forms.~~

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

- ~~a. Stating that the issued duration and compensation contained within the Traineeship Specification Form are binding.~~
- ~~b. Obligating the traineeship provider to guarantee that all the information stated is correct.~~
- ~~c. Obligating the traineeship provider to provide the trainee with relevant material before the traineeship begins, if prior preparation is required on a specific topic.~~
- ~~d. Obligating the traineeship provider to rank the matched applicants from the list on the traineeship provider's interface within three weeks.~~
- ~~e. Obligating the traineeship provider to complete the online Evaluation Form.~~
- ~~f. Obligating the traineeship provider to provide adequate and secure working conditions in accordance with the respective national legislation.~~
- ~~g. Implementing the regulations contained within the Penalty System.~~
- ~~h. The traineeship provider shall sign the Traineeship Agreement provided by ELSA International. The Traineeship Agreement can be adjusted to the needs of the traineeship provider or in accordance with the national legislation. In countries where entering such an agreement is not legally possible, it is allowed for the traineeship provider to create its own agreement. In this case, the trainee shall sign a simplified version of the Traineeship Agreement (Traineeship Confirmation).~~

~~1.3 ELSA International shall conduct the matching.~~

~~1.4 ELSA International shall submit the username and password to the traineeship provider's interface with the list of matched applicants to the respective National Group.~~

~~1.5 ELSA International shall inform the applicant, who has been selected and provide the applicant with the Traineeship Agreement.~~

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~~1.6 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.~~

~~1.7 ELSA International shall provide support to the Network in regards to the STEP procedure through the Coaching System.~~

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

~~1.9 ELSA International shall provide the National Group in which the traineeship was hosted with the evaluation results.~~

~~1.10 ELSA International shall administrate a digital archive and statistics for the Network, consisting of:~~

- ~~a. The traineeships being issued (name of the traineeship provider);~~
- ~~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.~~

~~1.11 ELSA International shall only collect the necessary data for the purposes stated in the article 1.10. This data shall be completely anonymised, unless explicit consent is provided by the data subject.~~

~~1.12 When ELSA International acts as a Hosting Group as defined under STEP Responsibilities/Local Groups/3.1. part of the Decision Book, it has responsibilities in a relation to the traineeship provider, as set under that part.~~

1.1 ELSA International shall:

- a. Provide the Network with up-to-date forms;

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- b. Provide the Network with the contract templates with the Traineeship Providers specifying the following contractual obligations for the Traineeship Providers:
 - i. the duration and compensation specified in the Traineeship Specification Form are binding;
 - ii. the information submitted to ELSA is correct;
 - iii. the matched Applicants must be ranked and the final selection must be completed on the Traineeship Providers' Interface by the selection results deadline;
 - iv. the Trainee(s) must be provided with relevant preparatory materials prior to the start of the Traineeship, if prior preparation is required;
 - v. adequate and secure working conditions must be provided to the Trainee(s) in accordance with the respective national legislation;
 - vi. the online Evaluation Form must be completed by the end of the Traineeship; and
 - vii. liabilities for misconduct in breach of the contractual obligations.
- c. Conduct Matching of the Student Application Forms with Traineeships;
- d. Submit the 'Traineeship Providers' usernames and passwords to the 'Traineeship Providers' Interface with the list of matched Applicants to the respective Hosting National Group;
- e. Inform and provide the Traineeship Agreement to the selected Applicants via email;
- f. Inform the Network about the Matching results;
- g. Inform all Applicants, selected or not, about the selection results via email;
- h. Fulfil the responsibilities of a Sending Group with respect to External Applicants;
- i. Fulfil the responsibilities of a Hosting Group with respect to ELSA International Traineeships;
- j. Support the Network throughout the STEP Procedure through the STEP Coaching System;
- k. Send the STEP Certificate directly to both the Trainees who fill in and submit the online Traineeship Evaluation Form and to the Traineeship Providers that fill in and submit the online Evaluation Form;
- l. Provide the Hosting National Groups with the evaluation results;
- m. Maintain a digital archive and statistics for the Network covering the term from 1 August to 31 July, consisting of:
 - i. Issued Traineeships (the names of the Traineeship Providers);
 - ii. Cancelled Traineeships (the reason of cancellation);
 - iii. Realised Traineeships;
 - iv. The Evaluation Forms of both the Traineeship Providers and the Trainees;
 - v. The number of applications per each Traineeship;
 - vi. The number of applicants each year;

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- vii. The number of issued Traineeships each year;
- viii. The number of realised Traineeships each year;
- ix. The number of cancelled Traineeships each year;
- x. The number of cancelling Trainees each year.

Comments:

The amendment firstly fixes the structure in order to avoid unnecessary repetition and simplify the provisions regarding the responsibilities of ELSA International as a whole.

Moreover, the provision regarding the practice of translating or amending the Traineeship Agreement should be removed as it does not belong to the responsibilities of ELSA International, and there is no need to regulate separately how to process data as this is already generally regulated in the Decision Book.

 THE INTERNATIONAL BOARD

No 33: International Council Meeting Decision Book amendment concerning STEP Responsibilities section of the Student Traineeship Exchange Programme part

The International Board is proposing the following to the Council:

STEP Responsibilities

2. National Groups

~~2.1 National Groups shall provide all necessary training and information about STEP to the Local Groups.~~

~~2.2 Upon the receipt and completion of the Traineeship Agreement, National Group shall forward it to ELSA International.~~

~~2.3 In the last week of the traineeship, the National Group shall submit the Evaluation Form and Traineeship Evaluation Form to the Hosting Group and remind them to complete it with the traineeship provider and trainee within four weeks after the traineeship ends.~~

~~1.2 When a National Group acts as a Hosting Group as defined under STEP Responsibilities/Local Groups/3.1. part of the Decision Book or Sending Group as defined under STEP Responsibilities /Local Groups/3.2. part of the Decision Book, it has responsibilities as set under those parts.~~

~~1.3 National Groups shall verify all the information provided by them or their Local Groups in the Traineeship Specification Forms and confirm all the information therein is up-to-date, correct and complete by approving the Traineeship Specification Forms via the STEP Online System.~~

~~2.6 National Groups shall release ELSA International from all third party claims, legal responsibilities and damages related to the information provided as prescribed under STEP Responsibilities/National Groups/2.5.~~

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;
- c. submit the Evaluation Form and the Traineeship Evaluation Form to the Hosting Local

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- 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.

Comments:

The amendment firstly fixes the structure in order to avoid unnecessary repetition and simplify the provisions regarding the responsibilities of National Groups.

The provision regarding the Hosting Group responsibilities is proposed to be moved elsewhere, as detailed in the proposal below.

 THE INTERNATIONAL BOARD

No 34: International Council Meeting Decision Book amendment concerning STEP Responsibilities section of the Student Traineeship Exchange Programme part

The International Board is proposing the following to the Council:

STEP Responsibilities

3. Local Groups Hosting Groups

3.1 ~~The~~ Hosting Group ~~means~~ refers to the Local or National Group ~~who~~ that is responsible for the organization of the ~~relevant~~ Traineeship at issue.

3.2 ~~This includes the following responsibilities:~~ The Hosting Group shall:

- a. ~~The Hosting Group shall~~ ensure that the Traineeship Specification Forms are filled in properly, i.e. ~~that it~~ they adequately represent the responsibilities of the Trainee(s), and ~~as such the Hosting Group shall~~ assist the Traineeship Providers, at their request, to complete the Traineeship Specification Form;
- b. ~~The Hosting Group shall~~ ensure that the Traineeship Providers sign the Traineeship Specification Form;
- c. ~~The Hosting Group shall~~ provide adequate support to the Traineeship Providers ~~issuing a traineeship, e.g. they should~~ by maintaining continuous communication with the Traineeship Providers to inform them about any updates in the STEP Process;
- d. ~~The Hosting Group shall provide the contracts provided by ELSA International. However, they are permitted to translate the document into their respective language. The Hosting Group shall also be permitted to change or add paragraphs in the paragraph due to legal necessities;~~
- e. ~~Any personal data provided to the traineeship providers upon their request by the Hosting Group shall be in compliance~~ 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;
- f. ~~The Hosting Group shall~~ ensure that the Traineeship Providers receive their username and password to the Traineeship Providers' Interface with the list of matched Applicants ~~for their traineeship~~ provided by ELSA International within three days after ELSA International or the National Group provides the Hosting Group with the ~~username and password~~ credentials;
- g. ~~The Hosting Group shall~~ provide the ~~selected~~ Trainee(s) with ~~proper~~ adequate preparation before ~~and adequate reception and support throughout the duration of the start of the Traineeship, including at least: Adequate preparation consists of providing the trainee with, at a minimum, the following:~~
 - i. Information about the host country and city;

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- 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 ~~and legal papers~~ (e.g. visa, work and residence permits, insurance, ~~etc. and other requirements~~); and
 - v. Assistance in finding suitable accommodation in accordance with the Trainee's preferences and economic capacity.
- h. Provide the Trainee(s) with adequate reception and support during the Traineeship, including at least:
- i. ~~The Hosting Group shall provide the trainee with~~ possibilities for cultural learning and community involvement (e.g. ~~giving~~ access to local ELSA events, organising social events, involving ~~him/her~~ the Trainee(s) in daily ELSA work); and
 - ii. ~~The Hosting Group shall provide assistance to the trainee on~~ with finding access to the Internet ~~during the traineeship~~.
- i. ~~The Hosting Group shall~~ periodically evaluate the Traineeship with the Trainees and the Traineeship Providers, and. ~~At the end of the Traineeship, the Hosting Group shall~~ 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
- j. ~~The Hosting Group shall~~ inform ELSA International and the ~~applicants~~ Trainees immediately about ~~the~~ any cancellations of Traineeships ~~immediately~~ after notification by a Traineeship Provider.

3.2 Sending Group

4. Sending Groups

4.1 The Sending Group ~~means~~ refers to the Local Group or the National Group a member of which an Applicant/Trainee is ~~that the selected trainee belongs to~~.

4.2 ~~This includes the following responsibilities:~~ The Sending Group shall:

- a. ~~The Sending Group is responsible for checking the validity of~~ verify the information ~~given~~ submitted in the Student Application Form, as well as the ELSA membership status of the Applicant;
- b. ~~The Sending Group shall~~ remind the Trainees to look ~~after~~ for the necessary ~~and valid~~ documents for the Traineeship (~~these include but are not limited to; e.g.~~ visa, residence and work permits, valid passport, insurance, ~~etc. and so forth~~); and
- c. ~~The Sending Group shall immediately~~ inform ELSA International immediately if an Applicant ~~has to~~ cancels ~~his/her~~ its application.

Comments:

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The amendment firstly fixes the structure in order to avoid unnecessary repetition and simplify the provisions regarding the responsibilities of ELSA groups generally.

Categorising the provisions under “Local Groups” is not accurate as many National Groups in the Network, as well as ELSA International, may bear the responsibilities of a Hosting Group and/or a Sending Group. Therefore, we think it is the best and clearest option to separately regulate the responsibilities of the Hosting and Sending Groups.

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No 35: International Council Meeting Decision Book amendment concerning Penalty System section of the Student Traineeship Exchange Programme part

The International Board is proposing the following to the Council:

Penalty System

1. Applicants

1.1 ~~False/inaccurate information~~

~~Where an Applicant intentionally or negligently provides false or inaccurate information relating to its personal background:~~

- ~~a. The Applicant's traineeship application shall be cancelled with immediate effect;~~
- ~~b. In addition, this The Applicant's shall be denied any further access to STEP shall be denied;~~
~~and~~
- ~~c. If the traineeship provider is unsatisfied with the applicant due to the specified reasons in subsection (a) the Applicant shall cover any costs that are incurred.~~

1.2 ~~Delay~~

- ~~a. Selected Applicants shall confirm his/hers attendance at the Traineeship within one week after the notification. In case the Applicant does not know the results of all the Traineeships for which he/she it applied, the deadline for confirmation shall be extended at most until the selection results deadline. As soon as possible after the confirmation he/she shall submit the Traineeship Agreement which may be adjusted by the Traineeship Provider in accordance with STEP Responsibilities article 1.2.h, to ELSA International within one week after notification; Failure to shall result in the loss of certain rights for that Traineeship, and the next ranked Applicant shall be considered selected for the Traineeship.~~
- ~~b. Notwithstanding point 1.2.a, in case the circumstances demand so, the Traineeship Agreement may be signed upon trainee's arrival to the traineeship.~~
- ~~c. If the trainee fails to to send the completed Traineeship Evaluation Form within four weeks after the end of the Traineeship to he/she shall not receive the STEP Certificate.~~

1.3 ~~Cancellation and withdrawal~~

- ~~a. The applicant may only withdraw and/or cancel the selection if there is a valid reason, Such valid reasons include but are not limited to:

 - ~~i. Any meanwhile necessary medical treatment;~~
 - ~~ii. Serious family issues; or~~
 - ~~iii. Serious changes to the traineeship conditions compared to those stated in the Traineeship Specification Form.~~~~
- ~~b. In addition to 1.3. a. once the Traineeship has started, the selected Trainees may only cancel the Traineeship if it differs significantly from what was stated in the Traineeship~~

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~~Specification Form or if the Traineeship Provider, even when notified, does not provide him/her with adequate working conditions in accordance with the respective national labour law.~~

- ~~c. In case an Applicant is selected for more than one Traineeship, he/she may cancel participation in all except for one of the Traineeships before the Traineeship Agreement is signed or an official confirmation is sent to the VP STEP of ELSA International.~~
- ~~d. If an Applicant/Trainee withdraws/cancels a Traineeship without a valid reason, it shall:~~
 - ~~i. It shall be denied any further access to STEP; and~~
 - ~~ii. In addition, the trainee shall cover possible costs incurred.~~

2. Traineeship Providers

2.1 Misuse of STEP

~~In the instance that the traineeship provider has used STEP for the sole reason of receiving the applicants' personal data, the traineeship provider shall be denied access to STEP for two years.~~

2.2. Cancellation

- ~~a. Traineeships may only be cancelled if there is a valid reason. Such valid reasons include but are not limited to:~~
 - ~~● insolvency of the traineeship provider~~
 - ~~● lack of suitable applicants~~

~~If the traineeship provider cancels the traineeship without a valid reason, they shall cover all possible costs incurred. In addition, the traineeship provider shall be denied access to STEP for one year.~~

Comments:

We believe that the STEP penalty system should not be regulated in the Decision Book. The correct place to do so is in the terms and conditions for both Applicants and Traineeship Providers as well as other STEP materials for internal use amongst Officers. Moreover, the specific responsibilities arising from the above-mentioned procedures, affecting the relationship between ELSA groups, are nevertheless correctly regulated in the Decision Book under the "STEP Responsibilities" section.

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No 36: Standing Orders amendment in Voting Procedure

ELSA Turkey 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. 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; a voting/election subject and respective areas for abstaining, voting in favour and voting against the 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 casted by marking only one of the respective areas for voting (in favour, against or abstention) with the voting remark which is stated on the ballot sheet.
- ~~d. e.~~ The counting of the votes shall be conducted publicly by the Tellers.
- ~~e. d.~~ Only one delegate per each National Group is allowed to be present in the room during the counting of the votes. The delegates allowed to observe the counting of the votes have to stay in silence and must not disturb the counting procedure.
- ~~f. e.~~ 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 stated 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
- h. If there are multiple votings/elections on the paper, all ballot sheets are invalid if the paper:

 - i. lost its integrity
 - ii. contains any remarks other than the stated voting remark,

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i. A ballot sheet shall not be considered as invalid if it lost its integrity during the counting of the votes.

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.

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, ELSA Turkey proposes to limit the interpretability of Art. 7/3 Standing Orders of the European Law Students' Association on the occasion of clarity and efficiency. This proposal mainly aims to remove subjectivity from the invalidity reasons (g/ii, g/v) and clarify the following concepts: definition of a ballot sheet (b), the invalidity of a ballot sheet (g, c), invalidity of a voting paper which contains more than one ballot sheet (h, i).

NATIONAL GROUPS

No 37: International Council Meeting Decision Book amendment concerning the STEP Procedure section of the STEP part

ELSA Austria, ELSA Belgium, ELSA Czech Republic, ELSA Greece and ELSA United Kingdom are proposing the following to the Council:

STEP Procedure

1. Structure of STEP

1.4 STEP Calendar**a. First Cycle**

- i. The Job Hunting Deadline is in October or November.
- ii. The Student Hunting Deadlines are before the 24th of December.

b. Second Cycle

- i. The Job Hunting Deadline is in March or April.
- ii. The Student Hunting Deadlines are in April or May.

c. There has to be at least ~~5~~ 3 weeks between the Selection Results Deadline and the date of the Earliest Traineeship Start.

Comments:

The reasoning behind this proposal is to make the earliest possible traineeship start more flexible and to avoid potential starts in the middle of a month (eg. 13th of July). This would also allow Traineeship Providers to receive their selected trainees sooner, a common argument heard by both the Traineeship Providers and the Trainees.

NATIONAL GROUPS

No 38: International Council Meeting Decision Book amendment concerning the STEP Procedure section of the STEP part

ELSA Austria, ELSA Belgium, ELSA Czech Republic, ELSA Greece and ELSA United Kingdom are proposing the following to the Council:

STEP Responsibilities

1. ELSA International

[...]

1.9 ELSA International shall provide the National Group in which the traineeship was hosted 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 of the Decision Book 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.

4.10-1.12 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.

Comments:

The current penalty system has not proven to be effective and is realistically not followed by the network. With the present proposal we aim to encode in the Decision Book of ELSA the necessary

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provisions in order to enforce the Blacklist system that is currently run in an informal manner. In doing so we aim to ensure that the STEP programme is not abused and closed to those that take advantage of the STEP initiative.

Regarding the section 1.11, it is considered more productive for everyone to know the individuals who are included in the blacklist beforehand. With this measure, we will not face the unprofessional experience of having a TSF or a SAF filled out and having ELSA International afterwards inform the National Board about the fact that a TNP or an applicant is included in the “Blacklist”.

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No 39: International Council Meeting Decision Book amendment concerning Annex III: Agreement between ELSA Greece and ELSA Republic of Macedonia

ELSA Greece and ELSA North Macedonia are proposing the following to the Council:

**~~ANNEX III: AGREEMENT BETWEEN ELSA GREECE AND ELSA
REPUBLIC OF MACEDONIA~~**

~~Point 1: The term ELSA Republic of Macedonia will be used in ELSA documentation as a recognition of the fact that this term constitutes the official constitutional name of the relevant state (according to its internal legal order). The term facilitates the national establishment of the above mentioned ELSA member country and secures its compliance with internal legal order.~~

~~The use of the term does not intend to represent any political meaning and it does not ignore international legal order and practice or the negotiations presently held under the auspices of the United Nations, over the use of the relevant country's name.~~

~~Furthermore, the use of the term ELSA Republic of Macedonia does not in any way sets against ELSA Greece as a member country of the association, nor does it insult or offend individual members of ELSA with Greek national identity.~~

~~Point 2: After the completion of the transitional period, the relevant member country will be referred to according to the results of the negotiations held under the auspices of the United Nations and ELSA International will use that term in order to avoid any political implications.~~

~~Point 3: The present document, which rules the relations between the two ELSA member countries, during the transitional period, will be reminded in Plenary at the beginning of every ICM, in order for ELSA to remain non-political and avoid any tension between the relevant two countries.~~

Comments:

This Annex refers to the Agreement between ELSA Greece and ELSA Republic of Macedonia signed (1999) and is part of the Decision book of ELSA International.

Within the negotiation process ,under the auspices of the United Nations, Greece and North Macedonia signed the Prespa Agreement resolving a long-standing dispute between them.

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Based on the Prespa Agreement, ELSA Republic of Macedonia has changed its name to ELSA North Macedonia. Thus, ELSA Greece and ELSA North Macedonia overcome the transitional period and find a concrete solution.

As a result, the Agreement between ELSA Greece and ELSA Republic of Macedonia has no legal power and the Annex III of the Decision book of ELSA shall be removed. We are delighted collectively to propose the removal of this Annex of the Decision Book. We want to maintain our good relations, the healthy and friendly environment between us and achieve our mutual cooperation and development.

INPUT PAPERS

THE INTERNATIONAL BOARD

Input Paper on the International Focus Programme topic No 1 – Legal Tech

Please read the Input Paper on the [Proposal No 4](#) for the new topic of the IFP [here](#).

Input Paper on International Focus Programme topic No 2 – Law and Technology

Please read the Input Paper on the [Proposal No 5](#) for the new topic of the IFP [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 THE ELSA DEVELOPMENT FOUNDATION 2018/2019

ANNEX 2 – FINAL ACCOUNTS OF THE ELSA DEVELOPMENT FOUNDATION 2018/2019

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 THE ELSA DEVELOPMENT
FOUNDATION 2018/2019

**ANNEX 4 –INTERNAL AUDITORS’ REPORT ON FINAL ACCOUNTS OF
THE ELSA DEVELOPMENT FOUNDATION 2018/2019**

The Internal Auditors’ Report on Final Accounts of the ELSA Development Foundation 2018/2019 will be sent to you by email later.

ANNEX 5 – PROPOSED REVISION OF THE BUDGET OF ELSA INTERNATIONAL 2019/2020

ANNEX 5 – 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 6 – DEBTORS OF ELSA AS OF SEPTEMBER 25TH 2019

The list of debtors of ELSA can be found [here](#).

ANNEX 7 – LETTER OF AUTHORISATION

ANNEX 7 – 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 LXXVI International Council Meeting in Constanta, Romania between the 20th and the 27th of October 2019.

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 8 – PROXY

ANNEX 8 – PROXY**From:** ELSA _____ (proxy giver)**To:** ELSA _____ (acting as proxy)**This proxy shall be valid for:****Event:**

LXXVI International Council Meeting to be held in Constanta, Romania.

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 LXXVI International Council
 Meeting to be held in Constanta, Romania between the 20th and the 27th of October 2019.

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: (+_____) _____