

LXXV INTERNATIONAL COUNCIL MEETING WORKING MATERIALS

BAKU, AZERBAIJAN
24TH - 31ST MARCH 2019



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GENERAL INFORMATION

FOREWORD

Dear Network,

Back in October, I was writing the Foreword for the LXXIV International Council Meeting in Opatija. I remember how I called the Working Materials my “baby”, how exhausting and inspiring the preparations were. All of us in the ELSA House were super excited to meet Officers from all over Europe and share our ideas with you. A little more than 4 months later I am writing yet another Foreword, however, this one will coincidentally be my last. Time flies, right?

In 21 days, we will meet again. This will be a memorable International Council Meeting; starting from its number - 75th; thinking about the location – Baku, Azerbaijan; and last but not least, having 38 Member Groups physically present and more than 300 individual participants moving ELSA forward. From the 24th to 31st March 2019, we, the International Board of ELSA 2018/2019, will be presenting the Strategic Goals draft, hoping to adopt the Financial Strategy and new Human Resources Model, suggesting brand new branding of the Flagship Projects, developing the ELSA Law Review and ELSA’s Moot Courts, proposing quality standards for ELSA Law Schools; and improving the STEP.

The Spring International Council Meeting is also special because we elect the new International Board of ELSA. During elections, people usually ask: “What is ELSA for you?”. I believe that all of us have a different answer to this question. For some it is a fun way to spend their free time, for some it is the only chance to travel, some find their best friends and true love here, some take the incredible professional opportunities that ELSA provides; whichever answer you would pick – ELSA is the Association that gives us all something special. Personally, all the aforementioned reasons apply to me, but what I cherish the most is the people. Therefore, I want to say a huge thank you to my Board – Filipe, Loup, Matteo, Eva, George, Ezgi and Barlascan; you are amazing and extraordinary people and I couldn’t be more grateful that destiny got us together and I had a chance to live with you, travel with you, work with you, share my passion with you, laugh until my belly and cheeks hurt. Thank you.

We, the International Board of ELSA 2018/2019, believe that this International Council Meeting does not mark the end of our term. We will still have 4 months to work hard and implement everything that we discussed with all of you. However, we are extremely grateful for each one of you; you made our term unique. It was an adventurous, hectic, interesting, exhausting, sometimes disappointing, but more often inspiring journey.

Let’s make a change and add one more experience to Our Story.

Sincerely yours,



Akvile Jurkaityte

Secretary General

ELSA International 2018/2019

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THE INTERNATIONAL COUNCIL MEETING GUIDE

What is an International Council Meeting?

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

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

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

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

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

What is a Workshop?

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

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

The following Workshops will be held during the ICM:

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

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

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

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

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

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

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

What is a Joint Workshop?

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

Who is a Workshop Officer?

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

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

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

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

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

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

Who is a Council Meeting Officer?

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

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

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

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

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

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

OBLIGATIONS OF THE NATIONAL GROUPS**Important Information!**

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

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

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

Moreover, the SotN Inquiry must be thoroughly filled out and submitted to the Secretary General of the International Board. Please make sure that your National Group submits the SotN Inquiry 14 days before the opening of the International Council Meeting as stated in the International Council Meeting Decision Book. The 26th State of the Network Inquiry has already been sent out and you may find it [here](#). If you need any clarifications regarding the SotN Inquiry, please contact the Secretary General of the International Board at secgen@elsa.org.

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

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

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

REMINDERS

General Reminder

If you really want to enjoy this ICM,

DO NOT FORGET THE FOLLOWING:

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

To be prepared for the Workshops...

- Read carefully from cover to cover and bring with you a copy of these Working Materials;
- Read the minutes of at least the two previous ICMs: [ICM Lviv](#) and [ICM Opatija](#);
- Read and bring with you a copy of the [Statutes and Standing Orders](#) of ELSA;
- Read and bring with you a copy of the 49th edition of the [International Council Meeting Decision Book](#);
- Read the [One Year Operational Plan](#) of the International Board for the term 2018/2019;
- Bring your marketing materials so that you can promote your events.

To be prepared for your stay in Baku...

- Check out the [official website](#) and [Facebook page](#) of the ICM Baku 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 Baku in time for the Opening of the ICM at 15.00 GMT+4 on Sunday the 24th of March 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 International Board of ELSA International 2019/2020;
- Consider running for Internal Auditor or 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!

Deadlines for Nominations

The deadline for nominations for:

**THE INTERNATIONAL BOARD OF ELSA 2019/2020
INTERNAL AUDITORS AND VICE AUDITOR OF ELSA
INTERNATIONAL 2019/2020**

is on Monday the 25th of March 2019, at 23:59 (local time).

and

COUNCIL GUESTS FOR ICM BUCHAREST AUTUMN 2019

is on Friday, the 29th of March 2019, at 23:59 (local time).

Call for the International Board 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 INTERNATIONAL BOARD OF ELSA
2019/2020!

What is the role of the International Board of ELSA?

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

President

The President is in charge of the overall coordination of the ELSA work, execution of expansion, planning and direction of the work, and communication of the International Board. The President is also the main contact person between ELSA International and externals, by representing ELSA International at official events and meetings, being responsible for maintaining contact and the flow of information to other students' associations and other organisations (NGOs and international institutions). The President takes care of the business development strategy of the association, including managing ELSA's fundraising efforts through commercial and strategic partnerships. The President shall also have the overview of all contacts to sponsors and supporters of ELSA International.

Secretary General

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

Treasurer

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

Vice President for Marketing

The Vice President for Marketing is responsible for the supporting area of Marketing. The tasks include amongst others, the coordination of advertising for various publications and for the website. He or she is also responsible for the production and editing of Synergy Magazine, the production of internal presentation and marketing materials for the key areas, and the representation of ELSA

towards externals. One of the main responsibilities that the Vice President for Marketing has is to define marketing strategies for all matters related to ELSA and its activities.

Vice President for Academic Activities

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

Vice President for Seminars and Conferences

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

Vice President for the Student Trainee Exchange Programme

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

Electoral Procedure for the International Board

A person running for a position in the International Board must be nominated by a Member National Group and seconded by another Member National Group. National Groups with Observer status

cannot nominate or second nominations. It is possible for a candidate to be nominated by his or her own National Group.

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

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

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

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

Transition

The elected International Board 2019/2020 has to be present in the ELSA House in Brussels, Belgium, from the 1st of July 2019 since the transition with the current International Board will start on that day. There will be no exceptions for arriving later.

During the transition, the International Board 2019/2020 will be taught the ELSA work on the international level, such as ICM preparations, day-to-day running of the association, responsibilities of the members of the International Board, and of course how it is to live in Brussels for 13 months. However, the transition will also be filled with social events and teambuilding sessions, as well as trainings.

**Call for Internal Auditors and Internal Vice Auditor of ELSA International
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 AUDITOR OR
INTERNAL VICE AUDITOR
OF
ELSA INTERNATIONAL 2019/2020!**

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

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

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

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

What are the general responsibilities of the internal auditors?

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

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

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

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.

Nomination and Election of Council Guests for ICM Bucharest Autumn 2019

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

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

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

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

Memento

Voting Rights in the Plenary

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

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

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

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

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

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

You may find the template for the Letter of Authorisation in Annex 7 on page 284.

Letter of Authorisation

The Letter of Authorisation must include:

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

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

Proxy

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

The Proxy must include:

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

The Proxy should be filled in and handed in **BEFORE** the start of the Opening Plenary on Sunday, so that your voting cards/rights be given to the National Group acting as proxy. Please make sure that the Proxy is submitted to the Secretary General of the International Board in due time. You can find a draft Proxy in Annex 8 on page 285.

Head of Delegation

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

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

Reporting Time

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

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

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

ELSA Vision Contest

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

Voting Rights in the Workshops

In the Workshops, both area and joint ones, each Member National Group has only one vote, no matter how many people from the same National Group are present. Make sure that you prepare and

coordinate your delegation and appoint one person from your delegation to be your voting delegate in the Workshops.

Plenary Presentations

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

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

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

Finger Rules for the Workshops

The “finger rules” are intended to make the job of the Chair and the Vice Chair of the Workshops easier and to ensure that the discussions are as effective and smooth as possible.

The theory behind the finger rules is simple; you indicate what you want to state by using one of the following gestures:

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

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



DRAFT TIMETABLES AND AGENDAS

ICM TIMETABLE

General Timetable

	24th March	25th March	26th March	27th March	28th March	29th March	30th March					
	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY					
09:00	ARRIVAL	BREAKFAST										
09:30												
10:00		Workshops	Workshops	Mid Plenary	Workshops	Conference	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	Workshops	Mid Plenary	Sightseeing	Workshops	Final Plenary					
15:00	Opening Plenary											
15:30												
16:00												
16:30												
17:00	Opening Workshop											
17:30												
18:00					Dressing time	Reporting Time & Dinner						
18:30												
	Officers and Freshers' Workshop	Reporting Time & Dinner						Reporting Time & Dinner				
19:00	HoD											
19:30	Dinner											
20:00												
20:30					Gala Ball	PARTY						
21:00	PARTY											
21:30												

DRAFT PLENARY AGENDA**Opening Plenary: Sunday 24th March 2019**

- 15:00 **Introduction of the International Board 2018/2019**
Nigar Akhundova, Head of the Organising Committee
- 15:10 **Opening of the LXXV International Council Meeting**
Filipe Machado, President of ELSA International
- 15:15 **Presentation of the ELSA International Team 2018/2019**
The International Board 2018/2019
- 15:30 **Welcoming of Council Guests and Externals**
Filipe Machado, President of ELSA International
- 15:35 **Presentation and information by the Organising Committee of the International Council Meeting**
Nigar Akhundova, Head of the Organising Committee
- 15:45 **Presentation of the ICM Sponsors and Partners**
Nigar Akhundova, Head of the Organising Committee
- 15:55 **Reading out of the agreement between ELSA Greece and ELSA Republic of Macedonia**
Akvile Jurkaityte, Secretary General of ELSA International
- 16:00 **Announcement of the list of votes**
Akvile Jurkaityte, Secretary General of ELSA International
- 16:20 **Election of the Chair of the Plenary**
Akvile Jurkaityte, Secretary General of ELSA International
- 16:30 **Election of the other Council Meeting Officers: the Vice Chair, two to four Secretaries, two to six Tellers, and three members of the Nominations Committee**
Chair
- 16:40 **Approval of the International Council Meeting Agenda and presentation of the International Council Meeting structure**
Chair
-

- 16:50 **Approval of the Minutes of the LXXIV International Council Meeting in Opatija, Autumn 2018**
Chair
- 17:00 **Presentation by Católica Global School of Law**
Gonçalo Saraiva Matias, Dean
- 17:10 **Information regarding the Officers' and Freshers' Training**
Akville Jurkaityte, Secretary General of ELSA International
- 17:20 **Information regarding the Heads of Delegation's Meeting**
Akville Jurkaityte, Secretary General of ELSA International
- 17:30 **End of the Opening Plenary**
Chair

Mid Plenary: Wednesday 27th March 2019

- 10:00 **Opening of the Mid-Plenary**
Chair
- 10:05 **Information from the Organising Committee**
Nigar Akhundova, Head of the Organising Committee
- 10:15 **Announcement of nominations**
Nominations Committee
- 10:20 **Revision of the list of votes**
Akville Jurkaityte, Secretary General of ELSA International
- 10:35 **Presentation and approval of the MKT workshop related proposals**
Chair and Workshop Chair
- 11:00 **Presentation and approval of the S&C workshop related proposals**
Chair and Workshop Chair
- 11:30 **Presentation and approval of the STEP workshop related proposals**
Chair and Workshop Chair
- 11:50 ***Break***
- 12:00 **Presentation by the Council of Europe**
Barbara Orkwiszewska
- 12:10 **Presentation and approval of the AA/MCC workshop related proposals**
Chair and Workshop Chair
- 12:30 **Presentation and approval of the Joint S&C and MKT workshop related proposals**
Chair and Workshop Chair
- 12:40 **Presentation and approval of the Joint S&C and FM workshop related proposals**
Chair and Workshop Chair
- 13:00 ***Lunch Break***

- 14:30 **Revision of the list of votes**
Akville Jurkaityte, Secretary General of ELSA International
- 14:40 **Presentation and approval of the FM workshop related proposals**
Chair and Workshop Chair
- 15:40 **Presentation by IE Law School**
Paula Heras Segovia, Associate Director of Admissions
- 15:50 **Presentation by BARBRI International**
Robert Dudley, International Director
- 16:00 ***Break***
- 16:25 **Revision of the list of votes**
Akville Jurkaityte, Secretary General of ELSA International
- 16:35 **Presentation and approval of the FM workshop related proposals**
Chair and Workshop Chair
- 17:30 **Presentation and approval of the IM workshop related proposals**
Chair and Workshop Chair
- 18:15 **Presentation and approval of the Joint BEE and IM workshop related proposals**
Chair and Workshop Chair
- 18:30 **Presentation and approval of the BEE workshop related proposals**
Chair and Workshop Chair
- 18:40 ***Break***
- 18:50 **Presentation of the ICM Host Candidates, Autumn 2020**
Chair and Candidates
- 19:00 **Questions and Answers for the ICM Host Candidates, Autumn 2020**
Chair and ELSA Bosnia and Herzegovina
- 19:10 **Presentation of the voting procedure**
Chair
- 19:20 **Handing out of ballot sheets**
Akville Jurkaityte, Secretary General of ELSA International

19:30	<i>Break</i>
19:45	Casting of the votes
19:55	Presentation of the Partners of ELSA International Filipe Machado, President of ELSA International
20:10	Presentation of International events
20:40	Announcement of the results of the elections Chair
20:50	End of the Mid Plenary Chair

Final Plenary: Saturday 30th March 2018

- 10:00 **Opening of the Final Plenary**
Chair
- 10:05 **Information from the Organising Committee**
Nigar Akhundova, Head of the Organising Committee
- 10:20 **Announcement of nominations**
Nominations Committee
- 10:25 **Revision of the list of votes**
Akvile Jurkaityte, Secretary General of ELSA International
- 10:35 **Presentation and approval of the Joint IM and MKT related proposals**
Chair and Workshop Chair
- 11:00 **Presentation of the Interim Accounts of ELSA International 2018/2019**
Loup Cressey, Treasurer of ELSA International
- 11:10 **Presentation of the Interim Auditors' Report of ELSA International 2018/2019**
Glen Schirling and Karol Szakiel, Internal Auditors of ELSA International
- 11:20 **Presentation of the Interim Accounts of ELSA Development Foundation 2018/2019**
Loup Cressey, Treasurer of ELSA International
- 11:30 **Presentation of the Interim Auditors' Report of ELSA Development Foundation 2018/2019**
Glen Schirling and Karol Szakiel, Internal Auditors of ELSA International
- 11:40 **Presentation and approval of the proposed Revision of the Budget of ELSA International 2018/2019**
Chair and Workshop Chair
- 12:00 **Presentation and approval of the proposed Revision of the Budget of ELSA International 2019/2020**
Chair and Workshop Chair
- 12:20 **Presentation by Queen Mary University of London, School of Law**
Dr. Angelos Dimopoulos, Senior Lecturer in Law

- 12:30 **Presentation by Meininger Hotel Group**
Leonardo Resende, Sales Manager UK
- 12:40 ***Lunch Break***
- 14:00 **Revision of the list of votes**
Akvilė Jurkaitytė, Secretary General of ELSA International
- 14:10 **Presentation of the Council Guests for the LXXV ICM Bucharest 2019**
Nominations Committee
- 14:20 **Report from the International Board of ELSA 2017/2018**
Anastasia Kalinina, President of ELSA International 2017/2018
- 14:40 **Presentation of the Final Accounts of ELSA International 2017/2018**
Elena Maglio, Treasurer of ELSA International 2017/2018 and Workshop Chair
- 15:00 **Internal Auditors' Report of ELSA International 2017/2018**
Marek Škultėty and Peter Christian Binau-Hansen, Auditors of ELSA International 2017/2018
- 15:20 **Presentation of the Final Accounts of ELSA Development Foundation 2017/2018**
Elena Maglio, Treasurer of ELSA International 2017/2018 and Workshop Chair
- 15:40 **Internal Auditors' Report of ELSA Development Foundation 2017/2018**
Marek Škultėty and Peter Christian Binau-Hansen, Auditors of ELSA International 2017/2018
- 16:00 **Relief of Responsibility for the International Board 2017/2018**
Chair
- 16:10 ***Break***
- 16:30 **Presentation and Q&A for the Candidate(s) for Internal Auditor of ELSA International 2019/2020**
Chair and Candidate(s)
- 16:50 **Presentation and Q&A for the Candidate(s) for Internal Vice Auditor of ELSA International 2019/2020**
Chair and Candidate(s)

- 17:10 **Presentation and Q&A for the Candidates for the International Board 2018/2019**
Chair and Candidates
- 20:00 **Presentation of the voting procedure**
Chair
- 20:10 **Revision of the list of votes**
Akville Jurkaityte, Secretary General of ELSA International
- 20:20 **Handing out of ballot sheets**
Akville Jurkaityte, Secretary General of ELSA International
- 20:30 ***Dinner Break***
- 22:00 **Casting of the votes**
- 22:10 **Presentation of ELSA Lawyers Society**
The Executive Board of ELS
- 22:30 **Q&A session for ELSA International**
Chair
- 23:30 **Announcement of the result of the elections**
Chair
- 23:40 **Miscellaneous**
- 00:00 **Closing of the LXXV International Council Meeting**
Filipe Machado, President of ELSA International

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

	24th March	25th March	26th March	27th March	28th March	29th March	30th March	
	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
09:00	ARRIVAL	BREAKFAST						
09:30								
10:00		OYOP Evaluation	External Database	Mid Plenary	Final Accounts 17/18 Joint BEE + FM	Conference	Final Plenary	
10:30		Strategic Goals Joint BEE + IM	BEE Handbook		Interim Accounts 18/19 Joint BEE + FM			
11:00			Webinar Platform					
11:30								
12:00								
12:30								
13:00	Letters of Authorisation	LUNCH						
13:30								
14:00	Free time							
14:30	Opening Plenary	Strategy Planning Handbook Joint BEE + IM	IFP Joint BEE + AA&MCC + S&C + STEP	Mid Plenary	Sightseeing	ELSA and ELS a new start	Final Plenary	
15:00		Break	Knowledge Management			Candidacy Workshop		
15:30								
16:00								
16:30		Financial Strategy Joint BEE + FM	GDPR Joint BEE + IM		Dressing time	Miscellaneo us & Closing		
17:00		Opening Workshop						Reporting Time & Dinner
17:30								
18:00								
18:30								
	Officers and Freshers' Workshop	Reporting Time & Dinner						
19:00								
19:30	HoD							
20:00	Dinner							
20:30								
21:00		PARTY			Gala Ball	PARTY		
21:30								

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

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

- Read these Working Materials cover to cover;
- Read relevant parts of the [Statutes and Standing Orders](#);
- Read relevant parts of the [Council Meeting Decision Book 49th Edition](#);
- Read the [One Year Operational Plan \(OYOP\) of ELSA International 2018/2019](#);
- Read the [Minutes from the IPM Tallinn](#).

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!

Filipe Machado

President

ELSA International 2018/2019

Draft Agenda

Sunday, 24th of March 2019 (18:00 - 19:00)

18:00 – 19:00

Opening Workshop

Description:

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

Preparation:

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

Outcome:

- Opening of the BEE Workshop;
- Presentation of the tasks of the Workshop Officers;
- Election and voting upon the Workshop Chair and Vice Chair as well as the Secretaries;
- Presentation of the Workshop rules;
- Presentation of the Workshop Agenda by ELSA International;
- Approval of the Workshop Agenda;
- Roundtable: Expectations of the participants.

Monday, 25th of March 2019 (10:00 – 19:00)

10:00 – 11:00

OYOP Evaluation

Description:

The aim of this workshop is to focus on the OYOP of ELSA International; to discuss what has been done so far and what the plans for the rest of the term are.

Preparation:

- Read the OYOP of ELSA International 18/19 [here](#);
- Think about what needs to be improved;
- Have a look into your Local/National OYOP and think, which of the goals are achieved and what are you going to focus on for the rest of your term.

Outcome:

- Refocus on certain objectives if necessary;
- Understand the impact that the OYOP of ELSA International 18/19 had on the Network;
- Understand how ELSA International can help to achieve the goals you have left.

11:00 – 13:00

Strategic Goals (Joint BEE + IM)

Description:

During this workshop, the Strategy Goals 2019-2023 will be presented.

Term 2018/2019 is clearly marked by the work on the Strategic Goals. From the very beginning, International Board and many other officers in the Network were preparing grounds for the next Strategic Plan for ELSA. Throughout the different discussions with our senior association consultant, members and partners we noticed a lack of good governance in your association. With the result of this preparatory work, National Presidents and other officers gathered in Tallinn, for International Presidents' Meeting in order to prepare the proposal of the next Strategic Goals for ELSA. During this workshop we will also discuss proposals related to ELSA as a non-political Association.

Preparation:

- Read the Strategic Goals proposal, Strategy Planning Handbook which will be sent on the respective mailing list before the International Council Meeting;
- Read proposals related to ELSA as a non-political Association.

Outcome:

To make ELSA members acquainted with Strategic Planning in the ELSA.

13:00 – 14:30

Lunch

14:30 – 16:30

Strategy Planning Handbook (Joint BEE + IM)

Description:

During this workshop, the Strategy Planning Handbook 18/19 will be presented. The Strategic Planning Handbook will give you more precise information on the Strategic Goal Plan and on the theoretical background of every initiative.

Preparation:

Read the Strategic Planning Handbook 18/19 which will be sent on the respective mailing list before the International Council Meeting.

Outcome:

- Explanation of the operational and Strategic Goals of ELSA;
- Useful tips & tricks for the implementation of the Strategic Goals of ELSA.

16:30 - 17:00

Break

17:00 – 19:00

Financial Strategy (Joint BEE + FM)

Description:

This workshop will be dedicated to the discussion and the voting on the Financial Strategy. Revised every three years, the Financial Strategy is used as a business guideline for ELSA's finances. The version that will be adopted during this ICM will deeply impact the future of our association

Preparation:

Read the minutes of the [ICM Malta](#) and the current [Financial Strategy](#), page 94-95, read the definition of a Financial Strategy and be ready to give your opinion.

Outcome:

Discuss and recommend the Financial Strategy to the Council.

Tuesday, 26th of March (10:00 – 19:00)

10:00 – 11:00

External Database

Description:

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

Preparation:

Think carefully about how far a unified system could be integrated in your National Group both as an active user and as a beneficiary of it.

Outcome:

- Creation of an External Database;
- Creation of Statistics on the type of partner interested in ELSA;
- Visualization of the current state of partnerships within ELSA.

12:00 – 13:00

BEE Handbook

Description:

Presentation of the first draft of the BEE handbook covering the main tasks and responsibilities of a BEE officer.

Preparation:

Read the first BEE Handbook which will be sent on the respective mailing list before the International Council Meeting.

Outcome:

- This session aims to make all BEE officers aware of the BEE Handbook and familiarise them with it;
- This session aims to encourage the exchange of good practice and analyse the content of such a document as well as its long-term usefulness.

12:00-13:00

Webinar Platform**Description:**

Webinar marketing is a vital strategy for the association. Webinars give you the chance to build a more personal relationship with your audience, delve deeper into the topics that concern them and build your brand as a place people can come to for important info.

Preparation:

- Watch the video “How does ClickMeeting work?” [here](#).

Outcome:

Define with the BEE officers a webinar strategy and discuss our webinar can help BEE officers to fundraise and communicate better with their audience.

13:00 - 14:30

Lunch

14:30 – 16:30

IFP (Joint BEE + AA&MCC + S&C + STEP)**Description:**

This ICM marks the first segment of the implementation strategy for the next IFP topic. We will discuss the decisions made by the Working Group based on the discussions we had at ICM Opatija, we will critically assess the work done by ELSA during this IFP Cycle and review the input papers that have been sent in as potential IPF topics.

Preparation:

Read the minutes of the election of Environmental Law as the IFP topic at [ICM Malta](#) (2016, p.41-44, 281-283, 384-390) and the election of Media law as the IFP topic at [ICM Batumi](#) (2012, p.40-41, 56, 58, 61-63, 181, 373-384, 388-390). Read the minutes of the previous IFP Workshop at [ICM Opatija](#) as well.

Outcome:

An update of the Network about the work on IFP so far and preparation for the discussion on the IPF topic at the Mid-Plenary. We will set out the future work on IFP as well through new instructions for the Working Group and the IB, as well as preparing for the IFP weeks in April.

16:30 – 17:30

Knowledge Management

Description:

To prepare the BEE officers for the upcoming transition and to make sure that the correct knowledge is passed on with the correct tools.

Preparation:

Think through what you felt was good and bad during your own transition, how knowledge was transferred and how you feel it can be improved when you will be giving transition yourself. Be ready to share your experiences and ideas in the workshop.

Outcome:

- Creation a to-do list for the perfect transition;
- Discussion of potential soft skills Training.

17:30-19:00

GDPR (Joint BEE + IM)

Description:

A comprehensive workshop has been designed to provide attendees with a clear understanding of the new law and the practical expectations required of ELSA and its members who process personal data under the new EU GDPR.

Preparation:

Consult the new Privacy Policy, Cookies and Terms & Conditions of ELSA International.

Outcome:

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

Thursday, 28th of March 2019 (10:00 – 13:00)

10:00 – 12:00

Final Accounts 2017/2018 (Joint BEE + FM)

Description:

The Treasurer of ELSA International for the term 2017/2018 will present the Final Accounts of her term. The Auditors will provide their statements on the Final Accounts and the workshop will vote on a recommendation to the Council.

Preparation:

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

Outcome:

To make a recommendation to the Council.

Interim Accounts 2018/2019 (Joint BEE + FM)

12:00 – 13:00

Description:

The Treasurer of ELSA International for the term 2018/2019 will present the Interim Accounts and provide an overview of the current financial situation of ELSA International. The Auditors will provide their statements on the Interim Accounts.

Preparation:

Read the Interim Accounts of ELSA and the EDF as well as the Auditors' Reports. Be ready to ask questions about the Interim accounts.

Outcome:

To make a recommendation to the Council.

Friday, 29th of March 2019 (14:30 – 19:00)

14:30 – 15:30

ELSA and ELS a new start**Description:**

The purpose of this workshop is to present the draft of the potential new binding memorandum of understanding between the European Law Students' Association (ELSA) and the ELSA Lawyers Society.

Preparation:

- Read the MoU between ELSA and ELS which will be sent on the respective mailing list before the International Council Meeting;
- Consult the Alumni website [here](#);
- Read the ELS Statutes [here](#);
- Read the Minutes of the Assembly Meeting in Opatija [here](#).

Outcome:

- Introduction to the new potential binding memorandum of understanding between ELSA and ELS;
- Clear overview of the alumni systems in different National Groups;
- To talk about the benefits of an alumni network and how to keep them active;
- To talk about what we expect from an Alumni association and what Alumni could expect from us.

15:30 – 18:00

Candidacy Workshop

Description:

This workshop will create a forum for the candidate(s) for the position of President of ELSA International 2019/2020 to present him/herself and for you to ask questions to the candidate(s).

Preparation:

- Prepare any questions you might have to the candidate(s);
- Read the action plan of every candidate.

Outcome:

Getting to know the candidates better.

18:00-19:00

Miscellaneous & Closing

Description:

To allocate time to topics not covered in the sessions during the week. To evaluate the week and the workshops and to close the Board Management, External Relations and Expansion Workshop.

Preparation:

Think about issues that are unclear and try to give constructive feedback about the event.

Outcome:

To answer the questions that have arisen during the event, to give feedback about the event and to close the workshop.

INTERNAL MANAGEMENT WORKSHOP

Timetable

	24th March	25th March	26th March	27th March	28th March	29th March	30th March		
	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY		
09:00	ARRIVAL	BREAKFAST							
09:30									
10:00		Evaluate your term	International Council Meetings Joint IM+FM	Mid Plenary	Transition	Conference	Final Plenary		
10:30									
11:00		Strategic Goals Joint BEE + IM	International Internal Meetings		Branding in ELSA Training - Joint IM + MKT				
11:30									
12:00									
12:30									
13:00	Letters of Authorisation	LUNCH							
13:30									
14:00	Free time								
14:30		Strategy Planning Handbook Joint BEE + IM	Proposals	Mid Plenary	Sightseeing	IT	Final Plenary		
15:00	Opening Plenary					Human Resources		ELSA Training	Candidacy
15:30		GDPR Joint BEE + IM	Alumni						
16:00			SotN						
16:30		Opening Workshop							Dressing time
17:00									
17:30	Officers and Freshers' Workshop	Reporting Time & Dinner			Transport	Reporting Time & Dinner			
18:00									
18:30					HoD				
							Dinner		
19:00	PARTY			Gala Ball	PARTY				
19:30									
20:00									
20:30									
21:00									
21:30									

Preparations and Reminders for the Internal Management Workshop

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

- Read these Working Materials cover to cover;
- Read relevant parts of the [Statutes and Standing Orders](#);
- Read relevant parts of the [Council Meeting Decision Book 49th Edition](#);
- Read the [One Year Operational Plan \(OYOP\) of ELSA International 2018/2019](#);
- Read the [IM Manual](#);
- Read the [Human Resources Manual](#);
- Read the [G Suite Guidelines](#);
- Read the [Transition Manual](#);
- Read the [NTP Manual](#).

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. We will discuss many things in the workshops: a new Human Resources Model, Quality Standards in Training, important changes in the Statutes, International Internal Meetings and many other topics. In order for us to have fruitful discussions and make a change, we need to make sure that everything will be discussed carefully. Should you need any clarifications, please do not hesitate to contact me at secgen@elsa.org.

It is my pleasure to welcome you to the Internal Management workshop and I am looking forward to seeing you all in Baku!

Akvile Jurkaityte

Secretary General

ELSA International 2018/2019

Draft Agenda

Sunday, 24th of March 2019 (18:00 - 19:00)

18:00 – 19:00

Opening Workshop

Description:

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

Preparation:

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

Outcome:

A successful framework for our week to build upon.

Monday, 25th of March 2019 (10:00 – 19:00)

10:00 – 11:00

Evaluate your term

Description:

The Spring International Council Meeting usually marks the final run of the term. Instead of thinking that the term 2018/2019 is slowly going to an end, we will discuss what we all have achieved so far and what still can be achieved. During this workshop, we will discuss your Activity Reports and evaluate possible achievements.

Preparation:

- Bring your Activity Report and prepare to present it to the workshop;
- Read the [OYOP of the International Board 2018/2019](#);
- Think about the achievements you want to reach by the 31st of July.

Outcome:

An overview of the IM area, an update from the National Groups. Refocus of certain objectives.

11:00 – 13:00

Strategic Goals (Joint BEE + IM)

Description:

During this workshop, the Strategy Goals 2019-2023 will be presented.

Term 2018/2019 is clearly marked by the work on the Strategic Goals. From the very beginning, International Board and many other officers in the Network were preparing grounds for the next Strategic Plan for ELSA. Throughout the different discussions with our senior association consultant, members and partners we noticed a lack of good governance in your association. With the result of this preparatory work, National Presidents and other officers gathered in Tallinn, for International Presidents' Meeting in order to prepare the proposal of the next Strategic Goals for ELSA. During this workshop we will also discuss proposals related to ELSA as a non-political Association.

Preparation:

- Read the Strategic Goals proposal, Strategy Planning Handbook which will be sent on the respective mailing list before the International Council Meeting;
- Read proposals related to ELSA as a non-political Association.

Outcome:

To make ELSA members acquainted with Strategic Planning in the ELSA.

13:00 – 14:30

Lunch

14:30 – 16:30

Strategy Planning Handbook (Joint BEE + IM)

Description:

During this workshop, the Strategy Planning Handbook 18/19 will be presented. The Strategic Planning Handbook will give you more precise information on the Strategic Goal Plan and on the theoretical background of every initiative.

Preparation:

Read the Strategic Planning Handbook 18/19 which will be sent on the respective mailing list before the International Council Meeting.

Outcome:

- Explanation of the operational and Strategic Goals of ELSA;
- Useful tips & tricks for the implementation of the Strategic Goals of ELSA.

17:00 - 19:00

Human Resources

Description:

The Human Resources Cycles have been discussed for many ICMs in a row. Not only because it is one of the biggest responsibilities of every IMer but also because the current Human Resources Cycles are not as useful as expected. Therefore, we have prepared the new Human Resources Model which will be discussed during this workshop.

Preparation:

- Read Proposal No. 15 and No. 16;
- Read the [Human Resources Manual](#);
- Read the Minutes of [ICM Opatija pg. 180 -183](#), [ICM Batumi pg. 201 – 205](#); [ICM Cluj-Napoca pg. 351 - 362](#); [ICM Bodrum pg. 163 - 182](#);
- Read the Human Resources Report which will be sent to the IM Mailing list.

Outcome:

Discuss and recommend the Human Resources Model to the Council.

Tuesday, 26th of March 2019 (10:00 – 19:00)

10:00 – 11:00

International Council Meetings (Joint IM + FM)

Description:

In recent years the number of participants at the ICMs has dropped. There are many different opinions of why this happened one of which is the participation fee. Therefore, during this workshop, we will discuss the participation fees of the International Meetings so as the future of the International Council Meetings.

Preparation:

Read the regulations concerning the participation fee at the International Meetings.

Outcome:

A possible recommendation to the International Board 2019/2020.

11:00 – 13:00

International Internal Meetings

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 with the FMers. Also, the report of the International Internal Meetings will be presented. We will discuss the possible changes

of the International Internal Meetings not only focussing on the International Council Meeting but other International Area Meetings as well.

Preparation:

- Read the Minutes of [ICM Opatija, pg. 160-163](#);
- Read the International Internal Meetings Report which will be sent to the IM Mailing list;
- Read the Input Paper on the Minimum Quality Standards of the International Internal Meetings.

Outcome:

A strategy of the International Internal Meetings which will be recommended to the International Board 2019/2020.

13:00 – 14:30

Lunch

14:30 – 16:00

Proposals**Description:**

We will hold discussions on proposals concerning the Regulations submitted to the International Council Meeting. Read the proposals concerning Internal Management in the Decision Book and proposals concerning the Statutes of ELSA.

Preparation:

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

Outcome:

Recommendation of the proposals to the Council.

16:00 – 17:30

ELSA Training**Description:**

ELSA Training shall grow as the project. Therefore, following the discussion held at the ICM Opatija, the minimum quality standards of the ELSA Training will be presented. Also, we will discuss the possible changes in this project. We will also discuss proposals concerning ELSA Training.

Preparation:

- Read the Minutes of the [ICM Prague, pg. 183 – 187](#), and [ICM Opatija, pg. 157 - 160](#).
- Read the Input Paper on Training Standards.

Outcome:

Recommendation of the Training related proposals to the Council. A strategy for the future of ELSA Training.

17:30-19:00

GDPR (Joint BEE + IM)**Description:**

A comprehensive workshop has been designed to provide attendees with a clear understanding of the new law and the practical expectations required of ELSA and its members who process personal data under the new EU GDPR.

Preparation:

Consult the new Privacy Policy, Cookies and Terms & Conditions of ELSA International.

Outcome:

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

Thursday, 28th March 2019 (10:00 – 13:00)

10:00 – 11:30

Transition**Description:**

Transition will be one of the most important tasks that you will have to do after the International Council Meeting. Therefore, we will present the new Transition Manual and discuss how to prepare the Transition in the best possible way.

Preparation:

- Read the current [Transition Manual](#);
- Think about the challenges you might face when delivering your Transition.

Outcome:

The overview of the new Transition Manual and answers on how to prepare the Transition in the best possible way.

11:30 – 13:00

Branding in ELSA Training (Joint IM + MKT)**Description:**

We will be presenting the new 'ELSA Training brand at this workshop and explaining the way in which we will market it. Further, we shall discuss two proposals with regards to the IT section of IM.

Preparation:

Read the IT section of the IM part of the Decision book, as well as the Proposal No. 20 and No. 21.

Outcome:

To discuss the new promotion strategy of ELSA Training, as well as the way in which our website domains and emails are used.

Friday, 29th of March 2019 (14:30 – 19:00)

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 and its features. Therefore, we will also talk about websites.

Preparation:

- Read the [G Suite Guidelines](#);
- 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.

Outcome:

Better overview of the IT in ELSA.

15:30 – 16:30

Candidacy Workshop**Description:**

The candidate(s) for the position of Secretary General of ELSA International 2019/2020 will have a chance to present themselves as well as receive and answer questions from the workshop.

Preparation:

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

Outcome:

A better image of the ideas and plans of IM Candidate(s).

16:30 – 17:00

Alumni**Description:**

Alumni is a big part of Human Resources. During this workshop, we will have a guest, Patrick Oliver, new President of the ELS, who will present the new structure of the ELSA Lawyers Society.

Preparation:

- Think about the ELS and why you would join this Network;
- Make sure to ask any questions.

Outcome:

The overview of the new structure of ELSA Lawyers Society.

17:00 – 18:00

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. We will discuss the Input Paper submitted by ELSA Germany as well.

Preparation:

- Read the Minutes of the [ICM Opatija, pg. 187 -189](#) and discussion held about the format of the SotN;
- Read the Input Paper about SotN prepared by ELSA Germany.

Outcome:

The overview of the current state of the Network.

18:00 – 19:00

Miscellaneous**Description:**

As I like to ask myself “Why do all good things come to an end?”; this workshop will officially close the Internal Management workshops of ELSA 2018/2019. This will be the moment to express your opinion, share the questions, give feedback and say bittersweet goodbyes.

Preparation:

Take notes throughout the week and be ready to share the feedback.

Outcome:

A satisfactory closure of the week.

FINANCIAL MANAGEMENT WORKSHOP

Timetable

	24th March	25th March	26th March	27th March	28th March	29th March	30th March		
	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY		
09:00	ARRIVAL	BREAKFAST							
09:30									
10:00		State of the FM	International Council Meetings Joint IM+FM	Mid Plenary	Final Accounts 17/18 Joint BEE + FM	Conference	Final Plenary		
10:30		Interim and Final Accounts	Moots & Money Joint AA&MCC + FM		Interim Accounts 18/19 Joint BEE + FM				
11:00									
		Fundraising in STEP Joint FM +STEP	Proposals Joint FM + S&C						
11:30									
12:00									
12:30									
13:00	Letters of Authorisation	LUNCH							
13:30									
14:00	Free time	EDF	Membership Fee	Mid Plenary	Sightseeing	What is an audit?	Final Plenary		
14:30	Opening Plenary		Budget Sharing			Candidacy Workshop			
15:00			Financial Strategy Joint BEE + FM			Budgets		Miscellaneous & Closing	
15:30									
16:00									
16:30									
17:00	Opening Workshop	Reporting Time & Dinner			Dressing time	Reporting Time & Dinner			
17:30									
18:00	Officers and Freshers' Workshop				Transport				
18:30							HoD		
	Dinner	PARTY			Gala Ball	PARTY			
19:00									
19:30									
20:00									
20:30									
21:00									
21:30									

Preparations and Reminders for the Financial Management Workshop

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

- Read these Working Materials cover to cover;
- Read relevant parts of the [Statutes and Standing Orders](#);
- Read relevant parts of the [Council Meeting Decision Book 49th Edition](#);
- Read the [One Year Operational Plan \(OYOP\) of ELSA International 2018/2019](#).

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

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 treasurer@elsa.org.

It is my pleasure to welcome you to the last ICM of the term 2018/2019. With a lot of impactful changes in our regulation, I hope for a series of fruitful discussion from which will emerge the best solution for the long-term sustainability of the association.

No opinions will be left aside, I wish to engage every single one of you and use your thinking capacities to allow for energetic and productive workshops.

In addition to the proposals, I wish to present you a lot of updates so you could know better and learn about everything that is currently happening in the Association finance wise.

Loup Cressey

Treasurer

ELSA International 2018/2019

Draft Agenda

Sunday, 24th of March 2019 (18:00 - 19:00)

18:00 – 19:00

Opening Workshop

Description:

During the official Opening of the FM Workshop, we will elect our Workshop Officers (Chair, Vice Chair, Secretaries and ELSA Spirit), vote on Workshop Rules and the Workshop Agenda.

Preparation:

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

Outcome:

Get to know each other and do all the formalities.

Monday, 25th of March 2019 (10:00 – 19:00)

10:00 – 11:00

State of the FM

Description:

This workshop will aim to give an update on the financial state of ELSA, its evolution from the beginning of the year to now as well as the future of it. It will also be the time to open a discussion on the role of the Council regarding financial matters.

Preparation:

Read the IB update from the [SAM Thessaloniki](#) and the [ICM Opatija](#) to understand the situation.

Outcome:

Foster transparency between ELSA and the Council. Involve the network in the financial management of the whole association

11:00 – 12:00

Interim and Final Accounts

Description:

This workshop will aim to talk about the structure of the Interim and Final accounts, how to read it and how to create them. You will get the floor to talk both about how it's done in your National/Local groups, but also what you expect to see from ELSA's reports.

Preparation:

Read the Interim and Final accounts and be prepared to ask any questions regarding their structure.

Outcome:

Teach the workshop what information to get out of the reports and improve the checks and balances of the association by empowering the control role of the Council.

12:00 – 13:00

Fundraising in STEP (Joint FM + STEP)**Description:**

We will talk about the current STEP budget, how much are the STEP related expenses, how to fundraise in STEP, as ELSA International which methods have been tried and which ones were successful and sustainable.

Preparation:

Read the 425-430 pages of the [ICM Prague Minutes](#). Conduct a research on other traineeship programmes, exchange programmes, job offer platforms, yellow pages and analyse how they fundraise their programmes and keep them financially stable.

Outcome:

A recommendation/recommendations on a method/methods bringing revenue to the project budget and make the project self-sufficient. According to this recommendation, a financial strategy on how and when to implement these changes.

13:00 – 14:30

Lunch

14:30 – 17:00

EDF**Description:**

During this workshop, the statistic of the foundation so far and the interim accounts of the foundation will be presented, and there will be a vote on the different proposals regarding the foundation. The EDF is growing fast and understanding what is behind the statistical numbers will be paramount for discussing the future of the foundation.

Preparation:

Read the Interim Accounts and the proposals and be ready to discuss these.

Outcome:

Inform on the current state of the foundation and recommend proposals to the Council

17:00 – 19:00

Financial Strategy (Joint BEE + FM)

Description:

This workshop will be dedicated to the discussion and the voting on the Financial Strategy. Revised every three years, the Financial Strategy is used as a business guideline for ELSA's finances. The version that will be adopted during this ICM will deeply impact the future of our association

Preparation:

Read the minutes of the [ICM Malta](#) and the current [Financial Strategy](#), page 94-95, read the definition of a Financial Strategy and be ready to give your opinion.

Outcome:

Discuss and recommend the Financial Strategy to Council.

Tuesday, 26th of March (10:00 – 19:00)

10:00 – 11:00

International Council Meetings (Joint IM + FM)

Description:

In recent years the number of participants at the ICMs has dropped. There are many different opinions of why this happened one of which is the participation fee. Therefore, during this workshop, we will discuss the participation fees of the International Meetings so as the future of the International Council Meetings.

Preparation:

Read the regulations concerning the participation fee at the International Meetings.

Outcome:

A possible recommendation to the International Board 2019/2020.

11:00 – 12:00

Moots and Money (Joint FM + AA&MCC)

Description:

The Moot Court Competitions of ELSA International pose a great workload for not only the VP AA and VP EMCC, but for the Treasurer as well. The financial decisions made in both of these quickly developing projects have big repercussions for the International Board and are very interesting in a historical context of ELSA.

Preparation:

Read the minutes of [ICM Opatija](#).

Outcome:

Transparency within the ELSA Network with regards to the financial decisions of ELSA in the MCC area.

12:00 – 13:00

Proposals (Joint FM + S&C)

Description:

Discussion of all the proposed amendments to the regulations of ELSA in the S&C and area.

Preparation:

Read all the S&C Proposals carefully. Prepare concrete amendments if you have any, and where possible, discuss them with the Workshop Chairs/International Board first. This will allow the Workshop to go much faster and more efficiently.

Outcome:

Workshop recommendations to present to the Council at the Plenary.

13:00 – 14:30

Lunch

14:30 – 16:00

Membership Fee

Description:

The working group will be presenting the work on the change of the membership fee and we will discuss the proposal.

Preparation:

Think about the different criteria to be taken into consideration for establishing a fair Membership Fee and be prepared to discuss its evolution.

Outcome:

Discuss and come to an agreement on a new Membership Fee calculation method.

16:00 – 17:00

Budget Sharing

Description:

Budgets evolve through the year, shifting and changing, the ICM is, therefore, the perfect opportunity to share and compare them one last time to see their evolution.

Preparation:

Bring the most recent version of your local/national group budget!

Outcome:

Learn about the different styles and ways of budgeting in the Network.

17:00 – 19:00

Budgets

Description:

As there is never enough talk about the budget, we will continue by discussing the amendment to the 2018-2019 budget. We will also start the discussion on the 2019-2020 budget based on the different action plans of the candidates.

Preparation:

Read the budget, read the candidacy materials of all candidates.

Outcome:

Amend the budget and make a recommendation to the Plenary.

Thursday, 27th of March 2019 (10:00 – 13:00)

10:00 – 12:00

Final Accounts 2017/2018 (Joint BEE + FM)

Description:

The Treasurer of ELSA International for the term 2017/2018 will present the Final Accounts of her term. The Auditors will provide their statements on the Final Accounts and the workshop will vote on a recommendation to the Council.

Preparation:

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

Outcome:

To make a recommendation to the Council.

Interim Accounts 2018/2019 (Joint BEE + FM)

12:00 – 13:00

Description:

The Treasurer of ELSA International for the term 2018/2019 will present the Interim Accounts and provide an overview of the current financial situation of ELSA International. The Auditors will provide their statements on the Interim Accounts.

Preparation:

Read the Interim Accounts of ELSA and the EDF as well as the Auditors' Reports. Be ready to ask questions about the Interim accounts.

Outcome:

To make a recommendation to the Council.

Friday, 29th of March 2019 (14:30 – 19:00)

14:30 – 15:30

What is an audit?**Description:**

We will discuss the current auditing structure of ELSA and how to improve it. Auditor reports have been inconsistent in the past and we will aim to build some guidelines to help solve that issue.

Preparation:

Research about your own auditing system if you have one. If not, look into the reason why your Groups do not have one.

Outcome:

Strengthen the current audit system of ELSA international by improving its consistency.

15:30 – 17:30

Candidacy workshop**Description:**

During this Workshop, candidates for the position of Treasurer 2019/2020 as well as the candidates for Auditors of ELSA 2019/2020 will have the chance to present themselves. The Workshop will be able to ask questions about the applications.

Preparation:

Read the candidacy materials and prepare some questions.

Outcome:

Help you form your opinion about the candidates.

17:30 – 19:00

Miscellaneous & Closing**Description:**

This workshop will be the opportunity to address any issue that wasn't addressed, or not enough, during the week. It will also be the occasion to say goodbye for the last time!

Preparation:

Prepare any topic you wish to address.

Outcome:

To answer the questions that have arisen during the event, to give feedback about the event and to close the workshop.

MARKETING WORKSHOP

MARKETING WORKSHOP

Timetable

	24th March	25th March	26th March	27th March	28th March	29th March	30th March	
	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
09:00	ARRIVAL	BREAKFAST						
09:30								
10:00		EI Update	Synergy Proposals	Mid Plenary	Transition	Conference	Final Plenary	
10:30		Network Update	Multimedia		Branding in ELSA Training - Joint IM + MKT			
11:00		Proposals Joint MKT + S&C						
11:30								
12:00								
12:30								
13:00	Letters of Authorisation	LUNCH						
13:30								
14:00								
14:30	Free time	The Why of ELSA	Marketing Trends & Strategies	Mid Plenary	Sightseeing	Candidates' Workshop	Final Plenary	
15:00	Opening Plenary					Branding Regulations		Advertising
15:30		Marketing Analysis	Open Forum					
16:00								
16:30								
17:00								
17:30								
18:00	Opening Workshop							
18:30								
	Officers and Freshers' Workshop	Reporting Time & Dinner			Dressing time	Reporting Time & Dinner	Final Plenary	
19:00								
19:30	HoD				Transport			
20:00	Dinner				Gala Ball	PARTY		
20:30								
21:00	PARTY				Gala Ball	PARTY		
21:30								

Preparations and Reminders for the Marketing Workshop

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

- Read these Working Materials cover to cover;
- Read relevant parts of the [Statutes and Standing Orders](#);
- Read relevant parts of the [Council Meeting Decision Book 49th Edition](#);
- Read the [One Year Operational Plan \(OYOP\) of ELSA International 2018/2019](#).

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

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 marketing@elsa.org.

The final ICM of our term! From Thessaloniki to Opatija, and now to Baku, it has always been a pleasure, nay an honor to have Workshops with all the marketeers from around the Network. It is time for us to join up once again for the last time to discuss the past, the present, and most importantly the future of our Association.

Speak up and be heard. Listen to what others have to say, and most importantly, join in! Let's make this ICM as productive and memorable as the last.

See you there!

Matteo Alessandro

Vice President for Marketing

ELSA International 2018/2019

Draft Agenda

Sunday, 24th of March 2019 (18:00 - 19:00)

18:00 – 19:00

Opening Workshop

Description:

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

Preparation:

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

Outcome:

To get to know the other marketeers from around the Network.

Monday, 25th of March 2019 (10:00 – 19:00)

10:00 – 11:00

EI Update

Description:

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

Preparation:

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

Outcome:

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

11:00 – 12:00

Network Update

Description:

With most of our term having already passed, it is time to look back and analyse the work you have done as Marketeers of the Network. Think of the successes you have had, and even possibly, the failures, and be prepared to share them!

Preparation:

Think about and note down your tasks as a Marketing Officer so far and be prepared to briefly present your activity report. Evaluate your work in advance – is it exactly as you imagined it would be in the beginning of your term?

Outcome:

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

12:00 – 13:00

Proposals (Joint MKT + S&C)**Description:**

Discussion of all the proposed amendments to the regulations of ELSA in the S&C and area.

Preparation:

Read all the S&C Proposals carefully. Prepare concrete amendments if you have any, and where possible, discuss them with the Workshop Chairs/International Board first. This will allow the Workshop to go much faster and more efficiently.

Outcome:

Workshop recommendations to present to the Council at the Plenary.

13:00 – 14:30

Lunch

14:30 – 15:30

The Why of ELSA**Description:**

With a long week of workshops, plenaries, discussions, and long nights ahead, it would be interesting to look into ourselves and see what motivates us to travel from many different countries and do such work!

Preparation:

Think of what motivates you to do your work in ELSA. Be prepared to share it with the Workshop!

Outcome:

To understand what brings us all together as officers of ELSA.

15:30 – 17:00

Branding Regulations**Description:**

In order to ensure more cohesion throughout the Network, we need to discuss further branding regulations and their implementation.

Preparation:

Read the Uniformity section of the Marketing part of the Decision Book, as well as the relevant proposals.

Outcome:

To ensure that all branding regulations are clear, well identifiable and not lax.

17:00 – 19:00

Marketing Analysis**Description:**

It's time to take an in-depth look into the way in which the Marketing of ELSA International was conducted through the term up until now. Together, we shall make an analysis of what was successful and what was not, in the hope that the future generations of Marketeers can improve upon them!

Preparation:

Look back into the promotion and marketing done by ELSA International and be prepared to discuss it.

Outcome:

To analyse what has worked and what has not in the Marketing of EI in order to help future generations build on it.

Tuesday, 26th of March 2019 (10:00 – 19:00)

10:00 – 11:00

Synergy Proposals**Description:**

After the discussions held in ICM Opatija and the many ICMs before it, we are now aiming to implement changes in the production and distribution of the Synergy Magazine which shall make it more efficient!

Preparation:

Read the Synergy section of the Marketing part of the Decision Book, as well as the relevant proposals.

Outcome:

To make sure that Synergy Magazine is more efficient and create a more cohesive production system for it.

11:00 – 13:00

Multimedia

Description:

This will be a practical workshop all about multimedia! The aim is to help you find inspiration, teach basics where necessary, and give an overall understanding of the field.

Preparation:

Make sure to get a laptop with proper software! Also, be prepared to ask any questions related to multimedia which you might have!

Outcome:

To increase the knowledge of marketeers with regards to the usage of multimedia in our work.

13:00 – 14:30

Lunch

14:30 – 16:30

Marketing Trends & Strategies

Description:

In this Workshop we shall discuss marketing trends, marketing strategies, and how to implement such concepts into our work in ELSA.

Preparation:

Be prepared to ask any questions related to marketing trends & strategies!

Outcome:

To increase the knowledge of marketeers with regards to the usage of marketing strategies in our work.

16:30 – 18:00

Advertising

Description:

In this Workshop, we shall discuss the basics of advertising and the best way in which we could use it to make our work in ELSA even more effective.

Preparation:

Be prepared to ask any questions related to advertising!

Outcome:

To increase the knowledge of marketeers with regards to the usage of advertising in our work.

18:00 – 19:00

Open Forum

Description:

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

Preparation:

No particular preparation needed.

Outcome:

To have an open discussion which would prove useful for knowledge transfer and debate.

Thursday, 28th of March 2019 (10:00 – 13:00)

10:00 – 11:30

Transition

Description:

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

Preparation:

Make sure to read the Transition Manual and be prepared to share your opinion on what makes a good transition.

Outcome:

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

11:30 – 13:00

Branding in ELSA Training (Joint IM + MKT)

Description:

We will be presenting the new 'ELSA Training brand at this workshop and explaining the way in which we will market it. Further, we shall discuss two proposals with regards to the IT section of IM.

Preparation:

Read the IT section of the IM part of the Decision book, as well as the Proposal No. 20 and No. 21.

Outcome:

To discuss the new promotion strategy of ELSA Training, as well as the way in which our website domains and emails are used.

Friday, 29th of March 2019 (14:30 – 19:00)

14:30 – 15:30

Candidates' Workshop**Description:**

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

Preparation:

Read provided candidacy materials and come with questions.

Outcome:

To better get to know the candidates running for the position of VP MKT and ask any questions one might have.

15:30 – 17:00

Open Forum**Description:**

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

Preparation:

No particular preparation needed.

Outcome:

To have an open discussion which would prove useful for knowledge transfer and debate.

17:00 – 19:00

Evaluation & Closing**Description:**

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

Preparation:

No particular preparation needed.

Outcome:

To evaluate the ICM as well as say our farewells.

ACADEMIC ACTIVITIES WORKSHOP

Timetable

	24th March	25th March	26th March	27th March	28th March	29th March	30th March			
	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY			
09:00	ARRIVAL	BREAKFAST								
09:30										
10:00		International Update	LRG	Mid Plenary	ELSA Day Joint AA&MCC + S&C	Conference	Final Plenary			
10:30										
11:00		JHJMCC	Moots & Money Joint AA&MCC + FM		Development of AA					
11:30										
12:00		EHRMCC	NLMCC 2							
12:30										
13:00	Letters of Authorisation	LUNCH								
13:30										
14:00										
14:30	Free time	NLMCC 1	IFP Joint BEE + AA&MCC + S&C + STEP	Mid Plenary	Sightseeing	Candidacy	Final Plenary			
15:00	Opening Plenary					Academic Competitions			Exchange Forum	
15:30										
16:00		ELSA Law Review								
16:30			Proposals							
17:00										
17:30										
18:00	Opening Workshop	Officer Management	Knowledge Management					Miscellaneous		
18:30										
	Officers and Freshers' Workshop	Reporting Time & Dinner			Dressing time	Reporting Time & Dinner				
19:00										
19:30	HoD				Transport					
20:00	Dinner									
20:30										
21:00	PARTY				Gala Ball	PARTY				
21:30										

Preparations and Reminders for the Academic Activities Workshop

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

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

We will assume the following Handbooks have been studied:

- [AA Handbook](#)
- [MCC Handbook](#)
- [LRG Handbook](#)
- [Law Review Handbook](#)
- [IFP Handbook](#)
- [ENC Handbook](#)

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 at academicactivities@elsa.org and/or mootcourts@elsa.org.

As the last ICM of the term of ELSA 2018/2019, we could not be more excited to see you there and write ELSA History together! Stay AAmazing and MagiCCal, see you all soon!

Sincerely yours,

Eva te Dorsthorst and George Manikas

Vice President for Academic Activities and Vice President for ELSA Moot Court Competitions
ELSA International 2018/2019

Draft Agenda

Sunday, 24th of March 2019 (18:00 - 19:00)

18:00 – 19:00

Opening Workshop

Description:

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

Preparation:

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

Outcome:

A successful framework for our week to build upon.

Monday, 25th of March 2019 (10:00 – 19:00)

10:00 – 11:00

International Update

Description:

We will go through all the AA/MCC projects quickly with all the information, numbers and data gathered since ICM Opatija.

Preparation:

Fill out the State of the Network inquiry on time and bring **statistics** from your own National Group. Make sure to go through the '[Introduction to AA/MCC](#)' presentation of ICM Opatija beforehand, as well as the Officers' Portal in general.

Outcome:

A quick overview of the AA/MCC for less experienced officers, and an update of all the developments for experienced officers.

11:00 – 12:00

John H. Jackson Moot Court Competition

Description:

The 17th edition of the John H. Jackson Moot Court Competition and its Regional Rounds have started successfully. The project is half way through already. The WS will split into two parts: "*General JHJMCC Knowledge and Updates*" and "*How to Organise a European Regional Round of the JHJMCC: Obstacles and Challenges*".

Preparation:

Be aware of the Rules of the Competition and all relevant documents which can be found at <https://johnhacksonmoot.elsa.org/>.

Outcome:

Gain knowledge and expertise in the JHJMCC so that you can transfer it to your fellow local and national officers. The discussion of the second part of the WS will prepare the National and Local Groups for their potential submissions to apply for hosting a European Regional Round.

12:00 – 13:00

European Human Rights Moot Court Competition**Description:**

The 7th Edition of the European Human Rights Moot Court Competition has revolutionised the nature and the future of the project. What started as, de facto, an essay competition with an oral component, has now grown into the biggest moot in human rights in Europe. What have we done in order to create this growth, and how can we keep this upward momentum? What is the added value of the EHRMCC to the National Groups?

Preparation:

Read through the [application numbers](#) of the past EHRMCC and the discussions about the EHRMCC development at ICM Opatija (p. 292 – 296 and p. 319-321). Be generally aware of the [Rules of the EHRMCC](#) and other [Competition Materials](#).

Outcome:

A clear set of goals to be achieved by the 8th EHRMCC, so that the current VP AA and the soon-to-be-elected VP AA can prepare for the growth accordingly, and the Network can count on and prepare for the discussed changes.

13:00 – 14:30

Lunch

14:30 – 15:30

NLMCC 1: How to Develop your MCC**Description:**

In our Network of 44 Countries we have a great number of Moot Court Competitions organised every month. That number increases every year. It is one of the key extracurricular activities in many law schools. The WS seeks to assist the national and local Officers develop their MCC.

Preparation:

Read through the [MCC Handbook](#) and the [MCC Package – zip](#). All Officers that are organising a MCC in their respective Country are urged to prepare a small Presentation of their MCC and describe its structure but also talk about the challenges and obstacles that they faced.

Outcome:

The discussions will provide the Officers with knowledge on how to develop their MCC and exchange ideas in a series of fruitful discussions.

15:30 – 16:30

Academic Competitions**Description:**

Academic Competitions are booming within the ELSA Network, making up a larger part of the ELSA events than ever before. What can we do to facilitate this growth? One of these steps will be the discussion of the new Academic Competitions Handbook, but other developments will be discussed as well, such as a stricter unification of ENC's and a potential International ENC round.

Preparation:

Read the discussion on the draft structure of the Academic Competitions Handbook during [ICM Opatija](#), as well as the [presentation](#) that went with it, as well as the discussions at [KAM Lviv](#). The Draft version of the Handbook will be sent out as soon as possible too.

Outcome:

Final notes for the International Team, so that we can publish the Handbook shortly after the ICM. A new timeline for the ELSA Negotiation Competition, as well as a general direction for Academic Competitions to go in.

16:30 – 17:30

ELSA Law Review**Description:**

The ELSA Law Review, though not in the ELSA spotlight right now, has been silently preparing for the 2019 edition. The mistakes of the 2018 edition will be discussed, so that we (and those organising their own ELSA Law Reviews) may learn from the past.

Preparation:

Read the initial proposal for the ELSA Law Review and the discussions that went with it in [ICM Opatija](#), as well as the [presentation on Legal Writing](#) in ELSA at KAM Lviv. The draft proposal for the *Authors' Guidelines* can be found [here](#) and will be discussed extensively.

Outcome:

Discussion and approval of the Authors' Guidelines, awareness in the Network regarding the ELR timeline and a list of concrete ways for the Network to be involved in the publication.

17:30 – 19:00

Officer Management

Description:

After a long day of Workshops focused on very ‘hard’ ELSA information, we will concentrate on the ‘soft’ aspect of being an AA/MCC Officer. We are all part of the larger Network, but what can we do to improve within those undefined areas of being an Officer? The Workshop will be partly split into Local and National Officers, as the roles obviously differ greatly.

Preparation:

As a National Officer, prepare a list of three ways that you support and ‘guide’ your Local Officers. As Local Officer, prepare a list of three ways that you support your National Group. This shall be the starting point for the further discussions.

Outcome:

An open platform for sharing tips and tricks as to how National Officers’ can best support their Local Officers, how Local Officers can contribute to the success of a National Group and what can and should be expected from each side.

Tuesday, 26th of March (10:00 – 19:00)

10:00 – 11:00

LRGs**Description:**

As we are exactly in the middle of the LRG on Renewable Energy timeline, a mid-LRG update of the numbers and progress is in order. We will also discuss all the ‘trial’ projects with our Publishing Partner, discuss new partnerships and share experiences and how to move the ‘ELSA Publications’ brand forward in the upcoming years.

Preparation:

Bring copies of your LRGs, digitally and if possible, physically. It doesn’t matter if the LRG is in your National Language. Send the link of the digital files to ELSA International at the latest 10th of March, 23:59 CET. Read the previous discussions in [ICM Opatija](#), but also [ICM Lviv](#).

Outcome:

A complete ‘Bilateral and Multilateral LRG’ section on the Website, the draft version of a ‘ELSA + WLP’ guidelines document and a general sense of awareness in the Network of the LRG developments.

11:00 – 12:00

Moots and Money (Joint FM + AA&MCC)**Description:**

The Moot Court Competitions of ELSA International pose a great workload for not only the VP AA and VP EMCC, but for the Treasurer as well. The financial decisions made in both of these quickly developing projects have big repercussions for the International Board and are very interesting in a historical context of ELSA.

Preparation:

Read the minutes of [ICM Opatija](#).

Outcome:

Transparency within the ELSA Network with regards to the financial decisions of ELSA in the MCC area.

12:00 – 13:00

NLMCC 2: Expansion of the MCC Area**Description:**

The International Team and the VPEMCC are working closely to expand the MCCs of our Network and deliver a Report along with a new MCC Handbook, updated with new content that will be more user friendly based on the needs of the Officers. The International Team will provide the WS with updates and new ideas to discuss. The Officers will contribute in suggesting new additions to the MCC Handbook and the MCC Package – zip.

Preparation:

Read through the [MCC Handbook](#) and the [MCC Package – zip](#). Provide new ideas and suggest changes that you would like to see in the MCC Handbook and the MCC Package – zip.

Outcome:

The Network will be updated on the current developments of the International Team regarding the MCC area. Fruitful discussions will provide better ground to further develop the MCC Area.

13:00 – 14:30

Lunch

14:30 – 16:30

IFP (Joint BEE + AA&MCC + S&C + STEP)**Description:**

This ICM marks the first segment of the implementation strategy for the next IFP topic. We will discuss the decisions made by the Working Group based on the discussions we had at ICM Opatija, we will critically assess the work done by ELSA during this IFP Cycle and review the input papers that have been sent in as potential IPF topics.

Preparation:

Read the minutes of the election of Environmental Law as the IFP topic at [ICM Malta](#) (2016, p.41-44, 281-283, 384-390) and the election of Media law as the IFP topic at [ICM Batumi](#) (2012, p.40-41, 56, 58, 61-63, 181, 373-384, 388-390). Read the minutes of the previous IFP Workshop at [ICM Opatija](#) as well.

Outcome:

An update of the Network about the work on IFP so far and preparation for the discussion on the IPF topic at the Mid-Plenary. We will set out the future work on IFP as well through new instructions for the Working Group and the IB, as well as preparing for the IFP weeks in April.

16:30 – 17:30

Proposals**Description:**

Discussion of all the proposed amendments to the regulations of ELSA in the AA/MCC area.

Preparation:

Read all the AA/MCC Proposals carefully. Prepare concrete amendments if you have any, and where possible, discuss them with the Workshop Chairs/International Board first. This will allow the Workshop to go much faster and more efficiently.

Outcome:

Workshop recommendations to present to the Council at the Mid-Plenary.

17:30 – 19:00

Knowledge Management in AA**Description:**

Again, at the end of an extensive day with a lot of concrete information to manage, we will concentrate on a more broad topic: knowledge management and transition. Each year, a new generation becomes AA/MCC Officers in ELSA, and each year, they will make mistakes. How do we not repeat the past, and have a lasting impact on the association?

Preparation:

Bring your Handbooks, Transition Materials and think critically about your own transition. List one good and one bad aspect of your transition; we will use those remarks as a starting point for the discussions. Be aware of the full offer of information on the Officers' Portal. Read the [Transition Manual](#) and [AA Transition Checklist](#) beforehand, and the [AA/MCC and IT Workshop](#) Minutes of ICM Opatija.

Outcome:

Improvement of AA Transition Checklist, grow the Handbook database of ELSA International and discuss the way AA/MCC Officers get transition critically.

Thursday, 28th of March 2019 (10:00 – 13:00)

10:00 – 11:00

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

Description:

As ELSA Day 2018 had the highest number of events specified, we need to analyse what made this edition so successful. How can we make ELSA Day 2019 even more successful? The IB shall present the new ELSA Day topic and we will brainstorm how to implement the topic well next term.

Preparation:

Read the [7th ELSA Day Outline](#) and prepare feedback.

Outcome:

An implementation strategy for the 8th ELSA Day.

11:00 – 13:00

Development of AA/MCC**Description:**

Now that all the AA/MCC projects have passed your attention during this ICM, it is time to aim our eyes towards the future. AA/MCC projects are unique in the sense that they more often than not surpass the limits of a single term. This vision could be expanded even further, in order to ensure that AA/MCC keeps moving forward. This is especially true for his term, where we are already thinking about the future so regularly thanks to the adoption of ELSA's Strategic Goals. How can we implement Strategic Planning in AA?

Preparation:

Pay attention during the rest of the week and the developments that we present. Do not stop thinking as soon as the Workshops close – we are looking for your creativity and input here. Read the [initiatives](#) of ELSA's Strategic Goals as presented before. The Strategic Development was discussed before in AA/MCC Workshops during: ICM Cologne (2012, [p.186-225](#) and [232-258](#)), ICM Opatija (2013, [p.266-270](#)) and ICM Malta (2016, [p. 268-274](#)).

Outcome:

An assessment of the state of AA/MCC, so that future Officers may refer back to this time as a point of reference. We will draft and decide on ideas and directions we could take the AA/MCC area in, in order to be able to grow into a certain direction as opposed to circular development.

Friday, 29th of March 2019 (14:30 – 19:00)

14:30 – 16:00

Candidacy**Description:**

Presentation of the Candidates for VP AA and VP EMCC of ELSA International 2019/2020. All Candidates will present themselves and their plans, after which the Workshop can ask questions.

Preparation:

Read the Candidacy Materials of all the Candidates and prepare your question. Read what has been asked in previous years (IB 18/19 in [ICM Lviv](#), IB 17/18 in [ICM Prague](#), IB 16/17 in [ICM Malta](#)).

Outcome:

A better image of the capabilities, ideas and plans of all AA/MCC Candidates.

16:00 – 18:00

Exchange Forum**Description:**

It's not just the Candidates that put themselves out there! The Network has many useful ideas and projects to share with one another, which we have two hours of time for.

Preparation:

Bring your Marketing material to the Workshop so that we may help you promote your events and send any presentations (if needed) to the Workshop Chairs beforehand, so that they can appropriately schedule time.

Outcome:

An update on the activities within the Network.

18:00 – 19:00

Miscellaneous**Description:**

The last Workshop of the last International Meeting of ELSA 2018/19! This will be the moment for final questions, feedback and sweet goodbyes.

Preparation:

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

Outcome:

A satisfactory closure of the week.

SEMINARS AND CONFERENCES WORKSHOP

Timetable

	24th March	25th March	26th March	27th March	28th March	29th March	30th March	
	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
09:00	ARRIVAL	BREAKFAST						
09:30								
10:00		Status Quo	ELSA Delegations	Mid Plenary	ELSA Day Joint AA&MCC + S&C	Conference	Final Plenary	
10:30								
11:00					Transition and Knowledge Management			Improvements in the S&C Area
11:30					Proposals Joint MKT + S&C			
12:00								
12:30								
13:00	Letters of Authorisation	LUNCH						
13:30								
14:00	Free time	ELSA Law Schools	IFP Joint BEE + AA&MCC + S&C + STEP	Mid Plenary	Sightseeing	Candidacy Workshop	Final Plenary	
14:30	Opening Plenary		S&C Proposals			Exchange Forum		
15:00								
15:30								
16:00								
16:30								
17:00								
17:30	International Conferences of ELSA							
18:00	Opening Workshop	Reporting Time & Dinner	Dressing time	Miscellaneous				
18:30								
19:00	Officers and Freshers' Workshop				Transport	Reporting Time & Dinner		
19:30	HoD							
20:00	Dinner	Gala Ball	PARTY					
20:30								
21:00								
21:30								

Preparations and Reminders for the Seminars and Conferences Workshop

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

- [Statutes and Standing Orders](#);
- [Council Meeting Decision Book 49th Edition, S&C Part](#);
- Read the minutes of [KAM Lviv \(2018\)](#);
- Read the minutes of [ICM Opatija \(2018\)](#);
- [IFP Handbook](#);
- [S&C Handbook](#).

Make sure to read the abovementioned documents beforehand. Please read the Statute and Standing Orders and the Decision Book, with particular attention to: decisions relating to ELSA in general, to S&C and to BEE (Institutional Relations). If you bring your laptop with you, it is recommendable that you have these documents downloaded on your computer. To access most of the documents above you require username and password.

Username: officer

Password: 7zXZZNq

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

Welcome to the S&C Workshop!

Ezgi Yıldız

Vice President for Seminars and Conferences

ELSA International 2018/2019

Draft Agenda

Sunday, 24th of March 2019 (18:00 - 19:00)

18:00 – 19:00

Opening Workshop

Description:

During the official Opening of the Seminars and Conferences Workshop, we will elect our Workshop Officers (Chair, Vice Chair, Secretaries and ELSA Spirit), vote on Workshop Rules and the Workshop Agenda.

Preparation:

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

Outcome:

A successful framework for our week to build upon.

Monday, 25th of March 2019 (10:00 – 19:00)

10:00 – 11:00

Status Quo

Description:

We will go through all the S&C projects quickly with all the information, numbers and data gathered since ICM Opatija.

Preparation:

Fill out the State of the Network inquiry on time and bring **statistics** from your own National Group. Make sure to go through the S&C Handbook beforehand, as well as the Officers' Portal in general.

Outcome:

A quick overview of the S&C for less experienced officers, and an update of all the developments for experienced officers.

11:00 – 12:00

Transition and Knowledge Management

Description:

Each year, a new generation becomes Officers in ELSA, and each year, we lose time going around in circles instead of improving ourselves and lose so much information while doing so. How do we not repeat the past, and have a lasting impact on the association?

Preparation:

Bring your Handbooks, Transition Materials and think critically about your own transition. List one good and one bad aspect of your transition; we will use those remarks as a starting point for the

discussions. Be aware of the full offer of information on the Officers' Portal. Please read the [Transition Manual](#).

Outcome:

Creating a small S&C Transition checklist and prepare officers to give a good transition back home.

12:00 – 13:00

Proposals (Joint MKT + S&C)**Description:**

Discussion of all the proposed amendments to the regulations of ELSA in the S&C and area.

Preparation:

Read all the S&C Proposals carefully. Prepare concrete amendments if you have any, and where possible, discuss them with the Workshop Chairs/International Board first. This will allow the Workshop to go much faster and more efficiently.

Outcome:

Workshop recommendations to present to the Council at the Plenary.

14:30 – 17:30

ELSA Law Schools**Description:**

First, Officers will be provided with a small introduction to ELSA Law Schools and its requirements. After that, we will be focusing on the terms and conditions, disaster management and the quality standards of ELSA Law Schools.

Preparation:

Check the respective part of the Decision Book related to ELSA Law Schools, the ELSA Law Schools Portal and also go through the ELSA Law Schools Handbook. Finally, brainstorm and prepare suggestions relating to the quality standards within ELSA Law Schools.

Outcome:

Educating Officers and by doing so improving the general quality of the project.

17:30 – 19:00

International Conferences of ELSA**Description:**

After successfully unifying the International Conferences, now we will be focusing on the future of the project and discuss which direction we wish to take for the future.

Preparation:

Please, bring presentations of your International Conferences. Think about where you would like to see ICE in 3 years from now on and what steps we can take now in order to achieve it.

Outcome:

Creating a 3 year strategic plan for the project.

Tuesday, 26th of March 2019 (10:00 – 19:00)

10.00 – 12.00

ELSA Delegations**Description:**

The area of ELSA Delegations has grown significantly during the past years. During this workshop we will discuss improvements and the ways how to maximize benefits for our members and also for ELSA itself. I will have a small surprise for you to encourage brainstorming sessions.

Preparations:

Talk with the former Delegates from your respective National/Local Group and ask them about their experience and how they would increase the academia of ELSA Delegations.

Outcome:

Taking concrete steps to increase academic reputation of ELSA Delegations.

12:00 – 13:00

Proposals (Joint FM + S&C)**Description:**

Discussion of all the proposed amendments to the regulations of ELSA in the S&C and FM area.

Preparation:

Read all the S&C Proposals carefully. Prepare concrete amendments if you have any, and where possible, discuss them with the Workshop Chairs/International Board first. This will allow the Workshop to go much faster and more efficiently.

Outcome:

Workshop recommendations to present to the Council at the Plenary.

14:30 – 16:30

IFP (Joint BEE + AA&MCC + S&C + STEP)**Description:**

This ICM marks the first segment of the implementation strategy for the next IFP topic. We will discuss the decisions made by the Working Group based on the discussions we had at ICM Opatija, we will critically assess the work done by ELSA during this IFP Cycle and review the input papers that have been sent in as potential IPF topics.

Preparation:

Read the minutes of the election of Environmental Law as the IFP topic at [ICM Malta](#) (2016, p.41-44, 281-283, 384-390) and the election of Media law as the IFP topic at [ICM Batumi](#) (2012, p.40-41, 56, 58, 61-63, 181, 373-384, 388-390). Read the minutes of the previous IFP Workshop at [ICM Opatija](#) as well.

Outcome:

An update of the Network about the work on IFP so far and preparation for the discussion on the IFP topic at the Mid-Plenary. We will set out the future work on IFP as well through new instructions for the Working Group and the IB, as well as preparing for the IFP weeks in April.

16:30 – 19:00

Proposals**Description:**

Discussion of all the proposed amendments to the regulations of ELSA in the S&C area.

Preparation:

Read all the S&C Proposals carefully. Prepare concrete amendments if you have any, and where possible, discuss them with the Workshop Chairs/International Board first. This will allow the Workshop to go much faster and more efficiently.

Outcome:

Workshop recommendations to present to the Council at the Plenary.

Thursday, 28th of March 2019 (10:00 – 13:00)

10:00 – 11:00

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

As ELSA Day 2018 had the highest number of events specified, we need to analyse what made this edition so successful. How can we make ELSA Day 2019 even more successful? The IB shall present the new ELSA Day topic and we will brainstorm how to implement the topic well next term.

Preparation:

Read the [7th ELSA Day Outline](#) and prepare feedback.

Outcome:

An implementation strategy for the 8th ELSA Day.

11:00 – 13:00

Improvements in the S&C Area

Description:

It is obvious that we are the best area, but it doesn't mean that we cannot get even better. It is time to aim our eyes towards the future. We will be discussing renaming of the S&C, promotion of our tools and many more!

Preparation:

Pay attention during the rest of the week and the developments that we present. Do not stop thinking as soon as the Workshops close – we are looking for your creativity and input here.

Outcome:

An assessment of the state of S&C, so that future Officers may refer back to this time as a point of reference. We will draft and decide on ideas and directions we could take the S&C area in, in order to be able to grow into a certain direction as opposed to circular development. We will also be drafting a Strategic Goal for S&C Area!

Friday, 29th of March 2019 (14:30 – 19:00)

14:30 – 15:30

Candidacy Workshop**Description:**

Presentation of the Candidate(s) for VP S&C of ELSA International 2019/2020. All Candidates will present themselves and their plans, after which the Workshop can ask questions.

Preparation:

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

Outcome:

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

15:30 – 16:30

Exchange Forum**Description:**

It's not just the Candidates that put themselves out there! The Network has many useful ideas and projects to share with one another, which we have one hour of time for.

Preparation:

Bring your Marketing material to the Workshop so that we may help you promote your events and send any presentations (if needed) to the Workshop Chairs beforehand, so that they can appropriately schedule time.

Outcome:

An update on the activities within the Network.

16:30 – 19:00

Miscellaneous

Description:

The last Workshop of the last International Meeting of ELSA 2018/19! This will be the moment for final questions, feedback and sweet goodbyes.

Preparation:

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

Outcome:

A satisfactory closure of the week.

STUDENT TRAINEE EXCHANGE PROGRAMME WORKSHOP

Timetable

	24th March	25th March	26th March	27th March	28th March	29th March	30th March		
	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY		
09:00	ARRIVAL	BREAKFAST							
09:30									
10:00		1st Cycle Evaluation & Statistics	Reception	Mid Plenary	Student Hunting	Conference	Final Plenary		
10:30									
11:00			STEP Partner & Evaluation		Legal Update				
11:30									
12:00		Fundraising in STEP Joint FM +STEP	IT in STEP		STEP Coaching				
12:30									
13:00	Letters of Authorisation	LUNCH							
13:30									
14:00	Free time								
14:30		2nd Cycle Evaluation & Future Strategy	IFP Joint BEE + AA&MCC + S&C + STEP	Mid Plenary	Sightseeing	Candidacy	Final Plenary		
15:00	Opening Plenary					Selection		National Traineeship Programmes	Transition & Knowledge Transfer
15:30									Graduate Hunting & Alumni's Role in STEP
16:00									
16:30		Cancellation	Proposals		Dressing time				Miscellaneous & Closing
17:00									
17:30	Opening Workshop	Reporting Time & Dinner	Transport			Reporting Time & Dinner			
18:00									
18:30			Dinner	Gala Ball	PARTY				
19:00									
19:30									
20:00	PARTY				Gala Ball	PARTY			
20:30									
21:00									
21:30									

Preparations and Reminders for the STEP Workshop

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

- [Statutes and Standing Orders;](#)
- [Council Meeting Decision Book 49th Edition, STEP Part;](#)
- [Minutes of the STEP Workshop of KAM Lviv;](#)
- [Minutes of the STEP Workshop of ICM Opatija;](#)
- [STEP Calendar 2018/2019;](#)
- [STEP Handbook;](#)
- [STEP Tutorial.](#)

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

Moreover, please read the following draft agenda carefully. You will have an overview of the topics that will be discussed, and you will be able to prepare your own contributions and inputs to be shared with the other Workshop participants. **Please bring any materials that you think can contribute to the Workshop and any topics that you want to be discussed.** It is also highly recommended to send these materials and topics prior to ICM in order to arrange the Workshop schedules accordingly. Should you need any clarifications, please do not hesitate to contact me by sending an email to step@elsa.org.

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

Username: officer

Password: 7zXZZNq

Let's take the final STEP together to take our association one STEP further in ICM Baku!

STEPfully yours,

Barlascan Alphan

Vice President for Student Trainee Exchange Programme

ELSA International 2018/2019

Draft Agenda

Sunday, 24th of March 2019 (18:00 - 19:00)

18:00 – 19:00

Opening Workshop

Description:

During the official Opening of the STEP Workshop, we will elect our Workshop Officers (Chair, Vice Chair, Secretaries and ELSA Spirit), vote on Workshop Rules and the Workshop Agenda.

Preparation:

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

Outcome:

A successful framework for our week to build upon.

Monday, 25th of March 2019 (10:00 – 19:00)

10:00 – 11:00

1st Cycle Evaluation & Statistics

Description:

1st Cycle Evaluation STEP Statistics from the first Cycle of the term 2018/2019 and the STEP related results of the 26th State of the Network Inquiry. Evaluating Statistics from the last Cycle and knowing the current state of the network will help us to improve future results.

Preparation:

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

Outcome:

Analysis of our strong points and weak points judging by the 1st Cycle Statistics and 26th State of the Network Inquiry. This analysis will help us to find factual solutions and approach the problems realistically throughout the week.

11:00 – 12:00

STEP Partner & Evaluation

Description:

Presentation of our new STEP Partner, other ELSA International Partners that STEP can benefit of and new evaluation system that our new STEP partner is providing to us. We will evaluate how we can increase the evaluation forms we receive from the trainees and the traineeship provider and what can we give them in return.

Preparation:

Be ready to present any National/Local STEP partner you have in your country if you have any. Additionally, analyse our current Traineeship Evaluation Form and Evaluation Form. Think about which questions are necessary and what can be altered in those forms.

Outcome:

To find how we can get as many evaluation forms as possible and accordingly how we can use our new partnership on its fullest extend and how it will affect our future budget and plans.

12:00 – 13:00

Fundraising in STEP (Joint FM + STEP)**Description:**

We will talk about the current STEP budget, how much are the STEP related expenses, how to fundraise in STEP, as ELSA International which methods have been tried and which ones were successful and sustainable.

Preparation:

Read the 425-430 pages of the [ICM Prague Minutes](#). Conduct a research on other traineeship programmes, exchange programmes, job offer platforms, yellow pages and analyse how they fundraise their programmes and keep them financially stable.

Outcome:

A recommendation/recommendations on a method/methods bringing revenue to the project budget and make the project self-sufficient. According to this recommendation, a financial strategy on how and when to implement these changes.

13:00 – 14:30

Lunch

14:30 – 16:30

2nd Cycle Evaluation & Future Strategy**Description:**

This workshop will consist of three stages:

- (1) Analysis of the recommendation(s) from the previous Fundraising in STEP Workshop joint with Financial Management Officers. Discussing the technical implementation process of this/these recommendation(s).
- (2) Presentation of the STEP Job Hunting Statistics from the second Cycle of the term. Overall estimation on what we will achieve until the end of this term and evaluation of whether this estimation will affect our future strategy with regards the previously discussed recommendation(s)

(3) Brainstorming on all the challenges we have faced in the first Cycle and beginning of the first Cycle. What possible challenges we might face with in the future and how to overcome those problems with a realistic approach.

Preparation:

Think about: (1) All the challenges you have faced with during the term and how ELSA International could help or do things differently to overcome these challenges, (2) What you want or want your successor to achieve in the future and think about why by also giving recommendations on how to achieve these goals.

Outcome:

(1) A well-shaped recommendation concerning fundraising in STEP. (2) A plan on what to achieve, how to achieve and when to achieve in International, National and Local level.

16:30 – 17:30

Selection**Description:**

Presenting the Selection Results for the first Cycle. Explaining what the current Selection procedure is and what the role of National/Local Groups is in this procedure. We will do a troubleshooting session on the complications occurred in the first Cycle and figure out what needs to be done in order to avoid these problems in the future.

Preparation:

Think about how you got in contact with the trainee at the first time, what did you do afterward, what the Hosting Group and traineeship providers did do in this procedure, how did the trainee contact the traineeship provider and what communication methods you have used during this process and to whom. Bring out all the good practices and bad practices you have done concerning Selection.

Outcome:

Having improvements and increasing comprehension concerning the Selection process.

17:30 – 19:00

Cancellation**Description:**

Presentation of the reasons and consequences of the cancellations. Brainstorming on how to deal with the cancellations and what we can improve by role-playing different cancellation scenarios.

Preparation:

Be prepared to share your experiences with cancellations. Think about how we can avoid a high number of cancellations.

Outcome:

Decrease the number of cancellations by increasing the knowledge on what to do in possible cancellation scenarios.

Tuesday, 26th of March (10:00 – 19:00)

10:00 – 11:00

Reception**Description:**

Presentation on what a proper Reception should include. We will brainstorm on all the good activities concerning Reception and discuss any Reception related issues if you have encountered any and we will try to overcome these problems.

Preparation:

Bring any kind of materials you (Hosting Group) have prepared for the trainees and think about all the good/bad practices which trainees liked/disliked.

Outcome:

Increasing knowledge concerning Reception due to upcoming Reception period and STEP Reception Award which will be presented for the next term.

11:00 – 12:00

Legal Update**Description:**

Due to the nature of our association, we have multiple jurisdictions with different practices regarding ELSA and law. Due to the nature of STEP; contracts, insurance and visa formalities plays a vital role in our daily life as a STEP officer. In previous ICM we have discussed in STEP what legal problems we were facing with; which countries were subject to those problems and how to overcome those problems.

Preparation:

Please read the [TSF Contract](#), [Traineeship Agreement](#), [Traineeship Confirmation Form](#) and [Privacy Policy](#) beforehand and bring Traineeship Agreement examples if you or the traineeship provider have prepared a different one than the one ELSA International provides you. Additionally, please read [pg. 402-405](#) of the [ICM Opatija Minutes](#) and check whether your National Group answered the questions and whether they are answered correctly. If not, please bring your written inputs to the workshop.

Outcome:

A deeper analysis on what the main legal issues are, and which countries have managed to overcome those problems and how.

12:00 – 13:00

IT in STEP**Description:**

Explaining all the improvements on IT in STEP done or undone since ICM Opatija. We will brainstorm over what can be improved or changed with regards to our financial structure and budget.

Preparation:

Please read pg. 91-93 of the [KAM Lviv Minutes](#) and pg. 409-411 of the [ICM Opatija Minutes](#). In addition to those, please think about all the IT related problems you have encountered or any improvements that you have thought about and bring it to the Workshop.

Outcome:

A cost/necessity/urgency analysis for undone or newly brought improvements.

13:00 – 14:30

Lunch

14:30 – 16:30

IFP (Joint BEE + AA&MCC + S&C + STEP)**Description:**

This ICM marks the first segment of the implementation strategy for the next IFP topic. We will discuss the decisions made by the Working Group based on the discussions we had at ICM Opatija, we will critically assess the work done by ELSA during this IFP Cycle and review the input papers that have been sent in as potential IPF topics.

Preparation:

Read the minutes of the election of Environmental Law as the IFP topic at [ICM Malta](#) (2016, p.41-44, 281-283, 384-390) and the election of Media law as the IFP topic at [ICM Batumi](#) (2012, p.40-41, 56, 58, 61-63, 181, 373-384, 388-390). Read the minutes of the previous IFP Workshop at ICM Opatija as well.

Outcome:

An update of the Network about the work on IFP so far and preparation for the discussion on the IPF topic at the Mid-Plenary. We will set out the future work on IFP as well through new instructions for the Working Group and the IB, as well as preparing for the IFP weeks in April.

16:30 – 17:30

National Traineeship Programmes**Description:**

There are many ELSA member countries who are interested in building their own National Traineeship Programmes where they offer traineeship or job opportunities. In this Workshop, National Groups who have established or who are trying to establish such programmes will present their work and experience.

Preparation:

If you have established or tried to establish such programme in your country be ready to do a small presentation regarding your programme.

Outcome:

To encourage the Network for new endeavours such as this National Traineeship Programmes and discuss STEP officers' role in such programmes.

17:30 – 19:00

Proposals**Description:**

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

Preparation:

Read all the STEP Proposals carefully. Prepare concrete amendments if you have any, and where possible, discuss them with the Workshop Chairs/International Board first. This will allow the Workshop to go much faster and more efficiently.

Outcome:

Workshop recommendations to present to the Council at the Mid-Plenary.

Thursday, 28th of March 2019 (10:00 – 13:00)

10:00 – 11:30

Student Hunting**Description:**

We will evaluate the first Cycle's Student Hunting results by sharing the challenges and experience we had. We will discuss which practices were effective in which country during the Student Hunting period and what should be done differently on the International, National, Local level.

Preparation:

Think about all the activities that you have done during the Student Hunting period, bring all the materials you have prepared for the first and this Cycle and be ready to present it to the Workshop. Also, please read pg. [421-427](#) of the [ICM Opatija Minutes](#) for Student Hunting related ideas before the ICM.

Outcome:

A more successful Student Hunting period in terms of quantity and quality.

11:30 – 13:00

STEP Coaching**Description:**

STEP events and projects in ELSA Network Do you think, that only job that STEPPer could do in ELSA is limited only to STEP Cycles? Wrong! During the workshop you'll have the chance to look at our department from a different angle and find out about STEP related activities in other National Groups of ELSA. STEP as a major booster for HR and fundraising? You'll be surprised!

Preparation:

Please read the pg. 428-430 of the [ICM Opatija Minutes](#) prior to the workshop.

Outcome:

To improve STEP Coaching for the following years.

Friday, 29th of March 2019 (14:30 – 19:00)

14:30 – 15:30

Candidacy**Description:**

Presentation of the Candidates for VP STEP of ELSA International 2019/2020. All Candidates will present themselves and their plans, after which the Workshop can ask questions.

Preparation:

Read the Candidacy Materials of all the Candidates and prepare your question. Read what has been asked in previous years (IB 18/19 in [ICM Lviv](#), IB 17/18 in [ICM Prague](#), IB 16/17 in [ICM Malta](#)).

Outcome:

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

15:30 – 17:00

Transition & Knowledge Transfer**Description:**

Preparing the best possible transition for your successors as transition assures continuity that is necessary for the stability and improvements in the future.

Preparation:

Think about the quality of your transition (what was good, what was lacking, and what could have been done better). Be ready to present how the best transition should look like. If you have any transition check list or any document easing the transition, please bring those documents and share with the Workshop.

Outcome:

To form an outline/framework of a common transition checklist document before the most of the National Groups' transition period starts.

17:00 – 18:00

Graduate Hunting & Alumni's Role in STEP**Description:**

Alumni plays a significant role in ELSA but especially in STEP. In this Workshop we will discuss about what is the relationship between STEP and alumni, how to approach alumni and what benefits

you can get from them. Additionally, we will discuss how to get more graduate applications to our programme by evaluating why graduates should apply for STEP.

Preparation:

Think about how many members you have who have finished their law studies and how many applied for STEP and why.

Outcome:

Comprehension of Graduates and Alumni role in STEP and how to involve them more in STEP

18:00 – 19:00

Miscellaneous & Closing**Description:**

The last Workshop of the last International Meeting of ELSA 2018/19! This will be the moment for final questions, feedback and sweet goodbyes.

Preparation:

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

Outcome:

A satisfactory closure of the week.

ACTIVITY REPORTS

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 ELSA Law Schools legal compliance;
- Supporting VP AA in Panel discussion of the EHRMCC;
- Supporting VP EMCC on the organisation of the regional rounds of the John.H.Jackson competition;
- Conducting individual talks with board members.

External Relations

- Working on the new External relations IT system;
- 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 EHRMCC;
- 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;
- 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 Schools & 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 chosen 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 events.

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
<ul style="list-style-type: none">• Assisting with the organisation of the IFP Conference;• Assisting with the holding of the IBA-ELSA Conference;• Assisting with the organisation of the ELSA Law Schools training weekend;• 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 as GDPR, contracts, cookies Policy, Privacy Policy and Terms & Conditions.

Akville Jurkaityte
| Secretary General of ELSA International 2018/2019

General

- 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, appointment of the Trainer;
- Working on the Legal Compliance of ELSA;
- Compilation of the LXXIV ICM Opatija Minutes;
- Update of the Regulations after the ICM Opatija;
- 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;
- Attending networking events in Brussels;
- Updated templates for the ICM Minutes, Guidelines and other preparation documents;
- General planning and meetings regarding the International Council Meeting in Baku;
- Final compilation of the Monthly reports;
- Internal assistance for the International Board 2018/2019.

Development of the IM area

- Research on Human Resources Strategies;
- Creation of the new Human Resources Model;
- Conducting reports of Human Resources and International Internal Meetings;
- Research of the possible quality standards for ELSA Training;
- Meetings with e-voting system providers.

Communication & IT

- Maintenance of the ELSA International e-mail;
- Maintenance of the ELSA website;
- Skype meetings with the National Secretaries General;
- General communication with the Network.

ELSA International Team 2018/2019

- 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;
- Appointment of Assistant for the Knowledge Management, Kristin Ferm;
Creating website for the 3rd call of the ELSA International Team 2018/2019.

ELSA Training

- 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;
- Participation in the Youth NGO Training Network meetings;
- Assistance for the National Groups regarding the establishment and maintenance of the National Trainers' Pool;
- Brainstorming about the branding in ELSA Training together with VP Marketing;
- Meetings with ESN regarding their Education System.

Alumni & ELS

- Cooperation with ELS;
- Meeting with ELS in Brussels;
- Planning for ICM Baku workshops.

Coaching

- Calls with coaching groups;
- Coaching updates;
- Coaching visit to ELSA Romania;
- Coaching visit to ELSA Georgia;
- Coaching visit to ELSA Azerbaijan.

International Internal Meetings

- 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 26th State of the Network Report;
- 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.

Loup Cressey

| Treasurer of ELSA International 2018/2019

General Daily Administration

- Damage control and solution finding concerning the Financial situation
- General accounting and asset management;
- Meetings with the Accountant;
- Revising the ELSA Budget for the ICM Baku;
- Opening of two working groups
- Updating the budgets of all the events;
- Debt recovering half of the pending debts;
- Extending the possibility of online payment to all projects
- General travel planning and logistics for the Board;
- Invoicing;
- Audit weekend;
- Vat and tax deadline management;
- Appointing a Director for FM;
- Constant communication with the Council of Europe;
- ELSA International Team weekend logistics organisation;
- SELS Training weekend organisation;
- Christmas Cocktail organisation;
- Mid-OYOP training attendance.

ELSA Development Foundation

- General EDF Administration: board meetings administration, application revision, report revision;
- Creation of new templates with the help of the assistants for Template;
- Revision of the functioning of the Foundation.

Grants

- Reporting for the CoE Grants for 2019;
- Reporting for the WFD democracy grant;
- Applying to project grants (mostly EHRMCC);
- UNECA Grant production.

International Internal Meetings

- 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 for ICM Baku (working materials, workshops and proposals);

Moot Courts

- EHRMCC: Reporting on the current grant, applying to new one, negotiation with the city of Strasbourg, hotel bookings etc.;
- John H. Jackson Moot Court: Invoicing and debt tracking of all participants, travel booking, grant making etc.

Coaching Country

- Implementing communication with my coaching countries;
- Coaching visit to ELSA Luxembourg;
- Coaching visit to ELSA Switzerland.

Key Areas Support

- World Forum of Democracy logistics and attendance;
- Study Visits in the ELSA House coordination;
- Restructuring of the ELSA Law School budget
- Regional rounds travel for the moots.

Matteo Alessandro
| Vice President for Marketing of ELSA International 2018/2019

Synergy

- 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 NCM Belgium in Charleroi;
- Gave webinar to ELSA Law School Training Weekend hosted in Brussels;
- Communication with National Coaching Groups.

Branding and Promotion

- 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;
- 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;
- Coordination of Advertising Team;
- Communication with new and current partners;
- Coordination of partner promotion.

Eva te Dorsthorst

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

EHRMCC

- Attended the Pre-Rounds in Graz (Austria), London (UK) and Odessa (Ukraine);
- Registration of 100+ teams from 29 countries;
- Penalty marking of 120 Written Submissions;
- Gathering and keeping in touch with Judges for Written Submissions, as well as the Final Oral Round;
- Grant applications for Council of Europe, City of Strasbourg and US Embassy as well as fundraising via Permanent Representations;
- Preparations of mid-EHRMCC panel discussion;
- Arranging all bookings and other logistics for Final Oral Round in April;
- Preparation of Regional Round Organiser Handbook for next term;
- Opening and communicating with Regional Round Working Group to draft proposal regarding selection of Regional Round Organisers;
- Preparing a long-term (financial) strategy for the EHRMCC.

LRGs

- Launch of Legal Research Group on Renewable Energy;
- Cooperating with our Academic Partner (MC Academy) and potential partnership with TOLES;
- Appointing, preparing and supervising International Organising Team;
- Management of over 260 applications for Researchers and around 40 for National Coordinators;
- Multiple Webinars to prepare National Coordinators and Researchers as well as weekly updates on application numbers;
- Release of all Research Materials (Academic Framework, Guidelines, Style Guide, Timeline, Contact Guide);
- Monitoring of Draft Report receipt;
- Implementation of new LRG branding;
- Constant cooperation with Wolf Legal Publishers regarding publication of the current LRG, as well as several LRGs from the Network.

ELR

- Preparation for opening call for Submissions in Summer 2019;
- Communication and (re)signing of Memorandum of Understanding with the Asian and Australian Law Students' Association to promote international cooperation of ELR;

- Reaching out to multiple externals to ensure indexation in online databases;
- Constant contact with WLP regarding the publication of 3rd ELSA Law Review and the future publication of the 4th;
- Creation of Authors' Guidelines, including Style Guide and Editorial Policy;
- Creation of 'ELSA Publications' imprint/brand that can encompass all legal writing publications for a unified face of ELSA;
- Multiple meetings/calls with Alumni involved in previous ELR or SPEL editions to ensure future success of the ELR.

Academic Competitions

- Drafting of Academic Competitions Handbook;
- Indexation of all ELSA Negotiation Competition cases to improve speed of Case Request procedure;
- Creation of Case Request form to improve speed of procedure;
- Continuous coaching of National and Local Groups;
- Preparation and research for potential future European ENC Round and the impact it would have on the Network;

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;
- Preparation of ELSA Day Webinar;
- Follow-up post-ELSA Day with Council of Europe to select winners and topic of ELSA Day 2019.

IFP

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

Archiving, Statistics and Other Data

- Restructured entire AA Archive dating back to 2011;
- Gathered and processed data of multiple AA projects in order to provide the Network with updated statistics;
- Created new section on the AA part of the Officer's Portal to gather the statistics;

Coaching and Travel

- Attendance of IPM Tallinn (Estonia), NCM Passau (Germany), NCM Nijmegen (the Netherlands);
- Attendance of World Forum for Democracy (Strasbourg), Legal English Event (London);
- Feedback regarding SotN outcomes of all my Coaching Groups;
- Several meetings in person or via Skype with Coaching Groups, as well as pre-ICM Skypes;

Board Responsibilities and Miscellaneous

- Preparation of ICM Baku Working Materials;
- Organising and attending Greco Webinar (Strasbourg);
- Support of drafting process of Strategic Goals;
- Organisation of ELSA International Team Weekend, Christmas Cocktail and regular Study Visits to the House;
- Monthly reporting to the Council;
- Attendance of Mid-OYOP Weekend;
- Secretary of Board Meetings.

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

John H. Jackson Moot Court Competition

- Secured a new Academic Sponsor: University of Passau;
- Finalising new agreement with a US based Law Firm;
- Successful ongoing fundraising process with interested stakeholders;
- Applied for grants by the United Nations Economic Commission for Africa for the African Regional Round and by the SIEL;
- Communication with Sponsors, Regional Round Organisers, Panellists and teams on a daily basis;
- Coordination and attendance for the pre-visits and the Regional Rounds of the Competition;
- Panellist preparation;
- Score calculation;
- Rule changes and implementation of a new Rules system;
- Preparations for the Final Oral Round, to be held in Geneva, Switzerland from 04 – 08 June 2019;
- Drafted, renewed and updated all relevant documents regarding the JHJMCC;
- Researched and updated the databases of the Alumni of the JHJMCC and approached WTO Professionals.

National and Local Moot Court Competitions

- Communication with Local and National Officers regarding their moot court competitions;
- Working towards the creation of the database to serve all MCC Officers of our Network as discussed in ICM Opatija but also working towards an updated version of an MCC Handbook. Both will be in use for the future generations of MCC officers as their key tools to establish, develop and promote the area of Moot Court Competitions.

Miscellaneous

- Daily communication with the JHJMCC and NLMCC ELSA International Team Members
- Attended NCM Austria as the Coach of ELSA Austria;
- Attended NCM Greece as the Coach of ELSA Greece;
- Constant communication with my coaching countries supporting them in their national and local projects, brainstorming ideas and coming up with solutions.

Ezgi Yıldız

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

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 so far and sharing them with the Network for more transparency.

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 creation of the first ELSA Law School Winter Cycle 2018/2019;
- 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 complaint 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.

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;
- Co-hosting the ELSA Webinars;
- Assisting Loup for applying to grants in order for ELSA to buy it's own professional webinar equipment.

International Conferences

- 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;
- Currently creating a logo and branding for the project.

Miscellaneous

- Communication with the network and my coaching countries;
- Organisation of the Study Visits to the ELSA House;
- Improvements on the Study Visit Portal;
- Other tasks connected with membership in the International Board and S&C area.

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

Communication

- General contact with my Coaching Countries;
- STEP Evaluation of ELSA Groups via using the STEP Coaching Team;
- Creating Slack channel for National and Local STEP officers and STEP Coaches;
- More transparent and rapid communication;
- Conducting workshops at the VIII. Key Area Meeting in Lviv, Ukraine;
- Conducting workshops at the LXXIV International Council Meeting in Opatija, Croatia;
- Conducting workshop on STEP on International Level in NCM Krakow, Poland;
- Coaching visit to ELSA Poland.

Job Hunting

- Updated the Job Hunting database of STEP traineeship providers on the International level;
- Contacted potential traineeship providers, mainly outside of Europe;
- Website upload of EI traineeships, assisting my coaching countries and other national officers with the website upload;
- Cooperation with AIJA, UIA, CCBE, ELS and INTA on promotion of our traineeships.

Student Hunting

- Published a training video for Student Hunting;
- Delivered trainings to the Network via using the STEP Coaches;
- Preparation of the STEP Countdown and other promotion materials in cooperation with the Vice President for Marketing;
- Preparation of STEP Portal and STEP Interface for Student Hunting.

Matching and Selection Results

- Gathered STEP Matching in ELSA House for quicker and more efficient Matching process;
- Conducted matching together with Matching Team;
- Uploaded and sent the Selection Results.

IT in STEP

- Developed STEP Online System;
- Close cooperation with our IT Partner, avoided major crashes and IT problems.

Other

- Found new STEP Partners;
- Updated STEP Handbook, STEP Tutorial, STEP Coaching Strategy, STEP Media Card and all the Manuals;
- Worked on updating Privacy Policy of ELSA and STEP;
- Worked on resolving legal issues of ELSA Groups concerning the Traineeship Agreements via having individual calls with them or via using the STEP Coaches;
- Visit to NCM Passau, Germany;
- Visit to International Summit on Competition Law in Istanbul, Turkey;
- Participated in ELSA International Team Weekend.

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;
- Barnstorming 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 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 putting it in GDPR compliance;
- Creation of a timeline of operation updated 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 of ELSA International 2018/2019

- Compiling and updating of the 25th State of the Network Report;
- Workshop delivered at the ICM 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;
- Research on the Training Quality Standards;
- General assistance throughout a term.

Kim Irrlitz

| Assistant for Human Resources of ELSA International 2018/2019

- Preparing the Human Resources Inquiry in order to evaluate how the current Human Resources Cycles work in the National Groups;
- Delivering the Human Resources Workshop at the ICM Opatija;
- Several calls with Akvile regarding the restructuring of the Human Resources Cycles;
- Participation in the ELSA International Team Week in Brussels;
- Evaluation of the Human Resources Inquiry;
- First draft of new Human Resources Cycles;
- Preparation of the Human Resources Report.

Michael Baumgartner
| Assistant for Administration of ELSA International 2018/2019

- Assistance for the Preparation of ICM Opatija (creating Word Files for every single Proposal, updating the Templates, etc);
- Participation in the Working Group on International Internal Meetings;
- Compiling the Monthly Reports of the International Board;
- Updating the Regulations of ELSA after ICM Opatija;
- General Assistance throughout the year.

Sebastian Dalhoff, Andrei Dumbrava
| IT Team of ELSA International 2018/2019

- Cooperation with the
 - International Board
 - IT Team
 - National Groups;
- Negotiations with Polyas about options for an electronic voting system at ICM Baku;
- Setting up the conferences website for Ezgi;
- Planning of the website restructuring for ELSA;
- Provide support in website maintenance to International Board members;
- Began the process of optimising the websites of ELSA.
- NCM of ELSA Germany in Passau.

Joris Digners, Jeroen Salomons, Michail-Angelos Kazoullakis
| Proofreading Team of ELSA International 2018/2019

Proofread Materials:

- Activity Reports of the International Board for ICM Opatija;
- Workshop Descriptions of the International Board for ICM Opatija;
- Working Materials of the ICM Opatija;
- Chair Reports of the International Internal Meetings 2018;
- STEP Coaching Guidelines;
- VIII Supporting Area Meeting Minutes;
- VIII Key Area Meeting Minutes;
- LVII International Presidents' Meeting Minutes;
- Monthly Reports of the International Board;
- Descriptions of the Working Groups;
- Erasmus + Grant Application;
- LXXIV International Council Meeting Minutes;
- Activity Reports of the International Board for ICM Baku;
- Workshop Descriptions of the International Board for ICM Baku.

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;
- 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;
- 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;
- Regularly (very often) sending supportive messages to the SecGen to make sure she is alright and still alive the last months before ICMs.

Philipp Tschenett

| Assistant for Financial Management and former Assistant for EDF Award of ELSA
International 2018/2019

- Working on the EDF Award Regulation;
- Including the FM WS feedback into the regulation;
- Attending the EITW and CC in Brussels;
- During EITW: Working on general FM work with Loup;
- Working on the general EDF Regulation;
- Engaged in the WG on the Membership Fee.

Franziska Lechner, Antonio Fani
| Assistants for Templates of ELSA International 2018/2019

- Creation of two templates excel for the calculation of the budget and the final balance;
- Updated the file containing the history of ELSA's finances
 - processing graphs to better explain certain changes and reports;
- 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 Ozener

| 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.

Stela Negran

| Assistant for Publications of ELSA International 2018/2019

- Finding the articles for Synergy by contacting legal academics and professionals;
- Managed to receive couple of articles from students and legal academics to complement the articles received by the partners, including Professor Meris Amos who is a human rights expert teaching at Queen Mary, University of London;
- Proofread all the articles for Synergy and editing them if needed;
- Assisted on contacting National Groups in order to obtain permission for contacts of potential advertisers and sponsors.

Andrea Grima
| Advertising Team of ELSA International 2018/2019

- Helping to create a strategy on how to increase the number of potential advertisers and ultimately get more advertisements;
- Making sure that the marketing strategy created is effective and making any required changes;
- Maintaining contact with previous advertisers and remaining in contact with potential advertisers;
- Regularly contacting and working with the Vice President for Marketing of ELSA International;
- Updating the advertisers' database.

Margot Rumpel, Nigar Akhundova, Alexandra Harabagiu, Marek Keiling, Florian Weisbecker, Beatriz Ruivo, Teodor Obreașcu, Francesco (Chicco) De Padova
| Graphic Design Team of ELSA International 2018/2019

- Making promotional marketing materials for application period of VII Edition of European Human Rights Moot Court Competition (EHRMCC);
- Creation of the Legal Research Groups (LRGs) Brand and creation of promotional marketing materials;
- Aiding in the creation of the Synergy Magazine;
- Creation of the SELS and WELS promotional marketing materials;
- Prepared the countdown for the first cycle of STEP;
- Prepared certificates for STEP Trainees and Traineeship Providers;
- Preparation of STEP Portfolios for ELSA International;
- Prepared materials for the regional rounds of John H. Jackson Moot Court Competition;
- Prepared materials for the European Human Rights Moot Court Competition Pre-Rounds;
- Supporting Vice President for Marketing with smaller design tasks;
- Attended ELSA International Team Weekend.

Joris Fontaine

| Director for International Focus Programme on Environmental Law of ELSA
International 2018/2019

- Answered general inquiries related to IFP by email;
- Conducted an argued criticism of the IFP Handbook;
- Conducted an argued criticism of the IFP webpage on elsa.org;
- Conceptualisation and writing of the IFP outline document with the Vice-President of Academic Activities of ELSA International;
- Participated to the Conference on the Global Pact for the Environment in the European Parliament of Brussels (6th February);
- Researched potential IFP partners;
- Conceptualisation of the academic programme of the IFP Final Conference with the Vice-President for Seminars and Conferences of ELSA International.

Mina Türkkan, Michele Pozzo, Yana Lysak
| ELSA Negotiation Competition Team of ELSA International 2018/2019

- Launching the ENC Coaching system;
- Contacted all the national groups with regards to their formation on the ENC;
- Answering to emails of 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;
- Gathering information from the national groups about different academic competitions;
- Increasing the ENC database by gathering cases from the national groups;
- Restructured the ENC case database and created an ENC database overview;
- Updating and improving AA Handbook and ENC Package;
- Team meetings in the presence of the Vice-President for Academic Activities of ELSA International.

Can Arihan
| Director for EHRMCC of ELSA International 2018/2019

- EHRMCC Team formed;
- Yearly plan for the 7th Edition of the EHRMCC is prepared;
- EHRMCC Rule Book, Website controlled/minor mistakes corrected (with whole EHRMCC Team);
- Necessary Documents (Promotion E-mails, Application Forms, Database for the Teams etc.) for the Launch of EHRMCC are prepared;
- Questions from the teams are answered (with Assistant for Teams);
- Judges have been contacted, judges from the previous editions have been informed about this year's edition and new judges have been invited (with VP AA and Assistant for Judges);
- Meetings with EHRMCC Team have been held;
- Database for the teams updated throughout the application process (with Assistant for Teams);
- Judge list for the Written Round is prepared (with VP AA and Assistant for Judges);
- Judges informed about the Written Round process, Written Submissions have been forwarded to Judges (with Assistant for Judges);
- Results of the First Round of Scoring in the Written Round have been received from the Judges and the Scoring Sheets are archived (with Assistant for Judges);
- Meetings/talks with the potential organizers of the Pre-Rounds have been held (with VP AA);
- Final list for the Pre-Rounds prepared (with VP AA);
- Support to Organization Teams of the Pre-Rounds provided;
- Pre-Round in Graz attended and the organization process of the Pre-Round has been observed (with VP AA);
- Archive of the documents of the previous editions of the EHRMCC has been organised;
- Pre-Round in Odessa attended (with VP AA);
- Finalists announced;
- Programme of the Final Round is being planned.

Disa Thorsvad

| Assistant for Teams in EHRMCC of ELSA International 2018/2019

- Processed the applications of the teams;
- Answered questions from the teams;
- Answered questions from local and national officers;
- Collated the clarification questions;
- Collated the written submissions;
- Written and communicated relevant information to the teams;
- Kept regular contact with the Vice President for Academic Activities and Director for the EHRMCC.

Jake Camilleri

| Assistant for Academic Activities, former Director for Legal Writing 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 contact (NB) 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 for handover/explaining next steps;
- Meeting with a possible partner (Natalie, DoS Cambridge Law Studio).

Olegs Sedjamins

| International Technical Editor of ELSA International 2018/2019

- Preparation and implementation of the template for the Legal Research Group (LRG) on Renewable Energy;
- Participation in Skype-meetings and webinars on the LRG;
- Communication with National groups (NG) on formatting issues;
- Review of the first drafts submitted by NGs in regard to the compliance with General guidelines.

Blanka Hovan

| International Academic Coordinator of LRG of ELSA International 2018/2019

- Promoted the LRG in my country and National Group;
- Setted up a national research group (NRG);
- Contacted my predecessor for advice on the LRG;
- Answered the questions towards the AF and AG via my official e-mail address/ asap answer queires via facebook;
- Correction and contribution of academic content to the Academic Framework (AF) and finalisation;
- Correction and contribution of the academic content to the Academic Aguideline (AG) and finalisation;
- Setted up an Academic Team with the Research Assistants (Artem and Fani) whom with I am going to work closely in the next phase of the project;
- Setted up the essential communicational and working platforms with the Academic Team;
- Worked out and agreed on a work scheme with the Academic Team;
- Created an Excel sheet to keep an overview of the incoming NRG's reports and the progress of feedbacking.

Samuel Ehlers, Romana Reiprichová
| National and Local Moot Court Competitions Team of ELSA International
2018/2019

- Creation of a database of all the Moot Court Competitions within the network
- Creation of an Evaluation Formula specific for MCCs in order to define and specify the problems that occur most frequently.
- Working on an updated version of the MCC Handbook, based on the received evaluations from the network.
- Various Skypes with National and Local VP MCCs in order to answer specific questions that were brought up pertinent to the organisation of a MCC as well as providing general advice on how to organise a MCC.
- Weekly skypes within the MCC Team and with George in order to update each other on our work and brainstorm/finalise ideas regarding the established projects.
- Preparing and execute Workshops at ICM Opatija and ICM Baku.
- Skypes to appoint the new members of the MCC team, Louis Bremond and Victoria Kautzner; as well as providing them with their first introductory Skype and assigned them with specific tasks.

Olga Koumpouri

| Assistant for Panellists in the John H. Jackson Moot Court Competition of ELSA International 2018/2019

- Update of the Regional Round Organisers' Manual;
- Update of the Oral Pleading Guidelines;
- Drafted the Sponsors' Prospectus;
- Conducted research and drafted the Potential Sponsors' List;
- Drafted the Academic Institutions' List;
- Started drafting the JHJMCC Alumni Database;
- Research on funding programmes in Switzerland regarding the Final Oral Round;
- Research for the SIEL Application for the African Regional Round;
- Approached around 350 WTO Law professionals and managed to engaged around 100 of them in the current edition of JHJMCC as Written Submissions' Judges;
- Drafted a database of WTO Law professionals, professors, international trade lawyers, PhD candidates around the globe that could academically support the competition in the future;
- Technical grading of the Written Submissions' of the participating teams in the 17th edition of the JHJMCC;
- Ensuring the implementation of the anonymity rule in the WS before sending them for scoring to the WS Judges;
- Distributed the WS to be scored to more than 100 WS Judges and Panellists;
- Coordination of the Written Submissions' Scoring and being in constant communication with the Panellists for all the relevant inquiries;
- Drafted the Invitation Letters for JHJMCC Sponsors regarding the Regional Rounds;
- Drafted the Letters of Acceptance for the JHJMCC Regional Rounds' Panellists;
- Coordinated the participation of Panellists in the 1st European Regional Round in Vienna;
- Drafted the Official Programme of the 1st European Regional Round in Vienna;
- Drafted the "Compliance with the JHJMCC Rules" statement to be signed by the participants prior to the beginning of the Regional Rounds.

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

- Right after appointment I have been handed over 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 have been the topics discussed during the team skype meeting at the beginning of the term, with the full participation of the whole team;
- The coaching guideline have been created to better the work of the team in regards 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 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 constant motivation, 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 through email;
- Introductory skype meeting has been carried out in December, with all of my 9 coaching HoOCs. We agreed on the monthly contact and I have been checking their preparations very closely. Unfortunately, 2 of my coaching SELS informed me about cancellation of the SELS;
- Together with the team, I have delivered an ELSA Law Schools workshop during ICM Opatija;
- I have been part of the OC of the III ELSA Law Schools Training Weekend, that took place in Brussels from 18th to 20th January 2019;
- I remain in constant contact with Ezgi, ELSA Law Schools Team and HoOCs.

Pavλίνα Dedíková

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

- Ezgi and I had a skype meeting including my transition, planing of duties for the term and explanation of tasks which needed to be immediately completed. We discussed all the Specification forms of respective Winter ELSA Law Schools in details;
- Skype meetings with my 10 coaching countries have been set and made. With each Head of OC I made sure they are a part of the WELS HoOC 18/19 Facebook group, made sure all the information in their Specification Form were correct and corrected them if needed, went with them through the WELS Cycle Calendar explaining every part and setting a timeline of when they should have what completed;
- I provided them with other documents such as Terms & Conditions, Handbook, Decision Book etc. and explained what to read and why;
- I made sure they are able to access the ELSA Law Schools Portal;
- I frequently posted reminders of deadlines into the Facebook group and made sure in private chats that all of the HoOC has recieved necessary information;
- I provided advise, answers and support to coaching countries whenever needed and kept track of how does the organisation process continues for them;
- I provided the communication between Ezgi and the coaching countries regarding perfecting their Portfolios;
- Once the Application Period started I got access to the Applications and I was sending them to all the coaching countries once a week so they could keep track of the amount and possibly improve their promotion strategy as there is no Additional Application Period. In the end I sent out the final lists of Applications;
- I provided help with issues such as Invitation Letters or Participation Cancelations during and after the Selection Period;
- I have created statistics of Applicants and Applications through out countries and very briefly presented them during the 74th International Council Meeting in Opatija;
- I provided help with problems occuring during the event itself to several coaching countries;
- I gathered the final lists of Participants of all WELS for the purposes of Evaluation for Ezgi;
- I visited Winter ELSA Prague Law School.

Natalia Nazarko, Michaela Majorová, Sabrina Brümmer, Vladiana Nicoleta
Constantin, Monika Rajska, Tayfun Yildiz
| Assistants for ELSA Law Schools of ELSA International 2018/2019

Monika Rajska

- My coaching groups are the Law Schools in Slovenija, Thessaloniki, Copenhagen, Odesa, Cluj-Napoca and Porto;
- The first round of Skype calls with the coaching groups took place in the first weeks of December. The aim of the first conversation was first of all to inform the OCs about all relevant regulations; afterwards overviews were given on the following topics: budget, academic programme and partners, social programme and general matters. The main aspects of concern of the groups were regarding finances and also in particular fulfilling the requirements regarding the academic programme. My job here was to motivate the groups and give them information on how they can proceed with planning and organising their Law Schools;
- I am constantly in touch with all of the HoOC through Facebook group and contacting with them via Messenger;
- I will conduct the second round of Skype calls in the course of February to prepare the OCs firstly for the promotion period and selection process, but also to ensure that they are 100% ready for their Law Schools. I will offer additional Skype calls to all groups within a month before the start of their respective Law Schools, so that remaining open questions can be addressed and even smaller details can be discussed.

Natalia Nazarko

- Conducting I Skype meeting with coaching SELS;
- Helping in implementing new quality improvements in SELS;
- Conducting a part of S&C workshop about ELSA Law Schools on ICM in Opatija;
- The creation of the Facebook group with coaching SELS;
- Sending important information to the coaching SELS in order to make their work more effective;
- Participation in ELSA Law Schools Training Weekend which took place in ELSA House;
- Helping HoOC's coaching SELS filling in the Portal and Additional questions;
- Collecting reports from each of HoOC's coaching SELS and filling in the monthly Google Sheet;
- Assisting with the promotion of Summer ELSA Law Schools;
- Conducting II Skype meeting with coaching SELS.

Michaela Majorová

- 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 the ICM Opatija and active participation in the discussions regarding ELS;

- Creation of a Facebook group for 7 assigned SELS - concretely 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 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 also attended by 3 of my coaching groups and followed up on planning everything into the detail during individual sessions;
- Contribution to the problem-solving regarding 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;
- Planning on having a second round of Skype calls at the beginning of March regarding the selection process and event crisis management;
- At the moment groups seem prepared and motivated despite most of them are 1st-time SELS organisers so looking forward to work with them on the preparation of the best possible events.

Tayfun Yildiz

Coach of ELSA Law Schools of ELSA Salerno, ELSA WU Vienna & Graz, ELSA Kiev, ELSA Kent, ELSA Rijeka and ELSA Aarhus:

- Had skype meetings;
- Revised the draft programme;
- Handed the draft budget;
- Have been assisting them about the promotion process and keeping them updated about the recent news and posts about SELS;
- Planned the second round of skype meetings.

Sabrina Brümmer

- Information Skype meeting with the Law Schools Team;
- Giving input (ideas, recommendations and similar) to improve ELSA Law Schools;
- Working out quality standards;
- Evaluation of the evaluation sheets of the last term;
- Establishing of a Facebook group with my coaching groups;
- Regularly contact with my coaching groups, skype meetings, support;

- Regularly contact with the team to improve the quality of the SELS and updating the Director about my activities.

Vladiana Nicoleta Constantin

- I participated in the Skype Meeting held by the Vice-President for Seminars & Conferences 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 regarding 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 had a constant communication with them and I informed them about all the deadlines and all information related to SELS;
- I supported them in structuring the information and uploading their programme on the Portal.

Valentin Plouchard, Kaja Piene, Husna Kubra Yesildal, Sebastian Aguirre, Anna
Wojciechowska, Krzysztof Stepień, Philipp Preiss
| ELSA Delegations Team of ELSA International 2018/2019

- Coordinating the sending of 135 ELSA Delegates to 26 Delegations;
- Researching over new opportunities and new organisations to send ELSA Delegates to;
- Planning and rationalising the schedule of ELSA Delegations calls;
- Stabilising the attendance to new sessions attended during the last term;
- Sending ELSA Delegates to new sessions, such as CMW 30th (International Convention on the Protection of the Rights of All Migrant Workers and Members of Their Families);
- Creating detailed statistics for ELSA Delegations for September and November call;
- Improving the selection processes of ELSA Delegates with the help of statistical tools;
- Improving the information process of applicants to ELSA Delegations by a rationalisation of the data;
- Improving the internal tools used by the ELSA Delegation team to gain in productivity;
- Accompanying the ELSA Delegates through the ELSA Delegations experience;
- Providing an administrative support to ELSA Delegates;
- Providing a technical and logistical support to ELSA Delegates;
- Assessing the experience of ELSA Delegates through the study of ELSA Delegations surveys.

Bartłomiej Kopciuch

| Director for STEP Coaching of ELSA International 2018/2019

Duties performed through the whole year:

- Constant cooperation inside ELSA International STEP Team, and coordination of STEP Coaching Team.
- Constant contact with all Vice Presidents of Coaching Countries, providing help and advice in current problems (both via messenger and private Skype meetings)
- Promotion of webinars and other ELSA activities among Coaching Countries.

Particular activities in respective periods:

- Conducting online meetings during Transition & Boot period for STEP Coaching Team members.
- Preparation and implementation of Coaching Internal Database .
- Implementation of Slack in relations inside the team, and in relations with Coaching Countries.
- Coordination of initial phase of establishing contact between Coaches and their respective Coaching Countries.
- Establishing first contact with Coaching Countries via email, creating Facebook group for communication.
- Conducting first Coaching Group Meeting at Hangouts (separate Skype meetings with officers absent on group meeting),
- Job Hunting training via Skype for officers from Coaching Group
- Conducting day of STEP Workshops during NCM ELSA the Netherlands, Rotterdam.
- Active presence at Key Areas Meeting in Lviv
- Constant contact and assistance to Coaching Countries with Job Hunting process.
- Monitoring Student Hunting process among Coaching Countries.
- Monitoring SAF acceptance process.
- Coordination of preparations and co-presentation of STEP Coaching workshop during ICM Opatija
- Presence at Christmas Cocktail in Brussels
- Monitoring and providing assistance during SAF acceptance process.
- Monitoring selection process (by Traineeship Provider).
- Stimulating early Job Hunting and monitoring process.

Pinelopi Maria Brifa, Meeri Aurora Toivanen, Liza Tsnobiladze
| STEP Coaching Team of ELSA International 2018/2019

Liza Tsnobiladze

- Sending introductory emails to my eight coaching countries;
- Individual skype meetings with national officers;
- Providing general updates and reminders;
- Answering STEP procedure related questions throughout the cycle;
- General assistance and support for the STEP officers of the respective coaching countries;
- Planning and delivering the workshop on STEP coaching together with the coaching team;
- Participation in the ELSA International team week;
- Assisting STEP Matching team during the matching process;
- Informing national groups about the matching results.

Pinelopi Maria Brifa**STEP Team**

- At the beginning of the term, I participated in the creation of a working strategy with the STEP Coaching Team.
- Throughout the term, I participated in the discussions amongst the Team mostly on Slack, sharing from my experiences and ideas, and asked the help of the others to overcome any challenges and grey areas faced.
- Throughout the term, I updated the progress of my Coaching Groups on our shared Drive.

Coaching Groups

- At the beginning of the term, I contacted each of my nine Coaching Groups: ELSA Austria, ELSA Bulgaria, ELSA Cyprus, ELSA Italy, ELSA Republic of Macedonia, ELSA Poland, ELSA Norway, ELSA Switzerland, ELSA Turkey, We had an introductory skype meeting, in which I explained how we will work this year and we set common goals. In the absence of a national Vice President for STEP, I contacted the respective President instead to establish who is the most appropriate Officer to contact for the purposes of Coaching.
- Skype calls were held with most of national VPs STEP, some directors and some local officers. I have also provided a transition to every national and local VP who needed. For each of the meetings, I created a uniform agenda template which the rest of the Coaching Team was encouraged to use as well for recording their meetings.
- Frequent updates via slack, e-mail, submission of google forms.

- Creation of an activity report per country for the first cycle, in order to establish a data base for the next generation of the Coaching Team, which will be able to have knowledge on the background of his/her coaching country.
- Personal meetings and visits with some coaching groups, in order to get to know each other, give some advice and feel closer to them.

Knowledge management at Internal Meetings

- Actively participated at ICM Opatija, and provided together with the rest of the Coaching Team an interactive session on STEP Coaching at the latter.

Meeri Aurora Toivanen

STEP Team

- At the beginning of the term, I participated in the creation of a working strategy with the STEP Coaching Team.
- Throughout the term, I participated in the discussions amongst the Team mostly on Slack, sharing from my experiences and ideas, and asked the help of the others to overcome any challenges and grey areas faced.
- Throughout the term, I updated the progress of my Coaching Groups on our shared Drive.

Coaching Groups

- At the beginning of the term, I contacted each of my nine Coaching Groups: Denmark, Estonia, Finland, Iceland, Ireland, Latvia, Lithuania, Slovenia, and Sweden. In the absence of a national Vice President for STEP, I contacted the respective President instead to establish who is the most appropriate Officer to contact for the purposes of Coaching.
- Skype calls were held with most of the National Groups with a VP STEP at the beginning of the term. For each of the meetings, I created a uniform agenda template which the rest of the Coaching Team was encouraged to use as well for recording their meetings.
- So far, contact with each of the National Groups has been established, and most are responsive to my requests for updates on Slack. Updates are regularly requested around the STEP Calendar and the respective deadlines.
- So far, most of the National Groups have approached me more than once during the term with a specific question, to which I have aimed to provide a timely response.

Knowledge management at Internal Meetings

- Actively participated at KAM Lviv and ICM Opatija, and provided together with the rest of the Coaching Team an interactive session on STEP Coaching at the latter.
- Actively participated at the ELSA International Team's Weekend (EITW) in Brussels in December – honed skills in the STEP IT System, assisted with the organisation of the old STEP Coaches' email accounts, and supported through the last few days of STEP applications by members (and the IT collapse).

Kerem Kart

| Assistant for Job Hunting of ELSA International 2018/2019

- Conducted research on potential STEP Traineeship Providers;
- Corrected and updated the misinformation in the job hunting database
- Participated ICM Opatija and supported workshops for STEP
- Focused to increase number of potential STEP Traineeship Providers in the English speaking countries such as Australia, Canada, India, New Zealand and U.S.A. For this reason, more than 230 law offices from mentioned countries appended the database.
- Sent more than 900 potential Traineeship Provider, emails and follow-ups by using Gmass;
- Arranged Vice President for STEP of ELSA International more than 10 meetings with the traineeship providers.

Ana Claudia Freitas, Andjela Djukovic, Beril Sogut, Nadin Freilinger
| Matching Team of ELSA International 2018/2019

- Participated in LXXIV ICM Opatija, Croatia;
- Participated in Christmas Cocktail Brussels, Belgium;
- 2 extra days after Christmas Cocktail in ELSA House which were fully devoted to matching to speed up the matching procedure;
- Finished matching procedure in a record time such as 5 days;
- Informed national STEP officers about matching results;
- Answered questions regarding matching and selection.

International Internal Area Meeting Reports

International Presidents Meeting – BEE Chair Report |Michael Glogr

Opening Workshop of IPM Tallinn:

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

Refocus:

- Presentation of ELSA's Vision (Knowledge and history);
- Presentation of ELSA's Philosophy statement and evaluation;
- Focus on the activities of ELSA by using the vision as the top decision-making tool;
- Clarification the Non-Political statute of ELSA.

Speak out:

- Presentation of "ELSA Advocacy";
- Redefinition of the role of ELSA in the Society;
- Redefinition of the existence of ELSA as the voice of the European Law Students;
- Presentation of the ELSA's capacity to impact the public affairs in order to have better impact on the Society.

ICM Reform I and II:

- Presentation of the new annual meetings cycle of ELSA;
- Evaluation of the current structure of meetings of ELSA;
- Discussion on the quality standards of every ELSA meeting;
- Separation between governance meeting and training or knowledge management trainings

Board Reform I and II:

- Evaluation of the current internal structure of ELSA;
- Evaluation of the current tasks division between each area and Board Member;
- Redesign the International Board functions and ensure effective division of roles and responsibilities;
- Understand implications, risks and opportunities for projects, activities for ELSA International, National Groups and Local Groups.

Advisory Board I and II:

- Presentation of the Advisory Board concept;
- Feedback on strength, weaknesses, opportunities and challenges;
- Discussion on the role, responsibilities, power and composition of a potential Advisory Board of ELSA;
- Understand implications risks and opportunities for ELSA.

Secretariat:

- Discussion on the establishment of a professional Secretariat for the day-to-day management of ELSA;
- Discussion on the role, responsibilities, power and composition of a potential Secretariat of ELSA;
- Feedback on strength, weaknesses, opportunities and challenges;
- Understand implications risks and opportunities for ELSA.

Business Model/Financial Strategy:

- Presentation of the final strategy of ELSA;
- Review and benchmark costs, fees, member dues and sponsor contributions to make sure that the work of ELSA is viable;
- Enable ELSA to invest in essential tools and services that allow the association to run more effectively and professionally;
- Explore alternative sources of income.

BEE Toolkit and External Data Base:

- Presentation of the New Webinar platform as new fundraising tool;
- Presentation by the International Board on the externals' database and the information needed; regarding the content and structure of the partnerships within the Network
- Roundtable on aspects regarding the database, such as useful information needed;
- Presentation of some statistics regarding the current Externals' Database;
- Evaluation of means of gathering information and reporting in compliance with GDPR.

Miscellaneous, experience sharing and best practices:

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

Closing:

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

PROPOSALS

THE INTERNATIONAL BOARD

No 1: Statutes amendment concerning “The International Council” part

The International Board is proposing the following to the Council:

The International Council

Article 7 – Main Provisions

[...]

7.3 Voting Rights

Each Member of ELSA has three votes in the International Council, regardless of the number of delegates attending the meeting. A Member shall be suspended by the International Board for the duration of the International Council Meeting, thus not having voting rights but keeping the rights to attend and address the International Council, until it has:

- a. fulfilled its financial obligations towards ELSA;
- b. filled in the State of the Network Inquiry, sent prior to the respective International Council Meeting, and handed it in to the International Board; ~~and~~
- c. submitted the letter of authorisation to the Secretary General of the International Board; and
- d. submitted Local Group Report to the International Board.

Dutch version of the amendment:

7.3 Stemrechten

Ieder Lid van ELSA heeft drie stemmen in de Internationale Raad, ongeacht het aantal vertegenwoordigers dat de vergadering bijwoont. Een Lid zal door het Internationale Bestuur voor de duur van de Vergadering van de Internationale Raad worden geschorst en dus geen stemrechten hebben maar het recht om de Internationale Raad bij te wonen en daar het woord te nemen totdat hij:

- a. aan zijn financiële verplichtingen ten opzichte van ELSA heeft voldaan;
- b. de “Staat van het Netwerk Enquête“, vooraf aan de respectievelijke Vergadering van de Internationale Raad verzonden, heeft ingevuld en aan het Internationale Bestuur heeft overhandigd; ~~en~~
- c. de autorisatiebrief bij de Algemeen Secretaris van het Internationale Bestuur heeft ingediend; en
- d. het “Lokale Groepen Rapport“ bij het Internationale Bestuur heeft ingediend.

Comments:

Local Group Report is a tool for the International Board to keep track of the expansion in the Network, addresses, a status of the groups. At the moment, failure to fill in and submit Local Group Report shall be deemed a very grave infraction of the regulations, which will result in a financial sanction. We do not believe in the effectiveness of this sanction. Therefore, following the discussion and recommendation at the ICM Opatija, the International Board is proposing to include the Local Group Report as the requirement to get the voting rights at the International Council Meeting. Thus, the financial sanction would be repealed.

No 2: Statutes amendment concerning “The International Board” part

The International Board is proposing the following to the Council:

The International Board

Article 8 – Main Provisions

8.1 Role

The International Board is the supreme executive body of ELSA. Its tasks are to represent ELSA, to carry out and be responsible for the day-to-day running and management of ELSA, to promote and supervise ELSA’s fields of activities, to advance the aims and efficiency of ELSA as well as to execute and to implement the decision made by the International Council. The International Board exercises its executive power through Board Meeting decisions.

Dutch version of the amendment:

8.1 Rol

Het Internationale Bestuur is het hoogste uitvoerende lichaam van ELSA. Zijn taken bestaan uit het vertegenwoordigen van ELSA, het uitvoeren en verantwoordelijk zijn voor het dagelijks beheer en management van ELSA, het promoten en toezicht houden op de activiteitenkaders van ELSA, het bevorderen van de doelstellingen en doeltreffendheid van ELSA als ook het uitvoeren en implementeren van de besluiten aangenomen door de Internationale Raad. Het Internationale Bestuur oefent zijn uitvoerende taken uit bij wijze van besluiten genomen door de Bestuursvergadering.

Comments:

The proposal does not change or add anything substantial to the article. The necessity to have the decision-making procedure specified in the Statutes comes from the Erasmus Plus Grant regulations.

No 3: Statutes amendment concerning “Dissolution” part

The International Board is proposing the following to the Council:

Dissolution

Article 13 – Decision and Procedure

13.1 ELSA shall be dissolved by a ~~unanimous~~ decision of four fifths of the International Council. In order for such decision to be valid, it must be preceded by a proposal to that effect on the International Council Meeting agenda.

Dutch version of the amendment:

Artikel 13 – Besluit en Procedure

13.1 ELSA zal door een ~~unaniem~~ besluit van viervijfde meerderheid van de Internationale Raad worden ontbonden. Een dergelijk besluit is uitsluitend geldig als het voorstel daartoe op de juiste wijze is geagendeerd voor de Vergadering van de Internationale Raad.

Comments:

In the current state of the regulation, it is almost impossible to dissolve ELSA, a unanimous decision is very unlikely to happen. However, the dissolution of the association is a natural step in its life, and more can be a necessary step in time of financial crisis and insolvency. Indeed, it can be the first step of rebuilding a more stable and sane structure. It is still an extremely grave decision. That is why we still want to protect it with the highest majority after unanimous, the decision of four fifths of the International Council.

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

The International Board is proposing the following to the Council:

The International Council

Article 4 – Organisation

4.1 Dates

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

Comments:

In this term, 2018/2019 the International Board faced the issue of having the autumn ICM very late and the spring ICM very early. This was an exceptional case, however, we lost more than 3 weeks (21 days) of preparations. Taking into consideration, that the winter International Presidents’ Meeting is taking place usually on the last possible weekend, the situation was out of our hands. The last day of the International Presidents’ Meeting was on the 17th February 2019 and the Working Materials of the International Council Meeting shall be sent out at least 21 days before the Opening of the International Council Meeting. Thus, if there would be proposals from the International Presidents’ Meeting, this would put us in the position where we do not have enough time to prepare quality materials. Therefore, the International Board is proposing to prevent future International Boards from such problem. Usually, the break between both International Council Meetings reaches at least 147 days. Following that, the International Board is proposing a mechanism to avoid such situation in the future and have the quality of the prepared materials.

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

The International Board is proposing the following to the Council:

The International Council

Article 4 – Organisation

4.2 Application

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

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

Comments:

The International Board believes that this requirement shall be included in the Standing Orders. We are asking a motivation letter as one of the requirements for application. We want to increase the quality of applications, considering the fact that in the recent calls the International Board have not received more than one application to host the International Council Meeting.

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

The International Board is proposing the following to the Council:

The International Council

Article 6 – General Procedure

6.4 ~~Election~~ Appointment and Role of the International Council Meeting Officers

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

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

- i. a Chair, who shall ensure that the agenda of the International Council Meeting is respected and adhered to, supervise and assist the other International Council Meeting officers, invite people to address the International Council, decide when to put proposals to a vote, supervise the voting process, announce the results of the voting process, supervise the election process, bring the meeting to order and resolve any questions concerning the procedures of the International Council Meeting;
- ii. a Vice Chair, who shall assist and stand in for the Chair in the event of his or her absence;
- iii. two to four Secretaries, who shall keep the minutes of the meeting and shall be responsible to the Secretary General of the International Board;
- iv. two to six Tellers, who shall count the votes, compare the results of the counting process and inform the Chair about the result; the Tellers may not be voting delegates;
- v. a Nominations Committee, consisted of three members who shall receive nominations for the elections and announce them to the International Council.

6.2.1 The appointed Officers shall be announced to the International Council 21 days before the opening of the International Council Meeting.

6.2.2 Should any Officers mentioned under Article 6.2 not be found by the time of this announcement, their appointment shall be announced via the network’s relevant mailing lists before the opening of the International Council Meeting.

Comments:

It is a practice that the International Board asks and prepares the Chair and Vice Chair of the Plenary. This is due to the fact that these former active officers need to be prepared for the big task that it is to Chair an International Council Meeting. However, the International Board believes that other Officers of the Plenary shall be prepared beforehand in order to have the most quality in the Minutes and achieve as highest effectiveness of the Plenary, as possible. Therefore, the International Board proposes to appoint all Officers of the International Council Meeting and announce those 21 days before the opening of the International Council Meetings.

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

No 7: International Council Meeting Decision Book amendment concerning the International Focus Programme section in the Decisions Relating ELSA in General Part

The International Board is proposing the following to the Council:

International Focus Programme

1. General

1.1 The aim of the International Focus Programme is to have a specific theme for the entire ELSA network over a fixed period of time.

2. Implementation of the IFP

2.1 The International Council decides upon the IFP topic, its duration and its Final IFP result.

2.2 The duration shall not be less than one year.

2.3 The Final IFP Result is decided by the International Council when the topic and duration is set. The result can be a Final IFP Conference, a Final IFP Webinar and/or a Final IFP Publication.

2.4 The IFP shall be implemented in all Key Areas.

3. Responsibilities

3.1 Responsibilities of ELSA International:

- Overall coordination of the implementation of the IFP;
- Coordinate the research for finding the best “hot legal topic” and subtopics for the IFP;
- Make sure during every last International Council Meeting before the period for an IFP finishes a proposal for a topic and subtopics will be put into voting according to the results of the before mentioned research;
- Create an IFP Manual;
- Publish at least one article on the IFP in every issue of Synergy;
- Provide necessary training, information and other assistance to National and Local Groups;
- Ensure that all groups submit IFP Project Reports at the end of each event organised;
- Coordinate the realisation of the final IFP results.

3.2 Responsibilities of the National Groups:

- Forward all relevant information regarding the IFP received to the Local Groups;
- Provide necessary training, information and other assistance to local groups to organise IFP events;
- Evaluate all the information received on the national level and submit the activity report to ELSA International at the end of the IFP.

3.3 Responsibilities of the Local Groups:

- Submit the completed IFP Project Report and other relevant information to ELSA International at the end of each event organised.

4. IFP Topic

4.1 The topic of the International Focus Programme (IFP), with duration from the 1st of August 2016 until the 31st of December 2019, shall be the following:

“Environmental Law”.

~~4.2 The implementation of the IFP on Environmental Law should follow the recommended timeline in Annex IV.~~

~~4.3~~ 4.2 During the implementation of the IFP, the Network shall focus on:

- Raising interest and academic knowledge in the field of Environmental Law;
- Raising awareness of the issues which pose problems in the development and application of Environmental Law;
- Creating long-term partnerships through events on Environmental Law, to help their own growth and credibility;
- Increasing the number of major events on Environmental Law, particularly those who are repeated (Law Schools, Moot Courts etc.).

4.4 ~~4.3~~ The final outcome of the implementation of the International Focus Programme on Environmental Law shall be a Final IFP Conference and an IFP Almanac. These projects shall reflect the work done by the Network during the 3,5 years of implementation and will include at least the most discussed topics.

4.4. The recommended timeline for the implementation of the IFP on Environmental Law is the following:

August 2016 – February 2017

- Establish contacts with partners and sponsors through engaging them in introductory IFP events (lawyers at work events, seminars, lectures).
- Establish local and national IFP implementation plan for the next three years.
- Raise members’ awareness for Environmental Law via Institutional Visits.

March 2017 – August 2017

- Host IFP week in April throughout the whole of the Network to increase the IFP awareness. In this week each Local Group should prepare several IFP events.
- Use IFP week Event reports and the results of the events in publications on all levels.

September 2017 – February 2018

- Liaise with universities to engage them further in all IFP related activities.
- Continue with publishing IFP related articles in publications.
- Organise international projects focused on IFP.
- Raise members' awareness of the foreign aspects of Environmental Law via Study Visits.
- ELSA International is to establish a Legal Research Group on IFP.

March 2018 – August 2018

- Host second IFP week in April.
- ELSA International is to designate one Local or National Group to organise the Mid IFP conference.
- Continue with the Legal Research Group on IFP.

September 2018 – February 2019

- Focus the Moot Court Competition topics on IFP.
- ELSA International is to conclude the Legal Research Group and publish the outcome.
- Engage partners, speakers, participants, and former ELSA officers, who were in charge of the IFP, in order to discuss the impact of the programme on the development of Environmental Law.

March 2019 – December 2019

- Host final IFP week in April to present and elaborate on the conclusions of the previous years on all levels.
- Produce summaries and reports of the IFP events of the past 3 years in various forms, including videos, pictures, scientific and other publications.
- Provide ELSA International with evaluation reports and articles.
- ELSA International can designate one Local or National Group to organise the Final IFP conference to conclude the cycle.

Comments:

In the history of the International Council Meeting Decision Books, there were mainly 2 Annexes – Annex I: List of favoured countries and Annex II: Participation fees. After the International Council Meeting in Lviv, some parts of the Decision Book, which are regulating the structure of projects or Strategies that Network shall follow were moved to the Annex part. However, the nature of annexes is to put certain regulations in practise, not to regulate per se. The recommended timeline of the International Focus Programme can be changed by the decision of the Council – this already happened

at the ICM Opatija. Therefore, this part belongs to the International Council Decision Book as Article, not Annex.

No 8: International Council Meeting Decision Book amendment concerning the Annex V: Strategic Goals 2018

The International Board is proposing the following to the Council:

~~ANNEX V: STRATEGIC GOALS 2018~~

~~1. Internal Structure~~

~~ELSA shall focus on Human Resources~~

- ~~● National Groups shall have a National Trainers Pool~~
- ~~● ELSA shall create a training strategy~~
- ~~● ELSA shall simplify the process of organising ITP trainings and promote their importance~~
- ~~● ELSA shall continually evaluate, share and optimise recruitment strategies.~~

~~ELSA shall improve knowledge management~~

- ~~● ELSA shall have an online archive available to all ELSA officers consisting of, but not limited to; minutes from previous internal meetings, current editions of the decision book, the statutes and standing orders, workshop presentations, general guidelines, various templates, and handbooks.~~
- ~~● Every ELSA Group shall organise a transition session, common or separated, (of at least one day) before the end of the term in office for the newly elected Board~~
- ~~● Every ELSA Group shall have an Externals' Contacts Database~~

~~ELSA shall improve/focus on communication within the network~~

- ~~● ELSA shall have an electronic newsletter directed to all stakeholders of ELSA~~

~~2. Professional and academic development of law students and young lawyers~~

~~ELSA shall improve the quality of, and interest in STEP~~

- ~~● ELSA shall develop a new and common system for the purpose of registration of traineeships, offering traineeships and applying for traineeships within the STEP framework~~
- ~~● ELSA shall strive to have a diversity of employers within STEP~~
- ~~● ELSA International shall extend the STEP offer to traineeships outside of Europe~~
- ~~● ELSA shall increase the number of STEP traineeships in the entire Network by at least 15% on a yearly basis~~
- ~~● ELSA shall increase the number of Student Application Forms in the entire Network by at least 15% on a yearly basis~~

~~ELSA shall constantly develop awareness and knowledge of human rights~~

- ~~● ELSA shall develop its own Human Rights programme~~
- ~~● ELSA shall establish human rights partnerships on all levels~~
- ~~● ELSA shall organise an annual ELSA Day with participation of each Local Group~~

~~ELSA shall increase the awareness of the International Focus Programme among members and externals, as well as the general implementation of it~~

- ~~● ELSA shall strive to get a larger number of STEP Traineeships within the IFP area~~
- ~~● ELSA shall develop a strategy to maintain and improve partnerships of former IFP topics, even after the introduction of the new IFP topic~~

~~ELSA shall offer a broader range of legal education opportunities~~

- ~~● ELSA shall develop a wider catalogue of academic and scientific events and make them available to local groups~~
- ~~● ELSA shall focus on organising Moot Court Competitions on all level~~
- ~~● ELSA shall focus on organising activities for the development of the practical skills of law students and young lawyers~~
- ~~● ELSA shall prioritise the organisation of Law Schools, as the leading scientific events of the Network~~

3. Internationality

~~ELSA shall bring the international aspect of the association closer to the national and local level~~

- ~~● ELSA shall focus on regional events as a means of making internationality accessible to more ELSA members~~
- ~~● ELSA shall focus on the promotion of international exchanges between ELSA groups in the Network and the improvement of the structure and the organisation of such activities~~
- ~~● ELSA shall promote legal English trainings within the Network.~~
- ~~● ELSA shall include international exchange students in its activities~~
- ~~● ELSA shall increase the number of international events on both a national and local level~~

4. External Relations

~~ELSA shall improve its cooperation with other organisations, institutions and corporations~~

- ~~● ELSA shall increase the number of National Groups cooperating with the Council of Europe~~
- ~~● ELSA shall increase cooperation with international student organisations throughout all levels of ELSA~~
- ~~● ELSA shall increase the number of partners for STEP and delegations, improve the quality of existing partnerships, and aim to have a long term cooperation with partners~~
- ~~● ELSA shall establish partnerships with Bar Associations on every level~~
- ~~● ELSA shall increase the number of joint projects with partner organisations within all levels of the Network~~
- ~~● ELSA shall develop long term cooperation with universities~~

5. Financial Stability

~~ELSA shall be a financially sound organisation with enough resources to fulfil its goals~~

- ~~● ELSA shall have a clear view of its financial situation at all levels, through proper bookkeeping and budgeting~~
- ~~● ELSA shall, on all levels, increase the number of trainings on the topic of effective fundraising~~
- ~~● ELSA shall create a strategy for obtaining grants~~

- ~~ELSA International shall own, and have a structured plan on financing the acquisition of the premises of its offices~~
- ~~ELSA International shall move its statutory seat to a more cost efficient jurisdiction~~

6. Profile of ELSA

ELSA shall be known for offering legal opportunities and high quality activities

- ~~ELSA shall focus on increasing understanding of ELSA and ELSA related activities for all its stakeholders and in particular externals~~
- ~~The websites of ELSA must give a clear overview of the Network's activities~~
- ~~ELSA shall develop its brand and establish a unified image as an international and professional association.~~
- ~~A marketing materials database shall be created and used efficiently to ensure a unified image of ELSA~~
- ~~ELSA shall create and carry out a public relations strategy~~
- ~~ELSA shall review and update its corporate identity and websites~~
- ~~ELSA shall aim to obtain support from renowned persons.~~

Comments:

The Strategic Goals 2018 are up to date. Therefore, the International Board is proposing to remove this part of the International Council Meeting Decision Book.

No 9: International Council Meeting Decision Book amendment concerning the Responsibilities section of the IM part

The International Board is proposing the following to the Council:

Responsibilities

2. Responsibilities of the National Groups

National ELSA Groups shall:

- Comply with the regulations of ELSA and ensure that they are known to and implemented by the Local ELSA Groups;
- Submit the information gathered at the International Council Meetings to all the Local Groups;
- Ensure that the English version of their Statutes is submitted to ELSA International.
- Submit the updated address and officers' list of their National Board to the Secretary General of the International Board after the election of a new National Board or after any changes in the National Board;
- Promote international activities on the local level, thus increasing the awareness of ELSA as an international association;
- Organise training sessions in order to improve the board's attitude, skills and ELSA knowledge.
- Ensure that the State of the Network Inquiry for their National Group is properly filled in and submitted to the International Board electronically at least 14 days before the opening of each regular International Council Meeting. Should the quorum of the plenary at the International Council Meeting be at risk, it is at the discretion of the Secretary General of the International Board to accept the State of the Network Inquiry of a National Group properly filled in until the opening of the International Council Meeting;
- Fill in the Local Group Report accurately and submit it in due time to the International Board.
- ~~Accept the application of the following rules and sanctions if they fail to comply with the previous responsibility:~~
 - i. ~~The failure in filling in or delivering the report by a Member shall be deemed a very grave infraction of the regulations, which will result in a financial sanction equal to the number of Local Groups or a National Group, which is at the same time acting as a sole Local Group, multiplied by €150. This sanction shall be added to the next membership fee of the Member.~~
 - ii. ~~The delivery of a report by a Member stating a lower amount of Local Groups than that according to article 1.1 of the present regulations, shall be deemed, upon evidence, a very grave infraction of the regulations, which will result in a financial sanction equal to the difference in the real and declared number of Local Groups multiplied by €150. This sanction shall be added to the next membership fee of the Member.~~
 - iii. ~~In order to find out the amount of Local Groups as per article 1.1 of these regulations, ELSA International may use all of the means at its disposal; e.g. State of the Network enquiry and letters of authorization.~~
 - iv. ~~Until the payment, the debt will be considered a debt towards ELSA International for the purpose of article 11.5 of the Statutes.~~

- v. ~~These sanctions shall be directly transferred as a contribution to the ELSA Development Foundation.~~
- vi. ~~In case of any disagreement on the abovementioned sanctions, between a Member and ELSA International, the Member has the right to address the International Council, in accordance to article 11.5 of the Statutes. Only the International Council may modify or cancel the sanction.~~

Comments:

The International Board is proposing a 4th requirement to get the voting rights, which is to submit Local Group Report. In order to avoid double sanctioning, the financial sanction shall be repealed.

No 10: International Council Meeting Decision Book amendment concerning the Responsibilities section of the IM part

The International Board is proposing the following to the Council:

Responsibilities

1. Responsibilities of ELSA International

ELSA International shall:

- Ensure that all Members and Observers of ELSA comply with the regulations of the association;
- Prepare and distribute the State of the Network Inquiry at least 35 days before the opening of each regular International Council Meeting;
- Solve the disputes arising between National Groups in the Network by means of dialogue when the respective parties cannot reach a mutual agreement amongst themselves and refer the case to ELSA International;
- Update the ELSA website;
- Prepare and send an ~~Activity~~ Monthly Report of the members of the International Board and their deputy officers ~~in the last week~~ by the last day of every month to the network's relevant mailing lists;
- Ensure that all official publications of ELSA International are grammatically and syntactically correct by having undergone review before publication from a proofreading team under ELSA International;
- Prepare useful manuals and handbooks and make them available to the Network;
- ELSA International shall have a coaching system in place in order to help develop the National and subsequently the Local Groups of the Network: Every National Group is entitled to have a member of the International Board as its coach. The coach shall be appointed at the beginning of the new term of ELSA International and shall inform the National Group respectively;
- Send out the call for the submission of the Local Group Reports to the Secretaries General of all National Groups before June 1st and receive them filled in before July 1st every year.

The report shall include:

- i. the name of each Local Group;
- ii. the faculty/faculties in which each Local Group is based and covers;
- iii. the postal address of each Local Group;
- iv. the e-mail address of each Local Group;
- v. the status of each Local Group as member or observer of the National Group;
- vi. the date in which the Local Group acquired membership, if this happened during the last two years.

Comments:

The International Board wants to update the provision about Monthly Report to the current reality. Therefore, we are proposing to change the name of the obligation and to phrase the timeframe accordingly.

No 11: International Council Meeting Decision Book amendment concerning the Responsibilities section of the IM part

The International Board is proposing the following to the Council:

Responsibilities

1. Responsibilities of ELSA International

ELSA International shall:

- Ensure that all Members and Observers of ELSA comply with the regulations of the association;
- Prepare and distribute the State of the Network Inquiry at least 35 days before the opening of each regular International Council Meeting;
- Solve the disputes arising between National Groups in the Network by means of dialogue when the respective parties cannot reach a mutual agreement amongst themselves and refer the case to ELSA International;
- Update the ELSA website;
- Update the Annexes of the International Council Meeting Decision Book in order to further practical implementation of the Article(s) they are linked to;
- Prepare and send an Activity Report of the members of the International Board and their deputy officers in the last week of every month to the network's relevant mailing lists;
- Ensure that all official publications of ELSA International are grammatically and syntactically correct by having undergone review before publication from a proofreading team under ELSA International;
- Prepare useful manuals and handbooks and make them available to the Network;
- ELSA International shall have a coaching system in place in order to help develop the National and subsequently the Local Groups of the Network: Every National Group is entitled to have a member of the International Board as its coach. The coach shall be appointed at the beginning of the new term of ELSA International and shall inform the National Group respectively;
- Send out the call for the submission of the Local Group Reports to the Secretaries General of all National Groups before June 1st and receive them filled in before July 1st every year.

The report shall include:

- vii. the name of each Local Group;
- viii. the faculty/faculties in which each Local Group is based and covers;
- ix. the postal address of each Local Group;
- x. the e-mail address of each Local Group;
- xi. the status of each Local Group as member or observer of the National Group;
- xii. the date in which the Local Group acquired membership, if this happened during the last two years.

Comments:

In the history of the International Council Meeting Decision Books, there were mainly 2 Annexes – Annex I: List of favoured countries and Annex II: Participation fees. After the International Council Meeting in Lviv, some parts of the Decision Book, which are regulating the structure of projects or Strategies that Network shall follow were moved to the Annex part. However, the nature of annexes is to put certain regulations in practise, not to regulate per se. Therefore, the International Board wants to make sure that the purpose of the Annexes is clear.

No 12: International Council Meeting Decision Book amendment concerning the Internal Affairs section of the IM part

The International Board is proposing the following to the Council:

Internal Affairs

4. One Year Operational Plan

4.1 The board of every ELSA Group shall have a One Year Operational Plan (hereinafter OYOP) at the time they are in office.

4.2 The OYOP is not binding but it is used to guide and evaluate the efforts and achievements of the board members during their term in office.

4.3 While drafting their OYOP, the International and National board members shall take into consideration the Strategic Goals of ELSA International.

4.4 A summary of the OYOP of a National Board shall be submitted in English to the International Board before the opening of the first International Council Meeting since the term in office of the National Board members started.

Comments:

The Coaching System is one of the responsibilities of ELSA International. We have a chance to evaluate our Coaching Groups by evaluating the State of the Network report or by communicating with the Coaching Groups. The International Board believes that one of the most useful tools to improve the Coaching System and help the Coaching groups from the very beginning of the term would be by having the One Year Operation Plan of the National Groups. Therefore, this idea was discussed at the International Council Meeting in Opatija. Following the positive recommendation of the Internal Management workshop, we are proposing that National Groups shall submit a summary of the OYOP of a National Board.

No 13: International Council Meeting Decision Book amendment concerning the International Area Meetings section of the IM part

The International Board is proposing the following to the Council:

International Area Meetings

1. Timeframe

2.1 The International Presidents' Meeting shall meet on a biannual basis, once in winter and once in summer. It shall begin on a Wednesday and end on the following Sunday. The winter International Presidents' Meeting shall start no earlier than the third Wednesday of January and shall finish no later than the third Sunday of February. The summer International Presidents' Meeting shall ~~start no earlier than the first Wednesday of August and shall finish no later than the first Sunday of September. meet~~ in the first two months of each term of ELSA International.

2.2 The Supporting Area Meeting shall meet on an annual basis in the first two months of each term of ELSA International.

2.3 The Key Area Meeting shall meet on an annual basis in the first two months of each term of ELSA International.

Comments:

The current regulation limits the International Board and the Host to organise the International Presidents' Meeting. We don't want to take away this chance, however, we believe that the Summer IPM should have the same timeframe as the Supporting Area Meeting and the Key Area Meeting.

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

The International Board is proposing the following to the Council:

International Area Meetings

2. Timeframe

2.4 The International Presidents' Meeting shall meet on a biannual basis, once in winter and once in summer. It shall begin on a Wednesday and end on the following Sunday. The winter International Presidents' Meeting shall start no earlier than the third Wednesday of January and shall finish no later than the third Sunday of February. The summer International Presidents' Meeting shall start no earlier than the first Wednesday of August and shall finish no later than the first Sunday of September.

2.5 The Supporting Area Meeting shall meet on an annual basis in the first two months of each term of ELSA International. It shall begin on a Wednesday and end on the following Sunday.

2.6 The Key Area Meeting shall meet on an annual basis in the first two months of each term of ELSA International. It shall begin on a Wednesday and end on the following Sunday.

Comments:

The International Board is proposing to unify the timeframe of the International Area Meetings.

No 15: International Council Meeting Decision Book amendment concerning the Human Resources section of the IM part

The International Board is proposing the following to the Council:

Human Resources

1. ~~The Human Resources Cycles of ELSA~~

~~1.1 The Human Resources Cycles of ELSA constitutes a framework to be implemented throughout the Network and in all areas of activity provided, with the purpose of increasing the quality and quantity of ELSA members in the member countries.~~

~~1.2 This section of the Decision Book shall only be regarded as a summary of the Human Resources Cycles of ELSA, which constitutes a separate comprehensive framework.~~

2. ~~The core structural provisions of the Human Resources Cycles~~

2.1 ~~The Human Resources Cycles are:~~

- ~~a. Recruitment,~~
- ~~b. Integration,~~
- ~~c. Maintenance,~~
- ~~d. Development and Knowledge Management,~~
- ~~e. Farewell and Alumni.~~

~~2.2 Recruitment is an ongoing process at all levels of ELSA. It is the stage of approaching a potential ELSA member and gaining additional human resources.~~

~~2.3 Integration focuses on forging a welcoming environment for new members, introducing them to the cooperative and interactive spirit that transpires the Association as well as to the wide range of activities of ELSA, while motivating and encouraging them to actively participate.~~

~~2.4 Maintenance is considered as a crucial cycle in the context of ELSA, which determines if members' interest is enforced, simply maintained, or faded. During this stage, the active participation of members shall attract appreciation and personal reward, which boosts their motivation towards further involvement.~~

~~2.5 Development marks the advancement of members to executives of administration, whereas Knowledge Management illustrates the transmission of core ELSA information connected to officers' responsibilities.~~

~~2.6 Farewell indicates the conclusion of members' or officers' active engagement in ELSA and their further involvement in the Association as alumni. Alumni shall feel included and be given the opportunity to acquire social and professional contact with future members and officers. This stage signifies the experience and expertise that following generations draw from their predecessors.~~

1. Introduction

1.1 The Human Resources Model of ELSA constitutes a framework to be implemented throughout the Network and in all areas of activity provided, with the purpose of increasing the quality and quantity of ELSA Members in the Member countries.

1.2 This section of the Decision Book shall only be regarded as a summary of the Human Resources Model of ELSA, which constitutes a separate comprehensive framework.

2. The Human Resources Model of ELSA

2.1 The Human Resources Model is divided into four sections:

- a. Attraction and Selection;
- b. Training and Development;
- c. Engagement and Retention;
- d. Transition and Exit.

2.2 The Attraction and Selection takes place on local, national and international level. It concerns every potential ELSA member. Its goal is to already find active members. This section is sub divided into:

- i. Attract,
- ii. Select,
- iii. Recruit.

Those steps are related to each other but do not necessarily need to be separated.

2.2.1 Attract is the very first approach towards new members. It takes place all year round, but especially at the beginning of the term.

2.2.2 The next step is to select the members who appear suitable for ELSA in general. This does not mean that certain persons should be excluded but that there is a selection process beforehand.

2.2.3 After that interested people can already be recruited as active members. In this step an appointment and the integration into the work already takes place.

2.3 The Training and Development section also takes place on all levels of ELSA. It adds to the previous appointed active members and creates feeling of solidarity. It is sub divided into:

- i. Agree,
- ii. Choose,
- iii. Train,
- iv. Develop.

2.3.1 First of all the appointed active member and the board need to agree on the continuation of the work together.

2.3.2 After the agreement the active member can choose the position that is most suitable for him together with the responsible board member.

2.3.3 When the best position is chosen the active members will be trained to gain the needed ELSA knowledge. Of course, ELSA Training is preferred.

2.3.4 The new active members shall develop themselves by working together with the responsible board member. In this step also feedback and teamwork play important roles.

2.4 The Engagement and Retention is the section in which the active members are included and motivates to convince them to stay for another term. The aim is to make sure that ELSA knowledge and experiences stay as long as possible. This section is subdivided into:

- i. Accommodate,
- ii. Motivate,
- iii. Engage,
- iv. Retain.

2.4.1 To accommodate the active members it is necessary that they find their place in the team. To do so they need to be included, inspired and integrated in the daily work.

2.4.2 By trusting them and letting them work independently in their area, the active members get motivated.

2.4.3 As soon as the active members are also included in the decision making, they will get more engaged and more and more integrated into the team.

2.4.4 The last step is retaining them within the team. In this step they need to be convinced to stay for another term and to retain their ELSA knowledge within the team.

2.5 The Transition and Exit is the last section. It takes place after an active member decides to leave the active work in ELSA. It is clearly not the end of the ELSA membership. It is subdivided into:

- i. Decide,
- ii. Search,
- iii. Transfer,
- iv. Alumni.

2.5.1 The first step is the decision to leave the team together with the point of time in which the member retires.

2.5.2 When the decision is made the retiring member should contribute in the previous sections and search for a successor. This is to make sure that the work will be continued.

2.5.3 The gained ELSA knowledge needs to be transferred to the successor properly. If there is no successor the knowledge has to be transferred to the responsible person or has to be recorded properly.

2.5.4 As Alumni the active contribution in ELSA does not end. Alumni create a new beginning since ELSA is also for young lawyers. They can contribute in the alumni association or database and should be available for the successors.

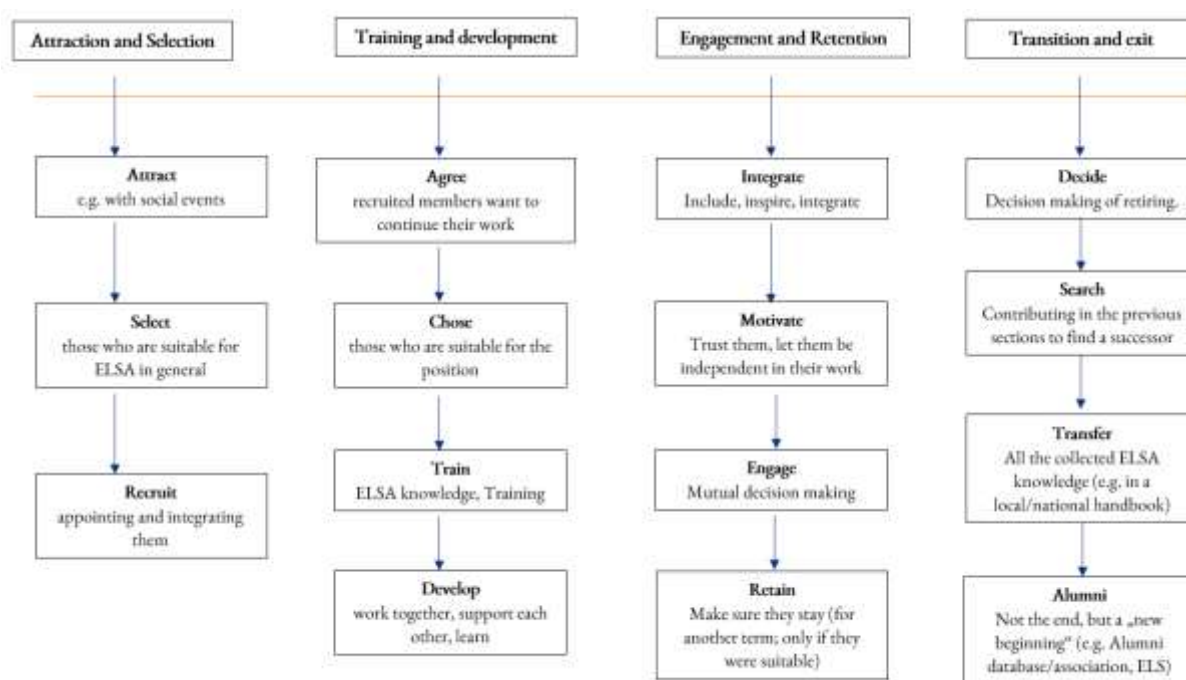
3. Implementation of the Human Resources Model

3.1 The Human Resources Model is a guideline that can be adapted by each group to their own needs.

Comments:

After the discussion in the IM workshop in Opatija and after the evaluation of the Human Resources Inquiry we have started to restructure the Human Resources Cycles and created this Human Resources Model. Since many boards have vacant positions, we focussed more on gaining active members and keeping the ELSA knowledge and experience in the boards as long as possible. The Human Resources Model is more concrete and therefore easier to obey.

To get a better overview of the new Human Resources Model:



No 16: International Council Meeting Decision Book amendment concerning the Human Resources section of the IM part

The International Board is proposing the following to the Council:

Human Resources

~~3. Evaluation of the Human Resources Cycles~~

~~3.1 — The evaluation of the Human Resources Cycles shall be conducted annually and presented at the spring International Council Meeting during the IM workshop.~~

Comments:

The International Board doesn't believe in the effectiveness of this tool. The Human Resources Cycles evaluation have not been useful, specific questions related to Human Resources are part of the State of the Network Inquiry. Therefore, we are proposing to stop evaluating Human Resources Cycles by a separate tool.

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

The International Board is proposing the following to the Council:

ELSA Training

3. Responsibilities of the International Board

3.1 The International Board shall annually organise the Refreshment Weekend and the Train the Trainers' Week. The hosts for these events shall be appointed by ELSA International. ~~at least six month prior to the events.~~ The dates for the events shall be set and communicated to the network at least three months prior to the event.

3.2 The Train the Trainers' Week is aiming to recruit new trainers to the ITP. Based on the results and a feedback of hosting trainer(s) of the event, the International Board is appointing new trainers to the ITP.

3.3 Refreshment Weekend is meant to conserve and enhance the quality of the ITP trainers. The sessions of the event are hosted by the experienced ITP trainer or the training companies who are partners of ELSA. The academic program for the event is developed by ELSA International and the ITP itself.

Comments:

This sentence limits ELSA International in case of not finding a Host on time.

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

The International Board is proposing the following to the Council:

ELSA Training

3. Responsibilities of the International Board

3.1 The International Board shall appoint new Trainers following recommendations of those conducting the workshops at the Train the Trainers' Week.

3.2 The International Board shall annually organise the Refreshment Weekend and the Train the Trainers' Week. The hosts for these events shall be appointed by ELSA International at least six month prior to the events. The dates for the events shall be set and communicated to the network at least three months prior to the event.

3.3 The Train the Trainers' Week is aiming to recruit new trainers to the ITP. Based on the results and a feedback of hosting trainer(s) of the event, the International Board is appointing new trainers to the ITP.

3.4 Refreshment Weekend is meant to conserve and enhance the quality of the ITP trainers. The sessions of the event are hosted by the experienced ITP trainer or the training companies who are partners of ELSA. The academic program for the event is developed by ELSA International and the ITP itself.

Comments:

The aim of this proposal is to define the procedure of the appointment of the International Trainers' Pool.

No 19: International Council Meeting Decision Book amendment concerning the ELSA Training section of the IM part

The International Board is proposing the following to the Council:

ELSA Training

2. Minimum Quality Standards

2.1. Every ELSA Training in the Network provided by an ITP Trainer has to meet the following quality standards:

- a. The Training has to last at least 3 hours;
- b. The Training cannot include more than 20 participants per 1 Trainer.

2.2. The Trainer shall fill in the evaluation form of the delivered Training Session no later than 14 days after the closing of the Training Session.

2.3. The Organising ELSA Group shall fill in the evaluation form of the delivered Training Session no later than 14 days after the closing of the Training Session.

2.4. The Trainer shall deliver at least 3 hours of Training Sessions per 2 years to continue his/her enrolment in the International Trainers' Pool. The International Board may ask for a clarification of passive involvement in the International Trainers' Pool.

As part of the aforementioned proposal, the text is inserted between the Articles "1. Definition" and "2. ITP Training Request". As a consequence, the following numbering within the Training part will be altered accordingly.

Comments:

The Training Standards were discussed both in ICM Prague and ICM Opatija. The proposal of Training Standards didn't pass in ICM Prague because standards were too high, however dissatisfaction of the current Training sessions quality is growing. Therefore, this is a modified proposal in order to bring minimum quality standards of the ELSA Training.

No 20: International Council Meeting Decision Book amendment concerning the Information Technology section of the IM part

The International Board is proposing the following to the Council:

Information Technology

1. Websites in the network

1.1 Each National Group is responsible for maintaining an up-to-date website. As far as the local group has its own website these regulations shall be followed as well.

1.2 The address of the website shall be one of the following two options. The first option should contain the prefix “elsa-“, the name of the country in English and the top-level-domain “.org”. Alternatively the respective country-code top-level-domain can be used. The second option should contain the respective country-code, the abbreviation “.elsa” and the top-level-domain “.org”.

Domains for local groups should be set up in the same way. They can also be configured as sub-domains of the domain of the respective national group.

Examples: The first option: www.elsa-norway.org or www.elsa-norway.no
 The second option: no.elsa.org

Local group addresses: The first option: www.elsa-oslo.org, www.elsa-oslo.no,
 www.oslo.elsa-norway.org, www.oslo.elsa-norway.no.
 The second option: oslo.no.elsa.org.

1.3 The website shall provide at least the following information:

A general description of ELSA,
ELSA’s Philosophy Statement, contact details, current international events and a link to the website of ELSA International. This information shall be available in English.

1.4 The general information about ELSA shall be in line with the information provided on ELSA International’s website.

1.5 The ELSA logo shall be displayed on the website.

Comments:

We started offering the use of official ELSA domains a while ago, but this was never regulated in the Decision Book. This proposal aims to rectify this by adding this option.

No 21: International Council Meeting Decision Book amendment concerning the Information Technology section of the IM part

The International Board is proposing the following to the Council:

Information Technology

2. E-mail communication

2.1 The official e-mail addresses of each ELSA Group shall be the following: president@, secgen@, treasurer@, marketing@, academicactivities@, mootcourts@, seminarsconferences@, step@, followed by the domains mentioned in 1.2. The official e-mail addresses can also include the name or the abbreviation of the Local Group inserted between the title and the @. The domain for email addresses can ~~in addition~~ be one of those to the ones mentioned in 1.2 ~~be the country abbreviation followed by .elsa.org~~.

2.2 The e-mail signatures shall contain at least:

- a. the name of the officer;
- b. the position the officer holds or the area he/she is responsible for;
- c. the name of the ELSA Group;
- d. the postal address of the ELSA Group; and
- e. the ELSA logo in combination with the name of the National or Local Group.

2.3 The Garamond font or a variation thereof shall be used for e-mail communication. There can be two exceptions for the implementation of this provision:

- i. if it cannot be supported by the service and/or software;
- ii. if the font does not support the national characters of the respective ELSA Group.

2.4. ELSA International shall only communicate with National and Local Groups via the email addresses specified in Article 2.1 above. The email addresses which are used by the said groups must be communicated to ELSA International through the National and Local Group Report. Upon failure to do so, ELSA International will assume the usage of the domain addresses which include the country code and .elsa.org

Comments:

As a result of the amendments made in proposal No. 20, Article 2.1 of this section was rendered futile. This proposal therefore aims to amend that. Further, the addition of Article 2.4 to this section aims to encourage National and Local groups to use the statutorily required domains as well as prefixes in their e-mail addresses. Further, this proposal aims to unify the Network in the usage of e-

mail titles, an issue which was regulated a while ago, but was never forcefully implemented. Thus, ELSA International shall only communicate with groups on their compliant e-mails. It is to be noted that for an e-mail to compliant it need not necessarily be on the G-suite system, as explained in Article 2.1. This being said, the G-Suite e-mail will be assumed the default unless otherwise stated by the National or Local group. No compliance may be as a result of both the title as well as the domain name, non-cumulatively. E.g. vpaa@elsa.org; academicactivities@elsa.mt

The former example shows the way in which can be wrong, but not the domain name, while the latter shows the way in which the correct title may be used with the wrong domain name. Both situations are considered to be non-compliant.

No 22: International Council Meeting Decision Book amendment concerning the Financial Strategy of ELSA section of the FM part

The International Board is proposing the following to the Council:

Financial Strategy of ELSA

[...]

9. Focus of the Financial Strategy 2019-2022

Part I: Fundraising

I.1 Partnerships

Aim: Partnerships shall serve as a prominent source of income for ELSA International.

Goals:

- ELSA shall opt for an outreach strategy which embraces a more diverse, wider spectrum of partners.
- ELSA shall work on improving its cooperation with current partners.
- ELSA shall focus on partners whose duties can reach the needs of ELSA members, including in-kind agreements.
- ELSA shall utilise its partners' specialities and collaborate with them in its projects and its campaigns.

I.2 Membership Fee

Aim: The Membership Fee shall not be considered as a common source of income. Given sufficient and sustainable income, ELSA shall reduce it.

Goals:

- ELSA shall reassess the Membership Fee calculation every 3 years
- ELSA shall adjust the amount of the Membership Fee based on inflation and the needs of ELSA every year
- ELSA shall link the Membership Fee amount to tangible cost of ELSA International (House, Allowances etc)

I.3 Advertising

Aim: Advertising shall become a reliable source of income of ELSA.

Goals:

- ELSA shall research the exact legal and tax implication of having advertising revenue and to which extent it can be done tax free
- ELSA International shall explain to the Council each year the steps taken to fulfil this aim and its success

- ELSA shall implement advertising in the Synergy each year
- ELSA shall implement advertising in its Webinars.

I.4. Grant strategy

Aim: ELSA shall be relying on grants for at least 50% of its income, be eligible to the *One-off structural grant* of the European Youth Foundation and aim to have staff funded by grants.

Goals:

- A team dedicated to grants, staying for more than one year, shall be established to apply and follow the reporting of the grants.
- ELSA shall invest in the formation of the team members by following trainings on grants
- ELSA shall visit the ERASMUS+ and the EYF offices in Strasbourg during transition
- ELSA shall apply every year to Erasmus+ KA3 Civil Society Cooperation – Youth Grant
- ELSA shall apply every year to the *International Activities grant* of the European Youth Foundation
- ELSA shall recruit full time volunteers funded by the European Solidarity Corps or the European Voluntary Service
- ELSA shall recruit mid to long term interns funded by the ErasmusIntern program
- ELSA shall establish full time employees funded by the MIRABEL grant
- ELSA shall focus on finding new sources of grants, especially regional and national ones

Part II. Investments

II.1. Strategic goals

Will be amended depending on the Strategic Goals

II.2. Professionalisation

Aim: Ensure the sustainability of the association through consulting professionals

Goals:

- ELSA shall take the required steps to implement a secretariat
- ELSA shall continue to employ an accountant
- ELSA shall set up a reliable way to get legal advice
- ELSA shall start relying on interns to lighten the workload of the International Board

II.3. Marketing

Aim: Investing to make our marketing tools and production more professional

Goals:

- ELSA shall invest into equipment used to produce materials, such as studio equipment, and reliable, job-specific hardware and software

- ELSA shall invest in paid advertisement on social media
- ELSA shall investigate the possibility of outsourcing our design jobs to professional firms
- ELSA shall investigate the possibility of acquiring professional marketing consultancy

II.4. Fundraising events

Aim: Increase the fundraising potential and the reputability of ELSA

Goals:

- ELSA shall research the different networking opportunities in the field of Law
- ELSA shall invest in sending International Board Member to these events

Part III. General Structure

III.1. Reserve

Aim: Reconstitute a reserve equal to 50% of the annual income to solve the liquidities issues

Goals:

- The International Board shall update the Network on the state of the reserve at every ICM
- ELSA shall capitalise 5% of its global income every year
- The reserve can be injected into the running funds of ELSA only after the Council and the Auditors approval

III.2 ELSA House

Aim: Provide a steady accommodation and work environment for the International board

Goals:

- ELSA shall assess the legal requirement for terminating the House contract
- ELSA shall investigate the possibility of separating the housing and the working place
- ELSA shall investigate the possibility of hosting the International Board Members in different accommodations, not all in the same house

III.3 Allowances

Aim: Provide the International Board Members with a legal and decent income

Goals:

- ELSA shall improve the legal situation regarding the allowances
- ELSA shall investigate the possibility to raise the International Board allowances to match with the actual living cost of Brussels
- ELSA shall investigate the possibility of changing the status of the board from volunteers to employees
- ELSA shall help the new International Board Members by providing them template for the Erasmus+ Mobility Grant

III.4 Auditing

Aim: Set up a consistent auditing system

Goals:

- ELSA shall create clear guideline for the auditors to follow
- ELSA shall provide a transition to the auditors
- ELSA shall define the boundaries between the role of the auditors and the role of the advisory board
- ELSA shall investigate the possibility of having a professional external audit in complement of the internal audit
- Audit national

Part IV. Projects

IV.1 JHJMCC

Aim: Make the competition self-sustainable and reconstruct its reserve

Goals:

- ELSA shall improve the transparency towards the Council by presenting each year a report on the financial state of the competition
- ELSA shall capitalise 5% of the competition income each year to the reserve
- ELSA shall set clear conditions of use of the reserve
- ELSA shall maintain a constant level of donations for the rounds in development
- The allowances of the VP EMCC shall remain to be covered by the JHJMCC budget

IV.2 EHRMCC

Aim: Increase the standards of the competition while maintaining its financial stability

Goals:

- ELSA shall improve the transparency towards the Council by presenting each year a report on the financial state of the competition
- ELSA shall capitalise 5% of the competition income each year to the reserve
- ELSA shall set clear conditions of use of the reserve
- ELSA shall introduce a registration fee in order to raise the quality standards of the competition
- The allowances of the VP AA shall be covered by the EHRMCC budget

IV.3 Synergy

Aim: Make the project self-sustainable

Goals:

- ELSA shall increase the advertisement revenue from the Synergy

- ELSA shall research printing options to find the best quality/price balance

IV.4 ELSA Law Schools

Aim: Increase the quality and the communication surrounding the project

Goals:

- ELSA shall invest in marketing for the project
- ELSA shall take steps to improve the IT aspect of the project
- ELSA shall organise a training week end every year
- The allowances of the VP S&C shall be covered by the Law school budget

IV.6 STEP

Aim: Improve the financial state of the project

Goals:

- ELSA shall find new partnerships or methods to make STEP financially sustainable
- ELSA shall investigate grant possibilities for STEP

10. Execution of the Financial Strategy 2019-2022

10.1 Fundraising Executions

10.1.1 General Partnership Income shall be increased by 10% per year.

10.1.2 Membership Fee Income shall be reduced between 0 and 20% of the General Income.

10.1.3 Advertising Income and Income from publications combined Income shall be between 15 to 20 % of the General Income.

10.1.4 Income from Operating / Structural Grants shall be elevated between 40 to 60 % of the General Income.

10.2 Expenditure Executions

10.2.1 Expenses for the ELSA House shall be maintained between 20 to 35% of the General Expenses.

10.2.2 International Board Remunerations shall be maintained between 15 to 25% of the General Expenses.

10.2.3 International Board Travel expenses shall be maintained between 10 to 20% of the General Expenses.

Comments:

With the current strategy coming to an end, it's time to implement a new one, more adapted to the current situation of ELSA. The main goal is to solve the liquidity issues by recreating different reserves, both for projects and for the general structure.

The idea behind the Financial Strategy is to orient the work of the auditors by giving them specific indicators to look for and for the Council to control the expenditures and income of ELSA.

No 23: International Council Meeting Decision Book amendment concerning the Fees section of the FM part

The International Board is proposing the following to the Council:

Fees

1. Membership Fee

~~1.1 The Membership Fee is calculated through a formula which incorporates the number of Established Local Groups of each National Group as stated in the Local Group Report as delivered by July 1st (LG number) and also the Gross National Income per capita (GNI), measured in Purchasing Power Parity (PPP) for their respective countries.~~

~~1.2 Local groups of ELSA specified under the respective National Group's regulations as Local members, which have achieved membership status over 1 year ago at the point of receipt of the report from ELSA International (article 2 of the "Local groups" regulation within the Internal Management part of the Decision Book) shall be, for the purpose of the Membership fee calculation, deemed 'Established Local groups'.~~

~~1.3 Only the Established local groups shall be taken into account for the purpose of the Membership fee calculation. If the report mentioned in the article 1.2 does not provide necessary information to determine the Establishment status of the Local Group, or if the Establishment status is unclear, the Local Group shall be considered Established.~~

~~1.4 Without prejudice to its status as a National Group, the Membership Fee for National Groups which are at the same time acting as a sole Local Group, shall be calculated as if for one Established Local Group.~~

~~1.5 The 'Global Membership Fee' is the total amount of Membership Fees, not including the Administration Fees of Observers, to be collected by ELSA International from the National Groups. The Global Membership Fee for each financial year is set by the International Council Meeting of ELSA when adopting the budget for the said financial year and can only be amended simultaneously with the budget of ELSA International for the said financial year.~~

~~'GNI' is the GNI per capita (measured in PPP), as available on the World Bank online data catalog (<<http://data.worldbank.org/indicator/NY.GNP.PCAP.PP.CD/countries>>) at the 30th of June for the respective year.~~

~~'Member Country' is a country in which a National Group of ELSA International is registered.~~

~~1.6 The Membership Fee for a National Group is calculated in the following way:~~

$$\text{MF}_x = [(\text{GMF} * (\text{Country LG} / \text{Total LG})) * [1 + ((\text{GNI}_x - \text{GNI}_{\text{wa.}}) / \text{GNI}_{\text{wa.}}) * 0,65]$$

~~where~~

~~'MF_x' is the Membership Fee for the respective country~~

~~'GMF' is the Global Membership Fee~~

~~'Total LG' is the number of the Established Local Groups in the entire Network as stated in the Local Group Report~~

~~‘Country LG’ is the number of Established Local Groups in the respective National Group as stated in the Local Group Report~~

~~‘GNIx’ is the GNI per capita (measured in PPP) for each respective country~~

~~‘GNIwa’ is the weighted average GNI per capita (measured in PPP), which is calculated by multiplying the ‘GNIx’ and the ‘Country LG’ for every country. The sum of all these figures is then divided by ‘Total LG’.~~

~~The coefficient of ‘0.65’ represents the impact that differences in the GNI between the countries have on the different Membership Fee that countries have to pay.~~

~~1.7 National Groups becoming Members at the Spring International Council Meeting will be taken into the Membership Fee calculations for the following year and invoiced together with the rest of the National Member Groups. A National Group becoming a Member at the Autumn International Council Meeting will not pay the Membership Fee for the year in which it becomes a member.~~

~~1.8 Each National Group may ask the Treasurer of ELSA International if it is possible to get the calculation sheet for their Membership Fee.~~

~~1.9 The Global Membership Fee will be set at 23,000 Euros. This amount can be changed if the development of the Association indicates that the change is needed.~~

1. Membership Fee

1.1 The Membership Fee (MF) is calculated through an define constant (C) multiplied by a coefficient (X) defined by the Annual General Income of the relevant National Group.

1.2 “Annual General Income” (AGI) is the general income of the National Group gathered in the immediate previous financial year expressed in EURO. It shall include membership fee from local groups, non-project partnerships, non-project grants, donations and marketing revenues as stated in the immediate last State of the Network.

The Constant (C) is set as 500

The Coefficient (X) shall be obtain base on the following chart:

If $AGI < 1000$, $X = 0,2$

If $1000 < AGI < 4999$, $X = 0,5$

If $5000 < AGI < 9999$, $X = 1$

If $10000 < AGI < 19999$, $X = 2$

If $20000 < AGI < 29999$, $X = 4$

If $30000 < AGI < 49999$, $X = 5$

If $50000 < AGI < 69999$, $X = 8$

If $AGI > 70000$, $X = 10$

1.3 The Membership Fee for a National Group is calculated in the following way:

$$\underline{MF = C * X}$$

1.4 National Groups becoming Members at the Spring International Council Meeting will be taken into the Membership Fee calculations for the following year and invoiced together with the rest of the National Member Groups. A National Group becoming a Member at the Autumn International Council Meeting will not pay the Membership Fee for the year in which it becomes a member.

- 1.5 The AGI shall be collected through the State of the Network inquiry. In case of unclarity, the interpretation of what should be comprised in the AGI is left to the International Board of ELSA.
- 1.6 In the case that the AGI is not initially in EURO and need to be converted, the exchange rate that shall be used is the one which is prevalent on the last day of the previous financial quarter.
- 1.7 Non-communication of the AGI or falsification of the data, intentional or not, shall automatically raise the coefficient (X) of the offender to the next threshold.
- 1.8 Each National Group may ask the Treasurer of ELSA International if it is possible to get the calculation sheet for their Membership Fee.
- 1.9 This calculation method will be enforced starting the first of January 2020. 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 current proposal is the result of active consultation with the entire network, building on work undertaken in SAM Thessaloniki, ICM Opatija, the Working Group on the Membership Fee, and, finally, through a survey conducted across all National Groups. The proposal recognises that the Membership Fee owed by National Groups to ELSA International is the shared responsibility of the network. For the benefit, success and future growth of ELSA across all National Groups, the Membership Fee owed by each group must be calculated in a way that is fair and equitable.

The current Membership Fee Formula is problematic because it fails to guarantee balanced burden-sharing between National Groups. The formula is complicated and the fee levied on each National Group is subject to variations based on a number of factors making it difficult to budget precisely for. As the formula relies on the number of Local Groups and the GNI of a National Group's country rather than the actual wealth and income of that National Group, the formula creates massive discrepancies across the network. Under the current formula, some National Groups spend up to half their annual general income to fund the Membership Fee whereas the contribution of other groups is confined to single percentage points. For the National Groups that are disadvantaged by the current formula, a bottleneck is created that stifles their expansion and limits the potential of the entire network.

A formula based on Network income rather than Network size is better because it calculates the Membership Fee based on reality rather than expectation. Many National Groups in smaller countries maintain well-established Local Groups in all their country's universities, whereas in some larger countries the National Group may still be in an early stage of expansion with new and fragile Local Groups being created. The current formula would charge the larger country's NG a higher Membership Fee based on the expectation that it would be wealthier, whereas the newly proposed formula would only do so if it did, in fact, have a higher income. This way we can create balance across the network that will foster the growth of National Groups.

The newly proposed Membership Fee Formula is simpler in the sense that it requires only one point of data from National Groups that is then used to find the relevant coefficient and multiply it by the set constant. A major benefit of this change is predictability as the formula can only yield eight possible Membership Fees, which a National Group Treasurer can at any point calculate based on information available to them.

In using a set number of coefficients and a constant, the proposed formula also works to counteract any potential discrepancies that could be created across the network, as has been the case with the current formula. The proposed formula offers both a minimum and a maximum Membership Fee and all National Groups will be placed on that spectrum. This is an improvement as it creates both a floor and a ceiling for the Membership Fee. Under the current formula, some National Groups are charged so little that their Membership Fee is lower than the €50 Administrative Fee for Observer Groups. Should the constant need to be changed, either by increasing it or decreasing it, the coefficients also ensure that the impact of such a change would be felt by all National Groups proportionately.

No 24: International Council Meeting Decision Book amendment concerning the Fees section of the FM part

The International Board is proposing the following to the Council:

Fees

3. Publishing the GNI numbers

~~The GNI per capita (measured in PPP) data of the ELSA countries from the World Bank online data catalog is to be made available to the National Groups together with the relevant invoice through a direct link to the data catalog on the World Bank website, which shall be sent out together with the invoice.~~

4. List of Favoured Countries

~~4.1 The list of favoured countries is based on the GNI per capita (measured in PPP), as available on the World Bank online data catalog on the World Bank website.~~

~~4.2 The list of favoured countries consists of any country with GNI per capita (measured in PPP) equal to or lower than 21.000 International dollars.~~

~~4.3 This demarcation number shall be indexed at the end of each year, with the average increase in GNI per capita (measured in PPP) of all national ELSA groups. The average increase in GNI per capita (measured in PPP) shall be based on the most recent yearly data from the World Bank online data catalog compared to the second most recent yearly data.~~

~~4.4 Any country not found in the World Bank online data catalog shall be considered a favoured country.~~

~~4.5 Members of ELSA's Partner Students' Associations can attend events in the Network paying a participation fee equal to the fee of non-favoured countries.~~

~~4.6 The International Board its Directors and Assistants shall be considered to be from a favoured country when participating in an event in relation to their work. Trainers from the International Trainers' Pool shall be considered to be from a favoured country when participating in an event in order to give one or more training sessions.~~

~~4.7 The International Board is to update and publish the list of favoured countries by the end of each year. Should there be no change from the most recently published list of favoured countries, this information shall be provided along with a copy of the most recently published list of favoured countries~~

Event Fees

1. Publishing the GNI numbers

~~The GNI per capita (measured in PPP) data of the ELSA countries from the World Bank online data catalog is to be made available to the National Groups together with the relevant invoice through a~~

direct link to the data catalog on the World Bank website, which shall be sent out together with the invoice

2. List of Favoured Countries

4.1 The list of favoured countries is based on the GNI per capita (measured in PPP), as available on the World Bank online data catalog on the World Bank website.

4.2 The list of favoured countries consists of any country with GNI per capita (measured in PPP) equal to or lower than 21.000 International dollars.

4.3 This demarcation number shall be indexed at the end of each year, with the average increase in GNI per capita (measured in PPP) of all national ELSA groups. The average increase in GNI per capita (measured in PPP) shall be based on the most recent yearly data from the World Bank online data catalog compared to the second most recent yearly data.

4.4 Any country not found in the World Bank online data catalog shall be considered a favoured country.

4.5 Members of ELSA's Partner Students' Associations can attend events in the Network paying a participation fee equal to the fee of non-favoured countries.

4.6 The International Board its Directors and Assistants shall be considered to be from a favoured country when participating in an event in relation to their work. Trainers from the International Trainers' Pool shall be considered to be from a favoured country when participating in an event in order to give one or more training sessions.

4.7 The International Board is to update and publish the list of favoured countries by the end of each year. Should there be no change from the most recently published list of favoured countries, this information shall be provided along with a copy of the most recently published list of favoured countries

As part of the aforementioned proposal, the text is inserted above the Article "1. Maximum Participation Fee for Statutory Meetings and International Internal Meetings". As a consequence, the following numbering within the ELSA Law Schools part will be altered accordingly.

Comments:

This proposal is following the Membership fee one to reorganise the Decision Book accordingly.

No 25: International Council Meeting Decision Book amendment concerning the Event Fees section of the FM part

The International Board is proposing the following to the Council:

Event Fees

4. List of Favoured Countries

4.1 The list of favoured countries is based on the GNI per capita (measured in PPP), as available on the World Bank online data catalog on the World Bank website.

4.2 The list of favoured countries consists of any country with GNI per capita (measured in PPP) equal to or lower than 21.000 International dollars.

4.3 This demarcation number shall be indexed at the end of each year, with the average increase in GNI per capita (measured in PPP) of all national ELSA groups. The average increase in GNI per capita (measured in PPP) shall be based on the most recent yearly data from the World Bank online data catalog compared to the second most recent yearly data.

4.4 Any country not found in the World Bank online data catalog shall be considered a favoured country.

4.5 Members of ELSA's Partner Students' Associations can attend events in the Network paying a participation fee equal to the fee of non-favoured countries.

4.6 The International Board its Directors and Assistants shall be considered to be from a favoured country when participating in an event in relation to their work. Trainers from the International Trainers' Pool shall be considered to be from a favoured country when participating in an event in order to give one or more training sessions.

4.7 The International Board is to update and publish the list of favoured countries by the end of each year. Should there be no change from the most recently published list of favoured countries, this information shall be provided along with a copy of the most recently published list of favoured countries.

4.8 Shall the economic situation of a Member Country be deemed instable to the point where it would render inaccurate the use of the GNI to assess its financial state, the International Board can decide upon request to grant the status of Favoured Country for a specific duration of time.

Comments:

Following the different issues we had in the past few year, it was made clear the favoured/non favoured country system based on the GNI is not entirely reliable. As the GNI take into consideration

the revenues of the expats, a financial crisis in the country could not be depicted on the GNI value. This proposal aims to give to the International Board the possibility to correct and adjust to this kind of situations.

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

The International Board is proposing the following to the Council:

The ELSA Development Foundation

2. Modes of Support

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

(A) Project Support

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

(B) Training Support

(B.1) Financial assistance for international training events, or international events incorporating training sessions, organised to increase awareness of ELSA, or dealing in specific ELSA areas to qualify as international, at least half of the participants shall not be from the country of the organising National or Local Group.

(B.2) Travel and/or accommodation expenses of trainers for training events or sessions organised by National Groups or Local Groups.

(B.3) Travel and/or accommodation expenses of National Board members for training sessions organised by ELSA International and National Groups.

Training support will be granted only to events and sessions delivered in English.

(C) Structural Support

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

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

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

(D) General Support

(D.1) Financial assistance for a National Group that is financially unstable and in danger of insolvency if all other options have been exhausted.

(D.2) Financial assistance for the Network wherein the EDF can buy off the debts of a National Group towards ELSA International.

(D.3) Financial assistance for ELSA International concerning the extraordinary costs with regards to house maintenance. House maintenance in this context mainly means, *inter alia*, renovations, office fixtures and equipment.

Comments:

The Foundation is far from reaching its maximum potential. The introduction of this new category would allow for a new role of the Foundation. Firstly, a direct form of support to the National Groups which are financially struggling structurally. More than just granting money, the point is to help with a follow up on the difficulties of the groups.

Secondly, the possibility for ELSA international to use part of the reserve to cover renovation costs regarding the House. A loss of 35,000€ occurred in 2016 due to emergency repairs for the House, which could have immensely endangered the Association.

By introducing this new category, we are creating a safety net for the International Board in case of unexpected costs linked to the House

No 27: International Council Meeting Decision Book amendment concerning the ELSA Development Foundation section of the FM part

The International Board is proposing the following to the Council:

The ELSA Development Foundation

3. Eligible Applicants

The following ~~Groups~~entities 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.
- d. ELSA International.

Comments:

Follow up on the Proposal No. 25, enabling ELSA International to apply for EDF.

No 28: International Council Meeting Decision Book amendment concerning the ELSA Development Foundation section of the FM part

The International Board is proposing the following to the Council:

The ELSA Development Foundation

6. ELSA International eligibility Criteria

6.1 ELSA International may only apply for the D3 mode of support.

6.2 ELSA International may only be granted a maximum amount of 15% of the reserves per year.

As 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:

Follow up on the previous proposal and addition of a yearly limitation to avoid abuse.

No 29: International Council Meeting Decision Book amendment concerning the ELSA Development Foundation section of the FM part

The International Board is proposing the following to the Council:

The ELSA Development Foundation

6. Application Procedure

6.1 Application Form

6.1.1 Every EDF applicant shall submit the application form in due time and complete all the information required.

6.1.2 The use of EDF templates, to be found on the Officers' Portal of ELSA International, is mandatory.

~~6.1.2~~ 6.1.3 The application for project or training support shall include the following information:

- a. general and financial information about the applicant;
- b. description of the project;
- c. estimation of the impact of the grant on the situation of the applicant group;
- d. detailed budget of the project.

~~6.1.3~~ 6.1.4 The application for structural support shall include the following information:

- a. general information about the applicant
- b. detailed financial information about the applicant
- c. the available final or interim accounts approved for the previous financial year and the approved budget for the term
- d. impact of the financial support on the National Group and on the Network
- e. detailed description of the activity
- f. detailed budget of the activity

Comments:

Follow up on the previous proposal and addition of a yearly limitation to avoid abuse.

No 30: International Council Meeting Decision Book amendment concerning the ELSA Development Foundation section of the FM part

The International Board is proposing the following to the Council:

The ELSA Development Foundation

8. Payment Procedure

In order for the applicants to be paid the amount granted, they must comply with the following regulations:

8.1 Reporting Procedure

- i. The applicant shall submit the Activity Report, the Financial Report and the receipts relating to the event or activity, for which the grant was awarded, within four weeks of its conclusion, or along with the application, in case the event or activity has concluded before the application was submitted.
- ii. The Activity Report shall include information regarding the event or activity itself, the experiences of the persons present, and the expected multiplier effect from the organisation or attendance of such activity or event.
- iii. The Activity Report shall include information regarding the measures that were taken concerning the search for sponsors and partners for the respective event as well as the approximate time used for such search. The Board of Directors can ask for proof they deem necessary if there are doubts about the information given.
- iv. The Financial Report shall clearly determine, supported by the receipts meeting the criteria of the following article, the profit and loss statement of the event or activity.
- v. The receipts submitted must contain clearly legible dates, details of transactions and amounts, and must be issued by entities with the legal capacity to issue such receipts. In case the receipts are not in English, a brief translation of the content must be provided. Payments not made in Euro shall be supported with a conversion into Euro, with the exchange rate at the date of the payment, as proved by the relevant receipt.
- vi. The Board of Directors reserves the right to unilaterally reject an Activity Report, a Financial Report or to exclude a receipt or receipts from the final payment, if they fail to fulfil the requirements of this Article. In such cases, the Board of Directors may ask the applicant to re-write specific parts of the Activity Report or Financial Report, and provide the applicant with a new deadline for the submission. Upon timely submission, the newly amended Activity Report, Financial Report, receipt or receipts shall be taken in as applicable, to the exclusion of the ones originally submitted.
- vii. The Board of Directors may provide an applicant with a reporting template to be filled, in which cases the template must be used.

Comments:

This information is often asked by the board of directors as clarification. Making it mandatory will only allow for a speedier and more efficient reviewing of applications.

No 31: International Council Meeting Decision Book amendment concerning the ELSA Development Foundation section of the FM part

The International Board is proposing the following to the Council:

The ELSA Development Foundation

8. Payment Procedure

[...]

8.3 Amount credited

- i. The maximum amount which will be paid out from the awarded grant shall be limited by the loss made by the applicant. An event or activity may never become profitable due payment of the awarded grant.
- ii. If the Board of Directors has named a purpose to which the awarded grant shall be used and the expenses for this purpose are lower than the awarded grant, the Board of Directors may limit the credited amount to these expenses.
- iii. A National Group may only be granted a maximum of EUR 2.500 per year. This should prevent National Groups from only relying on the EDF.

Comments:

EDF is only meant as a supporting tool, not a reliable source of Income for the National Group. Therefore, it feels needed to limit the yearly amount that can be granted.

No 32: International Council Meeting Decision Book amendment concerning the ELSA Development Foundation section of the FM part

The International Board is proposing the following to the Council:

The ELSA Development Foundation

9. Financing of the Foundation

9.1 Source of the Foundation

- i. National Groups shall pay a yearly contribution to the EDF comprised of the following:
 - 6% of all money fundraised in one financial year as a general sponsorship from external relations that are classified as international;
 - 2.5% of all money fundraised in one financial year as a general sponsorship from external relations that are classified as national;
 - The Member National Groups shall pay a minimum of EUR 100,00 and a maximum of 3.000,00 per financial year.
- ii. ~~ELSA International shall yearly contribute 5% of the general partnership income and online advertisement income of the previous financial year to the EDF.~~
- iii. The board of Directors of EDF may also accept donations to the EDF from other individuals, groups or associations which are aimed at furthering the purposes of the Foundation and the Association in general.

Comments:

The contribution of ELSA International was introduced in ICM Prague at the same time as the new EDF membership fee. The idea behind was to compensate the potential stability issues coming from a new calculation method.

However, the new formula has proven to be extremely stable and the Foundation is currently richer than ever. Therefore, it's about time to remove that disposition.

No 33: International Council Meeting Decision Book amendment concerning the ELSA Development Foundation section of the FM part

The International Board is proposing the following to the Council:

The ELSA Development Foundation

13. The ELSA Development Foundation Award

13.1 Definitions

The ELSA Development Foundation Award is a competition between National Groups for the best development projects of the term.

~~Development is in this context is connected to the idea of Capacity Building. Capacity Building refers to action or projects that improve the effectiveness and the development of the National Group, in terms of organisational and financial stability, programme quality, growth and spread.~~
Development is in this context means strengthening the National/Local Group as well as the whole network. There will be three different awards focusing on different goals. Those are the respective awards:

- i. Social responsibility award;
- ii. Network award;
- iii. Innovation award.

Comments:

As discussed in the ICM Opatija, we are now implementing the new structure of the EDF award through different awards.

No 34: International Council Meeting Decision Book amendment concerning the ELSA Development Foundation section of the FM part

The International Board is proposing the following to the Council:

The ELSA Development Foundation

13. The ELSA Development Foundation Award

[...]

13.2 Funding and prizes

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

The EDF Award will assign monetary prizes based on the donations it would have received in the previous cycle. The Board of Directors shall set the number of prizes and their amount based on the donations received. Said donations must be spent in their entirety. The amounts are set after the closure of the fourth EDF Cycle of the term. The prizes are announced with the official opening of the competition.

The respective sponsor or donator can name the award for the time during which the award is financed by them.

The respective sponsor or donator shall give recommendations on the applications relating to the award financed by them.

The National Groups awarded will have to make a presentation of their projects during the Autumn International Council Meeting following the proclamation of the award recipients. If the funding cannot be guaranteed the award shall be awarded but without prize money involved.

Comments:

Following the discussed evolution of the award, we need to change the business model of the project.

No 35: International Council Meeting Decision Book amendment concerning the ELSA Development Foundation section of the FM part

The International Board is proposing the following to the Council:

The ELSA Development Foundation

13. The ELSA Development Foundation Award

[...]

13.4 Timeline

The specific timeline for the competition is ~~yearly~~ annually announced at the Spring International Council Meeting. The call for submissions shall open every year ~~the 15th of July the latest. On the same day, the yearly amount of prizes shall be announced.~~ after this announcement. The submission period ~~is seven days.~~ closes three weeks before the opening of the Spring International Council Meeting.

~~The applications will be then evaluated.~~ The awarded projects shall be announced ~~on the 31st of July.~~ at the Spring International Council Meeting.

Comments:

Following the discussion held in the ICM Opatija, we are restructuring the time frame of the competition to be the most efficient possible.

No 36: International Council Meeting Decision Book amendment concerning the ELSA Development Foundation section of the FM part

The International Board is proposing the following to the Council:

The ELSA Development Foundation

13. The ELSA Development Foundation Award

[...]

13.6 Award Criteria

The ELSA Development Foundation Award is focused on the following areas of interest:

1. ~~Professional development~~ Social Responsibility
 1. The Social Responsibility Award aims to encourage event that have a direct and concrete effect of society at large
 2. The main purpose of this Award is to make the Network defend the values of ELSA and make an impact on the current society
2. ~~Creating and executing restructuring plans~~ Networking
 1. The Networking award aims to strengthen the network as a whole. It shall support cross-border events with an academic purpose.
 2. At least two groups from different countries must participate in such an event.
 3. International or regional officers' meetings are not eligible for the award.
 4. Events such as Study or Institutional visits are not eligible for the award.
 5. Regional rounds of ELSA International projects are not eligible for the award.
3. ~~Collaboration with other Associations~~ Innovation
 1. The innovation award aims to create new events with an academic purpose. The award shall motivate Local and National Groups to be innovative.
 2. The main purpose is to make ELSA innovative and therefore helps to strengthen the reputation of the association.
 3. Any event that has taken place for the first or second time in the network is eligible for the award. Just small changes in the concept are not regarded as innovative.
4. ~~Develop of new sources for earned income~~
5. ~~Development of new type of projects~~
6. ~~Membership development~~
7. ~~Members involvement~~
8. ~~Technology improvements~~

The areas of interest must be revised every three years.

Comments:

Following the discussion in the ICM Opatija, we are introducing 3 focus for the awards. Those are specific areas on which we want the network to focus in the next few years.

No 37: International Council Meeting Decision Book amendment concerning the Annex IV: Financial Strategy 2016-2019

The International Board is proposing the following to the Council:

~~ANNEX IV: FINANCIAL STRATEGY 2016-2019~~

1. The Focus

1.1 Fundraising Focuses:

1.1.1 Partnerships

- ~~• Fundraising from Partnership sources shall fall into two categories — General Partnerships and Project Partnerships.~~
- ~~• The International Board shall make effort for the Project Partnerships to result into General Partnerships.~~

1.1.2 Membership fees

- ~~• To equalize inflation and other influences, Membership Fees should be adjusted by the International Council every three years.~~

1.1.3 Marketing

- ~~• Income raised through Marketing activities — advertising and magazines — shall only be used as a supportive source of funding.~~

1.1.4 Grant Strategy

- ~~• The International Board shall apply for Structural and Project Grants only after consulting during a Board meeting, which assesses the necessity of such Grants, benefits and risks of applying.~~
- ~~• The Incumbent Treasurer shall always be aware of the deadlines for applying for new grants, and reporting of the current ones.~~
- ~~• The Incumbent Treasurer shall control, whether the spending of the granted money follows the granted reason, and inform the International Board if it is not so.~~

1.2 Expenditure Focuses:

1.2.1 Professionalization

- ~~• The International Board shall focus the spending towards establishing a permanent secretariat, which shall compose of a secretary, an accountant and a lawyer. The secretariat does not have to be employed by ELSA directly, as long as it is responsive and duly working.~~
- ~~• The International Board shall utilize consulting when professionalizing the association~~

1.2.2 Knowledge management

- ~~• The International Board shall spend resources on digitalizing of the Archive of ELSA International, in order to make the Archive available to every member on an internal database.~~

1.2.3 Network Support

~~1.2.3.1 ELSA International shall ensure visits of all national groups and observers by arranging travels of the International Board or members of the International Team during their term in office, in order to provide support with practical knowledge.~~

~~1.2.4 Allocation of Excessive funds from the general budget shall further prioritize the following topics:~~

- ~~• Development and maintenance of IT structures capable of handling the STEP and Moot Court Competition registration and processes.~~
- ~~• Attending and organizing Networking events for the International Board.~~
- ~~• Establishment of a separate office close to accommodation premises of the International Board.~~
- ~~• Inhouse and Outhouse travels for the International Boards in case the final balance of the year after an Internal Audit results in a profit.~~

1.3 Principles:

- ~~• General Incomes and Expenses shall be visibly separated from the Project related Incomes and Expenses.~~
- ~~• General running Expenses of the International Board – remunerations, supplies, travel costs, etc. – shall be allocated to the Project Expenses within project budgets proportionally.~~
- ~~• Project Incomes shall not be used to cover General Expenses.~~

2. The Execution

2.1 Fundraising Executions:

~~2.1.1 General Partnership Income shall be maintained between 30 – 60% of the General Income.~~

~~2.1.2 Membership Fee Income shall be maintained between 10 – 25% of the General Income.~~

~~2.1.3 Advertising Income and Income from publications combined Income shall be maintained between 15 – 40 % of the General Income.~~

~~2.1.4 Income from Operating / Structural Grants shall be maintained between 10 – 50 % of the General Income.~~

2.2 Expenditure Executions:

~~2.2.1 Expenses for the ELSA House shall be maintained between 20 – 35% of the General Expenses.~~

~~2.2.2 International Board Remunerations shall be maintained between 20 – 30% of the General Expenses.~~

~~2.2.3 International Board Travel expenses shall be maintained between 10 – 20% of the General Expenses.~~

Comments:

The International Board is proposing the new Financial Strategy of ELSA. Therefore, since the Financial Strategy 2016-2019 is up to date, it shall be removed of the International Council Meeting Decision Book.

No 38: International Council Meeting Decision Book proposal concerning Event Fees section of the FM Part

The International Board is proposing the following to the Council:

Event Fees

2. Maximum Participation Fee for International S&C Events

The maximum participation fee for participants of International S&C events shall be charged as provided in Annexes I and II to the FM part of the Decision Book.

The maximum participation fees for favoured and non-favoured countries shall be calculated and charged per person per night.

This participation fee shall include:

- the academic programme;
- the social programme;
- accommodation;
- meals;
- administration costs.

Notwithstanding Annexes I and II to the FM part of the Decision Book, non-members and non-students may be charged different participation fees by the organising group of the event.

For the purposes of this article, S&C events shall not include ~~sStudy vVisits, and~~ ELSA Law Schools and International Conferences of ELSA.

Comments:

To make the section more clear on which S&C events are referred to we decided to add the International part. Also, since we have a proposal regarding the International Conferences of ELSA and its fees, the section separating the fees has been added to the last part.

No 39: International Council Meeting Decision Book proposal concerning Event Fees section of the FM Part

The International Board is proposing the following to the Council:

Event Fees

3. Maximum Participation Fee for International Conferences of ELSA

The maximum participation fee for participants of the International Conferences of ELSA per participant per day shall be the following:

Non – Favoured Countries: 50 € for per participant per day

Favoured Counties: 45 € for per participant per day

This participation fee shall include the following:

- the academic programme
- accommodation
- meals during the official programme (breakfast, lunch, dinner)
- administrative costs

The maximum participation fee per participant per day for those who do not wish to have accommodation during the event shall be the following:

Non- Favoured countries: 25 € for per participant per day

Favoured countries: 20 € per participant per day

As part of the aforementioned proposal, the text is inserted between the Articles “2. Maximum Participation Fee for S&C Events” and “3. Maximum Participation Fee for ELSA Law Schools”. As a consequence, the following numbering within the ELSA Law Schools part will be altered accordingly.

Comments:

As we unified the International Conferences of ELSA in Opatija, we now need to adapt the financial part of the regulation to it. The International Board is therefore adding a part regulating the fees. Also, the International Board does not see the point of regulating the fees of national events, but still believe that regulating the International S&C event fees is essential to give an equal opportunity to participants all around the Network.

No 40: International Council Meeting Decision Book proposal concerning Uniformity section of the Marketing Part

The International Board is proposing the following to the Council:

Uniformity

3. The ELSA Flagship Projects

- 3.1 The European Human Rights Moot Court Competition (EHRMCC) logo consists of the titular words stacked upon each other, as seen in the diagram below. The logo may also be utilised as a negative version of the same design.



- 3.2 The Legal Research Groups (LRGs) logo consists of the abbreviated form of the title stacked on top of the full name, with two motifs, one representing books to the left, and one representing a magnifying glass intertwined into the letter 'G', as seen below. The logo may also be utilised as a negative version of the same design.



- 3.3 The John H. Jackson Moot Court Competition (JHJMCC) logo consists of the titular words stacked upon each other, as seen in the diagram below. The logo may also be utilised as a negative version of the same design.

THE
JOHN H. JACKSON
MOOT COURT COMPETITION

3.4 The ELSA Delegations logo consists of a circular motif as well as the titular words stacked on top of each other, as seen below. The logo may also be utilised as a negative version of the same design.



3.5 The Summer ELSA Law Schools (SELS) logo consists of a circular motif next to which there is the abbreviated name of the project, under which there is the full name of the project as seen below. The logo may also be utilised as a negative version of the same design.



3.6 The Winter ELSA Law Schools (WELS) logo consists of a circular motif next to which there is the abbreviated name of the project, under which there is the full name of the project as seen below. The logo may also be utilised as a negative version of the same design.



3.7 The Student Trainee Exchange Programme (STEP) logo consists of the abbreviated name of the project stacked on top of the word 'traineeships', as well as the STEP website URL, as seen below. The logo may also be utilised as a negative version of the same design.

**Comments:**

This proposal is being put forward as a result of ELSA International's mission to ensure compliance with the Corporate Identity and the Branding of ELSA. Further, it is our belief that a continuation in the branding of our projects should be encouraged. Since the Brandbook is only supplementary to the ICM Decision Book and does not have the same binding power, this will ensure to bind the future generations of marketeers and to ensure that changes made to the branding of our projects is not made in a haphazard manner, but rather, a calculated one.

No 41: International Council Meeting Decision Book proposal concerning Synergy section of the Marketing Part

The International Board is proposing the following to the Council:

Synergy

2. Distribution

2.1 ELSA International is responsible for distributing copies of Synergy to the National Groups. Both ELSA International and the National Groups shall strive to keep the distribution costs to a minimum.

~~2.2 The number of copies of Synergy produced within the budget, except the requested additional copies, shall be equally distributed between the National Groups in relation to the number of Groups they cover.~~

2.3 ELSA International will send out a shipping list at the same time as it makes a call for articles. Each National Group is responsible and shall ensure that the shipping list is up to date with both their National and Local Groups' delivery addresses and in accordance with the guidelines set by ELSA International.

2.4 A National Group shall submit the shipping list to ELSA International before the article submission deadline. In case the shipping company cannot deliver the package to the specified address in a submitted shipping list due to a mistake in the address or inability to reach the recipient caused by the fault of a Local or National Group, the respective National Group shall bear the reimbursement costs for the undelivered packages estimated by the shipping company.

~~2.5 Each National Group is entitled to 20 copies of each Synergy issue for each Local Group plus additional 20 copies for the National Group.~~

2.5 Each National and Local Group may request between 5 and 20 copies of the Synergy Magazine. The information about such request shall be delivered to ELSA International before the deadline for submission of articles. Upon failure to submit such information, ELSA International shall assume the amount requested to be that of 5 copies.

2.6 ELSA International is only financially responsible for distributing Synergy to the National Groups which have settled their financial obligations towards ELSA International at the ICM prior to the printing of the magazine.

~~2.7 Printing and distribution costs of additional copies requested by the National Groups will have to be financed by the requesting Group.~~

~~2.8 A request for additional copies must be submitted to ELSA International before deadline for submission of articles to the relevant issue.~~

Comments:

The substantial change is found in the manner in which Synergy is proposed to be distributed. After several discussions in both SAM Thessaloniki as well as ICM Opatija, there was a general consensus that Synergy was not being distributed efficiently. Since the Groups will now request the specific amount of copies that they require, waste should be minimised. Apart from the frugal and environmental aspect, this proposal will further help to cut unnecessary costs which Synergy imposes and therefore aim to make the project more profitable.

No 42: International Council Meeting Decision Book proposal concerning Uniformity section of the Marketing Part

The International Board is proposing the following to the Council:

Uniformity

1. The ELSA Logo

[...]

1.4 For a specific reason, the dimensions of the logo can be altered, but its proportions shall never be altered.

1.4.1 The dimensions of the logo may only be altered to the extent in which the subtitle would still be easily legible on the desired viewing platform.

Comments:

This sub-article is being introduced in order to legislate the usage of the ELSA Logo. It is a common occurrence that the logo is made so small on materials, that it is rendered negligible. This therefore ensures that every part of the logo (especially the subtitle), is visible, and legible.

No 43: International Council Meeting Decision Book proposal concerning Uniformity section of the Marketing Part

The International Board is proposing the following to the Council:

Uniformity

2. Social Media

2.3 The name of the project's profile should feature the full or abbreviated name of the project.

2.3.1 The name for social media profiles for ELSA Law Schools shall follow the following format:

'SELS/WELS (Name of Country/City) on (Topic)

The following example may be used:

SELS Izmir on International Trade Law

Comments:

As a result of many SELS/WELS organisers opening separate social media pages for their projects, we felt the need to regulate the way in which such profiles are named so as to ensure clarity and cohesion throughout the Network.

No 44: International Council Meeting Decision Book amendment concerning the Academic Writing part in the AA part

The International Board is proposing the following to the Council:

Academic Writing

3.1 ELSA Law Review

3.1 ELSA Law Review (ELR) is the Law Review of ELSA and shall be published once a year.

3.2 The topics of the ELSA Law Review shall be selected by the ELSA Law Review Editorial Board on a yearly basis, but shall always concern Human Rights Law.

3.3 The ELSA Law Review shall be peer-reviewed by the Academic Editorial Board, and revised and published by a professional publisher, to ensure a high-quality standard.

3.4 The 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 concern an internationally relevant topic related to Human Rights Law;
- The Submissions may not have been published elsewhere;
- The Submissions must include a short summary abstract, consisting of maximum 10% of the length of the article, as well as a short biography of the author (max 100 words);
- The Submission must be submitted as a .doc or .docx document;
- The Submission must make use of OSCOLA referencing style.

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

3.5 The Editorial Board of the ELSA Law Review shall be appointed by International Board before the launch of the Call for Articles, and shall consist of 3 to 5 Members, including the VP AA of the International Board.

3.6 The Academic Editorial Board of the ELSA Law Review shall be appointed by the International Board before the launch of the Call for Submissions and shall consist of experts in Human Rights Law.

Comments:

Following discussions with several externals, including the Publishing Partner of ELSA International, we have created the draft [Author Guidelines](#) document and wish to update the corresponding Article in the Decision Book accordingly. The proposal follows the suggestions made in the ELSA Law Review Workshop at ICM Opatija.

No 45: International Council Meeting Decision Book amendment concerning the Moot Court Competitions section in the AA part

The International Board is proposing the following to the Council:

Moot Court Competitions

1. General

1.1 A Moot Court is a simulated hearing and court proceeding in a certain area of law and aims at bridging the gap between theory and practice.

1.2 Representing the two opposing parties, students argue a fictitious case written by an expert in the area in front of a qualified Jury/Panel.

1.3 The first stage of a Moot Court should consist of written submissions by both parties followed by oral pleadings.

2. The ELSA International Moot Courts

2.1 The John H. Jackson Moot Court Competition

2.1.1 The John H. Jackson Moot Court Competition is a simulated hearing of the Dispute Settlement Body of the World Trade Organization (WTO). It is open to teams from all around the world.

2.1.2 The competition consists of 3 rounds: the written rounds, the Regional Rounds and the Final Oral Round. National Groups may organise National Rounds.

2.2 The European Human Rights Moot Court Competition (EHRMCC)

2.2.1 The EHRMCC is a simulated hearing of the European Court of Human Rights. The competition consists of a minimum of three rounds: the written round, the Regional Rounds and the Final Round.

2.3 ~~Specific~~ Responsibilities of the Local and National Groups

2.3.1 Promote ELSA's Moot Court Competitions as a priority before other Moot Courts outside of ELSA by using the provided marketing materials and publishing them in all universities and ELSA Groups.

2.3.2 Gather participants and support them in order to take part in the ELSA International Moot Courts.

2.4 ~~Specific~~ Responsibilities of ELSA International

2.4.1 ELSA International is overall responsible for the organisation of the JHJMCC and the EHRMCC.

2.4.2 ELSA International shall open the call for Regional Round ~~hosts~~ Organiser for the EHRMCC and European Regional Rounds 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;
- e. The experience of the Group with regards to international events.

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.

Comments:

The abovementioned is a combination of the input from the Regional Round Workshop of ICM Opatija and the feedback from the Regional Round Working Group that was created after ICM Opatija.

The criteria were drafted with the aim of making the application and selection processes more transparent, and therefore more accessible to National Groups. Though it might look like the regulations make it harder for Groups to apply, we believe clarity with regards to what is expected of a Group and what a Group may expect from ELSA International vice versa, only makes it easier to apply in the end.

The criteria were chosen in order to reflect current practice (checking accessibility, international event experience and how many other big projects the Group has), but also to provide more safeguards for both the applying Group as well as ELSA International (financial situation and support of National Group) in the process of RRO. Keep in mind the phrasing ‘to take into account’ – all of the circumstances mentioned in 2.4.4. may be used as relevant grounds for discussion when selecting or rejecting an application but are not *hard* requirements to apply.

No 46: International Council Meeting Decision Book proposal concerning the Quality Standards of ELSA Law Schools section of the S&C Part

The International Board is proposing the following to the Council:

ELSA Law Schools

3. Quality Standards

ELSA Law Schools shall comply with the following Quality Standards set for different aspects of the event.

General

- The OC shall take immediate action and provide the necessary assistance in issues involving medical attention. There shall be at least one member of OC present at the hospital or other medical institution should a participant be taken to such an institution, provided that the respective participant does not impose otherwise.
- The OC shall provide participants with all the necessary information with regards to the programme of the ELSA Law School at least three weeks prior to the opening of the ELSA Law School. This information will at least include a detailed description of the venue of the accommodation, including available equipment and facilities. In case there are special events planned (e.g. hike, boat trip), this will also be included in the information.
- The OC shall be the responsible party in relation to all matters involving participants and speakers.
- The OC shall provide all participants with a participant badge including at least the name of the participant, the address of the accommodation, the phone number of the Head of OC and the phone number of the emergency services in the country.

Accommodation and Meals

- Rooms shall have no more than six participants.
- Rooms shall not be of mixed gender unless the involved participants agree otherwise.
- There shall only be participants of the ELSA Law Schools together in the rooms unless the involved participants agree otherwise.
- There shall be at least one showering facility and one toilet for every six participants of the ELSA Law School.
- The OC shall ensure that there is free wireless internet access at the accommodation premises.
- There shall be breakfast, lunch and dinner provided to the participants of the ELSA Law School.
- Meals shall be diverse throughout the duration of the ELSA Law School.
- There shall be alternative meals provided with respect to dietary restrictions, allergies and preferences of the participant in question when deemed necessary.
- The rooms and the bathrooms shall be cleaned at least once every two days.

Transportation

- The Organiser shall purchase the tickets for the participants in advance when public transport is used during the ELSA Law School.
- The means of transportation and the relevant prices as well as possible discounts shall be communicated with the participants beforehand.
- During the ELSA Law School, there shall be a minimum of one representative of the OC present when using public or private transport providing all the necessary assistance to the participants. This provision shall not apply to participants who are late to the provided transportation or those who have waived their right to the presence of an OC member.

Academic Programme

- The lecture programme and materials shall be created and distributed to the participants at least three weeks prior to the event
- There shall be at least six speakers with various academic backgrounds.
- The OC shall publish the complete academic programme at least 2 months before the event.
- There shall be one flip chart, flip chart paper, markers and a video projector ready at the speakers' disposal if so requested by the speaker.
- The OC shall ensure that there is free wireless internet access at the lecture location.
- There shall be at least one representative of the OC present during the academic programme at the disposal of the speakers and participants.

Social Programme

- The OC shall provide an adequate social and cultural programme each day of the official programme with the aim of giving participants the opportunity to get to know each other as well as the culture of the country.
- The OC shall provide sightseeing to the participants of the ELSA Law School.
- There shall be a minimum of three representatives of the OC present at the social and cultural programme providing all the necessary assistance to the participants during the ELSA Law School.
- The OC shall ensure that the premises for the social programme are compliant with the relevant industry safety standards.

Promotion

- The Organiser shall use the ELSA Law Schools marketing kit provided by ELSA International as part of the unification of the programme.
- The Organiser shall at all times follow the rules of ELSA's Corporate Identity.

As part of the aforementioned proposal, the text is inserted between the Articles "2. Responsibilities" and "3. Quality control". As a consequence, the following numbering within the ELSA Law Schools part will be altered accordingly.

Comments:

Over the years, with the hard work of our fellow S&C'ers, ELSA Law Schools has become a successful and continuous project. Now since we have left the work of trying to raise the quantity of ELSA Law Schools we can focus on the quality. These points have been prepared by going over the evaluation

forms of ELSA Law Schools from the previous cycle, recommendations of my predecessors and my personal experience. By implementing these standards and focusing on the marketing we are aiming to achieve making ELSA Law Schools a worldwide known event.

No 47: International Council Meeting Decision Book amendment concerning STEP Procedure section of the STEP part

The International Board is proposing the following to the Council:

STEP Procedure

[...]

2. Traineeships

2.1 Searching for Traineeships

- a. Each Group, whether Local or National, can only search for traineeships within its own federal state or country. Otherwise, the consent of the Local and National Group of the country the traineeship is located in is required.
- b. ELSA International can search for Traineeships or contact externals according to the regulations in the BEE part of the Decision Book (“External Relations/2.Procedures”)

2.2 Placement

The traineeships can take place in any law related area.

2.3 Traineeships have a minimum duration of ~~two weeks~~ ten working days and a maximum duration of two years.

...

Comments:

Most of the traineeship starts on Monday and ends on Friday. When this applied for two weeks long traineeships, including the weekend between those weeks, the trainees usually do twelve days long traineeships. However, our regulations stipulate that the traineeship must be minimum two weeks long which is fourteen days in total. Therefore, in order to not contradict with our own regulations, we must indicate that ten working days should be enough as minimum duration for a traineeship.

Bringing working days to determine minimum duration would also avoid the traineeship providers ask for a trainee to work only for one day each week for one month. This would also bring our traineeships some quality standards by avoiding idle time between workdays and daily labour.

No 48: International Council Meeting Decision Book amendment concerning STEP Procedure section of the STEP part

The International Board is proposing the following to the Council:

STEP Procedure

[...]

2. Traineeships

2.1 Searching for Traineeships

- a. Each Group, whether Local or National, can only search for traineeships within its own federal state or country. Otherwise, the consent of the Local and National Group of the country the traineeship is located in is required.
- b. ELSA International can search for Traineeships or contact externals according to the regulations in the BEE part of the Decision Book (“External Relations/2.Procedures”)

2.2 Placement

The traineeships can take place in any law related area.

2.3 Traineeships have a minimum duration of two weeks and a maximum duration of two years.

2.4 Issuing a traineeship

Traineeship providers can only issue a traineeship by filling in the Traineeship Specification Form provided by ELSA International in which they state specific Educational Level, Language Skills and Legal Skills. ELSA International has the right to make amendments in the Traineeship Specification Form.

2.5. Compensation

Traineeships have to be paid. The compensation shall cover the general living costs during the time of the traineeship. Compensation can be provided by traineeship provider or by Local or National Group.

2.6. Unpaid traineeships

- a. Notwithstanding 2.51 ~~e~~-traineeships may be unpaid if the National or Local Group or the respective traineeship provider provides the trainee with accommodation, food, or another form of non-monetary compensation.
- b. Notwithstanding 2.51 ~~e~~-traineeships may be unpaid if the traineeship provider issuing the traineeship mainly employs volunteers to reach its aims or is prohibited to pay the trainee by law. In these cases, the National or Local Group shall try to fundraise a suitable compensation and/or accommodation.
- c. Notwithstanding 2.51 ~~e~~-traineeships may be unpaid at the discretion of ELSA International if the benefit for ELSA members outweighs the lack of payment.
- d. ELSA International shall provide an overview about all unpaid traineeships accepted under the

exceptions of 2.62 b ii and iii c to the National Groups within four (4) weeks after the Job Hunting Deadline of each Cycle, thereby giving reasons why each of those traineeships fulfilled the requested requirements of 2.62 b ii and ciii.

Comments:

Article 2.6. is referring the wrong article. Additionally, this Article contains some minor grammar and editing mistakes which needs to be fixed.

No 49: International Council Meeting Decision Book amendment concerning STEP Responsibilities section of the STEP part

The International Board is proposing the following to the Council:

STEP Procedure

[...]

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.

2.4 When a National Group acts as a Hosting Group as defined under STEP Responsibilities/Local Groups/3.1. part of the Decision Book 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.

2.5 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.

...

Comments:

There have been some cases in the history of STEP that the information provided to ELSA International in the Traineeship Specification Form was wrong and due to this fact either applicant or traineeship provider had been injured and claimed damages from ELSA International.

Nevertheless, as ELSA International we have no conceivable way to evaluate whether the information given in the Traineeship Specification Forms is true or not. Therefore, National Groups must control the Traineeship Specification Forms of their and their Local Groups' traineeships. After they are sure that every critical information therein, such as remuneration,

start and end date of the traineeship, requirements asked from an applicant and etc. is correct, they must approve the Traineeship Specification Forms via the STEP Online System.

No 50: International Council Meeting Decision Book amendment concerning STEP Procedure section of the STEP part

The International Board is proposing the following to the Council:

STEP Procedure

[...]

3.3 Selection

a. The traineeship provider shall select the trainee within the Deadline for Selection Results provided by ELSA International. If this timeframe is not adhered to, the trainee shall be entitled to postpone the start of the traineeship for a time equivalent to that of the traineeship provider's delay.

b. The traineeship provider shall inform the Hosting Group about the selection results. The Hosting Group shall confirm with the Traineeship Provider if the selection is done correctly and shall then immediately forward this information to ELSA International and the responsible National Group. 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 Group contacts the selected applicant within seven days.

...

Comments:

In the Decision Book and in the practice, there is an uncertainty on who supposed to do what during the Selection. Therefore, as ELSA International we would like to clarify the responsibilities of the ELSA International and National Group during the Selection and in order to make this process go much faster and avoid cancellations due to lack of communication, we would like to bring concrete deadlines for both parties.

NATIONAL GROUPS

No 51: Standing Orders amendment in “Scope of the Association”

The ELSA Germany, ELSA Poland and ELSA Czech Republic are proposing the following to the Council:

Scope of the Association

Article 2 – ELSA as a non-political association

ELSA, ELSA National Groups and ELSA's officers shall not take a stand on any political opinion. ELSA and ELSA National Groups are allowed to make public statements concerning solely legal issues and Human Rights in order to further its aims and within the realm of ELSA vision.

Article 23 – Main Fields of Activity

[...]

Comments:

Following the discussion at the IPM Tallinn, we propose this section to be included in the Standing Orders of ELSA in order to define and explain the scope of non-political status of ELSA. During the workshop the consensus was reached for ELSA to start advocacy and speak out about legal issues in order to increase its social responsibility in line with its vision. Due to the controversy of statements, we propose to limit the scope of public statements to legal issues and Human Rights, in order for ELSA to remain non-political and at the same have the opportunity to contribute to the public legal sphere.

No 52: Standing Orders amendment in “Scope of the Association”

ELSA United Kingdom is proposing the following to the Council:

Scope of the Association

Article 2 – ELSA as a non-political association

1. In accordance with ELSA’s non-political status, ELSA, ELSA National Groups, and officers of ELSA acting within their duties shall not take a stand on political issues.
2. ELSA and ELSA National Groups may issue public statements on issues directly related to law. Any public statement issued by ELSA or an ELSA National Group must:
 - i. not impugn or in any way undermine the non-political status of the Association; and,
 - ii. directly concern an issue of law and/or human rights law, within the scope of the European Convention on Human Rights, and address only the legal implications of the issue; and,
 - iii. comply with and further the aims and vision of ELSA.

Article 23 – Main Fields of Activity

[...]

Comments:

During the workshops at the IPM Tallinn, the consensus has been reached that ELSA should start doing advocacy. Common understanding throughout the network is that this involves a possibility of publishing public statements and partaking in the public legal sphere. Due to the fact that this issue is very controversial, and in attempt to preserve ELSA’s non-political status, ELSA UK proposes the following regulation. This regulation allows ELSA and ELSA National Groups to make statements on legal issues and human rights, as defined within the European Convention on Human Rights, due to our intrinsic relation with Council of Europe and its jurisdiction. All the statements shall comply with ELSA vision and contribute towards realising ELSA aims. ELSA UK believes that such regulation is needed as the minimum safeguarding standard in order to ensure we stay a non-political organisation through this process.

No 53: International Council Meeting Decision Book proposal concerning STEP Procedure of the STEP part

ELSA Germany is proposing the following to the Council:

STEP Procedure

...

2. Traineeships

...

2.4 Issuing a traineeship

Traineeship providers can only issue a traineeship by filling in the Traineeship Specification Form provided by ELSA International in which they state specific Educational Level, Language Skills and Legal Skills. ELSA International has the right to make amendments in the Traineeship Specification Form.

2.5 Legal Skills

- a. The traineeship provider shall specify maximum two advanced and three general legal skills in the Traineeship Specification Form for traineeships requiring undergraduate trainees.
- b. The traineeship provider shall specify maximum three advanced and five general legal skills in the Traineeship Specification Form for traineeships requiring graduate bachelor, graduate master or postgraduate trainees.
- c. The traineeship provider may only specify more legal skills than the prescribed amount if there is a valid reason. Such valid reasons include but not limited to high remuneration or reputation of the organisation.
- d. The Vice President for Student Trainee Exchange Programme of ELSA International will be responsible for evaluating and accepting such reasons.

2.56. Compensation

Traineeships have to be paid. The compensation shall cover the general living costs during the time of the traineeship. Compensation can be provided by traineeship provider or by Local or National Group.

2.67. Unpaid traineeships

...

2.78. Traineeships within institutions

...

Comments:

Currently it is possible for traineeship providers to specify as many legal skills as they like. However, the number of required skills is sometimes incompatible with the required graduation level. This makes it harder especially for undergraduate students to get chosen for a traineeship. For instance, it is simply impossible for a second-year law student to have advanced legal skills in more than two fields of law. On the other hand, also trainees with a bachelor's or master's degree can benefit from a limitation of

the required legal skills: A limitation adjusts the expectations of the traineeship providers to the real-life conditions after graduation.

By limiting the number of legal skills, we ensure that undergraduate students have an equal opportunity to get traineeships and protect our trainees from over-optimistic expectations in general. Still, there is a possibility to make an exception from this regulation if the traineeship provider can point out valid reasons for the requirement of more legal skills.

In our opinion this is a clear improvement of STEP that needs to be regulated officially.

INPUT PAPERS

THE INTERNATIONAL BOARD

Input Paper on Training Standards

Dear Network,

Following discussions at the Supporting Area Meeting in Thessaloniki and International Council Meeting in Opatija, also, taking into consideration the Operation Goal of the International Board 2018/2019, we have prepared a document following the research on Training Standards. You will find a compilation of (i) Quality standards in education and training activities of the Youth Department of the Council of Europe; (ii) CDC Quality Training Standards – Training Developer Checklist; (iii) Some examples of the Youth NGO Training Network.

ELSA Training is one of the internal projects not reaching its full potential. This issue was discussed for several years, however, without any concrete conclusions. The aim of this document is to show best practices and standards used in other Associations. The document covers both Training sessions delivered for the members and also Training events for Trainers (ELSA example – Train the Trainers Week, Refreshment Weekend) referred to as Common TEL 1.

The International Board is proposing the Minimum Quality Standards for ELSA Training. However, the goal of this document is to discuss what could be implemented in ELSA Training in the future. Hopefully, we will come up with the recommendation for the International Board 2019/2020.

The examples included there focus not only on the Training in general but gives the idea of Training events for the Network. Considering the fact that International Internal Meetings structure is one of the initiatives of the Strategic Goals 2019-2023, the following standards and examples may help re-focus on Training events and their benefits.

*The following research was done by **Akvile Jurkaityte**, Secretary General of ELSA International 2018/2019 and **Nana Gegia**, Assistant for Internal Management of ELSA International 2018/2019*

(i) Quality standards in education and training activities of the Youth Department of the Council of Europe

The purpose of these standards is to ensure that the education and training activities can benefit from the best conditions possible and are run according to the most efficient and effective usage of educational, financial and technical resources.

A relevant needs assessment

Basing activities on clear needs and expectations of the Council of Europe and its partners and on the political, social, cultural and educational reality they are meant to address is a prerequisite to ensure the activities are relevant, their results are sustainable and the various stakeholders see their expectations fulfilled. It also allows the trainers and participants to stay on course with the terms of reference and to be accountable for their work.

Specific, achievable and assessable objectives

Each activity, in addition to the overall aims that derive from the needs analysis, must always have specific educational and social objectives that will allow for an adequate programme to be developed, for the identification and recruitment of the best suited target groups, for an adequate evaluation process and for a consistent follow-up.

Definition of competences addressed and learning outcomes for the participants

All educational activities should have explicit and identifiable learning outcomes. Training courses must have a clear set of competences (knowledge, skills, attitudes and values) to be addressed and developed with and by the participants; other educational activities may be limited to presenting learning outcomes.

An adequate and timely preparation process

A successful activity depends largely on a timely, thorough and complete preparatory process, in which all major aspects of the activity are considered. Experience shows that cuts on the preparation time often have negative consequences on the results of the activity.

- All activities must include at least one two-day preparatory meeting in addition to time for the selection of participants (when this is the responsibility of the educational team); this does not include possible preparatory meetings immediately before the activity
- New training and educational activities, with innovative concepts or new topics, should have two preparatory meetings
- The activities should be run by the same team of trainers/facilitators that prepared them
- Long term training courses, composed of several phases, require preparation and evaluation consistent with their structure and duration. For the purposes of preparation and evaluation days adequate to this training format, each phase should be seen as an individual activity, requiring both preparation and evaluation
- The first preparatory meeting should be held at the latest 8 weeks before the activity.

A competent team of trainers and facilitators

Learning and competence development, as well as intercultural learning processes, rely heavily on the competences and abilities of the trainers and facilitators responsible for the activity. The YD bases its educational offer on multicultural teams of trainers and facilitators, with complementary roles and competences, recruited through a transparent process and accountable to all stakeholders. The presence of competent Council of Europe educational staff supports the coherence and consistency of the activity with the standards in place and the development of similar professional approaches by external trainers and facilitators.

- The activities should be planned and run by a multicultural and multinational team of trainers or facilitators composed of at least **three people**; activities should not rely exclusively on one trainer or facilitator;
- Whenever nominated by partners, the profile and competences of trainers and facilitators should be in accordance with the needs of the activity;
- All activities should be prepared and run directly with at least one member of YD staff; in case of activities held in cooperation with other organisations, they should be supervised by a member of staff of the YD (In our case it can be an ITP Trainer)
- The composition of the teams should reflect the specificities of the group of participants
- The teams should integrate senior and junior trainers/facilitators except in justified cases (e.g. advanced training courses) and allow for the involvement of competent former participants (when relevant)
- The trainers and facilitators should be acquainted with the values and work of the Council of Europe (in our case ELSA) and able to introduce or put into practice its main standards, educational approaches and resources.

Adequate, accessible and timely documentation

All activities must be documented especially with regard to their results and outcomes; this will also support the follow-up by participants and their synergetic effect on other activities and organisations.

- The documentation should normally be ready within 4 months after the completion of the activity;
- The documentation should systematically be available to all participants and their organisations and potentially – even if in a different form – to all those concerned by youth work and youth policy; the documentation should ideally be made available in the languages in the which the activity was delivered;
- Preparatory meetings and evaluation meetings should be the object of specific reports available to YD staff. (ITP)

A planned and open process of evaluation

An adequate evaluation of the activities is crucial to secure, among others, stock-taking of the results, the evaluation of the quality of the learning process and the follow-up to be given. Evaluation of objectives and results should take into account that the impact and outcomes of an educational activity can often be assessed only on a long-term perspective.

- All activities must be the object of a specific evaluation meeting which should be held at earliest 6 weeks after the activity and six months at the latest, with the exception of study sessions where an evaluation meeting may be held right at the end of the activity.
- The evaluation should take into account the perspectives of the participants, trainers and organisers and, in as far as possible, it should include recorded data and information and make use of qualitative and quantitative criteria; participants should have the possibility to express their opinion freely in a safe and secure space.

Junior trainer

A trainer who, within the context of a specific team and activity, has less experience with respect to topic, methodology and particular working context. The junior trainer is expected to support the work of the senior trainers. Differences between senior and junior are explained in the document.

Senior trainer

A trainer who, within the context of a specific team and activity, has extensive experience with respect to topic, methodology and particular working context and can take a leadership role in the educational processes.¹

(ii) CDC QUALITY TRAINING STANDARDS Training Developer Checklist

In January 2018, education leaders from across the Centers for Disease Control and Prevention (CDC) finalized eight science-based training standards. They serve as a measure of quality for any trainings developed or funded by CDC and provide training developers with guidance for developing quality training.

A quality training is one that meets all eight standards.

1. Training needs assessment informs training development

- Ensure that training is the most appropriate and effective route to solving the stated problem.
- Conduct a needs assessment. Consider a complex or simple approach that, depending on the situation, may include
 - Environmental scan (e.g., does a similar training exist that could be used or adapted?),
 - Content analysis, and/or
 - Learner analysis/input.
- Identify and confirm the training goal with stakeholders.
- Identify and describe the learners.
- Identify an instructional gap(s) (what a learner needs to learn to solve the stated problem).
- Select a delivery method(s) or strategy(ies) appropriate for content and learners.

¹ Quality standards in education and training activities of the Youth Department of the Council of Europe, 23 November 2016, <https://rm.coe.int/ddcp-yd-etd-2016-202-quality-standards-yd-et-activities/16807c8bb9>

Some trainings may require additional attributes. Consider if the following apply to your training:

- Identify appropriate competencies, if relevant.
- Establish and confer with a planning committee that includes representatives of the relevant professions providing guidance.

2. Training includes learning objectives

- Develop learning objectives that are SMART (Specific, Measurable, Achievable, Relevant, and Time-bound).
- Match learning objectives with goals.
- Select educational methods and strategies that support learning objectives.

Some trainings may require additional attributes. Consider if the following apply to your training:

- Match learning objectives with competencies, if competencies exist.
- Describe prerequisite knowledge and/or skills.

3. Training content is accurate and relevant

- Use content that meets the needs of the learners and program.
- Conduct a subject matter expert (SME) review and update or remove content in a timely manner. The SME should ensure that content is up-to-date, appropriate, and accurate and unbiased (e.g., conflicts of interest disclosed).
- Limit unnecessary content by ensuring content aligns with learning objectives.
- Include real-world examples.
- Use visuals that support and are appropriate for content (i.e., relevant and necessary) and learners (i.e., culturally appropriate).

Some trainings may require additional attributes. Consider if the following apply to your training:

- Review content for a recurring training on a periodic basis to ensure accuracy and relevance. Review may include evidence-based practice, peer review journals, best practices, and/or SMEs' opinions.
- Align content with at least one competency, if competencies exist.

4. Training includes opportunities for learner engagement

- Design training that is interactive or engaging (e.g., knowledge checks, case studies, question & answer sessions, or exercises), as appropriate for learners' needs and training goals.
- Provide opportunity for learners to receive feedback.

Some trainings may require additional attributes. Consider if the following apply to your training:

- Use adult learning principles for adult learners.
- Include experiential or practice-based learning.
- Provide opportunity for learners to share experiences and learn from others' experiences. These may include peer learning and interdisciplinary opportunities for practice.

5. Training is designed for usability and accessibility

- Use conversational style that is appropriate for learners (i.e., active voice, present tense, and second person).
- Use language and tone that meets learners' reading levels.
- Select media and interface that facilitate learning.
- Design for user experience.
 - Develop easy and user-friendly navigation or materials.
 - Ensure that navigation or materials are meaningful and work for the majority of users and learning styles.
 - Organize concepts in logical sections.
 - Make content accessible to learners (e.g., section 508 compliant and accommodations as needed).

Some trainings may require additional attributes. Consider if the following apply to your training:

- Use high quality (e.g., clear, clean, and crisp) audio and visual aids to clarify concepts when appropriate.
- Use technology that is current and easy to access.
 - ⊃ Ensure that links are functional.
 - ⊃ Provide technical support.
- Make content culturally and linguistically appropriate for learners.

6. Training evaluation informs improvement

- Develop and implement a training evaluation plan that guides formative and summative evaluation.
 - Plan to use process evaluation data and learner feedback for ongoing quality improvement.
- Conduct a formative evaluation as part of development. Use a simple or complex approach that, depending on the situation, can include peer review, quality checklist assessment (e.g., using this checklist), pilot testing, or usability testing.
- Include opportunity for learners to provide feedback on training (include open-ended feedback, if possible).

Some trainings may require additional attributes. Consider if the following apply to your training:

- Conduct a follow-up evaluation after learners have left the “classroom” to determine impact on performance, program, or training goal.

7. Training includes opportunity for learner assessment

- Conduct outcome evaluation through learner assessment (e.g., posttest, knowledge check, exercise, observed practice, question & answer session, or problem solving).
 - Construct assessment questions that relate directly to learning objectives.

- Use a variety of question formats such as multiple choice, matching, listing, reordering, and sorting.
- Provide learners with feedback on their responses to support learning.
- Use scenarios in which learners can apply what they have learned.

Some trainings may require additional attributes. Consider if the following apply to your training:

- Recognize learner completion through a certificate or other notification.

8. Training includes follow-up support for the learner

- Provide opportunities to learners for continued learning after the training that reinforce content delivered during training.
 - Use a complex or a simple approach that includes at least one resource for post training support.
 - Simple approaches include providing contact information for help, tip sheets and other resources for more information, access to communities of practice from the training.
 - Complex approaches include conference calls, webcasts, coaching, and retention reminders such as e-mails and quizzes provided some time after the training.²

(iii) Youth NGO Training Network

AEGEE

Training events organized per year: One TNT and a few European Schools (3 training days) about topics relevant for the management of our organization (organizational management, project management, PR, HR, FR...) and personal development. The exact topics of the trainings courses varies each year, but we try that the main topics are offered often enough.

Levels of trainer qualification:

AEGEE-Academy junior trainer:

2 options:

- Attend a TNT and have delivered 10 hours of NFE.
- Have 20 hours of experience delivering NFE.

AEGEE-Academy trainer:

Requirements:

- Have 60/70 hours of experience delivering NFE (depending on whether they have attended a TNT or not).

² https://www.cdc.gov/trainingdevelopment/standards/pdfs/QATrainingChecklist_508.pdf
<https://www.cdc.gov/trainingdevelopment/standards/standards.html#QTS1>

- Have participated as trainer in the whole process of a training event: planning, preparation, delivery and follow-up;
- Receive a positive evaluation by co-trainers and participants at the end of a training course.

People with motivation and the right profile to become trainers, but who don't fulfill yet the requirements to be junior trainers, can join our pool of trainers as "candidate trainers", although they are normally not allowed to deliver at our training courses till they become junior trainers.

Membership regulations for trainer's group / training committee:

People who apply to join AEGEE-Academy will be evaluated and, if they fulfill the criteria, they will be given AEGEE junior trainer or AEGEE-Academy status. Normally members start as junior trainers and are updated to trainer status once they get enough experience. If they don't fulfill the criteria, they can be given candidate trainer status (which allow them to join our communication channels as observers) if they have good prospects of becoming a trainer; or are rejected if they are far from fitting into the criteria.

Practices on developing young trainers: We have a mentoring programme. We want to organize our first trainers' meeting.

Common TEL 1 (Trainer Education level I) practices

No of pax: 8

No of trainers: 2

Duration: 5 training days

Guest places: TNT is open to applicants from outside AEGEE (there is some agreements with some NGOs here to share with them the open call)

BEST

Training events organized per year:

- 2x TRAP (Trainers Camp) aka Train the Trainers
- 1x TTA (Technical Tutors Academy) Train the Trainers event for hard skill trainers (called tutors)
- 5x Trainshops: 5 different topics that are Graphic Design (Graphic Design Camp), Fundraising (beRICHER), Public Relations (beKNOWN), Leadership (bePROUD), Human Resources Management (beMORE)
- 17x Joint Board Trainings (given that there is a host for each of them)
- 1x T-TRAM (every year a different topic)

General state of trainings:

- The training system of BEST has been developing throughout over 20 years. Right now, we have a big Training Community (pool of trainers and tutors of BEST), that ensures that the organisation is trained in the necessary skills, which is managed by the Training Department,

whose main responsibility is to maintain the training system of the organisation. We also have a Training Strategy, which is built in accordance to our Strategic Plan (3 years) and ensures that all the efforts from the Training Community are aligned into helping the organisation achieve its goals.

Levels of trainer qualification:

1. **Junior BEST Trainer**
2. **BEST Trainer**

Membership regulations for trainer's group / training committee:

Training Department that overviews the Training Community.

Training Community includes all Trainers and Tutors in BEST that either graduated from TRAP or TTA, or that graduated from an external TtT event and got recognised in BEST as a trainer.

Practices on developing young trainers: Mentoring program, T-TRAMs (Training Trainers' Meetings aka advanced training events for trainers).

Common TEL 1 (Trainer Education level I) practices

No of pax: 16-20

No of trainers: 6-7 trainers

Duration: 10-11 working days + arrival and departure + Pre (2-3 days) and Post (2-3 days) event only for trainers

Standards and structures of sessions:

Core focus on session design (from learning cycle to schedule design), facilitation and interaction, communication skills, presentation skills & feedback and personal and guided reflection (through feedback).

EESTEC

Members in the trainer pool: 125

Training events organized per year:

- T4T
- Leaders of Tomorrow (LoTr)
- BOOSTCAMP (organizational management)
- Trainers Meeting (has been organized twice)

Levels of trainer qualification:

1. Trainer Candidate
2. Trainer

Membership regulations for trainer's group / training committee:

After 2 years, Trainer Candidates who did not get promoted to Trainers get degraded.

Practices on developing young trainers:

Working with mentor, participating in internal projects of TrT, inclusion in the decision making process within TrT, Trainers Meeting, refunds for trainers who travel and deliver in other Local Committees

Common TEL 1 (Trainer Education level I) practices

No of pax: 14-16

No of trainers: 6

Duration: 10 days

EGEA**Training events organized per year:**

1 TEL-1 (EGEA TNT)

1 Team management training for our EGEA Board.

1 - 2 additional training events planned 2018-19

Some training sessions on EGEA events with different topics.

Levels of trainer qualification:**Level I: Junior Trainer**

Requirements:

1. Successful participation in an EGEA TNT or a TNT, recognized by EGEA TC.

OR

2. Recognition of trainer competencies by delivery of an exemplary training session and demonstration of basic understanding of training design and facilitation, checked by an EGEA Trainer.

Additional reglementations

Should be provided a mentor to support the growth as a trainer. Have to share their training designs upfront with TC. An experienced trainer checks the design and gives feedback.

Level II: EGEA Trainer

Requirements:

1. Delivered 15 hour of Trainings in EGEA. The 15 hours of Training should cover minimum 3 different maintopics (compare the topic list of TC, Communication Skills, Leadership Skills, Influencing, Interpersonal Skills, Personal Skills, Creativity, Professional Skills) All 15 h training hours and the designs of the trainings get checked upfront and get debriefed with an EGEA Trainer.

2. A completed EGEA Trainer Portfolio (compare EGEA Trainer Portfolio, It must be noted which EGEA Trainer supervised the training, the hours of delivered trainings and which topics have been covered.

Common TEL 1 (Trainer Education level I) practices

No of pax: 16

No of trainers: 4

Duration: 7 -8 days, including arrival + departure

Standards and structures of sessions:

The TNT will be in English and topics that the participants will be trained on are communication, feedback, group dynamics, training design, training methods, facilitation, adult learning (learning styles and personality types), activity management, debriefing.

EMSA

Levels of trainer qualification:

Candidate trainer

EMSA trainer

Practices on developing young trainers:

2017-2018

We have established this year a mentors project where each of our candidate-trainers is assigned to a mentor (trainer from previous generation), who is guiding them through the system and also helps them with everything they need in their training life start.

2018-2019

This year we will have a small working group (hereinafter) SWG. During the term, this SWG aims to create a more well-rounded and well organised training system for EMSA and to implement the outcomes of the SWG into EMSA Internal rules.

EPSA

Members in the trainer pool:

In Europe: Around 60 in Europe

Training events organized per year:

- 2 TNTs;
- 1 TtT (internal training event for trainers) for 3 days and 12 people;
- summer university event;
- 1 ToT (Trainers on Tour);

Levels of trainer qualification:

1. Trainer Candidate

- Attend one TNT recognized by EPSA

Every Trainer Candidate has a mentor from the Trainers pool (2nd level of certification). Mentors are the first contact person, they guide the candidates, and discuss the trainer's reports with them.

2. Trainer

- The Trainer candidates need to report on 6h of Trainings and discuss said report with the Training Coordinator in order to become Trainers.

3. Senior Trainer

- 75 hrs of training delivered
- active in the trainer's pool for 2 years
- 2 out of the 3 (delivered a TNT, delivered an external training event, worked as a mentor)

Standards and structures of sessions:

Normally 8 days (including arrival and departure day) for 12 participants

16 participants max

120 – 150 € of participation fee

4 trainers / facilitator (aim: 2 external (professional) + 2 internal trainers)

No payment for trainers. They do not need to pay participation fee and receive a (partial) travel refund (50 – 200€)

Costs mostly covered by the participants fee but also support from budget

Whole TNT is organized by the trainers. Just 1 member of the local entity helping with logistics.

Cooperation with e.g. ESTIEM did happen in the past. Then both associations were equally responsible for the TNT

Only the recognize of the youth trainers academy (TNT) certificate immediately.

ESN

Members in the trainer pool:

Pool of Eduk8ers -

<https://eduk8.esn.org/pool-eduk8ers>

Pool of Facilitators -

<https://eduk8.esn.org/pool-facilitators>

Pool of Trainers -

<https://eduk8.esn.org/pool-trainers>

Interactive map with all pool members - <https://eduk8.esn.org/our-trainers>

In Europe: Currently, all of our members are based in Europe.

Training events organized per year:

- 2 TNTs (one for basic level, one for advanced level)
 - 9-10 days
 - 20-40 participants
 - 1 trainer for every 8-10 participants
- 1 community event / internal trainer meetup
 - 25 participants
 - project team facilitates the gathering
- 2 soft skills trainings (summer and autumn)
 - either 3 or 4 days
 - participants follow a single thematic track for the duration (e.g. leadership, conflict management, intercultural communication, etc.)
 - 40-60 participants
 - 1 trainer for every 10 participants & 1 external mentor for every 2 trainers
- Summer academy
 - participants pick and choose standalone workshops
 - 3-day event
 - up to 80 participants
 - 12 trainers

2 mentors for the trainers

Levels of trainer qualification:**1. Eduk8er**

- Attendance and satisfactory participation of one TNT recognised by ESN.

2. Facilitator

- Need to apply to the coordination team for recognition. ESN has developed a competence checklist, according to which the responsible persons evaluate if the applicant fulfils the competence expectations.

3. Trainer

- Need to apply for recognition the same way as for Facilitator but with a higher level of criteria.

Membership regulations for trainer's group / training committee:

The Eduk8 and the Trainer qualifications are granted permanently. The Facilitator qualification is introduced as a step in between from where members are encouraged to deliver on a regular basis and move further or will retrace to Eduk8er status after not being active for 2 years.

Practices on developing young trainers:

We provide thorough mentoring during the delivery of the seasonal trainings and connected to the advanced TNT. We also established a 'Feedback Pool' this year where anyone can ask for feedback on their training session outlines from those who have become members of the pool and took part in a short preparation for the role. We also are aiming to create a strong community and encourage peer support.

Common TEL 1 (Trainer Education level I) practices**No of pax:**Basic level

40-50 participants

Advanced level

16-20 participants

Community Training

20-25 participants

No of trainers:Basic level

1 trainer per 8-10 participants

Advanced level

1 trainer per 5-7 participants

Community Training

varying, the coordination team facilitates the whole event but members of the community and externals also can hold workshops

Duration:Both levels

8-10 days

Community Training

3 days

Standards and structures of sessions:

- Existence of prep meeting of 2 days and eval day after every event for the prep team (trainers and eduk8 team);
- Additional physical prep meeting when possible, about 1,5 month before the event;
- One member of the team constantly keeping contact and giving support to the local volunteers organising the event;

Not more than 7h working hours per day. Social programmes organised by either trainers or local organisers but light and of optional participation.

ESTIEM

Levels of trainer qualification:

Level I: Junior Trainer

Registered to the Trainers Database is necessary.

Level II: ESTIEM Trainer

Delivered 30 hours of reported training sessions. (This requirement may be lowered down to as low as 16 hours after having attended a TNT) Additionally, the sessions need to consist of at least 2 different topics, in 5 different sessions, of which at least 2 should be in Central ESTIEM. Have a recommendation letter from an Expert Trainer.

Level III: Expert Trainer

Having attended a Training Advanced Trainers event or being a trainer at a TNT (or equivalent). Having joined ESTIEM Training Mentoring System and have at least one mentee at the moment of application. Have delivered a minimum of 50 hours of reported training sessions in at least six different topics and at five different events of which at least two should be at central ESTIEM level.

IAAS

Membership regulations for trainer's group / training committee:

Junior trainer: went to an official TNT

Trainer: junior trainer that delivered minimum of 15 hours

Needs to be approved by heads of the Trainers Committee

Practices on developing young trainers:

Mentor program

IAESTE

Levels of trainer qualification:

- 1) Junior Workshop Leader
- 2) Senior Workshop Leader

Membership regulations for trainer's group / training committee:

You can only be considered as an active member when you give at least one workshop per year. This to keep the group and to phase out the alumni.

Input Paper on the Minimum Quality standards on the International Internal Meetings

Dear Network,

Throughout the years concerns about the International Internal Meetings have been raised. The International Board has completed the Minimum Quality standards on the International Internal Meetings following discussions of the Working Group on the International Internal Meetings and the Reports on the International Internal Meetings. The standards are best on the well developed ELSA Law Schools example and shall be discussed as possible option for the International Internal Meetings. Please find the list below:

General

- The OC shall take immediate action and provide the necessary assistance in issues involving medical attention. There shall be at least one member of OC present at the hospital or other medical institution should a participant be taken to such an institution, provided that the respective participant does not impose otherwise.
- The OC shall provide participants with all the necessary information with regards to the programme of the International Council Meeting at least five weeks prior to the opening of the International Council Meeting. This information will at least include a detailed description of the venue of the accommodation, including available equipment and facilities. In case there are special events planned, this will also be included in the information.
- The OC shall be the responsible party in relation to all matters involving participants.
- The OC shall provide all participants with a participant badge including at least the name of the participant, the address of the accommodation, the phone number of the Head of OC and the phone number of the emergency services in the country.

Accommodation and Meals

- Rooms shall have no more than six participants.
- Rooms shall not be of mixed gender unless the involved participants agree otherwise.
- There shall only be participants of the International Council Meeting.
- There shall be at least one showering facility and one toilet for every six participants of the International Council Meeting.
- The OC shall ensure that there is free wireless internet access at the accommodation premises.
- There shall be breakfast, lunch and dinner provided to the participants of the International Council Meeting.
- Meals shall be diverse throughout the duration of the International Council Meeting.
- There shall be alternative meals provided with respect to dietary restrictions, allergies and preferences of the participant in question when deemed necessary.
- The rooms and the bathrooms shall be cleaned at least once every two days.

Academic Programme

- There shall be one flip chart, flip chart paper, markers and a video projector ready at the speakers' disposal if so requested by the speaker.
- The OC shall ensure that there is free wireless internet access at the lecture location.

Social Programme

- The OC shall provide an adequate social and cultural programme each day of the official programme with the aim of giving participants the opportunity to get to know each other as well as the culture of the country.
- The OC shall provide sightseeing to the participants of the International Council Meeting.

Promotion:

- The Organiser shall at all times follow the rules of ELSA's Corporate Identity.

NATIONAL GROUPS

Input Paper on the preparation of workshops and plenary officers

Submitted by ELSA Germany

We have noticed that the preparation of workshop and plenary officers is not adequate. This topic was already raised several times towards ELSA International and still we could not see any improvements during the last Internal Meetings. Hence, we would like this issue to be officially discussed within the entire network.

Secretaries

In recent years several participants from the German Delegation have been secretaries in both workshops and plenaries and experienced the following: The minority was asked prior to the meeting while the majority just volunteered to write the minutes during the Opening Workshops. In some cases, they even have been pushed to volunteer because the German Delegation was one of the biggest ones. And due to that procedure, many of those secretaries were inexperienced on minuting. Moreover, they weren't prepared well: The only instruction they got was a template that included only the workshop titles in the correct fonts but no further explanations or guidelines. They were for instance unable to record the workshop recommendations in the right way because there was simply no time to search for the prepared section in the whole template. By pasting these prepared sections directly in the right parts of the template this problem would not arise. Also, it was unclear what needs to be written in the minutes and what kind of remarks can be missed out. Of course, there is the officers' workshop but in fact it is just too late to prepare the officers during the meeting. In the end the result of this incertitude are incomplete minutes and demotivated secretaries.

Preparation of secretaries

Since we have proper and well-prepared templates for minutes in Germany, we do not struggle to find secretaries for our plenary and workshop sessions beforehand. It is not acceptable that secretaries are forced to volunteer right before minuting. Especially if they have never seen the templates before or are not even familiar with minuting. Therefore, we suggest that the International Board prepares better templates (see example below) and asks for secretaries duly before the start of the ICM. Also, they should provide the secretaries with the templates right away and make sure that there are no misunderstandings (e.g. by delivering a webinar). Thus, the officers' workshops wouldn't be needed anymore, and the opening workshop would be more efficient.

Make secretaries life easier

Besides those templates we suggest using tools like Google Docs to make the life of secretaries easier. Thus, the minutes can be written together in one document at the same time. Besides that, it is also perfectly suited to proofread the minutes together with the chairs.

Also, we ask the International Board – that already knows who will attend the workshops prior to the meeting – to prepare a printed attendance list and include it in the template. This way the secretaries must read the handwriting only of those participants who are not on the printed list and add these missing participants to the minutes.

Chairs

In recent years several members of the German National Board were as well asked to chair workshops. Unfortunately, many of them were unsatisfied with the provided road maps because they did not contain enough information about the content of the workshops and what the chairs must do or not. The current road maps do neither give any leading questions for discussions nor clarify the structure of each workshop session (e.g. if there will be working groups or open discussions). Also, the road maps are missing certain and important bullet points like the approval of the agenda or the workshop minutes of the last meeting.

Furthermore, chairs get their road maps way too late to prepare themselves properly for the sessions. It is unacceptable that chairs are asked to prepare themselves right before the workshop starts or even worse get their road map within the workshop itself.

Therefore, we ask the International Board to better prepare the road maps (see example below) and to hand them out at least one week before the ICM.

Preparation of chairs

Chairs need to become familiar with the topics of the workshop and questions that might lead the discussion in the way ELSA International wants it to. Especially chairs need that kind of preparation since most of them have never chaired a workshop before. Furthermore, some chairs do not know that they are also in charge of checking the minutes together with the secretaries every day or that they need to write a workshop report. In our opinion the work of a chair is not presented clearly enough. Therefore, it is necessary to have a call with the chairs beforehand to make sure they are as well properly prepared for the workshops. By ensuring this the workshop runs smoothly and more efficient, and the chairs are not that insecure anymore.

Guidelines

Every workshop and plenary officer gets guidelines during the officers' workshop. Why is it not possible to share these in the participants' group beforehand? Volunteers might want to know what their tasks are before they volunteer. By providing the participants with this information it could be easier to find tellers, members for the nomination committee and secretaries as well.

Conclusion

ELSA Germany asks ELSA International to provide workshop and plenary officers with better templates for minutes and road maps in time. We also want ELSA International to look for officers before the start of the ICM and to prepare them properly with all the needed information

Examples

Minutes:

In our template the secretaries only must fill in the red. Since the rest is prepared already, there are less mistakes or misunderstandings in the minutes.

10:00-11:00

Human Rights:

Chair: I open the workshop at **xx:xx**.

XY gives a presentation on Human Rights.

Chair: Do you have any questions regarding the presentation?

Please note all questions and answers with Name and country or add “No questions”.

The chair splits the group into three working groups.

Group 1: Local Level

- Please make some notes during the presentation of the results.

Chair: Are there any remaining questions about the result?

Please note all questions and answers with Name and country or add “No questions”.

Group 2: National Level

- Please make some notes during the presentation of the results.

Chair: Are there any remaining questions about the result?

Please note all questions and answers with Name and country or add “No questions”.

Group 3: International Level

- Please make some notes during the presentation of the results.

Chair: Are there any remaining questions about the result?

Please note all questions and answers with Name and country or add “No questions”.

Chair: I close the workshop at xx:xx.

11:00-12:00

Proposals:

Chair: I open the workshop at xx:xx. Before we will start the discussions regarding the S&C-proposals we will cast the number of votes of the S&C-workshop. Therefore, I ask one representative per national group to stand up.

Present National Groups	Simple majority	2/3-majority
x	x	x

XY explains proposal no. 23

Chair: Do you have questions regarding proposal no. 23?

Please note all questions and answers with Name and country or add “No questions”.

Chair: Are there any amendments to this proposal?

Please make sure to write down all the amendments properly with Name and country. Do not hesitate to interrupt the workshop to do so.

Vote on proposal no. 23:

- In favour: x
- Against x
- Abstention x

Chair: This proposal was (unanimously/not) recommended by the workshop.

Chair: I close the workshop at xx:x

Road map:

10:00-11:00

Human Rights

	Content	Who	Time
1	Opening at __: __ pass the floor to ELSA International	Chair	1 min.
2	Presentation PPP : Human Rights → Questions? (Chair)	XY	14 min.
3	Working Groups Split into three working groups. Give them flipcharts and eddings <ul style="list-style-type: none"> • Group 1: Local Level • Group 2: National Level • Group 3: International Level Task: Answer following questions: <ul style="list-style-type: none"> • What kind of Human Rights events can be organised on that level? • How to further implement Human Rights? 	Chair	30 min.
4	Presentation of the results Each group presents their results. Ask for questions after each group. Take pictures of the Flipcharts (Vice Chair)	Chair	9 min.
5	Closing at: __: __	Chair	1 min.
6	Energizer	Spirit	

11:00-12:00

Proposals

	Content	Who	Time
1	Opening at __: __	Chair	1 min.
2	Cast the Votes of the workshop Only <u>one</u> per national group is entitled to vote. Make them stand up and count.	Chair	2 min.

	Present NGs	Simple majority	2/3-majority								
3	Explanation of the voting procedure <ul style="list-style-type: none">• EI will present each proposal• Chairs will ask for questions and amendments afterwards• EI needs to accept amendments → if not: workshop will vote on the amendment (simple majority)			Chair	2 min.						
4	Proposal no. 23 <ul style="list-style-type: none">• XY explains the proposal and the reasoning behind it• Questions?• Amendments?• „Statements“? <p>Workshop recommendation for the plenary: <i>Please note the results as well!</i></p> <p>Voting (simple majority):</p> <table><tr><td>JA</td><td>NEIN</td><td>ENTHALTUNGEN</td></tr><tr><td></td><td></td><td></td></tr></table> <p><i>State that the proposal was recommended by the workshop or not for the minutes!</i></p>			JA	NEIN	ENTHALTUNGEN				Chair	5 min.
JA	NEIN	ENTHALTUNGEN									
6	Closing At :			Chair	1 min.						

Input Paper on the State of the Network Inquiry

Submitted by ELSA Germany

The Importance of the State of the Network Inquiry

The State of the Network Inquiry is one of the networks most important and useful tools for information gathering and evaluating the current needs of the National and Local Groups. It is more than just an obligation that must be fulfilled by the International Board, especially due to the fact that it's mandatory for the National Group to get their voting rights: The State of the Network provides the perfect platform to inquire developments and changes within ELSA whilst asking for the network's opinion on specific topics which are relevant to every officer such as strategic goals, the financial strategy or the political status of ELSA. The results of the State of the Network could be used for discussions in working groups and should affect the International Board's decision-making process.

Analysis of the 26th edition

While filling out the 26th edition of the State of the Network Inquiry the impression arises that the International Board is not aware of its potential and function:

Instead of using it as a tool for uncovering weaknesses within the network and a possible need for action by the International Board, the used questions are just a shortened repetition of the 25th edition. Of course, we are aware of the necessity of some constant general questions to get an actual state of the entire network. But we do not see the need for answering more or less the same questions twice a year in several successive editions. This leads to the impression that the results and collected data of the previous edition were not analysed usefully. Otherwise there would be no need for asking the same questions repeatedly.

In addition, there were some mistakes and structural discrepancies within the Inquiry. For example, the ELSA Moot Court Competition (EMC²) was not consistently renamed John H. Jackson Moot Court Competition. Moreover, the International Focus Programme and the ELSA Day – projects that are relevant to all Key Areas – are inquired between the AA and MCC related questions.

In summary these points imply that the International Board conducts the State of the Network Inquiry just because of a liability without dealing with its content.

Conclusion:

To conclude, we ask the upcoming International Board to improve the 27th edition of the State of the Network Inquiry. Instead of using the same questions that were asked in previous editions, this survey should focus more on locating specific needs and relevant issues in the respective areas as well as general problems the network is facing. In short: The State of the Network should be used in a more well-directed way to support the ELSA officers as good as possible and to develop the whole network. Besides, the State of the Network Inquiry should in general be prepared more precise regarding terminology and structure in order to reach its full potential. All ELSA projects should at least be named correctly especially when they are officially branded.

Finally, we ask the International Board to be aware of the responsibility related to the State of the Network and to engage more intensively with its results. The given data should be evaluated more carefully and transparently so that all officers who filled out the survey are able to notice its outcome. We hope that the International Board will overthink its attitude towards the content of the State of the Network and we would like to officially discuss this issue within the entire network during the next International Council Meeting.

Input Paper on the new IFP topic No 1 – Automation, Digitalisation and AI

Automation, Digitalisation and AI

Submitted by ELSA Germany

1. Description of the topic

Automation, Digitalisation and AI are an opportunity for Humankind as a whole. But it also comes with threats and risks to and challenges for society. With a continual technological advance, there might come a time when a lot of human work and even daily tasks won't be necessary anymore, or at least can mostly be taken over by the likes of machines and AI. Even now we can see this manifesting itself. But what happens if we, one day, became fully dependent on this new technology?

What are the probable implications for society, the work force, our social security system? And what about potential risks of these new technologies? Who will be responsible for actions of machines? Who would be responsible for which kind of legal framework should be built around this? And how will our understanding of Human Rights change around of it?

Started during the Industrialisation in the 19th century, Automation first became a point of discussion concerning Human Rights, and especially workers and children's rights.

With a higher standard, at least in European Countries, the discussion shifted from working conditions to what would happen, when a large number of human workers are no longer needed, like we can see it happening with Digitalisation.

In the future, this topic, especially concerning AI will be even more important and is already being discussed by governments, institutions, associations and corporations. With the implementation of fully autonomous factories, self-driving cars, algorithmic trading, behavioural analysis through big data, we see the legal framework under some stress and trying to adapt. Even in the typical legal professions, this gets even more prominent through legal tech.

Altogether the topic is at least split into two aspects.

The first aspect would be the sole technological impact. So about which technologies are being used and what the legal framework and boundaries are for it.

The second aspect would be the implications of these technologies on society. Foremost how they are already impacting our daily lives and how they will and might transform society.

This is why we, as a Network should focus on this topic for the next period of the IFP.

2. Why ELSA would benefit from choosing this topic

The Network would benefit from this topic for several reasons. For one because it is a topic that is still under discussion and development. So not only can ELSA talk and organise events about and work on the Status Quo, like we did in the last years, but rather could influence the discussion and direction in which the topic is heading. Even make sure, that the topic and technology are properly

headed in accordance with our vision. To make sure that technological advances are used to make a just world in which there is respect for human dignity and cultural diversity.

As it is under discussion and in a constant change, we can be sure, that even in a couple of years, this topic will be highly discussed. With ongoing advances in technology and social frameworks, we could concentrate on different facets every year.

3. What kind of events can be organised/traineeships may be found

Basically, all events and projects are eligible for this topic. From L@W-Events at law firms or corporations and Institutional Visits to ministries concerned with social and digital, over Legal Research Groups and Law Reviews to International Conferences and ELSA Law Schools. Even ELSA Delegations and certainly STEP-Traineeships are quite possible. The latter in all kind of law firms, corporations and Institutions.

As this topic touches on all kind of subtopics, we even have many potential partners. Some examples would be the traditional technological sector as well as law firms concerned with this topic, but also on the policy crafting and Human Rights side.

As you can see, this topic offers an almost unlimited opportunity for events to be organised and partnerships to be formed.

4. What kind of impact we can have with this topic (a concrete outcome or aim would be highly encouraged, given the advice given by the Workshop in ICM Opatija)

As mentioned before, ELSA has the chance, in addition to just sparking conversation and influencing the discussion and direction in which the topic goes, to even set goals what we want to change and aim towards influencing future policy on the topic of Automation, Digitalisation and AI. With the topic being so pervasive in the whole society, we have a topic that everyone should care about. With this we could aim to influence and raise awareness with our partners, but also our members and other (law) students and young (legal) professionals.

Input Paper on the new IFP topic No 2 – Legal Tech

Please read the Input Paper for the new IFP Topic submitted by ELSA Poland, [found here](#).

Input Paper on the new IFP topic No 3 – Rule of Law

Please read the Input Paper for the new IFP Topic submitted by ELSA Poland, [found here](#).

Input Paper on the new IFP topic No 4 – Technology Law

Please read the Input Paper for the new IFP Topic submitted by ELSA Malta, [found here](#).

Input Paper on the new IFP topic No 5 – Information Technology and Law

Please read the Input Paper for the new IFP Topic submitted by ELSA Italy, [found here](#).

Input Paper on the new IFP topic No 6 – Law and Technology

Please read the Input Paper for the new IFP Topic submitted by ELSA United Kingdom, [found here](#).

APPLICATIONS

ICM HOST APPLICATION – ELSA Bosnia and Herzegovina

Please read the application for ICM Sarajevo 2020, found [here](#).

ANNEXES

ANNEX 1 – FINAL ACCOUNTS OF ELSA INTERNATIONAL 2017/2018 AND THE ELSA DEVELOPMENT FOUNDATION 2017/2018

Please read the Final Accounts of ELSA International 2017/2018, [found here](#).

Please read the ELSA Development Foundation 2017/2018, [found here](#).

ANNEX 2 – INTERNAL AUDITORS’ REPORT ON THE FINAL ACCOUNTS OF ELSA INTERNATIONAL 2017/2018 AND INTERNAL AUDITORS’ REPORT ON FINAL ACCOUNTS OF THE ELSA DEVELOPMENT FOUNDATION 2017/2018

Please read the Internal Auditors’ Report on the Final Accounts of ELSA International 2017/2018, [found here](#).

Please read the Internal Auditors’ Report on Final Accounts of the ELSA Development Foundation 2017/2018, [found here](#).

ANNEX 3 – INTERIM ACCOUNTS OF ELSA INTERNATIONAL 2018/2019 AND INTERIM ACCOUNTS OF EDF 2018/2019

Please read the Interim Accounts of ELSA International 2018/2019, which will be sent to you by email later.

Please read the Interim Accounts of EDF 2018/2019, which will be sent to you by email later.

ANNEX 4 – INTERNAL AUDITORS’ REPORT ON THE INTERIN ACCOUNTS OF ELSA INTERNATIONAL 2018/2019 AND INTERNAL AUDITORS’ REPORT ON INTERIM ACCOUNTS OF THE ELSA DEVELOPMENT FOUNDATION 2018/2019

Please read the Interim Auditors’ Report on the Interim Accounts of ELSA International 2018/2019, which will be sent to you by email later.

Please read the Internal Auditors’ Report on the Interim Accounts of EDF 2018/2019, which will be sent to you by email later.

**ANNEX 5 – PROPOSED REVISION OF THE BUDGET OF ELSA INTERNATIONAL
2018/2019**

Please read the Proposed Revision of the Budget of ELSA International 2018/2019, [found here](#).

ANNEX 6 – PROPOSED BUDGET OF ELSA INTERNATIONAL 2019/2020

Please read the Proposed Budget of ELSA International 2019/2020, [found here](#).

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 LXXV International Council Meeting in Baku, Azerbaijan between the 24th and the 31st of March 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**From:** ELSA _____ (proxy giver)**To:** ELSA _____ (acting as proxy)**This proxy shall be valid for:****Event:**

LXXV International Council Meeting to be held in Baku, Azerbaijan.

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 LXXV International Council
 Meeting to be held in Baku, Azerbaijan between the 24th and the 31st of March 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: (+_____) _____