

LX INTERNATIONAL COUNCIL MEETING

WORKING MATERIALS

Palermo, Italy

23rd - 30th of October 2011



ICM PALERMO 2011

Corporate Partner of ELSA International

C/M/S

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The European Law Students' Association

GENERAL INFORMATION

FOREWORD

Dear ICM Participants,

Our board has the honour of having many major numbers occurring at the beginning of our term: 1st editions of the Key Area Meeting and the Supporting Area Meeting, launching of the 10th edition of EMC², the 30th Anniversary of ELSA, the 50th edition of Synergy and, what is at the moment extremely close to my heart, 60th International Council Meeting. Starting new traditions while respecting the old ones shows how ELSA works best: having continuity spiced with new ideas.

After countless hours in front of the computer compiling over 300 pages and almost 75 000 words into one package, I could not be more joyful at this moment. But it is important to notice that the ICM Working Materials are not the work of one person, but evidence of amazing teamwork each and every time.

I encourage you to read through each page of these Working Materials so you are prepared to take part in discussions on the current situation of the Network and decide on the future of our beloved Association together with the other National Groups. The European Law Students' Association is now in your hands.

A successful International Council Meeting is up to more than just words in pages, it is all about the people. I want to thank the Organising Committee for their hard work for ensuring a marvellous meeting for us! My fellow board members have been wonderful support and help through all of this, thus deserving a huge hug and thank you from me! But nothing would be possible in ELSA without all the officers in the Network, so be prepared to make this International Council Meeting and our whole year together unforgettable!

On behalf of ELSA International 2011/2012,



Jaana Saarijärvi
Secretary General
ELSA International

LX International Council Meeting of ELSA

Palermo, Italy

23rd – 30th October 2011

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REMINDERS

General Reminders

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 Workshops...

- Read these Working Materials from cover to cover;
- Read the minutes of at least the two previous ICMs;
- Read the Statutes and Standing Orders of ELSA International carefully;
- Read and bring with you a copy of the latest edition of the Decision Book;
- Bring your Marketing Materials so you can promote your events;
- Bring the One Year Operational Plan of the International Board of ELSA (OYOP 2011-2012).

To be prepared for the stay...

- Check out the ICM Website at <http://www.elsapalermo.org/> and make sure you have taken note of all the Organising Committee's instructions;
- Make travel arrangements to be in Palermo, Italy in time for the opening of the ICM at 14.00 on Sunday 23rd of October;
- Bring smart clothes for the Plenary;
- 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 hosting the IPM in Summer 2012;
- Consider hosting the ICM in Spring 2013;
- Consider running for the Vice President for Academic Activities of the International Board 2011/2012;

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

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

Deadlines for nominations

The deadline for nominations for:
VICE PRESIDENT FOR ACADEMIC ACTIVITIES
OF THE INTERNATIONAL BOARD 2011/2012,
is Monday 24th of October at 23:59 (CET)
and

The deadline for nominations for:
INTERNATIONAL PRESIDENTS' MEETING HOST SUMMER 2012,
COUNCIL MEETING HOST SPRING 2013
is Tuesday 25th of October at 23:59 (CET)
and

for the deadline for nominations for:
COUNCIL GUESTS ICM ALGARVE 2012
is Friday 28th of October 23:59 (CET)

The Council Meeting Guide for fresh and experienced participants

What is a Council Meeting?

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

What is a Workshop?

The Workshops are for debate and discussion to allow more expedient decision-making in the plenary.

In each ICM there are seven Workshops: one for each area. Each Workshop is supervised by the relevant International Board member and chaired by an experienced delegate.

The following Workshops will be held during the ICM:

Board Management, External Relations and Expansion (BEE) – supervised by the President of ELSA International and attended by National Presidents.

Internal Management (IM) – supervised by the Secretary General of ELSA International and attended by National Secretaries General.

Financial Management (FM) – supervised by the Treasurer of ELSA International and attended by National Treasurers.

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Marketing (MKT) – supervised by the Vice President Marketing of ELSA International and attended by National Marketing officers.

Academic Activities (AA) – supervised by the Director for Academic Activities of ELSA International and attended by National AA officers.

Seminars & Conferences (S&C) – supervised by the Vice President for Seminars & Conferences of ELSA International and attended by National S&C officers.

Student Trainee Exchange Programme (STEP) – supervised by the Vice President for STEP of ELSA International and attended by National STEP officers.

What is a Workshop officer?

There are *four* Workshop officers. They are the *Chair*, the *Vice Chair* and *two Secretaries*.

The task of the Chair is to conduct the Workshop in good order, to lead it together with the relevant member of ELSA International and to prepare and present the Workshop report to the Council.

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

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

If you would like to be a Workshop officer, please contact the relevant member of ELSA International as soon as possible to volunteer. The elected Workshop officers are expected to attend a training provided by ELSA International on Sunday evening to acknowledge the detailed guidelines for your task.

What is a Council Meeting officer?

There are from seven or more ICM officers. They are the Chair, the Vice Chair, two to four Secretaries, two or more Tellers, and three members of the Nominations Committee. The ICM officers ensure that some of the most important tasks in an ICM are carried out.

What is the role of the Chair?

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

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

What is the role of the Secretaries?

The role of the Secretaries in the Council Meeting is to take the minutes of the meeting. The Secretaries are responsible to the Secretary General of the International Board, and should always refer to him or her in case of difficulty.

What is the role of the Tellers?

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

What is the role of the Nominations Committee?

The role of the Nominations Committee is to receive nominations for the elections and to announce the nominations to the Council.

Obligations of National Groups

Important information!

In accordance with article 11.5 of the Statutes of ELSA, National Group's voting rights are suspended during an ICM, if the National Group has not entirely fulfilled its **financial obligations** towards ELSA International or has not submitted the State of the Network Inquiry (**SotN Inquiry**) to ELSA International.

Please address all financial enquiries concerning debts to the Treasurer of ELSA International in due time before the ICM at treasurer@elsa.org.

All SotN Inquiries must be thoroughly filled out and submitted in one document to the Secretary General of ELSA International. Please make sure that the SotN Inquiry on behalf of your National Group is delivered 7 (seven) days before the ICM to facilitate the procedure during the ICM. If you need any clarifications regarding the SotN, please contact the Secretary General of ELSA International at secgen@elsa.org.

**Call for Vice President for Academic Activities of the International Board
2011/2012**



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 Team!

MAKE A DIFFERENCE FOR ELSA:

**RUN FOR THE POSITION OF
VICE PRESIDENT FOR ACADEMIC ACTIVITIES
OF
INTERNATIONAL BOARD 2011/2012!**

Call for the International Council Meeting Host Spring 2013 and the
International Presidents' Meeting Host Summer 2012



The European Law Students' Association

SUMMER IPM 2012 SPRING ICM 2013

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

Imagine the best ELSA experience ever!

Everything at one place - law students, perfectly organised workshops
and trainings!

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

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

Have you just woken up one day thinking that it was maybe time to give
something back to the Association?

This is it:

APPLY FOR HOSTING AN ICM OR AN IPM!

**SEE THE DRAFT AGREEMENTS ANNEXED TO THESE
WORKING MATERIALS**

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**Pre-call for Supporting Area Meeting Host and Key Area Meeting Host
Summer 2012**



The European Law Students' Association

**Do you want to host an International Meeting
with participants from all over Europe?**

**Then check soon the mailing lists because the
International Board will send a call for AREA
MEETINGS soon!**

**This will be your opportunity to host
Supporting Area Meeting
or Key Area Meeting!**

MAKE A DIFFERENCE FOR ELSA!

Memento

Your National Group is **NOT** eligible to vote in plenary unless:

i. You have filled in the entire **State of the Network Inquiry** and handed it to the Secretary General of ELSA International and **all debts** due to ELSA International **have been paid**.

Please make sure the Secretary General of ELSA International has received the Inquiry of your National Group and confirm the debt situation with the Treasurer of ELSA International prior to the ICM.

ii. You have delivered the **letter of authorisation** to the Secretary General of ELSA International. Please complete the letter of authorisation that was sent to all National Boards together with the ICM Working Materials.

This letter 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 voting;
- The names of all other delegates;
- The list of Local Groups that are currently members or observers of your National Group (please indicate which groups enjoy what status);
- Two signatures from the National Board members authenticating the letter.

Please note that this letter should be ready and handed in **BEFORE** the start of the Opening Plenary session if you wish to receive your voting cards/rights. Please make sure your letter is handed in to the Secretary General of ELSA International in good time.

Reporting Time

Every National Group must have a *Head of Delegation*. This person will be responsible for making sure that:

- delegates are on time, especially in the morning (if needed, wake them up);
- delegates are informed about all practicalities;
- delegates are summoned to discuss important issues raised in the workshops and in plenary.

After the daily workshop session is over the National Groups will be granted reporting time (check ICM and Workshop timetables). *The Head of Delegation is responsible for gathering the National Group*. This is the moment when the delegation meets and discusses important matters

brought up in the workshops and in plenary. This is also the right moment to create a good spirit in your delegation, since you are supposed to work together in ELSA for one year and an ICM is the right place to create friendship inside your national team.

ELSA Vision Contest

Please be ready to prepare an act and/or a singing and dancing performance – represent your National Group in a glamorous and funny way. The ELSA Vision Contest will take place during one of the parties during the week. The International Board will be the jury for the event.

Joint Workshops

Remember that in these sessions your National Group can express only one vote, no matter how many people are present. Prepare and coordinate your delegation and appoint one person from your delegation to be your voting delegate in the respective workshops.

Election of the Vice President for Academic Activities of the International Board 2011/2012

The Vice President for Academic Activities is responsible for the overall planning, coordination and supervision of the Key Area of Academic Activities. This responsibility includes Legal Writing; coordinating Essay Competitions, Bridging Theory and Practice; Lawyers at Work events and Legal Debates. The Vice President for Academic Activities has also the responsibility, when called upon, to support and assist Local and National Groups in organising AA events in the Network as well as implementing Legal Education, Human Rights and the International Focus Programme in the activities of the Key Area Academic Activities.

A person running for the Vice President for Academic Activities position in the International Board must be nominated by a National Group, and seconded by another National Group. National Groups with Observer status cannot nominate or second nominations. It is possible to be nominated by one's own National Group, but common practice is that one is nominated by other National Groups.

The nominations must be handed in to the Nominations Committee by the set deadline for nominations for candidates to be able to run for the International Board. This deadline is set to midnight on the second day of the Council Meeting unless the Council decides to prolong the deadline.

The nominee shall prepare a personal presentation in writing and distribute this to the National Groups before midnight 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. It is also recommended that the presentation includes a letter of motivation.

During the Final Plenary 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 persons running for the same board position, the nominees have to leave the room during the presentation of the other nominees for the same board position

Election of Host for the International Council Meeting Spring 2013

The hosts for the next two upcoming ICMs have been appointed. The Spring ICM 2012 will take place in Algarve, Portugal, organised by ELSA Portugal and the Autumn ICM 2012 will take place in Batumi, Georgia, organised by ELSA Georgia. If you are thinking about organising an ICM in your National Group in spring 2013, this is the right moment to apply! Prepare a proposal containing a draft programme and a draft budget, present it to the International Board and sign the agreement that you can find annexed to these Working Materials before the ICM, and you will have the opportunity to have a nice presentation in plenary. The Council will then decide. So, do not hesitate – **APPLY!**

NOTE: For the sake of fairness, it is recommended that the materials of all candidates are distributed to the National Groups at the same moment, so please come prepared with your documents when the ICM starts.

Nominations and Election of Council Guests

The Council will also elect three Council Guests for the next Council Meeting. Nomination sheets will be available from the nominations committee. 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 Council Meeting.

Plenary Presentations

In order to bring efficiency to the work at the Plenary, we hereby present some rules for National Groups that want to give Presentations during Plenaries:

- The demonstration of any presentations during the plenary session will be up to the discretion of the Chair and Vice Chair;
- No presentations will be allowed if not matching the following criteria:
 1. Having a maximum length of *5 minutes*;
 2. Be in accordance with *ELSA's Principles*;
 3. Be given to the Chair or the Vice Chair before *6 p.m.* of the day before they are to be shown.
- The priority of acceptance will be as follows:
 1. Statutory Meetings Presentations;
 2. International Area Meetings (non-statutory);
 3. Training Events;
 4. ELSA Core Activities events;
 5. Social Events;
 6. Others.

DRAFT TIMETABLES AND AGENDAS**ICM TIMETABLE**

ICM Palermo													
Draft Agenda													
Time	Sun 23rd	Mon 24th	Tue 25th	Wed 26th	Thu 27th	Fri 28th	Sat 29th	Sun 30th					
08:00	Arrival of the participants	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast					
08:30													
09:00													
09:30					Transport								
10:00		Workshops	Workshops	Workshops	Conference	Workshops	Final Plenary	Departure of the participants					
10:30													
11:00													
11:30													
12:00													
12:30													
13:00													
13:30						Lunch Sponsors Fair and Final Fair on Prevent Corruption							
14:00	Opening Plenary	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch						
14:30													
15:00		Workshops	Mid-Plenary	Workshops	Sightseeing	Workshops	Final Plenary						
15:30													
16:00													
16:30													
17:00													
17:30													
18:00						Anniversary Event							
18:30													
19:00		Reporting Time		Reporting Time	Dressing time								
19:30	Officers & Freshers												
20:00	Dinner	Dinner	Dinner	Dinner	Gala ball	Dinner	Dinner						
20:30													
21:00													
21:30													
22:00	Party	Party	Party	Party		Party	Party		Party				
22:30													
23:00													
23:30													

PLENARY**Draft Agenda****Opening Plenary, Sunday, October 23rd, 2011 (14.00 – 17.30)**

Morning	Arrival and registration of the participants
13.00	Payments due to ELSA International, delivery of Letters of Authorisation
14.00	Introduction of the members of the International Board 2011/2012 Giusi Di Pietro, Head of Organising Committee Stefano Vitrano, President of ELSA Palermo
14.10	Opening of the Council Meeting by the President of ELSA International Niousha Nademi
14.15	Presentation of the Directors & Assistants of ELSA International Niousha Nademi
14.25	Welcoming of Council Guests and Externals Niousha Nademi
14.35	Presentation and Information by the Organising Committee of the Council Meeting Giusi Di Pietro, Head of the Organising Committee Stefano Vitrano, President of ELSA Palermo
14.45	Presentation of ICM Sponsors/Partners Giusi Di Pietro, Head of the Organising Committee Stefano Vitrano, President of ELSA Palermo
15.00	Announcement of the list of votes by the Secretary General of ELSA International Jaana Saarijärvi

- 15.15 **Reading out of the agreement between ELSA Greece and ELSA Republic of Macedonia (Council Decision PLE 01/99 II)**
Jaana Saarijärvi
- 15.20 **Election of the Chair of the Plenary**
Jaana Saarijärvi
- 15.30 **Election of the other plenary officers: Vice Chair, two to four secretaries, the tellers, three members of the nominations committee**
Chair
- 16.00 **Approval of the Council Meeting Agenda and presentation of the Council Meeting structure**
Chair
- 16.20 **Approval of the Minutes of the LIX International Council Meeting in Poznan, Spring 2011**
Chair
- 16.25 **Report from the International Presidents' Meeting in Tallinn, Estonia**
Chair of the International Presidents' Meeting in Tallinn
- 16.35 **Report from the Supporting Area Meeting in Bordeaux, France**
Chairs of the Supporting Area Meeting
- 16.50 **Report from the Key Area Meeting in Turku, Finland**
Chairs of the Key Area Meeting
- 17.05 **Presentation of the Workshops during the ICM by the members of ELSA International**
Chair and the International Board
- 17.20 **Information regarding the Officers' and Freshers' Training**
Jaana Saarijärvi
- 17.30 **End of the Plenary session**

Mid-Plenary, Tuesday, 25th of October 2011 (15.00-20.00)

- | | |
|-------|---|
| 15.00 | Revision of the List of Votes
Jaana Saarijärvi |
| 15.20 | Information from the Organising Committee
Organising Committee |
| 15.30 | Announcement of Nominations
Nominations Committee |
| 15.40 | Presentation and Approval of the BEE Workshop related proposals
Chair and Workshop Chair |
| 15.50 | Presentation and Approval of the IM Workshop related proposals
Chair and Workshop Chair |
| 16.05 | Presentation and Approval of the FM Workshop related proposals
Chair and Workshop Chair |
| 16.20 | Presentation and Approval of External Auditor of ELSA International
Chair |
| 16.30 | 3rd International Focus Programme Essay Competition Award Ceremony
Khrystyna Brodych |
| 16.45 | Launching of the 4th International Focus Programme Essay Competition
Khrystyna Brodych |
| 17.00 | Presentation of the 10th edition of the ELSA Moot Court Competition on WTO Law
Liisa Oravisto |
| 17.15 | Presentation of the 10th edition of the Final Oral Round of the ELSA Moot Court Competition on WTO Law, Montpellier, France
International Organising Secretariat |
| 17.20 | Break |

- 17.40 **Questions & Answers, ELSA International**
Chair
- 18.40 **Presentation of ELSA Development Foundation Report**
Ricardo Gomes
- 18.55 **Presentation of ALSA**
Gerald Tham
- 19.05 **Presentation of the upcoming ICM Algarve, March 2012**
Organising Committee
- 19.15 **Presentations of International Events**
Organising Committees of respective events
- 19.45 **End of the Plenary Session**

Final Plenary, Saturday, 29th of October 2011 (10.00 – 20.00)

- 10.00 **Revision of the List of Votes**
Jaana Saarijärvi
- 10.20 **Announcement of Nominations**
Nominations Committee
- 10.30 **Presentation and Approval of the STEP Workshop Report and related proposals and recommendations**
Chair and Workshop Chair
- 10.50 **Presentation and Approval of the S&C Workshop Report and recommendations**
Chair and Workshop Chair
- 11.00 **Presentation and Approval of the AA Workshop Report and recommendations**
Chair and Workshop Chair
- 11.10 **Launching of the ‘1 in 5’ Legal Research Group**
Khrystyna Brodych
- 11.20 **Presentation by the Council of Europe**
- 11.50 **Presentation and approval of the Final Accounts of ELSA International 2010/2011**
Internal and External Auditors’ Reports 2010/2011
Opinion of the Financial Management Workshop
Chair, Olga Sendetska, Auditors and the Financial Management Workshop Chair
- 12.20 **Presentation and approval of the Final Accounts of ELSA Development Foundation 2010/2011**
Auditors’ Report 2010/2011
Opinion of the Financial Management Workshop
Chair, Olga Sendetska, Auditors and the Financial Management Workshop Chair

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- | | |
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| 12.50 | Report from the President of the International Board 2010/2011
Óscar A. Lema Bouza |
| 13.20 | Relief of Responsibility of the International Board 2010/2011
Chair |
| 13.30 | Lunch Break |
| 15.00 | Revision of the list of votes
Jaana Saarijärvi |
| 15.10 | Presentation and Approval of the MKT Workshop Report and related proposals and recommendations
Chair and Workshop Chair |
| 15.30 | Presentation and Approval of the FM Workshop Report and related proposals and recommendations
Chair and Workshop Chair |
| 15.50 | Presentation and Approval of the IM Workshop Report and related proposals and recommendations
Chair and Workshop Chair |
| 16.10 | Presentation and Approval of the BEE Workshop Report and recommendations
Chair and Workshop Chair |
| 16.20 | Membership Application of ELSA Azerbaijan
Chair and Workshop Chair |
| 16.35 | Membership Application of ELSA France
Chair and Workshop Chair |
| 16.50 | Presentation of the Partners of ELSA International
Niousha Nademi |
| 17.10 | Presentation by the IPM Host Candidate(s), Summer 2012
Chair and Candidate(s) |

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- | | |
|-------|--|
| 17.20 | Questions and Answers to the IPM Host Candidate(s), Summer 2012
Chair and the Council |
| 17.30 | Presentation by the ICM Host Candidate(s), Spring 2013
Chair and Candidate(s) |
| 17.40 | Questions and Answers to the ICM Host Candidate(s), Spring 2013
Chair and the Council |
| 17.50 | Presentation of the candidates for Council Guests for the Spring ICM 2012
Nomination Committee |
| 17.55 | Presentation and Question and Answer time for the candidate(s) for the position of Vice President for Academic Activities of ELSA International 2011/2012
Chair and candidate(s) |
| 18.25 | Presentation of the voting procedure
Chair |
| 18.35 | Handing out of ballot sheets
Jaana Saarijärvi |
| 18.45 | Break |
| 19.00 | Casting of the votes |
| 19.05 | Presentation of ELS
ELS Executive Committee and ELS members |
| 19.20 | Presentation of the IFP Mid-Evaluation Conference Trieste, Italy, April 2012
Organising Committee |
| 19.30 | Presentation of the International Presidents' Meeting in Malta, Winter 2012
Organising Committee |
| 19.40 | Announcement of the results of the elections
Chair |

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19.45 **Miscellaneous**

19.55 **Closing of the LX International Council Meeting**
Niousha Nademi

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

Time	Sun 23rd	Mon 24th	Tue 25th	Wed 26th	Thu 27th	Fri 28th					
08:00	Arrival of the participants	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast					
08:30											
09:00											
09:30					Transport						
10:00		Activity Reports	NGOs	BEE, IM & MKT: MR	Conference	BEE, IM & FM: Membership					
10:30				Annual Report							
11:00		SotN & SG'13	Fundraising								
11:30			BEE & IM: ELSA Online			BEE & STEP: Cooperation					
12:00		BEE, AA, S&C & STEP: SG'18					BEE & FM: Budget				
12:30											
13:00		Lunch	Lunch	Lunch	Lunch	Lunch Sponsors Fair and Final Fair on Prevent Corruption					
13:30						Evaluation and closing					
14:00	Opening Plenary	BEE & AA: HRMCC	Mid-Plenary	Training on Communication	Sightseeing						
14:30					Anniversary Event						
15:00		BEE & IM: Alumni									
15:30											
16:00		ER & Handbook									
16:30											
17:00		ER regulations Proposal									
17:30											
18:00	Opening Workshops	Reporting Time		Reporting Time		Dressing time					
18:30											
19:00	Officers & Freshers					Transport					
19:30											

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

Please read and bring the following materials to the Workshop sessions:

- Statutes and Standing Orders, in force after LIX Council Meeting of ELSA
- Council Meeting Decision Book, 32nd/33rd Edition
- One Year Operational Plan (OYOP) 2011/2012 of ELSA International
- Working Materials
- Minutes of the ICM Poznan
- External Relations Handbook
- Expansion Manual
- Please prepare a written Activity Report and send it to the BEE mailing list beforehand, as well as bring your printed Activity Report to the participants of the BEE Workshop

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

Please read this Draft Agenda carefully; should you need any clarifications, please do not hesitate to contact the President of ELSA International at president@elsa.org.

Another possibility is to use the BEE mailing list (ELSA-BEE@LISTSERV.ELSA.ORG) and start a discussion before the LX International Council Meeting in Palermo.

Welcome to the BEE Workshop!

Draft Agenda

Sunday, 23rd October (18.00 – 20.00)

18.00 - 19.00

Introductory Workshop

Aim: To present the Agenda for the upcoming week and to approve it. To get to know each other, to have a roundtable discussion in order to express our expectations for the upcoming week and to elect the Workshop officers.

Means:

- Presentation of the officers
- Election and voting upon the Workshop Chair and Vice Chair as well as the Secretaries
- Decision on Workshop rules
- Presentation of the Agenda by ELSA International
- Approval of the Agenda
- Roundtable: Expectations of the participants

19.00 - 20.00

Officers' Trainings

Aim: To train officers on their fundamental tasks and responsibilities during the ICM. Workshop Chairs and secretaries will participate in these trainings.

Means:

- Chairperson training is delivered by the Chair and Vice Chair of the Plenary
- Secretary training is delivered by the Secretary General of ELSA International

19.00 - 20.00

Introductory Workshop for Freshers

Aim: To give a general overview of ELSA, The International Board and the ICM to the freshers at the ICM. All the participants that are in their first ICM will participate in this workshop that will be delivered by the International Board.

Means:

- To give an understanding of the main functions of ELSA
- To foster mutual understanding and cultural diversity
- To get answers to the questions arising

Monday, 24th October (10.00 – 13.30)

10.00 - 11.00

Activity Reports

Aim: To get an impression of the status of board management, expansion and external relations at the international and national level.

Means:

- Presentation of the Activity Report of ELSA International
- Presentation of the Activity Reports of National Groups
- Q&A
- Open discussion

Comments: This Workshop is intended for sharing information between the different National Groups, as well as giving the participants an overview of the work of the President of ELSA International.

Preparations: Please send your Activity Report on the BEE list and bring your printed Activity Report to be distributed to the other participants of the Workshop. Please read the Activity Report of ELSA International in these Working Materials and the Activity Reports of the other National presidents on the BEE list in due time before the ICM.

11.00 - 12.30

State of the Network Report and Strategic Goals for 2013 Report

Aim: To highlight some statistics from the 10th State of the Network (SotN) Inquiry, and to give some statistics from the current status of our Network. To get an overview on the current level of achievement of the Strategic Goals for 2013 from the presentation on the results of the Strategic Goals Questionnaire. To share and analyse the OYOPs 2011/2012 of the National Groups. To be a good starting point for productive discussions during the upcoming week.

Means:

- Presentation by the President of ELSA International of the SotN statistics and Strategic Goals for 2013 Questionnaire statistics
- Q&A
- Thoughts and inputs from the National Presidents
- Q&A
- Q&A on the OYOP of ELSA International 2011/2012
- Open discussion

Comments: This Workshop is for sharing information from each National Group. It is also important to gain inputs from each other.

Preparations: Please send your OYOP to the BEE list and bring your printed OYOP to be distributed to the other participants of the Workshop. Please read the OYOP of ELSA International and the OYOPs of the other national presidents on the BEE list in due time before the ICM.

12.30 – 13.30

Joint BEE, AA, S&C & STEP: Strategic Goals for 2018

Aim: To present the timeline for the planning of the next Strategic Goals and to discuss this with the other officers. To highlight the importance of Strategic Planning in general. To prepare the Network for the Working Group that will be set up after the ICM.

Means:

- Presentation of the timeline leading up to the end of the current Strategic Goals and the beginning of the next ones by President of ELSA International
- Q&A
- Discussion

Comments: This topic was already brought up at the IPM for the awareness of the presidents, although it is of utmost importance that also the Key Areas are aware of the situation, since they are the ones who are involved in the fulfilment of the actual goals. With this session ELSA International wants to encourage more officers to actively take part in influencing the future of ELSA.

Preparations: Familiarise yourself with the current status in your National Group regarding the fulfilment of the Strategic Goals. Please read the Strategic Goals for 2013 and Strategic Planning sections in the Decision Book. Read the Minutes from the Strategic Goals for 2018 session from the IPM Tallinn.

Monday, 24th October (15.00 – 19.00)

15.00 - 16.00

Joint BEE & AA: The Human Rights Moot Court Competition Part I

Aim: To present the new project that is in cooperation with the Council of Europe and to give an introduction of what has been done so far and what are the plans for the rest of the year.

Means:

- Presentation by ELSA International
- Q&A

Comments: During this session ELSA International will present the Human Rights Moot Court Competition which will be organised in cooperation with the Council of Europe. ELSA has gained its reputation in organising Moot Court Competitions, thus is trusted in the matter. ELSA highlights the importance of Human Rights as is stated in the Philosophy Statement “*A just world in which there is respect for human dignity and cultural diversity*”. The Moot Court Competition on Human Rights is a simulation of the European Court of Human Rights that ELSA International has been working on in cooperation with the Council of Europe.

The workshop is divided into two parts in order to inform both the AA officers as well as the Presidents on the development of the Competition and to get inputs and ideas from the officers.

Preparations: Please read the Input Paper on Moot Court Competitions in ELSA. Prepare to give your ideas and inputs on the project.

16.00 – 17.00

Joint BEE & IM: Alumni

Aim: To present the current situation in regards to Alumni and the cooperation with ELS. To inform about the possibilities for the National and Local Groups regarding alumni. To present ELS, the official international Alumni Association of ELSA.

Means:

- Presentation by ELSA International
- Q&A
- Presentation by ELS
- Q&A
- Open discussion

Comments: Alumni are a great asset for ELSA in many ways. However, cooperation with alumni has not reached its full potential.

17.00 – 18.00

External Relations and the External Relations Handbook

Aim: To present the current partners and the external relations situation in ELSA International and to inform about future approaches and the work with the Director for Corporate Relations. To present the opportunities for ELSA members provided by the partners of ELSA International.

Means:

- Presentation of the partners of ELSA International by the President of ELSA International
- Q&A

- Presentation of on-going approaches of ELSA International by President of ELSA International
- Q&A
- Presentation of the External Relations Handbook as well as the work in progress by the Working Group by the President of ELSA International and the Working Group
- Q&A
- Open discussion

Preparations: Prepare inputs on what kind of cooperation with externals you would like to see in the future in the scope of ELSA International.

18.00 – 19.00

External Relations Regulations

Aim: To present the External Relations regulations as stated in the Decision Book and to clarify any questions in regards to them. To clarify any issues regarding the proposal on External Relations.

Means:

- Presentation of the External Relations regulations by the President of ELSA International
- Q&A
- Presentation of the Proposal of ELSA International
- Q&A
- Discussion
- Voting

Preparations: Please read the proposal to amend External Relations section of the BEE part in the Decision Book.

Tuesday, 25th October (10.00 – 13.30)

10.00 – 11.00

Non-Governmental Organisations

Aim: To analyse the current status, opportunities and benefits of cooperation with other Non-Governmental Organisations. To discuss future possibilities for cooperation. To get more familiarised with our Partner Law Students' Association. Sharing experiences regarding cooperation with NGOs in the National Groups.

Means:

- Presentation by the President of ELSA International
- Q&A

- Presentation by the President of the Asian Law Students' Association
- Q&A
- Discussion

Preparations: Please read the Memorandum of Understanding between ELSA and ALSA. Prepare your inputs on the cooperation you had with other non-governmental organisations in your National Group.

11.00 – 12.30

Fundraising

Aim: To discuss how fundraising works on the different levels in our Association to increase the types of the cooperation as well as the rate of success in the approaches. To share experiences and to learn from each other. To broaden the cooperation between different board members in the contact with externals. To highlight the different tools which can be used in the purpose of fundraising.

Means:

- Presentation by the President of ELSA International
- Q&A
- Roundtable
- Open discussion

Comments: To simplify and assist each other on building up or improving existing fundraising strategies it is important to point out successes and share ideas that have, or have not worked around the Network. Many of the National Groups face similar problems, and need to share thoughts, rather than just being told what to do.

Preparations: Bring marketing materials (business cards, member magazines, flyers, brochures, media cards, newsletters etc.) that you use when approaching externals for fundraising purposes, be it in order to secure monetary means, in-kind sponsorships or STEP traineeships.

Prepare inputs on what kinds of measures you take before, during and after the approach.

Read the External Relations Handbook.

12.30 – 13.30

Joint BEE & FM: Budget

Aims: To revise the current budget of ELSA International 2011/2012 according to the updated financial situation.

Means:

- Presentation of the proposal on the revision of the budget of ELSA International 2011/2012 by ELSA International

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- Q&A
- Discussion
- Amendments
- Voting

Comments: The financial reality of ELSA International is changing constantly. ELSA International is therefore proposing a revised budget for the term in office 2011/2012. The details of the changes can be seen in these Working Materials. During the workshop all the changes will be explained in details.

Preparations: Please read the proposal for the revision of the budget for ELSA International 2011/2012.

Wednesday, 26th October (10.00 – 13.30)

10.00 – 11.00

Joint BEE, IM & MKT: Market Research

Aim: To present the action plan for the International Market Research of 2011/2012, and what the officers need to do in order to conduct the research in the Network.

Means:

- Presentation by ELSA International
- Q & A
- Discussion

Comments: The International Market Research, as stated in the Council Meeting Decision Book, has to be conducted by ELSA International every 5 years. It is important for the officers to be informed about the research and the possibilities the final result will give to the Network as well as to be committed to conducting it in their ELSA group.

11.00 – 12.00

Annual Report

Aim: To present the Annual Report of the International Board 2010/2011. To answer the questions concerning the term in office of the International Board 2010/2011.

Means:

- Presentation by the President of ELSA International 2010/2011 on behalf of the previous International Board
- Q&A
- Voting

12.00 - 13.30

Joint BEE & IM: ELSA Online

Aims: To update the officers on the development of the new ELSA Online system and its current status. To show to the officers how to use the new ELSA Online system.

Means:

- Presentation of the ELSA Online system by ELSA International
- Q&A
- Discussion

Comments: The previous ELSA Online system did not work and a new system was needed. Now the new system is being tested before launching to ensure that it works properly. Soon the Network will start using it, so it is important for Presidents and Secretaries General to know the system and its current status and discuss the next steps.

Preparations: Please try out the different features of the new online system at <https://elsa.linuxdev.solverlabs.com/> with the login details (EI Officer):

Username: uIIlb

Password: 1

Wednesday, 26th October (15.00 – 19.00)

15.00 – 19.00

Training on Communication

Aim: To gain soft skills on Communication.

Means:

- Training given by an ITP Trainer

Friday, 28th October (10.00 – 13.00)

10.00 - 12.00

Joint BEE, IM & FM: Membership applications of ELSA Azerbaijan and ELSA France

Aim: In this workshop the Membership applications of ELSA Azerbaijan and ELSA France will be presented.

Means:

- Opening words and procedure by ELSA International
- Presentation of Membership application by ELSA Azerbaijan
- Q&A to ELSA Azerbaijan
- Presentation of Membership application by ELSA France
- Q&A to ELSA France
- Voting on the applications

Preparations: Please read the part “Applications” from these Working Materials.

12.00 – 13.00

Joint BEE & STEP: Cooperation and Strategizing

Aim: To continue building on the discussions started during IPM Tallinn and follow up the developments. To encourage presidents and STEP officers to work together in order to find solutions for problems in the STEP area where the cooperation between presidents and STEP officers can ease the work. To brainstorm about a method of reaching more successful results when performing Job Hunting together.

Means:

- Presentation of the problems defined at the IPM and the KAM in regards to Job Hunting by ELSA International
- Q&A
- Working Groups on procedures and presentation of STEP to potential employers as well as planning and defining timelines for the year
- Presentation by the Working Groups
- Discussion

Comments: During IPM and KAM we talked a lot about the problems, and since we have both presidents and STEP officers in this Workshop we want to focus together on finding sustainable solutions and successful ways of working together.

Preparations: Read the Minutes from the STEP session during IPM Tallinn, as well as the Minutes from the Cooperation with other areas session and the STEP procedure session from KAM Turku.

Friday, 28th October (15.30 – 16.30)

15.30 - 16.30

Evaluation & Closing of the Workshop

Aim: To settle the issues unresolved during other Workshop sessions. To get inputs for the upcoming IPM Malta. To evaluate the week, to receive feedback from the participants, to thank the officers, and to close the BEE Workshop.

Means:

- Inputs for IPM Malta
- Addressing unresolved issues
- Evaluation of the week
- Final words and notifications
- Closing of the BEE Workshop

Comments: Did we run out of time with some issues? Were there any topics that rose during the week and are in need of immediate follow up? This session gives the Workshop a possibility to finish postponed discussions. The Chair of the Workshop decides final content of this workshop.

Preparations: Please prepare inputs for IPM Malta on issues that you would like to be brought up.

INTERNAL MANAGEMENT WORKSHOP**Timetable**

Time	Sun 23rd	Mon 24th	Tue 25th	Wed 26th	Thu 27th	Fri 28th		
08:00	Arrival of the participants	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast		
08:30								
09:00					Transport			
09:30								
10:00		Training on Area Definition and Time Management	Training on Communication and Information	BEE, IM & MKT: MR	Conference	BEE, IM & FM: Membership		
10:30				IM & FM: Fees				
11:00								
11:30				BEE & IM: ELSA Online		Recruitment Strategies		
12:00								
12:30						Lunch Sponsors Fair and Final Fair on Prevent Corruption		
13:00		Lunch	Lunch	Lunch	Lunch			
13:30								
14:00	Opening Plenary	Lunch	Lunch	Lunch	Lunch	Lunch Sponsors Fair and Final Fair on Prevent Corruption		
14:30								
15:00		AR & OYOP	Mid-Plenary	SotN	Sightseeing	Miscellaneous and Q&A		
15:30				NSS				
16:00		BEE & IM: Alumni				Anniversary Event		
16:30		Training						
17:00							Proposals	
17:30		IM & FM: Demotion and Debts					Dressing time	
18:00		Reporting Time						
18:30		Reporting Time			Transport			
19:00	Reporting Time							
19:30	Reporting Time							

Preparations and reminders for the Internal Management Workshop

Please read and bring the following materials to the Workshop sessions:

- Statutes and Standing Orders, in force after LIX Council Meeting of ELSA
- Council Meeting Decision Book, 32nd/33rd Edition
- One Year Operational Plan (OYOP) 2011/2012 of ELSA International
- Working Materials
- Minutes of the ICM Poznan
- Please prepare a written Activity Report and send it to the IM mailing list beforehand

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

Links to all documents/materials can be found from the same email as these Working Materials. If you have difficulties in finding them, please contact the Secretary General of ELSA International at secgen@elsa.org.

Please prepare an Activity Report and distribute it through the Internal Management mailing list. You should include both the things that you have worked on as a Secretary General during your term in office and the major projects that are taking place in your National Group.

Please read this Draft Agenda carefully; should you need any clarifications, please do not hesitate to contact the Secretary General of ELSA International at secgen@elsa.org.

Another possibility is to use the IM mailing list (ELSA-IM@LISTSERV.ELSA.ORG) and start a discussion before the LX International Council Meeting in Palermo.

Welcome to the IM Workshop!

Draft Agenda

Sunday, 23rd October (18.00 – 20.00)

18.00 - 19.00

Introductory Workshop

Aim: To elect the Workshop Officers and approve the draft agenda; to try to get to know each other and to have a roundtable about our expectations.

Means:

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

19.00 - 20.00

Officers' Trainings

Aim: To train Officers on their fundamental tasks and responsibilities during the ICM. Workshop Chairs and Secretaries will participate in these trainings.

Means:

- Chairperson training is delivered by the Chair and Vice Chair of the Plenary
- Secretary training is delivered by the Secretary General of ELSA International

19.00 - 20.00

Introductory Workshop for Freshers

Aim: To give a general overview of ELSA, The International Board and the ICM to the freshers at the ICM. All the participants that are in their first ICM will participate in this workshop that will be delivered by the International Board.

Means:

- To give an understanding of the main functions of ELSA
- To foster mutual understanding and cultural diversity
- To get answers to the questions arising

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Monday, 24th October (10.00 – 13.30)

10.00 - 13.30

Training on Area Definition and Time Management

Aims: To gain soft skills about Time Management.

Means:

- Training given by an ITP Trainer

Monday, 24th October (15.00 – 19.00)

15.00 – 16.00

Activity Reports and One Year Operational Plans

Aim: To get an impression of the status of Internal Management in National Groups through Activity Reports presented in the Workshop. To present the OYOP of ELSA International 2011/2012 on IM perspective. To share and analyse the OYOPs of National Groups on IM perspective.

Means:

- Presentation of the Activity Report by ELSA International
- Presentation of the Activity Reports by National Groups
- Q&A
- Presentation of the OYOP of ELSA International 2011/2012
- Presentation of the OYOP of National Groups
- Q&A

Comments: This workshop is for sharing information from each National Group. It is also important to gain inputs from each other.

Preparations: Please send your Activity Report to the IM mailing list and read the Activity Reports that were distributed through the IM mailing list beforehand and be prepared. Please be ready to tell the IM related parts of your OYOP.

16.00 – 17.00

Joint BEE & IM: Alumni

Aim: To present the current situation in regards to Alumni and the cooperation with ELS. To inform about the possibilities for the National and Local Groups regarding alumni. To present ELS, the official international Alumni Association of ELSA.

Means:

- Presentation by ELSA International
- Q&A
- Presentation by ELS
- Q&A
- Open discussion

Comments: Alumni are a great asset for ELSA in many ways. However, cooperation with alumni has not reached its full potential.

17.00 – 17.30

Proposals for amending articles 4 and 6 of the Standing Orders and the Quality in Management, Internal Management and Council Meetings sections of the IM-part in the Decision Book

Aim: To discuss the proposals and to give a recommendation to the Council on them.

Means:

- Presentation of the proposals by ELSA International
- Q&A
- Amendments
- Voting

Preparations: Please read the following proposals from the ICM Working Materials: Standing Orders amendment concerning articles 4 and 6, Decision Book amendment to the Council Meetings section of the IM part, Decision Book amendment to the Quality in Management section of the IM part and Decision Book amendment to the Internal Management section of the IM part.

17.30 – 19.00

Joint IM & FM: Demotion and Debts

Aim: To present and discuss the current situation of the list of debtors towards ELSA International and the ELSA Development Foundation.

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Means:

- Presentation by ELSA International
- Q&A
- Discussion of alternative ways of reducing debts
- Presentation of the input paper by ELSA Germany and ELSA Finland
- Conclusions

Preparations: Please read the Input Paper concerning Demotion and Debts from ELSA Finland and ELSA Germany.

Tuesday, 25th October (10.00 – 13.30)

10.00 – 13.30

Training on Communication and Information

Aims: To gain soft skills on Communication & Information.

Means:

- Training given by an ITP Trainer

Wednesday, 26th October (10.00 – 13.30)

10.00 – 11.00

Joint BEE, IM & MKT: Market Research

Aim: To present the action plan for the International Market Research of 2011/2012, and what the officers need to do in order to conduct the research in the Network.

Means:

- Presentation by ELSA International
- Q & A
- Discussion

Comments: The International Market Research, as stated in the Council Meeting Decision Book, has to be conducted by ELSA International every 5 years. It is important for the officers to

be informed about the research and the possibilities the final result will give to the Network as well as to be committed to conducting it in their ELSA group.

11.00 - 12.00

Joint IM & FM: Fees

Aims: To discuss the proposal for the amendment of the Decision Book on Fees section in the FM part proposed by ELSA Portugal. To discuss the proposal for the amendment of the Decision Book on Local Groups section proposed by ELSA International.

Means:

- Presentation by ELSA International
- Presentation of the proposal by ELSA Portugal
- Discussion and Q&A
- Amendments
- Voting
- Presentation of the proposal by ELSA International
- Discussion and Q&A
- Amendments
- Voting
- Conclusion

Preparations: Please read through the proposal on Fees section of the FM part by ELSA Portugal as well as the proposal on Local Group Report regulations by ELSA International.

12.00 - 13.30

Joint BEE & IM: ELSA Online

Aims: To update the officers on the development of the new ELSA Online system and its current status. To show to the officers how to use the new ELSA Online system.

Means:

- Presentation of the ELSA Online system by ELSA International
- Q&A
- Discussion

Comments: The previous ELSA Online system did not work and a new system was needed. Now the new system is being tested before launching to ensure that it works properly. Soon the

Network will start using it, so it is important for Presidents and Secretaries General to know the system and its current status and discuss the next steps.

Preparations: Please try out the different features of the new online system at <https://elsa.linuxdev.solverlabs.com/> with the login details (EI Officer):

Username: uIIIb

Password: 1

Wednesday, 26th October (15.00 – 19.00)

15.00 - 15.30

State of the Network Report

Aim: To provide the officers an overview of the previous IM meeting, to highlight some statistics from the 10th State of the Network Report conducted before ICM Poznan in March 2011 and to give some statistics from the current status of our Network.

Means:

- Presentation of the SotN Report by ELSA International
- Q&A
- Discussion

Comments: This session will be dedicated to provide knowledge to the participants of the current status of the Network, in order for them to understand better the Network.

15.30 - 16.30

Network Support System

Aim: To present the Network Support System. To present the results of the NSS pilot projects. To discuss the future of NSS.

Means:

- Presentation of the NSS by ELSA International
- Q&A
- Presentation of the pilot projects
- Q&A
- Discussion

Comments: NSS was for a long time an unused part of the regulations until last year. During last year ELSA groups started three pilot projects and the regulations concerning the NSS were renewed. Now ELSA has a working tool for National Groups to support and help each other.

16.30 - 18.00

Training

Aim: To present the concept of training and the International Trainers' Pool to the participants and to inform how they can organise a training event.

Means:

- Presentation of training and the ITP by ELSA International
- Working Groups
- Discussion

Comments: This workshop will provide the officers with knowledge on how ELSA groups can organise a training event and request an ITP trainer.

18.00 - 19.00

Area Meetings

Aim: To discuss the Area Meetings in their new forms as Supporting Area Meeting and Key Area Meeting and brainstorm how to increase the number of participants in the Area Meetings.

Means:

- Presentation by ELSA International
- Working Groups
- Discussion

Comments: This year for the first time Area Meetings were divided into Supporting Area Meeting and Key Area Meeting. Still there is a lack of participants as we would hope many more National and Local Officers would participate in the Area Meetings in the beginning of their term.

Friday, 28th October (10.00 – 13.00)

10.00 - 12.00

Joint BEE, IM & FM: Membership applications of ELSA Azerbaijan and ELSA France

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Aim: In this workshop the Membership applications of ELSA Azerbaijan and ELSA France will be presented.

Means:

- Opening words and procedure by ELSA International
- Presentation of Membership application by ELSA Azerbaijan
- Q&A to ELSA Azerbaijan
- Presentation of Membership application by ELSA France
- Q&A to ELSA France
- Voting on the applications

Preparations: Please read the part “Applications” from these Working Materials.

12.00 - 13.00

Recruitment Strategies

Aim: To discuss the recruitment strategies of ELSA and to give others ideas.

Means:

- Presentation by ELSA International
- Working Groups
- Roundtable
- Discussion

Comments: Recruitment is an important issue in our Network as human resources are vital for the well-being of the groups in local, national and international level. It is essential to share ideas and give inputs in order to improve the recruitment in all levels.

Friday, 28th October (15.30 – 16.30)

15.30 - 16.30

Miscellaneous & Closing of the Workshop

Aim: To discuss all postponed and outstanding items of agenda. To evaluate the week and to have inputs for ICM Algarve.

Means:

- Discussion led by Chair of the Workshop.
- Final words and notifications;
- Closing the Internal Management Workshop.

Comments: Did we run out of time with some issues? Were there any topics that rose during the week and are in need of immediate follow up? This session gives Workshop a possibility to finish postponed discussions. The Chair of the Workshop decides the final content of this Workshop.

FINANCIAL MANAGEMENT WORKSHOP**Timetable**

Time	Sun 23rd	Mon 24th	Tue 25th	Wed 26th	Thu 27th	Fri 28th					
08:00	Arrival of the participants	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast					
08:30											
09:00											
09:30					Transport						
10:00		Area Definition	EDF I	Auditing	Conference	BEE, IM & FM: Membership					
10:30		Activity Reports	EDF II	IM & FM: Fees							
11:00											
11:30		OYOP		Budgeting		Q&A, Misc.					
12:00											
12:30		SotN	BEE & FM: Budget			Lunch Sponsors Fair and Final Fair on Prevent Corruption					
13:00											
13:30		Lunch	Lunch	Lunch	Lunch						
14:00	Opening Plenary										
14:30	FM & S&C: Grants	Mid-Plenary	Training on Decision Making, Area Definition and Procedures	Sightseeing	Final Accounts						
15:00											
15:30											
16:00	Financial Obligations				Anniversary Event						
16:30											
17:00	IM & FM: Demotion and Debts										
17:30											
18:00	Opening Workshops		Reporting Time			Reporting Time	Dressing time				
18:30											
19:00	Officers & Freshers						Transport				
19:30											

Preparations and Reminders for the Financial Management Workshop

Please read and bring the following materials to the Workshop sessions:

- Statutes and Standing Orders, in force after the 59th Council Meeting of ELSA
- Council Meeting Decision Book, 32nd/33rd Edition
- One Year Operational Plan (OYOP) 2011/2012 of ELSA International
- Working Materials
- Minutes of the ICM Alanya and ICM Poznan
- Proposal for revision of the budget of ELSA International 2011/2012
- Final Accounts of ELSA International 2010/2011
- Final Accounts of ELSA Development Foundation 2010/2011
- Please prepare a written Activity Report to distribute to the Workshop on the introductory session

Make sure to read the Minutes from at least the two previous International Council Meetings. This is of great importance for the procedure, discussions and outcome of the Workshop sessions.

Remember to bring your laptops with you to the workshops and have all the documents downloaded on your computer.

All documents/materials will be sent to the Financial Management mailing list following the Working Materials for ICM Palermo or can also be obtained upon request to the Treasurer of ELSA International at treasurer@elsa.org

Please send your activity report in advance to the Financial Management mailing list as an electronic copy. You should include both the things that you have worked on as a Treasurer during your term in office as well as the major projects that are taking place in your National Group.

Please consider to be an officer during the Workshops.

Please read this Draft Agenda carefully; should you need any clarifications, please do not hesitate to contact the Treasurer of ELSA International at treasurer@elsa.org

Please use the FM mailing list (ELSA-FM@LISTSERV.ELSA.ORG) and start a discussion before the International Council Meeting in Palermo.

Welcome to the FM Workshop!

LX International Council Meeting of ELSA

Palermo, Italy

23rd – 30th October 2011

Draft Agenda

Sunday, 23rd October (18.00 – 20.00)

18.00 - 19.00

Introductory Workshop

Aim: To present the Agenda for the upcoming week and to approve it, to have a roundtable discussion in order to evaluate our own work, to express our expectations for the upcoming week, to elect the Workshop Officers and to get to know each other better.

Means:

- Election and voting upon the Workshop Chair and Vice Chair as well as the Secretaries
- Presentation of the Workshop rules
- Presentation of the Agenda by ELSA International
- Approval of the Agenda
- Roundtable: expectations of the participants

Comments: During this session Financial Management Workshop will summon for the first time, gather all participants together, go through the Agenda and get everyone acquainted with the ICM procedure, proposals to be discussed and sessions to be held during the week.

19.00 - 20.00

Officers' Trainings

Aim: To train Officers on their fundamental tasks and responsibilities during the ICM. Workshop Chairs and Secretaries will participate in these trainings.

Means:

- Chairperson training is delivered by the Chair and Vice Chair of the Plenary
- Secretary training is delivered by the Secretary General of ELSA International

19.00 - 20.00

Introductory Workshop for Freshers

Aim: To give a general overview of ELSA, The International Board and the ICM to the freshers at the ICM. All the participants that are in their first ICM will participate in this workshop that will be delivered by the International Board.

Means:

- To give an understanding of the main functions of ELSA
- To foster mutual understanding and cultural diversity
- To get answers to the questions arising

Monday, 24th October (10.00 – 13.30)

10.00 - 11.00

Area Definition

Aim: To give the participants an overview of the Financial Management area and to define the tasks and the role of a Financial Management officer within the board. Get an impression of the status quo of financial management in National Groups through the inputs of the Workshop. To find common elements in the work of the national Treasurers, share experiences and knowledge.

Means:

- Presentation by ELSA International
- Discussion on the role of a Treasurer
- Discussion
- Q&A

Comments: This session is meant to explain and go through the activities carried out in the Financial Management area in general, Financial Management positions in ELSA and to have a discussion on what other activities are usually carried out by FM officers within the board as in practice they differ a lot from one group to another.

11.00 - 12.00

Activity Reports

Aim: To get an impression of the state of Financial Management in National Groups through Activity Reports presented in the workshop. To find common elements in the work of the national Treasurers and share experiences and knowledge.

Means:

- Presentation of the Activity Report by ELSA International
- Presentations of the Activity Reports by the participants
- Discussion
- Q&A

Comments: All the participants should send their Activity Reports to the FM mailing list before the beginning of the ICM. This session is important for the participants in order for them to acquire a general overview of the FM in other National Groups.

12.00 -13.00

OYOP (One Year Operational Plan)

Aim: To introduce the concept of OYOP and to present the OYOP and plans of ELSA International for the term 2011/2012.

Means:

- Presentation by ELSA International
- Discussion
- Q&A

Comments: This session is to explain the importance of the one-year planning in ELSA aside from the Strategic Planning. The One Year Operational Plan (OYOP) is a detailed plan of several goals that ELSA International has set to be reached during the term in office. The OYOP can only be fulfilled with the help and support from the whole Network and it is therefore crucial that all officers are aware of it and that officers can contribute with inputs on how to reach the goals proposed on the OYOP. The OYOP is not only a one-year plan for the Association; it is also the way of fulfilling the Strategic Goals for 2013, which are common goals of the whole Network.

Preparations: Read the OYOP of ELSA International. Prepare questions.

13.00 - 13.30

SotN (State of the Network)

Aim: To present the results of the 10th State of the Network Report FM questions filled in before the ICM in Poznan.

Means:

- Presentation by ELSA International
- Discussion
- Q&A

Comments: One of the best ways to prepare and plan the future is by accessing the information provided by the Network in the past.

Preparations: Please read the previous SotN Reports.

Monday, 24th October (15.00 – 19.00)

15.00 – 16.30

Joint FM & S&C: Grants

Aims: To raise the awareness of the grant possibilities within the European level to National and Local Groups. To improve the quality of grant applications from ELSA groups and to provide tips on how to apply for grants from institutions, foundations, in particular European institutions, and what type of projects and events are usually financed by grants.

Means:

- Presentation by ELSA International
- Working groups on preparing a grant application
- Discussion
- Q&A

Comments: This session is to raise awareness on the grant possibilities ELSA groups have as the experience shows that very few of them apply for grants. This type of financial support has the potential to become an important part of the budget of every group.

Grant fundraising has now become a regular practice for every officer in ELSA. With the ever-increasing difficulty of fundraising through corporate sponsorships, institutional grants offer a steady and more secure method of financing the association's existence.

This workshop intends to complement the knowledge of S&C and FM officers on grant procedures and share experiences on grant applications and the procedure of financial reports. The workshop also has a purpose of showing the respective officers different ways and the importance of the cooperation between FM and S&C in order to achieve the best result in grant applications.

Preparations: Prepare to talk about previous experiences with grant applications.

16.30 – 17.30

Financial Obligations

Aim: To present and explain the financial obligations of the groups, in all levels, according to the internal regulations of ELSA.

Means:

- Presentation by ELSA International
- Presentation of the proposal by ELSA International
- Discussion and Q&A
- Voting

Comments: As an umbrella organisation ELSA International collect fees in order to invest for the benefit of the whole Network. Therefore the session is to clarify when the different fees are collected and for what purpose they are used. Furthermore, the session will, on every level of ELSA's structure, raise the awareness of the responsibilities of the Treasurer which are in compliance with the Decision Book.

Preparations: Please read the section of the Decision Book regarding fees and responsibilities in the Financial Management part.

17.30 – 19.00

Joint IM & FM: Demotion and Debts

Aim: To present and discuss the current situation of the list of debtors towards ELSA International and ELSA Development Foundation.

Means:

- Presentation by ELSA International
- Q&A
- Discussion of alternative ways of reducing debts
- Presentation of the input paper by ELSA Germany and ELSA Finland
- Conclusions

Preparations: Please read the Input Paper concerning Demotion and Debts from ELSA Germany and ELSA Finland

Tuesday, 25th October (10.00 – 13.30)

10.00 – 11.00

ELSA Development Foundation I

LX International Council Meeting of ELSA

Palermo, Italy

23rd – 30th October 2011

Aim: To present the status quo of the foundation and its regulations.

Means:

- Presentation by ELSA International
- Q&A

Comments: To update the Treasurers on the current status of EDF contributions and present the EDF Regulations. During the first months of their term ELSA International was approached by officers with several questions that can be answered by copy-pasting parts of the Decision Book therefore we consider it necessary to present the EDF regulations and to answer questions that National Groups might have regarding these regulations.

Preparations: Please familiarise yourself with the current EDF regulations.

11.00 – 12.30

ELSA Development Foundation II

Aim: To present the application procedure and the follow up after the acceptance of the application by the Board of Directors of EDF.

Means:

- Presentation by ELSA International
- Discussion
- Q&A

Comments: ELSA Development Foundation was created in order to overcome structural weaknesses in the Network. The aim of this workshop is to uniform the procedures that ELSA Groups follow when applying for EDF grants in order to implement an effective procedure.

Preparations: Please familiarise yourself with the Application forms and with the application procedure.

12.30 – 13.30

Joint BEE & FM: Budget

Aims: To revise the current budget of ELSA International 2011/2012 according to the updated financial situation.

Means:

- Presentation of the proposal on the revision of the budget of ELSA International 2011/2012 by ELSA International
- Q&A
- Discussion
- Amendments
- Voting

Comments: The financial reality of ELSA International is changing constantly. ELSA International is therefore proposing a revised budget for the term in office 2011/2012. The details of the changes can be seen in these Working Materials. During the workshop all the changes will be explained in details.

Preparations: Please read the proposal for the revision of the budget for ELSA International 2011/2012.

Wednesday, 26th October (10.00 – 13.30)

10.00 - 11.00

Auditing

Aims: To present the main changes made during ICM Poznan related to auditing and to present the role of Internal and External Auditors.

Means:

- Presentation by ELSA International
- Q&A
- Discussion

Comments: After the changes made during ICM Poznan in the auditing regulations of ELSA International it is necessary to present the changes during this first period of auditing related to the Final Accounts of the previous International Board.

Preparations: Be prepared to share experiences about the audit of your National Group.

11.00 - 12.00

Joint IM & FM: Fees

Aims: To discuss the proposal for the amendment of the Decision Book on Fees section in the FM part proposed by ELSA Portugal. To discuss the proposal for the amendment of the Decision Book on Local Groups section proposed by ELSA International.

Means:

- Presentation by ELSA International
- Presentation of the proposal by ELSA Portugal
- Discussion and Q&A
- Amendments
- Voting
- Presentation of the proposal by ELSA International
- Discussion and Q&A
- Amendments
- Voting
- Conclusion

Preparations: Please read through the proposal on Fees section of the FM part by ELSA Portugal as well as the proposal on Local Group Report regulations by ELSA International.

12.00 – 13.30

Budgeting

Aims: To provide Treasures with the tools they need in order to work on budgeting making not only general budgets, but also event budgets accompanied by cash flow budgets.

Means:

- Presentation by ELSA International
- Working Groups on budgeting
- Conclusion

Comments: Budgets are essential tools in the life of a treasurer and in the everyday life of an association. The idea behind this workshop is to put into practice the theory as well as to work as team.

Preparations: Please familiarise yourself with the ELSA Event template budget.

Wednesday, 26th March (15.00 – 19.00)

15.00 – 19.00

Training on Financial Management: Decision Making, Area Definition and Procedures

Aim: To provide FM officers with the tools to take financial decisions, dedicating some time on procedures and area definition.

Means:

- Training given by an ITP Trainer

Friday, 28th October (10.00 – 13.30)

10.00 - 12.00

Joint BEE, IM & FM: Membership applications of ELSA Azerbaijan and ELSA France

Aim: In this workshop the Membership applications of ELSA Azerbaijan and ELSA France will be presented.

Means:

- Opening words and procedure by ELSA International
- Presentation of Membership application by ELSA Azerbaijan
- Q&A to ELSA Azerbaijan
- Presentation of Membership application by ELSA France
- Q&A to ELSA France
- Voting on the applications

Preparations: Please read the part “Applications” from these Working Materials.

12.00 - 13.00

Miscellaneous, evaluation, Q&A, closing of the Workshop

Aim: To raise any questions by National Groups not yet answered during the week, and to discuss any questions left unanswered relating to any topic, to evaluate the FM Workshop and the International Council Meeting in general as well as to close the FM Workshop.

Means:

- Q&A

- Miscellaneous
- Evaluation
- Closing of the workshop

Comments: The floor is open for all participants to ask questions to ELSA International or the other participants regarding unresolved matters.

Friday, 28th October (15.30 – 16.30)

15.30 – 16.30

Approval of the Final Accounts 2010/2011

Aim: To vote upon the Final Accounts for the financial year of 2010/2011

Means:

- Presentation by the Treasurer of ELSA International 2010/2011
- Presentation by the Auditors of ELSA International 2010/2011
- Q&A
- Voting

Preparations: Please read through the Final Accounts 2010/2011 as well as the Auditors' Reports in the Working Materials.

MARKETING WORKSHOP**Timetable**

Time	Sun 23rd	Mon 24th	Tue 25th	Wed 26th	Thu 27th	Fri 28th		
08:00	Arrival of the participants	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast		
08:30								
09:00					Transport			
09:30								
10:00		Activity Reports	Corporate Identity	BEE, IM & MKT: MR	Conference	ELSA Online		
10:30		Area Definition		Proposal MR		Marketing Materials		
11:00								
11:30		Marketing & Targeting		MKT & STEP: Promoting STEP		Members' Magazine		
12:00		MKT, AA & S&C: International Events						
12:30		Lunch Sponsors Fair and Final Fair on Prevent Corruption						
13:00								
13:30			Lunch		Lunch	Lunch		
14:00	Opening Plenary		Mid-Plenary					
14:30	Training on Fundraising		Vista Print	Sightseeing	Miscellaneous and Q&A			
15:00								
15:30			Training on Presentation Skills		Anniversary Event			
16:00								
16:30								
17:00								
17:30								
18:00	Reporting Time		Reporting Time	Dressing time				
18:30						Opening Workshops		
19:00	Officers & Freshers	Reporting Time		Reporting Time		Transport		
19:30								

Preparations and reminders for the Marketing Workshop

Please read and bring the following materials to the Workshop sessions:

- Statutes and Standing Orders, in force after LIX Council Meeting of ELSA
- Council Meeting Decision Book, 32nd/33rd Edition
- One Year Operational Plan (OYOP) 2011/2012 of ELSA International
- Working Materials
- Minutes of the ICM Poznan
- Please prepare a written Activity Report and send it to the MKT mailing list beforehand

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

Links to all documents/materials can be found from the same email as these Working Materials. If you have difficulties in finding them, please contact the Secretary General of ELSA International at secgen@elsa.org.

Please prepare an Activity Report and distribute it through the Marketing mailing list. You should include both the things that you have worked on as Vice President Marketing during your term in office and the major projects that are taking place in your National Group.

Please read this Draft agenda carefully; should you need any clarifications, please do not hesitate to contact the Vice President Marketing of ELSA International at vpmarketing@elsa.org.

Another possibility is to use the Marketing mailing list (ELSA-MARKETING@LISTSERV.ELSA.ORG) and start a discussion before the LX International Council Meeting in Palermo.

Welcome to the MKT Workshop!

Draft Agenda

Sunday, 23rd October (18.00 – 20.00)

18.00 - 19.00

Introductory Workshop

Aim: To elect the Workshop Officers and approve the draft agenda; to try to get to know each other and to have a roundtable about our expectations.

Means:

- Presentation of the officers
- Election and voting upon the Workshop Chair and Vice Chair as well as the Secretaries
- Presentation of the Workshop rules
- Presentation of the Agenda by ELSA International
- Approval of the Agenda
- Roundtable: Expectations of the participants

Preparations: Write down questions you might have during the event, even though they are not related to any of the topics on the agenda. All these questions will be answered during the Questions & Answers time on Friday in the closing workshop. Please also send your Activity Report to the marketing mailing list before the ICM in order to give people some time to get familiar with the reports.

19.00 - 20.00

Officers' Trainings

Aim: To train Officers on their fundamental tasks and responsibilities during the ICM. Workshop Chairs and Secretaries will participate in these trainings.

Means:

- Chairperson training is delivered by the Chair and Vice Chair of the Plenary
- Secretary training is delivered by the Secretary General of ELSA International

19.00 - 20.00

Introductory Workshop for Freshers

Aim: To give a general overview of ELSA, The International Board and the ICM to the freshers at the ICM. All the participants that are in their first ICM will participate in this workshop that will be delivered by the International Board.

Means:

- To give an understanding of the main functions of ELSA
- To foster mutual understanding and cultural diversity
- To get answers to the questions arising

Monday, 24th October (10.00 – 13.30)

10.00 - 11.00

Activity Reports

Aim: To update each other on the status of the marketing area in different countries.

Means:

- Presentation of the Activity Report by ELSA International
- Presentation of the Activity Reports by National Groups
- Q&A

Preparations: Write your Activity Report with concise updates on the developments and projects in marketing in your National Group. Send the report to the marketing mailing list and read the activity reports submitted by other marketing officers.

11.00 - 12.00

Area Definition

Aim: To define what it means to be a marketer in ELSA, what the purpose and general tasks are, as well as gaining a deeper understanding on the different tasks within the area of each country.

Means:

- Roundtable discussion
- Conclusion by ELSA International

Preparations: Think of your tasks in office, what is expected from the marketer in your country and what you believe should be within the field of marketing in ELSA. Read the Marketing part of the Council Meeting Decision Book.

12.00 – 13.30

Marketing & Targeting

Aim: To introduce the basic principles of marketing. To increase awareness among marketing officers about ELSA's target groups and to find ways to define them and anticipate their needs.

Means:

- Presentation by ELSA International
- Group work
- Presentation of group work
- Conclusion by ELSA International

Preparations: Think about the target groups of your own ELSA group and the different ways in which ELSA cooperates with universities, companies, NGOs as well as the different audiences which ELSA has within law students.

Monday, 24th October (15.00 – 19.00)

15.00 – 19.00

Training on Fundraising

Aims: To encourage marketing officers to participate in fundraising and to increase their confidence in external approaches.

Means:

- Training given by an ITP Trainer

Tuesday, 25th October (10.00 – 13.30)

10.00 – 12.00

Corporate Identity

Aim: To introduce the Corporate Identity of ELSA. To share ideas and inputs on how to use and implement the Corporate Identity in the ELSA Network. To assist National and Local Groups in using and promoting the Corporate Identity and to build an overview on the challenges which they face in implementing it.

Means:

- Presentation by ELSA International
- Q&A
- Roundtable discussion
- Conclusions by ELSA International

Preparations: Read the Input Paper on Corporate Identity from ELSA International. Familiarise yourself with the ELSA Identity Handbook and think about how the marketing material in your National Group corresponds to the Corporate Identity.

12.00 – 13.30

Joint MKT, AA & S&C: Promotion of International Projects

Aim: To improve the promotion of ELSA events in the Network. To encourage officers to plan international events well in advance.

Means:

- Presentation by ELSA International
- Group work
- Presentation of group work
- Conclusions by ELSA International

Preparations: Make an overview of international events planned within your country during the year 2011/2012. Familiarise yourself with the cycle for promoting international events presented at the ICM Qawra, Malta. Bring marketing material on your international projects and events. Familiarise yourself with the Event Specification Form and fill them out for your upcoming international events.

Wednesday, 26th October (10.00 – 13.30)

10.00 – 11.00

Joint BEE, IM & MKT: Market Research

Aim: To present the action plan for the International Market Research of 2011/2012, and what the officers need to do in order to conduct the research in the Network.

Means:

- Presentation by ELSA International
- Q & A
- Discussion

Comments: The International Market Research, as stated in the Council Meeting Decision Book, has to be conducted by ELSA International every 5 years. It is important for the officers to be informed about the research and the possibilities the final result will give to the Network as well as to be committed to conducting it in their ELSA group.

11.00 – 12.00

Proposal Market Research

Aim: To amend the Market Research section of the Marketing part of the Council Meeting Decision Book. To continue discussions on how to commit officers to conducting the International Market Research.

Means:

- Presentation of the proposal by ELSA International
- Discussion
- Voting

Preparations: Read the proposal concerning the Market Research section of the Council Meeting Decision Book.

12.00 – 13.30

Joint MKT & STEP: Promoting STEP

Aim: To discuss possible ways to promote STEP among students as well as employers. To make Marketing and STEP officers work together in order to brainstorm and strategize on marketing tools that can be used for the effective promotion of STEP.

Means:

- Presentation by ELSA International
- Q&A
- Working Groups

- Presentation of Working Groups
- Conclusions by ELSA International

Comments: The session will be dedicated to raising awareness of promotion of STEP with several STEP related marketing tools. Marketing and STEP officers will work together in different working groups in order to deliver and present the marketing strategy in STEP.

Wednesday, 26th October (15.00 – 19.00)

15.00 – 16.00

Vistaprint

Aim: To present the Vistaprint cooperation and portal to marketing officers.

Means:

- Presentation by ELSA International
- Roundtable discussion

Comments: The cooperation with Vistaprint offers ELSA Groups an opportunity to produce materials in accordance with the Corporate Identity with a reduced price.

16.00 – 19.00

Training on Presentation Skills

Aim: To give marketing officers an opportunity to receive feedback on their presentations and to increase their confidence in speaking in front of a public.

Means:

- Training given by an ITP Trainer

Friday, 28th October (10.00 – 13.00)

10.00 – 11.00

ELSA Online

Aim: To present the new ELSA Online to marketers in the Network. To promote the possibilities it provides for marketers in the Network.

LX International Council Meeting of ELSA

Palermo, Italy

23rd – 30th October 2011

Means:

- Presentation by ELSA International
- Roundtable discussion

Comments: The new ELSA Online will be launched during this year, it is important for everyone to be aware of what it means for the work in the Network.

Preparations: Read the article concerning ELSA Online in ELSA's members' magazine Synergy which will be published before the ICM: www.elsa.org/membersmagazine

11.00 – 12.00

Marketing Materials

Aim: To exchange ideas and information on marketing materials produced by ELSA groups.

Means:

- Roundtable on marketing materials
- Discussion

Preparations: Bring your marketing materials, either printed or in electronic form, with you to the ICM and be prepared to present them.

12.00 - 13.00

Members' Magazine

Aim: To introduce Synergy and discuss the ways ELSA Groups can use it. To discuss members' magazines and newsletters and their use in different countries.

Means:

- Presentation of Synergy by ELSA International
- Roundtable discussion

Preparations: Bring your members' magazines and newsletters. Familiarise yourself with Synergy in www.elsa.org/membersmagazine

Friday, 28th October (15.30 – 16.30)

15.30 – 16.30

Miscellaneous and Q&A

Aim: To discuss various topics and questions which came up during the week, and to clarify on points that might have seemed unclear. To evaluate upon the past week, the experiences and the topics brought up for discussion. To collect inputs for ICM Algarve.

Means:

- Roundtable discussion
- Q&A
- Roundtable discussion
- Closing of the workshop

Comments: Think about what you liked and disliked during the past week and bring your constructive comments to the table.

ACADEMIC ACTIVITIES WORKSHOP**Timetable**

Time	Sun 23rd	Mon 24th	Tue 25th	Wed 26th	Thu 27th	Fri 28th	
08:00	Arrival of the participants	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	
08:30							
09:00							
09:30					Transport		
10:00		Area Definition & AA Tools	AA, S&C & STEP: IFP	Essay Competitions	Conference	Other projects in AA area	
10:30		Activity Reports		Legal Publications			
11:00							
11:30		OYOP	MKT, AA & S&C: International Events	LRG '1 in 5'		AA & S&C: CoE and Human Rights	
12:00		BEE, AA, S&C & STEP: SG'18					
12:30							
13:00		Lunch	Lunch	Lunch	Lunch	Lunch Sponsors Fair and Final Fair on Prevent Corruption	
13:30							
14:00	Opening Plenary	BEE & AA: HRMCC	Mid-Plenary	AA & STEP: Joint Project with IPSF	Sightseeing	Candidates	
14:30				HRMCC		Training on Strategic Planning	Misc., Q&A
15:00		EMC2		Reporting Time			Anniversary Event
15:30							
16:00							
16:30							
17:00							
17:30							
18:00	Opening Workshops	AA & S&C: ELSA Online		Reporting Time	Dressing time		
18:30							
19:00	Officers & Freshers	Reporting Time		Reporting Time	Transport		
19:30							

Preparations and reminders for the Academic Activities Workshop

Please read and bring the following materials to the Workshop sessions:

- Statutes and Standing Orders, in force after LIX Council Meeting of ELSA
- Council Meeting Decision Book, 32nd/33rd Edition
- One Year Operational Plan (OYOP) 2011/2012 of ELSA International
- Working Materials
- Minutes of the ICM Poznan
- AA Handbook
- Please prepare a written Activity Report and send it to the AA mailing list beforehand

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

Links to all documents/materials can be found from the same email as these Working Materials. If you have difficulties in finding them, please contact the Director for Academic Activities of ELSA International at vpaa@elsa.org.

Please prepare an Activity Report and distribute it through the Academic Activities mailing list. You should include both the things that you have worked on as a Vice President for Academic Activities during your term in office and the major projects that are taking place in your National Group.

Please read this Draft Agenda carefully; should you need any clarifications, please do not hesitate to contact the Director for Academic Activities of ELSA International at vpaa@elsa.org.

Another possibility is to use the AA mailing list (ELSA-AA@LISTSERV.ELSA.ORG) and start a discussion before the LX International Council Meeting in Palermo.

Welcome to the AA Workshop!

Draft Agenda

Sunday, 23rd October (18.00 – 20.00)

18.00 - 19.00

Introductory Workshop

Aim: To elect the Workshop Officers and approve the draft agenda; to try to get to know each other and to have a roundtable about our expectations.

Means:

- Presentation of the officers
- Election and voting upon the Workshop Chair and Vice Chair as well as the Secretaries
- Presentation of the Workshop rules
- Presentation of the Agenda by ELSA International
- Approval of the Agenda
- Roundtable: Expectations of the participants

Preparations: Please also send your written activity report to the mailing list beforehand in order to give people some time to get familiar with the reports.

19.00 - 20.00

Officers' Trainings

Aim: To train Officers on their fundamental tasks and responsibilities during the ICM. Workshop Chairs and Secretaries will participate in these trainings.

Means:

- Chairperson training is delivered by the Chair and Vice Chair of the Plenary
- Secretary training is delivered by the Secretary General of ELSA International

19.00 - 20.00

Introductory Workshop for Freshers

Aim: To give a general overview of ELSA, The International Board and the ICM to the freshers at the ICM. All the participants that are in their first ICM will participate in this workshop that will be delivered by the International Board.

Means:

- To give an understanding of the main functions of ELSA
- To foster mutual understanding and cultural diversity
- To get answers to the questions arising

Monday, 24th October (10.00 – 13.30)

10.00 - 11.00

Area Definition and AA Tools

Aim: To explain the role of the AA area to AA officers about their main tasks.

Means:

- Presentation by ELSA International
- Q&A
- Roundtable discussion

Comments: During this session you will find out what the AA area in ELSA means and what kind of possibilities there are for the AA officers. You will also receive the AA tools in related parts of the AA area.

Preparations: Please read the Academic Activities part of the Decision Book and the AA Handbook.

11.00 - 12.00

Activity Reports

Aim: To update the officers about the past and upcoming activities in the Network and to gain inputs from each other.

Means:

- Presentation of the Activity Report of ELSA International
- Presentation of the Activity Reports of National Groups
- Q&A

Comments: This workshop is for sharing information from each National Group. It is also important to gain inputs from each other.

Preparations: Please read the Activity Reports that were distributed during the Introductory Workshop and be prepared.

12.00 – 12.30

One Year Operation Plan

Aim: To share the OYOP from the national AA officers within the AA Team, to be aware of the upcoming events within the Network and to remind the importance of planning for the term in office.

Means:

- Presentation of the AA related parts of the OYOP by ELSA International
- Presentation of OYOPs by the National Officers
- Q&A
- Open discussion

Comments: It is very important to plan for your term in office, not only for time management but also for evaluation. OYOP is a very useful tool to create your agenda and evaluate your work by the end of your term if the goals you set up are reached or not.

Preparations: Please be prepared to present your OYOP. Please read the One Year Operational Plan of ELSA International 2011/2012

12.30 – 13.30

Joint BEE, AA, S&C & STEP: Strategic Goals for 2018

Aim: To present the timeline for the planning of the next Strategic Goals and to discuss this with the other officers. To highlight the importance of Strategic Planning in general. To prepare the Network for the Working Group that will be set up after the ICM.

Means:

- Presentation of the timeline leading up to the end of the current Strategic Goals, and the beginning of the next ones by President of ELSA International
- Q&A
- Discussion

Comments: This topic was already brought up at the IPM for the awareness of the presidents, although it is of utmost importance that also the Key Areas are aware of the situation, since they are the ones who are involved in the fulfilment of the actual goals. With this session ELSA International wants to encourage more officers to actively take part in influencing the future of ELSA.

Preparations: Familiarise yourself with the current status in your National Group in regards to the fulfilment of the Strategic Goals. Please read the Strategic Goals for 2013 and Strategic Planning sections in the Decision Book. Read the Minutes from the Strategic Goals for 2018 session from the IPM Tallinn.

Monday, 24th October (15.00 – 19.00)

15.00 - 16.00

Joint BEE & AA: The Human Rights Moot Court Competition Part I

Aim: To present the new project that is in cooperation with the Council of Europe and to give an introduction of what has been done so far and what are the plans for the rest of the year.

Means:

- Presentation by ELSA International
- Q&A

Comments: During this session ELSA International will present the Human Rights Moot Court Competition which will be organised in cooperation the Council of Europe. ELSA has gained its reputation in organising Moot Court Competitions, thus is trusted in the matter. ELSA highlights the importance of Human Rights as is stated in the Philosophy Statement “*A just world in which there is respect for human dignity and cultural diversity*”. The Moot Court Competition on Human Rights is a simulation of the European Court of Human Rights that ELSA International has been working on in cooperation with the Council of Europe.

The workshop is divided into two parts in order to inform both the AA officers as well as the Presidents on the development of the Competition and to get inputs and ideas from the officers.

Preparations: Please read the Input Paper on Moot Court Competitions in ELSA. Prepare to give your ideas and inputs on the project.

16.00 - 16.30

The Human Rights Moot Court Competition Part II

Aim: To get inputs from the participants on the Human Rights Moot Court Competition.

Means:

- Discussion on the project

Comments: During this second part of the workshop participants are expected to give their inputs and express their expectations on the new Moot Court Competition. The Human Rights Moot Court is a project of the whole Network and ELSA International wants to involve the Network in it as much as possible.

Preparations: Discuss with your board beforehand what your expectations and ideas are regarding the project and prepare to share these ideas.

16.30 - 18.00

ELSA Moot Court Competition on World Trade Organization Law (EMC²)

Aim: To present the 10th edition of the EMC² and increase the EMC² knowledge within the ELSA Network and to raise the participants' awareness on the biggest international project of ELSA.

Means:

- Presentation by ELSA International on the 10th Edition
- Presentations by NGs planning to have a NR of EMC²
- Q & A
- Open discussion

Comments: The ELSA Moot Court Competition (EMC²) is a simulated hearing in the World Trade Organization (WTO) dispute settlement system. Competitor teams represent both the Complainant and Respondent parties to the Case by presenting oral submissions in front of a Panel. EMC² Panels consist of WTO law experts and are referred to as Panellist. The Competition provides students with the opportunity to put theory into practice, thereby complementing their formal legal education.

The competition will be celebrating its 10th anniversary during the upcoming year. ELSA International is in cooperation with ELSA France to organise the Final Oral Round (FOR) in Montpellier. We need to increase the number of ELSA Teams participating in the competition and represent ELSA to the world in the best way through EMC2. Some of the National Groups are planning their National Rounds for the 10th edition, which is a good start. Our goal is to increase the number of National Rounds as well as ELSA Teams participating.

Preparations: Please read the Input Paper concerning Moot Court Competitions in ELSA. Please visit the official website www.elsamootcourt.org and familiarise yourself with the National Groups that are planning to organise a National Round may present their event by informing the Director for Moot Court Competitions of ELSA International prior to the ICM.

18.00 – 19.00

Joint AA and S&C: ELSA Online

Aim: To present and answer all the questions about the new ELSA Online system. To show to the officers how to use the new ELSA Online system.

Means:

- Presentation by ELSA International
- Q&A

Comments: The new ELSA Online system will be up and running very soon and many features are useful for AA and S&C areas. During this workshop, the new ELSA Online system will be presented to make officers familiar to the system.

Tuesday, 25th October (10.00 – 13.30)

10.00 – 12.00

Joint AA, S&C & STEP: International Focus Programme

Aim: To present the officers with the cooperation possibilities and the subtopics to be covered under Health Law within IFP. To evaluate the implementation of the current IFP topic in the Network and at the same time promote the upcoming events on IFP and present current projects. To present and discuss the timelines of the selection procedure of a new IFP topic and start brainstorming on possible topics.

Means:

- Presentation by ELSA International
- Discussion on the proposal for a timeline and a result for the IFP by ELSA International
- Working Groups
- Presentations by Working Groups
- Open discussion

Comments: The IFP is one of the most important and developed projects of ELSA. It is also included in the Strategic Goals for 2013. ELSA International will inform the participants about the implementation process and developments on the international level and present timelines for choosing the next IFP topic.

Preparations: Please read the IFP and Strategic Goals for 2013 sections of General part of the Decision Book as well as S&C and IFP Handbooks. Go through the IFP Event Report Template. Please bring the list of past and upcoming IFP projects / IFP Traineeships organised by your National Group. Bring your promotion materials. Please prepare a short (no longer than 3 min) presentation if you would like to promote your upcoming IFP projects.

12.00 – 13.30

Joint MKT, AA & S&C: Promotion of International Projects

Aim: To improve the promotion of ELSA events in the Network. To encourage officers to plan international events well in advance.

Means:

- Presentation by ELSA International
- Group work
- Presentation of group work
- Conclusions by ELSA International

Preparations: Make an overview of international events planned within your country during the year 2011/2012. Familiarise yourself with the cycle for promoting international events presented at the ICM Qawra, Malta. Bring marketing material on your international projects and events. Familiarise yourself with the Event Specification Form and fill them out for your upcoming international events.

Wednesday, 26th October (10.00 – 13.30)

10.00 – 11.00

Essay Competitions

Aims: To raise awareness about the essay competitions projects in general. Other main aim is to present the 4th edition of the IFP Essay Competition on the Health Law. To present and evaluate essay competitions those are planned or ongoing in the Network.

Means:

- Presentation by ELSA International
- Presentations by National AA officers
- Q&A
- Open discussion

Comments: ELSA International will launch the 4th IFP Essay Competition during the Mid-Plenary in ICM Palermo. The implementation of the International Focus Programme goes through a variety of events, like seminars, institutional study visits, law schools, etc. However we find that an international essay competition is one of the best ways for law students to maximize their participation and be rewarded for their significant effort. Essay Competitions play a big role in the AA area in general. However, we are facing a lack of continuity in it. We will discuss the way to develop this field and come up with solutions to improve it through open discussion.

Preparation: Please read the Essay Competition part of the AA Handbook and the Decision Book. You can find relevant information about 4th IFP Essay Competition in www.elsaessaycompetiton.org. Prepare presentations of essay competitions those are planned or ongoing in your National Group.

11.00 - 12.00

Legal Publications

Aim: To define the area as one of the most important activities in ELSA. To update the officers about the past and upcoming legal writing activities in the Network and to gain inputs from each other how to improve and develop the area.

Means:

- Presentation by ELSA International
- Q&A
- Open Discussion

Comments: The importance of legal writing is in fostering the enthusiasm for legal writing among students and young lawyers by creating different platforms for enhancing legal writing skills. During the 1st Key Area Meeting in the Academic Activities Workshop we discussed current situation as well as interest for legal reviews and publications among law students and young lawyers. We came to the conclusion that there exists a need to find new kind of legal publication activity. It is time for an evaluation and criticizing the reasons of its current situation.

12.00 - 13.30

Legal Research Group ‘1 in 5’

Aims: To present the new project of the Network which is organized by ELSA International in cooperation with the Council of Europe on the campaign of “One in Five for Children”, with the topic “Stop the sexual abuse against children”. To discuss the role of National and Local officers in the ‘1 in 5’ Legal Research Group.

Means:

- Presentation by ELSA International
- Q&A
- Discussion

Comments: ELSA International and Council of Europe have been cooperating in respect to the Legal Research Group “One in Five”. The project has been introduced in the AA Workshop during the International Council Meeting in Poznan and discussed during the 1st Kea Area Meeting in Turku. The project will be a compendium of country reports, each of which will seek to analyze the relevant national laws. The LRG shall aim to ensure a consistent approach in order to facilitate comparison between national laws. ELSA is particularly well placed to carry out this research task, since we are present in 42 countries in Europe, most of which we are hoping to get involved in this project.

Preparation: Please read the LRG part in AA Handbook and Decision Book. Most importantly read the Input Paper concerning Human Rights that is in the Working materials.

Wednesday, 26th October (15.00 – 19.00)

15.00 - 16.00

Joint AA & STEP: ELSA & IPSF Joint Research Project

Aim: To raise the awareness of STEP and AA officers of Joint Research Project of ELSA and IPSF with very strong academic result. To present the project outline and timeline. To discuss about the participation of ELSA National Groups in the Project. To anticipate the future outcome and benefits from the joint project.

Means:

- Presentation of the Joint Research Project by ELSA International
- Q&A
- Discussion

Comments: The project will be a joint research between ELSA and IPSF in co-operation with the International Pharmaceutical Federation (FIP). With this project, members of the both associations will be able to make a joint research on a specific topic that is related to Health Law (International Focus Programme of ELSA 2010 - 2013). After the joint session STEP and AA Workshop participants will have a very good general update of the on-going research project.

16.00 – 19.00

Training on Strategic Planning

Aims: To improve the organizational skills of AA officers.

Means:

- Training given by an ITP Trainer

Comments: The sufficient knowledge how to start planning and implementing the projects in their area are needed for every AA Officer.

Friday, 28th October (10.00 – 13.00)

10.00 – 11.30

Other projects in AA Area

Aims: To give an introduction to different projects in AA area which are organized in ELSA Network by National and Local Groups but were not introduced during previous Workshop days. To give National Groups the possibility to present their projects in this area.

Means:

- Presentation by ELSA International
- Presentations by NGs planning to organise a local/regional/national Academic Activities
- Q&A
- Open Discussion

Comments: There are many possible projects potentially falling into the AA area which are not currently within the ones defined in the AA part of the Decision Book and during this workshop we will go through the general information about these projects. This year we are focused on developing AA area in general and want to share ideas about new projects. As it is very beneficial for National Groups to share their experience, this is your chance to do so.

Preparations: The National Groups that are planning to organise one of the AA projects may present their project's outlines by informing the Director for Academic Activities of ELSA International prior to the ICM.

11.30 – 13.00**Joint AA & S&C: Council of Europe and Human Rights**

Aim: To raise the awareness of possibilities for AA and S&C officers with the Council of Europe. To update on Human Rights projects on international level.

Means:

- Presentation by ELSA International
- Presentation by the Representative of Council of Europe on Children Rights
- Q&A

Comments: An expert from the Council of Europe will be present, explaining the activities of the Council related to Children Rights in respect to the “One in Five” Campaign.

Preparations: Please read the Input Paper concerning Human Rights. Please read Council of Europe Guidelines. Be ready to speak about past and upcoming Human Rights related projects organised in your National Group.

Friday, 28th October (15.30 – 16.30)

15:30 – 16:00

Presentation of the candidate(s) for Vice President for Academic Activities of ELSA International 2011/2012

Aim: To receive a presentation and to interview the candidate(s) for the position of Vice President for Academic Activities of ELSA International 2011/2012.

Means:

- Presentation of the candidates
- Q&A to the candidates

Comments: During this workshop National Officers in the Network are given an opportunity to interview the candidate(s) for the position of Vice President for Academic Activities of the International Board 2011/2012.

Preparations: Read the candidature materials of the respective candidate(s) and be prepared to ask questions. The material is normally distributed during the ICM week.

16.00 - 16.30

Miscellaneous & Closing of the Workshop

Aim: To discuss all postponed and outstanding items of agenda. To evaluate the week.

Means:

- Discussion led by Chair of the Workshop.
- Final words and notifications;
- Closing the Academic Activities Workshop.

Comments: Did we run out of time with some issues? Were there any topics that rose during the week and are in need of immediate follow up? This session gives workshop a possibility to finish postponed discussions. Chair of the Workshop decides final content of this workshop.

SEMINARS AND CONFERENCES WORKSHOP**Timetable**

Time	Sun 23rd	Mon 24th	Tue 25th	Wed 26th	Thu 27th	Fri 28th
08:00	Arrival of the participants	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
08:30						
09:00						
09:30					Transport	
10:00		Area Definition	AA, S&C & STEP: IFP	International Events	Conference	Delegations and Institutional Relations
10:30		S&C Tools		Training on Events Planning and Project Management		Partnerships
11:00			AA & S&C: CoE			
11:30						
12:00						
12:30		BEE, AA, S&C & STEP: SG'18				
13:00	Lunch	Lunch	Lunch	Lunch	Lunch Sponsors Fair and Final Fair on Prevent Corruption	
13:30						
14:00						
14:30						
15:00	Opening Plenary	FM & S&C: Grants	Mid-Plenary	Training on Events Planning and Project Management	Sightseeing	Communication Q&A, Misc., Closing
15:30						
16:00		Study Visits				Anniversary Event
16:30						
17:00						
17:30						
18:00	Opening Workshop & AR	AA & S&C: ELSA Online		Reporting Time	Reporting Time	Dressing time
18:30						
19:00	Officers & Freshers	Reporting Time				Transport
19:30						

Preparations and reminders for the Seminars and Conferences Workshop

Please read and bring the following materials to the Workshop sessions:

- Activity Report with detailed information on the past and upcoming S&C Projects on local, national and international level;
- Statutes and Standing Orders, in force after the 59th Council Meeting of ELSA
- Council Meeting Decision Book
- Working Materials
- Minutes of the ICM Alanya and ICM Poznan, KAM Turku
- Handbooks, Guidelines, Forms
- Promo materials

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

Please read this Draft agenda carefully; should you need any clarifications, please do not hesitate to contact the Vice President Seminars & Conferences of ELSA International at vpssc@elsa.org.

Welcome to the S&C Workshop! ☺

Draft Agenda

Sunday, 23rd October (18.00 – 20.00)

18.00 - 19.00

Introductory Workshop

Aim: To present the Agenda for the upcoming week and to approve it, to agree upon the Workshop rules, to express our expectations for the upcoming week, to elect the Workshop officers and to get to know each other. To update the officers about the past and upcoming activities in the Network and to gain inputs from each other.

Means:

- Introduction of the participants
- Voting upon the Workshop Chair and Vice Chair as well as the Secretaries
- Presentation of the Workshop rules
- Presentation of the Draft Agenda by ELSA International
- Approval of the Agenda
- Roundtable: expectations of the participants
- Distribution of Activity Reports

Preparations: Think about questions you want to be answered during workshops, even though they are not related to any of topics on the agenda.

Please write and send your Activity Report to the S&C mailing-list in order to give participants some time to get familiar with the reports. All reports should be sent to VP S&C ELSA International not later than 21st of October 2011. Please read the Activity Reports that should be sent to the S&C mailing list and be prepared to present your own during workshop. Representatives should include both their own activities and the activities taking place in the respective country.

19.00 - 20.00

Officers' Trainings

Aim: To train Officers on their fundamental tasks and responsibilities during the ICM. Workshop Chairs and Secretaries will participate in these trainings.

Means:

- Chairperson training is delivered by the Chair and Vice Chair of the Plenary
- Secretary training is delivered by the Secretary General of ELSA International

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19.00 - 20.00

Introductory Workshop for Freshers

Aim: To give a general overview of ELSA, The International Board and the ICM to the freshers at the ICM. All the participants that are in their first ICM will participate in this workshop that will be delivered by the International Board.

Means:

- To give an understanding of the main functions of ELSA
- To foster mutual understanding and cultural diversity
- To get answers to the questions arising

Monday, 24th October (10.00 – 13.30)

10.00 – 11.00

Area Definition

Aim: To explain the main role of a VP S&C of an ELSA board for freshers and to remind more experienced officers of the realities as well as possibilities in concern to their role in a team. To go through regulations in the Decision Book related to the S&C area.

Means:

- Presentation by ELSA International
- Working Groups
- Presentations by the Working groups
- Open discussion

Comments: During this session you will find out what the S&C area in ELSA means and what kind of possibilities there are for the S&Cers.

Preparations: Please read the Seminars & Conferences Part of the Decision Book and the S&C Handbook. Be prepared to talk about your experience as S&C officer. We will talk about possible links with others areas.

11.00 - 12.30

S&C Tools

Aim: To present the different tools available to the S&C officers to support their work. To underline the importance of S&C part of the Decision Book as a roadmap for quality organisation of S&C events.

Means:

- Presentation by ELSA International
- Working Groups
- Presentations by the Working Groups
- Open discussion

Comments: S&C Tools, such as Handbooks, Guidelines, Forms, Templates and the Speakers' Database are very useful in the work of an S&C officer. It is crucial that these tools are used and updated on a regular basis in order to ensure that the best practices for organising events are shared in the Network.

Preparations: Please go through all S&C Tools. Be ready to share your experience of implementation of them. Think about how they could be improved.

12.30 – 13.30

Joint BEE, AA, S&C & STEP: Strategic Goals for 2018

Aim: To present the timeline for the planning of the next Strategic Goals and to discuss this with the other officers. To highlight the importance of Strategic Planning in general. To prepare the Network for the Working Group that will be set up after the ICM.

Means:

- Presentation of the timeline leading up to the end of the current Strategic Goals, and the beginning of the next ones by President of ELSA International
- Q&A
- Discussion

Comments: This topic was already brought up at the IPM for the awareness of the presidents, although it is of utmost importance that also the Key Areas are aware of the situation, since they are the ones who are involved in the fulfilment of the actual goals. With this session ELSA International wants to encourage more officers to actively take part in influencing the future of ELSA.

Preparations: Familiarize yourself with the current status in your National Group in regards to the fulfilment of the Strategic Goals. Please read the Strategic Goals for 2013 and Strategic Planning sections in the Decision Book. Read the Minutes from the Strategic Goals for 2018 session from the IPM Tallinn.

Monday, 24th October (15.00 – 19.00)

15.00 – 16.30

Joint FM & S&C: Grants

Aims: To raise the awareness of the grant possibilities within the European level to National and Local Groups. To improve the quality of grant applications from ELSA groups and to provide tips on how to apply for grants from institutions, foundations, in particular European institutions, and what type of projects and events are usually financed by grants.

Means:

- Presentation by ELSA International
- Working groups on preparing a grant application
- Discussion
- Q&A

Comments: This session is to raise awareness on the grant possibilities ELSA groups have as the experience shows that very few of them apply for grants. This type of financial support has the potential to become an important part of the budget of every group.

Grant fundraising has now become a regular practice for every officer in ELSA. With the ever-increasing difficulty of fundraising through corporate sponsorships, institutional grants offer a steady and more secure method of financing the association's existence.

This workshop intends to complement the knowledge of S&C and FM officers on grant procedures and share experiences on grant applications and the procedure of financial reports. The workshop also has a purpose of showing the respective officers different ways and the importance of the cooperation between FM and S&C in order to achieve the best result in grant applications.

16.30 - 18.00

Study Visits

Aim: To provide S&C officers with skills and knowledge on the preparations for the organisation of an international Study Visit with focus on the regulations and research to find the best partner and evaluation process.

Means:

- Presentation by ELSA International

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- Working groups
- Presentation by the Working groups
- Open Discussion

Comments: Study Visits are included in the Strategic Goals for 2013 and are one of the most developed activities in the Network. However, they have a lot of potential mostly concerning the planning and matching phase. Putting focus on that stage of the organisation process is a priority to increase the number of organised International Study Visits. Beside last year ELSA Network hasn't evaluate properly so this is a part which should be improved.

Preparations: Please read the Strategic Goals section of the General part of the Decision Book part as well as S&C and SV Handbooks. Please get familiar with SV/ISV Evaluation Forms. Be ready to present the Study Visit activities that your group has been planning to organise. Please prepare general information about the groups which are looking for SV-partner group. Bring your promotional materials.

18.00 – 19.00

Joint AA and S&C: ELSA Online

Aim: To present and answer all the questions about the new ELSA Online system. To show to the officers how to use the new ELSA Online system.

Means:

- Presentation by ELSA International
- Q&A

Comments: The new ELSA Online system will be up and running very soon and many features are useful for AA and S&C areas. During this workshop, the new ELSA Online system will be presented to make officers familiar to the system.

Tuesday, 25th October (10.00 – 13.30)

10.00 – 12.00

Joint AA, S&C & STEP: International Focus Programme

Aim: To present the officers with the cooperation possibilities and the subtopics to be covered under Health Law within IFP. To evaluate the implementation of the current IFP topic in the Network and at the same time promote the upcoming events on IFP and present current

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projects. To present and discuss the timelines of the selection procedure of a new IFP topic and start brainstorming on possible topics.

Means:

- Presentation by ELSA International
- Discussion on the proposal for a timeline and a result for the IFP by ELSA International
- Working Groups
- Presentations by Working Groups
- Open discussion

Comments: The IFP is one of the most important and developed projects of ELSA. It is also included in the Strategic Goals for 2013. ELSA International will inform the participants about the implementation process and developments on the international level and present timelines for choosing the next IFP topic.

Preparations: Please read the IFP and Strategic Goals for 2013 sections of General part of the Decision Book as well as S&C and IFP Handbooks. Go through the IFP Event Report Template. Please bring the list of past and upcoming IFP projects / IFP Traineeships organised by your National Group. Bring your promotion materials. Please prepare a short (no longer than 3 min) presentation if you would like to promote your upcoming IFP projects.

12.00 – 13.30

Joint MKT, AA & S&C: Promotion of International Projects

Aim: To improve the promotion of ELSA events in the Network. To encourage officers to plan international events well in advance.

Means:

- Presentation by ELSA International
- Group work
- Presentation of group work
- Conclusions by ELSA International

Preparations: Make an overview of international events planned within your country during the year 2011/2012. Familiarise yourself with the cycle for promoting international events presented at the ICM Qawra, Malta. Bring marketing material on your international projects and events. Familiarise yourself with the Event Specification Form and fill them out for your upcoming international events.

Wednesday, 26th October (10.00 – 13.30)

10.00 - 11.00

International Events

Aim: To discuss and share best practices on planning, organisation and promotion of international projects.

Means:

- Presentation by ELSA International
- Discussion and Q&A

Comments: The focus on proper project planning has been put during last ICMs but content has been not completely successful because of basic mistakes in the timeline for organisation or in fundamental tasks such as requests for speakers and patronages. Therefore, there is a need for an adjustment in respect of such an issue. Some valuable events have been suffering from the lack of participants because of not proper promotion. This session aims to give the officers tools to avoid such kind of situation.

Preparations: Please read Strategic Goals for 2013 section of the General part, Event fees section of FM part and S&C Part of the Decision Book in as well as S&C Handbook. Get familiar with Event Specification Form and Evaluation Form. Prepare the list of the past events have been organized by your National Group since ICM Poznan and the list of upcoming events. Be ready to share your best experience and practices.

11.00 – 13.00

Training on Events Planning and Project Management

Aim: To give the S&C officers skills in planning their ELSA events and projects and encourage them to focus on the academic outcome of the event.

Comments: The training will be held by an ITP Trainer.

Wednesday, 26th October (15.00 – 19.00)

15.00 – 19.00

Training on Events Planning and Project Management

Aim: To give the S&C officers skills in planning their ELSA events and projects and encourage them to focus on the academic outcome of the event.

Comments: The training will be held by an ITP Trainer.

Friday, 28th October (10.00 – 13.00)

10.00 - 11.00

Delegations and Institutional Relations

Aim: To raise awareness about ELSA Delegations to international organisations and to develop the concept. To give the officers an update on the Institutional Relations of ELSA and the current regulations in the Institutional Relations section of BEE part of the Decision Book.

Means:

- Presentation by ELSA International
- Open discussion
- Conclusions

Preparations: Please read the Institutional Relations section of BEE part of the Decision Book as well as S&C and Delegations Handbooks, Guidelines for the selection of ELSA Delegations, Guideline on writing reports.

11.00 – 11.30

Partnerships

Aim: To raise awareness about ELSA International Partnerships and possibilities for the National groups regarding S&C projects.

Means:

- Presentation by ELSA International
- Open discussion

11.30 – 13.00

Joint AA & S&C: Council of Europe and Human Rights

Aim: To raise the awareness of possibilities for AA and S&C officers with the Council of Europe. To update on Human Rights projects on International level.

Means:

- Presentation by ELSA International
- Presentation by the Representative of Council of Europe on Children Rights
- Q&A

Comments: An expert from the Council of Europe will be present, explaining the activities of the Council related to Children Rights in respect to the “One in Five” Campaign.

Preparations: Please read the Input Paper concerning Human Rights. Please read Council of Europe Guidelines. Be ready to speak about past and upcoming Human Rights related projects organised in your National Group.

Friday, 28th October (15.30 – 16.30)

15.30 - 16.30

Communication, Miscellaneous, Closing

Aim: To give the Workshop participants the opportunity to clarify issues those were not included in the Workshop Agenda. To talk about future communication. To give feedback on the Workshops and evaluate the issues discussed.

Means:

- Q&A
- Roundtable discussion
- Filling in the Evaluation form
- Closing the S&C workshop.

Preparations: Attend the Workshops during the week and think about your opinion for the evaluation. Think on possibilities to improve communication between S&C Officers.

STUDENT TRAINEE EXCHANGE PROGRAMME WORKSHOP**Timetable**

Time	Sun 23rd	Mon 24th	Tue 25th	Wed 26th	Thu 27th	Fri 28th			
08:00	Arrival of the participants	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast			
08:30									
09:00					Transport				
09:30									
10:00		STEP Inroduction	AA, S&C & STEP: IFP	ELSA Online	Conference	ELS - STEP Anniversary Campaign			
10:30		Activity Reports		Proposal					
11:00									
11:30		KAM	Job Hunting Evaluation	MKT & STEP: Promoting STEP		BEE & STEP: Cooperation			
12:00									
12:30		BEE, AA, S&C & STEP: SG'18				Lunch Sponsors Fair and Final Fair on Prevent Corruption			
13:00		Lunch			Lunch				
13:30									
14:00	Opening Plenary	Lunch	Lunch	Lunch	Lunch				
14:30									
15:00		STEP Procedure	Mid-Plenary	AA & STEP: Joint Project with IPSF	Sightseeing	Closing			
15:30		Training on Negotiation Skills							
16:00		STEP Forms, Newsletter, Handbook				Anniversary Event			
16:30									
17:00		Student Hunting							
17:30									
18:00	Opening Workshops	Reporting Time		Reporting Time	Dressing time				
18:30									
19:00	Officers & Freshers	Reporting Time		Reporting Time	Transport				
19:30									

Preparations and reminders for the Student Trainee Exchange Programme Workshop

Please read and bring the following materials to the Workshop sessions:

- Statutes and Standing Orders, in force after LIX Council Meeting of ELSA
- Council Meeting Decision Book, 32nd/33rd Edition
- One Year Operational Plan (OYOP) 2011/2012 of ELSA International
- Working Materials
- Minutes of the ICM Poznan
- Please read the STEP Handbook (updated: November, 2010)
- Please prepare a written Activity Report and send it to the STEP mailing list beforehand

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

Links to all documents/materials can be found from the same email as these Working Materials. If you have difficulties in finding them, please contact the VP STEP of ELSA International at vpstep@elsa.org.

Please prepare an Activity Report and distribute it through the STEP mailing list. You should include both the things that you have worked on as a STEP officer during your term in office and the major projects that are taking place in your National Group.

Please read this Draft Agenda carefully; should you need any clarifications, please do not hesitate to contact the VP STEP of ELSA International at vpstep@elsa.org.

Another possibility is to use the STEP mailing list (ELSA-STEP@LISTSERV.ELSA.ORG) and start a discussion before the LX International Council Meeting in Palermo.

Welcome to the STEP Workshop!

Draft Agenda

Sunday, 23rd October (18.00 – 20.00)

18.00 - 19.00

Introductory Workshop

Aim: Within this workshop, we will elect the Officers and approve the Agenda. We will try to get to know each other and to have a roundtable about our expectations.

Means:

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

Preparations: Please also send your written activity report to the mailing list beforehand in order to give people some time to get familiar with the reports.

19.00 - 20.00

Officers' Trainings

Aim: To train Officers on their fundamental tasks and responsibilities during the ICM. Workshop Chairs and Secretaries will participate in these trainings.

Means:

- Chairperson training is delivered by the Chair and Vice Chair of the Plenary
- Secretary training is delivered by the Secretary General of ELSA International

19.00 - 20.00

Introductory Workshop for Freshers

Aim: To give a general overview of ELSA, The International Board and the ICM to the freshers at the ICM. All the participants that are in their first ICM will participate in this workshop that will be delivered by the International Board.

Means:

- To give an understanding of the main functions of ELSA
- To foster mutual understanding and cultural diversity
- To get answers to the questions arising

Monday, 24th October (10.00 – 13.30)

10.00 - 11.00

Introduction of STEP

Aim: To give a short introduction of the area. To provide the participants of the Workshop with basic knowledge of STEP Procedure.

Means:

- Presentation of STEP by ELSA International;
- Q&A

Comments: In order to boost STEP, it is imperative to increase the knowledge, skills and attitude of every STEP officer in the Network. The session will be dedicated to raise awareness of STEP among the officers.

11.00 - 12.00

Activity Reports

Aim: To present the Activity Reports of each National Group, so we can have an overview of the status quo in STEP.

Means:

- Presentation of the Activity Report of ELSA International
- Presentation of the Activity Reports of National Groups
- Q&A

Comments: This workshop is for sharing information from each National Group. It is also important to gain inputs from each other.

Preparations: Please read the Activity Reports that were distributed through the STEP mailing list and be prepared.

12.00 – 12.30**KAM Update**

Aims: To update the national officers with the report of 1st Key Area Meeting in Turku (KAM Turku), Finland, and to answer the questions about KAM and the report.

Means:

- Presentation by ELSA International
- Presentation by Chair of the STEP Workshop in KAM
- Q&A

Comments: After the session the ICM participants will have the clear image what kinds of topics were discussing during the Key Area Meeting of ELSA.

Preparations: Please read through the KAM Turku STEP Workshop Minutes. Prepare questions.

12.30 – 13.30

Joint BEE, AA, S&C & STEP: Strategic Goals for 2018

Aim: To present the timeline for the planning of the next Strategic Goals and to discuss this with the other officers. To highlight the importance of Strategic Planning in general. To prepare the Network for the Working Group that will be set up after the ICM.

Means:

- Presentation of the timeline leading up to the end of the current Strategic Goals, and the beginning of the next ones by President of ELSA International
- Q&A
- Discussion

Comments: This topic was already brought up at the IPM for the awareness of the presidents, although it is of utmost importance that also the Key Areas are aware of the situation, since they are the ones who are involved in the fulfilment of the actual goals. With this session ELSA International wants to encourage more officers to actively take part in influencing the future of ELSA.

Preparations: Familiarise yourself with the current status in your National Group in regards to the fulfilment of the Strategic Goals. Please read the Strategic Goals for 2013 and Strategic Planning sections in the Decision Book. Read the Minutes from the Strategic Goals for 2018 session from the IPM Tallinn.

Monday, 24th October (15.00 – 19.00)

15.00 – 16.00

STEP Procedure & Introduction of the STEP Cycle

Aims: To provide STEP officers with specific knowledge on how to plan and execute work during their term in office. To secure the continuity of the workflow between STEP officers via emphasising the importance of good transition. To discuss how to improve the STEP Cycle and STEP Calendar. To explain the procedure and timetables.

Means:

- Presentation of STEP Cycle and STEP Calendar by ELSA International
- Presentation of OYOP (STEP Part) by ELSA International
- Presentation of OYOP (STEP Part) by the National Groups
- Discussion
- Q&A

Comments: It is crucial to have a plan for our term in office in order to be more efficient in the STEP area and to achieve the aim of having long-term cooperation. We have tools such as STEP Cycle and STEP Calendar to help us in planning. Within this workshop we will discuss the evaluation of these tools as well as the implementation of it in the OYOPs.

Preparations: Please read through the OYOP of ELSA International 2011/2012.

16.00 – 17.30

STEP Forms, STEP Newsletter and STEP Handbook

Aim: To present and revise the STEP forms and STEP Newsletter. To discuss how to improve the promotion of the STEP Newsletter across Europe. To discuss the effective use of the STEP forms. To discuss the outcome of the Working Group on the possible update of the STEP Newsletter and STEP Handbook.

Means:

- Presentation by ELSA International
- Presentation by the Working Group
- Q&A
- Discussion

Comments: This workshop aims to show the STEP officers how to use the forms and how to fill them in. Within this workshop it is also intended to convince STEP officers to use the STEP Handbook as a main guideline in their work. The session will be also dedicated to accepting the concrete updates in the STEP Newsletter and STEP Handbook presented by the Working Group.

17.30 – 19.00

Student Hunting

Aims: To analyse the current situation in Student Hunting and to present the facts and figures as well as to give an outline of the Student Hunting strategy.

Means:

- Presentation of statistics by ELSA International
- Description of the aims of the Student Hunting during the year 2011/2012.
- Roundtable discussion
- Q&A

Comments: This session intends to provide the STEP officers with the general statistics in STEP during the year 2010/2011 with the special focus of Student Hunting. The session will be also dedicated to explaining the general concepts and aims of Student Hunting. We will be discussing possible improvements in Student Hunting.

Tuesday, 25th October (10.00 – 13.30)

10.00 – 12.00

Joint AA, S&C & STEP: International Focus Programme

Aim: To present the officers with the cooperation possibilities and the subtopics to be covered under Health Law within IFP. To evaluate the implementation of the current IFP topic in the Network and at the same time promote the upcoming events on IFP and present current projects. To present and discuss the timelines of the selection procedure of a new IFP topic and start brainstorming on possible topics.

Means:

- Presentation by ELSA International
- Discussion on the proposal for a timeline and a result for the IFP by ELSA International

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- Working Groups
- Presentations by Working Groups
- Open discussion

Comments: The IFP is one of the most important and developed projects of ELSA. It is also included in the Strategic Goals for 2013. ELSA International will inform the participants about the implementation process and developments on the international level and present timelines for choosing the next IFP topic.

Preparations: Please read the IFP and Strategic Goals for 2013 sections of General part of the Decision Book as well as S&C and IFP Handbooks. Go through the IFP Event Report Template. Please bring the list of past and upcoming IFP projects / IFP Traineeships organised by your National Group. Bring your promotion materials. Please prepare a short (no longer than 3 min) presentation if you would like to promote your upcoming IFP projects.

12.00 – 13.30

Job Hunting Evaluation

Aim: To evaluate Job Hunting so far and to share the opinions how to improve the Job Hunting Strategy.

Means:

- Roundtable Discussion
- Working Group
- Evaluation

Comments: Within the session we will evaluate the first part of Job Hunting, in accordance with the STEP Calendar. We will also discuss in Working Groups the actual topic how and what kinds of potential employers can be approached.

Wednesday, 26th October (10.00 – 13.30)

10.00 – 11.00

ELSA Online

Aim: To present and answer all the questions about the new ELSA Online system. To show to the officers how to use the new ELSA Online system.

Means:

- Presentation by ELSA International
- Q&A

Comments: The new ELSA Online system will be up and running very soon and all the forms will be filled via this system. During this workshop, the new ELSA Online system will be presented to make officers familiar to the system.

11.00 – 12.00

Proposal on amending the STEP part of the Decision Book

Aim: To discuss and vote upon the proposal regarding the STEP Procedure section in the STEP part of the Decision Book.

Means:

- Presentation of the proposal by ELSA International
- Q & A
- Discussion
- Voting

Preparations: Please read the Decision Book and the proposal regarding STEP in Working Materials.

12.00 – 13.30

Joint MKT & STEP: Promoting STEP

Aim: To discuss possible ways to promote STEP among students as well as employers. To make Marketing and STEP officers work together in order to brainstorm and strategize on marketing tools that can be used for the effective promotion of STEP.

Means:

- Presentation by ELSA International
- Q&A
- Working Groups
- Presentation of Working Groups
- Conclusions by ELSA International

Comments: The session will be dedicated to raising awareness of promotion of STEP with several STEP related marketing tools. Marketing and STEP officers will work together in different working groups in order to deliver and present the marketing strategy in STEP.

Wednesday, 26th October (15.00 – 19.00)

15.00 - 16.00

Joint AA & STEP: ELSA & IPSF Joint Research Project

Aim: To raise the awareness of STEP and AA officers of Joint Research Project of ELSA and IPSF with very strong academic result. To present the project outline and timeline. To discuss about the participation of ELSA National Groups in the Project. To anticipate the future outcome and benefits from the joint project.

Means:

- Presentation of the Joint Research Project by ELSA International
- Q & A
- Discussion

Comments: The project will be a joint research between ELSA and IPSF in co-operation with the International Pharmaceutical Federation (FIP). With this project, members of the both associations will be able to make a joint research on a specific topic that is related to Health Law (International Focus Programme of ELSA 2010 - 2013). After the joint session STEP and AA Workshop participants will have a very good general update of the on-going research project.

16.00 - 19.00

Training on Negotiation Skills

Means:

- Training given by ITP Trainer

Comments: In order to present STEP better for the potential employers, negotiation skills are very important for a STEP officer.

Friday, 28th October (10.00 – 13.30)

10.00 - 12.00

STEP - The Anniversary Campaign: Cooperation with ELS and alumni

Aim: To make STEP officers aware of the possibilities that cooperation with ELS members and other alumni gives for STEP. Alumni can be both potential employers or provide contacts to other employers. We will try to get STEP officers more familiar on how to sell STEP to an employer.

Means:

- Brainstorming how to find alumni contact in different countries
- Interactive exercises on how to sell STEP
- Evaluation

Comments: In ELSA, alumni can be a source of funding, as well as speakers, academic supervisors, etc. Especially alumni can be the brilliant technique to increase the number of Traineeships. Every former ELSA member is a potential employer, who knows the idea behind STEP as well as the benefit from this programme. In this session together with ELS, we will instruct the participants how to contact them. At the end of the session participants should have a better idea how to find their alumni in their own country and also to be more confident about approaching them.

Preparation: Please get familiar with the content of the Traineeship Specification Form and the ELS Directory.

12.00 – 13.00

Joint BEE & STEP: Cooperation and Strategizing

Aim: To continue building on the discussions started during IPM Tallinn and follow up the developments. To encourage presidents and STEP officers to work together in order to find solutions for problems in the STEP area where the cooperation between presidents and STEP officers can ease the work. To brainstorm about a method of reaching more successful results when performing Job Hunting together.

Means:

- Presentation of the problems defined at the IPM and the KAM in regards to Job Hunting by the President of ELSA International
- Q&A

- Working Groups on procedures and presentation of STEP to potential employers as well as planning and defining timelines for the year
- Presentation by the Working Groups
- Discussion

Comments: During IPM and KAM we talked a lot about the problems, and since we have both presidents and STEP officers in this Workshop we want to together focus on finding sustainable solutions and successful ways of working together.

Preparations: Read the Minutes from the STEP session during IPM Tallinn, as well as the Minutes from the Cooperation with other areas session and the STEP procedure session from KAM Turku.

Friday, 28th October (15.30 – 16.30)

15.30 - 16.30

Miscellaneous & Closing of the Workshop

Aim: To discuss all postponed and outstanding items of agenda as well as evaluate the week.

Means:

- Discussion led by Chair of the workshop.
- Final words and notifications;
- Approve the Minutes;
- Closing the STEP Workshop.

Comments: Did we run out of time with some issues? Were there any topics that rose during the week and are in need of immediate follow up? This session gives workshop a possibility to finish postponed discussions. Chair of the Workshop decides final content of this workshop.

ACTIVITY REPORTS

THE INTERNATIONAL BOARD 2011/2012

Niousha Nademi, President

Transition

Before our term in office started I and my board had an intense transition together with the old board all through July in the ELSA House. The transition consisted of both individual as well as group sessions. In the individual transition my predecessor, Óscar Lema, and I dealt with issues such as Board Management, Expansion and External Relations with a clear focus on our current partners and various cooperation and we also visited most of them for transition and evaluation meetings.

We also had trainings conducted by the ITP trainers Katrien Willems and Jean-Marc Lauwers as well as Tiago Moreira Alves who played an important role in helping us adapt to the IB way of living and working to contribute to the great team atmosphere of our board.

Board Management

As the responsible for the overall management of the International Board, I found it important to together with my board members create a friendly atmosphere and set up good routines, so that we would have our playing field clear, and that we merged our goals together to one concrete OYOP, with the help of Tiago Moreira Alves.

I have been coordinating the work, assisted each individual when needed, worked as a sounding board as well as evaluated, and followed up the work together with them. We have one board meeting per week where we get together to take formal decisions, update each other and to see how well advanced we are in the different areas.

IPM Tallinn

During August we also had the International Presidents' Meeting of ELSA in Tallinn, Estonia. It was a meeting that superseded my expectations due to the high level of participation, the quality of the inputs and the discussions, even though this was the first meeting of the year. The aim of the meeting was first of all for the BEE officers to get to know each other, and to discuss current issues as well as to start thinking about the future of our Association, both when it comes to the structure of the organisation, as well as our long-term planning for the future.

External Relations

The biggest focus in the area of External Relations has been on the partners of ELSA International. During transition we travelled to Strasbourg for a meeting with the Council of Europe, after which we went to Frankfurt to have an evaluation meeting with CMS. I also visited London to visit some other partners of ELSA International such as our English Language Partner, London School of English; our Auditing Partner, Mazars; the CMS Cameron McKenna office, and also our ex-patron and honorary member, Russel Denoon Duncan. I also visited IPSF's headquarters in Rotterdam where the STEP/AA project was discussed and the final preparations were done.

I have also been to Spain for meetings with Vistaprint with whom we cooperate as well as a potential partner; IE Law School, to investigate possible fields of collaboration. Furthermore, I have also met with C5 Group, European Voice as well as with ELS in Brussels.

When it comes to alumni, my work has been mainly cooperation with ELS. We have continued the work on improving the cooperation, and for the second year in a row we have chosen to appoint a Director for Alumni. Furthermore, I have been in contact with and met the board of ELS, and especially with the President of ELS, the Director for Anniversary for ELS as well as the Executive officer for the ELS Trust. We are constantly working on how to make ELS more attractive, right now how to involve also younger members in ELS.

We have also decided to pick up the work of the previous Working Group on the External Relations handbook, of which I was a part last year, with a bigger Workshop to be able to finalise the Handbook this year.

Through our OYOP we have also indicated that we also want to focus on NGOs throughout the year, in accordance with previous years' work. We have been in contact with various NGOs, such as ALSA (Asian), ALSA (Australian), NELSA, AEGEE, ESN, IPSF, FIP, ILSA, BEST etc. Communication is in general good, we are trying to learn as much as possible from each other, but there is still much that can be done in terms of projects and promotion.

Expansion

Regarding new approaches to potential National Groups, there are, Microstates aside, three potential National Groups; Belarus, Cyprus and Moldova. We have had good contacts with Belarus, and they are well on their way of establishing the foundation for an ELSA group. We have had a very active approach also from Cyprus and they have plans on applying for Observership in the near future. Also students from Moldova have approached us regarding the possibility to establish an ELSA group, although this approach is yet to be picked up due to lack of time.

Coaching Countries

As the coach of ELSA Finland, ELSA Malta, ELSA The Netherlands, ELSA Ukraine and ELSA United Kingdom my task has been to be in contact with these National Groups, trying to assist, advise and support them when it comes to general concerns. I am proud to say that I have been in contact with all of my Coaching Countries with no bigger problems in the communication at all, and I have also had the possibility to visit two of my Coaching Countries' NCMs already.

Final Word

I would like to thank the Network for giving me and my board this unique opportunity to spend one amazing year to continue building and strengthening ELSA to contribute to bringing the Association to new levels. I would like to thank my Director for Alumni whose work and dedication has helped me not only in my work, but also for keeping me on my toes. Furthermore I owe a big thank you to my predecessor who has been there for me, not only during transition but whenever I need him. I would also like to thank the presidents in the Network for their great efforts, big dedication, and also for keeping my motivation up. Last but definitely not least I would like to thank the other seven people in my board who have given me an amazing three months already with their never-ending dedication, support and more importantly, friendship.

Jaana Saarijärvi, Secretary General**Transition**

During July I was in Brussels receiving my transition from the previous International Board. My predecessor Filipe Bismarck taught me the tasks of the Secretary General and also my role in the team. The transition month was an amazing experience for which I want to thank the previous board for their work. During transition I had the opportunity to participate in the NCM of ELSA the Netherlands, visit the Train the Trainers Week and travel to Italy for the pre-ICM visit.

SAM

The Supporting Area Meeting was held between 7th and 11th of September in beautiful Bordeaux, France. Together with Kaisa Kimmel, the VP Marketing of ELSA International, and Ricardo Gomes, the Treasurer of ELSA International, we prepared the SAM Working Materials and travelled to Bordeaux. To learn about the topics discussed, please read the SAM Working Materials and the Minutes as soon as they are ready. I want to thank all the participants and the OC for the marvellous event!

ICM Palermo preparations

At the end of July I went to Palermo, Italy for the pre-ICM visit together with my predecessor. We discussed with the OC about many issues about organising the ICM and visited the venues of the event. I can say that ICM Palermo will be a great meeting! The ICM Working Materials are also big part of my responsibilities for the preparations for the ICM.

Training

Training has always been close to my heart and together with my Director for Training, Zinaida Chkhaidze, I hope to continue the great job Filipe Bismarck and Arvind Rattan did last year. I want to thank Arvind for all the effort he put to both my and Zizi's transition and for the work he did during August which was the last month of his term! I also want to thank Zizi who from the very beginning of her term was eager to help and support me with topics regarding training and especially the International Trainers' Pool! We have planned for the Refreshment Weekend and made sure that we have trainers for the trainings in the internal meetings.

ELSA Online

One of our priorities is to get the new ELSA Online system ready to be launched and get the National Groups and Local Groups to start using it. It is crucial to make sure that the system is working as intended before the launching. I want to thank Martin Bär, our wonderful new Director for ELSA Online, for helping our board trying to achieve this!

Coaching Countries

My Coaching Countries are ELSA Albania, ELSA Azerbaijan, ELSA Denmark, ELSA Lithuania and ELSA Spain. I have not had the opportunity to visit them yet, but I want to support all of the groups during the whole term.

OYOP

The One Year Operational Plan is not just a few nice words put together, but something that gives our whole board goals to achieve during our term together with the Network. Our board acknowledges the importance of having a well thought through OYOP and now we can concentrate on fulfilling those aims.

General Board Work

I have been working in the office dealing with things such as registration, appointment of new Directors and Assistants, and communication with the Network. We have board meetings usually every week and sometimes even more often if it is needed.

I want to thank Niousha, Ricardo, Kaisa, Irakli, Zosya, Khrystyna and Liisa for the beginning of our term! And most of all I want to thank the Network for working together with us! The journey has just started for all of us...

Ricardo Gomes, Treasurer**Transition**

Every July is reserved for transition period and after arriving at the House on June 30th I started to work with my predecessor, Olga Sendetska in a very well structured and planned transition divided into general sessions and specific area transition.

On one hand, during the general sessions we tackled different topics such as Human Resources, Internal Meetings, Synergy, External Relations and Institutional Relations, ELSA Online and Strategic Goals and International Focus Programme. On the other hand, during the specific Financial Management topics related with the general financial administration of ELSA International were approached specifically bookkeeping and accounting, but also financial obligations, debts, budgeting, ELSA Development Foundation, depreciation, assets, travels and European Commission grant.

Apart from the knowledge transmitted during the sessions I was also introduced to life in Brussels and to the work life at the ELSA House. The other side of transition is the beginning of a year as a board and the beginning of building the team spirit and the planning of our year.

The transition month gave me the chance to participate in the NCM ELSA the Netherlands and also evaluation meetings with some of our partners such as our Corporate Partner CMS, as well as our Marketing and IT Partner C5 and also our Auditing Partner Mazars.

OYOP (One Year Operational Plan)

During July we reserved the last week for the drafting of the One Year Operational Plan and for the planning of the term of ELSA International 2011/2012. For that we counted with the presence of Tiago Moreira Alves, an ITP Trainer, who lead the way, facilitating us the tools for the next year, including defining our focuses and priorities, and to whom I want to thank for the excellent job made.

On the financial side of the OYOP we will be able to find topics such as financial stability, grants, fundraising, taxation and accountant.

General Financial Administration

The role of the Treasurer within the board and according to the responsibilities set out by the regulations is to take part in every financial decision, ensure financial control, keeping the other members of the board updated of the financial situation. This year the Treasurer is also the responsible for the ELSA House and office performing tasks of day-to-day management.

Accounting/Budgeting/Bookkeeping

After receiving transition and after analyzing the archives of my predecessors I have started a new financial management archive for the next year. Apart from that I started working with the Accounting software, where I can make bookkeeping and accounting.

Furthermore, I have also had the chance to observe the auditing of the final accounts 2010/2011, both internal and external. I was present during the internal auditing weekend from the 12th until 14th of August and at the external auditing carried by a Mazars representative on the August 18th.

ELSA Development Foundation

Being Chairman of the ELSA Development Foundation is one of the most important tasks of the Treasurer of ELSA International. The beginning of the year is always time to close the grant application from the previous term, and also time to start promoting EDF throughout the Network during Area Meetings. Furthermore I took care of the applications received during these first months that are already part of the year 2011/2012.

When it comes to the daily management of the Foundation it is also part of my work to manage the accounts separately, bearing in mind that we are managing a different legal entity and keeping an organized archive for the Foundation.

Supporting Area Meeting

For the first time in ELSA's history the Treasurers, Secretaries General and Marketeers got together in one internal meeting. In ELSA the Supporting Areas offer structure, opportunities and security.

It was a week of new and good inputs given by national officers and local officers that will certainly contribute for the improvement and the development of the Association and of the Financial Management area.

Important topics were brought to discussion such as grants, budgeting, debts situation, EDF and Auditing. We will have the chance to discuss these topics during this year and one of the opportunities will be the upcoming ICM.

Grants

Accessing the information in the budget and accounts of ELSA International we can conclude that the importance of grants has been growing more and more and at the same time the grants possibilities in Europe have also increased. Therefore, the previous International Board of ELSA appointed one Assistant for Grants, Angelica Bertino, from Italy, with whom I had the chance to

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work during one month and to whom I want to thank for the work done and for the legacy of updating the Grants handbook.

However, the grants in ELSA are one of the most demanding tasks for the Treasurer and hence the International Board 2011/2012 decided to appoint a Director for Grants, Olga Sendetska, from Ukraine, to help me preparing the application for the grant given by the European Commission, Youth in Action 4.1 operational grant as well as preparing the Report for the year 2011. The Director will be also responsible for the research in the field of grants.

External Relations

Part of my responsibilities as an International Board member is also representation of ELSA International which has been carried out by me by attending an evaluation meeting together with the President with our Corporate Partner CMS and to Mazars.

Coaching Countries

According to the Coaching Countries system in ELSA International I am a coach of ELSA Georgia, ELSA Hungary, ELSA Luxembourg, ELSA Poland, ELSA Slovenia and ELSA Russia. I have established a good communication with all of the aforementioned groups and I am helping them in any questions that arise in their work.

The main goal for this term is to advise them and help them in any question that might arise during the year. The role of a coach is to approach the international level and national level of ELSA groups creating bounds and connections between the ELSA groups, supporting, advising, being available, share experiences and knowledge.

Other

Firstly, I would like to wish the whole Network a prosperous year in what concerns ELSA, especially to Financial Management officers. Secondly, I would like to thank the previous International Board of ELSA for making the transition month so special and for sharing the knowledge and experiences with us but particularly to my predecessor, Olga Sendetska, for all the support, advice and above all friendship. I just hope to be as successful as she was, continuing her job towards further development of our Association.

Lastly, to those with whom I share the House, I cannot imagine the year without you, thank you for being part of it, for your advice, support, patience but above all loyalty and fellowship.

Kaisa Kimmel, Vice President Marketing**Transition**

Together with our board, I spent July receiving transition from the International Board 2010/2011. During this time we got to know each other as well as learned valuable lessons about ELSA and the nature of our work on international level. My predecessor, Laurits Ketscher transferred a great amount of information, knowledge and tips for my work and helped me initiate projects for the upcoming ELSA year. I joined my predecessor in meetings with Council of Europe, CMS, Content5, European Voice, London School of English and CBL International. Transition was topped with a great social programme for our free time, helping us build up our team and to get to know the city in which we will live for the year. The highlight of this programme was of course the Transition Barbecue during which we had the opportunity to host ELSA enthusiasts from all over the Network in Brussels. I would like to thank Laurits and the old board for their care, support and encouragement during this transition month and after.

OYOP

We started our term in office by creating our One Year Operational Plan for the year. I was happy to notice that our board shares my concern for ELSA Awareness within and outside of our Network and that this was set as one of our main priorities for the year. Other goals in the marketing area include advertisements, promotion of our Key Areas and Market Research.

Supporting Area Meeting

For the first time, marketeers had the chance to meet with secretaries general and treasurers in order to learn and live ELSA and to start discussions for this year. The Supporting Area Meeting took place on 7 – 11 September in Bordeaux, France. The meeting included a training on recruitment as well as workshops on different topics in the marketing area, mainly aimed at building a base for the work of marketeers during the year. I want to thank the OC, the ITP trainer Koen Klootwijk and the participants for a memorable event!

Directors and Assistants

In the marketing area we appointed two Directors and one Assistant: Viltė Kristina Steponėnaite (Director for Advertisements), Óscar Ledesma (Director for Information Technology) and Petra Podgorsek (Assistant for Market Research). I have been working on transition and an action plan for the year with each of them. As Viltė has worked in this same post during 2010/2011, we will be able to work on developing advertisements further and strategize for this purpose. ELSA has not had a Director for IT for a few years now so increased human resources and knowledge regarding website issues will be of great assistance to me. This year we need to conduct the

International Market Research – this is where Petra steps in, assisting me with the planning and practical execution of the project.

Synergy

The work on Synergy started already during transition with securing articles from the Network and our partners. The Autumn 2011 issue is the 50th edition of Synergy and it is dedicated to the 50th anniversary of the European Social Charter. My work included proof reading articles, finding pictures and setting the layout for the magazine. At the end of August I uploaded the Synergy file to our Marketing and IT Partner Content5 who will take care of final touch ups for the magazine as well as printing and shipping. I would like to thank everyone who contributed to my first issue of Synergy wholeheartedly.

Market Research

I am working together with Niousha on finding a partner for the International Market Research. With Petra, the next steps are to update the questionnaire for the Market Research and to find ways in which we can ensure the Network's full commitment to conducting the research.

Website & Social Media

Together with the Director for IT, Óscar, I have made an action plan for improving the ELSA website. I am using Facebook, Twitter and the ELSA RSS feeds as a means of promoting our projects and Network. A number of National Groups have approached me concerning the website solution offered by ELSA and Content5 and I have advised them in proceeding with adopting the ELSA website.

Advertisements

Due to the work of my predecessor, Laurits, and the Director for Advertisements, Viltè, there have been many universities booking advertisements on the ELSA website. Furthermore, we were able to ensure a satisfactory amount of advertisements in Synergy early on into making the publication and continuity in bookings from long-term advertisers.

Partners

Besides the meetings which I attended during transition, I have been present in meetings with Vista Print and IE Law School to investigate possible fields of collaboration. I have been taking care of our cooperation with our Marketing and IT Partner Content5. This cooperation includes Synergy, questions regarding the ELSA website and the marketing materials for the ELSA Moot Court Competition on WTO Law (EMC²). I have also been in contact with our Media Partner European Voice regarding the EU Studies Fair and our cooperation in general.

Coaching Countries

I have initiated communication with my coaching countries, ELSA Bulgaria, ELSA Iceland, ELSA Ireland, ELSA Romania and ELSA Turkey. Unfortunately I was not able to attend the Bulgarian NCM in October – however, I am looking forward to attending NCMs during the year. I have paid special attention to working on communicating with ELSA Iceland and ELSA Ireland as the former has been facing years of challenge and the other is an Observer Group.

Final Remarks

I would like to express my gratitude to the ELSA International Team of 2010/2011 for paving the way for our work this year. I would also like to thank the ELSA Network and its marketeers for starting this year actively and full of enthusiasm.

My sincerest gratitude goes to our Board, the people I am working with daily and living with in the ELSA House. Without you, Synergy and many of the projects in the Marketing area would not be possible! Furthermore, you keep me energised and motivated every day.

I am looking forward to sharing this ICM experience with our Board and, most of all, with the ELSA Network!

Khrystyna Brodych, Director for Academic Activities**Transition**

On the 1st of July I and my followed board members started a month of high-speed transition from our predecessors. There was a lot of knowledge and contacts to be transferred. The month was mixed with general sessions and individual sessions with my predecessor about the AA area. Unfortunately, due to the visa issues, I was not able to be present in Brussels until the middle of August and therefore missed planned meetings with ELSA International partners, but during September we filled this gap. I would like to thank especially my predecessor Ms. Ezgi Kiliñç who has been providing me with individual transition via internet, what was not so easy, but who also has Ms. Liisa Oravisto as her successor in the Moot Courts area. And, of course, the rest of the International Board of 2010/2011 for their efforts, knowledge and team-building spirit.

OYOP – One Year Operational Plan

The last days of transition were dedicated to the one year planning. Mr. Tiago Moreira Alves gave us an intensive training on OYOP and did his best to rise up our team spirit. Even though I was not present in the House during this important weekend, we drafted OYOP and presented the final version during August to the Network.

Key Area Meeting

For the Key Area officers September began with the Key Area Meeting in Turku, Finland. Since most of the AA officers were freshers, my workshop focused on the definitions of the AA area and the international projects in the Network. We had a fruitful discussion on ideas of developing our area in general and bringing new projects into the ELSA Network.

A big thanks to my workshop officers: Chair – Mikolaj Burzec from ELSA Poland as well as Secretary Camila Woelki from ELSA Trier (ELSA Germany), the wonderful Organising Committee, ITP trainer Lucia Pálušová and my Key Area co-workers: Zosya, Irakli and especially Liisa who has been holding the AA Workshop together with me, thanks to her a lot for the good job.

Legal Writing

As one of my main goals for my term in office is to develop Legal Writing, as part of AA activities, I am focusing on this project of ELSA International together with the appointed Assistant for Legal Writing, Vasco Silva. In that matter we have been discussing various possibilities to establish new legal writing project.

Legal Research Groups (LRG)

ELSA International and the Council of Europe have been cooperating in respect to the Legal Research Group '1 in 5'. The project will be a compilation of country reports, each of which will seek to analyse the relevant national laws. I have been working on general development and preparation for launching the '1 in 5' Legal Research Project during ICM Palermo.

Essay Competitions

The 3rd IFP Essay Competition has been launched by the previous International Board and was planned to be evaluated during our term in office. So one of the first tasks I was working on was finalizing the results, which will be presented during Final Plenary. Also for this purpose together with the President and VP S&C we went for a meeting with the IFP Academic Partner of ELSA - The Erasmus Observatory on Health Law, which was quite successful. During that meeting we also discussed our cooperation for the 4th IFP Essay Competition. Afterwards I have started preparations for the 4th edition of the IFP Essay Competition.

Together with the Council of Europe now we are in the process of negotiations regarding the new international Essay Competition on Human Rights.

Human Rights

Human Rights were always a high-interest topic in ELSA. However, our board believes that there is more potential for the Network in this field. By highlighting and implementing Human Rights in our Key Areas we can provide members with opportunities in this field of law, as well as contribute to the development of Human Rights in the form of academic results. That is why our team included it as a priority in OYOP.

Since 1st of August I took over the responsibility for the Human Rights in our board and I am working on keeping cooperation with the Council of Europe.

The International Board appointed Paolo Amorosa as the Director for Human Rights. Together with Paolo we had transition sessions in the middle of September, during which we went through the archive and strategized work for the term in office.

Daily Work

The day-to-day work in the office is busy with answering emails and phone calls from the Network and externals, board meetings, assisting the AA officers and administrative work of the International Board.

As a board member and a part of the ELSA Network, I believe communication is one of the most important parts of teamwork. Therefore I am keeping the national AA officers updated about the

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work I am doing and would like to encourage all of you to contribute to this communication channel by sharing ideas, best practice, discussions and general updates on the activities of your National Group.

Coaching Countries

In order to improve good relations and communication between International Board and National Groups, our board decided to continue the Coaching Countries System. From the beginning of August, I established a good communication with my Coaching Countries: ELSA Austria, ELSA Armenia, ELSA Bosnia and Herzegovina, ELSA Germany, ELSA Greece and ELSA Serbia. I am glad that all of them are keeping in touch and updating with the situation of the national level. I am planning to attend their NCMs during this year and will keep on supporting them.

Other

First of all I would like to thank my Director for Human Rights, Paolo Amorosa, for the amazing job he is doing and for all advices and experience he shared with me, I appreciate it a lot. Also, I would like to thank my lovely Assistant for Legal Writing, Vasco Silva, for new ideas and his enthusiasm. Last but not least I want to thank my Board, who is making this year unforgettable and very special.... I do not know how to thank you!

Liisa Oravisto, Director for Moot Court Competitions**Transition**

Since the moment I was appointed as the Director for Moot Court Competitions for ELSA International 2011/2012, I have been preparing myself for the big responsibility of being in charge of Moot Court Competitions in ELSA. My individual transition started quite early as I accompanied my predecessor Ezgi Kili  to the Final Oral Round of EMC² in May. In July the transition continued as I moved to the ELSA House in Brussels where the previous board transferred their knowledge to us. We learned a lot and were given an unbelievable amount of information and training, and this is why I want to thank the entire team of ELSA International of 2010/2011 for transferring their knowledge, and moreover for the motivation and support, as well as for the fun and unforgettable moments we had! Special thanks to my predecessor Ezgi Kili  who had not only one, but two successors to manage the transition with: me as the Director for Moot Court Competitions and the Director for Academic Activities, Ms. Khrystyna Brodych.

OYOP

During the last days of our transition period in July we had a training given by a former IB member and current ITP trainer, Tiago Moreira Alves. We are very grateful to have had his support and received his advice. These days we spent to brainstorm, draft and strategize about our upcoming year; what our individual desires are and what our mutual goals should be. We created an OYOP that represents our desires and what we believe is needed during our year. The focus areas in the OYOP are ELSA Awareness, Strategic Planning and Human Rights.

Coaching Countries

I am very proud to be the Coach of ELSA Portugal, ELSA Norway and ELSA Montenegro. I have had good communication with all of these countries and I glad to be invited to the National Council Meetings as well. Unfortunately I was not able to attend the first NCM of ELSA Norway as it was overlapping with the launching of the EMC². However, I am hoping to attend the next one and I will be attending the NCM of ELSA Portugal in November.

EMC² 10th Edition

The 10th edition of ELSA Moot Court Competition on World Trade Organization Law (EMC²) was launched on Thursday, 15th of September 2011. As I attended the Final Oral Round of the 9th edition in Evian and Geneva, I had the privilege of getting to learn about the structure of the competition even before my term in office started.

ELSA is fortunate this year to have Ms Meredith Kolsky Lewis as the Case Author. She has prepared a challenging Case for the participants concerning Safeguard Measures.

As EMC² is a competition working on different levels, I am glad to say that we have the ELSA Regional Rounds in Maastricht, The Netherlands and in Münster, Germany and these events are organised by the respective Local Groups. The Final Oral Round will this year be organised in cooperation with ELSA France and ELSA Montpellier and will take place in Montpellier in May 2012. This year the EMC² is celebrating its 10th edition meaning a special atmosphere at the anniversary celebrations during the Final Oral Round in Montpellier, France. In respect to the promotional materials of the competition, they are produced in cooperation with our Marketing & IT Partner, Content5.

The International team of EMC² for this year also includes the Assistant for EMC². Ms Iryna Polovets was appointed to work in this position during the upcoming year. The ELSA Organising Secretariat will be continuing the successful work of the previous Secretariats with big enthusiasm and will be consisting of Ms. Zohra Kolai, Ms. Corinna Mückenheim, Ms. Maria Kotsi, Ms. Simona Veleva and Ms. Rose Lindell.

I encourage everyone to visit the official website of competition: www.elsamootcourt.org and contribute to the promotion of the 10th edition of EMC².

The Human Rights Moot Court Competition

As the Director for Moot Court Competitions, one of my biggest projects this year is also the Human Rights Moot Court Competition that is organised in cooperation with the Council of Europe. It is a very close cooperation and we are building up a successful project. The competition is going to be a simulation of the European Court of Human Rights. It will be organised on an annual basis and the Final Round will take place in the actual European Court of Human Rights in Strasbourg.

So far the project has been under construction meaning that I have been drafting the structure, the rules and the budget for the competition. The human resources of the competition are an important issue and I am working on having the Network being very much involved in the entire competition. During this ICM we will have a workshop on this competition and develop it together.

Area Meetings

The International Presidents' Meeting took place in beautiful Tallinn, Estonia in August and I was happy to attend the meeting and hold workshops on both the Human Rights Moot Court Competition as well as EMC². I considered the workshops a success as the participants were very

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active and there were a lot of constructive inputs on the improvement and development of both projects. I would like to thank all the participants for their great inputs and motivating attitude towards these Moot Court Competitions!

During the first Key Area Meeting in Turku, Finland I held the AA workshops together with the Director for Academic Activities Ms. Khrystyna Brodych. The workshops on the 10th edition of EMC² as well as the Human Rights Moot Court Competition were attended by different National and Local Officers. Although the workshops were not as high in numbers, the inputs were very interesting and beneficial for my work. The participants showed a lot of interest in the competition and so I would like to thank them all for their active participation, for the ideas and inputs and for the positive energy!

Since my position as the full-time Director for Moot Court Competitions is first of its kind in ELSA International, I am working also on the whole area of Moot Court Competitions. While working on my different projects, I am also looking into the work of National Groups and researching the situation of National Moot Court Competitions in ELSA as well as other moot court projects. I have great ambitions to improve this area and so I am drafting new kinds of moot court related events to be established in ELSA, such as a moot court training and developing cooperation with universities to award students university credits for their participation in Moot Court Competitions.

With these thoughts on my mind I want to thank my fellow team members in the ELSA House in Brussels. I am proud to be a part of this amazing group of people and I am very grateful for your support and friendship. As the eighth person in the House you have made me feel like a natural part of the team and I could not imagine this year without you.

Zosya Stankovskaya, Vice President for Seminars and Conferences**Transition**

On the 1st of July 2011 me and my fellow board members started transition, given by the International Board 2010/2011. Unfortunately, due to the visa issues, I was not able to be present in Brussels until the middle of August. However I received needed knowledge via Skype thanks to the tremendous job done by my predecessor – Paolo Amorosa. In order to pass some practical knowledge connected to the archive, ELSA House and Brussels he came back to the House in the middle of September. The knowledge transfer was made through general sessions, attended by the whole board, and individual sessions I had with my predecessor.

One Year Operational Plan – OYOP

During the last stage of our transition, we had very organised and intensive OYOP sessions held by Mr. Tiago Moreria Alves. He gave us very good inputs about teambuilding and OYOP planning in general. Beside of other crucial points we made a clear focus on Human Rights topics and on the International Focus Programme (IFP), academic quality of the events, organised within the Network.

Key Area Meeting - KAM

The first Key Area Meeting of ELSA was held in the beautiful city of Turku, Finland, which was a very good start-up for my term in office as well as for the fellow officers who attended the event. KAM was the best way of meeting the new officers of the network and of course practice our soft skills that we have got from the trainings during transition and before it. My aims were to pass maximum knowledge of what the S&C area is, which tools we have in our possession during our term in office, to update with new possibilities and to stress out the practical knowledge and sharing experiences.

The meeting resulted in being very productive; we managed to cover at length the most important topics within the S&C area, the discussions were interesting, with very good inputs from the participants. Special thanks go to the Organising Committee, our Workshop Chair Paul Wermann, our Secretaries, Lilla Légrádi and Marko Jorda!

Delegations

The idea of creating an Advisory Board for the support of ELSA Delegations proposed in ICM Poznan has been implemented. We appointed an Advisory Board whose members are; Stefanie Geiss, André Tadeu Reis e Silva, Paolo Amorosa, Helena Hadjiyanni and Serife Gocmen.

In order to proceed with the supporting system, created by the previous boards, we also appointed a Director for Delegations, Oleksandr Bulayenko, and five Academic Coordinators in charge of the preparations of the delegates and the supervision of the academic outcome of the participation in the sessions. Marzia Carla Iosini and Claas-Eike Seestädt are tasked with

supporting delegations to the World Intellectual Property Organization; Zuzana Kliská and André Tadeu Reis e Silva for the United Nation Commission on International Trade Law and Burcu Filiz for the United Nation Economic and Social Council.

In the first part of the term, ten calls for Delegations were sent out, most of the delegates for those have already been appointed and the preparations are proceeding very well, at different stages according to the dates of the sessions to be attended.

International Focus Programme – IFP

I took over the responsibility for the IFP in our board and since the beginning of August I was working on maintaining the communication with our IFP Academic Partner, the Erasmus Observatory on Health Law.

The International Board appointed Antonella Biasi as the Director for IFP. Together with Antonella we have had transition sessions in the middle of September, during which I was passing needed knowledge, we went through the archive and strategized work for the term in office.

Sofia Kallio, Paolo Amorosa and Kaisa Kimmel have been working on the IFP Newsletter, in which summaries the work done during the 1st year of implementation of Health Law as a new IFP topic.

I have also been in touch with the Organising Committee for the Mid-Evaluation IFP Conference which will take place in Trieste, Italy 16th- 22nd of April 2012.

Study Visits and Institutional Study Visits

The International Board decided to appoint an Assistant for Study Visits, who was found in Ana Roca. We started with transition sessions via Skype and proceeded with the planning of the year. During the first part of her term she has been working primarily on the updating of the Study Visits Guidebook and Study Visits Handbook, keeping in touch with the Network in the questions related to the Study Visits and Institutional Study Visits. Together we have been working on the preparations for the ICM Workshop session on study visits and administrated the study visits Facebook group.

Day to day work

I've started my term in office by building up a strong S&C team through the communication tools. Frankly speaking I am very satisfied with my communication with the officers across Europe. I am trying to use the mailing list quite often and encourage all the officers as well for keeping in touch. Apart from mailing, I am trying to often be reachable for my fellow S&C officers via Skype etc.

I have advised the national and local officers about their upcoming projects, made requests for speakers and patronages for international events in the Network. I have also been the main contact person in the International Board for the relations with the Erasmus Observatory on Health Law and INTA. Moreover, I performed my tasks as a board member by participating in board meetings and helping out my fellow board members.

Coaching Countries

My Coaching Countries are ELSA Belgium, ELSA Croatia, ELSA Italy, ELSA Kazakhstan, ELSA Latvia and ELSA Slovakia. I am corresponding with all of them. I am glad that all of them are keeping in touch and updating with the situation on the national level. I am going to visit most of them during the year and will keep on supporting them in the name of ELSA International.

ICM Preparations

Another important and demanding task was to plan and prepare for the ICM. Adding to the work related to the S&C Workshop, I have been in charge of supporting the OC in organising the ICM Conference and made the arrangements for the participation of the Council of Europe and their contribution with promotional material.

Other

I would like to thank the team of Directors and Assistants of ELSA International for their precious support, with a particular thought to my Assistant Ana, constantly helping me in carrying out my tasks. A big thank you goes also to the International Board 2010/2011 for being such a great inspiration and for their contribution to the development of ELSA, especially to my predecessor Paolo, who I have the honour and the pleasure to keep working with in his new position as a Director and member of the Advisory Board for the ELSA Delegations. Last but not least, I would like to thank the other members of the International Board 2011/2012; Irakli, Jaana, Kaisa, Khrystyna, Liisa, Niousha, Ricardo for being with me at the moments of sadness and happiness, working with me day-by-day and making this year special.

Irakli Samkharadze, Vice President for Student Trainee Exchange Programme**Transition**

To begin with, I would like to emphasize, that during my transition in July 2011, I was able to get a lot of information regarding STEP and ELSA as a whole. Due to some technical problems connected to the VISA issue, I have been missing the first part of transition, thus unfortunately I joined my team during only the second part of July. Despite of that I was intensively involved in the transition sessions online. My predecessor Elif A. Yildirim, who was extremely enthusiastic and motivated, did her best to pass me all the important knowledge in the area via Skype and other electronic communication tools. Secondly, we have been actively discussing STEP right after my arrival in Brussels. Elif gave me all necessary general and individual knowledge that I needed to start one of the most challenging years in my life. I have to also mention the dedication to the transition of the whole previous International Board, who sincerely showed us the team spirit and commitment to the Association.

OYOP

During the last stage of our transition, we had very organised and impressive OYOP sessions held by Mr. Tiago Moreria Alves. He gave us very good inputs about teambuilding and OYOP planning in general. Referring to the Strategic Goals of ELSA, we agreed to focus on STEP area in accordance with the following concepts: STEP Strategy with the special focus on increasing the specific STEP knowledge among the fellow STEP officers as well as the importance of transition in order to secure the continuity of the workflow between the STEP officers. Job Hunting and Student Hunting were chosen as the next concepts in OYOP with the aim of increasing the number of traineeships and of qualified applicants.

Job Hunting

For the time being, as I am writing this report, ELSA International has received seven new traineeships in total, two in Germany, one in Portugal and Switzerland, two in the Netherlands. We also have one traineeship offered by ELSA International in the American Law firm Butzel Long. Afterwards I also started contacting new possible employers on the international level and we are still waiting for some results. Following the STEP Calendar I have contacted previous ELSA International employers, which are more than satisfied with STEP and they are looking forward to continuing with offering jobs. In the beginning of my term in office I also had to work on pending traineeships, which were still waiting for selection results and some traineeships with their deadline after 1st of August, 2011, including a traineeship in the Council of Europe. In this whole process I was greatly helped by the Director of STEP 2010/2011 Malin Andréasson. I hereby would like to thank her for being so kind and helping me with the follow up of these traineeships.

As all of the officers were on vacation, Job Hunting did not start efficiently yet, but I am trying to encourage all the officers to start their Job Hunting procedure as soon as possible.

Evaluation

I strongly believe that evaluation is one of the most important tools to develop the traineeships realised in terms of analysing the feedback from trainees. In accordance with this, I was trying to push evaluation procedure as much as I could through every possible possibility. As a result, during my first month in office I succeed to get 9 evaluation forms. All evaluation forms have been rewarded with a STEP Certificate.

Communication

Frankly speaking I am very satisfied with my communication with the officers across Europe. I am trying to use the mailing list quite often and encourage all the officers as well to keep in touch through our main communication tool. Since we have a lot of fresh STEP officers, it is utterly necessary for them to be very active in the communication with the International Board as well as with each other. This period of time should be efficiently utilised for establishing new contacts and getting to know each other. Apart from mailing, I am trying to be often reachable for my fellow STEP officers via Skype among other media.

KAM

The first Key Area Meeting of ELSA was held in the beautiful city of Turku, Finland, which was a very good start-up for my term in office as well as for the fellow officers who attended the event. KAM was the best tool in order to meet the new officers of the Network and of course to practice our soft skills from the trainings. The STEP Agenda was mainly focused on the general information in STEP. I provided the STEP officers with all the necessary information in the area as well as a general update of the process running in STEP including external relations, possible approach to the employers etc. We have been actively discussing practical issues in STEP, such as forms, handbook, Job Hunting Strategies. STEP Calendar and STEP Cycle. We also had interesting joint Workshops with S & C and AA concerning the IFP Topic and our joint research Project with IPSF. There was also a training delivered about Project Planning by ITP Trainer Lucia Pálušová.

During KAM we were also discussing updating the STEP Newsletter and STEP Handbook. As a result, we established a Working Group related to these topics. The outcome of the Working Group will be presented on the ICM Palermo.

Director for Student Hunting

This year, the International Board of ELSA decided to change the name and tasks description of the Director in the STEP area. Thus, instead of Director for STEP, the title Director for Student Hunting will be used. Additionally, Claudio Piombo, previous VP STEP of ELSA Italy has been appointed for the directorship position. He visited Brussels for transition in September 2011. He will also receive further transition from the previous Director for STEP Malin Andréasson about the matching process. Claudio will be mainly dealing with the matching process and overall coordination of Student Hunting in the Network.

Joint Research Project with IPSF

In the framework of the Memorandum of Understanding between ELSA and IPSF signed by the presidents of the respective associations in June, 2011, ELSA and IPSF are organising the joint Research Project with the topic: Competition Law and Pharmacy Law: How they integrate with each other and how they clash? The main part of the Project will take place in the headquarters of FIP (International Pharmaceutical Federation) in The Hague (the Netherlands) under the supervision of the FIP professionals. ELSA and IPSF have already selected the main researchers, who should be sent to The Hague for the submission of final resolution paper. Now ELSA International is in the process of finalizing the call for the national researchers within the Network. The Project is very significant itself in terms of realizing the importance of the academic purpose as a logical outcome. The final resolution paper will be used for academic purposes, which will be published online. It will be also presented within the conferences of the associations: IPSF Congress, FIP Congress, ELSA – IFP Mid-Evaluation Conference in Trieste, Italy.

Council of Europe Traineeships

Due to changing the traineeship policy in the Council of Europe, for the time being ELSA has only traineeship left in the Council of Europe, with the starting date of January, 2012 and ending date of March, 2012. The deadline for this traineeship has expired on 15th of September, 2011. In total ELSA International received 29 applications. Afterwards all the matched applications were sent to the Council of Europe for the final selection of the ELSA trainee. In January, 2012, after reviewing the traineeship policy in Council of Europe, ELSA will approach the Council of Europe in order to re-evaluate the cooperation.

Coaching Countries

My coaching countries are ELSA France, ELSA Czech Republic, ELSA Switzerland, ELSA Sweden, ELSA Estonia and ELSA Republic of Macedonia. I am corresponding with all of them. I already visited ELSA France during their NCM held in Rennes. I was supporting ELSA France with the application procedure for membership. I am going to visit the rest of my coaching countries after the ICM Palermo. I am pretty satisfied with my communication with all my coaching countries.

Other

To sum up, I would like to thank to the previous International Board and especially my predecessor Elif A. Yidirim for their motivation for passing all skills and information I needed to start successfully my term in office and for the great time we have spent together. At the same time, I want to thank my brilliant board for their dedication and spirit. I am impatient to have our first ICM as international officers and with the expectation to meet the Network!

THE INTERNATIONAL BOARD 2010/2011

Óscar A. Lema Bouza, President

From the time in which the previous activity report was written (February 2011) and until now, my term already over, much work has been done, as the last months in office were as hectic – if not more – than the previous ones.

Board Management

In the end of the year, the board's routines were already established, and communication and efficiency improved. However, some tasks still required my attention. In the first place, board meetings, for which I was responsible to make the agenda, and which were held still on a regular basis, although in a lesser number, due to travels by board members, as well as an improved decision making process.

Secondly, and more importantly, I tried to keep the board motivated for the last months in office, as well as for transition. I must say that this was achieved, even if sometimes it was difficult, and the bond created between the board during this period was very good, which helped all of us in providing a satisfactory transition, as well as keeping good memories of our final months at 239, Boulevard Général Jacques.

External Relations

These months were also a time to have an increased work on the external relations field, in terms of the current situation and, especially, devising and planning strategies for the future.

With regards to our current partnerships, I was the contact person in the International Board for most of ELSA's partners. I attended meetings in Frankfurt and London, to evaluate the status of the cooperation as well as to discuss how to improve the satisfaction of both sides with the agreement in force. This resulted in a new agreement with the London School of English, our English Language Partner, and innovative possibilities for STEP within CMS firms, more in particular, with CMS Cameron McKenna.

Furthermore, during the transition period I attended evaluation meetings in London with Mazars, CMS Cameron McKenna and The London School of English, and in Oxford with CBL International, together with my successor, Niousha Nademi, and other members of both the International Board 2010/2011 and 2011/2012. I also prepared the year evaluation presentation for the final meeting with CMS during July, which I could not attend due to a medical condition.

I also worked on new partnerships, approaching different companies for partnerships or cooperation agreements, and meeting with the Erasmus Observatory on Health Law from the University of Rotterdam and Arboreus – EU Training in Brussels, IE Law School in Madrid, Caerus via online and Vistaprint in Barcelona. In the end, we managed to sign contracts with the Erasmus Observatory as Academic IFP Partner and with Vistaprint. Furthermore, advanced negotiations with Caerus and IE Law School were carried out, and should result in agreements in the near future.

Great advancements have been done during the term 2010/2011 in the field of cooperation with other non-governmental organizations. As such, I was in touch with many of them in order to look for possible ways for collaboration, which have resulted in the signing of memorandums of understanding with the International Pharmaceutical Students' Federation (IPSF) and the European Medical Students' Association (EMSA) as IFP Partner Associations, and with the Board of European Students of Technology (BEST), pending ratification by this organization. Furthermore, I drafted MoUs with the International Federation of Medical Students' Associations (IFMSA) and started negotiations with the European Pharmaceutical Students' Association (EPSA). I was also the contact person for ELSA in the Informal Forum of International Student Organizations (IFISO), and was in touch with other student NGOs, especially with those seating in Brussels, such as AEGEE or ESN.

Moreover, and as a consequence of the increased communication with other law students' associations, I have been in contact with our partner law students' association, ALSA (the Asian Law Students' Association), the Australian Law Students' Association, in whose Conference I made an online presentation about ELSA, the International Law Students' Association (ILSA), the Phi Alpha Delta (ΦΑΔ) Law Fraternity, the Nepalese Law Students' Association, and negotiated and agreed upon a MoU with the Israeli Law Students' Association, for which the signature is pending until the latter's registration.

Finally, I was present at the III World Justice Forum, a bi-annual meeting of the World Justice Project, celebrated in Barcelona, Spain, in June. The World Justice Project involves agents from different fields and countries in the advancement of the rule of law throughout the world, including numerous internationally renowned personalities.

Expansion

The field of expansion is almost complete in the international level. However, this did not stop me from working on it. As such, during these months, I was in touch with interested people from Belarus and Cyprus, with the hope of establishing ELSA in these countries.

In the case of Belarus, the latest approach seems to be going on a good path, according to the information received from the latest IPM, where a representative I was in contact with was present. With regards to Cyprus, it seems that it will take a bit longer, but I do hope the expansion of ELSA continues until reaching every country in the continent.

In addition to this, a new expansion manual was elaborated by a Working Group, which I coordinated, formed by the Presidents of ELSA Bulgaria, ELSA Estonia, ELSA Netherlands, ELSA Portugal and ELSA Alcalá (LG from ELSA Spain). I hope this new manual, which focuses a lot more on the first steps for Local Groups, serves as a tool to continue the reaching out of ELSA, not only to new countries, but also to new universities within the existing National Groups.

Alumni

Alumni played a big role during the celebrations in Poznan, and during these months I have been working, together with the Director for Alumni of ELSA International, Laura Schmitt, in keeping up that role in everyday ELSA life.

To fulfill this, recruitment and updates of the directory have continued, and visibility of alumni at events has improved, which we have analyzed with the Executive Committee of the ELSA Lawyers' Society (ELS) in a meeting in Brussels in July, and which we hope will keep on increasing membership and activity of former members of ELSA.

Transition

During the month of July, together with my fellow Board members, transition to the IB 2011/2012 was my main occupation.

This job included not only the actual transition, but also preparatory work had to be carried out, which involved the elaboration of agendas and the planning of sessions, as well as the finalization of the work done during the year, with things such as e-mails and archiving, and duly carrying out some tasks, such as taking part in the appointment of the new trainers of the ITP, following the Train the Trainers' Week.

During this process, I carried out both general sessions to the whole board and individual sessions with my successor Niousha. I was also present at the transition meetings in London, but unfortunately could not attend the one with the Council of Europe nor CMS's in Frankfurt due to a medical condition, as aforementioned. However, I did help in the preparations for them, and the International Board was represented in the best possible way. Furthermore, and as the end of our term was nearing, I elaborated an evaluation of the One Year Operational Plan of the IB 2010/2011, which showed quite satisfactory results.

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Coaching Countries

This year I was the coach of ELSA Austria, ELSA Azerbaijan, ELSA Denmark, ELSA Greece, ELSA Ireland and ELSA Serbia. I was in touch with them regularly, allowing me a very much appreciated first hand contact with the Network, and allowing me to help them develop in the best possible way. During these last months, I was present at the NCMs of ELSA Denmark and ELSA Greece, which meant I was able to visit all of my coaching countries with the exception of ELSA Ireland, with whom, nonetheless, I was in touch in order to facilitate the National Board's transition. Furthermore, I attended the National Council Meeting of ELSA Belgium, which was celebrated in Leuven on May 4, serving also as a celebration for ELSA's 30th anniversary.

Other

As my final words, I would like to thank the whole ELSA Network, which gave me the possibility of living this dream year since my election in Malta, back in March 2010. I have tried to do my best in working for you, who have been my motivation during the year, and I am satisfied with what I have achieved. If I have made mistakes during this time, I am sorry, as the only thing I have always looked for was the good of ELSA and its members.

I would like to also thank Laura, Director for Alumni, for her amazing job, as well as being a friend and a supporter during the year. And, of course, Réka, without the support and love of whom I would have never survived.

But, very especially, I must thank my fellow Board members for this year. Without them, nothing would have been the same, and I would not like to imagine how it would have been.

I have to thank Ezgi for cheering me up with the smallest things, and being there when needed to talk and clarify my head. Paolo, for being just the person I needed to reaffirm my convictions. Elif, who is the sweetest and kindest person you need to keep your belief in mankind. Filipe, because no words are needed to understand each other. Olia, for giving sense to the most absurd things, and taking it out of the most logical. And Laurits, for being the funniest man on Earth, and a perfect complement for meetings. Drillers, I love each and every one of you. Just remember that we, all together as one, managed, as we always do.

Filipe Bismarck, Secretary General**LIX ICM, Poznan**

The ICM took place in Poznan, Poland, between March 27th and April 3rd. Besides all the normal Plenaries and workshops we had a day, dedicated to the 30th anniversary of ELSA. The participants had the opportunity to attend the opening celebrations and the anniversary debate. The anniversary day ended with a great Gala Ball. After the ICM was over, I worked with the OC and the rest of the IB to evaluate the event and to arrange final details. It was a very big event, with 600 participants from all over the world.

After the ICM I've started to work on the new regulations and the minutes and also follow up in some projects.

Training and the ITP

During my term in office I was very focus in improving trainings and the International Trainers' Pool. I had the luck to have a great Director for trainings. Because of that you should read his report to know more about training in our term. I just want to say a few words about the Train The Trainers Week, an event organized by ELSA International to recruit new trainers for the ITP. It took place in Büdingen, Germany between the 3rd and the 9th of July. After the event ELSA International appointed 9 new trainers, so congratulations once more to Arabela, Giovanni, João, Calina, Christina, Jean-Marc, Dixsha, Lucia and Katrien, I hope you will all help ELSA by providing very good quality trainings. This event couldn't have been possible without the help of 4 other ITP trainers, Jochen, Nina, Koen and Rudi. Thank you all very much for your commitment and dedication, you arranged a great event.

Anniversary

ELSA was founded on the 4th of May of 1981 so the whole Network planned to celebrate our 30th Anniversary. My board decided to appoint a Director and a team to plan all the celebrations. I was involved as part of the Anniversary team and together we organized several activities to all our members. The International Board decided to spend the anniversary day with our members, so I had the pleasure to go to Pécs in Hungary and celebrate the anniversary with our members there. Laurits was in Austria, Paolo in Estonia, Olga in Poland, Elif in Turkey, Ezgi in Romania and Óscar in Greece.

ELSA Online

During my term we tested the new ELSA Online system several times. The last testing was open to the Network and we had 32 members in the testing teams. All the coordination of this project was done by the Assistant for ELSA Online of ELSA International, Peter Christian Binau-

Hansen. It was a hard and slow process, because there were a lot of mistakes in the first versions, but I believe we manage to find and to correct the system to ensure that all our members will benefit from it.

Network Support System

NSS was one of the priorities for my term. I always believed that this system is crucial for the Network to help our groups to overcome difficulties in an easier way by learning with other groups. I'm very glad to analyse the three pilot projects we did this year and to realize that they were all a success. ELSA Germany supported ELSA France, in general terms, and now we can see ELSA France applying for Membership and organising International events. ELSA The Netherlands is adopting new ideas to improve their Human Resources after the NSS project with ELSA Poland and ELSA Portugal is implementing a national trainers' pool after a project with ELSA Germany.

Archiving

In the past months I decided to organize the IM archive in the ELSA house. There were several dozens of binders misplaced, with wrong labels, and some documents missing. It took me a lot of time to place them all in order and with the proper information, I hope it will help my successors in the future, but now it's easier to track down our old documents. I also restructured the digital archive to make it more accessible for future users and during transition, together with the new IB, we cleaned the basement that will be used for archives.

Local Group Report

During ICM Poznan, the Council approved a new regulation about Local Groups that forces the National Group to report to the International Board the number of Local Groups that we have in each country. I received 39 Local Group Report and according to that we have 229 Local Groups. ELSA Armenia, ELSA Kazakhstan and ELSA Russian Federation were the groups that were not able to send me their report. I consider this first report a success because the majority of the NGs replied, but that was also due to the fact that I called several groups in the last day that they could submit the report.

Transition

Transition is one of the most important parts of our Human Resources strategy, and I worked since July 2009 in the transition for the IB 2010/2011. Together with my Board we arrange the agendas to ensure that we could pass all the important information we gathered during our term. I gave general sessions to all of them and off course individual sessions about Internal Management to Jaana. Besides all the visa issues I believe that transition was a success and it was a great opportunity for me to know the members of the new International Board in a more professional way.

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Final words

I would like to use this report to thank to all the members of our beloved association, especially those that worked directly with me last year, Paolo, Ezgi, Olia, Óscar, Elif and Laurits; and also to wish the best luck for all the new officers, especially to my dear successor Jaana. I'm sure you will do an amazing job.

Olga Sendetska, Treasurer**General Financial Administration**

Everyday tasks of an FM officer consist of ensuring financial stability, optimization of the cash flow, accounting, bookkeeping, budgeting, providing updates on financial matters to every member of the team as well as organization of day to day life in the ELSA House and office, all of which have been conducted by me in due time and appropriate manner.

Accounting/Budgeting/Bookkeeping

Part of the routine work of the Treasurer is also accounting for all financial transactions and expenditures made according to the budget of ELSA International and based on the decisions taken by the International Board. After ICM Poznan I have been busy with preparation of final accounts 2010/2011 as well as finalization of the financial archives of ELSA International.

Already after the end of my term in office on the 11th of August I have once again returned to the ELSA House for internal auditing weekend, when auditors of ELSA International have visited the office to check the final accounts. I have been assisting them with any questions or queries that were brought to my attention during the session. I have also made the appropriate changes to the accounts where necessary in order to finalize them into the form as presented to the International Council Meeting in these working materials.

On the 18th of August 2011 an external audit session was carried out by a representative of the Auditing Partner of ELSA International – Mazars. I have also assisted with answers to the questions that arose while analyzing the accounts of ELSA International.

You will be able to find both internal and external audit reports in these working materials.

ELSA Development Foundation

Being a Chairman of the Board of Directors of ELSA Development Foundation a big part of everyday work of the Treasurer of International Board and a lot of time is taken by communication with interested applicants for EDF support as well as communication regarding granted applications and the follow-up procedures of reporting for the grants provided to the Network.

I have also taken care of bookkeeping and accounting for the activities of the Foundation and drawn up the final accounts of EDF for 2010/2011 that have been also audited at the same time as ELSA International's accounts.

Grants

During the time after ICM Poznan I have been working on the final report for the Youth in Action 4.1 grant for the calendar year 2010. And currently ELSA is expecting approval of the said report by the European Commission.

External relations

Part of my responsibilities as an International Board member is also representation of ELSA International which has carried out by me by assisting in preparation of the evaluation meeting with our auditing partner, Mazars, which I was not able to attend personally in London due to visa restrictions.

Taxation

A big focus after ICM Poznan and until the end of the term in office in financial management has been on taxation issues. We have received assistance on the matters from our auditing partner, Mazars, according to the cooperation agreement.

The situation of the tax status of ELSA International has been clarified and a plan of further actions has been set out, the implementation the first steps has taken place already during transition period in July.

Transition

Transition in the area of financial management has started already after the elections at ICM Poznan. I took an approach of giving small practice tasks to my successor even before he arrived at the House in July, as well as start updating him on communication regarding the routine issues to ensure a proper follow-up to my work. During June I was busy with finalizing the agenda for transition time preparing the materials, summing up and closing the work as well as scheduling meetings with externals to pass on all the required information to my successor. The whole month of July was occupied with transition sessions, meetings and practice. I truly appreciate my successor's eagerness to learn, brainstorm, discuss and work together for improvement and I believe that I left the House having a fully qualified person taking over my job.

Coaching countries

According to the Coaching Countries system in ELSA International I was a coach of Belgium, Georgia, Italy, Luxembourg, Montenegro and Russia. We have established a good communication with all of the aforementioned groups and I was helping them in any questions that arise in their work.

Final word

I would like to thank my board for this amazing year working together. I believe that through teamwork we have managed not only to overcome all of the problems coming our way, but also support each other and move the association a long way forward. Thank you for your support and for being my family this year.

Laurits Ketscher, Vice President Marketing

As this my year in ELSA International has come to an end, I would like to thank the network, the marketeers and all of those who helped make this experience a once in a lifetime. Most of all I wish to thank my dear family, the board of ELSA International 2010/2011, who are the most amazing people I have ever met in my life, and who made my year in Brussels worth all the time in the world.

Also I wish all the best for the International board of 2011/2012, who I know will do an amazing job, and all the best for my great successor Kaisa Kimmel.

Website & Online

After LIX ICM in Poznan, I have spent a lot of my time improving the website of ELSA International. By embedding YouTube videos from the ELSA International account, and implement Facebook “like” buttons and comments system different pages to increase interactivity.

I created an RSS feed system, which I hooked up to Feedburner, so views and the amount of subscribers can be tracked. There are 3 RSS feeds news, events and STEP, each with around 500 – 1000 subscribers.

I have added a Synergy section to the website to promote Synergy more, and uploaded the latest editions via a service called Issuu, which makes pdf files smoother to read. This increased views on the Synergy magazine from 84 a month to more than 5000.

To promote EMC2 I have placed a new part called Moot Courts, which will also later contain information on the upcoming Human Rights moot court.

I also added a new page called Projects, which will contain information on projects from ELSA International.

Lastly I created a Flickr account for ELSA International to upload pictures, and use them on the website, and for the marketeers in the network to use and download.

Anniversary

We concluded the last 2 competitions on Anniversary, meaning the cake bake competition and the photo competition. And I included a section on anniversary in the projects page on www.elsa.org.

Also I attended the anniversary event in Austria on May 6th by ELSA Vienna, which was a great experience

External Relations

Council of Europe

Worked with CoE to promote various campaigns, including '1 in 5', and the ELSA LRG on the abuse of children. During transition we had a very productive meeting with CoE, and we had the honour of meeting with our marraine, Ms. Maude De-boer Buquicchio, Deputy Secretary General of the Council of Europe.

Study Portals

Finalized and signed the agreement with Study Portals which will give more views on ELSA's website, and will be combined with a "Study Abroad" project.

Vista Print

Went with our president Oscar to Barcelona to meet with VistaPrint, where we signed the agreement, and proposed amended prices on the merchandise. Hopefully the portal will be up and running soon and ELSA International can start promoting it to local and national groups.

European Voice

Had a meeting with EuropeanVoice during transition, where we renegotiated the contract for this year in office. Amongst other, ELSA will now have a stand at the EU studies fair.

Travels, Coaching Countries and visiting the Network

My coaching countries were Malta, Ukraine, United Kingdom, Croatia, Republic of Macedonia and Turkey. I had good communication with all of them during the year.

Ezgi Kılınç, Vice President for Academic Activities**General**

After ICM Poznan we had 4 months of our term in office to go which still contained very big events and projects to conclude or start. I would like to mention each point separately below. These four months was challenging as much as the past 9 months for the International Board. In the end of the road it has been a year of challenges, accomplishments, hard decisions and tolerance. Long story short it, has been the year of my life with a lot of lessons taken and lots of memories to be recalled.

ELSA International is not composed out of the International Board only, but the Directors, Assistants, Academic Coordinators, ELSA Organising Secretariat, special to 2011 the Anniversary Team and of course many more who have worked with the International Board. I would like to thank all these people who are somehow involved and dedicated sometime of their lives in order to ease our job and to improve the Association. However, I would like to mention a couple of people especially who worked with me throughout the year. First of all the Director for EMC², Marje Mülder deserves a big “thank you” for the nights that she stayed awake with or without me, for the hours that she saved for EMC², for working almost fulltime for EMC² but most of all for being next to me at all times. Unfortunately she resigned from her position due to personal reasons in the very end of her tasks. Even though we didn’t have much to work on I also would like to thank Sonia Vigdarovits for her dedication and assistance in SPEL. As the Council approved, SPEL was cancelled from the Decision Book in ICM Poznan.

In my opinion the biggest applause should go for my fellow board members for being always motivated in their position as the International Board. There are too much to say about each of them, but I would like to “kiss” them as a board of one and a board of all. I was one of the seven lucky people to be in the Board of 10-11!

Transition

Personally I had a tougher job compared to other areas during transition due to the fact that I had two successors to train and get ready for the 1st of August. I shall thank Liisa and Khrystyna for their efforts and easing this period. Unfortunately Khrystyna wasn’t able to physically be in Brussels for the transition. However, she made her best efforts to join us online and to follow the sessions. We had individual sessions besides the general ones which were mainly on EMC², HRMCC and AA for the rest of the area. Both sessions were attended by both of my successors to make sure that they are aware of what is going on in AA as a whole but they are not only concerned with their own tasks.

The transition was tough with its days and nights, however sadly the EHTW was not organised this year, which we believe is a great first experience for the new International Board. In the end I think we left the Board of 11-12 with a good knowledge and motivation for their term in office and I wish the very best for the upcoming year to each one of them!

Coaching Countries

I would like to thank ELSA Albania, ELSA Hungary, ELSA Poland, ELSA Portugal, ELSA Romania and ELSA Switzerland for their cooperation throughout the year. I shall thank them for trusting me to share their problems and for keeping the professional level on the basis of being friends. I am very happy if I was a little help for their work and problems. I had the opportunity to visit ELSA Albania, ELSA Portugal, ELSA Romania, and ELSA Switzerland during their NCMs. I am grateful for their hospitality, efforts of translation and friendship!

I would like to wish the best for all my coaching countries and I am sure that the new coach of each group will take on the task even better than I did.

Human Rights Moot Court Competition

After ICM Poznan my fellow board member Paolo Amorosa and I had the chance to make a visit to Strasbourg for some necessary meetings with the Council of Europe and the organizers of the René Cassin Moot Court Competition. We discussed the rules and the organization of the oral rounds of the competition in order to implement it in the ELSA HRMCC with our own perspective. There were some requests made to the Council of Europe with regards to the organization of the project which were confirmed in the meeting during transition.

I would proudly mention that the winning prize and the trophy of the competition are confirmed to be provided by the Council of Europe as a contribution in addition to other assistance in Strasbourg.

We also agreed that a STEP trainee should handle the job within the Council of Europe with regards to the HRMCC for which we settled the task description and was planned to be announced as a STEP traineeship.

In addition to what was done before transition, Liisa and I drafted the agreement and the rules for the HRMCC with Council of Europe, and these will be finalised by Liisa in due time.

ELSA Moot Court Competition on WTO Law

The Final Oral Round was a month after the ICM Poznan. It was organized by ELSA Switzerland with a big effort from Daniel Gardavsky, the President of ELSA Switzerland and Claudius Krucker as the Head of the International Organising Secretariat. There were 16 teams

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from all over the world, pleading to win the competition. In the end the team from the University of Melbourne won the 9th Edition of the EMC².

The preparations for the 10th Edition of the EMC² started right after the conclusion of the Final Oral Round. I invited the Case Author, the Case Review Board for the Case of the 10th Edition. Laurits contacted C5 in advance regarding the marketing materials of the EMC².

The Final Report of the 9th Edition of the EMC² was sent out to the Network and the externals in due time. Together with the evaluation meetings, I tried to secure the current sponsors of EMC² and I received confirmation that they either would like to continue or expand the cooperation with EMC². Lastly, a final call was made for the FOR host of 2012, which was chosen by the Board of 11-12 as ELSA Montpellier. I would like to congratulate ELSA France and ELSA Montpellier for their application and wish good luck for May 2012.

In the end it has been a tough but fulfilling year in EMC², however I am confident that more will be achieved in years to come but especially in the 10th year anniversary. I have a good successor to trust in and a great Network to support her.

The 3rd IFP Essay Competition

The 3rd IFP Essay Competition was launched on the 17th of May 2011. The competition was in cooperation with the Erasmus Observatory of the Health Law of the University of Rotterdam in the means of prizes and evaluation of the essays. The Council of Europe and the London School of English contributed through their 2nd place and the 3rd place prizes as well.

The deadline for submitting the essays were prolonged until the 12th of September 2011, thus my successor Khrystyna took over the responsibility to finalise the competition from me and also to launch the 4th Edition of the IFP Essay Competition with the support of the Health Observatory of the Erasmus University of Rotterdam, since they are signed as the Institutional Partner for the IFP Topic Health Law.

The '1 in 5' Legal Research Group

The Legal Research Group is structured as it was presented in ICM Poznan in details and there were only some questions posed by the National Groups with regards to the marketing of the project. The same presentation concerning the structure of the project was done at the Council of Europe as well and appreciated as a whole. Upon the request of the National Groups, a fixed amount of marketing materials will be distributed to each of them at the ICM Palermo where the LRG will be launched as well. These marketing materials will be designed, produced and shipped by the Council of Europe.

All in all, it has been a wonderful year that I cannot forget! I would like to encourage all who have a single thought to be in the International Board to take a step forward. Even though it starts with the only reason of being a part of the Association, it turns out to better your own skills and perspective as well.

Paolo Amorosa, Vice President for Seminars and Conferences**Transition**

My last month as an IB officer was mainly dedicated to the transition for the next International Board. Other than passing knowledge and preparing my successor for the challenge of being an IB member and specifically the VP S&C of ELSA International, I gave several sessions to the whole next Board in the context of general transition, on topics including Institutional Relations, Cooperation with the Council of Europe, International Focus Programme.

Coaching system

I kept being in touch, supporting and advising on several different issues my coaching countries, ELSA Bulgaria, ELSA Estonia, ELSA France, ELSA Slovakia, ELSA Spain and ELSA Sweden. The only visit I made after ICM Poznan was the one to Estonia and Sweden between the end of April and the first days of May. In the first place I attended the traditional International Seminar on International Humanitarian Law in Tallinn. I spent few more days in Estonia, giving a presentation for the board and the active members and celebrating the 30th birthday of ELSA on 4th of May. After that I participated to the NCM of ELSA Sweden in Uppsala between the 6th and the 9th of May, where I gave a presentation on general ELSA knowledge and participated in some workshops.

I would like to thank all my coaching countries for a great year of cooperation and for always making me feeling welcomed and helpful.

Delegations

The last part of the year was dedicated to the management of the last delegations, the refinement of the related procedures and the preparations and setting up of the new features to be implemented in the next term, such as the Advisory Board.

International Events, Study Visits, Institutional Study Visits

I advised and supported the organisers of International Events, Study Visits and Institutional Study Visits by giving them guidelines on organizational issues, contacts and helping with promotion. During the whole term, my board welcomed 15 groups for a total of 332 visitors to the ELSA House for a tour, a presentation and some social time.

International Focus Programme

On 16th of May, we signed the agreement that made the Observatory on Health Law of Erasmus University Rotterdam the IFP Academic Partner of ELSA for the whole span of time of the current IFP topic. Together with the Director for IFP, Sofia Kallio, we decided, in order to

promote IFP within the Network and store information to be used during the next years of implementation, to edit and publish an IFP Newsletter that will be ready and out before ICM Palermo. Moreover, the International Board assigned the IFP Mid-Evaluation Conference to ELSA Trieste, Conference for which I negotiated and signed the host agreement.

External and Institutional Relations

The main achievement obtained within the cooperation with the Council of Europe after ICM Poznan was the signature of the agreement that will lead to the co-organization of a Human Rights Moot Court Competition, with its final to be held in Strasbourg, in the seat of the European Court of Human Rights.

Before the end of the term I also worked on the renewal of the cooperation agreement with INTA that was signed in July. I was involved in the cooperation and re-negotiation of the agreement with European Voice.

S&C Tools

As main development in this respect, I published an updated version of the S&C Handbook in the end of my term. Other than a general update of the featured information, I added a new section on S&C and Institutional Relations.

Good luck & Thank you

I would like to wish the best of the years to the “newbies” of the Board 11/12 to whom I had the pleasure to give transition, I am sure they will manage to get the best out of such a unique experience. A special thought goes to my successor Zoia and my predecessor Sofia, what I have been taught and I have learned and what I have tried to pass on: I am sincerely proud to have been part of this line of great people made by the VP S&Cs of ELSA International. I would like to thank everyone I met, I worked with and was close to me during such an amazing year as the one that just ended and that will always stay in my memories as a special one. This was especially because of my second family aka IB 10/11: Ezgi, Elif, Oscar, Filipe, Olga, Laurits, I never missed anyone as I miss you now and I cannot wait for the moment in which we will be together again. We managed, we always do!

A. Elif Yıldırım, Vice President for Student Trainee Exchange Programme**ICM Poznan**

The STEP Workshop in ICM Poznan was a huge success. We had more than 20 representatives from all over Europe and discussed the main problems of STEP very deeply. I was extremely satisfied with the quality of the STEP Workshop this time and from the feedbacks I received later on, the participants were really satisfied as well. We had extremely useful trainings on Communication and Negotiation Skills and we had a presentation from ELSA representatives regarding how to approach alumni.

I was very happy to see that STEP promotion during ICM Poznan was enormous. I would like to thank our precious alumni for supporting us.

The proposals regarding helping STEP Officers in external relations aspect, under the President's responsibilities and restructuring evaluation process have been accepted by the Council. This shows the dedication of the Council regarding STEP and fulfilling the Strategic Goals.

Job Hunting

The statistics of the term 2010/2011 show that the number of traineeships is 86. This number is exactly the same than during the term 2009/2010. 10 of these were offered by ELSA International. ELSA Turkey and ELSA Germany are sharing the leadership position with 13 traineeships.

I followed up from old contacts such as Butzel Long was very successful. We had another traineeship position for September-December.

As a result of President-STEP officer result, we had a traineeship position in Arthur Cox Law Firm, in Dublin, Ireland in which the trainee was really satisfied.

Unfortunately, the second traineeship position that has been offered in the World Health Organization has been cancelled, due to staff change in the Legal department. However, WHO ensured us that they would like to keep on the communication and the cooperation next year.

Student Hunting

We received more applications than last year, which is very fortunate and it shows that STEP is finally getting back on its track. We had more realized traineeships as well, as we followed up the traineeships more precisely.

Me and Malin also created some guidelines to be shared by the National Officers regarding how to fill in and save the Application Form. These guidelines were shared on the Website.

However, the Student Application Form was deleted from the Website, due to some problems we had about students contacting employers directly.

AIESEC Co-Operation

In ICM Poznan, we had a really informative session regarding this co-operation from the AIESEC Representative, Darshan Desai. Even though we tried to follow-up the co-operation afterwards, it has been only a few email exchanges between the International Boards. We would like to have a meeting during transition with AIESEC Representatives, however, our attempts were not successful. Therefore, we recommended the board of 11/12 to sign a Memorandum of Understanding with the respective association, instead of a project agreement.

Council of Europe Traineeships

On 6th of July 2011, we had the meetings with the Council of Europe representatives in Strasbourg. We also had a meeting with the traineeship office, where we evaluated the co-operation so far. Gladly, the Council of Europe is very happy with the co-operation.

However, due to policy changes regarding traineeships in the Council of Europe, our traineeships for the next term, TN-CoE/02 and TN-CoE/03 will not take place. After some negotiations, the Council of Europe agreed to have trainees for the first period.

We also started the negotiations regarding a traineeship position for ELSA members within the European Court of Human Rights. The traineeship office was interested in the idea as they believed that it would be a good promotion for an upcoming Human Rights Moot Court Competition. The negotiations will follow.

Besides, the Council of Europe is interested in some other kind of trainees from ELSA, which will be discussed further on later.

Joint Research Project

I was really happy with the feedback that we received regarding Joint Research Project that we launched together with the International Pharmaceutical Students' Federation (IPSF) under the supervision of the International Pharmaceutical Federation (FIP) about the topic: "Pharmacy Law and Competition Law: How do they integrate and how do they clash?" The project is a combination of STEP and a Legal Research Group which is a project that has never been tried before.

We sent out the call in the beginning of May 2011. The total amount of applications were 5, and the selection made by the International Board. We were in communication with the Chairperson for Student Exchange of IPSF, Melissa Teo and Luc Besançon, the supervisor during the whole process.

In the beginning of transition, we had a meeting in The Hague with the presence of the International Board 2011/2012. During the meeting, we decided upon how to proceed with the research, how to establish the outcome and how to present it. I was really glad to find out that the research will be presented in the 100th year Conference of FIP, which will be held in Amsterdam, the Netherlands in October 2012.

We are trying to involve ALSA in the project as well, therefore I was in communication with Reza, the President of ALSA.

ELS/Alumni

The promotion for STEP between our alumni association ELS and rest of our alumni started in ICM Poznan with a huge blast. I would like to thank Pierangelo and Johanna for their enormous help. During transition, we had a meeting with Johanna again and created a timeline for the next year, and how to proceed with the campaign which will be followed by Irakli.

The name of the project will be “ELS – The Anniversary Campaign”. The marketing materials will be shared with the Network.

Evaluation

After accepting the proposal in ICM Poznan regarding the evaluation forms, I started to re-do the statistics and created the new Traineeship Evaluation Form following the comments of the Workshop.

I am so happy that we improved the evaluation system a lot this year as we received more than twice the amount of evaluation forms this year compared to the previous year. All the evaluation forms have been certificated by the International Board.

Furthermore, as a result of receiving more evaluations, I created a report containing the statistics of the traineeships, in order to improve reception. I believe this would be a very good practice for the next years as well.

Coaching Countries

During my term, I had the pleasure to visit 5 of my coaching countries out of 6. I visited ELSA Czech Republic, ELSA Slovenia, ELSA Latvia, ELSA Finland and ELSA Bosnia & Herzegovina. I couldn't visit ELSA Iceland, even though we tried to set up a date for a training.

Even since ICM Poznan, I visited ELSA Finland and ELSA Latvia. Both National Groups elected new boards. I gave presentations in both NCMs and tried to attend the workshops. I am so glad that all my coaching countries were in communication with me and sending updates when necessary.

Transition

In July 2011, the transition of the International Board 2011/2012 started. Unfortunately, due to visa problems, my successor couldn't manage to come to the first half of the transition therefore we did a lot of online sessions. Fortunately, Irakli managed to come to Brussels for the second half and we did some intensive individual transition, general transition and teambuilding sessions and trainings. With the rest of the board, we had very good communication and I tried to transfer all my knowledge regarding the issues. I would like to thank him for his dedication and endless hunger for information.

Other

Last but not least, I would like to thank a few people who made this year more and more amazing: My family in Blvd. General Jacques 239, dearest STEP officers, Malin and my predecessors. I couldn't manage anything without you, but with you, I always do.

I also would like to thank the new board who kicked into our House in the last month, and enjoyed us with their freshness and enthusiasm. I wish you the very best of luck for the greatest year ahead of yours.

DIRECTORS AND ASSISTANTS OF ELSA INTERNATIONAL 2010/2011**Viltė Kristina Steponėnaitė, Director for Advertisements**

Vilte Kristina Steponenaite was appointed as Director for Advertisements of ELSA International 2010-2011 on 24th of August 2010.

25th of August – 1st of October 2010

Contacting, mind sharing and strategizing with previous Director for Advertisements, Stephanie Denowell, and Vice President Marketing Laurits Ketscher.

2 – 4th of October 2010

Transition weekend.

As Stephanie Denowell was unable to attend the transition, strategizing for the term 2010 – 2011 was successfully done in cooperation with Laurits Ketscher.

- 1) Analysing the old Media Card from 2009 - 2010;
- 2) Discussing about the possible improvements for the Media Card 2010 – 2011;
- 3) Analysing the autumn edition of Synergy (#48) regarding advertising;
- 4) Creating strategy and content for emailing with potential advertisers;
- 5) Discussing discounts system.

5th of October – 14th of December 2010

- 1) Successful contact with previous advertisers:
 - a. Consulting and communicating
 - b. Sending out Media Cards
 - c. Preparation of advertisement and confirmation sheets
 - d. Cooperating with the Treasurer of ELSA International, Olga Sendetska, concerning invoicing and financial questions
- 2) Dealing with the inquiries;
- 3) Creating detailed strategy for the first mass emailing in December;
- 4) Updating the database of contacts; creating new mailing lists for easier usage of Outlook mailing system in the future

November – December 2010

Testing ELSA Online; reporting the results for ELSA International Assistant for ELSA Online (4th of December).

14th of December, 2010

Mass emailing for the previous and potential (non-advertised before) advertisers:

- a. Sending out about 400 e-mails including the Media Card, inviting to be advertised in the anniversary Synergy magazine;
- b. Reminding about the opportunity to advertise via our website.

15th of December – 16th of January 2011

1) Dealing with sales of advertisements:

- a. Consulting and communicating;
 - b. Preparation of advertisement confirmation sheets;
 - c. Cooperating with the Treasurer of ELSA International Olga Sendetska concerning invoicing and financial questions.
- 2) Preparing strategy for the reminding letters.

17th of January 2011

Sending out the reminders, adding the offer of *favourable discount possibilities for the year 2011*.

18th of January – February 2011

- 1) Selling advertisements both for Synergy magazine and for the website;
- 2) Consulting and communicating;
- 3) Preparation of the advertisement confirmation sheets;
- 4) Cooperating with the Treasurer of ELSA International Olga Sendetska concerning invoicing and financial questions.

February – July 2011

Continuing previously mentioned tasks and coming up with new ideas, namely:

- a. Periodically sending out about 400 e-mails including renewed offers;
- b. Brainstorming on innovative ideas for beneficial advertising;
- c. Constant researching on public relations and advertising matters.

April, 2011

- 1) Participating in ICM Poznan;
- 2) Analysing the present situation and discussing new opportunities with the Vice President Marketing Laurits Ketcher.

July 2011

- 1) Partially participating in the Transition 2011, namely:
 - a. Having sessions with Vice President Marketing 2010-2011 Laurits Ketcher;

- b. Having transitional and brainstorming sessions with Vice President Marketing 2011-2012 Kaisa Kimmel;
- c. Having transitional session with Treasurer 2010-2011, Olga Sendetska, and Treasurer 2011-2012 Ricardo Gomes.

July – August 2011

- 1) Continuing previously mentioned tasks;
- 2) Renewing contact sheets;
- 3) Preparing materials for the years 2011-2012.

Dear all,

The first part of my term was extremely successful making #49 Synergy magazine fully booked and for the first time after a long period a full page advertisement was sold. With an overall income of 22 750 Euro, the results of the job from the very beginning became higher than expected making the amount of money the highest since the #45 Synergy magazine and the third highest ever.

At the present moment I am glad to tell you that, from my point of view, all of the plans and hard-working hours had given us (ELSA International) the great results in selling Advertisements. Bearing in mind that this year was the first after the economic crisis, the results were even higher that could have been expected. I believe that this fact greatly witnesses that everything is possible when followed by the big desire and dedication.

Thank you for the great year spent together.

Laura Schmitt, Director for Alumni

Dear Council,

My name is Laura Schmitt and I have had the pleasure to serve as Director for Alumni for the International Board 2010/2011.

Since the International Board 2010/2011 had dedicated itself to strengthening the links between ELSA and its alumni association, the ELSA Lawyers' Society (ELS), I have had the chance to get involved in this very important process. A core objective of this initiative is to support ELS in winning new members and creating a more attractive network of support, social and academic activities to reward alumni for their on-going involvement in our network as well as providing opportunities for them to get involved in our work on local, national and international network. To kick-start this process Óscar, the Executive Committee of ELS and I drafted a joint alumni strategy for ELSA and ELS which was presented during the ICM and the ELS General Assembly in Alanya, Turkey. I have also been in charge of drafting implementation plans.

My first major task was to update the ELS directory to allow effective member management and administration. I am proud to say, that to-date the directory has been fully-reviewed, all members and membership applicants have been contacted and invoiced, thereby ensuring that only ELS members are registered in the system and on the mailing list, which makes both a valuable tool for ELSA and ELS. For ELSA groups on national and local level it provides the unique opportunity to search for their own alumni in order to be able to contact them but also to search for potential speakers, STEP employers etc. We sincerely hope that in the future more national and local boards can benefit from using the database and the ELS mailing lists as research and promotion tools.

Subsequent to the updating of the database I have been in charge of administering ELS memberships, i.e. reviewing applications, registering payments, invoicing membership fees, updating mailing-lists. Generally my function could be described as bridging the gap between active ELSA members and alumni – a task that I find very full-filling because it proves to me that what ELSA really does is connecting students and legal professionals from all over Europe, regardless of how long their active ELSA careers have been over. Looking back on our term in office statistics speak for themselves: we have managed to almost double the number of life-time members and tripled the number of paying ELS members, whilst reducing the number of pending members significantly.

Additionally, I have been involved in the preparations of the anniversary celebrations of ELS and ELSA in 2011, especially in terms of promotion, accommodating alumni' needs, developing ideas for alumni involvement and communicating with ELS and their directors for alumni in particular. My hope is that we will be able to carry alumni participation to a new level during the anniversary year and thereby lay a foundation for further in-depth cooperation between alumni and national and local officers. The ICM in Poznan should only mark a first step along this path.

I want to thank the International Board 2010/2011 for confiding in me and giving me the chance to be a part of this extraordinary team. My special thanks belong to Óscar for being the best boss anyone could have, for being supportive, open and trusting - you are a great president and a great friend!

I truly enjoyed working with and for you and I hope to see you all in ELSA or in ELS!

Kim-Julia Zamljen, Director for Anniversary

ELSA was founded on the 4th of May of 1981, in Vienna by 5 law students from 4 different countries. 30 years after ELSA has expanded 30.000 members in 42 countries in Europe. Our Network is always evolving, but it's crucial to know our past in order to prepare the future in the best way possible. This anniversary story started in the LVII ICM when the Council decided to allocate a verb in the budget for a Director for Anniversary just a few moments before the new International Board was elected.

After 10 days of sitting, waiting and wishing the email arrived in my account. Title: Your application for the position of the Director of ELSA International 2010/2011. Nervously I opened the mail and could not believe what was written in it. I was appointed as the Director for Anniversary of the International Board. Your term will start from 1st of September 2010.

For transition in September, I spent a weekend in Brussels. Me, the new board and especially the responsible IB member for Anniversary Filipe Bismarck, brainstormed about how to implement the Anniversary in the local and national group, what to do during the year 2011 and of course how to celebrate 30 years of history. We knew we could not make it on our own so we appointed a team for the Anniversary. 6 people from all over Europe should help and work on the success of the Anniversary year of our beloved association.

After appointing the Anniversary team my main task was to lead the team, to give them concrete tasks and to prepare them and the national groups to get ready for 2011 where the celebrations began. Even though we had many brilliant, great, crazy and different ideas we decided in common what we would like to realize during the year. We all were pretty sure about having the complete network involved, especially the local groups, non- active members and of course alumni.

In addition to the group coordination I was in touch with the Director for Anniversary of ELS, I wrote several Articles for Synergy and I was always reachable for the team members, for the national groups and for the international board.

The biggest task was the anniversary celebration in Poznan. Together with the OC of ELSA Poznan we created an unforgettable day in the history of ELSA. We made it happen that a lot of people of the last decades of ELSA, meaning previous IBs and Directors, ELS members, alumni from all the corners of Europe, current Boards, other NGO's and of course the founding fathers came together to spent 30 years of open minds, cultural diversity and respect for human dignity.

The Anniversary day on the ICM in Poznan started with opening celebrations, speeches of political polish leaders, representatives from Council of Europe, old IB members and of course the founding fathers. After the successful midday the anniversary debate took place. Organizing this debate meant a lot of work as it was necessary to find people who would speak about their decades, their work, their ELSA Spirit and who would be open for discussions and feedback. We had a moderator and 7 people from 3 different times speaking about “ELSA- remember the past, live the present and plan the future”. Finally the day ended with a great gala ball which I organized together with the OC.

One of the Anniversary highlights was the anniversary exhibition during the week in Poznan. To connect the event with the vision of ELSA - “A just world in which there is respect for human dignity and cultural diversity” and with the slogan of the anniversary year “ELSA – 30 years of broadening your horizon” it was agreed that every National Group had to bring their national drink, national food, pictures which reflected the history of their national group and other materials related to ELSA. But mainly it was up to the national group how they would represent their country. I was responsible for collecting all materials, to get the national groups together and to organize the week.

On the 4th of May was the real birthday of ELSA - a birthday which should be even more celebrated than ever before. During the ICM Alanya in October 2010 we created a video showing ELSA Members from different countries in Europe describing ELSA in one word as well as screaming the vision all together.

For the birthday I made a call for the ELSA Cake Bake Competition. This competition was a great success. We received many pictures from talented cake bakers and it was quite hard for me and the anniversary team to choose the winner of this competition.

During my years in ELSA I met many people asking me what the so-called ELSA Spirit is. We all have a different explanation of ELSA Spirit and no one really can describe what it is that makes us feeling so good when we are together. That was the reason why we launched the photo competition “ELSA Spirit caught on camera”. We wanted that a picture could describe what we all feel – friendship, happiness, love and passion.

Being the Director of Anniversary was a great opportunity to bring ELSA closer to the members and alumni. It was a great chance to show what was in the past, what has changed in the present and what could be in the future. It was a pure joyride through many years of history - thank you all - who worked with me and for me, who helped me and supported me for using the same train during the last years and for using it in the future!

Sofia Kallio, Director for International Focus Programme**Mid-Evaluation Conference**

The IFP Opening Conference took place in Prague, Czech Republic 22nd – 27th February 2011. The following major international conference coordinated by ELSA International will be the Mid-Evaluation Conference. The host of the Conference was chosen by the International Board during spring, and as a result, the Mid-Evaluation Conference will be held in Trieste, Italy (16th – 22nd April 2012). Whereas the meaning of the Opening Conference was to present various aspects of Health Law and show its possibilities as a field of law, the Mid-Evaluation Conference will focus on a specific topic, Mental Health Law. I wish ELSA Trieste the best of luck with the arrangements!

IFP Newsletter

The projects, efforts and results of the first year of implementation of Health Law as an IFP topic can be found in the IFP Newsletter that will be published online and sent to the officers' mailing lists. These results include from the side of ELSA International, for example, the IFP Essay Competition, the partnership with the Erasmus University Rotterdam and the project on pharmaceutical law together with IPSE (International Pharmaceutical Students' Federation). I would like to thank all the writers of the Newsletter for their efforts, and naturally, I would like to thank the people and the participants who made these wonderful projects possible. We have been working with the practicalities of the Newsletter with both International Boards, and I think it is a great example of the value of cooperation and of sharing knowledge between the generations.

Transition

I had the privilege to attend the transition of the International Board 2011/2012 during a short but effective weekend in Brussels in July. We went through the past and current issues regarding IFP and planned some upcoming projects and timelines. I was happy to see that the IFP has a special role in the plans of the new International Board and that they are all committed to its implementation – not only the ones responsible for Key Areas, but the whole Board as a team.

Thank you and let's keep in touch

I would like to thank the International Board 2010/2011 for their wonderful work and effort regarding the IFP. In my opinion, the first year of implementation of Health Law as an IFP topic has been a success and we have created a good basis for the following generations to build on. I would like to thank the two International Boards that welcomed me to the ELSA House in July – it was wonderful to see that time somehow stops in the House and that it always feels like home.

Special thanks go to Paolo, my dear successor as VP S&C and partner in the coordination of the IFP. It is amazing how ELSA can turn strangers into colleagues and colleagues into great friends.

I wish Antonella, the Director for IFP 2011/2012 a great deal of success with the implementation of the IFP and especially with the major project of the Mid-Evaluation Conference. Also, I wish the International Board 2011/2012 the best of luck in fulfilling their goals on IFP. I think that a major asset in ELSA is the contact between the generations. Therefore, even though this is the end of my official duties in ELSA, I will always be there when needed. After all, Finland is only a phone call or an email away.

Malin Andréasson, Director for Student Trainee Exchange Programme**Transition**

Before my term in office started, I had a transition which took place 24 - 26th of September 2010 in Brussels. I had a very intensive and efficient weekend together with Elif Yildirim, VP STEP ELSA International, and the rest of the International Board. My time during these three days was full of ELSA, STEP related information and work. We also had a session about the new ELSA online: a helpful tool that will be launched in the near future.

Unfortunately, I had not the opportunity to meet with my predecessor Annamari Männikkö face to face for a transition with her, but we had meetings via Skype, which were very fruitful.

In July I was again visiting the ELSA-house. This time with the purpose to pass to Irakli Samkharadze, VP STEP ELSA International 2011/2012 knowledge related to my job during the past year. Due to the visa issues, Irakli could not be present in Brussels at that time. Instead we had a fruitful online session via Skype

Student Hunting & Matching Procedure

The matching procedure has been the major part of my work with STEP, as I was responsible for all applications for all traineeships, except the ones for Council of Europe. As stated above, ELSA online is soon to be reality and I expect this to be a great time saver for my successor when it comes to matching. At the moment it is done manually, which basically is the only efficient way to deal with the procedure before we are able to use an automatic system.

I am really glad to see that the applications are constantly increasing and lately I have had the pleasure of sending some national officers a lot of suitable applicants that they will forward to the employers.

ELSA Online

As you might be aware of, ELSA Online was expected to be launched in December. Together with ELSA Germany and ELSA International, we did a test run of the STEP features in ELSA Online last year, where we found some errors that need to be corrected before launching the system.

ICM Alanya

Unfortunately, I was only able to stay in Alanya for two nights during the autumn International Council Meeting. Despite of my very limited time there, I had a great stay and was really happy to meet so many devoted STEPers from all over Europe.

The preparations for ICM consisted mainly in giving Elif some inputs on the agenda and preparing the Student Hunting session, which I was in charge of.

Day-to-day work

Another main task I had was to take care of and update the statistics, which I do on regularly basis. These were sent out by Elif to the network in the beginning of the new year in order to update the national officers on the current situation.

In the beginning of the term, our useful Handbook was updated. Consequently, I got the opportunity to give some inputs in this process.

Of course, I had also spent time answering e-mails and comments which I received from officers throughout the Network. I really enjoyed being in contact with the ELSA-Network. So please continue sending me e-mails!

Others

As I have been studying at the same time as being a director, Elif has been very understanding and a huge support to me. Therefore, I want to end this report by thanking her for being a great coach and a fantastic friend. Also I want to thank the rest of the International board and the whole International team for doing an extremely good job and contributing to keep the ELSA-spirit alive.

Arvind Rattan, Director for Training

Training plays a big part of the Human Resources Strategy of ELSA, and the International Trainers' Pool is the main Training Body in ELSA. For the year 2010/2011, we set ourselves the following goals. Our first goal was to increase the awareness of the concept of training and its implementation and consequences on human resources in Network. Our second goal was to develop and improve the International Trainers' Pool (ITP) into a high quality, efficient trainers' pool.

Restructuring of the International Trainers' Pool

To increase the effectiveness of the ITP, and to reaffirm the idea that the ITP is a high quality effective trainers' pool within the Network, ELSA International carefully restructured the ITP. We reviewed the ITP Membership of every ITP Trainer. This happened from December 2010 until March 2011. This operation was also an obligation of ELSA International according to the ITP Regulations 2008. The ITP consisted of 35 trainers in August 2010, and, after the restructuring, the number of trainers in the ITP decreased to 21. As a follow-up to this, the ITP Regulations have been changed.

We as ELSA International carried out this operation with great care and discretion. We also took the opportunity to collect as much feedback as possible, in order to increase the effectiveness and quality of the ITP. Being more than grateful with all the feedback that was provided by the trainers of the ITP, we started to implement the input into our policy.

Train the Trainers Week 2011

Organising the Train the Trainers Week (TTTW) 2011 was our biggest challenge of the year. The TTTW is the event where any (former) ELSA Member can become a trainer of the prestigious International Trainers' Pool. The long anticipated 2011 edition of the TTTW took place from Saturday 2nd July until Saturday 9th July, in Büdingen, Germany. The Trainer Team conducted the TTTW 2011, and was made out of dedicated ITP Trainers. ELSA International 2010/2011 thanks Jochen Hoerlin, Nina Klotz, Rudolf Reiet and Koen Klootwijk for their commitment to the TTTW 2011. The work of the Trainer Team was invaluable for the TTTW 2011. Prior to the event itself, we as ELSA International and the Trainer Team of the TTTW, had several meetings and discussions about the concept of the TTTW, the practical details about the TTTW, and most importantly, about the transparency of the decision making. The cooperation between ELSA International and the Trainer Team was warm and professional.

Filipe, Jaana and me, were for a brief visit in Büdingen, where we experienced the atmosphere, the participants and the TTTW ourselves. We also took the opportunity to celebrate the 30th Anniversary of ELSA in Büdingen.

After the TTTW, and after hearing the recommendations of the Trainer Team, the International Board decided to grant the ITP Membership to the following TTTW 2011 participants:

Cristina Dan (Romania), João Thiago Rocha Ferreira (Portugal), Giovanni Jaerisch (Germany), Jean-Marc Lauwers (Belgium), Calina Mircea (Romania), Lucia Palusova (Slovakia), Dixsha Patel (United Kingdom), Arabela Trifoi (Romania) and Katrien Willems (Belgium)

We are more than proud about the results of the TTTW 2011, and we believe that these new ITP Trainers are a valuable asset to the Network, as to the ITP itself. The status quo is that the ITP consists of 30 trainers, and we believe that there will be more than 40 trainers in the ITP by the end of 2013.

Quality Management

To assure the quality of the ITP and its trainings, we as ELSA International took a pro-active approach in assuring the quality. As already mentioned, we changed the ITP Regulations to follow up on: reality, the results of the Refreshment Weekend 2010, our vision, and most importantly the input of our trainers. Furthermore, we made sure that our trainers were continually updated by the development and policies of the Network. To check upon the quality of trainings, we commented on the feedback and evaluations of trainers, and made sure that we followed up on the feedback. And finally, the Corporate Identity is implemented in the training materials of the ITP Trainers.

Moreover, we regard training as demand and supply, so this means that we pushed Groups in the Network to think about their training requests, as well as checking if they experienced the trainings as more than good. We find that a passive attitude in matchmaking of training requests, does not lead to the potential results of trainings from the ITP. Furthermore, ELSA International stimulates Group to implement trainings in their Group or Network. Trainings that tackle common shortcomings in the Network is one of the main reason why the International Trainers' Pool was established in 2000; Training Resolves All Internal Needs.

A final comment about assuring the quality of the ITP is the following. We provided the new generation of ITP Trainers (TTTW 2011), a thorough file with guidelines, procedures and suggestions. The content of this file is mostly a translation of the policy we adopted in 2010/2011. From recent feedback, we believe that such a document was desired, and this will lead to more transparency and anticipation of expectations.

Training and the Network

I dare to say that we developed our own approach to the concept of trainings and trainers' pools. We believe in a pro-active attitude where demand-and-supply is needed in order to get the most satisfaction out of trainings. The trainers of the International Trainers' Pool have distinguished themselves by truly providing high quality trainings. To reinforce this statement, I am proud to tell you that the trainers of the International Trainers' Pool have been present in the whole Network: from north to south, from east to west, and more importantly, from young (Azerbaijan) to old (Germany and Poland). Apart from this, the ITP is no longer considered as

“competition” to other trainers’ pools in the Network. There is a development going on where the ITP cooperates with other trainers’ pools, so yes, the ITP is as an institution in ELSA. As implied, National Groups with traditionally a strong human resources management requested the quality trainings of the International Trainers’ Pool.

The results of this year can be summarised as following: an accurate number of 51 trainings were provided by the trainers of the ITP. This is a record number, and please take into account that the months June and July were more than disappointing for the ITP, and that unfortunately no ELSA House Training Week 2011 took place due to a serious lack of human and financial resources. If all the planned trainings for these months would take place, I believe that the ITP would have provided around 70 trainings by the end of the year.

A final comment about the Network and training is the following. The ITP is no longer regarded as the exclusive courtesy of ELSA International. Half of the trainings given in the past year were requested by the Network. Trainings are not considered anymore as an easy way to fill up an afternoon. The general feedback we got from the Network is more than positive. Apart from the three “regular” incentives to have trainings, is that trainings from the ITP bring cultural diversity, which is highly appreciated by the Network.

Miscellaneous

Knowing what training is, what the ITP can offer, and what the Network might need, the communication with other Secretaries General in the Network was on a regular basis, and was not limited by discussions only about training. Discussions about training always took part at the two big internal statutory meetings, and we made sure that Groups were aware about the conditions for having trainings. Promotion of the ITP and training also happened on a structural basis. Internal, and external training files do now comply with the Corporate Identity, as well as changing some old documents into more relevant documents. Most of the old files were in our vision incomplete and outdated. We can definitely say that the Network gained awareness about training and the ITP, which was one of the most important goals of our year. Apart from this, we did 10 years of archiving of the ITP, transition in Brussels, and maintained contact with other students’ NGO’s to discuss the development of our various trainers’ pools.

We can look back at a successful year, where we managed to achieve most of our goals. More importantly, the level of motivation and satisfaction in the ITP is high, and is therefore beneficial for the whole Network. Dear Network, do not forget that the International Trainers’ Pool is here for you. Please make sure to make use those great ELSA-addicts. ELSA International is here for you to get the best trainers to your group, and by having trainings and implementing the trainings in your group, you can bring your group to a higher level.

Last but not least, thank you ELSA International 2010/2011. It is with great excitement and pride that I can tell that I worked with the institution called the International Trainers’ Pool, and

more importantly, with the best team ever. A specially thank you to those great ITP trainers. And to Filipe Bismarck, thank you for this year, we can look back at a fantastic year – professionally, and as great friends.

Peter Christian Binau-Hansen, Assistant for ELSA Online**The ELSA Online specifications**

I have, as Assistant under ELSA International, been working on clarifying and explaining the meaning behind the specifications of the 144 features of ELSA Online 2 (EO2). My main tasks have been communication with the developing company, Bmotion, and coordination of the development and testing phases.

Contact with externals

The daily contact with Bmotion has been done using e-mails, Skype and Facebook and has mainly been concerning the interpretation and the detailed development of each feature all the way down to comma corrections. The communication has also involved producing graphic charts, images and other marketing material. In the development phases several Skype meetings were held with participants from ELSA International, ELSA Germany and Bmotion.

Testing of the system

As responsible for EO2, I was coordinating the testing phases of the new system. In the first testing phase, special teams were set up with related members of ELSA Germany and ELSA International who tested the features, which was in relation with the current positions.

In the second testing phase, teams consisting of dedicated members from the ELSA network tested the system. The testing was targeted mainly the STEP features and two individual teams made sure that this part was thoroughly checked for bugs and errors.

Presentations at Internal Meetings - ICM and IPM

During the ICM Alanya I presented the development of the new system and its advantages compared to the previous version of ELSA Online. I gave a workshop to the IM, Marketing and STEP workshop. In IPM Tbilisi and ICM Poznan follow-up sessions were held to keep the Nationals Group aware of the process and to raise the awareness of the upcoming system, and the need for implementation strategies in each country.

In addition I have provided several workshops at NCMs and LCMs with focus on the respective group's future benefits of ELSA Online.

Transition

In July 2011 I gave transition to the International Board on ELSA Online and after the selection I have been in contact with the new Director for ELSA Online, who have received all materials and previous communication regarding the position.

Resignation due to Auditor position

Following normal procedure it is expected that one do not hold two positions in ELSA International at the same time. Due to my election as Auditor for the term 2011/2012 I resigned from the Assistant position on 31st July 2011 in order for me to take office of Auditor ELSA International on the day after, 1st August 2011.

Angelica Bertino, Assistant for Grants**ICM Poznan & After**

I worked closely with Ms. Olga Sendetska in order to present the new grants handbook during the joint FM & SC workshop. The work was introduced to the officers, but not sent straight away in order to collect inputs and made it as much complete as possible.

After the ICM I continued my task by sending information about grants and providing national officers, upon request, more practical and precise information on the topic.

Moreover I was working with Mr. Ricardo Gomes in order to finish the Handbook in the best possible way.

Others

I would like to thank the International board 2010/2011 for this amazing year and their support and also the other Assistants and Directors for being such an incredible team and for being so efficient.

I would also like to thank those treasurers who has been working with me during my term and gave me a lot of inputs, ideas and memories.

Last, but not least, I would like to wish the International Board and Team 2011/2012 an amazing, productive year.

Katarzyna Stecko, Assistant for Market Research

During the spring I was working together with Laurits Ketscher, the Vice President Marketing of ELSA International 2010/2011 in order to prepare the network-wide Market Research. However, during the International Council Meeting in Poznan in March, the Council took the decision to change the cycle for the International Market Research from 3 years to 5 years. Thus, the cycle for the Market Research will correspond to Strategic Planning in the Association. For this reason, after the ICM in Poznan I have not been given any tasks connected to the research.

According to the One Year Operational Plan of ELSA International 2011/2012 the research should be conducted by ELSA International during their term. I am participating in giving transition to my successor, Petra Podgoršek by offering my help and support for the new Assistant and the Vice President Marketing. I will provide Petra and Kaisa with all my materials and thoughts.

PROPOSALS

THE INTERNATIONAL BOARD

Standing Orders amendment concerning articles 4 and 6

The International Board proposes the following to the Council:

The Council

Article 4 – Council Meeting Host

4.1 The International Board in cooperation with the elected host is responsible for choosing the date and for the organisation of each Council Meeting. The Council shall however elect a Council Meeting host responsible for the practical organisation of the Council Meeting. Dates of the Council Meeting shall be between March 15th and April 15th for spring Council Meeting and between October 15th and November 15th for autumn Council Meeting.

4.2 Announcing a call for the International Council Meeting Host

The International Board is responsible for announcing the call for the upcoming International Council Meeting hosts. This call shall be included to the working materials described in the article 5.3 in these Standing Orders. This call shall include a request for applicants to state all information described in the article 4.6 in these standing orders in their application.

4.3 Eligible applicants

Any national or local ELSA group is eligible for applying to host a Council Meeting.

4.4 Application to host a Council Meeting

A written application to host a Council Meeting shall be handed in to the International Board. The application shall contain name of venue, a draft budget, a draft programme and can be supplemented with other relevant material. The application shall be handed in to the International Board not later than the third day of the Council Meeting where a vote on the application in question is scheduled to take place.

No decision can be taken upon the application earlier than ~~eighteen~~twenty months before the Council Meeting the group has applied to host.

(...)

Article 6 – Council Meeting General Procedure

6.1 Opening of the Council Meeting

The President of the International Board shall open the Council Meeting.

The Secretary General shall announce the Members and Observers represented, and shall announce those Members entitled to vote following due to authorisation.

The President shall announce any guests and Council Guests present.

6.3 Election of Council Meeting officers

After the opening of the Council Meeting the following officers of the Council Meeting must be elected:

- a) Chair
- b) Vice-chair
- c) Two (2) to four (4) secretaries
- d) Two (2) to six (6) tellers
- e) A nomination committee consisting of three (3) persons.

(...)

Comments:

At the moment it is always more than 18 months from Spring ICM to the fall ICM a year later. The maximum time from March 15th to November 15th of next year is 20 months. For this reason it would be better to state 20 months as the time limit when the decision on the ICM host can be made. The same amendment is proposed to the Council Meetings section in the IM part of the Decision Book.

In practice, more than two tellers have often been elected as the regulations do not state that there can be only two tellers. On the other hand, as this is often the case, it is better to state the minimum and maximum of tellers as guidelines to the Chair of the Council Meeting. After that the Chair of the Council Meeting can make a decision on how many tellers are needed within the span.

**Decision Book amendment to the External Relations section of the BEE part
(BEE 02/11 I)**

The International Board proposes the following to the Council:

External Relations

(...)

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

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

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

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

(iv) ELSA International has granted another National Group the permission to contact the international contact in question.

(...)

Comments:

As the current External Relations regulations have not defined clearly what the situation would be if ELSA International grants a National Group the permission to contact a specific International Contact and thereafter another National Group wants to approach the same International Contact. We would like to clarify the situation also in the regulations.

The regulations should already be interpreted this way, but we want to clarify the situation to prevent any misunderstandings in the future.

Decision Book amendment to the Quality in Management section of the IM part (IM 02/11 I)

The International Board proposes the following to the Council:

Quality in Management

1. Consolidation of ELSA

We recognise the need to combine efforts of all levels of ELSA for the attainment of general objectives such as:

- Consolidation of ELSA with an aim to make the programmes of the Association serve better the needs of individual members.
- Consolidation of ELSA with an aim to provide all law students and young lawyers in Europe the opportunity to participate to the programmes and activities of ELSA.
- Promotion of the aims, vision and purposes of ELSA as defined in article ~~23~~ of the Statutes and the Philosophy Statement.

Comments:

The aims, vision and purpose of ELSA are in article 3 of the Statutes and not in article 2.

Decision Book amendment to the Internal Management section of the IM part (IM 02/11 II)

The International Board proposes the following to the Council:

Internal Management

General

1. Access to ELSA Activities by non-ELSA Members

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

2. ELSA International

2.1 The International Board consists of the following positions:

- President,
- Secretary General,
- Treasurer,
- Vice President for Marketing,
- Vice President for Academic Activities,
- Vice President for Seminars and Conferences,
- Vice president for the Student Trainee Exchange Programme

2.2 The term ELSA International refers to the International Board, Directorate, Assistants and ~~Secretariats~~ as a whole.

2.3 The International Board shall be stationed in one city.

Comments:

Assistants have been part of ELSA International already in 1990s as the title has been slowly replacing the title secretary in the International Team. However this was not updated to this listing of the officers of ELSA International. Even though ELSA International does not have secretaries for different board positions, it still has Secretariats in the area of Academic Activities.

Decision Book amendment to the Council Meetings section of the IM part (IM 02/11 III)

The International Board proposes the following to the Council:

Council Meetings

(...)

8. Application to host a Council Meeting

8.1 A written application to host an International Council Meeting must be handed in to the International Board.

8.2 The application shall contain a draft budget, a draft programme and can be supplemented by other relevant material.

The application shall be handed in to the International Board not later than the third day of the International Council Meeting where a vote on the application in question is scheduled to take place. Similarly, copies of this application (or summarised versions thereof) shall be made available to all members present at the International Council Meeting within the same deadline.

In the case where the call for nominations for candidates for ICM Hosts is extended by the Council beyond the deadline referred to in the preceding point 9.3, the submission of the application to the International Board and to the members shall not take place any later than midnight of the day prior to the final Plenary session.

No decision can be taken upon the application earlier than ~~eighteen~~twenty months before the Council meeting the group has applied to host.

Comments:

At the moment it is always more than 18 months from Spring ICM to the Fall ICM one year later. The maximum time from March 15th to November 15th of next year is 20 months. For this reason it would be better to state 20 months as the time limit when the decision on the ICM host can be made. The same amendment is proposed to the article 4 in Standing Orders.

Decision Book amendment to the Local Groups section of the IM part (IM 02/11 IV)

The International Board proposes the following to the Council:

Local Groups

1. Local Groups

- 1.1. Any local organization based in a law faculty, as per article 4 of the Statutes and article 1 of the Standing Orders of ELSA, authorized to use the ELSA name or logo, according to the respective National Group regulations, is to be considered a Local Group of ELSA.

2. Report

- 2.1. National Groups shall fill in and submit a report to ELSA International with the detailed contacts of the Local Groups present in the respective country.

- 2.2. The report shall include:

- i. Name of the Local Group
- ii. Faculty or faculties in which it is based
- iii. Postal address of the Local Group
- iv. E-mail address of the Local Group

- 2.3. It shall be sent out to the Secretaries General of the National Groups by ELSA International twice a year, before June 1st and before November 10th, and shall be filled in and returned twice a year, before July 1st and before December 10th ~~every year~~, even if the National Group does not have any Local Groups at the date of delivering the report.

(...)

Comments:

This proposal is to be considered together with the proposal from ELSA Portugal to the Fees section of FM part of the Decision Book.

Considering the proposal to amend the Fees section on the FM Part of the Decision Book presented by ELSA Portugal it is mandatory to propose the above mentioned amendments to the Local Groups section on the IM Part of the Decision Book in order to have conformity within the regulations.

To explain the origin of the dissention between the Fees regulations and the Local Groups regulations is that, if approved, the proposal made by ELSA Portugal would create a gap in the regulations not predicting a deadline or even an obligation for ELSA International to send in the second Local Groups Report before November 10th to the National Groups to fill in. Therefore, after accessing the information ELSA International considered presenting the proposal to amend the Local Groups section in case of approval of the proposal made by ELSA Portugal.

**Decision Book amendment to the Responsibilities section of the FM part
(FM 02/11 I)**

The International Board proposes the following to the Council:

Responsibilities

Responsibilities of Organising Groups

- Respect the maximum participation fee

Responsibilities of National Groups

- Inform about the amounts received from general sponsors by the 31st of August
- Cover the costs of the payer bank and the payer bank's international bank charges
- Pay the membership fee due at the 31st of July upon invoice or the administrative fee for observer due before the Spring Council Meeting or immediately after acceptance as observer
- Pay the ELSA ONLINE fee due at the 31st of December upon invoice
- Pay to the EDF due at the 30th of September upon invoice

Responsibilities of ELSA International

- When presenting the final accounts include a balance report for all members and observers
- Administrate the EDF
- Pay to the EDF due at the ~~34th~~30th of September upon invoice
- Pay the monthly allowance of minimum 200 Euro to every member of the International Board
- Inform in January about the maximum amount to be charged as participation fee for Council Meetings and Presidents' Meetings and the S&C Maximum Participation Fee and annex it to the decision book
- Use the double-entry system of accounting
- Use a recognised accounting procedure
- Ensure that all financial activities outside the ELSA International accounts are reported
- Avoid use of abbreviations and cryptic references
- Ensure that refunding of claims is only made upon submission of original receipts. The reason for the expenditure shall be documented by the claimant. If no original receipt can be obtained, substantial proof shall be provided, documented and recorded.
- Submit a budget for approval at the Spring Council Meeting
- Prepare and present the interim and final accounts for their respective term in office
- Include in the Working Materials of each International Council Meeting a list with the concrete figures regarding outstanding debts toward ELSA International.

For the debts arising from NGs the following details shall be included in the list:

- The name of the NG that has a debt towards ELSA International

- The exact amount owned
- The source of the debt
- The reason why the debt was not covered
- The status of each outstanding debt (e.g. payment plan, delay of the payment)

Comments:

To correct minor mistakes in the Decision Book related to non-existent dates or misspelled technical words.

Decision Book amendment to the Market Research section of the MKT part (MKT 02/11 I)

The International Board proposes the following to the Council:

Market Research

1. Introduction

Market research is analysing ELSA's presence on the market. It comprises ~~of~~ different target groups, which constitute different markets. The results give us an overview of how different targets see us. It also gives us guidelines how we should adopt to certain needs of specific target groups in order to gain their interest. It tells us what we are doing right and what wrong when trying to achieve our goals.

1. Research should be an important tool ~~of~~ for each VP Marketing and should always have a clearly defined aim.
2. Research should comprise all the target groups, but ELSA groups can identify additional targets and include them in the research.

2. Target Groups

2.1 ELSA has five target groups with specific needs which all require a specific approach in order to be motivated to get involved with the association. Each target groups falls under a specific area of ELSA, but marketing helps with the research on these needs and the overall characteristics of the respective target group.

2.2 The target groups are:

- a. Potential Members
- b. Members
- c. Members involved in the running of the association
- d. Organisations
- e. Academics

Responsibilities for Market Research

1. Responsibilities of the Local Group

- Conduct research for specific target groups, analyse the results and identify weak points in our relations with the relevant target group
- Communicate the results of the research to the person responsible for the specific target group within the board
- Prepare a plan of action, which consists of necessary steps that need to be taken in order to overcome the weaknesses, together with the person responsible for the specific target group
- Send the results and analysis to the ~~National Group~~ National Group

2. Responsibilities of the National Group

- Conduct research for specific target groups, analyse the results and identify weak points in our relations with the relevant target group
- Communicate the results of the research to the person responsible for the specific target group within the board
- Prepare a plan of action, which consists of necessary steps that need to be taken in order to overcome the weaknesses, together with the person responsible for the specific target group
- Gather all the analysis and plans of action of the Local Groups
- Analyse the results and identify weak points
- Monitor the improvement process in the local groups and give additional advice
- Send a report to ~~the~~ ELSA International describing the weakness in the respective group and plans of actions they set

3. Responsibilities of ELSA International

- Encourage groups to conduct Market Research
- Gather all analysis and planes of action of the National Groups
- Analyse the results and identify weak points
- Present the situation at the ICM and provide trainings on specific problems that groups face in order to improve the situation
- Conduct research for specific target groups, analyse the results and identify weak points in our relations with the relevant target group
- Communicate the results of the research to the person responsible for the specific target group within the board
- Prepare a plan of action, which consists of necessary steps that need to be taken in order to overcome the weaknesses, together with the person responsible for the specific target group

3. Market Research in Strategic Planning

In order ~~to have for an~~ effective strategic planning, and evaluation of how strategic goals are reached in the Network, it is necessary to have an International Market Research carried out at five year intervals, on the year prior to the adoption of the Strategic Plan of ELSA.

It is the responsibility of ELSA International to retrieve and evaluate the International Market Research results, in the first year after the year when the market research has been carried out.

It is the responsibility of ELSA International, with the active help of National Groups, to coordinate the research directly at the Local Group level, in order to involve as many Local Groups as realistically possible in the International Market Research.

Comments:

The Market Research section of the Marketing part of the Decision Book was amended during ICM Poznan. In order to finalise the section, this proposal suggests a number of purely stylistic changes bringing the section into conformity with the rest of the Decision Book.

Decision Book amendment to the STEP Procedures section of the STEP part (STEP 02/11 I)

The International Board proposes the following to the Council:

STEP Procedure

1. Traineeships

1.1 General Regulations

The aim of a traineeship is to provide the student with

- a positive learning experience
- practical skills in a foreign environment to complement his/her education
- interaction with a new social and cultural environment
- preparation for future responsibilities as a member of the legal society
- opportunity to apply skills, knowledge and attitudes to work for the good of society
- development of the student's awareness and knowledge of social issues and different practices of the host country

1. Duration

Traineeships have a minimum duration of two weeks and a maximum duration of two years.

2. Compensation

Traineeships have to be paid. The compensation shall cover the general living costs during the time of traineeship.

3. Issuing a traineeship

Employers can only issue a traineeship by filling in the Traineeship Specification Form provided by ELSA International. ELSA International has the right to make amendments in the Traineeship Specification Form or to make a separate agreement with an employer.

4. Internationality

STEP-traineeships are international.

1.2 Specific Regulations

Unpaid traineeships

- a. Notwithstanding I Nr. 2. traineeships may be unpaid if the National or Local Group provides the trainee with accommodation and if possible with food or covers the compensation itself.
- b. Notwithstanding I Nr. 2. traineeships may be unpaid if the employer issuing the traineeship engages mainly 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 I Nr. 2. traineeships may be unpaid in international institutions under the discretion of ELSA International if the benefit for ELSA members outweigh the lack of payment.

1.3 Traineeships within institutions

- a. Institutions are international governmental or non-governmental organisations or bodies thereof.
- b. Traineeships within institutions are always considered as international no matter who applies.
- c. Traineeships within political fractions e.g. political parties shall not be accepted.

1.4 Searching for Traineeships

~~Each Group, no matter if Local, National or International, A National or Local Group~~ may only search for traineeships within its own country. Otherwise it needs the consent of the Local and National Group of the country contemplated.

(...)

Comments:

The amendment of adding “Specification” is simply to match the name of the document in question.

When it comes to the second sentence, ELSA International is recommending this amendment in order to regulate common practice. Since we are trying to increase the number of Traineeship, ELSA International should hold a right to make an amendment in the Traineeship Specification Form in order to satisfy the different criteria from the employer. We have to convince the employer that ELSA is always accessible for them. Furthermore, there are few cases to enter in the separate agreement with an employer. In practice we already use this chance especially when it comes to the co-operation with highly appreciated institutions.

ELSA International proposes the amendment to article 1.4 in order to avoid confusion during job hunting. According to our regulations in the External Relations part, ELSA International is able to approach the International Contacts with the aim of obtaining job offers from them, but in accordance with detailed analysis of the statement in the STEP Procedure part, ELSA International is only entitled to search for the traineeship positions in the respective country where its domicile exists as National and Local Groups do.

NATIONAL GROUPS

Decision Book amendment on the Fees section of the FM part (FM 02/11 II) proposed by ELSA Portugal

ELSA Portugal proposes the following to the Council:

Fees

1. Membership fee

1.1 The Membership Fee is calculated through a formula which incorporates the number of Local Groups of each National Group as stated in the Local Group Report as delivered by July 1st (LG number) and also the Gross Domestic Product (GDP) for their respective countries.

(...)

3. ELSA ONLINE Fee

The annual ELSA ONLINE Fee is for the use, administration and maintenance of ELSA ONLINE. The total amount of ELSA ONLINE Fee shall be determined when deciding upon the Budget of ELSA International. It shall be calculated using the same formula used to calculate the Membership Fee, ~~only~~ adjusted to the budgeted amount and the updated number of Local Groups of each National Group as stated in a new Local Group report delivered by December 10th.

Comments:

The reason why we propose this is directly related with the basic Financial Management principles of truth. If we should always make an effort to reflect the real economic situation of the groups, a second Local Group report would help to reflect it because, during the first report and the second payment invoice there's the possibility of admission new Local Groups and extinguishment of old ones.

Plus, being the Local Group report something new on the ELSA network it's important that we adapt the method to the need of our association and it's a matter of justice both to the National Groups who lost Local Groups and to the ones who have new ones.

INPUT PAPERS

THE INTERNATIONAL BOARD

Input Paper concerning Corporate Identity

Background

ELSA adopted its Corporate Identity in 2008. The design for the visual image of ELSA was produced by our Marketing and IT Partner Content5 and it is stated in the ELSA Identity Handbook. The aim of the Corporate Identity is to ensure uniformity in the use of the ELSA logo as stated in the Marketing part of the Decision Book and to provide guidelines for materials produced by ELSA groups. The One Year Operational Plan of ELSA International 2011/2012 has set ELSA Awareness as one of the main priorities for the year. The Corporate Identity of ELSA is a key component in building a strong ELSA image to our different target groups.

During the Supporting Area Meeting in Bordeaux, France, in September, the Marketing Workshop made a request to bring forward more discussion on the Corporate Identity and visual image of ELSA.

Corporate Identity in ELSA

The strength of a product such as the ELSA Network and its projects leans strongly on communicating ELSA's image and values in a unified manner. Any international company or corporation will ensure that each of its branches is displayed in the same manner and with the same visual image throughout the countries where the company is present. This way the company or, in ELSA's case, association is recognisable throughout its reach. Furthermore, ELSA will be able to communicate a professional look corresponding to our values and aims to potential and current partners, universities and students sharing our vision.

With 42 National Groups, ELSA has the opportunity to reach a high number of law faculties all over Europe and to benefit from a strong and vast Network. However, proper coordination is vital in order to realise its full potential. By sharing ideas and material ELSA officers can support each other to adopt and develop the Corporate Identity and to bring it to use in all of their official material.

Implementing the Corporate Identity

The Corporate Identity of an international company or corporation would usually be renewed in moderation periodically, every three years or so. For ELSA, the implementation of the Corporate Identity on all levels of the Association has however exceeded even this time. Thus, ELSA

International wishes to invite the Network to make further use of the Corporate Identity and to promote it in all of the National and Local Groups of ELSA. The Marketing Workshop will include a session on the topic, aimed at discussing the Corporate Identity and its use. By keeping the Corporate Identity as a current topic of discussion, marketing officers can work towards committing the entire Network to the implementation of the Corporate Identity.

Input Paper concerning Human Rights

Introduction

Human Rights are at the core of ELSA's activities. In ICM Rome 1998 ELSA's commitment to Human Rights was included in the Decision Book. In 2001 ELSA gained its participatory status in the Council of Europe and entered into a cooperation agreement with the Council of Europe in 2008. ELSA's projects with Council of Europe include STEP traineeships, the 'Our Rights, Our Freedoms' Essay and Photo Competition as well as the upcoming '1 in 5' Legal Research Group and the Moot Court Competition on Human Rights.

In the One Year Operational Plan of ELSA International 2011/2012, Human Rights is highlighted as one of the main priorities for the year. Preserving Human Rights is one of the core values of mankind. Taking into consideration the role of Human Rights in ELSA's regulations and our philosophy statement the recognition of Human Rights as one of our main focus areas will help us in fulfilling our vision. By highlighting and implementing Human Rights in our Key Areas we can provide our members with opportunities in this field of law, as well as contribute to the development of Human Rights in the form of academic results. Paolo Amorosa was appointed as Director for Human Rights to help the International Board in achieving these goals.

STEP

Within our Student Trainee Exchange Programme the ELSA Network is working on obtaining traineeship positions in the field of Human Rights. Within the cooperation with the Council of Europe, ELSA members can apply for STEP positions in the Council of Europe. This is a unique opportunity provided to our Network. ELSA is working on further cooperation with international organisations and NGOs in order to increase the number of Human Rights related traineeships.

Seminars & Conferences

ELSA's delegations to the United Nations Human Rights Council give our Network a view to the heart of international Human Rights development. By promoting these delegations we increase the knowledge and participation of law students concerning Human Rights. This point of view is also present in many international events organised within our Network. By combining Human Rights with different legal topics in study visits, seminars, conferences and law schools, we draw attention to the connection between Human Rights and all levels of society and law.

Moot Court Competitions

One of ELSA's upcoming projects organised together with the Council of Europe is the Moot Court Competition on Human Rights. This is an opportunity for ELSA to offer further activities to its members for developing their skills and knowledge in Human Rights law. Furthermore, through the competition ELSA will establish new connections and cooperation with professionals and organisations active in the field of Human Rights. ELSA has gained its reputation in organising Moot Court Competitions, thus is trusted in the matter. ELSA highlights the importance of Human Rights as is stated in the Philosophy Statement "A just world in which there is respect for human dignity and cultural diversity". The Moot Court Competition on Human Rights will be a simulation of the European Court of Human Rights that ELSA International has been working on in cooperation with the Council of Europe.

Academic Activities

The '1 in 5' Legal Research Group is ELSA's project in cooperation with Council of Europe on its newly launched campaign focusing on Children's Rights, namely "One in Five: Stop Sexual Violence Against Children". The Legal Research Group aims at promoting Children's Rights to law students and young lawyers who are enthusiastic about ELSA and its involvement within Human Rights.

The campaign "One in Five: Stop Sexual Violence Against Children" was launched on the 29th of November 2010 in Rome, Italy, by the Council of Europe and since then ELSA has sought to contribute by promoting the campaign throughout the Network. In recognition of the issue ELSA is launching the '1 in 5' Legal Research Group. The project will be a compilation of national reports, each of which will seek to analyse the relevant national laws regarding Children's Rights. The '1 in 5' Legal Research Group shall aim to ensure a consistent approach in order to facilitate high quality legal comparison. The international community lacks consistent and detailed information on Children's Rights and the protection of children against sexual violence. We believe that the '1 in 5' Legal Research Group will result to systematic collection of information on this topic in countries within our extensive Network. In our opinion ELSA is particularly well placed to carry out this research task, since we are active in 42 countries in Europe.

The '1 in 5' Legal Research Group is aimed to include a National Research Group from each ELSA country. These National Research Groups will be coordinated on international level by the International Coordination Board led by the Vice President for Academic Activities of ELSA International. Each National Research Group, led by a national coordinator, will consist of up to 10 students and young lawyers who have presented an interest and focus on Human Rights and Children's Rights. The results of the '1 in 5' Legal Research Group will be collected during the early summer of 2012 and presented at the Autumn ICM 2012 in Batumi, Georgia.

LX International Council Meeting of ELSA

Palermo, Italy

23rd – 30th October 2011

The project will be launched during the ICM in Palermo. The next steps for ELSA officers include promoting the '1 in 5' Legal Research Group to members and academics in their own countries. The marketing materials of the project will be distributed at the ICM for use in National and Local Groups. The commitment of the entire ELSA Network is crucial for the success of the Legal Research Group. This is our opportunity to contribute to the realization of Children's Rights in Europe through academic results.

Input Paper concerning Moot Court Competitions

Moot Court Competition as a Learning Method for Law Students

The image of a lawyer presenting elegant and witty oral arguments in a courtroom is the typical, even classical idea of a practicing lawyer. Despite the fact that most lawyers in fact nowadays work as in-house lawyers and legal consultants in corporations, this image is worth holding on to as all the rhetoric litigation as well as presentation skills that these court room lawyers possess should not be underestimated. In addition to impartiality and equality, a lawyer must have the proficiency of being truly partial and advance the interests of the client.

Law studies in general concentrate very much on the theory and the codifications; law students are known for the hard studying and for the hours they spend in the library. Due to the nature of the science this is very natural but unfortunately solely the studies do not prepare the individual for the professional life that he or she is about to enter into – in the professional life knowing the theories is not enough. This is where extracurricular practice and, moreover, moot court competitions play a crucial role.

In Common law countries moot courts have a long history as a part of the curricula of law schools. A moot court or a mock trial is a simulation of a court proceeding. The difference between these two terms is that a moot court would usually refer to a simulation of an appellate court or an arbitral case whereas a mock trial is a simulation of an actual jury trial. The structure of a moot court is often quite simple. Students are given a case or a problem to solve, often both from the complainant and the respondent side. They research on the issue and draft memorials to be represented to the judges or panellists. Usually the competition moot courts do not involve testimonies by witnesses and no evidence is presented.

Moot court competitions are about developing your professional skills, putting your legal knowledge into practice and challenging yourself. Students should learn to think independently and critically. By taking part in a moot court competition a student develops exactly the skills that are required in the work of a lawyer. In this respect moot court competitions are the perfect practice for law students because it is taking them away from the passive reading and listening and forcing them to use their knowledge, to solve problems, to research, to present arguments, to draft submissions; to do all the things that they will be doing after graduating. The fact that it is a competition makes the whole thing more interesting and motivating for students because it drives them to do better and to try harder. The usual feedback from students is that taking part in a moot court has been the most beneficial thing for their legal studies and development in their profession.

No matter how great of an opportunity participating in a moot court competition is, it is not appreciated enough. Neither by students nor by employers. Students do not have the awareness of the possibilities and there are often also language barriers in the way of participating even if the interest exists. Employers often find the participation in a moot court actually a great experience afterwards but it might not be appreciated beforehand. An important step in increasing the awareness of and appreciation for moot court competitions is to ensure that there is respect in the academic world for moot courts. For now, there is not enough recognition by universities. Furthermore, students are not familiar with the concept and not used to using their oral skills.

Moot Courts in ELSA

In ELSA Moot Courts is a corner stone under the Academic Activities area. We have different kinds of moot court projects within the Network. On the national and local level ELSA groups organise National and Local Moot Court Competitions or even Regional Moot Court Competitions. National or Local Moot Court Competitions usually deal with the domestic law and simulate the domestic law procedure. In ELSA, Moot Court Competitions have been popular and we indeed have quite a few National Moot Court Competitions. The Network needs to share this information of how to organise Moot Court Competitions successfully. In many countries ELSA is the only organiser, as in that there is not even any rivalry between competitions. However, it is often hard for the organisers to make the students see the benefits of participating. This is where we can start educating the students about their possibilities.

One option is to introduce a new kind of a project: a training on Moot Courts. This would be a short version of the actual Moot Court Competition that would last only one or two days with theoretical lectures on the mooting experience and practical exercises on oral pleading and argumentation. The method is already being used in some countries and has proven to be a successful tool to familiarise students with the concept of mooting. An important issue is to involve the previous participants in the recruitment and coaching of the new team in order to maintain continuance in the participation and to transfer the knowledge and the experience.

The ELSA Moot Court Competition on WTO Law

The ELSA Moot Court Competition on World Trade Organization Law is a simulated hearing of the World Trade Organization (WTO) dispute settlement system. The competitor teams represent both the Complainant and the Respondent parties to the Case by presenting oral submissions in front of a Panel. EMC² Panels consist of WTO law experts who are referred to as Panellists. The Competition provides students with the opportunity to put theory into practice, thereby complimenting their formal legal education. When the ELSA Moot Court Competition was first established in 2002/2003, the goal was to expand it in Europe, with more national rounds and more involvement from the ELSA Network. An international moot court

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competition was what was missing in ELSA. Many other student organisations were successfully organising these moot courts. The topic of the moot court was chosen to be WTO law because there were no other moot courts on WTO law at the time and WTO was a growing field of law and of topical interest at the time. Furthermore, WTO law was not usually in the curriculum of European universities which enabled it to expand the legal knowledge of European law students.

The first edition of EMC² was launched in 2002/2003 with participants from 38 countries worldwide, five National Rounds and a big Final Oral Round in the WTO Headquarters in Geneva, Switzerland. For the following five editions the Final Oral Round was held in Geneva and organised by ELSA International. The competition grew to become one of the world's largest moot courts, and the largest moot court in the world within WTO Law. Unfortunately, the development of EMC² in Europe did not go as was hoped. While the competition itself had been growing outside of Europe, the engagement and commitment from ELSA groups and people had slowly faded. As a result the competition has been of much bigger interest to people outside ELSA than its actual members. This means that while the interest and involvement from the Network has been going down year by year, the workload on the International Board has still been increasing due to the success of the competition in the rest of the world.

Instead of making a profit the competition made a financial loss for ELSA International. This led to a proposal from the International Board 2007/2008 to cancel EMC² at the International Council Meeting in Lisbon in Spring 2008. The proposal did not go through and the 6th edition was held at the WTO Headquarters in Geneva, fortunately without any loss, but actually making a profit for the first time. It is also important to notice the fact that no board really predicted whether ELSA would have a profit or loss, as the final expenditures were depending on many different circumstances on which ELSA very often did not have influence. That is also one of the reasons behind the decision of the board of 2007/2008 to cancel it –they did not know until after the competition that they had made a profit during the 6th edition.

Over the years the loss of EMC² had been covered financially from the general budget. In total the first five editions made a loss of €64.950,25 which was all covered by ELSA International's budget. Due to the loss of a corporate partner in 2008 ELSA International was put in a very tight economic situation. The board of 2008/2009 could not afford to cover any loss from the general budget without the risk of bankruptcy, however at the time not knowing that the 6th edition had made a profit. Therefore, the Board of 2008/2009 decided to put the competition on hold. As stated by the Network at the ICM in Lisbon, EMC² is something we want as one of our core projects and the International Board of 2008/2009 worked hard to find a solution to secure the financial stability of the Competition. The solution was to outsource the organisation of the Final Oral Round to one of our Regional Round organisers, ACWH (Asian Center for WTO

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and International Health Law and Policy) in Taipei, Taiwan but still keeping ELSA as the co-organiser together with ACWH. Following the 7th edition, the 8th edition of the EMC² was organised in cooperation with COLADIC-RD in Santo Domingo, Dominican Republic. Outsourcing the Final Oral Round turned out to be a big success and the scepticism of the Network was proved wrong. EMC² was ready to face the global challenge with a global expansion, thanks to the involvement of ELSA on all stages and very good communication between the organisers.

The 10th Edition of EMC²

The competition is reaching a prominent age as it will be celebrating its 10th anniversary. The 10th edition was launched on the on Thursday, 15 September. ELSA is fortunate this year to have Ms Meredith Kolsky Lewis as the Case Author who has prepared a challenging Case for the students. Details are located under the “Competition” section of the EMC² website

During these ten successful years of EMC² the prestige of the competition has grown and become a flagship of ELSA. Considering the anniversary edition, we anticipate that during this year the number of participating teams will increase. ELSA is also seeking to add two new Regional Rounds – Middle East and Africa – to the five current Regional Rounds out of which two are in Europe and one in each of the following: Asia-Pacific, North America and Latin America.

In order to bring the Final Oral Round closer to the Network and given the growing global expansion of the Competition, ELSA International chose to rotate the event as per previous year and make a call for an ELSA organising country. Consequently, ELSA France and ELSA Montpellier have been chosen to be the 2012 Final Oral Round Partner, meaning that the Final Oral Round of the 10th edition will be held in Montpellier, France, in May 2012. The International Organising Secretariat will consist of member students from ELSA International, ELSA France and ELSA Montpellier. The ELSA Regional Rounds will be held in Maastricht, The Netherlands, from 5th to 9th of March 2012 and Münster, Germany from 12th to 16th of March, 2012. Unfortunately, the competition is far from being as well recognised in ELSA as it is outside of ELSA and we are hoping to this year improve the situation with the help of the power of the anniversary edition. Hopefully we will also manage to increase the number of the National Rounds in ELSA as they constitute another level of EMC² and are actually a great possibility for many law students to take part in the Competition. National Rounds are also easy for National Groups to organise since the concept with all of the materials already exists. All that is needed are motivated organisers!

The Final Oral Round of EMC²

As the Final Oral Round will be held in Montpellier and is managed by motivated and professionally-minded organisers, the EMC² is looking to have a successful Final Oral Round this year. Normally the finalists of all Selection Rounds will proceed to the Final Oral Round. During the FOR the teams will go through Preliminary Rounds, Semi Finals and a Grand Final. The number of teams participating in the 10th edition of EMC² is likely to result in the Final Oral Round being expanded from 16 to 20 teams to accommodate the competition's growth.

Human Rights Moot Court Competition

One of ELSA's upcoming projects is the new moot court competition on Human Rights Law. The project is in cooperation between ELSA and the Council of Europe. It has been long expected for ELSA to offer its members further activities in the Academic Activities area. Moreover, it is a possibility for ELSA to establish a project that is in the core of the ELSA Vision: *"A just world in which there is respect for human dignity and cultural diversity."* With this new moot court ELSA can offer ELSA members a possibility to develop their skills and knowledge in Human Rights Law. Furthermore, through the competition ELSA will establish new connections and cooperation with professionals and organisations active in the field of Human Rights.

The European Court of Human Rights (ECHR) in Strasbourg, France, is a supranational court that was established under the European Convention on Human Rights (the Convention for the Protection of Human Rights and Fundamental Freedoms). The Court hears complaints on violations of the Convention by one of the contracting states. The complaints may be brought in front of the court by contracting countries and also individuals meaning that any person who feels that his or her rights have been violated under the Convention by a state country may take the case to the Court. The European Convention on Human Rights entered into force in 1953 and all of the 47 Council of Europe member states are parties to the Convention.

The Human Rights Moot Court Competition is going to be a simulation of the actual proceeding in the European Court of Human Rights. The competition is planned to have a European Written Round through which the Teams may proceed to the Final Oral Round. The Final Round will be held in the Court rooms of the real European Court of Human Rights in Strasbourg. All ELSA countries and as an addition also all of the Council of Europe member countries will be able to participate. The competition will be established and formulated this year and the launching of the competition will be in 2012/2013.

As well as Human Rights, the Competition will also compliment the "E" in ELSA as it will be Europe-wide. Moreover, it will bring ELSA more recognition in the Human Rights field and help ELSA implement the ELSA Vision in practice as in actually raising awareness of Human Rights.

NATIONAL GROUPS

Input Paper concerning Demotion and Debts; by ELSA Finland and ELSA Germany

Having in mind, the discussion on debts on the SAM in Bordeaux we carefully considered and analyzed the concrete debts situations regarding the current state of debtors and decided to propose the aforementioned amendment.

In the current situation any National Group which falls in the unpleasant situation of not being able to fulfill their membership obligations will automatically indebt itself and thereby lose its voting right whilst still having to pay the full membership fee rather than the lower administration fee. Due to this fact it is also that the debt once established continuously increases unless the National Group suddenly comes up with a reasonable amount of money or being demoted, so that new debts will only be the lower administration fees instead of the full membership dues.

By being demoted the national group loses its voting rights. It can be very frustrating to be part of the network but not being able to shape its future and take active part in strategic decisions. The only way to avoid losing the voting rights as of now is to reach a payment agreement with ELSA International. But even if such an agreement is reached, the National Group will still have to pay full membership fees which can become an unbearable burden.

Therefore we see the need for a National Group to be demoted automatically if their debt towards ELSA International has reached an amount equal to at least three annual membership dues. By this the future obligations will be reduced to the administration fee. This is to improve its financial situation by not having to pay the full membership fee and thus stop its debts from growing. In the long run they will never exceed the amount of four years of membership fees. On the other hand the voting rights must be granted back as soon as possible in order to ensure active participation and reward sincere attempts of dealing with the situation. Therefore after two payments according to the agreement an automatic promotion to full membership takes place thus creating an incentive to stabilize the budget and pay back to the network. By this the demotion further provides an insolvent group the time and possibility to restructure their financial issues and become a full member again. This proposal is meant to be a debt brake and we find it the best way to ensure that national groups can become active again by their own power.

In case of an inactive officer a successor can be ensured that his predecessors' heritage will not jeopardize the very existence of the National Group but instead leave him with a challenging yet not impossible task in stabilizing the budget.

We also consider automatic demotion as a mean to control the overall debt of National Groups towards ELSA International and thus to secure the financial situation of ELSA International. Countries with observer status are not taken into account when calculating the annual fees to ELSA International, demoting groups with solvency issues will increase the possibility of ELSA International of receiving full membership and ELSA Online payments annually.

Draft of a possible proposal:

Statutes amendment concerning article 7 Members and Observers

Article 7 - Demotion

1. Membership can be demoted to Observership with a two third majority vote by the Council if that Member has either:
 - ~~(i) not paid any of the fees or amounts due to ELSA for two consecutive Council Meetings; or~~
 - ~~(ii) (i)~~ ceased to support the aims and core activities of ELSA; or
 - ~~(ii)~~ has submitted a request for demotion in the form of proposal to the Council Meeting and not paid any of the fees or amounts due to ELSA for one Council Meeting.
2. Membership is demoted to Observership once the debt of a National Group towards ELSA has reached an amount equal to at least three annual membership dues.

Statutes amendment concerning article 6 Members and Observers

ELSA Germany and ELSA Finland propose the following to the Council:

Article 6 - Members

6.3. In case of demotion according to 7.2. Membership can be retained by the following steps:

- (i) submission of a payment plan by the National Group to ELSA and
- (ii) the approval of this plan by the International Board. The Council shall be informed about this payment agreement. The agreement cannot be object of any

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discussion or decision by the Council. In case no agreement is reached, the Council shall decide upon the acceptance of the payment plan.

- (iii) With the second payment according to the agreement full membership is retained. The fulfillment of all membership liabilities leads to the same consequences.

A breach of the agreement will lead to ex nunc invalidity of the same agreement. To retain full membership again a new agreement has to be reached or all dues need to be paid.

APPLICATIONS

MEMBERSHIP APPLICATIONS

Membership Application of ELSA Azerbaijan



ELSA AZERBAIJAN



**15 September 2011
Baku, Azerbaijan**

LX International Council Meeting of ELSA
Palermo, Italy
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Dear ELSA Family,

Everything began after 31 June 2010...

A group of law students from various universities were inspired and really thrilled about ELSA's opportunities. Taking account there is no existing ELSA member or observer in Azerbaijan; we decided to take initiative to establish one of the successful ELSA groups in Azerbaijan. After fruitful meeting with a group of law students at 31 June 2010, we were decided to apply for membership the largest organization in the field of law –ELSA!

By looking at this presentation, it is easy to note that the majority of the law students are specifically interested in increasing their knowledge base, participating in various events in Europe and expanding their network and connections by setting up professional relationships with the members of this organization abroad.

The ICM in Alanya was where Azerbaijan got its observership status and the greatest moment of ICM was when Azerbaijan accepted as the part of ELSA Network by the majority votes. We were happy and motivated to contribute to this Network, and this success was all of Azerbaijani law students.

During previous year ELSA Azerbaijan achieved all of its goals. Now there are 600 members, 5 local groups, 85-90 active members. In our first National Council Meeting took part in 7-9 February, by the presence of President ELSA International 2010/2011 Mr.Oscar Lema Buza, President ELSA Germany 2010/2011 Mr. Philip Hagedorn, international trainer Mr. Rudolf Christoph Reiter.

During our second NCM, we have decided to present our membership application to International Board. We are looking to the future with hope that after ICM in Palermo we will continue our activities as a full member of ELSA Network. Nowadays we are planning a lot of drafts in the field of IFP. The main part takes Moot Court Competition. But Except ELSA Moot Court Competition we decided to organize it as a pilot draft and the native language

We believe that law students will gain academic quality with foreign legal systems and business practices through the wide range of activities and international cooperation of ELSA. Global challenging, good administration, management and teamwork skills, practical business experience and sharing European values will be some of new opportunities for Azerbaijan law students.

We hereby declare that, we will share the same goals and objective with ELSA and will stay very committed to our partnership.

Elshan Bayramov

President of ELSA Azerbaijan 2011/2012

ACTIVITY REPORTS**Elshan Bayramov- President of ELSA Azerbaijan 2011/2012**

It is great a pleasure for me to introduce to Presidents short summary of our activities since obtaining observership in ICM Alanya. Our first National Council Meeting was highly welcomed by the Azerbaijan Law Community. Several High ranked state officials, law professors and international guests including The President of ELSA International for the term of 2010/2011 Oscar Lema Bouza, President of Elsa Germany 2010/2011 Philip Hagedorn and International trainer Rudolf Cristoph Reit attended the meeting. Representatives of Mass media prepared a detailed reporting on several channels of television. This played a crucial role in popularization of ELSA vision among Azerbaijan Law Society.

Immediate reaction to this organization showed that there is great interest to the activities of ELSA Azerbaijan. This was reflected in a quick grow of number of members in a short period of time. As the number of active members rose, ELSA Azerbaijan gained efficiency in implementation of its tasks.

After conducting of NCM ELSA Azerbaijan was officially state registered as a local NGO in accordance with corresponding domestic and International legislation in 22th of April, 2011. Beginning from this date ELSA Azerbaijan determined its main objectives for the following directions for its further activities:

- Popularization of ELSA in Azerbaijani Law Faculties;
- Involvement of Active Law students to our Activities;
- Having effective human and technical resources;
- Providing durability of well-structured team work of Association.
- Finding of partners;
- Organizing various trainings and conferences;
- Establishing links and communication with other ELSA (national and international) groups.

BOARD MANAGEMENT

Concerning this matter I can surely say that one of the most appraised qualities of our board is successful task division among board members. Obligations of each member are exactly determined for sustainability of organization. There is a weekly action plan set and reported at the end of each week to me. On the other hand VPS&C delivers all the decisions to members by organizing a meeting for them in the Office. Besides National Board members there is an elected

local group representative of ELSA Azerbaijan at each of Law faculties. As a team, we maintained sustainable and successful cooperation with each member of National Board and local groups as well.

EXPANSION

As a President it is one of my main obligations to provide steady expansion of network of ELSA Azerbaijan. In this concern, we organized several meetings with law faculty students and established local groups in each of five faculties (Baku State University, Academy of Public Administration, Khazar University, Academy of Aviation and Nakchivan State University.) We conducted continuous meetings with them in order to strengthen mutual contacts. However, we have experienced some minor problems in financing travel expenses, especially the long distance from Baku to Nakchivan, as it is possible to get there only on plane.

There is also great interest among students of non-law faculties especially from Economic Faculty. The position of ELSA concerning this is providing activity for these students to non-legal areas of ELSA as marketing and treasurer.

EXTERNAL RELATIONS

Since state registering on 22th April, 2011 ELSA Azerbaijan conducted several meetings in the following order:

1. The Constitutional Court of the Republic of Azerbaijan: Members of our National Board met with the Judges of the Court exchanged their thoughts and opinions on activity of this new Association. We also discussed our further cooperation. As a result of these discussions ELSA Azerbaijan organized a Summer School for the Judges in cooperation with the Constitutional Court. It was also noted that the Court is ready for further cooperation with ELSA including STEP jobs for ELSA members.
2. The Presidential Administration of Azerbaijan Republic. ELSA Azerbaijan has been invited to the Presidential Administration by Mr Chingiz Asgarov – Head of Sector of Work with law-enforcement Department of Administration. Mr Asgarov was informed about activity of ELSA Azerbaijan, especially Moot Court Competition. He articulated his interest in this project and appreciated work accomplished by ELSA Azerbaijan. He offered his support by participating as a Judge in EMC².
3. Baku Law Center. Head of Baku Law Center Mr Anar Bagirov also showed a big interest in organization of EMC². As a head of Law Firm he suggested his help by providing cases for trials. Also he noted that Baku Law Center is ready to give financial and organizational support in realization of various projects by ELSA.

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4. PricewaterhouseCoopers - Consulting and Audit Firm. Representative of the Firm Movlan Pashayev offered his support by giving valuable advice on holding EMC², trainings for law students, and mainly STEP jobs for international ELSA members.

INTERNATIONAL LEVEL

All in all, ELSA Azerbaijan has attended 3 International Events: ICMs in Alanya and Poznan and an IPM in Tbilisi. During these events we established strong relations with the other members of ELSA family. There have been made a lot of friends, and these friendships last till today and contribute to integration to ELSA. As the President of ELSA Azerbaijan I believe that, we should contribute to this network by holding seminars and conferences, various competitions, and mainly STEP jobs. STEP job is very important for international members to get acknowledged with our legal system, culture, and life style. Therefore, we have come to an agreement with PWC to provide 2 STEP positions beginning from October. Governmental Institutions also showed their interest in offering STEP jobs.

Yours Sincerely,
Elshan Bayramov

President
ELSA Azerbaijan

Aynur Hajiyeva, VP STEP

The Role of STEP as a key area of ELSA activity is undisputable. This role played very important role in presentation of ELSA in law faculties. As a VP STEP I am certain about that, one of the most attractive areas of Elsa's activity is STEP.

Almost all the member show a great interest in participation in this Program. There are several reasons for that, and some of them are spending time working in a foreign country, in a law related area, getting acquainted with a different legal system, putting into practice what has been learnt during studies, enabling students to gain valuable professional experience.

On the other hand I consider STEP as the most responsible and hard work requiring area of ELSA. Since ELSA Azerbaijan is a new member of ELSA Network, there have been only a few opportunities for conducting this kind of programs.

National Board of ELSA Azerbaijan met with the representatives of Baku Law Center and PWC at the beginning of the year. One of the main objectives which were set for the meetings was to determine in which forms these Firms could support ELSA Azerbaijan for organization of STEP with neighbor members. National Board succeeded to get an agreement from both of the Firms to assist by providing assistance in organization of STEP in these firms. After agreement with Baku Law Center and PWC there have been active negotiations with ELSA Turkey, ELSA Georgia and ELSA Czech Republic. But unfortunately on the further stage of discussions with Law Firms ELSA Azerbaijan has been informed that neither of these Firms is in a position of providing financial assistance to STEP students. As a result of this unexpected change in agreement did not let us to implement STEP program during this year.

It seems that one of the main obstacles STEP is that, most of institutions are not willing to finance the students. Therefore, as ELSA Azerbaijan will try to do its best for running over this obstacle.

Even though, we do not have exact results in STEP, as a VP STEP I tried to do my best to set all the necessary conditions for further activity of ELSA in this area. Several state bodies have been negotiated concerning this. We believe that it will be possible to cooperate with at least 3 of them for realization of STEP.

ELSA Azerbaijan is working on a great project of Eurovision School to be held in May, 2012. It is intended to organize jobs for visitors of Eurovision School, so that, they could participate at this wonderful event of Eurovision, and participate in STEP Program in Baku as well.

As a whole there is a great opportunity to organize STEP in the following institutions later on:

- Constitutional Court of Azerbaijan Republic
- Ministry of Justice of Azerbaijan Republic
- Baku Law Center
- PricewaterhouseCoopers
- Azerbaijan Lawyers Confederation
- ProDemos Public Union
- Eurasia Lawyers Association

Khanlar Aghalarov, VPAA

When newly established, ELSA Azerbaijan did not have many active members and therefore this was always an obstacle for efficient organization of Academic Activities. As interest among Azerbaijani students grew in the largest law students' organization in Europe, there have been many opportunities to conduct efficient activities for Law students.

The first thing we organized in this key area was Competition on Transport Law in cooperation with Prodemos Public Union – a national NGO. The Competition was organized to increase knowledge of law students on Code On Administrative Delinquencies and at the same time help them in getting prepared for driving license examinations. There was prepared an online test system on a specific web page which cooperated in this with ELSA Azerbaijan. At the end of the competition winners were awarded with a special certificate. Because of the online system, and questions in test formats it has been possible to provide participation of more than 150 students.

The second activity conducted in this area of AA was organization of internship with support of Academy of Public Administration in the Court Expertise Center of Ministry of Azerbaijan Republic. The reason why we consider this internship as an academic activity is that, 12 distinguished students were chosen by ELSA Azerbaijan, and sent to Court Expertise Center just to see in practice what they have learned during studies. Moreover, their internship was unpaid. Organized internship lasted for 1 month and all of 12 students were awarded with a reference from the Center. On the other hand this organization and announcement of this internship in the Academy of Public Administration formed a very bright image of ELSA among its students.

The following activity in the area of AA which covered period beginning from January, 2011 was institutional visits to the following state bodies and law firms:

- Constitutional Court of the Republic of Azerbaijan:
- Presidential Administration
- Firm PricewaterhouseCoopers
- Baku Law Center'

As the VPAA I think that one of the main directions in this key area should be provision of students with necessary legal literature. As a very young country Azerbaijan education system has some insufficiencies in the area of providing the students with textbooks.

As a VPAA I am proud of contributing to the solution of the Problem. Cooperating with Azerbaijan Lawyers' Confederation ELSA Azerbaijan succeeded in publishing of various

textbooks for use in law faculties. For instance, Administrative Process, Transportation Law, Banking Law and other books were published.

The Books had Logos of ELSA on them, which is very honorable to each member of ELSA Azerbaijan. On the other hand, the students using these books become very interested in this organization and I think that publishing of these books also serves for popularization of ELSA not only among Law students, but also among the students of other faculties.

I am sure that, ELSA Azerbaijan has one of the greatest teams in all ELSA family. Each of the members is very motivated and very willing to contribute to the activity of this organization.

Aydan Adigozalova, Treasurer

As a Treasurer and student specializing exactly in this field I can surely say that activity of ELSA is very dependent on its financial state. For succeeding in accomplishment of tasks, first of all each Board has to set up an exact financial system and form all the activity based on this system.

First of all I would like to state that, it is very inspirational that ELSA Azerbaijan did not have any financial problems during period of its activity. Although as a new member ELSA Azerbaijan required relatively larger amounts of finance, it has been possible to implement all the tasks without any problems.

Incomes of ELSA Azerbaijan depend on certain factors. Firstly it must be noted that, there is not any membership fee required for ELSA Azerbaijan. In some meaning, this reduced amount of incomes which could be collected in budget of our Board. But ELSA Azerbaijan chose a different approach towards this issue. Our strategy is just involving more and more students in Activity of ELSA who really want to contribute in any form. To say this in other words, the strategy is about converting financial resources to human resources. As a result of this, most of the time it is possible to accomplish the objectives by these students instead of the membership fees collected from them.

Secondly, during this short period of time ELSA Azerbaijan has formed a very good and positive image in the Law Society of Azerbaijan. As a result of this, ELSA Azerbaijan realizes its projects by cooperating with various institutions, including state bodies and national NGOs. Some of the projects are implemented within cooperation with these structures, the others by means and grants presented by them. With the help of this grants and means ELSA Azerbaijan has formed a little budget for other organizational and administrative work of the Board.

ELSA Azerbaijan has also established very good relationships with the Council of State Support to NGOs of the Republic of Azerbaijan. Some financial assistance is also offered by this body.

I would like to note that, the members of National Board of Azerbaijan are so actively involved in its activity that, in some cases they cover some of expenses of the organization themselves. Because of all of these, ELSA Azerbaijan has not experienced any problem with coordination of spending of budget.

Expenses of ELSA Azerbaijan are registered in details and once a week I present the report of weekly expenses to the National Board.

Concerning our future activity, we still plan to continue this strategy. However, depending on plans to be realized, ELSA Azerbaijan may need addition income for fulfilment of tasks. In this case we will try to provide extra income mechanism of the Board and consequently provide continuity of well-organized activity of ELSA Azerbaijan.

Turkan Mustafayeva, Secretary General

MEMBERSHIP

As the mass-media gave the detailed report about our First National Council Meeting on tv channels and web portals, there was a sudden rise on law students interest to be member of ELSA Azerbaijan. At the beginning we had problems about registrations, there were many requests from law students including from other regions of Azerbaijan, and it caused many paper works and other issues. Then we decided make this registration online through our online portal www.elsa.az . Right now we have more than 570 members online, and 1410 people following us in our facebook page. www.facebook.com/ELSA.Azerbaijan

Our VP S&C, Melek Rahimova is contacting these online members through emails and phone, and meeting them in our office in every weekend. During these meetings, Melek gives full information about our activities and determines their interest in what kind of activities they want to attend.

EXPANSION

We have 7 law faculties in Azerbaijan, and also many different faculties also teaching law subjects, such as tourist law in Tourism University, arbitration law in State Economic University and etc. Therefore, we have not limited the membership to only students of law faculties but also law teaching students.

Our target is all of these law faculties, but right now we are functioning in 5 of them. First of all, we talk with dean of law faculties, giving detailed information about ELSA Vision. After consent by the deans, we are starting promote ELSA in faculties to law students. At the beginning we are showing them general presentations about ELSA, then specifically key areas.

As the second step we make several trainings to the students of law faculties including active as well as passive members. Also we gain to make efficient ELSA training so we can prepare them for their future involvement in ELSA. Finally we are forming new local groups through long-term training processes.

FUTURE PLANS

As we are getting bigger in the number of members, we are also looking for quality. Our members are very important for us. We have 600 members but only 75-80 active members. We

are targeting increase the number of active members to the 300 by showing them ELSA Spirit, motivation and energy.

We believe, law students will gain professional and personal skills through the wide range of activities and international cooperation of ELSA.

Melekxanım Rahimova VP S&C

As a VP S&C I know this position includes the main responsibility of student, institutional visit, seminar, conference and law schools, aim to contribute to the legal education in Azerbaijan.

I can surely say that previous year of ELSA Azerbaijan was abundant of study visits, seminars and conference.

1. Refugee rights

This seminar was organized with the support of the UN Refugee Agency and Azerbaijan Lawyers' Confederation. During 14-17th June more than 60 law students participated and improved their knowledge in the field of refugee rights. During these 4 days the following subjects were discussed:

- main problems related to the rights of refugees;
- Effectiveness of relations between countries on human rights.

2 Human rights

As you know 18th June is International Human Rights day and ELSA Azerbaijan decided to organize conference on "Convention on protection of human rights and main freedoms" At this conference also participate several distinguished professors from Baku State University and different law education centers also law students.

3 Summer school - "Patent law"

Summer school on "Patent law" was organized with close support of Azerbaijan Lawyer's Confederation on 21-23rd August. 15 law students from different law educations center participated in the event. Experts from BSU informed to the participants problems of intellectual property, copyright and patent law. Also gave information about laws on intellectual property.

Future Plans

1. Organization of large format seminars and conferences during Eurovision School to be organized when holding Eurovision Song Contest. Besides entertainment participants of Eurovision School will be offered an opportunity to attend seminars and conferences on various topics.
2. In cooperation with OSCE Office in Baku ELSA Azerbaijan intends to organize a number of seminars to the participants of Moot Court Competition, about actual problems of Court

Examination. In this Project ELSA Azerbaijan will also be supported by Azerbaijan Lawyers' Confederation.

3. Organization of conferences with the representatives of two Firms in Baku - Baku Law Center and PricewaterhouseCoopers. It is aimed to conduct the conferences in the topic of Patent Law and Copyright which are very necessary for Law students of Azerbaijan specializing in private sector.

4. Holding seminars with professors of Baku State University and Academy of Public Administration on Criminal Justice of Azerbaijan Republic

5. Organization of a conference with Judges of the Supreme Court of Azerbaijan Republic on Administrative process – a new Law course which began being taught since current year.

Gulsefa Jafarova VP Marketing

Marketing is one of the most necessary areas of each national board of ELSA for its resourceful activity. Main directions of VP Marketing are promotion, fundraising, market research, etc. Therefore this position requires serious responsibility. As a VP Marketing I can say that our marketing policy played a grave role in the success of ELSA Azerbaijan.

Reporting activity of ELSA in the area of Marketing I can divide term of its activity into 2 periods:

The period before first NCM of ELSA Azerbaijan

The period after the first NCM of ELSA Azerbaijan.

This is because NCM plays the role of starting point of our successes. As the marketer it was my responsibility to promote vision of ELSA in Azerbaijan. The results achieved let me consider that I fulfilled my tasks very proficiently.

First step in this duty was establishment of Official facebook page of ELSA Azerbaijan. Via posts on this page we could attract a lot of students to the first National Council Meeting of ELSA Azerbaijan. It seemed that initiative of establishing such an organization in Azerbaijan made deep impressions on them.

The next step was involving representatives of Mass media to popularization of ELSA Azerbaijan. As VP Marketing I have a very large data of list of all the Mass Media representatives' contacts. Each news regarding activity of ELSA Azerbaijan is distributed to them, thus we keep media updated with our news. After NCM we achieved to create our website www.elsa.az in short time and we created online membership system.

One of the biggest roles on promotion of ELSA Azerbaijan serves Facebook. We have 2 groups, one official page and more than 1410 followers.

Every weekend we organize a meeting with members in our office and. During these meetings, I give full information about our activities and determine their interests and what kind of activities they want to attend. It is also important to recruit high potential students and make them members.

As mentioned by other members of National Board, ELSA Azerbaijan achieved to cooperate with most influential NGOs of Azerbaijan. As a result of this cooperation with these organizations it has been agreed to begin publishing own magazine of ELSA Azerbaijan to be published weekly. The magazine is going to include news and activities, winners of competitions of essay

competitions. Moreover students will be offered an opportunity to write articles on certain topics. The most distinguished of them will be published in the magazine.

AZƏRBAYCAN RESPUBLİKASININ ƏDLİYYƏ NAZİRLİYİ

(D Ö V L Ə T Q E Y D İ Y Y A T I O R Q A N I N I N A D I)

**Q E Y R İ - K O M M E R S İ Y A H Ü Q U Q İ Ş Ə X S İ N İ N
D Ö V L Ə T Q E Y D İ Y Y A T I H A Q Q I N D A**

ŞƏHADƏTNAMƏ

Qeydiyyat № 1111-Q35-2940

Hüquqi şəxsin adı "Avropa Hüquqşünas Tələbələr Assosiasiyası-Bakı" ictimai birliyi

Dövlət qeydiyyatına alındığı tarix 22 aprel 2011-ci il

Vəzifəli şəxsin adı, soyadı və imzası  **Toğrul Musayev**

Ədliyyə nazirinin müavini



«Dövlət qeydiyyatına alınmışdır»

Azərbaycan Respublikasının
Ədliyyə NazirliyindəQeydiyyat № 111P-Q35-2940« 22 » 04 2011-ci ilQeydiyyat və notariat baş
idarəsinin rəisi

İlqar Məmmədov



«Təsdiq edilmişdir»

Ümumi yığıncağın 04.03.2011-ci
il tarixli qərarı ilə

Cəfərov Kamal Xaqari oğlu

Bayramov Elşən Arif oğlu

Ağalarov Xanlar Adil oğlu

Hümbətov Elnur Akif oğlu

«Avropa Hüquqşünas Tələbələr Assosiasiyası-Bakı»
ictimai birliyinin

NİZAMNAMƏSİ

Statutes and Standing Orders of ELSA Azerbaijan

Preamble

WHEREAS the European Law Students' Association (ELSA) is an independent, non-political and non-profit making international organization of law students and young lawyers which was founded on 4th May 1981 in Vienna, Austria;

RECALLING that the aims of ELSA are to develop professional and student relations of an international character in the field of law, to prepare its members for professional life in an international environment, to contribute to the exchange of scholarly experience and to stimulate mutual understanding and friendship on the principle of equality of all its members;

CONSCIOUS that continually expanding international relations in the fields of trade and industry, legislation and state administration make growing demands on all professionals, especially lawyers;

REALISING that the European legal professions not only have to recognize the importance of growing international co-operation, but also have to prepare themselves for the demands created by this development;

CONVINCED that in order to satisfy all these demands and to broaden and improve the international aspect of education, practice and exchange, the existence of an international organization of law students and young lawyers is recommended;

EXPRESSING that within this competence, the supreme aims of ELSA are to encourage and facilitate direct contacts and co-operation, individually and collectively, whether informally or officially, between persons from different states involved in the field of law and to promote the usefulness of foreign legal experience by expanding the knowledge and understanding of the different concepts and solutions to legal questions developed in the member states;

REAFFIRMING, moreover, that ELSA hopes to encourage initial understanding and peaceful cooperation between member states in the spirit of the final act of the OSCE Conference concluded in Helsinki;

THEREFORE the following statutes and standing orders are adopted by ELSA Azerbaijan in order to further these above-mentioned principles and aims, in the spirit of the Statutes and Standing Orders of ELSA.

Statutes**Section I – Name**

Article 1

This association shall be known as the European Law Students' Association – Azerbaijan, and shall be abbreviated to ELSA Azerbaijan

.

Section II - Aims and Fields of Activity

Article 2

ELSA Azerbaijan, in accordance with ELSA International, is a non-political, independent, nonprofit making association whose aims are to promote, establish and develop mutual understanding, cooperation and personal contacts between law students and young lawyers from different states and legal systems, thereby equipping them for professional life in an international environment.

Article 3

ELSA Azerbaijan shall endeavor to achieve the aims laid down in the Preamble and Statutes of ELSA International, by participating in any field that shall promote those aims. Moreover, the main fields of activity shall be the following, without any priority in order:

the Student Trainee Exchange Programme (STEP), involving the exchange of trainees and providing work experience in foreign legal systems;

Seminars and Conferences (S&C), including among other things the promotion and organization of law schools, study visits, seminars and conferences on legal issues, systems and skills;

Academic Activities (AA), including among other things the publication of law reviews, promoting essays and moot court competitions, Legal Research Groups (LRGs) and an information bank on studies abroad.

Section III - Language

Article 4

Since ELSA is an international organization, the official language of ELSA Azerbaijan shall be English; this, however, shall not in any way preclude the use of the Azerbaijani language where this is necessary.

Section IV - Membership

Article 5

The following persons are eligible to qualify for membership in ELSA Azerbaijan:

- (i) all students enrolled in any year of the courses offered by the Faculty of Laws at the Universities of Azerbaijan;
- (ii) those graduates who have acquired a qualification from the Faculty of Laws that is referred to in (i) above, at the University of Azerbaijan; till up to three (3) years following graduation;
- (iii) any students who are regularly enrolled in a law faculty outside of Azerbaijan, but who are at a given time resident in Azerbaijan;
- (iv) any graduates who are in possession of a law qualification from a faculty outside of Azerbaijan, but who are, at any given time, resident in Azerbaijan, up to three years following graduation;
- (v) all students pursuing courses offered by the International Maritime Law Institute.

Provided that no memberships shall be issued or renewed at any moment following the commencement of a National Council Meeting, and until it is brought to a close.

Article 6

A member shall automatically and immediately cease to be a member of ELSA Azerbaijan, thereby renouncing to the consequences of membership, if that member either: -

- (i) tenders his resignation in writing to the National Board;
- (ii) is expelled in accordance with these Statutes, following a decision taken by the National Board of ELSA Azerbaijan;

(iii) fails to renew membership following the expiry of such membership as described in Article 35 of these Statutes;

(iv) in any other way, ceases to fulfill the requirements of Article 5.

Article 7

A member who is not at the time on the National Board shall be expelled from ELSA Azerbaijan following a decision taken by the National Council Meeting of ELSA Azerbaijan, when that member has either:-

(i) violated these Statutes, Standing Orders or the interests of ELSA or ELSA Azerbaijan;

(ii) caused considerable harm to the organization or name of ELSA or ELSA Azerbaijan;

(iii) ceased to support the aims and activities of ELSA or ELSA Azerbaijan.

Section V - Organs

Article 8

There are established as the principle organs of ELSA Azerbaijan, the National Council Meeting and the National Board.

Section VI - The National Council Meeting

Article 9

The National Council Meeting is the supreme decision making organ of ELSA Azerbaijan whose decisions are binding on the National Board. A Council decision can only be overturned by a subsequent Council decision.

Article 10

The National Council Meeting in ordinary session shall convene twice a year on the dates established by the National Board.

The Winter Council Meeting shall be held between the 20th February and the 20th March, inclusive of these two dates.

The Summer Council Meeting shall be held between the 25th July and the 25th August, inclusive of these two dates.

Article 11

i) The Winter National Council Meeting's main tasks are to: -

discuss and decide about any questions or matters within the scope of the present Statutes and Standing Orders;

review the interim activity reports of the National Board members presented at that Council Meeting;

approve the interim accounts presented by the treasurer;

review and re-approve the budget that was approved in the Summer National Council Meeting;

elect the National Board members for the following term of office;

appoint auditors for the purposes of Article 38 of these Statutes.

ii) The Summer National Council Meeting's main tasks are to: -

discuss and decide about any questions or matters within the scope of the present Statutes and Standing Orders;

review the annual activity reports of the National Board members presented at that National Council Meeting;

approve the accounts and the auditor's report and relieve the outgoing National Board from their responsibilities;

review and approve the budget presented by the treasurer;

elect National Board members to vacant posts on the Board in accordance with the proviso of Article 29 of these Statutes;

officially hand-over all the responsibilities to the National Board elect;

discuss and approve the One-Year Operational Plan (OYOP) presented by the board-elect.

Article 12

The National Board shall inform all members of ELSA Azerbaijan that a National Council Meeting is to be held, by forwarding an agenda (by post or by electronic mail) of such meeting by not later than fifteen (15) running days prior to the established date;

a copy of the agenda will, within the same abovementioned period, be affixed to the ELSA Azerbaijan Notice Board.

Provided that together with the agenda of the National Council Meeting there shall also be included a call for nominations for the elections to be held during that National Council Meeting.

Article 13

A National Council Meeting is only fully competent when it has been summoned in accordance with these Statutes and at least two-third of all members of ELSA Azerbaijan is present:

Provided that where the number of members specified above is not reached, the Council shall be fully competent within half an hour (30 minutes) of the appointed time.

Article 14

All those who are members of ELSA Azerbaijan, in accordance with these statutes, have the right to attend National Council Meetings, as well as to vote at such Meetings.

Article 15

All those possessing the right to attend National Council Meetings shall have the right of audience.

Article 16

The National Board whose activity reports are being reviewed for approval shall not be permitted to participate in any vote that is to be taken regarding such reports during the National Council Meetings. They shall, however, be permitted to vote on any other issue except that provided for in Article 11 (ii) (c) of these Statutes.

Article 17

Except in the cases where the contrary is indicated by these Statutes, decisions by the Council shall be determined by an absolute majority of the votes cast.

Article 18

The National Board shall have the right to invite certain guests to attend the National Council Meetings.

Article 19

There may also be Extraordinary National Council Meetings if requested by the National Board or by at least one-third of all members communicating such a need to the National Board, which will then be bound to convene an Extraordinary National Council Meeting within sixteen (16) days of such decision or request, in accordance with the procedures laid down for a Council Meeting, in Article 12.

Section VII - The National Board of ELSA Azerbaijan

Article 20

The National Board is to be the supreme executive body of ELSA Azerbaijan, whose tasks are to carry out the decisions of the Council Meeting, to promote the aims and efficiency of ELSA Azerbaijan, to represent ELSA Azerbaijan, and to ensure that all is run in accordance with these Statutes, Standing Orders, guidelines and policies of ELSA International.

Article 21

The President of the National Board or any other person nominated to that effect by the National Board, has the right to sign agreements on behalf of ELSA Azerbaijan, where it has been agreed by the National Board that such agreement should be entered into.

Article 22

The National Board shall consist of the following posts: -

The President

The Secretary General

The Treasurer

The Vice-President for Academic Activities

The Vice-President for Marketing

The Vice-President for Seminars and Conferences

The Vice-President for the Student Trainee Exchange Programme

Article 23

The National Board shall be accountable to the National Council Meeting for its actions and decisions.

Article 24

The National Board may appoint any person to carry out a specific task and will be accountable to the National Council Meeting for the activities of this person.

Article 25

The National Board may empower one of the Board Members to form an Organising Committee for the carrying out of a particular task; that Board Member shall possess discretion in the composition of that Organising Committee and the National Board will be accountable to the National Council Meeting for the activities of this Organising Committee.

Section VIII - The Electoral Process

Article 26

To be eligible for a post on the National Board a person must be nominated and seconded in accordance with Article 15 of the Standing orders of ELSA Azerbaijan on a Nomination Sheet as provided for in Schedule 1 of these Statutes.

Each candidate has the right to contest to only one post on the ELSA Azerbaijan National Board.

Article 27

Nominations of candidates contesting elections for the posts on the National Board, as stipulated in Article 22 of these Statutes, shall be submitted to the Chairman of ELSA Azerbaijan. Provided that if the Chairman intends to contest elections, the National Board shall appoint any other person to receive such nominations, so long as such person is not contesting the elections. Nominations will be received at any time between notification of the National Council Meeting according to Article 12 of the Statutes and 24 hours prior to the appointed time for this National Council Meeting.

Article 28

The elections will be held during the Winter National Council Meeting and will start with the reading out of all nominations, received in accordance with Articles 26 and 27 of these Statutes, by the Chairman of the National Council Meeting.

Provided that if at the time of the Summer National Council Meeting, a post on the National Board shall be vacant, an election may take place for the purpose of filling the vacant post, and in accordance with the statutory provisions regulating the election of the members of the National Board.

Article 29

Each candidate shall be given time for a short presentation to the Council regarding the post/s that such candidate is contesting. After each presentation the Council shall be given opportunity to question the candidate. Candidates standing for the same post on the National Board must leave the room during the presentation and hearing of their competitors.

Article 30

Once all the presentations are made the Council shall proceed to vote on the various posts. The votes must be done by secret ballot on ballot sheets purposely prepared by the Chairman of ELSA Azerbaijan.

One ballot sheet including all the posts on the board and the names of each candidate contesting these posts shall be handed over to each member present and voting at the Winter National Council Meeting, who shall then vote by indicating the candidate of their preference for each respective post on the ballot sheet.

Provided that according to Article 26 one candidate cannot contest more than one post.

A person will be elected to the National Board if he/she obtains an absolute majority of the votes cast.

Article 31

If, after the election no person obtains an absolute majority of the votes cast for a particular post on the National Board, another election shall be held for which only the two candidates who obtained the most votes in the first election shall be eligible.

If, in the second election, no person obtains an absolute majority of the votes cast, that post will remain vacant.

Not with standing Article 30 (iii) of these Statutes, if, at the first election there was only one candidate for the post and no absolute majority of the votes cast is obtained that post shall remain vacant. If a post on the National Board remains vacant after regular elections, the other newly elected National Board members will be jointly responsible for the activities of the vacant National Board post until the next National Council Meeting, where upon an election for the post in question shall be held. Such

election will last until the end of the current term of the National Board. This does not affect the right of the National Board to appoint a person to perform the said duties, as provided for under Article 24 of these Statutes.

Article 32

If a National Board Member resigns from his or her place on the National Board, the vacated post shall remain vacant until the next elections and it will be the responsibility of the other National Board Members to perform the duties pertaining to the vacant post. This does not affect the right of the National Board to appoint a person to perform the said duties, as provided for under Article 24 of these Statutes.

Article 33

A National Board member may be dismissed by a National Council Meeting by a majority of two-thirds

of the votes cast, if either: -

(i) that Board Member does not satisfactorily perform his/her tasks; or

(ii) that Board member violates these Statutes, the Standing Orders or the interests of ELSA Azerbaijan;

(iii) that Board member acts in any way that is detrimental to the name and image of ELSA as an international organisation.

Section IX – Finance

Article 34

The costs of running the activities of ELSA Azerbaijan are to be funded by annual membership fees, sales and advertisements, any levies approved by the National and International Council Meetings, fund-raising from private and public bodies and organisations, public subsidies and donations, whether in cash or in kind, provided, however, that such funds must not be accepted if they are tied to conditions contrary to the aims and principles of ELSA and ELSA Azerbaijan or if they are not in the interests of ELSA and ELSA Azerbaijan.

Article 35

Each member of ELSA Azerbaijan shall pay an annual membership fee, established by the National Board.

Article 36

All funds raised for the benefit of, or payable to, ELSA Azerbaijan, shall be managed by the Treasurer.

Without prejudice to the foregoing section, the Secretary General of ELSA Azerbaijan shall be responsible for the administration of memberships, and together with the Treasurer, shall be jointly responsible for the collection of membership fees.

Article 37

The financial year of ELSA - Azerbaijan shall be from the 1st January to 31st December

Article 38

Interim accounts are to be presented by the treasurer to the Winter National Council Meeting. Final accounts are to be presented by the Treasurer at the Summer National Council Meeting and are to have been approved by the auditor who is to have been appointed by the Winter National Council Meeting.

Article 38A

The Treasurer of ELSA Azerbaijan is to submit a budget for the following financial year to the Summer National Council Meeting after having worked on it with the Treasurer of the board-

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elect. The Summer National Council Meeting is to decide upon this Budget, which is to be revised in the following Winter National Council Meeting.

Section X - Standing Orders

Article 39

The National Council Meeting will further regulate the internal affairs of ELSA Azerbaijan in its Standing Orders. In the event of any conflict, the Statutes are to take precedence over the Standing Orders.

Section XI - Amendment of Statutes and Standing Orders

Article 40

Any proposed amendment or addition to these Statutes or Standing Orders is to be sent to the National Board at least thirty (30) running days before the National Council Meeting.

Article 41

Any amendments or additions to these Statutes and Standing Orders may be made if supported by two-thirds of the members present and voting; with the exception of this Article 40 and Article 41 which require a four-fifths majority of members present and voting in order to be amended.

Article 42

Any amendments to these Statutes and Standing Orders come into force at the end of the National Council Meeting during which they were accepted, unless the National Council Meeting decides otherwise.

Section XII - Dissolution and Liquidation

Article 43

ELSA Azerbaijan may be dissolved by a decision approved by not less than two-thirds of all the paid-up members of ELSA Azerbaijan Provided that such dissolution and liquidation is communicated to the International Board of ELSA in due course; in this manner ELSA Azerbaijan will withdraw its membership from ELSA.

Article 44

The National Council Meeting, upon a decision to dissolve ELSA Azerbaijan, shall elect two liquidators and shall decide about the destination of the net assets and property of ELSA Azerbaijan, if any.

Article 45

The liquidators appointed by the National Council Meeting as specified in the Statutes, shall make an inventory of all assets, property, debtors and creditors of ELSA Azerbaijan, claim outstanding debts and pay debts due, they shall thereafter divide the net assets and property according to the directions given by the National Council Meeting.

Standing Orders

In order to clarify and explain the statutes of ELSA Azerbaijan, the members thereof agree to adopt the following Standing Orders:

Section I – Expulsion

Article 1

In order for a dismissal or expulsion to be valid, in accordance with articles 6, 7 and 33 of the Statutes, any person so charged must be given adequate opportunity to explain his/her acts and to reply to any allegation made against him/her.

Section II - The National Council Meeting

Article 2

A National Council Meeting is opened by the President of ELSA Azerbaijan. In case of absence or of any other important hindrance of the President, one of the Vice Presidents as nominated by the President shall assist the President and stand in for the President in the event.

Article 3

After the opening of the National Council Meeting, the following officers are appointed:-

Chairperson

Vice-Chair

Two secretaries

Two tellers

Article 4

The role of the Chairperson of the National Council Meeting is to ensure that the National Council Meeting agenda is respected and adhered to, to invite persons to address the National Council Meeting, to decide when to put proposals to a vote, to supervise the voting process, to announce the result of the voting process, to bring the meeting to order and to resolve any question concerning the procedure of the National Council Meeting;

Provided that he/she shall also possess, where it is necessary for him/her to fulfil the above-mentioned duties, the power to expel anybody from the National Council Meeting.

The role of the tellers of the National Council Meeting shall be to verify the number of members present and voting at any time during such meeting, to count the number of votes cast, to compare the results of the counting process and inform the Chairman of the result.

The role of vice-chair is to assist the Chair and stand in for the Chair in the event of his absence.

Article 5

After the appointment of the officers of the National Council Meeting, the agenda as proposed by the national Board, shall be accepted and adopted, although it may, where necessary, be amended by a majority vote.

Article 6

All reports by National Board members, as well as copies of these Statutes and Standing Orders and minutes of the previous National Council Meeting, are to be made available to all members during the National Council Meeting.

Article 7

Where the National Council Meeting deems fit, by a simple majority, any reports or minutes may be taken as read.

Article 8

The voting procedure for any proposals, motions, amendments or additions to the Statutes and Standing Orders shall be as follows:-

- (i) the Chairperson shall ask for any arguments in favor or against the proposal, motion, amendment or addition to be presented, as well as any proposed amendments thereto; following a list of speakers, he/she shall possess discretion whether or not to call for speakers subsequently;
- (ii) if any amendments thereto are proposed, the Chairperson shall ask the Council to vote on the amendments. The Chairperson shall ask for votes in favor, against and abstentions, and will announce the result of the vote;

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(iii) the original proposal, motion, amendment or addition and any amendment thereto, which has been accepted, will then be proposed to the Council for voting, the same process as above being adopted.

(iv) if there are two or more proposals, amendments, motions, or additions, regarding the same issue and none of them obtains an absolute majority in the first vote, the Chairperson may ask for a new

vote on the two proposals, amendments, motions or additions that obtained the highest number of

votes.

Article 9

No member of ELSA - Azerbaijan shall be permitted to enter or leave the National Council Meeting whilst any matter that is to be put to a vote is being discussed and during the vote thereon.

Article 10

Any member present and voting at the National Council Meeting may request that a secret vote be taken. In all other cases, voting in the National Council Meeting will be carried out by a show of hands.

Article 11

Council decisions, including amendments to the Statutes and Standing Orders come into force at the end of the National Council Meeting during which they were made, unless the National Council Meeting decides, by a four-fifths majority of members present and voting, to the contrary.

Article 12

National Council Meeting working materials, which must be read at the beginning of every National Council Meeting, are to include:-

(i) National Board members' reports;

(ii) any other report submitted to the National Council Meeting;

(iii) all proposals, motions, amendments and additions submitted to the National Council Meeting together with the results of the voting process;

(iv) any other documents deemed to be necessary by the Secretary General.

Provided that in the Summer National Council Meeting the working materials shall also include the Auditor's Report.

Article 13

The National Council Meeting minutes are to be drawn up by the Secretary General in conjunction with the secretaries appointed by the National Council Meeting. It is not permitted that the Secretary General be appointed secretary of the National Council Meeting.

Section III - The National Board

Article 14

- i) A person contesting for a post on the National Board must be nominated and seconded by any paid up members of ELSA Azerbaijan;
- ii) Such person contesting must have been a paid-up member of ELSA Azerbaijan for a period of two months prior to the date of the nominations.

Article 15

No person who holds an executive post on a board or committee of a political movement will be permitted to hold a post on the National Board of ELSA Azerbaijan.

Article 16

The President is in charge of the overall co-ordination of ELSA Azerbaijan work, planning and direction of the work of the National Council Meeting and the National Board. And also he/she is responsible for organization's external relations

Article 17

The President is the Chairperson of the National Board.

Article 18

The President has the supreme right to represent ELSA Azerbaijan.

Where the President is to be temporarily unable to fulfil the functions of his office, one of the vice presidents as nominated by the President will fulfill these duties.

Article 19

The Secretary General shall act as the Secretary of the National Board meetings.

Article 20

The Treasurer is in charge of the finances of ELSA Azerbaijan, being responsible for book-keeping, preparation of the accounts, property, payments and fund-raising, as is specified elsewhere in these Statutes and Standing Orders.

Article 21

The Treasurer shall be responsible for billing and collecting the annual membership fees together with any other amounts due to ELSA Azerbaijan.

Article 22

The other officers serving on the National Board are responsible for the overall planning, co-ordination and supervision of their fields of activity; they are responsible for the propagation and execution of the specific programmes and projects that the Council Meeting initiated within their field of activity.

Article 23

When appointing a person in terms of Article 24 of the Statutes of ELSA Azerbaijan, the Secretary General, in the name of the National Board shall deliver a letter to the appointee, which letter shall contain the following:

The name and surname of the appointee;

The title of the post;

A description of the tasks assigned;

The term of duration of the office, whether it be in terms of time, or in terms of completion of the tasks assigned;

The name of the National Board member responsible for the appointee;

the accountability of the National Board towards the National Council Meeting remaining unaffected.

Upon termination of office, appointees shall present the National Board with a written report of their performance.

Article 24

When appointing an Organizing Committee in terms of Article 25 of the Statutes of ELSA Azerbaijan, the relevant Board Member shall present the National Board with a list of names and surnames of all the persons constituting this Organising Committee, together with a general description of the tasks assigned.

The relevant Board Member, in the name of the National Board, shall deliver a letter to the appointees, which letter shall contain the following:

the name and surname of the appointee;

the title of the post;

a description of the tasks assigned;

the term of duration of the office, whether it be in terms of time, or in terms of completion of the tasks assigned;

the name of the Board member responsible for the appointee;

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the accountability of the National Board towards the National Council Meeting remaining unaffected. Upon termination of office, appointees shall present the National Board with a written report of their performance.

Section IV - International Finance

Article 25

ELSA Azerbaijan shall pay the fees established by the Council of ELSA in due time.

Article 26

ELSA Azerbaijan shall ensure that where fees of levies are due to ELSA International as a result of any of the members of ELSA Azerbaijan participating in any international event, these fees of levies will be paid to ELSA International.

Membership Application of ELSA France

Request:

TO: EUROPEAN LAW STUDENTS' ASSOCIATION
INTERNATIONAL BOARD

Dear International Board of ELSA, Dear Council,

After being demoted to the status of observer member during the ICM in Budva, we have been reactivating ELSA France and its local groups, creating new ones for the past year. We have worked since the beginning of our term to comply to ELSA vision and aims. ELSA France is an independent, non-political and non-profit-making association dedicated to the education of law students and young lawyers. Our regulations are in accordance with ELSA International's as well as with the French legislation for associations.

After being elected as national officers, the full board agreed :

1. To present the membership application to the International Board and to the International Council Meeting of ELSA in Palermo;
2. To fully support the aims and activities of ELSA;

We believe we are ready to fully become part of the amazing network that is the European Law Students' Association and hope to have your support and cooperation for the future of our beloved association.

On behalf of ELSA France,

The National Board of ELSA France.

ACTIVITY REPORTS**President, Alexandra MAUPAS**

I started the work as President of ELSA France in February, 1st 2011, just after have been elected. The reconstruction of ELSA France is a great adventure and I was very honored to be part of it. I have worked hard with my board to achieve our goals and I did my best to make the national board and our local groups proud to be part of ELSA France and the ELSA Network proud of us.

Steps of the reconstruction

ELSA France was created in 1990 and refunded in 1999. There were about 10 local groups and they disappeared one after one. ELSA France was however very active before, we even had a French President of ELSA International and an ICM was organized in Paris. Finally, only ELSA Paris succeeded to have some activities but for two or three years they were acting without ELSA France.

During May 2010, I reactivated the former local group ELSA Nantes, started to promote the association in Nantes, then France and I became finally the main contact for other students who were motivated to create ELSA in their own city. Then, ELSA Rennes was created (June 1st, 2010), ELSA Lille (August 2nd, 2010), ELSA Bordeaux (November 29th, 2010) and ELSA Lyon was reactivated in September 2010 (1st French local group created: 1989). So the work for ELSA France and reconstruction has in fact started in 2010 and each local group worked very hard. Our mentors from ELSA International, first Mirko, then Paolo helped us also a lot. They had an amazing patience to explain us the system and their support was very important for us.

Board management

In a context of reconstruction and lot of expectation from the local, national and international level, to be the President of ELSA France was an honor but also lot of responsibility. The challenge was to get back in shape ELSA France but on a good basis, with organization and method in order to assume the sustainability of the association.

All the positions of the board were filled, it was important then to clarify first of all the competences of everybody and to give them all the tools to be successful. All the local groups get used to work without ELSA France because of the exceptional situation, without really taking in account all the ELSA regulations. In the board there were also members who were both in

national and local board, however, the work is not the same. Then, we had to clarify also the competences in the national board itself and train the board as soon as possible.

We had a transition week-end in Heidelberg with ELSA Germany in the frame of the NSS Project and we got an overview of the work as national board, it was very fruitful. Then French manuals were created for the positions STEP, S&C, AA and we are working on the manuals for the other positions. In common with my board, I have created an OYOP for one year, with our aims and means for the development of ELSA France taking in account also the programme of ELSA International. The communication is very important, so we have meetings on Skype each two weeks but we exchange emails and calls every day. As the 2/3 of the board is leaving in the same area, we succeeded also to see us very often. All which was achieved till now is the result of a team work, an open-minded team, with great academic background. It's a pleasure to work in these conditions with such a dynamic and motivated team.

I was also the coach of all local groups. I did my best to assure their development by answering their questions, giving them ideas, helping the presidents to manage their board. I encouraged the local groups to organize national and international events, as it's an opportunity for the local groups to get experience in ELSA and motivation. ELSA Bordeaux was selected to organize the Supporting Area Meeting in September 2011, ELSA Montpellier the Final Oral Round of the EMC² and other local groups are motivated to continue on this way.

Expansion

There are 6 active local groups: 4 full members (ELSA Lyon, ELSA Nantes, ELSA Paris, ELSA Rennes) and 2 observers (ELSA Bordeaux and ELSA Lille).

I worked with the director marketing-design to get posters and flyers to be distributed in all Law Schools of France with "Do you want ELSA in your Law School?" in order that students contact us and get all information if there are interested in creating a local group.

This made awareness about ELSA and encouraged students to have ELSA in their own Law School. After this expansion campaign, we got 4 new local groups: ELSA Montpellier (created March 23rd 2011), ELSA Aix-Marseille (former LG reactivated), ELSA Nice (reactivated), ELSA Toulouse (created September 15th 2011).

ELSA France recognizes then today 10 local groups.

I worked also on ELSA Strasbourg, a former local group which is very important for ELSA France and I visited motivated students there in order to help them to recruit students and promote ELSA. There are great chances that this local group is going to be reactivated soon too.

Moreover, the expansion of ELSA France intends also to go overseas and I'm in touch now with students from Cayenne (French Guyana) and a local group is going soon to be created. There are indeed French territories all over the world, there is for example a Law Faculty in Tahiti (French Polynesia), Nouméa (New Caledonia), Saint-Denis (Réunion), Fort de France (Martinique) and future local group ELSA Cayenne will be a test for the rest of the expansion overseas.

External Relations

ELSA France has four prestigious mentors: Simone Veil, Robert Badinter, Nicole Fontaine and Christian Poncelet.

Regarding the partners, in France they are more interested by the local partnerships than national ones, however our local groups have lot of partners. We succeeded to have a partnership with a bank which allows us to have all the marketing materials printed for free, meaning all the posters, flyers, magazines and even the business cards. In that way, ELSA France with her local groups can easily promote ELSA and get in the future important partners. Moreover, we have a partnership with a company providing the websites of our national and local groups, for all our national and international events for free and this also a basis to get financial partners.

Yours sincerely,

Alexandra MAUPAS

President of ELSA France

Secretary General, Thibault SPARFEL

Human Resources and membership

An Association is nothing without strong Human Resources. Projects cannot be maintained without it and transition cannot be made without new members. This is what caused the collapse of ELSA France a few years ago. We have learnt from our former members' mistakes and we are trying our best to increase our ranks, in quantity but also of course in quality. We started with a restrained network so we all know each other and have all attended to trainings and helped us mutually when going through difficulties.

This year we have been focusing on rebuilding our national and local structures through expansion and regulation. This fall, with already trained officers we can concentrate on recruiting more members that we are competent to train.

We have contacts with our alumni and are planning on looking for more former members. Several Local Groups were able to find alumni and ask them for advice and training. The ELS database helped us connect with them and we plan to encourage them to join it so it makes it easier for future boards to get in touch with them.

Communication

As National officers, we communicate on the three levels of ELSA, with the International Board, with our fellow National officers and with our Local Boards.

The communication with ELSA International is really good with the use of the mailing lists and Skype where we can talk directly. On the national level, I have set up different mailing lists to make communication easier between all ELSA Members in France. We have of course our National Board mailing list, but every area has an individual mailing list which they can use to communicate with their local counterparts.

We also use all other means of communication at our disposal such as phones, Skype and Facebook groups which allow a lot of visibility to information. I also made a list of all elected and nominated board members that has been broadcasted within the network and some local groups have done it as well. My objective is to make communication easier on all levels. Although France is quite a large country, we try to meet in person as often as possible. We take every chance we have to have a live board meeting such as ICM Poznan or our « transition week-end » in Heidelberg.

Legal aspects

ELSA France Statutes are legitimate under French law since its creation, our statutes have been

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updated along the years. Our regulations are also in accordance with ELSA International regulations.

During my term one of my tasks was to translate our statutes in English as stated by ELSA International. This has been fulfilled by the end of August. It will be future cooperation with the IB regarding our statutes.

This year I was responsible for the NSS program between ELSA France and ELSA Germany. Translating the statutes was a prerequisite to work together on them.

However, we feel that our legal frame was not made for a large and expanding network like ELSA France. During our next NCM we have planned to vote amendments that will update our regulation to the evolution of the International and National situation. We have also decided to implement a decision book. ELSA France has existed for a long time, but we still have to refer to previous NCMs minutes to see the decisions taken by the council. A decision book will make it much easier for us and our successors to have access to all decisions concerning our association.

National Council Meetings

Since the beginning of our term we had two NCMs, both were important for different reasons.

The first one was the one where we were elected. It was very special as for most of us it was our first national event and our first opportunity to meet members of the newly created Local Boards. It was a very motivating event for us. On this occasion we had the chance to meet and discuss our situation with our « coach » from the IB (Paolo Amorosa) and with our future NSS partner the German Board represented on this occasion by their SecGen (Susann Jahn) and their VP AA (Claudia Kayser). Some members of our board have been able to attend the last German spring NCM and see what it is like in other countries.

Our Autumn ICM, we will hold elections again to be able to gradually trace on the ELSA International calendar. This NCM will be the opportunity to see the outcome of the past year. During this NCM we will focus on updating our regulation.

Trainings

During our first NCM we had trainings from an ITP trainer. It was a training on basic ELSA Knowledge. It was very useful as many officers or members were freshers in our association and this was their first ELSA experience. I believe it was a success, and because it was delivered in English by a Dutch trainer (Koen Klootwijk), students had the chance to feel the internationality of ELSA.

For our second NCM in Autumn we will receive the full German National Board. They will give us several trainings in crucial areas such as fundraising, treasury, and Human Resource. I feel it is an interesting way to strengthen cooperation between National Groups.

Future plans

Our main focus in the IM area will be to develop Human Resources, recruit and train new officers who can then take on developing ELSA France.

In this regard we would like to organize an officers training session for them to meet and have a deeper training in various activities of their area.

Conclusion

We have been working a lot this year to develop ELSA France again, the process is still ongoing. I discovered ELSA last year, and it is with great pleasure that I have worked in the IM area since then. ELSA France has a great potential and I intend to keep giving my best to give it back its rightful stature.

Yours sincerely,

Thibault SPARFEL

Secretary General of ELSA France

Treasurer, Pierre CORMIER

Financial Management – General situation

Like any association, ELSA needs members to live. Those members, its number always growing, allowed us to expect always more from the French network. But the National Board also expects from them especially through the administration fees. ELSA France demand each semester from its local groups two types of administration fees: 150€ for a full member of the network and 50€ for an observer member. The French mentality and the way they consider associations in France is totally different from abroad. Also demand money to the network is still quite hard and needs a lot of teaching methods.

That is why the National Board and I think, mainly the treasury, need a lot of support through traineeship and practice. The NSS project, began in February 2011, is the main tool that I use. Our trip in Heidelberg in March 2011 was definitely a very useful way of learning. I noticed a huge evolution in my vision of ELSA, and in my conception of treasury in such kind of association. That trip is used nowadays by the National board to teach to the new members and to make ELSA more famous in the student community by new means of communication. The NSS project was also used to talk about the debt and to explore the different way to reduce it. The debate has been launched at that time, and last until now.

Financial Management – The debt

The debt seems to be a French tradition if we were to believe the current topics. But the debt incurred by ELSA France towards ELSA International is from the very beginning our main subject of discussion but also our main goal. The former boards, by a huge lack of responsibilities and through a total indifference, left an association deeply weak. The assessment was quite hard for the new board after receiving the accounts from the former treasurer without any explanation. We noticed some reasons to explain our situation. First of all, the debt incurred by the French network towards the National Board is 1.000€ higher than the debt due to ELSA International. In a second time, we considered the situation and decided to wave the debt even if that burden was not attributable to our board. Now, with a lot of learning and thanks also to the network and our participation to a lot of international events, the national board is determined and motivated to resolve as soon as possible that unbearable problem.

Financial Management – EDF Application

The EDF Application gives to the treasury a practical way to put in practice his knowledge. The treasurer has to be aware of the application details and has to refer frequently to the Decision

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Book. The legal documents are indispensable. The treasurer needs to get used to those technical supports. The EDF Application imposes a discipline and a total respect of procedures. It is a great way of learning and to conform to ELSA demand. The French network is not still sensitized to that kind of financial management. It is for that matter one of the main goal of treasury towards its local network.

Financial Management – Future measures

Our next NCM will take place in Rennes, at the end of September. It will put an end on the transition mandate. An assessment will be exposed. Some measures will be proposed and voted during our NCM according to our regulations. First the creation of two funds: a “solidarity” fund (Article 5) based on taxation on public allocation and a “development” fund (Article 1) based on taxation on annual administration fees and sponsorship. Secondly, the statutes linked to FM will be amended and a presentation of our future debt management will be discussed. The treasury is in a total reconstruction. Put the basis straight linked to our regulations is necessary. Traineeship will take a big part of the next mandate, to inform and train all members to basic FM knowledge. ELSA requests an investment in terms of time. Financial Management, essential and indispensable basis of a strong network in ELSA, needs to be established in our French student’s mind to be well-integrated in the ELSA network.

Yours sincerely,

Pierre CORMIER

Treasurer of ELSA France

Vice-President Seminars and Conferences, Alexandre GHAFARI

It has been now 7 months that I had the honor to have been elected Vice-President for Seminars and Conferences. As you know, until the new National Board was elected, ELSA France had been inactive for a few years. However, very quickly local groups have been reactivated and created. My first objective as the VP S&C in the National Board was to create a strong cohesion between all the S&C officers in France. As ELSA is fairly new to many people in France due to its previous inactivity (thus resulting in the lack of such transition periods), I created a little guide to clarify and explain the role and function of a VP S&C which I distributed to our local groups. This was with an objective to motivate, advise and help the groups to better develop ELSA at a local level.

During the last 7 months, I have helped and encouraged our local groups to organize activities in the field of S&C.

Study visit

Two of our local groups already organized study visits and many are planning one for the year to come.

ELSA Paris organized a study visit with ELSA Roma; and ELSA Lille organized one with ELSA Timisoara. Both were very successful.

My aim is to develop these study visits, and encourage more local groups to organize one.

Lectures and Seminars

I am very happy with the number of lectures and seminars that have been organized by our local groups. All these events have been very successful and prestigious speakers came. Various topics were discussed such as Human Rights in Bordeaux and International law in Rennes. I am very optimist for the year to come because 1/ new local groups have been created and 2/ the local groups which already organized events will more experienced now. Some projects have already been planned. A Seminar will be jointly organized with ELSA Louvain-la-Neuve on Tax avoidance and a Seminar about European Union Law in the Mediterranean area will be held in Paris.

They can count on me to continue to encourage and help them!

Welcoming Erasmus Students

Many local groups have actively been involved in welcoming Erasmus students, focusing on helping them integrate into the French student-life, the university, the city and of course into the local ELSA group! This will hopefully help promote ELSA to the local students as well.

Three main projects :**ELSA France's first Winter Law School**

We are planning to organize a Winter Law School on Sport Law next winter, in March 2012. It will take place in the Alps. Sport law is an area of law which is not very known, although it is very interesting and crosses many other areas. Our Law School will be thought to please students which are not familiar with this topic as well as students which have already studied Sport Law.

ELSA France's first Summer Law School

We are planning to organize a Summer Law School on Environmental Law in the summer 2013. It will take place in La Baule, a very nice city next to the Atlantic Ocean, 70 kilometers from Nantes, which will be the European Green Capital 2013.

An international institutional visit to Strasbourg

This would be organized by at least two local groups and would include a visit of the Council of Europe, a visit of the European Parliament and an audience at the European Court of Human Rights.

Greetings from beautiful France,

Alexandre Ghafari

VP S&C of ELSA France

Vice-President Academic Activities, Florent TREPO

I am glad to write the first activity report in a while for the Academic Activities department of the French National Board. This year has been symbolized by the re-building and reactivation of the French ELSA network, and the acquisition of a solid base for this one. This major achievement could not have been possible without all the work of my fellow board members, which I would like to express my gratitude and friendship for this year. It was unique in my life, and I express my courage for those who will continue next year. I have a special thanks to give for our dear President who has always been available for us, despite her personal and professional activities. To top it all, she provided the necessary impulsion to the new born or reactivated local groups and thanks to her, ELSA France can be proud to hold the SAM in Bordeaux and the EMC2 final round in Montpellier! But this is just the first flowers from the seeds that have been planted among our term. I have the confidence that the field of Academic Activity, although it is still little developed actually, will grow exponentially thanks to the preparatory work that have been done this year, and will be continued with the next team. It's already the 7th month of our term, but I think most of the points that we focused in our OYOP have been reached, or will be soon achieved. Nothing could have been done without the teamwork, the friendship and the trust we placed in each other, although we encountered difficulties, but we have overcome them with our desire to move forward.

Finally I want to thanks my Director of Academic Activities, Cassandra Matilde Fernandes, who helped me greatly and without whom much of our AA objectives could not have been reached.

Internal Communication about Academic Activities :

We created a mailing list to link all local vice president/director of Academic Activities with the national ones, and although some local groups doesn't have any of them, It will be completed over the development of academic activities from the local groups, and will certainly become a useful tool of information within the French network about AA. In particular it will allow the VP AA national remind the local groups to perform the "event specification form" and the "AA events evaluation form".

French Moot Court Competition :

A presentation of the project will be made during our next NCM. But already the various local groups are aware of the spirit of this competition, and its methods of organization and its goals in its general terms. We will decide during our NCM, if the project is approved, for what I am confident, the forecast timetable and the type of topics that will carry the contest. With this, and although the national office have not yet given its opinion on the matter, we believe that the best

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place to receive the final of the national competition would be legitimately Paris. This legitimacy can be explained both by the experience of his local group in organizing an event of this scale and symbolism of the choice of the French capital. In addition, we will present a project proposal for the establishment of an international moot French competition. Making contact with ELSA Belgium, Brussels Luxembourg and Switzerland was made, we expect their views on the creation of this totally new competition.

The issue of appointment of a moot court competitions Director will also be debate in light of the importance and complexity of organizing this event, which in our opinion requires a person dedicated to its realization

"Question pour un juriste" (question for a Lawyer)

My director Cassandra is responsible for this project and she has already done a good job. She made a contact with ELSA Louvain-la-Neuve, creator and organizer of this special competition for the recovered file containing the essential documents for the organization of this event. These are still under consideration. A presentation document will be released soon to inform local groups, also a presentation of the overall project will be made during our NCM to encourage more groups wishing to organize this event in their university.

EMC²

One of our greatest pride as a national board is the fact that ELSA Montpellier has been conferred the organization of the Oral Final Round of EMC². This event will take place in August of the next year. This event has been set up thanks to the strong motivation of ELSA Montpellier, and the support from the National Office for administrative requests, without which the strict deadlines of ELSA International could not have been respect.

That's why I congratulate and thank again our national President and our director AA without whom the Secretary General of ELSA Montpellier couldn't have successfully complete this superb record in time that allowed us to organize this final. Because of the reputation of the organization of such a big event by ELSA Montpellier a majority of the French network is aware of the existence of this contest, however, a description of the EMC² will still be transmitted to different local groups to gives them more detail about the principles of this competition, but also its challenges and how to participate for the next edition of the competition.

Our future goal, and ambition, is to present a French team for the next edition of the EMC², and to do to set up a "coaching" from the French National Office.

Best Regards,

Florent Trepo

VP AA of ELSA France

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Vice-President Marketing, Anne-Constance BARDOU

My term has begun in January 2011 to finish in September 2011. 8 months have passed and only few of our projects may have succeed, it is sure that ELSA France has well begun her relaunch.

The marketing pole is composed by the Vice-president, a website director (Linda Hatem) and a graphic director (Anais Guillemaud).

Graphic Chart

ELSA France marketing team has been providing promotional material for recruitment and events, creating posters, flyers, logos, business cards, banners for the websites... We followed the International corporate identity. It is a great way to promote ELSA and have our target audience to associate the graphic chart to our association.

Guidelines

A guideline was also edited for local Marketeers and all the ELSA people. Its goal was to train new ELSA people to the presentation of our association in front of a group of students, teachers or a whole amphitheater. Sent to all the local Marketeers or Presidents, it could also be used as a support for local workshops so each area could clearly and succinctly present what was ELSA before giving more details about its own area.

A booklet of presentation of the ELSA network, presenting all the principal goals and numbers of the association has been translated from what other countries as ELSA Germany could do. Once again, it can be used by the local groups to promote ELSA to students and be the beginning of an internal workshop.

Beginning of September, all the local groups will get a guide giving them all the possibilities offered to them on to promote their group to the students, the university, partnerships and find their own place inside the university.

Website

A new website from ELSA France is online and is created to be reused by local groups so the whole French network could be based on the same visual identity, as it was proposed for the graphic chart. The site should in the future also be able to host its own server as well as a databank where each local group could be able to reuse the others ideas for posters, videos, flyers... All the website categories were completely renewed on to present a clear, updated and attractive site. The director for marketing-design has worked on local projects websites as the

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SAM's and the NCM's.

Newsletter

An internal newsletter reporting and sent to all the active members from all the local groups on the upcoming events will also appear quarterly. Each local group can make appear his next or past events so everyone else can inspire from them. Pictures and certainly videos will be welcome. The format has not been decided yet (PDF or integrated in an email).

Anniversary

To promote ELSA into our Law Schools and also celebrate the anniversary, a photo exhibition also explaining what ELSA is, has been created. Co-organized by several persons from different local groups, it would then go through the country passing by Rennes for the NCM.

Communication

We communicate with our local counterparts thanks to our internal mailing lists, managed by the Secretary General. Also, the three of us subscribed to the international marketing mailing list.

Best regards,

Anne-Constance Bardou

VP Marketing of ELSA France

Marion Delaunay, Vice-President STEP

Elected since the end of January 2011, the VP STEP function was a reasonable choice but asked me and still asks for always more communication between International and France, also between students and Corporations. Finally a function which corresponds so much to my vision of ELSA and to the French students' expectations.

Statistics

To launch the concept in our Law School is quite easy, but to concretize all the applications and all the projects is the biggest problem at the very beginning. ELSA France suffers from its unfair lack of celebrity whereas the International association through its strong network, proposes and satisfies a lot of expectations and desires.

At the end of the mandate, the assessment is quite easy but worthy for the first 7 months of reconstruction. I send to the VP STEP International 7 applications and one of them has been accepted (one student will start soon an internship at the Helsinki Law School).

Communication

Through that mandate, which began with the Transition board in January 2011, I wanted to build a real team, composed of well-able students and quite interested in European exchange. I have tried to contact and gathered students from different universities in order to create a dynamism.

As VP STEP, I tried to impose a regular communication between all members of STEP team to be friendly and available to answer to their questions. We have tried to plan some meetings in Skype to increase our cooperation and share our ideas. All should know the regulations according to ELSA International but also the legal constraints imposed by the French traineeship system. Moreover, my first mission was to inform the International board from then on our new regulations.

Material Supports

This year we worked with the VP of local groups about a possible booklet about the STEP in the aim to inform the students about the programme. The elaboration of this booklet is in process. Furthermore, I answered of all the E-Mails I have received, in particularly the application forms. This booklet, thanks to a marketing support, will be sent to our local groups, explaining the whole regulations, point by point. A way to hear more from ELSA France in our universities through satisfying the students' desires, it is also one of my main goals, and I think, one of the

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functions for a VP STEP.

Job hunting

It is still difficult to begin the Job Hunting, with the problem we have with the obligation to sign a Internship Convention. I contacted the AIESEC Association, because they have the same obstacle to propose internships in France. Before the summer vacations we have met in Paris. The first contacts were established. It will deeply reinforce the STEP function and network in France through that cooperation.

Best regards,

Marion DELAUNAY

VP STEP of ELSA France

ELSA France

After a presentation of the activity of all our board members, we hope we have complied with the responsibilities of an observer member. We have all been working a lot this year to fulfill the aim and activities of ELSA.

Following is a report on the obligations of an observer member willing to become full member. We have been demoted a few years ago, the members have changed, we feel it is time to get back we have a chance to be part of the international network once again.

1- To organize the first Council Meeting of your ELSA-group. In the first Council Meeting the following things should be decided :

- To enforce the draft Statutes and Standing Orders of your National Group;

ELSA France already has regulation dating from its creation. We have been working this year on updating it to be in full accordance with the international regulation.

- To elect the first National Board according to the positions that are defined in the Council Meeting Decision Book;

The new board of ELSA France was elected on January the 30th during our spring NCM in Nantes. All the positions were filled. It was composed as follows :

President : Alexandra Maupas

Secretary General : Thibault Sparfel

Treasurer : Pierre Cormier

VP AA : Florent Trepo

VP S&C : Alexandre Ghafari

VP STEP : Marion Delaunay

VP Marketing : Anne-Constance Bardou

We also appointed 3 Directors :

Director for AA : CAssandra Matilde Fernandes

Director for marketing : Linda Hatem

Director marketing-design : Anaïs Gillemaud

- To do all the responsibilities that has to be done in a founding meeting of an association according to your national legislation.

ELSA France was already registered in front of the french authorities under the name "l'Association européenne des étudiants en droit - European Law Student's Association". The name is stated in french to comply with french legislation on associations. This term we changed our city of attachment (Boulogne Billancourt) to a more convenient city (Nantes).

2. Obligation to pay the observer fee of 50 EUR/calendar year that I invoiced during summer and obligation to report all general sponsorship income at the end of the calendar year.

3. To start working in accordance with the Statutes and Standing Orders of ELSA International and Council Meeting Decision Book of ELSA International

AA Area

- ELSA Montpellier has been selected to host the final round of the EMC2
- Planning of a moot court competition between the local groups and implementation of Question for a lawyer.

S&C Area

- Several lectures were organized by local groups
- Two study visits
- Planning of a winter law school, of a summer law school, of an institutional study visit to Strasbourg.

STEP Area

- Student hunting
- Guidance for applications
- Promotion of STEP within the network

4. Obligation to communicate and cooperate with the ELSA Network as a part of the International Network of ELSA-groups.

ELSA France had the pleasure to take part in several international events since we started activating the network again.

- 1- IPM Lisboa
- 2- Transition week-end with ELSA Germany in Heidelberg
- 3- ICP Poznan
- 4- BSV with ELSA Roma
- 5- NCM ELSA Germany
- 6- IPM Tbilisi
- 7- KAM Turku
- 8- SAM Bordeaux

Report stating by whom the state of the organization that is applying for Membership is recognized.

France is part of the European Union and is unanimously recognized as a member of the international community. Thus, we are entitled to apply for entering the European Law Student's Association.

Statutes of ELSA France

ELSA France



ELSA FRANCE STATUTES

Includes the amendments voted during :

- The National Council Meeting of spring 2001 at Strasbourg
- The National Council Meeting of autumn 2011 at Nantes
- The National Council Meeting of spring 2002 at Dijon
- The National Council Meeting of autumn 2003 at Dijon
- The National Council Meeting of autumn 2005 at Paris.

Article 1- The Association.

1.1 Is founded between the subscribers to the present Statutes and those who will accede later, an association ruled by the law of June the first 1901 and August the sixteenth 1901, with the name of : « ELSA France, l'Association Européenne de Etudiants en Droit » (The European Law Student's Association).

1.2. The Association is non political, non religious, independent and non-profit making.

Article 2- The Aim

In accordance the the statutes of ELSA International the aim of the Association is :

- To contribute to the legal formation, enable better understanding between students and young lawyers from Europe.
- Enable and increase cooperation between law students, lawyers and academics in Europe within law teaching, law practice and research.
- To organize conferences, seminars and study visits.
- To put in place working groups and various activities to achieve this aim.

Article 3- Composition

3.1. Members of the Association are :

- The Local Groups named « ELSA (followed by their town of origin) », as defined in article 6.3.
- Honorary members of ELSA France

3.2. The Association is managed by the National Board which is the « Conseil d'Administration » according to french legislation.

Article 4- Official Seat

4.1. The Association official domicile is : Faculté de droit et sciences politiques, Chemin de la Censive du Tertre, BP. 81307, 44313 Nantes Cedex 3.

4.2. The modification of the domicile can only be made by the National Board and ratified during the following Council Meeting.

ELSA France



Article 5 - Language

French is the working language of the Association.

Article 6- Regular Membership

for the local groups :

- 6.1. Members of the association are, before being full members, subjected to a observation period. They are called observer members.
- 6.2. The status of full member is obtained when the Local Group exists since 4 (four) month to the day of the Council Meeting after examination of its activity report by the Council at the $\frac{3}{4}$ majority.
- 6.3. Observer members must fulfill the following conditions :
 - Be an officially declared association before french authorities
 - Have a domicile in a law faculty
 - have statutes in accordance with ELSA France Statutes and in accordance to the aim of the Association ELSA International
 - Have a bank account to the name of the Local Group
 - Have paid the annual fees decided by the Council
 - Have submitted an official request for full membership to the Secretary General of the Association to which will be attached any documentary evidences for the previously mentioned conditions
 - Have sent a delegation of observers to the Council Meeting who approves the full membership request.
- 6.4. The full membership is obtained by the vote of the $\frac{3}{4}$ majority at the next Council Meeting for any Local Group being an observer member according to article 6.3. The observer member must have paid half of the fees to ELSA France before the opening of the Council Meeting.

For Honorary members :

6.4bis. The quality of honorary member is obtained by a vote to the simple majority of the Council after a proposition of the National Board or a Local Group.

For all members of ELSA France :

- 6.5. The quality of member is lost by decision of the Council after auditioning a delegate from the local group in that event :
 - The non-payment of the fees during two consecutive years
 - By dissolution of the Local Group
 - By demotion according to article 6.6, when the member or Local Group by his behavior as cause or could cause material or moral prejudice to the Association or cold affect its image or its members.
 - When the Local Group does not meet the conditions stated in article 6.3.
- 6.6. Demotion of a member is proposed by the National Board and approved by the Council at the $\frac{3}{4}$ majority. A Extraordinary Council Meeting can be convened by decision of the President of ELSA France. The Council meets at least 15 (fifteen) days after notification by certified letter with acknowledgement of receipt, after proposition of the National Board :
 - To the responsible persons of the Local group interested
 - To the honorary member interested.
- 6.7. Demotion is effective form the vote of the Council.

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Article 7- National Board

- 7.1. The Association is managed by the National Board composed of 7 (seven) elected members and nominated members. The National Board is in charge of the management of the Association and of the execution of the decisions taken by the Council.
- 7.2. The National Board is composed of :
- A President
 - A Secretary General
 - A Treasurer
 - A Vice-President Marketing
 - A Vice-President Academic Activities (AA)
 - A Vice-President Seminars and Conferences (S&C)
 - A Vice-President STEP
 - Directors nominated by the President after consultation of the elected members.
- 7.3. Decisions of the National Board are taken collegially. Only the 7 (seven) elected members have voting rights. In case of equality in the votes, the president has predominant vote.
- 7.4. Members of the National Board represent the Association ELSA France in its entirety. Consequently, they cannot have a position as a local officer, except dispensation accorded by the Council after proposition of the National Board.
- 7.5. Members of the National Board are elected during the spring Council Meeting to the absolute majority of the votes for the first lap and to the simple majority for the second ballot, for a year renewable among the local groups, under the support of at least one local group. Vacant positions are filled during the next Council Meeting after proposition of the National Board. Their term in office is effective on the first of September and ends on August the thirty first. The functions of National Board officer are voluntary and unpaid.
- 7.6. The National Board meets compulsorily before each Council Meeting. Any Board officer who, without justification, will not have attended two consecutive board meetings will be relieved of its duties by the National Board and declared resigning by the Council.
- 7.7. The President role is to promote and represent the Association before public institutions and the professional world. The President is in charge of expanding ELSA France network, in particular by creating new local groups.
- 7.8. The Secretary General is in charge of assisting the President, coordinate communication within the national and international networks. He is also in charge of the minutes of the Council Meetings and National Board meetings, as well as communicating them to Local Groups.
- 7.9. The treasurer is in charge of ELSA France accounting and preparation of public institutions fundings requests. During the two Council Meetings he presents a financial report of the Association and makes available books of account and the receipts.
- 7.10. The Vice-Presidents are in charge of the coordination of the activities set up on the local level, to achieve an harmony in their execution.
- 7.11. The Directors are in charge of assisting elected board members in their function. They only have consultative voting rights.

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**Article 8- Council**

- 8.1. The Council is composed of :
- The National Board
 - The representatives of the full members
 - The representatives of ordinary members
 - The honorary members.
- 8.2. The Council meeting is convened twice a year, firstly in the spring, secondly in the autumn.
- 8.3. The Council must be exceptionally convened:
- On special demand of a Local group, accepted by the National Board
 - On demand of half of the full members
 - In case of resignation of the President
 - In case of resignation of the Secretary General AND the Treasurer.
- It meets between 15 (fifteen) days and one month after notification to Local Groups of the happening of one of the 4 (four) situation above.
- 8.4. Have voting powers four delegates of each full member. The National Board deliver the voting right to each local President, after control by the treasurer of the disposition of article 11.1.
- 8.5. Each full member President must give a list of the four voting delegates for the Council to the Secretary General. The delegate must have a position in a local board. He can only give procuration to vote to another voting delegate of his Local Group. A delegate can only have one procuration to vote, except dispensation accorded by the Council, the voting delegate does not participate to this vote.
- 8.6. Delegates of observatory members and honorary members only have consultative voting rights.
- 8.7. Except for specific deliberation envisaged in these statutes, decisions of the Council are adopted at the relative majority of the expressed votes of the voting delegates of the full members, present or represented. Nevertheless, modifications of the statutes are taken at the 2/3 majority of the votes.
- 8.8. It is a vote by show of the hands. Nevertheless, the demotion of a Local group, the election of the National Board as well as any vote upon request of a voting delegate is a secret ballot.
- 8.9. A motion of censure can be voted during the Council Meeting, to the absolute majority. The effect is immediate. Once the proposal adopted, failing new candidates, the Local Groups president are in charge of the management of ELSA France until a new Council meeting is held within a of two month time.

Article 9- Council Agenda

- 9.1. The Council agenda is established by the National Board and transmitted to the Local Groups 14 (fourteen) days before the opening of the Council Meeting. Any point to add to the agenda should reach the National Board at least 7 (seven) days before this date. Passed that deadline, modifications to the agenda are left to the discretion of the National Board.
- 9.2. During the two Council Meetings the following points are compulsorily found in the agenda :
- Election of the Chairman.
 - Election of the two secretaries in charge of writing the minutes.
 - Election of the two scrutineers

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- Activity report of the National Board
- Activity report of the Local Groups
- Ratification of the minutes of the last Council Meeting.
 - 9.3. During the spring Council Meeting are compulsorily found in the agenda the adoption of the previous year budget and the relief of responsibility of the previous National Board. During the autumn Council Meeting are compulsorily found in the agenda the budget for the year to come and the election of the new National Board.
 - 9.4. During each ordinary Council Meeting, Local groups and the National Board must imperatively transmit a brief activity report covering the last 6 (six) month and a copy of all their publications. These documents must be transmitted to the other Local Groups and to the National Board 15 (fifteen) days before the Council Meeting.

Article 10- Business Year

The business year is from 1st September to 31st August.

Article 11- Incomes

- 11.1. The incomes of the Association are :
 - The annual fees that all local groups are obliged to pay to the treasurer of the National Board. These fees are calculated each year by the Council Meeting of autumn. It is paid in two times by half before each Council Meeting. Non payment leads to the suspension of the voting rights of the member by the National Board. Observatory members do not have fees.
 - The income from meetings, events and publications of the Association.
 - Material and financial support of advertisers, natural persons, company sponsorship, private corporate bodies nationally or internationally seated, in accordance to the financial appendix of these statutes.
 - Any form of support from European institutions and international organizations provided the respect of the regulation stated in the statutes of ELSA International.
- 11.2. The Association cannot accept subventions against its Aim.

Article 12- Expenses

- 12.1. The expenses of the Association are :
 - The fees to ELSA International
 - The operating costs of the Association
 - The costs of the organization of national events.
- 12.2. Only the President and Treasurer can undertake expenditure. The written agreement of both is imperatively needed for any expense equal or superior to 400 Euros except for bank transfers to ELSA International.

Article 13- Dissolution of the Association

- 13.1. The dissolution of the Association is voted at the $\frac{3}{4}$ majority during the National Council Meeting.
- 13.2. In case of dissolution, all the assets of the Association is transferred to the Association ELSA International.

Financial Appendix to the Statutes

Article 1- Development funds

- 1.1. Is created a development funds which aim is human, material and financial support to Local Groups newly created or facing difficulties.
- 1.2. The opportunity to resort to the funds is decided by the National Board. Are concerned transportation fees of National Board officers to Local Groups, distribution of necessary material to set up activities, exceptional granting of financial aid and any other intervention in accordance to the aim of the funds.
- 1.3. The funds is constituted of financial and material participations :
 - 10% of the annual fees of the Local Groups.
 - A share of the sponsorship freely appreciated by the National Board.

Article 2- Subventions

- 2.1. ELSA France has the exclusive benefice au all subventions granted on the national level. Nevertheless a local group can benefit of a national level subvention after written authorization of the National Board, it must be done within 15 (fifteen) days. If the Local Group violates this rule, it will have to transfer all the sum to the national Board, this sum will be affected to the developpement funds.
- 2.2. Reciprocally, the National Board cannot solicit a local level partner without the written agreement of the local group interested within 15 (fifteen) days. If the National Board contravenes to this rule, it will transfer all the sum to the Local Group interested.
- 2.3. A local Group who wish to request a subvention to a Regional Council must inform beforehand the National Board, who will inform the other groups interested.
- 2.4. In case of granting of a subvention by a local partner the beneficiary Local Group will agree with the other Local Groups in the province of the said partner on the sharing of the sum. If a disagreement occurs, the National Board can be solicited as an arbitrator.

Article 3- Advertisers and sponsorship.

- 3.1. ELSA France has an exclusivity to solicit natural persons and private corporate bodies of national or international foundations, provided the respect of ELSA International Statutes. However, a Local Group can solicit natural persons or private corporate bodies nationally or internationally seated after written authorization of the National Board within 15 (fifteen) days. If the interested Local Group contravenes to this regulation, he will be obliged to transfer all the sum to the National Board, this sum will be affected to the development funds.
- 3.2. If a Local Group solicits an international firm, the sum obtained will be immediately be transferred to the National Board. The National Board will resolve the dispute with ELSA International by transferring the sum. Potential sanctions against ELSA France will be assumed by the interested Local Group.
- 3.3. The National Board can solicit an establishment coming from a private corporate body nationally or internationally seated, other than the parent company, after written authorization from the interested Local Group within 15 (fifteen) days. It insures beforehand that no other Local Group is in touch with the said

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establishment, and if not, it informs the other Local Groups that it solicits the latter.

Article 4- Provision of service by the National Board to the advertisers.

- 4.1. The National Board can ask all Local Groups to include in all official letters the name of the private partners of ELSA France, as well as on their communication supports. Local Groups cannot refuse to comply unless they justify their cooperation with a direct competitor of one of these partners.
- 4.2. In return, ELSA France will try, depending on the obtained financing, to allocate part of these funds to the Local Groups.

Article 5- Solidarity funds between Local Groups.

- 5.1. A Solidarity funds between Local Groups is created to support exceptionally a Local group when it is facing a situation in which it's « survival » is at stake.
- 5.2. 5% of the subventions obtained by Local Groups are deposited in these funds.
- 5.3. Also, Local groups who have on 31st December a net earning will give 5% of it to the solidarity funds. Any payment refusal will lead to the suspension of the voting right during Council Meetings. Except supported advice from the local or national group, appreciated by the Council.
- 5.4. The Local Groups who obtain within a business year a total amount of subventions superior to 7500€ will deposit 50€ in these funds. This sum increases of 30€ by phase of 2500€.
- 5.5. This funds, opened on an independent and interest-bearing account, can also be financed by exceptional gifts left to the discretion of each Local group and National Board as well.
- 5.6. Any payment refusal will lead to the suspension of the voting right during Council Meetings. Except supported advice from the local or national group, appreciated by the Council.
- 5.7. The use of these funds is to the benefit of a Local Group who will present during the Council Meeting a detailed report of its moral and financial situation, as well as a plan including attempts of solutions aiming to the recovery. If the Council is composed of more than 20 (twenty) persons, a committee of 5 (five) persons can be elected to elaborate a report for the plenary Assembly.
- 5.7bis. Nevertheless, if the sum of this funds exceeds 1000€, it can be decided during a Council Meeting to allocate a « subvention » to a national project, organized by one or several Local Groups, or by the National Board. The amount of this « subvention » is free, to the sole condition that the remaining sum on the solidarity funds account is not inferior to 500€.
- 5.8. The allocation of this funds is reserved to the Council, it will decide to allocate or not all or part of the funds to the benefit of a Local Group facing difficulties. The Vote takes place during the Plenary Session.
- 5.9. A group asking to be granted a subvention from these funds, can only do so during the two Council Meetings. Except unanimous dispensation by the Council members.
- 5.10. Any revision of the articles above is left to the discretion of the Council.

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ANNEXES

Annex 1 – Final Accounts of ELSA International 2010/2011

Treasurer's Report to the Final Accounts of ELSA International 2010/2011

The purpose of this report is to provide an overview of changes in financial situation of ELSA International during the financial year starting on the 1st of August 2010 and ending on the 31st of July 2011.

Income

Externals

The only corporate partner of ELSA International remains CMS with a contribution of 20.000,00 EUR. There have been smaller contributions of a sum 4.438,63 EUR, which are not expected to remain as a permanent income, but rather depend on the agreements made each year. Project income of EMC2, on the other hand, has increased by 50% and is promising to grow further in the following years.

Membership fee, Observers Administration Fee

Proposal on Local Groups adopted at ICM Poznan has made the calculation of the Membership fee more accurate and it is safe to say that invoiced amounts for 2011/2012 mirror the actual situation in the Network.

The problem of debts of the National Groups remains. To overcome the situation ELSA International has taken up negotiations regarding payment agreements and promotion of NSS system with the help of which National Groups would be able to submit proposals for waving their debts.

Advertisements

Unfortunately the year of 2010/2011 has not made the set out budget for sales of banners on the website www.elsa.org. Income for Synergy on the other hand has brought a profit which allows ELSA International to continue the publication. The area of advertisements has been focused on strategizing in the field of advertisements pricing as well as creating a valid advertisers database.

Grants

In 2010/2011 ELSA has been awarded with Youth in Action 4.1 grant in amount of 28.000,00 EUR for the calendar year of 2011.

Expenditures

ELSA office

Considerable amount of financial resources of ELSA International has been dedicated to improving the working conditions in the ELSA office. This way, the following assets have been purchased in 2010/2011: office phones, routers for internet, 7 office laptops. ELSA has also improved the service of internet and adopted a new printing solution for the office.

ELSA House

In the year of 2010/2011 renovations have been made to the rental house which serves as the headquarters of the Association. Partial renovation of windows and a complete renovation of one of the bathrooms have taken place amounting to a total of 4.727,19 EUR.

Allowance

Another change related to the working and living conditions of the International Board has been raising the allowance to the amount of 300,00 EUR per month per each board member.

This provides more equality in possibilities for members from the whole Network to be able to run for the highest executive body of ELSA.

Write off bad debts

ELSA has cleared out all of the bad debts composing of missing transfer costs, unknown and old debts that are unrecoverable. The amount of debts from externals that has been written off is 16.437,71 EUR.

Projects

The project of ELSA International in the year of 2010/2011 making the biggest loss has been Train the Trainers Week 2011. The loss made on the event in comparison to the budgeted amount has been 150%.

All the adjustments as suggested by the External Auditing partner of ELSA International – Mazars, following the review of the Final Accounts 2010/2011, have been incorporated into the accounts.

Financial situation of ELSA International has been stabilised and further improvement is predicted in the term of 2011/2012.

Balance sheet as of 31/07/2011

Assets	31/07/2011	31/07/2010	Liabilities	31/07/2011	31/07/2010
	EUR	EUR		EUR	EUR
<i>Fixed Assets</i>			<i>Capital</i>		
Software and fonts	853.78	766.38	Opening Balances	15,032.40	23,028.71
Office Equipment	4,842.56	592.63	Prior period adjustment	12,500.00	-8,333.33
Improvement of the House	0.00	0.00	Profit/Loss	26,369.35	337.02
Assets under construction	50,000.00	30,000.00		53,901.75	15,032.40
Total Fixed Assets	55,696.34	31,359.01			
			EDF Provision	0.00	6,500.00
<i>Current Assets</i>			ELSA Online development provision	0.00	6,000.00
<u>Debtors Control Account</u>			Provision for bad debts	14,570.32	31,008.03
Receivables from Members	29,221.51	27,646.20	Provision for ELSA House	1,000.00	1,000.00
Receivables from Externals	10,338.62	34,469.72	Provision for EC grant	3,828.00	0.00
Total Debtors	39,560.13	62,115.92			
<u>Deposits and Cash</u>					
Current Account	29,114.56	16,123.11			
ELSA Savings Account	0.00	2,588.72	Total Capital & Reserves	73,300.07	59,540.43
EMC ² Current Account	94.55	963.59			
Rent Deposit Bank Account	13,990.63	13,838.01	<i>Liabilities</i>		
Petty Cash	80.98	292.42	<u>Creditors Control Account</u>		
EDF Current Account	0.00	596.36	IMISO	0.00	5,609.03
Savings Account	5,491.95	2,835.20	Accounts Payable	5,093.31	841.98
EDF Foundation Account	0.00	4,990.00	Payable to EDF	18,765.08	13,840.13
Total Deposits and cash	48,772.67	42,227.41	Credit Card bill	2,395.02	1,269.67
<u>Prepayments</u>	1,508.32	1,240.91	<i>Deferred Revenue</i>	45,983.98	55,842.01
Total Current Assets	89,841.12	105,584.24	Total Liabilities	72,237.39	77,402.82
Total Assets	145,537.46	136,943.25	Total Capital & Liabilities	145,537.46	136,943.25

Profit and loss statement for the period 01/08/2010 - 31/07/2011

<i>01/08/2010-31/07/2011</i>	
Turnover	183,345.78
Operating expenses	157,073.22
Operating income	26,272.56
Other income	263.36
Other expenses	166.57
Net profit	26,369.35

Detailed profit and loss statement for the period 01/08/2010 - 31/07/2011

General

<i>General Income</i>	<i>31/07/2011</i>	<i>Budget Poznan</i>	<i>Difference:</i>
Non Project Related	107,921.72	111,258.33	-3,336.61
EMC ²	27,702.60	27,400.00	302.60
Synergy	41,094.82	38,000.00	3,094.82
Projects	6,890.00	4,500.00	2,390.00
<i>General Income total</i>	183,609.14	181,158.33	2,450.81
<i>Expenditures</i>			
Non Project Related	105,105.69	141,158.33	-36,052.64
EMC ²	4,413.29	4,000.00	413.29
Synergy	36,389.01	36,000.00	389.01
Projects	11,331.80	8,500.00	2,831.80
Expenditures total	157,239.79	189,658.33	-32,418.54
<i>Profit / Loss</i>			
Non Project Related	2,816.03	-29,900.00	32,716.03
EMC ²	23,289.31	23,400.00	-110.69
Synergy	4,705.81	2,000.00	2,705.81
Projects	-4,441.80	-4,000.00	-441.80
<i>Total</i>	26,369.35	-8,500.00	34,869.35

1. Non Project Related

<i>General Income</i>	<i>31/07/2011</i>	<i>Budget Poznan</i>	<i>Difference</i>
Externals	24,438.63	25,000.00	-561.37
Membership Fee	18,000.01	18,000.00	0.01
Observers Administration Fee	350.00	350.00	0.00
ELSA ONLINE Fee	15,000.01	15,000.00	0.01
Links Project	16,058.00	20,000.00	-3,942.00
European Commission grant	25,825.00	26,408.33	-583.33
Bank Interest	263.36	400.00	-136.64
Miscellaneous Income	1,304.33	600.00	704.33
OECD Contribution	500.00	500.00	0.00
ELS	6,182.38	5,000.00	1,182.38
General Income total	107,921.72	111,258.33	-3,336.61
<i>Expenditures</i>			
The ELSA House:	38,529.85	35,430.00	3,099.85
Rent	27,458.69	27,500.00	-41.31
Heating	1,381.54	1,500.00	-118.46
Electricity	2,916.14	3,000.00	-83.86
Water	1,349.41	1,000.00	349.41
Repairs	273.50	500.00	-226.50
Insurance	423.38	430.00	-6.62
Improvement of the house	4,727.19	1,500.00	3,227.19
Office:	2,254.24	8,500.00	-6,245.76
Day to day office supplies	1,869.35	1,500.00	369.35
Upgrade Office facilities	384.89	7,000.00	-6,615.11
Communication:	2,880.03	2,400.00	480.03
Phone and Fax	1,132.65	1,000.00	132.65
Internet	1,157.02	1,000.00	157.02
Post	590.36	400.00	190.36
ELSA ONLINE Admin.	2,215.88	25,000.00	- 22,784.12
Housing of Server	1,971.21	2,000.00	-28.79
ELSA ONLINE upgrades & maintenance	244.67	23,000.00	-22,755.33
Bank Charges	289.84	300.00	-10.16

EDF contribution by EI	685.93	8,000.00	-7,314.07
ICMs:	4,441.34	4,400.00	41.34
Travel Autumn ICM	1,829.48	1,800.00	29.48
Accommodation Autumn ICM	81.00	100.00	-19.00
Materials for Autumn ICM	118.62	100.00	18.62
Travel Spring ICM	1,667.38	2,000.00	-332.62
Accommodation Spring ICM	392.15	300.00	92.15
Materials Spring ICM	352.71	100.00	252.71
Internal Meetings	1,972.15	1,900.00	72.15
Summer IPM	394.42		
Winter IPM	359.90		
USA	521.30		
ISMM	305.04		
JIF	391.49		
Travel	17,778.30	14,500.00	3,278.30
<i>Meetings with externals</i>	<i>7,598.44</i>	<i>5,000.00</i>	<i>2,598.44</i>
President	1,980.55		
Secretary General	181.01		
Treasurer	637.50		
VP AA	706.06		
VP S&C	486.28		
VP STEP	1,140.91		
VP Marketing	1,251.07		
ELSA International 2010/2011	1,215.06		
<i>Meetings within the Network</i>	<i>9,726.76</i>	<i>9,000.00</i>	<i>726.76</i>
President	1,222.18		
Secretary General	1,869.26		
Treasurer	915.91		
VP AA	1,001.87		
VP S&C	1,251.42		
VP STEP	1,831.94		
VP Marketing	1,545.18		
ELSA International 2010/2011	89.00		
<i>OECD Conference</i>	<i>453.10</i>	<i>500.00</i>	<i>-46.90</i>

Final Accounts of ELSA International 2010/2011

Allowance of the International Board	19,600.00	19,600.00	0.00
Representation	515.52	500.00	15.52
Directors	1,978.78	3,300.00	-1,321.22
General Directors	1,978.78	3,000.00	-1,021.22
Director for STEP	135.55		
Director for Training	190.90		
Director for IFP	611.30		
Director for EMC2	40.00		
Director for Advertisement	668.04		
Director for Alumni	332.99		
Director for Anniversary	0.00	300.00	-300.00
Auditing:	1,904.65	2,100.00	-195.35
ICM Travels	708.86	900.00	-191.14
Auditing weekends	1,195.79	1,200.00	-4.21
Annual Report	579.50	500.00	79.50
Miscellaneous	1,541.22	2,000.00	-458.78
Marketing Budget	572.03	2,528.33	-1,956.30
ELSA International Previous term	74.32	200.00	-125.68
Costs of provisions	3,828.00	0.00	3,828.00
Contingency	166.57	10,000.00	-9,833.43
Depreciation	3,297.54	0.00	3,297.54
Depreciation office equipment	2,247.91	0.00	2,247.91
Depreciation software and fonts	1,049.63	0.00	1,049.63
Expenditures total	105,105.69	141,158.33	-39,880.64
Administrative Profit	2,816.03	-29,900.00	36,544.03

2. Synergy

<i>Synergy</i>	<i>31/07/2011</i>	<i>Budget Alanya</i>	<i>Difference</i>
<i>Income Synergy</i>			
Synergy 1st Edition	16,274.82	18,000.00	-1,725.18
Synergy 2nd Edition	24,820.00	20,000.00	4,820.00
General Income total	41,094.82	38,000.00	3,094.82
<i>Expenditures Synergy</i>			
Synergy 1st Edition	17,646.51	18,000.00	-353.49
Synergy 2nd Edition	18,742.50	18,000.00	742.50
Expenditures total	36,389.01	36,000.00	389.01
Marketing Profit	4,705.81	2,000.00	2,705.81

3. ELSA Moot Court Competition

<i>EMC2</i>	<i>31/07/2011</i>	<i>Budget Poznan</i>	<i>Difference</i>
<i>Income EMC2</i>			
EMC ² Sponsorship	12,400.00	12,400.00	0.00
EMC ² Registration	15,302.60	15,000.00	302.60
	27,702.60	27,400.00	302.60
<i>Expenditures EMC2</i>			
Administration	4,413.29	4,000.00	413.29
	4,413.29	4,000.00	413.29
EMC2 Profit	23,289.31	23,400.00	-110.69

4. Project related

<i>Projects</i>	<i>31/07/2011</i>	<i>Budget Poznan</i>	<i>Difference</i>
<i>Income Projects</i>			
Final IFP Publication	500.00	500.00	0.00
Visits to the House	3,030.00	4,000.00	-970.00
Transition Barbeque	1,260.00	0.00	1,260.00
Train the Trainers Weekend	2,100.00	0.00	2,100.00
<i>Project Income total</i>	6,890.00	4,500.00	2,390.00
<i>Expenditures Projects</i>			
ITP Refreshment Weekend	2,000.00	2,000.00	0.00
Final IFP Publication	0.00	0.00	0.00
Train the Trainers Weekend	5,056.53	2000.00	3,056.53
OYOP Weekend	451.58	500.00	-48.42
Visits to the House	2,843.18	4,000.00	-1,156.82
Christmas Cocktail	63.22	0.00	63.22
Transition Barbeque	917.29	0.00	917.29
<i>Expenditures total</i>	11,331.80	8,500.00	2,831.80
<i>Projects Profit</i>	-4,441.80	-4,000.00	-441.80

Detailed deferred revenue

Deferred Revenue	
General sponsorships	8,334.00
Synergy Autumn	11,000.00
Synergy Spring	0.00
Links	2,400.00
EACEA Grant	5,850.00
EMC2 Sponsorship	0.00
Membership Fee 11/12	17,999.98
Observers Fee 11/12	400.00
Total	45,983.98

Annex 2 – The Internal Auditors' Report for the Final Accounts of ELSA International 2010/2011

Auditing Report ELSA International

We, Mikael Söderman and Jan Moritz Lang, have audited the Final Accounts of ELSA International 2010/2011, prepared and presented to us by the Treasurer of ELSA International 2010/2011, Olga Sendetska, from the 13th till 14th of August in Brussels.

We have been provided access to the claim forms, invoices received and sent as well as to bank statements, credit card bills, PayPal account statements and board meeting minutes. The Treasurer also presented the balance sheet, profit and loss accounts, aged debtors and aged creditors details as well as a schedule of fixed assets. The material provided was well structured and organized efficiently.

In accordance with the revised Standing Orders regulations on auditing after the LIX ICM Poznan (Art.20.3) and the corresponding discussions in the workshop and plenary we have focused our investigation on governance, risk and internal controls. Therefore we refer to the auditing report provided by the external auditors for additional information and statements concerning the compliance with the International Financial Reporting Standards (IFRS).

Governance

Regular board meetings have taken place throughout the year and the board members have been regularly updating each other about ongoing developments in their respective areas. Decisions on investments, such as the purchase of notebooks, have been taken by the board after discussing the necessity and price.

Risk

A large portion of ELSA International's assets is and has long been claims against either its member countries or external debtors. During this term in office a significant amount of receivables from externals has been written off, as it was unlikely to ever be received. The remainder of receivables from externals as they are stated in the financial accounts can realistically still be collected. On the other hand the amount receivable from members has unfortunately increased slightly compared to the same day one year ago. It is unsatisfactory to see that even National Groups with a stable financial situation do not pay their membership fee in due time especially since the date of invoicing has been three weeks prior to July 31st.

On the other hand several National Groups have accumulated debts over a certain period of time and most likely will face severe difficulties in paying down the debt. Therefore, we would like to raise awareness of Art. 18.4 of the Standing Orders and the debt management system it offers. As of today a portion of the money considered to be owed to ELSA seems unlikely to ever be collected and thus creates a false impression of the financial situation of ELSA. It would be gratifying to see, if the improvements achieved with the receivables from externals were to be continued with member-related-debts.

The amount of uncollected debt poses a risk to ELSA's ability to always fulfill its obligations within due time as is evidenced by the amounts owed to the ELSA Development Foundation. As of 31/07/2011 ELSA owed 18.765,08 € to EDF. The fulfillment of this obligation will severely reduce the amount available on the ELSA Accounts and underlines that restrictive spending and a comprehensive debt collection and management will remain an important and necessary focus of financial management.

We are satisfied that the board of ELSA International is working together with the external auditors on identifying tax risks.

Internal Controls

To ensure an effective flow of information, that ensures that board members are able to receive information concerning all activities of ELSA, and to scrutinize the work within the board, the board has adopted a system of mirrored inboxes.

The president has access to the online banking system and was able to control the transactions processed within due time.

Since the statutory regulations and the Decision Book do not outline a coherent risk management and internal control system, we would like the Council to consider potential mechanisms they would like to implement such as the obligation of board members other than the Treasurer to sign bank statements on a monthly basis, a limit concerning expenditures without prior board approval or automated budget expenditure cuts, when income goals are not reached.

General financial situation

Income

The income achieved has reached the amounts estimated by the revised budget after the LIX International Council Meeting in Poznan in most cases. 83% of the income budgeted has been reached and the income goals could have been reached to 97,45% by use of provisions. The

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income of the links project has reached neither the amount budgeted nor the level of previous years. The loss in revenue comes at roughly the same time as the introduction of the new front page and a non-permanent-presentation of the respective partner. We recommend to analyze the reasons for the revenue loss and to devise a strategy to enhance further efforts in this field.

Expenditures

The expenditures of the Association are in accordance with its internal regulations and the purpose. The expenditures for travels with externals have risen significantly and exceeded the amount budgeted by more than 40%. The Treasurer of ELSA International attributed a portion of the increase to a growing exchange with other student and law faculty organizations.

Claim forms

During the auditing of the interim accounts we had some suggestions for improving transparency for expenditures claimed. We are glad that the board of ELSA International has improved on this point. We were satisfied to see, that the Treasurer has continued to get her claim forms signed for approval by a different board member and claim forms with expenditures in a foreign currency have been equipped with a conversion rate for the date the money has been spent.

Transparency

In order to increase transparency the claim form should include reason for using transportation methods that are not public. Some claim forms stated the reason for taxi travels already, in other cases the reason could be deducted from the receipt issue time, but in other occasions the reason remained unclear.

Miscellaneous

Since the separation of ELSA International and ELSA Development Foundation (EDF) has taken place in the bookkeeping programme and they are two different legal entities, separate bank accounts should be established for EDF. Unfortunately so far no bank account has been established for the foundation itself. Thus, EDF grants are still being processed via the ELSA accounts. This is an unsatisfactory situation, since the foundation has been established in 2009. EDF and ELSA are two different legal entities and should be treated accordingly. We consider it urgent that separate bank accounts are established for EDF.

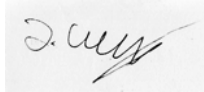
Conclusion

In accordance with above explanations and with reference to the limited scope of investigation as outlined in Article 20.3 of the Standing Orders, we are glad to inform the Council that we give a positive recommendation to approve the Final Accounts 2010/2011 of ELSA International. We rely on the work carried out by the Treasurer. Folders and documents were kept properly with a

few small exceptions. We believe that the work, which will be performed by the Treasurer, can be improved in accordance with the information suggested.

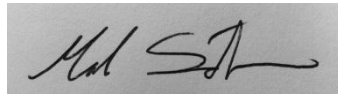
We recommend to the Council to approve the Final Accounts 2010/2011.

Best regards to the Council,



Jan Moritz Lang

Auditor ELSA International



Mikael Söderman

Vice Auditor ELSA International

Annex 3 – The External Auditor's Report for the Final Accounts of ELSA International 2010/2010



The International Board of ELSA
239, Boulevard Général Jacques
B – 1050 Brussels
Belgium

21 September 2011

Dear Sirs

Review of the financial statements of the European Law Students' Association ("ELSA") for the year ended 31 July 2011

In accordance with the Cooperation Agreement between ELSA and Mazars LLP ("Mazars") dated 7 July 2010, Mazars' letter of engagement dated 21 October 2010 and Mazars' annual confirmation of nature and scope of audit work dated 11 August 2011, we have examined the financial statements of ELSA for the year ended 31 July 2011, comprising a balance sheet as at 31 July 2011 and a profit and loss account for the year ended 31 July 2011.

Respective responsibilities

ELSA is responsible for keeping proper accounting records, preparing the financial statements and for confirming to the best of their knowledge and belief that the financial statements have been properly prepared and are fairly stated. Our responsibility is to conduct a review of the financial statements of ELSA, making inquiries of ELSA's personnel, carrying out such analytical review tests as we consider necessary and providing a negative assurance that nothing has come to light in our review that would indicate that the financial statements have not been properly prepared. We have not performed an audit and accordingly, our review provides substantially less assurance than an audit and we do not express an audit opinion. Our review cannot be relied upon to disclose whether fraud or errors, or illegal acts exist.

Basis of our opinion

The nature of our examination is set out in our letter of engagement dated 21 October 2010. Our review does not extend to the completeness of the financial statements. We have conducted such tests and inquiries as we consider reasonable to provide a negative assurance on the financial statements.

We have also relied on the reports of the internal auditors for the reliability of the internal controls and the accounting records.

Opinion

Our review of the financial statements of ELSA for the year ended 31 July 2011, has identified nine adjustments which we have already notified to you and which are attached to this report for your reference. Subject to the accurate processing of these adjustments, nothing has come to our attention that would indicate that the financial statements have not been properly prepared by ELSA.

A handwritten signature in blue ink that reads 'Mazars LLP'.

Mazars LLP

Mazars LLP - Tower Bridge House - St Katharine's Way - London - E1W 1DD
Tel: +44 (0)20 7063 4000 - Fax: +44 (0)20 7063 4001 - www.mazars.co.uk

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Registered by the Institute of Chartered Accountants in England and Wales to carry out audit work.



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Annex 4 – Final Accounts of ELSA Development Foundation 2010/2011

Treasurer's Report to the Final Accounts of ELSA Development Foundation 2010/2011

The purpose of this report is to provide an overview of changes in financial situation of ELSA Development Foundation during the financial year starting on the 1st of August 2010 and ending on the 31st of July 2011.

Income

The income of the ELSA Development Foundation, according to regulations of ELSA, comprises of contributions of National Groups as well as ELSA International depending on the level of income received by them from general sponsors. The level of income has become smaller in comparison to the previous year by 15% due to lower level of not claimed grants from the previous year. Otherwise, the contributions of National groups and ELSA International have remained on the same level.

Grants

After a short analysis of spread sheets in the accounts entitled "Project support", "Training support" and "Network support" you will be able to see that the Board of Directors of ELSA Development Foundation 2010/2011 has granted most in project support, which is due to the fact that projects usually consume more financial resources from Local and National Groups, therefore the contribution of ELSA International can usually only cover a small percentage of the whole budget of the project as co-financing.

Following the discussions, constantly emerging in the Network about the fact that ELSA International is granting "itself" big amounts for training support for such events as area meetings and International Council Meetings, it has to be mentioned once again that it is not ELSA International contributing from such grants, but the Network and the officers attending the events that are granted. The money granted in no way are used for the purposes of administration of ELSA International or administrative expenses of the International Board directly, but are used for travel expenses of trainers and their accommodation expenses. Moreover, as you will be able to see from the Final Accounts of ELSA Development Foundation ELSA International has not submitted any application at all for ISMM, USA, ICM in Poznan, but paid the expenses of the trainers completely on its own account, therefore ELSA International applies to EDF for training support only in cases when it is not possible to cover the expenses from its own budget.

Debtors

The situation of debtors remains the same with ELSA International having the biggest amount of debt towards ELSA Development Foundation, since the bank accounts for EDF are still pending opening following the procedures of Belgian legislation and current issues of the registration of the change of the board of EDF, which ELSA International 2010/2011 has identified only in the middle of its term and has not managed to resolve by the end of the term in office. Therefore, currently ELSA International is holding and managing all the cash resources of EDF on its own accounts.

Still a big problem for EDF remains the debt of ELSA Kazakhstan which has been pending in the accounts of EDF since the term of ELSA International 2008/2009. The rest of the debts are either too small to be considered problematic, or have been pending from the most recent invoicing period of 2010/2011.

Transfer to new reporting year

It is my belief as a Chairman of EDF 2010/2011 and Treasurer of ELSA International 2010/2011 that the transition to the new reporting year has been handled in accordance to the decision taken during ICM in Poznan and has been executed in the best way possible. There has been sufficient transfer of information and planning on the matter conducted during the transition period of ELSA International in July 2011, therefore there should be no problems with using the new system.

Financial situation of ELSA Development Foundation can be therefore considered stable with minor administrative problems that do not interrupt the work and purpose of EDF.

Balance sheet as of 31/07/2011

Assets	31/07/2011	31/07/2010	Liabilities	31/07/2011	31/07/2010
	EUR	EUR		EUR	EUR
<i>Fixed Assets</i>	0.00	0.00	<i>Capital</i>		
Total Fixed Assets	0.00	0.00	Opening balances	13,569.58	13,569.58
			Capitalisation current year	397.31	
			Profit/Loss	-363.18	0.00
				13,603.71	13,569.58
			Total Capital & Reserves	13,603.71	13,569.58
<i>Current Assets</i>					
<u>Debtors Control Account</u>			<i>Liabilities</i>		
Accounts Receivable (Members)	878.95	754.45	<u>Creditors Control Account</u>		
Accounts Receivable (ELSA)	18,765.08	13,840.13	Accounts Payable	1,935.44	1,025.00
	19,644.03	14,594.58			
			Total Liabilities	1,935.44	1,025.00
<u>Deposits and Cash</u>					
Current Account	0.00	0.00	Deferred revenue	4,104.88	0.00
Savings Account	0.00	0.00			
Petty Cash	0.00	0.00	Total Capital & Liabilities	19,644.03	14,594.58
	0.00	0.00			
Total Current Assets	19,644.03	14,594.58			
Total Assets	19,644.03	14,594.58			

Profit and loss statement for the period of 01/08/2010 to 31/07/2011

<i>Income</i>	
EDF Contribution 2010/2011	€ 5,746.85
Not claimed grants 2009/2010	€ 875.00
TOTAL	€ 6,621.85

<i>Expenditures</i>	
Project support	€ 3,504.58
Training support	€ 1,594.87
Network support	€ 1,200.00
Taxes	€ 203.59
Bank fees	€ 84.68
TOTAL	€ 6,587.72

Net profit € - 363.18

Detailed expenditures statement for the period 01/08/2010 - 31/07/2011

1. Expenditures of the Project support mode

			Requested Amount	Granted Amount	Paid Amount	Still open
<i>EDF Project Support</i>						
1	ELSA Bosnia and Herzegovina	2010/2011 EDF ELSA B&H no.1 - NCM ELSA B&H	€ 700.00	€ 250.00	€ 250.00	Closed
2	ELSA Estonia	2010/2011 EDF ELSA Estonia no.1 - Training days	€ 590.00	€ 250.00	€ 249.14	Closed
3	ELSA Sweden	2010/2011 EDF ELSA Sweden no.2 - NCM ELSA Sweden	€ 215.00	€ -	€ -	Closed
4	ELSA Azerbaijan	2010/2011 EDF ELSA Azerbaijan no.1 - NCM ELSA Azerbaijan	€ 1,300.00	€ 200.00	€ 200.00	Closed
5	ELSA Nantes	2010/2011 EDF ELSA Nantes no.1 - NCM ELSA France	€ 980.00	€ 400.00	€ 400.00	Closed
6	ELSA Czech Republic	2010/2011 EDF ELSA Czech Republic no. 1 - IFP Opening Conference	€ 2,974.00	€ 500.00	€ 500.00	Closed
7	ELSA Poland	2010/2011 EDF ELSA Poland no.1 - ICM Poznan	€ 5,462.15	€ -	€ -	Closed
8	ELSA Estonia	2010/2011 EDF ELSA Estonia no.2 - Law School	€ 500.00	€ 500.00	€ 470.00	Closed
9	ELSA Croatia	2010/2011 EDF ELSA Croatia no.1 - NCM ELSA Croatia	€ 600.00	€ 250.00	€ 235.44	Closed
10	ELSA Poland	2010/2011 EDF ELSA Poland no.2 - Law Competition	€ 917.00	€ 200.00	€ -	Open
11	ELSA Portugal	2010/2011 EDF ELSA Portugal no.4 - Law School	€ 500.00	€ -	€ -	Closed
12	ELSA Italy	2010/2011 EDF ELSA Italy no.1 -	€ 7,000.00	€ 1,000.00	€ -	Open
TOTAL			€ 21,738.15	€ 3,550.00	€ 2,304.58	€ -

2. Expenditures of the Training support mode

			Requested Amount	Granted Amount	Paid Amount	Still open
EDF Training Support						
1	ELSA International	2010/2011 EDF EI no.1 - ITP trainers to JIF Helsinki	€ 643.70	€ 643.70	€ 643.70	Closed
2	ELSA Iceland	2010/2011 EDF ELSA Iceland no.1 - Accommodation and travel for NB members to training sessions	None	€ -	€ -	Closed
3	ELSA International	2010/2011 EDF EI no.2 - ITP trainers to ICM Alanya	€ 1,785.11	€ 1,785.11	€ 587.33	Closed
4	ELSA International	2010/2011 EDF EI no.3 - ITP trainer to IPM Tbilisi	€ 500.00	€ 500.00	€ 363.84	Closed
TOTAL			€ 2,928.81	€ 2,928.81	€ 1,594.87	€ -

3. Expenditures of the Network support mode

			Requested Amount	Granted Amount	Paid Amount	Still open
EDF Network Support						
1	ELSA Sweden	2010/2011 EDF ELSA Sweden no.1 - ICM attendance	€ 2,300.00	€ 250.00	€ 250.00	Closed
2	ELSA Portugal	2010/2011 EDF ELSA Portugal no.1 - ICM attendance	None	€ 150.00	€ 150.00	Closed
3	ELSA Portugal	2010/2011 EDF ELSA Portugal no.2 - IPM attendance	None	€ 100.00	€ 100.00	Closed
4	ELSA Ukraine	2010/2011 EDF ELSA Ukraine no.1 - IPM attendance	€ 440.00	€ -	€ -	Closed
5	ELSA Portugal	2010/2011 EDF ELSA Portugal no. 3 - NSS project	€ 77.00	€ -	€ -	Closed
6	ELSA France	2010/2011 EDF ELSA France no.2 - ICM Poznan attendance	€ 750.00	€ 200.00	€ 200.00	Closed
7	ELSA Republic of Macedonia	2010/2011 EDF ELSA Republic of Macedonia no.1 - ICM Poznan attendance	€ 750.00	€ 500.00	-	Open
8	ELSA Ukraine	2010/2011 EDF ELSA Ukraine no.2 - ICM Poznan attendance	€ 200.00	€ -	€ -	Closed
9	ELSA Kazakhstan	2010/2011 EDF ELSA Kazakhstan no.1 - ICM Poznan attendance	€ 2,050.00	€ 948.00	€ -	Closed
TOTAL			€ 2,740.00	€ 2,148.00	€ 700.00	€ -

Annex 5 – The Auditors' Report for the Final Accounts of ELSA Development Foundation 2010/2011

ELSA Development Foundation [EDF]

We, Mikael Söderman and Jan Moritz Lang, have audited the Final Accounts of the ELSA Development Foundation (EDF), prepared and presented to us by the Board of Directors of EDF, from the 13th till 14th of August in Brussels. In addition to this report we would also like to refer to the auditing report concerning the Interim Accounts of EDF.

We noticed that even though the separation of ELSA and EDF has taken place in the bookkeeping programme prior to the Interim Accounts, so far no bank account has been established for the Foundation itself. Thus, EDF grants are still being processed via the ELSA bank accounts. This is an unsatisfactory situation, since the Foundation has been established in 2009. EDF and ELSA are two different legal entities and should be treated accordingly. This fact has already been mentioned in the auditing report concerning the Interim Accounts, when the Board of Directors has ensured us, that this situation will be solved within due time. Unfortunately, this has not been the case and we strongly urge the Board of Directors to open up new bank accounts as soon as possible and thus finalize the separation between ELSA and EDF.

We were pleased to see that the reporting deadline for EDF has been moved from January 31st to August 31st by a Council decision taken at the LIX International Council Meeting in Poznan. After a transitory period this change should facilitate the calculation process of the amount to be capitalized and thus allow upcoming Boards of Directors to have a sound and reliable basis on which to decide about applications from the beginning of the term of office. However this year the amount spent equals 99.48% of the income, thus exceeding the 94% limit as set by Art. 13.1 of the EDF regulations within the Decision Book. Some of the grant decisions have been taken after the EDF reports have been sent and thus could have taken the spending limit into account.

The Decision Book currently includes a clause equalizing debts towards EDF to those towards ELSA (10.2 (iv)) and a regulation stating that National Groups that have not fulfilled their reporting duties towards EDF shall not be able to apply for support (10.2 (iii.)). However it does not state, if debtors of EDF shall be able to apply for any mode of support. In our opinion a clarification of this situation would be beneficial for both the Board of Directors as well as National Groups considering to apply for support.

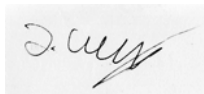
The decisions taken by the Board of Directors concerning the grants did not cause concern. Having reviewed the decision making, evaluation and granting process and while relying on the

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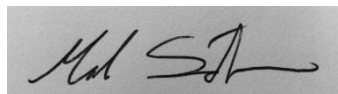
recommendation of the external auditors, when it comes to IFRS regulations and comparable requirements and standards, we recommend to approve the Final Accounts of the ELSA Development Foundation for the term 2010/2011.



Jan Moritz Lang

Auditor

ELSA Development Foundation



Mikael Söderman

Vice Auditor

ELSA Development Foundation

Annex 6 – Proposed Revision of the Budget of ELSA International 2011/2012

Budget ELSA International			
All amounts are in Euro (€)			
<i>General Income</i>	<i>2010/2011 Approved in Poznan</i>	<i>2011/2012 Approved in Poznan</i>	<i>2011/2012 Proposal Palermo</i>
Not project	149,758.33	102,666.67	94,666.67
EMC ²	27,400.00	27,400.00	27,400.00
Synergy	38,000.00	36,000.00	36,000.00
Projects	4,500.00	4,000.00	4,000.00
<i>General Income total</i>	<i>219,658.33</i>	<i>170,066.67</i>	<i>162,066.67</i>
<i>Expenditures</i>			
Not project	171,158.33	124,566.67	116,566.67
EMC ²	4,000.00	3,000.00	3,000.00
Synergy	36,000.00	36,000.00	36,000.00
Projects	8,500.00	6,500.00	6,500.00
<i>Expenditures total</i>	<i>219,658.33</i>	<i>170,066.67</i>	<i>162,066.67</i>
Profit / Loss			
Not project	-21,400.00	-21,900.00	-21,900.00
EMC ²	23,400.00	24,400.00	24,400.00
Synergy	2,000.00	0.00	0.00
Projects	-4,000.00	-2,500.00	-2,500.00
<i>Total profit/loss</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
<i>General Income</i>	<i>2010/2011 Approved in Poznan</i>	<i>2011/2012 Approved in Poznan</i>	<i>2011/2012 Proposal Palermo</i>

Proposed Revision of the Budget of ELSA International 2011/2012

Externals	25,000.00	26,600.00	22,600.00
Membership Fee	18,000.00	18,000.00	18,000.00
Observership Administration Fee	350.00	400.00	400.00
ELSA ONLINE Fee	15,000.00	15,000.00	15,000.00
Links Project	20,000.00	20,000.00	20,000.00
Bank Interest	400.00	400.00	400.00
Miscellaneous Income	600.00	600.00	600.00
ELS	5,000.00	5,000.00	5,000.00
European Commission grant	26,408.33	11,666.67	11,666.67
Provision for ELSA House	0.00	1,000.00	1,000.00
Provision for EDF	6,500.00	0.00	0.00
Provision for ELSA Online	2,000.00	4,000.00	0.00
Use of retained earnings	0.00	0.00	0.00
<i>General Income total</i>	<i>149,758.33</i>	<i>102,666.67</i>	<i>94,666.67</i>
<i>Expenditures</i>			
The ELSA House:	35,430.00	35,930.00	35,930.00
Rent	27,500.00	28,000.00	28,000.00
Heating	1,500.00	1,500.00	1,500.00
Electricity	3,000.00	3,000.00	3,000.00
Water	1,000.00	1,000.00	1,000.00
Repairs	500.00	500.00	500.00
Fire insurance	430.00	430.00	430.00
Improvement of the house	1,500.00	1,500.00	1,500.00
Office:	8,500.00	3,000.00	3,000.00
Day to day office supplies	1,500.00	1,500.00	1,500.00
Upgrade Office facilities	7,000.00	1,500.00	1,500.00
Communication:	2,400.00	2,400.00	2,400.00
Phone and Fax	1,000.00	1,000.00	1,000.00
Internet	1,000.00	1,000.00	1,000.00
Post	400.00	400.00	400.00
ELSA ONLINE Admin.	25,000.00	15,000.00	15,000.00
Housing of Server	2,000.00	2,000.00	2,000.00
ELSA ONLINE upgrades & maintenance	23,000.00	13,000.00	13,000.00
Bank Charges	300.00	300.00	300.00

Proposed Revision of the Budget of ELSA International 2011/2012

EDF contribution by EI	8,000.00	1,596.00	855.35
ICMs:	4,400.00	5,000.00	5,000.00
Travel Autumn ICM	1,800.00	2,200.00	2,200.00
Accommodation Autumn ICM	100.00	300.00	300.00
Materials for ICM	100.00	100.00	100.00
Travel Spring ICM	2,000.00	2,000.00	2,000.00
Accommodation Spring ICM	300.00	300.00	300.00
Materials for ICM	100.00	100.00	100.00
Internal Meetings	1,900.00	2,000.00	2,000.00
Travels:	14,500.00	11,000.00	11,000.00
Meetings with externals	5,000.00	3,000.00	3,000.00
Meetings within the Network	9,000.00	8,000.00	8,000.00
OECD Conference	500.00	0.00	0.00
Allowance of the International Board	19,600.00	25,200.00	25,200.00
Allowance of the Director for Moot Courts	0.00	3,600.00	3,600.00
Representation	500.00	500.00	500.00
Directors	3,300.00	2,000.00	2,500.00
General directors	3,000.00	2,000.00	2,500.00
Director for Anniversary	300.00	0.00	0.00
Auditing:	2,100.00	2,000.00	2,000.00
ICM Travels	900.00	1,000.00	1,000.00
Auditing weekends	1,200.00	1,000.00	1,000.00
Annual Report	500.00	500.00	500.00
Miscellaneous	2,000.00	1,000.00	2,000.00
Marketing Budget	2,528.33	1,340.67	1,281.32
ELSA International Previous term	200.00	200.00	500.00
Write off bad debts	30,000.00	2,000.00	0.00

Proposed Revision of the Budget of ELSA International 2011/2012

Contingency	10,000.00	10,000.00	3,000.00
<i>Expenditures total</i>	<i>171,158.33</i>	<i>124,566.67</i>	<i>116,566.67</i>
<i>Administrative Profit</i>	<i>-21,400.00</i>	<i>-21,900.00</i>	<i>-21,900.00</i>
<i>EMCC</i>	<i>2010/2011 Approved in Poznan</i>	<i>2011/2012 Approved in Poznan</i>	<i>2011/2012 Proposal Palermo</i>
<i>Income EMC2</i>			
EMC ² Sponsorship	12,400.00	12,400.00	12,400.00
EMC ² Registration	15,000.00	15,000.00	15,000.00
<i>Income total</i>	<i>27,400.00</i>	<i>27,400.00</i>	<i>27,400.00</i>
<i>Expenditures EMC2</i>			
Administration	4,000.00	3,000.00	3,000.00
<i>Expenditures total</i>	<i>4,000.00</i>	<i>3,000.00</i>	<i>3,000.00</i>
<i>EMC2 Profit</i>	<i>23,400.00</i>	<i>24,400.00</i>	<i>24,400.00</i>
<i>Synergy</i>	<i>2010/2011 Approved in Poznan</i>	<i>2011/2012 Approved in Poznan</i>	<i>2011/2012 Proposal Palermo</i>
<i>Income Synergy</i>			
Synergy 1st Edition	18,000.00	18,000.00	18,000.00
Synergy 2nd Edition	20,000.00	18,000.00	18,000.00
<i>General Income total</i>	<i>38,000.00</i>	<i>36,000.00</i>	<i>36,000.00</i>
<i>Expenditures Synergy</i>			
Synergy 1st Edition	18,000.00	18,000.00	18,000.00
Synergy 2nd Edition	18,000.00	18,000.00	18,000.00

Proposed Revision of the Budget of ELSA International 2011/2012

<i>Expenditures total</i>	<i>36,000.00</i>	<i>36,000.00</i>	<i>36,000.00</i>
<i>Synergy Profit</i>	<i>2,000.00</i>	<i>0.00</i>	<i>0.00</i>
<i>Projects</i>	<i>2010/2011 Approved in Poznan</i>	<i>2011/2012 Approved in Poznan</i>	<i>2011/2012 Proposal Palermo</i>
<i>Income projects</i>			
Final IFP Publication	500	0	0
Visits to the House	4000	4000	4000
<i>Income total</i>	<i>4500</i>	<i>4000</i>	<i>4000</i>
<i>Expenditures projects</i>			
ITP Refreshment Weekend	2000	2000	2000
Final IFP Publication	0	0	0
Train the Trainers Week	2000	0	0
Visits to the House	4000	4000	4000
OYOP Weekend	500	500	500
<i>Expenditures total</i>	<i>8500</i>	<i>6500</i>	<i>6500</i>
<i>Project profit</i>	<i>-4000</i>	<i>-2500</i>	<i>-2500</i>

Annex 7 – Debtors of ELSA International

no.	National Group	Debt on 31.07.2009	Debt on 31.07.2010	Debt on 31.07.2011	Debt on 23.09.2011
1	ELSA Albania	48.96	147.15	0.00	0.00
2	ELSA Armenia	0.00	46.29	46.29	96.29
3	ELSA Austria	900.00	-40.00	0.00	0.00
4	ELSA Azerbaijan	0.00	0.00	0.00	6.05
5	ELSA Belgium	0.00	0.00	0.00	0.00
6	ELSA Bosnia and Herzegovina	0.00	0.00	0.00	0.00
7	ELSA Bulgaria	2,328.52	2,305.05	1,854.67	1,854.67
8	ELSA Croatia	0.00	565.97	0.00	284.28
9	ELSA Czech Republic	0.00	0.00	0.00	0.00
10	ELSA Denmark	0.00	0.00	0.00	0.00
11	ELSA Estonia	0.00	0.00	0.00	0.00
12	ELSA Finland	0.00	0.00	0.00	0.00
13	ELSA France	4,172.80	4,394.31	4,444.31	4,444.31
14	ELSA Georgia	46.01	0.00	0.00	155.41
15	ELSA Germany	0.00	0.00	0.00	0.00
16	ELSA Greece	0.00	-0.59	0.00	0.00
17	ELSA Hungary	0.00	0.00	-0.01	6.16
18	ELSA Iceland	611.85	825.03	1,046.81	1,151.30
19	ELSA Ireland	0.00	0.00	0.00	0.00
20	ELSA Italy	0.00	0.00	0.00	1,811.71
21	ELSA Kazakhstan	702.34	1,077.56	1,442.67	1,492.67
22	ELSA Latvia	1,119.72	1,202.55	1,202.55	1,202.55
23	ELSA Lithuania	0.00	0.33	0.00	0.00
24	ELSA Luxembourg	0.00	150.36	150.36	200.36
25	ELSA Malta	0.00	0.00	0.89	83.91
26	ELSA Montenegro	0.00	0.00	0.00	63.73
27	ELSA Norway	0.00	0.01	0.00	0.00
28	ELSA Poland	0.00	0.00	890.74	1,065.62
29	ELSA Portugal	0.00	0.00	0.00	0.00
30	ELSA Rep. Of Macedonia	115.26	0.00	0.00	59.32
31	ELSA Romania	0.00	0.00	0.00	583.82
32	ELSA Russia	974.94	1,684.05	2,215.57	2,265.57
33	ELSA Serbia	0.00	0.00	0.00	428.91
34	ELSA Slovakia	-6.00	0.00	0.00	0.00
35	ELSA Slovenia	0.00	0.00	0.00	178.50

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36	ELSA Spain	0.00	0.00	0.00	0.00
37	ELSA Sweden	0.00	0.00	0.00	0.00
38	ELSA Switzerland	0.00	0.00	0.00	1,015.39
39	ELSA The Netherlands	0.00	0.00	0.00	0.00
40	ELSA Turkey	0.00	0.00	-1.44	130.28
41	ELSA Ukraine	0.00	0.00	0.00	723.09
42	ELSA United Kingdom	0.00	489.03	539.03	0.00
		11,014.40	12,847.10	13,832.44	19,303.90

Annex 8 – Draft International Council Meeting Host Agreement

INTERNATIONAL COUNCIL MEETING HOST AGREEMENT

between

The Organising Committee of the LXIII International Council Meeting of ELSA
(Hereinafter the **OC**), represented by the Head of the OC

and

ELSA International
(Hereafter **EI**), acting by the members of the International Board
(Hereafter **IB**), represented by the Secretary General of ELSA International

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Dates of the ICM**Article 1**

1.1 The dates of the International Council Meeting (hereinafter the **ICM**) will be from ____ of _____ to ____ of _____ 2013.

1.2 EI authorizes the OC to host the ICM on the terms and conditions set out in this Agreement.

Venue and Logistics**Article 2**

2.1 The venue of the ICM will be _____, _____.

2.2 The logistical requirements annexed to this agreement are to be ensured by the OC.

2.3 The logistics of the ICM must be assured at the latest before the arrival of the IB.

Financial Implications**Article 3**

3.1 The OC shall host the ICM on its own account. Any profit or loss arising from the organisation of ICM shall be kept by or covered by the OC.

3.2 No exclusivity can be proposed to any sponsor of an ICM since the sponsors of ELSA International have the right to be featured during the ICM.

3.3 Nothing in this Agreement is intended to or shall operate to create a partnership or joint venture of any kind between EI and the OC, or to authorise the OC to act as agent for EI, and the OC shall not have authority to act in the name or on behalf of or otherwise to bind EI in any way (including but not limited to the making of any representation or warranty, the assumption of any obligation or liability and the exercise of any right or power).

3.4 The OC shall comply with Council Decision FM 01/07 I “Maximum Participation Fee for Statutory Meetings and International Internal Meetings” when charging the participation fee.

3.5 The OC is not allowed to charge additional fees for accommodation, food or reception. However, a maximum fee of 60€ per participant may be charged covering the Gala Ball, Social Programme, Sightseeing and Transportation. It is under discretion of OC to decide how these four fees shall be split.

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- 3.6 According to the IM Policies, the participation fee for 9 members of ELSA International shall be covered by the OC. This fee includes accommodation for ten nights, meals and special fees requested from other participants.
- 3.7 The OC shall cover accommodation for a maximum of two nights for two speakers.
- 3.8 The OC shall cover accommodation for a maximum of eight nights for the Chair and Vice-Chair of the plenary.
- 3.9 The OC shall cover the Gala Ball fees of 9 delegates of ELSA International, the Chair and the Vice-Chair.

Responsibilities of the OC

Article 4

The OC shall act in the utmost good faith in the organisation and management of the ICM on behalf of EI, and shall in particular be responsible for:

- 4.1 Appointing one person to be responsible for the communication and report to the IB before as well as during and after the ICM.
- 4.2 Informing the IB about the members of the OC and their responsibilities in the OC.
- 4.3 Fundraising for the ICM in order to have a sufficient financial basis for the event.
- 4.4 Providing all necessary information to the Network about the application procedure and practical information including general promotion of the event.
- 4.5 Ensuring that invitations and other necessary documents are provided for participants in need of visa.
- 4.6 Providing adequate reception upon arrival of the participants and external guests.
- 4.7 Providing accommodation, food and social programme for the participants as well as external guests. The guests shall be liable for the accommodation, food and social programme fees directly to the OC. The OC shall not be limited by the Decision Book "Event Fees" and Annex II hereto when charging the external guests with the accommodation, food and social programme fees.
- 4.8 Fulfilling the logistical requirements annexed to this agreement.

- 4.9 Arrange a sponsor's fair in which also the Sponsors of ELSA International can participate.
- 4.10 Send regular reports to the IB on the organisation before the aforementioned event.
- 4.11 Submit financial report after the ICM upon request by the IB in accordance with art. 4.8 in the Standing Orders of ELSA.
- 4.12 Stay available and responding to requests from the IB within one week from receiving the request.
- 4.13 To provide receipts, upon request, to all the participants.

Responsibilities of EI

Article 5

EI shall be responsible for:

- 5.1 Appointing one person to be responsible for the communication and report to the OC before as well as during and after the ICM.
- 5.2 Supporting the OC in fundraising by providing contacts as well as help in drafting proposals if requested by the OC. The IB shall also as far as considered appropriate present the ICM to external contacts of ELSA International.
- 5.3 Advising the OC in budgeting and accounting if requested.
- 5.4 Sending statutory invitations to the Member and Observer Groups.
- 5.5 Preparing the Working Materials and the plan for the Workshops and Plenary sessions of the ICM.
- 5.6 Ensuring the well-functioning of the Workshops during the ICM and make sure that the Internal Regulations are followed as well as that the Meeting is minuted properly.
- 5.7 Keeping the OC regularly updated about scheduled meetings as well as additional requirements that might be needed. EI shall cover the costs of such additional requirements that are not mentioned in Annex I of this ICM Host Agreement Requirements.
- 5.8 Keeping the OC updated about external guests as well as any specific arrangements that have to be made for these guests. EI shall cover all costs of specific arrangements, except the accommodation for the speakers

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5.9 Staying available and responding to requests from the OC within one week from receiving the request.

Discharge of ICM Host/OC

Article 6

6.1 If any problems occur before, during or after the ICM, which might jeopardize any of the points regulated in this agreement the OC is to inform the International Board immediately.

6.2 When such problems are reported, the IB is to take necessary measures to help find solution to these problems together with the OC.

6.3 The International Board can immediately discharge the OC in case of violation of the following points: 4.1, 4.4, 4.10 and 4.12.

6.4 Should the OC fail to fulfil any other responsibilities the IB shall inform the OC by e-mail or letter followed by a phone call, stating the responsibility which is not being fulfilled. The OC shall send the IB a plan for how they will improve the situation within five days from the phone call was received.

Should the OC not send such report or the report should not include a satisfactory action plan the IB may discharge the OC. The IB may also discharge the OC in case such plan is not followed by the OC.

From the time when the IB has correctly informed the OC of the occurred problems the IB may also take necessary measures to remedy the damage. Any costs incurred by such remedies shall be split between the IB and the OC.

_____, ____ of October 2011

Jaana Saarijärvi
Secretary General
ELSA International

Head of OC

Annex I to the ICM Host Agreement for the LXIII International Council Meeting**List of Logistical Requirements for International Council Meeting****Plenary hall**

- 1 hall, seating all participants and guests, approximately 9 delegates x 42 groups + externals = 400 persons;
- 1 head-table to accommodate 7 IB members + Chair + Vice-Chair - with appropriate name placards/place names;
- 1 table for plenary secretaries (2 to 4 persons);
- 1 video projector to be used for PowerPoint presentations and/or Video presentations (compatible with Windows Vista/Windows 7/Mac operating system);
- 1 additional computer, attached to beamer projector, to be used for PowerPoint presentations (compatible with MS Office 2007 and Windows 7);
- 1 ELSA _____ banner, depicting the ELSA logo. If you wish, you may also write the name, number and date of the Council Meeting;
- 1 video player and CD player, connected to sound system;
- 1 sound system, which should include two fixed microphones on the head table, and a number of cordless microphones circulating amongst the floor

Note: Please bear in mind that ELSA International is obliged to hang banners and posters of its sponsors in the Plenary Hall. Please check with the IB beforehand on this point, and also check with the IB before hanging up sponsor banners of your own. Bear in mind the Fundraising Regulations when contacting sponsors of your own.

Workshops

- 7 rooms seating all participants around 35-50 people;
- 2 or 3 larger rooms to accommodate joint workshops composed of one, two or even three areas.

WS room should be equipped with:

- Enough tables to accommodate all workshop participants
- 1 flip-chart, flip-chart paper and markers
- Beamer for presentations
- 1 computer for workshop secretaries
- Disposable cups
- Refreshments

Additional equipment

- 2 spare flipcharts on self-supporting stands (for externals)
- 1 printer
- Sufficient printing paper (for 1000 prints)
- Internet access

➤ **Note:** It is also useful to have a number of spare flipcharts on self-supporting stands. These will almost certainly be used by externals that will come to give training sessions, and will probably prepare their charts beforehand. The stands will therefore be carried around from the one workshop to another.

IB Room

The IB room should be accessible three days before the ICM for the IB to use during preparations.

- 1 printer,
- Sufficient printing paper (for 1000 prints)
- 1 conference-table with possibility to accommodate the IB and NB's during meetings (i.e. approximately 14-18 people)
- 1 flip-chart on stand + coloured markers
- 1 telephone line, with possibility to make international calls
- Internet access.

VERY IMPORTANT NOTE:

Please ensure that all computers are virus-free and are equipped with updated virus protection, and that in case of emergency, virus protection may be reinstalled on location.

Annex 9 – Draft International Presidents' Meeting Host Agreement

INTERNATIONAL PRESIDENTS' MEETING HOST AGREEMENT

between

The Organising Committee of the XLV International Presidents' Meeting of ELSA
(Hereinafter the OC), represented by the Head of the OC

and

ELSA International
(Hereafter EI), acting by the members of the International Board
(Hereafter IB), represented by the Secretary General of ELSA International

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Dates of the IPM**Article 1**

1.1 The dates of the International Presidents' Meeting (hereinafter the **IPM**) will be from the ____ to the ____ of August 2012.

1.2 EI authorizes the OC to host the IPM on the terms and conditions set out in this Agreement.

Venue and Logistics**Article 2**

2.1 The venue of the IPM will be _____, _____.

2.2 The logistical requirements annexed to this agreement are to be ensured by the OC.

2.3 The logistics of the IPM must be assured at the latest before the arrival of the IB.

Financial Implications**Article 3**

3.1 The OC shall host the IPM on its own account. Any profit or loss arising from the organisation of IPM shall be kept by or covered by the OC.

3.2 Nothing in this Agreement is intended to or shall operate to create a partnership or joint venture of any kind between EI and the OC, or to authorise the OC to act as agent for EI, and the OC shall not have authority to act in the name or on behalf of or otherwise to bind EI in any way (including but not limited to the making of any representation or warranty, the assumption of any obligation or liability and the exercise of any right or power).

3.3 The OC shall comply with Council Decision FM 01/07 I "Maximum Participation Fee for Statutory Meetings and International Internal Meetings" when charging the participation fee.

3.4 The OC shall cover all expenses for the President of EI and one extra IB member in connection to IPM, except for travel expenses. The accommodation and meals costs of the President and the extra IB member covered by the OC include the days of the IPM and maximum 3 extra nights per each one of them.

3.5 The OC shall cover all extraordinary fees of the President of EI and one extra IB member.

Responsibilities of the OC**Article 4**

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The OC shall act in the utmost good faith in the organisation and management of the IPM on behalf of EI, and shall in particular be responsible for:

- 4.1 Appointing one person to be responsible for the communication and report to the IB before as well as during and after the IPM.
- 4.2 Informing the IB about the members of the OC and their responsibilities in the OC.
- 4.3 Fundraising for the IPM in order to have a sufficient financial basis for the event.
- 4.4 Providing all necessary information to the Network about the application procedure and practical information including general promotion of the event.
- 4.5 Ensuring that invitations and other necessary documents are provided for participants in need of visa.
- 4.6 Providing adequate reception upon arrival of the participants and external guests.
- 4.7 Providing accommodation, food and social programme for the participants as well as external guests. The guests shall be liable for the accommodation, food and social programme fees directly to the OC. The OC shall not be limited by the Decision Book "Event Fees" and Annex II hereto when charging the external guests with the accommodation, food and social programme fees.
- 4.8 Fulfilling the logistical requirements annexed to this agreement.
- 4.9 Send regular reports to the IB on the organisation before the aforementioned event.
- 4.10 Submit financial report after the IPM upon request by the IB in accordance with art. 4.8 in the Standing Orders of ELSA.
- 4.11 Stay available and responding to requests from the IB within one week from receiving of the request.
- 4.12 To provide receipts, upon request, to all the participants.

Responsibilities of EI

Article 5

EI shall be responsible for:

- 5.1 Appointing one person to be responsible for the communication and report to the OC before as well as during and after the IPM.
- 5.2 Supporting the OC in fundraising by providing contacts as well as help in drafting proposals if requested by the OC. The IB shall also as far as considered appropriate present the IPM to external contacts of ELSA International.
- 5.3 Advising the OC in budgeting and accounting if needed.
- 5.4 Sending invitations to the National Groups via e-mail.
- 5.5 Preparing the Working Materials and the plan for the workshop sessions of the IPM.
- 5.6 Ensuring the well-functioning of the workshops during the IPM and make sure that the Internal Regulations are followed as well as that the Meeting is minuted properly.
- 5.7 Keeping the OC regularly updated about scheduled meetings as well as additional requirements that might be needed. EI shall cover the costs of such additional

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requirements that are not mentioned in Annex I of these IPM Host Agreement Requirements.

- 5.8 Keeping the OC updated about external guests as well as any specific arrangements that have to be made for these guests.
- 5.9 Staying available and responding to requests from the OC within one week from receiving the request.

Discharge of IPM Host/OC

Article 6

- 6.1 If any problems occur before, during or after the IPM, which might jeopardize any of the points regulated in this agreement the OC is to inform the International Board immediately.

When such problems are reported, the IB is to take necessary measures to help find solution to these problems together with the OC.

- 6.2 The International Board can immediately discharge the OC in case of violation of the following points: 4.1, 4.3, 4.4, 4.9 and 4.11.

- 6.3 Should the OC fail to fulfil any other responsibilities the IB shall inform the OC by e-mail or letter followed by a phone call, stating the responsibility which is not being fulfilled. The OC shall send the IB a plan for how they will improve the situation within three days from the phone call was received.

- Should the OC not send such report or should the report not include a satisfactory action plan the IB may discharge the OC. The IB may also discharge the OC in case such plan is not followed by the OC.
- From the time when the IB has correctly informed the OC of the occurred problems the IB may also take necessary measures to remedy the damage. Any costs incurred by such remedies shall be split between the IB and the OC.

_____, ____ of October 2011

Jaana Saarijärvi
Secretary General
ELSA International

Head of the OC

Annex I to the IPM Host Agreement for the LXV International Presidents' Meeting**List of Logistical Requirements for International Presidents' Meeting****Workshops**

1 room seating all participants around 35-50 people

- 1 ELSA _____ banner, depicting the ELSA logo. If you wish, you may also write the name, number and date of the Presidents' Meeting

WS room should be equipped with:

- enough tables to accommodate all workshop participants
- 1 flip-chart, flip-chart paper and markers
- Beamer for presentations
- Disposable cups
- Refreshments

Additional equipment

- 1 spare flipcharts on self-supporting stands (for externals)
- 1 printer
- Sufficient printing paper and ink
- Internet access