

LXXXVII INTERNATIONAL COUNCIL MEETING WORKING MATERIALS

6th April - 13 April 2025

Malta



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VAN BAELE & BELLIS

FOREWORD

GENERAL INFORMATION**FOREWORD**

Dear Network,


We are excited to present you with the Working Materials for the 87th International Council Meeting Malta! This ICM serves as a cornerstone for collaboration, decision-making, and the collective growth of our Association. Over the coming days, we will engage in discussions that will shape the future of ELSA, ensuring its continued success and impact.

As we come together from across Europe, we are reminded of the strength of our Network - built upon shared values, dedication, and commitment to ELSA's mission. Together, the International Board of ELSA has created an agenda filled with important discussions, from a new Financial Strategy to Flagship Project Applications. Additionally, this year we have a very extraordinary ICM ahead of us, with not one, but two Membership Applications. Last, but definitely not least, we have the election of the International Board of ELSA 2025/2026. We wish all the Candidates the very best of luck!

The impact of ICMs goes beyond the discussions at the Meeting itself; they are a moment of inspiration, reflection, and growth. We therefore want to encourage you to dive into this experience with us and bring your best ELSA Spirit so that we can share and celebrate everything we have achieved together as a Network.

Finally, we would like to take this opportunity to thank the Organising Committee and ELSA Malta for hosting this ICM and making it possible for us all to meet in person once again this term. Thanks to your hard work, we will get to enjoy the unique atmosphere of Malta as we continue to #ActToImpact together!

ELSAfully yours,



Nathalie, Mie, Nikola, Niko, Aliena, Paula

International Board of ELSA 2024/2025

#ActToImpact

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THE INTERNATIONAL COUNCIL MEETING GUIDE

THE INTERNATIONAL COUNCIL MEETING GUIDE**What is an International Council Meeting?**

The International Council Meeting is a statutory meeting and one of the International Internal Meetings of ELSA.

It brings together Officers of all Areas from the whole ELSA Network. It consists of both Plenary and Workshop sessions. The main aims of this meeting are:

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

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

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

What is a Workshop?

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

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

The following Workshops will be held during the International Council Meeting:

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

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

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

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

THE INTERNATIONAL COUNCIL MEETING GUIDE

Academic Activities (AA): conducted by the Vice President in charge of Academic Activities of the International Board and attended by National Vice Presidents in charge of Academic Activities of the ELSA Network.

Competitions (C): conducted by the Vice President in charge of Competitions of the International Board and attended by National Vice Presidents in charge of Competitions of the ELSA Network.

Professional Development (PD): conducted by the Vice President in charge of Professional Development of the International Board and attended by National Vice Presidents in charge of Professional Development of the ELSA Network.

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

What is a Joint Workshop?

A Joint Workshop is used for a topic that is worth being discussed by the officers of more than one area.

Who is a Workshop Officer?

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

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

The role of the Vice Chair is to assist the Chair and stand in for them in the event of their absence.

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

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

What is an International Council Meeting Officer?

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

THE INTERNATIONAL COUNCIL MEETING GUIDE

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

The role of the Vice Chair is to assist the Chair and stand in for them in the event of their absence.

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

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

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

 THE INTERNATIONAL COUNCIL MEETING GUIDE

Finger rules for workshops and plenaries

The “finger rules” are intended to make the job of the Chair easier and to ensure that the discussions are as effective and smooth as possible. The theory behind the finger rules is simple; you indicate what you want to state by using one of the following gestures:

One finger:	New topic or idea
Two fingers:	Direct comment or response
Three fingers:	End the discussion as it is not useful
Pinkie finger:	Technical remark (e.g. “Open the window.”, “The font is too small.”)
Scissors:	Remove yourself from the speakers’ list
Thumb up:	Show immediate feedback to the conversation (“I like this idea.”)
Thumb down:	Show immediate feedback to the conversation (“I do not like this idea.”)

The **priority** amongst the different hand gestures goes in the following order: pinkie, three fingers, two fingers, one finger. This way, the Chair can more easily moderate the discussions. Scissors and thumbs up/down do not require a direct reaction by the Chair and that is why the priority rule is not applied to them.



OBLIGATIONS OF THE NATIONAL GROUPS

OBLIGATIONS OF THE NATIONAL GROUPS

Important information!

In accordance with article 7.3 (a) of the Statutes of ELSA, a Member shall be suspended by the International Board for the duration of the International Council Meeting, thus not having voting rights but keeping the rights to attend and address the International Council, until it has:

- i. fulfilled its **financial obligations** towards ELSA; and
- ii. filled in the **“State of the Network Inquiry”**, sent prior to the respective International Council Meeting, and handed it in to the International Board; and
- iii. submitted the **Letter of Authorisation** to the Secretary General of the International Board; and
- iv. submitted the **“National Group Report”** to the International Board

For this purpose, please address all financial enquiries concerning debts towards ELSA to the Treasurer of the International Board in due time **until the 6th of April 2025, 23:59 CEST** at treasurer@elsa.org.

Moreover, the SotN Inquiry must be thoroughly filled out and submitted electronically to the International Board **until the 23rd of March 2025, 23:59 CET**, 14 days before the opening of the International Council Meeting, as stated in the International Council Meeting Decision Book. The 38th State of the Network Inquiry has already been sent out, and you may find it [here](#). If you need any clarifications regarding the SotN Inquiry, please contact the Secretary General of the International Board at secgen@elsa.org.

Additionally, the National Group Report had to be submitted to the Secretary General of the International Board **until the 28th of February 2025, 23:59 CET**. Please note that if you have not submitted the National Group on time, the voting rights of your National Group will be suspended for the duration of the International Council Meeting. The National Group Report has already been sent out, and you may find it [here](#).

According to article 5.5 of the Standing Orders of ELSA, for the delegates representing a Member National Group to be allowed to participate in the International Council, they must be duly authorised to vote in the International Council on behalf of their National Group and must, therefore, send to the Secretary General of the International Board the **Letter of Authorisation** signed by two elected National Board members of the respective National Group **before the Opening Plenary on the 6th of April 2025**. Each Letter of Authorisation shall be accompanied by a list of Local Groups that are currently Members and Observers of the respective National Group. A template of the Letter of Authorisation can be found in [Annex 10](#) of these Working Materials.

In order for the International Council to reach the necessary quorum, as stated in article 7.4 of the Statutes of ELSA and be fully competent, it is highly recommended that the Member National Groups, which are not going to be represented in the International Council by their own delegates, give a **proxy** to another Member National Group following the rules of article 5.6 of the Standing Orders of ELSA. A template of proxy can be found in [Annex 11](#) of these Working Materials. The deadline to submit a proxy to secgen@elsa.org is before **the Opening Plenary on the 6th of April 2025**.

REMINDERS

REMINDERS**General Reminder**

If you really want to enjoy this ICM,

DO NOT FORGET THE FOLLOWING:

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

To be prepared for the Workshops:

- Read carefully from cover to cover and bring with you a copy of these Working Materials;
- Read the [Minutes](#) from LXXXV ICM Thessaloniki and LXXXVI ICM Antalya;
- Read the [Minutes from V ISM Malmö](#);
- Read the [Statutes and Standing Orders](#) of ELSA;
- Read the [International Council Meeting Decision Book, 67th Edition](#);
- Read the [One Year Operational Plan](#) (OYOP) of the International Board of ELSA 2024/2025.

To be prepared to be celebrated as a true legend:

- Consider being a Workshop Secretary;
- Consider being a Plenary Secretary;
- Consider being a member of the Nominations Committee.

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

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

REMINDERS

Deadline for Nominations

The deadline for nominations for:

TREASURER OF THE INTERNATIONAL BOARD OF ELSA 2024/2025;

**VICE PRESIDENT IN CHARGE OF PROFESSIONAL DEVELOPMENT OF THE
INTERNATIONAL BOARD OF ELSA 2024/2025;**

THE INTERNATIONAL BOARD OF ELSA 2025/2026;

**INTERNAL AUDITOR AND VICE AUDITOR OF ELSA INTERNATIONAL
2025/2026**

is on Monday, 7th of April 2025, at 23:59 CEST.

REMINDERS

Call for the Treasurer of the International Board of ELSA 2024/2025

The European Law Students' Association

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

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

Ever dreamt of living in the ELSA House?

This is your opportunity:

Join the International Board!

MAKE A DIFFERENCE FOR ELSA!

RUN FOR

**TREASURER OF THE INTERNATIONAL BOARD OF ELSA
2024/2025!**

REMINDERS

Call for the Vice President in charge of Professional Development of the International Board of ELSA 2024/2025



The European Law Students' Association

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

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

Ever dreamt of living in the ELSA House?

This is your opportunity:

Join the International Board!

MAKE A DIFFERENCE FOR ELSA!

RUN FOR

**VICE PRESIDENT IN CHARGE OF PROFESSIONAL
DEVELOPMENT OF THE INTERNATIONAL BOARD OF
ELSA 2024/2025!**

REMINDERS

Call for the International Board of ELSA 2025/2026The logo for ELSA (The European Law Students' Association) is displayed in a stylized, bold, lowercase font.

The European Law Students' Association

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

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

Ever dreamt of living in the ELSA House?

This is your opportunity:

Join the International Board!

MAKE A DIFFERENCE FOR ELSA!

RUN FOR

THE INTERNATIONAL BOARD OF ELSA 2025/2026!

REMINDERS

What is the role of the International Board of ELSA?

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

President

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

Secretary General

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

Treasurer

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

Vice President in charge of Marketing

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

REMINDERS

Vice President in charge of Academic Activities

The Vice President in charge of Academic Activities is responsible for the overall planning, coordination, and supervision of the Key Area of Academic Activities. This responsibility includes coordination of the legal writing projects (namely, the ELSA Law Review and the Legal Research Groups of the Network), Human Rights and Social Responsibility initiatives. The Vice President in charge of Activities will perform as the Head of the International Organising Committee for the Rule of Law Education Campaign. The Vice President for Academic Activities also has 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, the International Focus Programme and Social Responsibility in the activities related to their key area.

Vice President in charge of Competitions

The Vice President in charge of Competitions is responsible for the overall planning, coordination and supervision of the Key Area of Competitions. This responsibility includes the John H. Jackson Moot Court Competition and the Helga Pedersen Moot Court Competition, acting as the Head of the International Organising Committee, representing ELSA in front of the World Trade Organisation and the Council of Europe. Additionally, they will be responsible for handling the external relations with every partner or potential partner of the aforementioned Competitions. When called upon, the Vice President for Competitions is also responsible for supporting and assisting Local and National Groups in organising academic competitions and MCC events in the Network.

Vice President in charge of Professional Development

The main responsibility of the Vice President in charge of Professional Development is related to the flagship project ELSA Traineeships. This includes coordination and supervision of all the related information received from the Network and making the information and statistics available to all the Officers, the implementation of the international partnerships for the project, and actively seeking additional opportunities for the traineeship programme and the International Focus Programme and Human Rights within the scope of ELSA Traineeships. The Vice President in charge of Professional Development is also responsible for organising the Career Launch, supporting the National Groups in the organisation of their National Traineeships Programme, monitoring that they do not overlap with the timeline of ELSA Traineeships and training the Network about Professional Development events, providing the Officers with all the necessary guidelines and support.

Vice President in charge of Seminars and Conferences

The Vice President in charge of Seminars and Conferences is responsible for the Key Area of Seminars and Conferences. This responsibility includes coordinating seminars, conferences, Study Visits, Institutional Visits, ELSA Law Schools, ELSA Delegations, International Conferences of ELSA and ELSA Webinars in the Network.

REMINDERS

Electoral Procedure for the International Board of ELSA

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

The nominations must be sent to the Nominations Committee by the deadline set for nominations in order for the candidates to be able to run for the International Board. This **deadline is set at 23:59 CEST on the second day of the International Council Meeting**, unless the International Council decides to prolong the deadline. The necessary documents, Nomination, Seconding and Confirmation sheets can be found in [Annex 12](#) of these Working Materials.

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

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

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

REMINDERS

Call for Internal Auditors of ELSA 2025/2026

The European Law Students' Association

Are you an accurate person?

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

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

**INTERNAL AUDITOR OR INTERNAL VICE AUDITOR OF
ELSA INTERNATIONAL 2025/2026!**

REMINDERS

What is the role of the Internal Auditors of ELSA?

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

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

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

What are the general responsibilities of the internal auditors?

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

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

- Basic knowledge of accounting;
- Basic knowledge of auditing;
- A certain interest in financial matters;
- No active involvement in ELSA International or any National Groups of ELSA for the term 2024/2025. Elected or appointed positions at the Local level or as an Auditor at any level are acceptable.

Electoral Procedure for the Internal Auditors of ELSA

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

The nominations must be handed in to the Nominations Committee by the deadline set for nominations in order for the candidates to be able to run for the Internal Auditors' team. **This deadline is set at 23:59 CEST on the second day of the International Council Meeting**, unless the Council decides to prolong the deadline. The necessary documents, Nomination, Seconding and Confirmation sheets can be found in [Annex 12](#) of these Working Materials.

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

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

REMINDERS

Memento**Voting Rights in the Plenary**

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

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

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

2. the National Board has **fulfilled all financial obligations** towards ELSA;

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

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

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

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

You may find the template for the Letter of Authorisation in [Annex 10](#).

Letter of Authorisation

The Letter of Authorisation must include:

- the contact details of your National Group;
- the names of the delegates of your National Group who are allowed to vote during the voting process;
- the names of all other delegates representing your National Group;
- the **signatures of two elected National Board members** authenticating the letter.

The Letter of Authorisation should be filled in and sent **before the Opening Plenary** if you wish to receive your voting rights. Please make sure that the Letter of Authorisation is submitted to the Secretary General of the International Board in due time.

REMINDERS

Proxy

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

The Proxy must include:

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

The Proxy should be filled in and sent to the Secretary General of the International Board **before the Opening Plenary**, at secgen@elsa.org so that your voting rights be given to the National Group acting as a proxy. You can find a draft Proxy in [Annex 11](#).

Reporting Time

This is the moment when the delegation meets and discusses important matters brought up in the workshops and in the Plenary sessions.

Voting Rights in the Workshops

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

Plenary Presentations

During the Plenary sessions, the National Groups may present their events and activities if they wish to inform the ELSA Network about them and attract participants. In order to ensure the best possible efficiency to the International Council proceedings, we hereby set some rules for the National Groups interested in making a presentation during the Plenary sessions:

- The demonstration of any presentations during the Plenary sessions will be up to the discretion of the Chair and/or Vice Chair.
- No presentations will be allowed if they do not match the following criteria:
 1. have an appropriate length (between three and five minutes);
 2. be in accordance with the principles of ELSA;
 3. be sent to the Vice President in charge of Marketing of the International Board until the **5th of April 2025, 23:59 CEST**.
- The priority of acceptance will be as follows:
 1. International Internal Meetings;
 2. Training Events;
 3. ELSA Core Activities events;
 4. Social Events;
 5. Other events or activities.

REMINDERS

Head of Delegation Meeting

Please be advised that the **Head of Delegation meeting will take place online**, ahead of the LXXXVII International Council Meeting itself.

The same meeting will be held at two different occasions, to accommodate for participants' other commitments.

All Heads of Delegation are obliged to participate in the meeting either on **Tuesday 1st of April 2025 at 19:00 CEST** or **Friday 4th of April 2025 at 19:00 CEST**.

International Council Meeting Whatsapp Community

We kindly request that all Delegates join the Official Whatsapp Community of the LXXXVII International Council Meeting in Malta. Please scan the QR code below to join:



REMINDERS

E-VOTING

Please indicate which Delegate from your National Group shall receive the Nemovote credentials **until the 26th of March 2025, 23:59 CET** through this [form](#).

ICM TIMETABLE

DRAFT TIMETABLES AND AGENDAS

ICM TIMETABLE

General Timetable

	6th April	7th April	8th April	9th April	10th April	11th April	12th April	13th April			
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday			
09:00	Arrival	Officers' and Freshers' Workshops	Breakfast						Departures		
09:30			Breakfast								
10:00		Workshops	Workshops	Mid Plenary	Workshops	Workshops	Final Plenary				
10:30											
11:00											
11:30											
12:00											
12:30		Lunch									
13:00		Lunch									
13:30		Lunch									
14:00	Lunch										
14:30	LoA	Workshops	Workshops	Mid Plenary	Workshops	Workshops	Final Plenary				
15:00											
15:30	Opening Plenary							Sightseeing	Mid Plenary	Reporting Time	Workshops
16:00											
16:30											
16:30	Opening Plenary	Sightseeing	Mid Plenary	Reporting Time	Workshops						
17:00											
17:30	Opening Workshop	Sightseeing	Mid Plenary	Preparation Time	Workshops						
18:00											
18:30	Opening Workshop	Sightseeing	Mid Plenary	Preparation Time	Workshops						
19:00											
19:00	Reporting Time				Transport	Reporting Time					
19:30	Reporting Time										
20:00	Dinner				Gala Ball	Dinner					
20:30	Dinner										
21:00	Socials				Gala Ball	ELSA Vision	Socials				
21:30	Socials										
22:00	Socials										

ICM TIMETABLE

DRAFT PLENARY AGENDA

Opening Plenary: Sunday, 6th April 2025

- 15:00 **Opening of the LXXXVII International Council Meeting**
Nathalie Labar, President of the International Board of ELSA
- 15:15 **Presentation of the Chair and the Vice Chair of the Plenary**
Mie Tveit, Secretary General of the International Board of ELSA
- 15:30 **Announcement of the list of votes**
Mie Tveit, Secretary General of the International Board of ELSA
- 15:45 **Election of the International Council Meeting Officers**
Chair | Vice Chair
- 16:15 **Approval of the International Council Meeting Agenda and presentation of
the International Council Meeting structure**
Chair | Vice Chair
- 16:30 **Approval of the Minutes of the LXXXVI International Council Meeting
Antalya, Autumn 2024**
Chair | Vice Chair
- 16:40 **Approval of the Minutes of the V International Strategy Meeting Malmö,
Autumn 2024**
Chair | Vice Chair
- 16:50 **Presentation of the ELSA International Team 2024/2025**
The International Board of ELSA
- 17:10 **Partner Presentation**
Católica Global School of Law
- 17:30 **Questions and Answers with the International Board of ELSA**
The International Board of ELSA
- 17:55 **Information regarding Freshers' & Officers' Workshops**
Mie Tveit, Secretary General of the International Board of ELSA
- 18:00 **End of the Opening Plenary**
Chair | Vice Chair

ICM TIMETABLE

Mid Plenary: Wednesday, 9th April 2025

- 10:00 **Opening of the Mid Plenary**
Chair | Vice Chair
- 10:10 **Revision of the list of votes**
Mie Tveit, Secretary General of the International Board of ELSA
- 10:20 **Announcement of the Nominations**
Nominations Committee
- 10:30 **Presentation and approval of the BEE Workshop related Proposals**
Chair | Vice Chair and Workshop Chair
- 11:10 **Presentation and approval of the IM Workshop related Proposals**
Chair | Vice Chair and Workshop Chair
- 11:50 **Presentation and approval of the FM Workshop related Proposals**
Chair | Vice Chair and Workshop Chair
- 12:20 **Presentation and approval of the MKT Workshop related Proposals**
Chair | Vice Chair and Workshop Chair
- 13:00 **Lunch Break**
- 14:30 **Reconvening of the Mid Plenary**
Chair | Vice Chair
- 14:40 **Revision of the list of votes**
Mie Tveit, Secretary General of the International Board of ELSA
- 14:50 **Presentation and approval of the AA Workshop related Proposals**
Chair | Vice Chair and Workshop Chair
- 15:50 **Presentation and approval of the C Workshop related Proposals**
Chair | Vice Chair and Workshop Chair
- 16:30 **Presentation and approval of the PD workshop related Proposals**
Chair | Vice Chair and Workshop Chair
- 17:00 **Membership Application of ELSA Bosnia and Herzegovina**
Chair | Vice Chair and Workshop Chair
- 17:30 **Membership Application of ELSA Latvia**
Chair | Vice Chair and Workshop Chair

ICM TIMETABLE

- 18:00 **Announcement of Winner of Annual Human Rights Campaign Prize**
Niko Anzulović Mirošević, Vice President in charge of Academic Activities of the International Board of ELSA, and the Council of Europe
- 18:30 **Announcement of Annual Human Rights Campaign Topic 2025/2026**
Niko Anzulović Mirošević, Vice President in charge of Academic Activities of the International Board of ELSA, and the Council of Europe
- 18:40 **Presentations of the Network**
Chair | Vice Chair and Network
- 19:00 **End of the Mid Plenary**
Chair

ICM TIMETABLE

Final Plenary: Saturday, 12th April 2025

- 10:00 **Opening of the Final Plenary**
Chair | Vice Chair and Network
- 10:10 **Revision of the list of votes**
Mie Tveit, Secretary General of the International Board of ELSA
- 10:20 **Presentation of the Interim Accounts of ELSA 2024/2025**
Nathalie Labar, President of the International Board of ELSA
- 10:30 **Presentation of the Interim Auditors' Report of ELSA 2024/2025**
Fabian Eigner and Dario Schönbacher, Internal Auditors of ELSA International 2024/2025
- 10:40 **Q&A for the Interim Accounts and Auditors' Report of ELSA 2024/2025**
Nathalie Labar, President of the International Board of ELSA, and Fabian Eigner and Dario Schönbacher, Internal Auditors of ELSA International 2024/2025
- 11:00 **Presentation of the Interim Accounts of the ELSA Development Foundation 2024/2025**
Mie Tveit, Secretary General of the International Board of ELSA
- 11:10 **Presentation of the Internal Auditors' Report of the ELSA Development Foundation 2024/2025**
Fabian Eigner and Dario Schönbacher, Internal Auditors of ELSA International 2024/2025
- 11:20 **Q&A for the Interim Accounts and Auditors' Report of the ELSA Development Foundation 2024/2025**
Mie Tveit, Secretary General of the International Board of ELSA, and Fabian Eigner and Dario Schönbacher, Internal Auditors of ELSA International 2024/2025
- 11:40 **Presentation and approval of the proposed revision of the Budget of ELSA International 2024/2025**
Chair | Vice Chair and Workshop Chair
- 12:15 **Presentation and non binding recommendation of the proposed revision of the Budget of ELSA Development Foundation 2024/2025**
Chair | Vice Chair and Workshop Chair
- 12:30 **Presentation and approval of the proposed Budget of ELSA 2025/2026**
Chair | Vice Chair and Workshop Chair
- 13:00 **Lunch Break**

ICM TIMETABLE

- 14:30 **Reconvening of the Final Plenary**
Chair | Vice Chair
- 14:40 **Revision of the list of votes**
Mie Tveit, Secretary General of the International Board of ELSA
- 14:50 **Presentation and non binding recommendation of the proposed Budget of ELSA Development Foundation 2025/2026**
Chair | Vice Chair and Workshop Chair
- 15:10 **Announcement of the Nominations**
Nominations Committee
- 15:20 **Presentation and Q&A for the Candidate(s) for Internal Auditor of ELSA 2025/2026**
Chair | Vice Chair and Candidate(s)
- 15:50 **Presentation and Q&A for the Candidate(s) for Internal Vice Auditor of ELSA 2025/2026**
Chair | Vice Chair and Candidate(s)
- 16:20 **Presentation and Q&A for the Candidate(s) for the position on the International Board of ELSA 2024/2025**
Chair | Vice Chair and Candidate(s)
- 16:50 **Presentation and Q&A for the Candidate(s) for the position on the International Board of ELSA 2025/2026**
Chair | Vice Chair and Candidate(s)
- 18:50 **Presentation of the voting procedure and voting**
Chair | Vice Chair
- 19:20 **Announcement of the results**
Chair | Vice Chair
- 19:40 **Closing of the LXXXVII International Council Meeting**
Nathalie Labar, President of the International Board of ELSA
- 20:00 **End of the Final Plenary**
Chair

BOARD MANAGEMENT, EXTERNAL RELATIONS AND EXPANSION WORKSHOP

BOARD MANAGEMENT, EXTERNAL RELATIONS AND EXPANSION WORKSHOP**Preparation and Reminders**

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

- Read these Working Materials cover to cover;
- Read relevant parts of the [Statutes and Standing Orders](#) of ELSA;
- Read relevant parts of the [International Council Meeting Decision Book, 67th Edition](#);
- Read the [One Year Operational Plan](#) (OYOP) of the International Board of ELSA 2024/2025;
- Read the [Minutes](#) of the V International Strategy Meeting Malmö;
- Bring your ELSA spirit, share your thoughts and suggestions, and leave your personal touch in the LXXXVII International Council Meeting Malta.

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

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


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

Username: officer

Password: 7zXZZNq

Lastly, do not forget to bring your national/local sweets and/or drinks to share with the Workshop.

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



Nathalie Labar

President

International Board of ELSA 2024/2025

BOARD MANAGEMENT, EXTERNAL RELATIONS AND EXPANSION WORKSHOP

Timetable

	6th April	7th April	8th April	9th April	10th April	11th April	12th April	13th April	
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
09:00	Arrival	Officers' and Freshers' Workshops	Breakfast						Departures
09:30			Breakfast						
10:00		International Update (joint FM)	Membership Applications (joint IM)	Mid Plenary	How we've BEEN	Interim Accounts (joint FM)	Final Plenary		
10:30									
11:00		BEE Proposals	Strategic Planning		Advocacy (joint AA)	Budgets 2024/2025 (joint FM)			
11:30									
12:00		Lunch							
12:30		Lunch							
13:00		Lunch							
13:30		Lunch							
14:00		Lunch							
14:30		LoA	BEE Proposals	FM Proposals (joint FM)	Mid Plenary	BEEyond Your Term	Budgets 2025/2026 (joint FM)	Final Plenary	
15:00									
15:30	Opening Plenary	How to Sell (joint PD)	Sightseeing	Reporting Time		Candidacy Workshop			
16:00									
16:30	Opening Workshop	Public Relations (joint MKT)	Sightseeing	Preparation Time	Miscellaneous & Closing				
17:00									
17:30	Reporting Time				Reporting Time				
18:00	Reporting Time								
18:30	Reporting Time				Transport				
19:00	Reporting Time								
19:30	Reporting Time				Dinner				
20:00	Dinner								
20:30	Dinner				Gala Ball				
21:00	Dinner								
21:30	Socials				ELSA Vision	Socials			
22:00	Socials								

BOARD MANAGEMENT, EXTERNAL RELATIONS AND EXPANSION WORKSHOP

Draft Agenda**Sunday, 6th April 2025***18:00 – 19:00***OPENING WORKSHOP****Description**

During the Opening Workshop, we will elect the Workshop Officers, namely the Chair, Vice Chair and the Secretaries. We will also present and approve the agenda as well as set the rules for our workshop. Our Internal Meetings have been strongly connected to icebreakers and games with the hope to ensure that we have the chance to get to know each other better.

Outcome

Election of Workshop Officers, approval of the Agenda and drafting of Workshop Rules. Getting to know other officers.

Preparation

None.

BOARD MANAGEMENT, EXTERNAL RELATIONS AND EXPANSION WORKSHOP

Monday, 7th April 2025*09:00 – 10:00***OFFICERS AND FRESHERS WORKSHOPS****Description**

During this Workshop, participants elected to be the Officers will be prepared for their tasks during the week. At the same time people who attend the ICM for the first time will have the chance to get to know the customs and atmosphere of the event.

Outcome

Enable Workshop Officers to undertake their task. Presenting to new members the content of the meeting.

Preparation

None.

*10:00 – 11:30***INTERNATIONAL UPDATE (JOINT WITH FM)****Description**

What is happening behind those blue doors? But, most importantly, what is happening in ELSA? During this Workshop, we will have the chance to share what we have all been up to for the last few months! You will receive updates from the International perspective, as well as insights into the everyday life and tasks of BEE and FM in the ELSA House. You will also have the chance to share insights from your year and exchange good practices with each other. This is also your opportunity to ask any questions you have about our work and provide feedback.

Outcome

Officers will have the opportunity to get informed about international updates, as well as share their projects and ideas.

Preparation

None.

*11:30 – 13:00***BEE PROPOSALS****Description**

In this Workshop, we will focus on the BEE proposals presented by the International Board. The session will be an opportunity for you to discuss them in more detail, and it will involve a

BOARD MANAGEMENT, EXTERNAL RELATIONS AND EXPANSION WORKSHOP

comprehensive review allowing participants to share input, propose amendments, and ultimately offer their recommendations to the International Council.

Outcome

Recommendation to the Council concerning the BEE part of the International Council Meeting Decision Book Proposals.

Preparation

Read carefully Proposals No. 2 to 7 concerning Part 2. BEE, Chapter 3. External Relations. Discuss them with your board, and if you will prepare amendments, consider discussing them with the International Board before the Workshop. This will facilitate a smoother progression of the workshop.

14:30 – 16:00

BEE PROPOSALS**Description**

This is part two of our BEE Proposal Workshop to ensure that we have enough time to discuss all the proposed amendments.

Outcome

Recommendation to the Council concerning the BEE part of the International Council Meeting Decision Book Proposals.

Preparation

Read carefully Proposals No. 2 to 7 concerning Part 2. BEE, Chapter 3. External Relations. Discuss them with your board, and if you will prepare amendments, consider discussing them with the International Board before the Workshop. This will facilitate a smoother progression of the workshop.

16:00 – 17:30

HOW TO SELL (JOINT WITH PD)**Description**

Partners are a lifeline for ELSA, whether they are Traineeship Providers or contribute to us in other ways. In this Workshop, we will explore best practices when approaching partners, negotiating, concluding and executing agreements. We will share what we have learnt throughout the year and go into the nitty-gritty of how do you really sell ELSA? And especially to a potential Traineeship provider?

BOARD MANAGEMENT, EXTERNAL RELATIONS AND EXPANSION WORKSHOP

Outcome

Learn from each other how to approach potential partners, prepare for partner meetings and conclude partnerships.

Preparation

None.

17:30 – 19:00

PUBLIC RELATIONS (JOINT WITH MKT)**Description**

Public Relations (PR) has been a key part of our journey this year, with discussions taking off at the International Training Meeting, continuing at the International Council Meeting in Antalya and recently being brought up at the International Strategy Meeting in Malmö. In this workshop, we will build upon these conversations, looking at the PR Strategy released before ICM and exploring how it can guide our PR efforts. We will summarise key takeaways from the term and brainstorm potential ways of continuing the PR work done this year. Through interactive discussions and shared experiences, we'll map out how to strengthen ELSA's visibility and messaging while staying on course with our goals.

Outcome

Participants will gain a clearer understanding of this term's takeaways and conclusions within the area of Public Relations and engage in discussions regarding the further direction of this field. They will also get the chance to review the relevance of a recent PR Strategy, suggesting points of enhancement.

Preparation

Inform yourself about the key takeaways in the area of Public Relations throughout the term. Think of potential modes of support ELSA International could offer to aid the PR efforts of your National Group.

BOARD MANAGEMENT, EXTERNAL RELATIONS AND EXPANSION WORKSHOP

Tuesday, 8th April 2025*10:00 – 12:00***MEMBERSHIP APPLICATIONS (JOINT WITH IM)****Description**

During this Workshop, the membership applications from ELSA Bosnia and Herzegovina and ELSA Latvia will be presented and discussed. Officers will also be given an opportunity to ask questions to ELSA Bosnia and Herzegovina and ELSA Latvia regarding their applications.

Outcome

Recommendation to the Council regarding the two membership applications.

Preparation

Read the membership application of ELSA Bosnia and Herzegovina ([Annex 8](#)) and of ELSA Latvia ([Annex 9](#)) and discuss them with your board.

*12:00 – 13:00***STRATEGIC PLANNING****Description**

As the term comes to an end, taking a step back to evaluate strategic progress is essential. This Workshop will provide a space to reflect on achievements, challenges, and lessons learned from working with the Strategic Plan of ELSA and national strategic plans. It will also focus on how to transition ongoing strategies to ensure continuity and long-term impact.

Outcome

Officers will have a clearer understanding of how to evaluate progress on strategic goals, recognise patterns in which goals were easier or harder to achieve, and identify key obstacles faced throughout the term. Additionally, they will gain insights into structuring a smooth transition process, ensuring that successors can efficiently continue the work.

Preparation

Review your strategic plan and take note of the goals that have been fully achieved, partially completed, or left unaddressed. Identify the biggest challenges that affected progress and reflect on how they were handled. Prepare to discuss your experiences and key lessons that could help others with their strategic plan and Transition.

BOARD MANAGEMENT, EXTERNAL RELATIONS AND EXPANSION WORKSHOP

14:30 – 16:30

FM PROPOSALS (JOINT WITH FM)**Description**

In this Workshop, we will focus on the FM proposals presented by the International Board. The session will be an opportunity for you to discuss them in more detail, and it will involve a comprehensive review allowing participants to share input, propose amendments, and ultimately offer their recommendations to the International Council.

Outcome

Recommendation to the Council concerning the Financial Management part of the International Council Meeting Decision Book Proposals.

Preparation

Read carefully Proposals No. 10 and 11 concerning Part 4. Financial Management, Chapter 12. Financial Strategy and Chapter 13. The Financial Strategy of ELSA 2022-2025. Discuss them with your board, and if you will prepare amendments, consider discussing them with the International Board before the Workshop. This will facilitate a smoother progression of the workshop.

BOARD MANAGEMENT, EXTERNAL RELATIONS AND EXPANSION WORKSHOP

Thursday, 10th April 2025*10:00 – 11:30***HOW WE'VE BEEN****Description**

At the beginning of our term during the online ITM, we gained insights on “How to BEE”. Now, as our term slowly comes to an end, it is time to reflect on “How we’ve BEEen”. This Workshop will provide an opportunity to share our experiences from the past year, with a special focus on Board Management and Network Management. We will also discuss strategies for keeping the Network engaged until the very end of our term and explore ways to motivate your Board and Team for the final push.

Outcome

Participants will reflect on their achievements as Presidents and learn how to fulfill their responsibilities effectively until the end of their term.

Preparation

Think about what have been your biggest challenges this year (it does not have to be specifically within Board or Network Management). How did you overcome them? Looking back, is there anything you would have done differently? Looking forward, what do you think will be your biggest challenge of the part of the term that is left?

*11:30 – 13:00***ADVOCACY (JOINT WITH AA)****Description**

In this Workshop, we will discuss the benefits and opportunities of strengthening the advocacy of existing projects of ELSA through inter-area cooperation, share experiences, and develop tools and good practices to take back home.

Outcome

Officers will have shared experiences on advocacy through projects and learn more about it.

Preparation

None.

BOARD MANAGEMENT, EXTERNAL RELATIONS AND EXPANSION WORKSHOP

14:30 – 16:30

BEEYOND YOUR TERM - TRANSITION**Description**

As the end of our term is approaching, one crucial task still awaits us: ensuring a successful Transition for our successors. As a cornerstone of Knowledge Management, Transition plays a vital role in transferring the ELSA knowledge and lessons we have learnt throughout our term to future generations. Based on input gathered from the Network at ICM Antalya, this Workshop will launch this year's BEE Transition Curriculum, which will continue with online sessions after ICM Malta. Throughout the Curriculum, outgoing BEEs will have the opportunity to reflect on their term, plan their Transition and discover how to leave their current position while leveraging their skills and ELSA experiences in their personal and professional lives. At the same time, incoming BEEs will have the opportunity to acquire the necessary knowledge and soft skills before the start of their term.

Outcome

This Workshop helps participants to prepare and conduct a successful Transition. Additionally, it provides perspectives on how to leverage their ELSA experience in their future personal and professional lives.

Preparation

Reflect on the Transition you received at the beginning of your term and consider what you would like to pass on to your successor.

BOARD MANAGEMENT, EXTERNAL RELATIONS AND EXPANSION WORKSHOP

Friday, 11th April 2025*10:00 – 12:00***INTERIM ACCOUNTS (JOINT WITH FM)****Description**

Now is the moment to assess the financial decisions, accounting practices, and all financial advancements made during August to January. In this Workshop, the International Board of ELSA will introduce the Interim Accounts of ELSA International 2024/2025 and EDF 2024/2025, while the Auditors will offer their statements on the Interim Account. Following each presentation, Workshop participants will have the chance to pose questions and seek clarification if needed.

Outcome

Understanding the financial situation of ELSA and EDF and providing recommendations to the Council concerning the Interim Accounts of ELSA.

Preparation

Read the Interim Accounts of ELSA ([Annex 1](#)) and EDF ([Annex 2](#)) and the Auditors Report ([Annex 3](#) for ELSA and [Annex 4](#) for EDF) carefully and be prepared to ask any questions regarding this financial evaluation.

*12:00 – 13:00***BUDGETS 2024/2025 (JOINT WITH FM)****Description**

During this Workshop, we will look at the realisation of the Budget of ELSA and EDF for the term 2024/2025 and the proposed budget amendments. Participants will also be given an opportunity to ask questions.

Outcome

Recommendation to the Council concerning the revised Budgets of ELSA and EDF for the term 2023/2024.

Preparation

Go through the revision of the Budgets for the term 2024/2025 in the [Working Materials of the 86th International Council Meeting Antalya \(Annex 8\)](#) and read the [Minutes from the 86th International Council Meeting Antalya](#) (pages 159-162) concerning the amendments of the Budget of ELSA and EDF for the term 2024/2025. Additionally, go through the revision of the Budget of ELSA and EDF for the term 2024/2025 and proposed amendments ([Annex 5](#) in these Working Materials), and if you have specific amendments in mind, please prepare them. If feasible, consider discussing these amendments with the International Board prior to the Workshop. This will facilitate a smoother and more expedient progression of the Workshop.

BOARD MANAGEMENT, EXTERNAL RELATIONS AND EXPANSION WORKSHOP

14:30 – 15:30

BUDGETS 2025/2026 (JOINT WITH FM)**Description**

Effective financial planning, whether for one, three, or five years, is essential for maintaining financial stability. Following the assessment of the current term's finances in the previous Workshop, participants in this session will have the chance to review and discuss the proposed Budget for ELSA and EF for the term 2025/2026.

Outcome

Recommendation to the Council concerning the proposed Budgets of ELSA and EDF for the term 2025/2026.

Preparation

Go through the proposed Budgets of ELSA and EDF for the term 2025/2026 ([Annex 6](#)), and if you have specific amendments in mind, please prepare them. If feasible, consider discussing these amendments with the International Board prior to the Workshop. This will facilitate a smoother and more expedient progression of the Workshop.

15:30 – 17:00

CANDIDACY WORKSHOP**Description**

The moment for the Candidates for the position of President of the International Board 2025/2026 has come! During this workshop, the Candidate(s) for the position of President of the International Board of ELSA 2025/2026 will have the chance to present themselves and answer questions raised by the Officers.

Outcome

The BEEers will get to know the Candidate(s) for the position of President of the International Board of ELSA 2025/2026, their action plans, and thus can provide an informed recommendation to their National Group.

Preparation

Read the Candidacy Materials of the Candidate(s) for the position of President of the International Board of ELSA 2025/2026 and prepare questions.

BOARD MANAGEMENT, EXTERNAL RELATIONS AND EXPANSION WORKSHOP

17:00 – 18:30

MISCELLANEOUS & CLOSING**Description**

This workshop will serve as an opportunity to discuss anything that we pushed off during the ICM. The Workshop will offer opportunities for feedback, pictures, and sweet goodbyes. I will try not to cry.

Outcome

Reflect on the challenges, successes and moments of this ICM and the present term overall.

Preparation

None.

INTERNAL MANAGEMENT WORKSHOP

INTERNAL MANAGEMENT WORKSHOP**Preparation and Reminders**

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

- Read these Working Materials cover to cover;
- Read relevant parts of the [Statutes and Standing Orders](#) of ELSA;
- Read relevant parts of the [International Council Meeting Decision Book, 67th Edition](#);
- Read the [One Year Operational Plan](#) (OYOP) of the International Board of ELSA 2024/2025;
- Read the [Minutes](#) of the V International Strategy Meeting Malmö;
- Bring your ELSA spirit, share your thoughts and suggestions, and leave your personal touch in the LXXXVII International Council Meeting Malta.

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

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

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

Username: officer

Password: 7zXZZNq

Lastly, do not forget to bring your national/local sweets and/or drinks to share with the Workshop.

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



Mie Tveit

Secretary General

International Board of ELSA 2024/2025

INTERNAL MANAGEMENT WORKSHOP

Timetable

	6th April	7th April	8th April	9th April	10th April	11th April	12th April	13th April		
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday		
09:00	Arrival	Officers' and Freshers' Workshops	Breakfast						Departures	
09:30			IM Out and About (International Update)	Membership Applications (joint BEE)	Mid Plenary	IM Handing Over	HR Strategies	Final Plenary		
10:00		All-Inclusive: No One Left Behind! (joint MKT)					ELSA International Team			GDPR's Greatest Hits (joint C & S&C)
10:30				Lunch						
11:00										
11:30										
12:00										
12:30										
13:00		LoA	IM Proposing	IM asking ChatGPT	Mid Plenary	HR Implementation	The Importance of Privacy Policies			
14:30				IM the Star of the Show		IM Still Standing		Reporting Time		How to Train Your Dragon
15:00	Opening Plenary	Break	Sightseeing		Preparation Time		Candidacy Workshop			
15:30				IM Here		How IM doing so far?		IM Done		
16:00									Reporting Time	Reporting Time
16:30	Reporting Time				Transport	Dinner				
17:00	Dinner						Gala Ball	Dinner		
17:30	Socials				ELSA Vision	Socials				
18:00										
18:30										
19:00										
19:30										
20:00										
20:30										
21:00										
21:30										
22:00										

INTERNAL MANAGEMENT WORKSHOP

Draft Agenda**Sunday, 6th April 2025***18:00 – 19:00***IM HERE - OPENING WORKSHOP****Description**

During the Opening Workshop, we will elect the Workshop Officers, namely the Chair, Vice Chair and the Secretaries. We will also present and approve the agenda as well as set the rules for our Workshop. Our Internal Meetings have been strongly connected to icebreakers and games with the hope to ensure that we have the chance to get to know each other better.

Outcome

Election of Workshop Officers, approval of the Agenda and drafting of Workshop Rules, as well as getting to know the other Officers.

Preparation

None.

INTERNAL MANAGEMENT WORKSHOP

Monday, 7th April 2025*09:00 – 10:00***OFFICERS AND FRESHERS WORKSHOPS****Description**

During this Workshop, participants elected to be the Officers will be prepared for their tasks during the week. At the same time, people who attend the ICM for the first time will have the chance to get to know the customs and atmosphere of the event.

Outcome

Enable Workshop Officers to undertake their task. Presenting to new members the content of the meeting.

Preparation

None.

*10:00 – 11:30***IM OUT AND ABOUT - INTERNATIONAL UPDATE****Description**

What is currently happening across the ELSA Network? And how is life behind those blue doors of the ELSA House? This Workshop is meant for us to share what we have been up to for the last few months. You will receive updates from the International perspective, as well as insights into the everyday life and tasks of IM in the ELSA House. This is also your opportunity to ask questions about the work of the International Board of ELSA and provide feedback. Additionally, you will be given the floor to share your local and national achievements.

Outcome

Officers will be given an international update, as well as the possibility to share their projects and ideas.

Preparation

Be prepared to speak about your experiences and achievements this term, and what you are currently working on.

INTERNAL MANAGEMENT WORKSHOP

11:30 – 13:00

ALL-INCLUSIVE: NO ONE LEFT BEHIND! (JOINT WITH MKT)**Description**

Diversity and Inclusion (D&I) are key to creating an open and welcoming ELSA Network. This Workshop will explore how we can improve D&I within our Groups and strengthen collaboration between different areas of work. Participants will develop ideas and materials to promote inclusivity in ELSA through discussion and creative exercises.

Outcome

By the end of the session, participants will gain a deeper understanding of D&I in ELSA, explore ways to promote inclusivity within their ELSA Groups and strengthen cooperation between IM and MKT.

Preparation

Reflect on the current state of D&I in your Group. Brainstorm ideas or examples of initiatives that support inclusivity.

14:30 – 16:30

IM PROPOSING - PROPOSAL WORKSHOP**Description**

During this Workshop, we will go through the Proposals related to the Standing Orders and the Internal Management Part of the International Council Meeting Decision Book. The Workshop will have an opportunity to share input, make amendments and provide its ultimate recommendation to the International Council.

Outcome

The Workshop provides a recommendation to the International Council regarding the IM-related Proposals brought forward by the International Board of ELSA.

Preparation

Read Proposals No. 1 and Proposal No. 8- 9.

17:00 – 19:00

HOW IM DOING SO FAR?**Description**

Did you create a One Year Operational Plan (OYOP) or set goals at the beginning of the year? Have you achieved any of your goals? For the ones you have not achieved, do they still serve

INTERNAL MANAGEMENT WORKSHOP

you? In this Workshop we will be re-evaluating our priorities, while exchanging knowledge, ideas and best practices on how to work goal oriented, and leaving an impact beyond our term.

Outcome

Re-evaluate the OYOP or goals we decided upon at the beginning of the year and set the direction for the remainder of the term, to ensure maximum outcome.

Preparation

Re-visit the OYOP or goals you set at the beginning of the term and reflect on your work so far. Be prepared to talk about the status quo and whether you are on track to achieving what you set out for.

INTERNAL MANAGEMENT WORKSHOP

Tuesday, 8th April 2025*10:00 – 12:00***MEMBERSHIP APPLICATIONS (JOINT WITH BEE)****Description**

During this Workshop, the membership applications from ELSA Bosnia and Herzegovina and ELSA Latvia will be presented and discussed. Officers will also be given an opportunity to ask questions to ELSA Bosnia and Herzegovina and ELSA Latvia regarding their applications.

Outcome

Recommendation to the Council regarding the two membership applications.

Preparation

Read the membership application of ELSA Bosnia and Herzegovina ([Annex 8](#)) and of ELSA Latvia ([Annex 9](#)) and discuss them with your board.

*12:00 – 13:00***ELSA INTERNATIONAL TEAM****Description**

Keeping talented Officers in the Network is essential to ensure a thriving and skilled Association. One of the best ways for Officers to continue their ELSA Career is by joining ELSA International Team. This Workshop will be an opportunity to learn more about the internal workings of the Team. You will hear first hand stories about what it is like to be a part of the IM Team, what the different positions entail, and what the benefits are.

Outcome

Participants will learn more about the ELSA International Team and the available positions within it, directly from current IM EIT Members themselves.

Preparation

Prepare all your burning questions about what it is like to be a part of the EIT. Recruitment process, workload, time commitments, teamwork and types of tasks.

*14:30 – 15:30***IM ASKING CHATGPT - CHATGPT POWER MOVES FOR IM****Description**

How can ChatGPT transform IM within ELSA? In this workshop, we will explore how to use ChatGPT strategically to enhance efficiency, streamline communication, and support

INTERNAL MANAGEMENT WORKSHOP

decision-making. A key focus will be on effective prompting techniques, enabling participants to craft precise and structured prompts that get the best possible responses. Through hands-on exercises and real-life examples, Officers will learn how to automate routine tasks, improve workflow coordination, and optimise collaboration, making ChatGPT an essential tool for IMers.

Outcome

Participants will develop practical skills in smart prompting and learn how to leverage ChatGPT to save time, enhance productivity, and improve decision-making as an ELSA IM Officer.

Preparation

Set up a ChatGPT account. Reflect on how ChatGPT could support you in your daily tasks. Come prepared with examples of IM challenges you would like to optimise with AI!

15:30 – 16:30

IM THE STAR OF THE SHOW - ELSA AWARDS**Description**

In this Workshop we will explore how to implement the ELSA Awards in your Networks and set up an awards ceremony at your National Council Meetings, as a tool for Officer development and recognition. We will brainstorm awards categories, and share tips and tricks to facilitate a smooth implementation process.

Outcome

For participants to be inspired and have a starting point as to how to implement the ELSA Awards in their National Networks.

Preparation

None.

INTERNAL MANAGEMENT WORKSHOP

Thursday, 10th April 2025*10:00 – 13:00***IM HANDING OVER - TRANSITION****Description**

One of the most important tasks for an IMer is the planning and execution of a comprehensive transition. This includes creation of the framework and agenda for our Board's transition. During this Workshop we will dive into the elements which make up a quality transition, both from an organisational and knowledge management standpoint. What are the different segments of a transition, the sessions, theoretical and practical, what should they include, what materials should be used etc.?

Outcome

Participants learn and exchange their experiences regarding the key factors contributing to a successful transition. They have a clear understanding of how to proceed with the planning process. Lastly, they have gained knowledge on important International Obligations they need to transition to their successor.

Preparation

Read the [Transition Manual](#) and think about your plans for transitioning your successor at the end of the term. How does the process work within your National Group? What was your experience and what did you (not) appreciate about it?

*14:30 – 15:00***HR IMPLEMENTATION****Description**

The Human Resources Strategy of ELSA International is to be implemented over the course of three years between 2024 and 2026. During this Workshop, in accordance with the Strategy's implementation cycle, ELSA International will present you with the progress made on the Strategy's implementation.

Outcome

For the Network to receive an update on the work of ELSA International with implementing the Human Resources Strategy.

Preparation

Please take a look at the [Human Resources Strategy 2024-2026](#) and make yourself familiar with the Strategic Goals and the implementation cycle.

INTERNAL MANAGEMENT WORKSHOP

15:00 – 16:30

IM STILL STANDING - THERAPY SESSION**Description**

Eight full months have passed since the beginning of the Term 2024/2025, and we are still standing, hopefully we are also still going strong! During this Workshop, we will take a moment to reflect on the accomplishments and challenges this year has presented us with as IMers, and as members of our International, National and Local Networks.

Outcome

Participants are provided with an opportunity to share their experiences since the beginning of the Term, including any achievements, milestones and challenges they have faced so far.

Preparation

This is a safe space! Be prepared to both share your experiences and support your fellow Officers.

INTERNAL MANAGEMENT WORKSHOP

Friday, 11th April 2025*10:00 – 11:30***HR STRATEGIES****Description**

The Human Resources, or in other words the people, are the cornerstone of any organisation. After eight months in Office, we have hopefully gained a deeper understanding of what our National or Local Groups struggle with when it comes to HR. In this Workshop, we will move beyond theoretical Human Resources knowledge to focus on practical Human Resources management and get you started on a process- or problem-specific Strategy which addresses a certain element of your ELSA Group's Human Resources.

Outcome

Addressing Human Resources problems in the Network and providing concrete guidance for Officers in the process of creating their own Human Resources Strategy.

Preparation

Identify challenges your National or Local Group are facing when it comes to your Human Resources, and try to come up with concrete solutions to combat them. Please read the [Human Resources Handbook](#) for guidance.

*11:30 – 13:00***GDPR'S GREATEST HITS: NOW THAT'S WHAT I CALL RECORD-KEEPING (JOINT WITH C & S&C)****Description**

This Workshop will guide IMers and Key Area Officers through the essential steps of documenting their ELSA Groups' data processing activities and implementing solid archiving practices to ensure compliance with data protection laws. As you already know from our last workshop on data protection during ICM Antalya, both Key Areas and Supporting Areas are involved in the collection and processing of data. Building on the workshop in Antalya, we will talk about how to create clear and transparent records, manage data securely, and reduce risks through effective archiving practices. Strengthening ELSA Groups' data protection practices will ensure that we are privacy-friendly across the whole Network and build trust with stakeholders.

Outcome

Participants will be introduced to the basic system of creating a Record of Processing Activities (ROPA) and learn how to analyse their ELSA projects, how to get an overview of data flows and manage an archiving system.

INTERNAL MANAGEMENT WORKSHOP

Preparation

None.

14:30 – 16:00

THE IMPORTANCE OF PRIVACY POLICIES**Description**

In an era where data protection is paramount, a well-crafted privacy policy is essential for building trust with members and ensuring regulatory compliance. During this Workshop we will pick up on the Record of Processing Activities (ROPA) that we created together with the Key Areas earlier and use it to build a privacy policy. The session will equip you with the tools and knowledge to create clear, transparent privacy policies that protect both your ELSA Group and the processed data.

Outcome

Participants are familiar with the drafting of privacy policies within ELSA.

Preparation

None.

16:00 – 17:00

HOW TO TRAIN YOUR DRAGON - ELSA TRAINING**Description**

ELSA Training and the International Trainers' Pool has been present in our Association for a long time, but is currently not being utilised to its full potential. During this Workshop, we will revisit what has been done in this area and discuss its current possibilities, as well as how best to develop and utilise it moving forward.

Outcome

Participants will have a better understanding of ELSA Training and give input for the area's renewal and continued growth.

Preparation

Take a look at the [ELSA Training website](#). Think about which topics, that are currently not represented, you would find interesting to receive Trainings on. Be prepared to talk about whether you have utilised the International Trainers' Pool this year, and why/why not.

INTERNAL MANAGEMENT WORKSHOP

17:00 – 18:00

CANDIDACY WORKSHOP**Description**

During this Workshop, the Candidate(s) for the position of Secretary General of the International Board of ELSA 2025/2026 will have the chance to present themselves and answer questions from the Workshop participants.

Outcome

IM Officers will get to know the Candidate(s) for the position of Secretary General of the International Board of ELSA 2025/2026, understand their action plan, and provide an informed recommendation to their National Group.

Preparation

Read the candidacy materials of the Candidate(s) for the position of Secretary General of the International Board of ELSA 2025/2026 and prepare any questions you may have.

18:00 – 19:00

IM DONE - MISCELLANEOUS AND CLOSING**Description**

As the ICM is drawing to a close, this workshop will be a space for final reflections and feedback, as well as an opportunity to raise any matters which have previously not been addressed or which have introduced additional questions throughout the week.

Outcome

Say our goodbyes.

Preparation

Take a moment to reflect on your experience at this ICM. What will you take with you moving forward?

FINANCIAL MANAGEMENT WORKSHOP

FINANCIAL MANAGEMENT WORKSHOP

Preparation and Reminders

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

- Read these Working Materials cover to cover;
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- Read relevant parts of the [International Council Meeting Decision Book, 67th Edition](#);
- Read the [One Year Operational Plan](#) (OYOP) of the International Board of ELSA 2024/2025;
- Read the [Minutes](#) of the V International Strategy Meeting Malmö;
- Bring your ELSA spirit, share your thoughts and suggestions, and leave your personal touch in the LXXXVII International Council Meeting Malta.

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

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

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

Username: officer

Password: 7zXZZNq

Lastly, do not forget to bring your national/local sweets and/or drinks to share with the Workshop.

It is our pleasure to welcome you to the FM Workshop!



Nathalie Labar
President
International Board of ELSA 2024/2025



Mie Tveit
Secretary General
International Board of ELSA 2024/2025

FINANCIAL MANAGEMENT WORKSHOP

Timetable

	6th April	7th April	8th April	9th April	10th April	11th April	12th April	13th April	
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
09:00	Arrival	Officers' and Freshers' Workshops	Breakfast						Departures
09:30			Breakfast						
10:00		International Update (joint BEE)	Investment Statutes	Mid Plenary	EDF	Interim Accounts (joint BEE)	Final Plenary		
10:30								Investments	
11:00		Investments	Portal Research (joint PD)	Transition	Budgets 24/25 (joint BEE)				
11:30						Investments	Portal Research (joint PD)	Transition	
12:00		Investments	Portal Research (joint PD)	Transition	Budgets 24/25 (joint BEE)				
12:30						Investments	Portal Research (joint PD)	Transition	
13:00		Lunch							
13:30		Lunch							
14:00	Lunch								
14:30	LoA	The SOS Portal (joint PD)	FM Proposals (joint BEE)	Mid Plenary	New ET Portal (joint PD)	Budgets 25/26 (joint BEE)	Final Plenary		
15:00								Opening Plenary	The Business of S&C (joint S&C)
15:30	Opening Plenary	The Business of S&C (joint S&C)	Sightseeing	Reporting Time	Candidacy Workshop				
16:00						Opening Plenary	The Business of S&C (joint S&C)	Sightseeing	Reporting Time
16:30	Opening Plenary	The Business of S&C (joint S&C)	Sightseeing	Reporting Time	Candidacy Workshop				
17:00						Opening Plenary	The Business of S&C (joint S&C)	Sightseeing	Reporting Time
17:30	Opening Plenary	The Business of S&C (joint S&C)	Sightseeing	Reporting Time	Candidacy Workshop				
18:00						Break	Grants	Sightseeing	Preparation Time
18:30	Break	Grants	Sightseeing	Preparation Time	Auditors				
19:00						Opening Workshop	Reporting Time		
19:30	Opening Workshop	Reporting Time			Transport		Reporting Time		
20:00		Dinner				Gala Ball		Dinner	
20:30	Dinner				Gala Ball		Dinner		
21:00	Socials					Gala Ball	ELSA Vision	Socials	
21:30	Socials				Gala Ball				ELSA Vision
22:00	Socials					Gala Ball	ELSA Vision	Socials	

FINANCIAL MANAGEMENT WORKSHOP

Draft Agenda**Sunday, 6th April 2025***18:00 – 19:00***OPENING WORKSHOP****Description**

During the Opening Workshop, we will elect the Workshop Officers, namely the Chair, Vice Chair and the Secretaries. We will also present and approve the agenda as well as set the rules for our workshop. Our Internal Meetings have been strongly connected to icebreakers and games with the hope to ensure that we have the chance to get to know each other better.

Outcome

Election of Workshop Officers, approval of the Agenda and drafting of Workshop Rules. Getting to know other officers.

Preparation

None.

FINANCIAL MANAGEMENT WORKSHOP

Monday, 7th April 2025*09:00 – 10:00***OFFICERS AND FRESHERS WORKSHOPS****Description**

During this Workshop, participants elected to be the Officers will be prepared for their tasks during the week. At the same time people who attend the ICM for the first time will have the chance to get to know the customs and atmosphere of the event.

Outcome

Enable Workshop Officers to undertake their task. Presenting to new members the content of the meeting.

Preparation

None.

*10:00 – 11:30***INTERNATIONAL UPDATE (JOINT WITH BEE)****Description**

What is happening behind those blue doors? But, most importantly, what is happening in ELSA? During this Workshop, we will have the chance to share what we have all been up to for the last few months! You will receive updates from the International perspective, as well as insights into the everyday life and tasks of BEE and FM in the ELSA House. You will also have the chance to share insights from your year and exchange good practices with each other. This is also your opportunity to ask any questions you have about our work and provide feedback.

Outcome

Officers will have the opportunity to get informed about international updates, as well as share their projects and ideas.

Preparation

None.

*11:30 – 13:00***INVESTMENTS****Description**

Investments as an NGO can be quite difficult. Not only on the operational level but also from the legal perspective. In this Workshop, we will talk about different things you need to consider if

FINANCIAL MANAGEMENT WORKSHOP

you want to start investing money. Also, we will take a look at the current situation for ELSA International and how we want to approach this topic in the future.

Outcome

Understand the difficulties for an NGO in regards to investing money, both from a legal perspective and from an operational perspective and learn how you can adapt to those challenges.

Preparation

Think about the national regulation for your National Group regarding investments. What practices has your National Group thought about or maybe even tried? Gather these thoughts and be ready to present them. Additionally, think about topics that need to be considered when it comes to investing money as an NGO.

14:30 – 16:00

THE SOS PORTAL (JOINT WITH PD)**Description**

On the previous few ICMs the Network has been expressing a need for a revised version of the STEP Online System, the main platform used in the administration of ELSA Traineeships on all levels. On this Workshop, we will go through a short recap of the current system, its features and issues. Then, we will set up Group Work for the remainder of the ICM to maximise the quality of our findings for a viable alternative.

Outcome

Officers will get acquainted with all the features and issues of the SOS. They will understand what functionalities a new Portal needs to have and will feel ready to look for constructive alternatives.

Preparation

None.

16:00 – 17:30

THE BUSINESS OF S&C - (JOINT WITH S&C)**Description**

A great project needs great funding! In this joint S&C and FM Workshop, we'll explore fundraising, budgeting, and securing financial support. Beyond traditional fundraising, we'll also discuss how S&C can generate income through well-structured events. Through interactive discussions, we'll share best practices, tackle challenges, and brainstorm innovative ways to make our projects financially sustainable.

FINANCIAL MANAGEMENT WORKSHOP

Outcome

Participants will gain a better understanding of budgeting, fundraising strategies, and partnership opportunities, leaving with practical tools to apply in their own National and Local Groups.

Preparation

Think about your experiences with funding S&C projects. Have you successfully secured sponsorships or grants? What challenges have you faced? If you're new to fundraising, consider what kind of support your projects would need and where you might look for potential funding opportunities.

17:30 – 19:00

GRANTS**Description**

At this point in the term, we already know that grants are an important part of our fundraising initiatives. We will now share best practices and what we have learnt throughout the term. We will also continue the work from the V International Strategy Meeting Malmö and look into which joint initiatives we can do within the Grants Department together.

Outcome

Learn even more about how to search and apply for grants and have started to look over the tools provided by ELSA International to see what changes need to be made.

Preparation

Look at the [Grants Database](#) of ELSA International. Start to research national grants that could be interesting and valuable to add to the list regarding national grants. Additionally, look over the international grants and see if you can think of any changes that should be made there.

FINANCIAL MANAGEMENT WORKSHOP

Tuesday, 8th April 2025*10:00 – 11:30***INVESTMENT STATUTES****Description**

With the knowledge of yesterday's Workshop, we will now talk about possible regulations for an investment statute for ELSA International. What are things that need to be considered and what are things that should not be followed by the following International Boards? How are we going to regulate these things? We will have a chance to talk about all of this and provide a first thought on a possible regulation for the future.

Outcome

We will work on first thoughts for a possible investment statute for ELSA International and pave a way for future International Boards. As well as talk about possible restrictions and guidelines the International Board might need to face.

Preparation

Think about different methods on how an investment conducted by the International Board could be measured. What would be a no-go for you when it comes to investing? What guidelines should we give the International Board? Gather these thoughts, discuss them with your board and be ready to present them.

*11:30 – 13:00***PORTAL RESEARCH (JOINT WITH PD)****Description**

Based on pointers and guidelines from yesterday, this will be a time dedicated to the exploring and structuring of a new potential alternative to the SOS portal, in groups.

Outcome

Officers will look for an alternative for the SOS in an organised manner.

Preparation

Remember the instructions from yesterday.

FINANCIAL MANAGEMENT WORKSHOP

14:30 – 16:30

FM PROPOSALS (JOINT WITH BEE)**Description**

In this Workshop, we will focus on the FM proposals presented by the International Board. The session will be an opportunity for you to discuss them in more detail, and it will involve a comprehensive review allowing participants to share input, propose amendments, and ultimately offer their recommendations to the International Council.

Outcome

Recommendation to the Council concerning the Financial Management part of the International Council Meeting Decision Book Proposals.

Preparation

Read carefully Proposals No. 10 and 11 concerning Part 4. Financial Management, Chapter 12. Financial Strategy and Chapter 13. The Financial Strategy of ELSA 2022-2025. Discuss them with your board, and if you will prepare amendments, consider discussing them with the International Board before the Workshop. This will facilitate a smoother progression of the workshop.

FINANCIAL MANAGEMENT WORKSHOP

Thursday, 10th April 2025*10:00 – 11:30***ELSA DEVELOPMENT FOUNDATION****Description**

Can you apply for financial support from EDF if you organise a NCM and it has a loss? What about your SELS? What is the difference between internal and external support? How do you apply? What documentation is required? In this Workshop, we will tackle all these questions as we explore EDF and set the stage for future successful EDF applications.

Outcome

Educate Officers about the different modes of support available through EDF, how to apply and what documentation is required.

Preparation

Have you or your National Group ever applied for EDF? If yes, think about what you found difficult, unclear or confusing. If not, what stopped you?

*11:30 – 12:30***TRANSITION****Description**

Even though we are only 3/4 through our term, the end of our year is approaching rapidly. To ensure that your knowledge is transitioned to the best of your abilities, we will talk about do's and don'ts for your transition. We will also take a look at possible tasks that will approach you even after your term has ended and how you can face them.

Outcome

Be able to plan the best possible transition to your successor and learn how you can be prepared for challenges that might arise in your last month of office (and beyond..).

Preparation

Think about your transition. What did you like, and what did you not like? Be prepared to present those issues and think about possible ways to make your transition to your successor even more efficient.

FINANCIAL MANAGEMENT WORKSHOP

14:30 – 16:30

NEW ELSA TRAINEESHIPS PORTAL (JOINT WITH PD)**Description**

Based on the discussions during ICM Thessaloniki, the Input Paper from ICM Antalya, as well as Workshops on Monday, Tuesday, groups will present their findings and proposals of alternatives for the SOS Portal in order to make ELSA Traineeships more effective, sustainable and user-friendly.

Outcome

Officers share ideas and alternatives of how the new Portal for ELSA Traineeships could look, who we should buy it from, what would be the payment and fundraising strategies etc.

Preparation

Collect your findings from the group research you conducted during the entire ICM, and get ready to present.

FINANCIAL MANAGEMENT WORKSHOP

Friday, 11th April 2025*10:00 – 12:00***INTERIM ACCOUNTS (JOINT WITH BEE)****Description**

Now is the moment to assess the financial decisions, accounting practices, and all financial advancements made during August to January. In this Workshop, the International Board of ELSA will introduce the Interim Accounts of ELSA International 2024/2025 and EDF 2024/2024, while the Auditors will offer their statements on the Interim Account. Following each presentation, workshop participants will have the chance to pose questions and seek clarification if needed.

Outcome

Understanding the financial situation of ELSA and providing recommendations to the Council concerning the Interim Accounts of ELSA and EDF.

Preparation

Read the Interim Accounts of ELSA ([Annex 1](#)) and EDF ([Annex 2](#)) and the Auditors Report ([Annex 3](#) for ELSA and [Annex 4](#) for EDF) carefully and be prepared to ask any questions regarding this financial evaluation.

*12:00 – 13:00***BUDGETS 2024/2025 (JOINT WITH BEE)****Description**

During this Workshop, we will look at the realisation of the Budget of ELSA and EDF for the term 2024/2025 and the proposed budget amendments. Participants will also be given an opportunity to ask questions.

Outcome

Recommendation to the Council concerning the revised Budgets of ELSA and EDF for the term 2023/2024.

Preparation

Go through the revision of the Budgets for the term 2024/2025 in the [Working Materials of the 86th International Council Meeting Antalya \(Annex 8\)](#) and read the [Minutes from the 86th International Council Meeting Antalya](#) (pages 159-162) concerning the amendments of the Budget of ELSA and EDF for the term 2024/2025. Additionally, go through the revision of the Budgets of ELSA and EDF for the term 2024/2025 and proposed amendments ([Annex 5](#) in these Working Materials), and if you have specific amendments in mind, please prepare them. If feasible, consider discussing these amendments with the Workshop Chairs or International Board prior to the Workshop. This will facilitate a smoother and more expedient progression of the Workshop.

FINANCIAL MANAGEMENT WORKSHOP

14:30 – 15:30

BUDGETS 2025/2026 (JOINT WITH BEE)**Description**

Effective financial planning, whether for one, three, or five years, is essential for maintaining financial stability. Following the assessment of the current term's finances in the previous Workshop, participants in this session will have the chance to review and discuss the proposed ELSA and EDF Budget for the term 2025/2026.

Outcome

Recommendation to the Council concerning the proposed Budgets of ELSA and EDF for the term 2025/2026.

Preparation

Go through the proposed Budgets for the term 2025/2026 ([Annex 6](#)), and if you have specific amendments in mind, please prepare them. If feasible, consider discussing these amendments with the International Board prior to the Workshop. This will facilitate a smoother and more expedient progression of the Workshop.

15:30 – 17:00

CANDIDACY WORKSHOP**Description**

The moment for the Candidates for the position of Treasurer of the International Board 2025/2026 has come! During this workshop, the Candidate(s) for the position of Treasurer of the International Board of ELSA 2025/2026 will have the chance to present themselves and answer questions raised by the Officers.

Outcome

The FMers will get to know the Candidate(s) for the position of Treasurer of the International Board of ELSA 2025/2026, their action plans, and thus can provide an informed recommendation to their National Group.

Preparation

Read the Candidacy Materials of the Candidate(s) for the position of Treasurer of the International Board of ELSA 2025/2026 and prepare questions.

FINANCIAL MANAGEMENT WORKSHOP

17:00 – 18:30

AUDITORS**Description**

Managing the finances of an ELSA Group poses its challenges. To prevent potential errors or mitigate damages in case of mistakes, there are control mechanisms in place, one of which is the role of Auditors. The upcoming Workshop, hosted by the Auditors of ELSA International 2024/2025, aims to provide participants with insights into the role of an auditor within an ELSA group. It will cover the general responsibilities of Auditors and how they can support the efforts of the National/Local Board.

Outcome

Better understanding of the responsibilities of an auditor and how to become one.

Preparation

None.

18:30 – 19:00

MISCELLANEOUS & CLOSING**Description**

This workshop will serve as an opportunity to discuss anything that we postponed during the ICM. The Workshop will offer opportunities for feedback, pictures, and sweet goodbyes. We will try not to cry.

Outcome

Reflect on the challenges, successes and moments of this ICM and the current term overall.

Preparation

None.

MARKETING WORKSHOP

MARKETING WORKSHOP**Preparation and Reminders**

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

- Read these Working Materials cover to cover;
- Read relevant parts of the [Statutes and Standing Orders](#) of ELSA;
- Read relevant parts of the [International Council Meeting Decision Book, 67th Edition](#);
- Read the [One Year Operational Plan](#) (OYOP) of the International Board of ELSA 2024/2025;
- Read the [Minutes](#) of the V International Strategy Meeting Malmö;
- Bring your ELSA spirit, share your thoughts and suggestions, and leave your personal touch at the LXXXVII International Council Meeting Malta!

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

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

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

Username: officer

Password: 7zXZZNq

Lastly, do not forget to bring your national/local sweets and/or drinks to share with the Workshop.

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



Nikola Grochowska

Vice President in charge of Marketing

International Board of ELSA 2024/2025

MARKETING WORKSHOP

Timetable

	6th April	7th April	8th April	9th April	10th April	11th April	12th April	13th April			
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday			
09:00	Arrival	Officers' and Freshers' Workshops	Breakfast						Departures		
09:30		Prepare your boarding pass - International Update	Building a Fanbase - Promotion Strategies for Competitions (joint C)	Mid Plenary	Quick Detour - Marketing in AA (joint AA)	Destination: ICE (joint S&C)	Final Plenary				
10:00											
10:30											
11:00			Please fasten your seatbelts - Brand Book Proposal		I like the view - Audiovisuals	Layover Support - Locals in Transition					
11:30								Let's (Re)connect - LinkedIn		Security Check. Corporate Identity.	
12:00											All-Inclusive: No One Left Behind! (joint IM)
12:30			Lunch								
13:00			LoA		Business Class Template Academy	In-flight entertainment with graphic design		Mid Plenary		Transit(ion) flight - handing over	Candidacy Workshop
14:30											
15:00	Break										
15:30		Reporting Time		Meet the Crew - MKT Alumni							
16:00	Frequent Flyer Club - Year in Review				Sightseeing	Preparation Time	Farewell & fly high!				
16:30		Ready for take-off! - Opening Workshop		Public Relations (joint BEE)					Reporting Time		
17:00	Reporting Time				Transport	Reporting Time					
17:30	Dinner										
18:00	Dinner				Gala Ball	Dinner					
18:30	Socials						ELSA Vision		Socials		
19:00	Gala Ball										
19:30	Socials										
20:00	Gala Ball										
20:30	Socials										
21:00	Gala Ball										
21:30	Socials										
22:00	Gala Ball										

MARKETING WORKSHOP

Draft Agenda**Sunday, 6th April 2025***18:00 – 19:00***READY FOR TAKE-OFF! - OPENING WORKSHOP****Description**

During the Opening Workshop, we will elect the Workshop Officers, namely the Chair, Vice Chair and the Secretaries. We will also present and approve the agenda and set the rules for our workshop. Our Internal Meetings have been strongly connected to icebreakers and games with the hope of ensuring that we have the chance to get to know each other better.

Outcome

Election of Workshop Officers, approval of the Agenda and drafting of Workshop Rules. Getting to know other officers.

Preparation

None.

MARKETING WORKSHOP

Monday, 7th April 2025*09:00 – 10:00***OFFICERS AND FRESHERS WORKSHOPS****Description**

During this Workshop, participants elected to be the Officers will be prepared for their tasks during the week. At the same time, people who attend the ICM for the first time will have the chance to get to know the customs and atmosphere of the event.

Outcome

Enable Workshop Officers to undertake their tasks. Presenting to new members the content of the meeting.

Preparation

None.

*10:00 – 11:00***PREPARE YOUR BOARDING PASS - INTERNATIONAL UPDATE****Description**

A lot has happened since the last time we saw each other! The International Update serves as a platform for all of us to share what we have been up to for the past months in the marketing area. ELSA International and National Groups will present the main activities, ELSA International will also present the State of the Network.

Outcome

Participants will learn what has been happening on the international level since the last International Council Meeting. Furthermore, National Groups will also present their recent activities and the answers to the State of the Network questions will be presented.

Preparation

Be ready to talk about what you have worked on since November/December.

*11:00 – 12:00***LET'S (RE)CONNECT - MASTERING LINKEDIN****Description**

LinkedIn, besides being a platform to share your life successes, is also a great place to market your ELSA Group and its activities. During this workshop, we will talk about how to navigate this social media, utilising the potential of its many features for any ELSA Group. No matter

MARKETING WORKSHOP

whether you have been active on LinkedIn or not, this short workshop will help you in increasing your presence there.

Outcome

Officers will learn about how to utilise LinkedIn to its full potential and get to know the most important tips and tricks regarding marketing ELSA through this medium.

Preparation

Reflect on the way your National/Local Group has been using LinkedIn to promote its activities. Think about what is your target audience there and what kind of content you would post there.

12:00 – 13:00

ALL-INCLUSIVE: NO ONE LEFT BEHIND! (JOINT WITH IM)**Description**

Diversity and Inclusion (D&I) are key to creating an open and welcoming ELSA Network. This workshop will explore how we can improve D&I within our groups and strengthen collaboration between different areas of work. Participants will develop ideas and materials to promote inclusivity in ELSA through discussion and creative exercises.

Outcome

By the end of the session, participants will gain a deeper understanding of D&I in ELSA, explore ways to promote inclusivity within their ELSA groups and strengthen cooperation between IM and MKT.

Preparation

- Reflect on the current state of D&I in your group.
- Brainstorm ideas or examples of initiatives that support inclusivity in your Network.

14:30 – 16:00

BUSINESS CLASS TEMPLATE ACADEMY**Description**

As we are nearing the end of the term, you might be thinking about what to leave behind for many years to come. Think no more - templates and marketing kits are *the* materials any Marketer can be remembered for. In this workshop, we'll guide you through designing templates and creating Marketing Kits that will support future National and Local Officers.

Outcome

Officers will learn all about creating templates using Canva and how to create a complete Marketing Kit for their own projects.

MARKETING WORKSHOP

Preparation

Review the materials your ELSA Group has been using for marketing. Do you have templates in place, or is every design made from scratch? Identify what types of templates would be most useful for you and your Local Officers.

16:00 – 17:30

FREQUENT FLYER CLUB - YEAR IN REVIEW**Description**

Before setting off on new adventures, it's time to look back at the path we've taken. In this session, we'll reflect on the highs, the challenges, and the successful landings of ELSA's marketing efforts over the past year. Get ready to share insights, celebrate achievements, and learn from past experiences to make the next journey even smoother!

Outcome

Officers will be able to share their experiences, learn from each other's successes and challenges, and gather inspiration for the future, no matter whether they stay involved in ELSA or not.

Preparation

Be ready to share the successes and challenges you have encountered during your term so far. Think more about what you've learnt and who you were in August 2024 and who you are now, ELSA-wise.

18:00 – 19:00

PUBLIC RELATIONS: FROM STRATEGY TO TAKEOFF (JOINT WITH BEE)**Description**

Public Relations (PR) has been a key part of our journey this year, with discussions taking off at the International Training Meeting, continuing at the International Council Meeting in Antalya and recently being brought up at the International Strategy Meeting in Malmö. In this workshop, we will build upon these conversations, looking at the PR Strategy released before ICM and exploring how it can guide our PR efforts. We will summarise key takeaways from the term and brainstorm potential ways of continuing the PR work done this year. Through interactive discussions and shared experiences, we'll map out how to strengthen ELSA's visibility and messaging while staying on course with our goals.

Outcome

Participants will gain a clearer understanding of this term's takeaways and conclusions within the area of Public Relations and engage in discussions regarding the further direction of this field. They will also get the chance to review the relevance of a recent PR Strategy, suggesting points of enhancement.

MARKETING WORKSHOP

Preparation

Inform yourself about the key takeaways in the area of Public Relations throughout the term. Think of potential modes of support ELSA International could offer to aid the PR efforts of your National Group.

MARKETING WORKSHOP

Tuesday, 8th April 2025*10:00 – 11:30***BUILDING A FANBASE - PROMOTION STRATEGIES FOR COMPETITIONS****Description**

In this workshop, we aim to equip Officers with the tools and strategies necessary for promoting competitions effectively, focussing on methods to increase visibility, engagement, and participation. The workshop will also address how to create promotion strategies as a strong foundation for the next term, ensuring a smooth transition to the person in charge.

Outcome

By the end of the workshop, officers will understand how to develop and implement an effective competition promotion strategy across multiple channels with content tailored for competitions. Officers will learn how to build and sustain partnerships and collaborations to boost competition visibility and have a clear plan for ensuring a smooth transition to their successors.

Preparation

Think about how you have promoted competitions concretely during your term. How have the VPs Marketing and the VPs Competitions worked together? Brainstorm how you could lay the foundation of a promotion strategy that you could transition to your successors.

*11:30 – 13:00***PLEASE FASTEN YOUR SEATBELTS - BRAND BOOK PROPOSAL****Description**

During this workshop, we will discuss the Marketing-related International Council Meeting Decision Book Proposal, brought forward by the International Board of ELSA. We will have time for discussion, arguments and voting regarding the final recommendation to the International Council.

Outcome

The Workshop provides a recommendation to the International Council regarding the International Council Meeting Decision Book Proposals related to the area of Marketing, brought forward by the International Board of ELSA.

Preparation

Read carefully Proposal No. 12.

MARKETING WORKSHOP

14:30 – 16:30

IN-FLIGHT ENTERTAINMENT WITH GRAPHIC DESIGN**Description**

What's a good flight without quality entertainment? The same goes for marketing — engaging graphics can make all the difference in keeping your audience interested. In this workshop, we will work with skills you have already mastered during your term - graphic design. You'll learn tips and tricks in Canva that will make your content shine and of course, you'll get the chance to create something on your own!

Outcome

Participants will build upon graphic design knowledge and skills they acquired during ICM Antalya. They will be presented with popular mistakes in graphic design and last, but not least, they will create graphics on their own.

Preparation

Bring your charged laptop, make sure you have access to Canva and prepare yourself to get creative!

MARKETING WORKSHOP

Thursday, 10th April 2025*10:00 – 11:30***QUICK DETOUR - MARKETING IN AA (JOINT WITH AA)****Description**

Marketing in Academic Activities isn't always a direct flight – it comes with unique twists and turns. This session will focus on best practices for promoting ELSA's academic events, publications, and initiatives, ensuring a smooth journey toward engagement and participation. We will also explore the rules for including ELSA's partner logos in your promotion.

Outcome

Officers will learn how to effectively market AA events and maximise their reach within the ELSA Network and beyond. AAers will be able to share the key selling points of the area and its projects, and MKTers will bring their vision into reality.

Preparation

- Think about past AA event promotions in your group. What strategies worked best?
- Bring your laptop and prepare yourself to get creative!

*11:30 – 13:00***I LIKE THE VIEW - AUDIOVISUALS****Description**

Nothing captures attention, especially on social media, quite like stunning visuals. Whether it's event aftermovies, promotional videos, or engaging social media content, audiovisuals play a key role in storytelling. In this workshop, we'll explore filming techniques, editing tips, and best practices for making your visuals stand out.

Outcome

Participants will learn how to film high-quality videos, even with limited resources, and create audiovisual content that will serve their promotional efforts the best way possible.

Preparation

Bring your charged phone and laptop, have access to Canva and are ready to run around, record and edit an audiovisual!

MARKETING WORKSHOP

14:30 – 16:30

TRANSIT(ION) FLIGHT - HANDING OVER**Description**

As we are slowly nearing the dusk of our terms in ELSA, during this workshop, we will reflect on the future. And yes, you guessed it - we will talk about transition. A good transition sets your successor up for great success, hence it is instrumental to organise it right and start thinking about it in advance. We will brainstorm different approaches to transition and focus on how to pass on all your (ELSA) knowledge.

Outcome

Participants will learn more about what makes a good transition, share their experiences and plans and finally - create their own draft transition schedule.

Preparation

Think about your own transition - what did you like and would like to include in your transition and what were the points that could have been improved?

MARKETING WORKSHOP

Friday, 11th April 2025*10:00 – 11:00***DESTINATION: ICE (JOINT WITH S&C)**

International Conferences of ELSA (ICE) provide opportunities for law students to explore legal topics from an international perspective. While the project is still growing, it has great potential to become a key academic experience within the Network. But how do we ensure that law students across the network see ICE as a must-attend event? In this workshop, we'll map out the challenges of promoting ICE, explore the best strategies to boost engagement and equip you with the tools to make sure your promotion takes off smoothly.

Outcome

Officers will gain a clear understanding of the unique challenges in promoting ICE, learn effective strategies for increasing visibility and participation, and develop solutions to tackle common obstacles in marketing ICE.

Preparation

If you have been an ICE Organiser, reflect on how ICE has been promoted in your National/Local Group. What challenges have you faced in engaging participants? Consider what strategies have worked (or not worked) in previous campaigns and be ready to discuss ideas for improvement. If you have not organised ICE before, think about what kind of promotional materials you have seen from the ICE in the Network and what your suggestions for improvement would be.

*11:00 – 12:00***LAYOVER SUPPORT - LOCALS IN TRANSITION****Description**

Following the workshop from the previous day, we will continue the transition talks, this time focusing on how to support your Local Officers in their transitions. Carrying on the ELSA knowledge on the grassroots level is important to support your Group's further development, instead of going around in circles. We will explore specific tactics of transition on the local level and talk about how you, as National VP Marketing, can help.

Outcome

Participants will learn to go back to their Local Officer years and reflect on the way transition functions in different Local Groups in their Networks. They will share experiences and learn how to equalize the level of knowledge in their National Network.

Preparation

Get yourself acquainted with the state of marketing in your Network, by answering the following questions:

- Will all of the VPs in charge of Marketing in your National Group have a successor?

MARKETING WORKSHOP

- What do you think are the specific characteristics of marketing in your National Group that need to be transitioned to new Officers?
- Would you consider organising a National Marketing Transition? Does your National Group already organise such an event?

12:00 – 13:00

SECURITY CHECK. CORPORATE IDENTITY.**Description**

We've been through check-in before—now it's time for a deeper security screening. During this workshop, we will, once again, go over the main corporate identity principles in ELSA. Now that we are months into the term, we'll talk about potential challenges Officers can face when working and engaging with the ELSA Brand.

Outcome

Officers will gain a deeper understanding of ELSA's Corporate Identity and get the chance to discuss and talk about using the ELSA Brand in their day-to-day work.

Preparation

Review your ELSA National/Local Group's branding efforts. Are your materials following ELSA's branding guidelines? Identify any issues or inconsistencies you've faced in maintaining a clear and unified image of the brand.

14:30 – 16:00

CANDIDACY WORKSHOP**Description**

During the candidacy workshop, we will hear the presentation of the candidate(s) for the position of Vice President in charge of Marketing of the International Board of ELSA for the term 2025/2026. We will get to know their vision, plans and ideas for the next term, continuing our reflections on the future.

Outcome

Participants will be able to listen to the presentation of the candidate(s) for the Marketing area and will have the opportunity to ask questions.

Preparation

None.

MARKETING WORKSHOP

16:30 – 18:00

MEET THE CREW - MKT ALUMNI**Description**

What happens after your term in ELSA? This session brings together Marketing International Board Alumni to share insights, career paths, and how their ELSA experience shaped their future.

Outcome

Participants will gain inspiration and career insights from ELSA Marketing Alumni.

Preparation

Think about what you'd like to ask former Marketing officers about their experiences in ELSA and after their term.

18:00 – 19:00

FAREWELL & FLY HIGH!**Description**

A final session to reflect on our Marketing journey, celebrate our achievements, and bid farewell before the next adventure!

Outcome

Participants will share their final thoughts on anything Marketing- or ELSA- related.

Preparation

None.

ACADEMIC ACTIVITIES

ACADEMIC ACTIVITIES**Preparation and Reminders**

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

- Read these Working Materials cover to cover;
- Read relevant parts of the [Statutes and Standing Orders](#) of ELSA;
- Read relevant parts of the [International Council Meeting Decision Book, 67th Edition](#);
- Read the [One Year Operational Plan](#) (OYOP) of the International Board of ELSA 2024/2025;
- Read the [Minutes](#) of the V International Strategy Meeting Malmö;
- Bring your ELSA spirit, share your thoughts and suggestions, and leave your personal touch in the LXXXVII International Council Meeting Malta.

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

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

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

Username: officer

Password: 7zXZZNq

Lastly, do not forget to bring your national/local sweets and/or drinks to share with the Workshop.

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



Niko Anzulović Mirošević

Vice President in charge of Academic Activities

International Board of ELSA 2024/2025

ACADEMIC ACTIVITIES

Timetable

	6th April	7th April	8th April	9th April	10th April	11th April	12th April	13th April	
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
09:00	Arrival	Officers' and Freshers' Workshops	Breakfast						Departures
09:30			International Update	AHRC Flagship Proposal	Mid Plenary	Marketing in AA (joint MKT)	ROLE Simulations	Final Plenary	
10:00		ROLE Training							
10:30									
11:00									
11:30									
12:00									
12:30									
13:00		Lunch							
13:30									
14:00									
14:30	LoA	ROLE Flagship Proposal	AHRCC Proposal	Mid Plenary	The Art of the Curriculum	Candidacy Workshop	Final Plenary		
15:00			Legal Writing Proposals		IFP Topic (joint S&C)			Break	
15:30	YOUR Fight For Human Rights	Sightseeing		Reporting Time		The Future of AA			
16:00			Opening Plenary						
16:30	Transition	Preparation Time		Closing & Treats					
17:00									
17:30	Opening Workshop	Reporting Time	Reporting Time						
18:00									
18:30	Reporting Time				Transport	Dinner			
19:00	Dinner								
19:30	Dinner				Gala Ball	Dinner			
20:00	Dinner								
20:30	Dinner				Gala Ball	Dinner			
21:00	Dinner								
21:30	Socials				Gala Ball	ELSA Vision	Socials		
22:00	Socials								

ACADEMIC ACTIVITIES

Draft Agenda**Sunday, 6th April 2025***18:00 – 19:00***OPENING WORKSHOP****Description**

During the Opening Workshop, we will elect the Workshop Officers, namely the Chair, Vice Chair and the Secretaries. We will also present and approve the agenda as well as set the rules for our workshop. Our Internal Meetings have been strongly connected to icebreakers and games with the hope to ensure that we have the chance to get to know each other better.

Outcome

Election of Workshop Officers, approval of the Agenda and drafting of Workshop Rules. Getting to know other officers.

Preparation

None.

ACADEMIC ACTIVITIES

Monday, 7th April 2025*09:00 – 10:00***OFFICERS AND FRESHERS WORKSHOPS****Description**

During this Workshop, participants elected to be the Officers will be prepared for their tasks during the week. At the same time people who attend the ICM for the first time will have the chance to get to know the customs and atmosphere of the event.

Outcome

Enable Workshop Officers to undertake their task. Presenting to new members the content of the meeting.

Preparation

None.

*10:00 – 11:30***INTERNATIONAL UPDATE****Description**

So, what is REALLY going on in the...ELSA House? During this workshop, we will have the chance to share with you what we have been up to on the International level and answer any questions you potentially have regarding our work until now. You will also have the chance to share the projects you have organised, your achievements and your goals for the remainder of the term! Additionally, we will provide some insights into the life of the VP AA of the International Board of ELSA!

Outcome

Officers will have the opportunity to get informed about international updates, as well as share their projects and ideas with each other.

Preparation

None.

*11:30 – 13:00***ROLE TRAINING****Description**

With ROLE on the rise, we will do a small glimpse into the world of non-formal education through training on some facilitation skills for successful delivery of the ROLE curriculum. At

ACADEMIC ACTIVITIES

the end of the session, we will distribute tasks and explain the preparation that is to be done until Friday.

Outcome

Officers will have the opportunity to peek into the world of ROLE and learn some basics of non-formal education through an interactive approach. They will also know what awaits them and will receive the task that they need to prepare by Friday, in pairs.

Preparation

Make sure you read and understand the [ROLE Curriculum Terms of Use](#).

14:30 – 16:00

ROLE FLAGSHIP PROPOSAL**Description**

With an explosion in popularity, ROLE takes the Network by storm, becoming perhaps the biggest rule of law education program in Europe. Its delivery and organisation are easy, its accessibility superb and its strategic importance - unmatched. We will preliminarily discuss its rightful place among the Flagship projects of ELSA.

Outcome

Officers will discuss and vote on the recommendation to the Council of preliminary proposals no. 13 and 14, which seek to classify Rule of Law Education as a Flagship Project of ELSA.

Preparation

Read thoroughly the relevant Proposal and its adjacent Flagship Report. Prepare questions and/or amendments.

16:00 – 17:30

YOUR FIGHT FOR HUMAN RIGHTS**Description**

The success and popularity of the Annual Human Rights Campaign in a country largely depends on the wit of the National Coordinator and the structure for organisational support they set up. In this Workshop, we will discuss this more in-depth, share positive experiences, and set up some good rules of practice going forward.

Outcome

Officers will understand the difference and interplay between setting up a national AHRC structure and organising AHRC events and have ideas on how to implement one at home.

ACADEMIC ACTIVITIES

Preparation

Look back at your organisational experience with the AHRC and identify strengths and weaknesses, opportunities and challenges.

17:30 – 19:00

TRANSITION**Description**

Transition is the single most crucial part of knowledge management in ELSA, perhaps the single most important point in any ELSA term, and our strong culture in transition is what sets us apart from many other youth NGOs. We will discuss trends and good practices, share experiences, and take home the tools necessary to transition our successors.

Outcome

Officers will understand the role transition plays in ELSA and feel empowered to deliver it.

Preparation

Remember your transition. Identify strengths and weaknesses, opportunities and challenges.

ACADEMIC ACTIVITIES

Tuesday, 8th April 2025*10:00 – 11:30***AHRC FLAGSHIP PROPOSAL****Description**

For more than a decade now, the ELSA Network has displayed undying commitment to human rights through the AHRC, our biggest international forum dedicated to this topic. With many new improvements this year, the project is at the best stage it has ever been and soars in popularity. We will preliminarily discuss its rightful place among the Flagship projects of ELSA.

Outcome

Officers will discuss and vote on the recommendation to the Council of preliminary proposals no. 13 and 15, which seek to classify Annual Human Rights Campaign as a Flagship Project of ELSA.

Preparation

Read thoroughly the relevant Proposal and its adjacent Flagship Report. Prepare questions and/or amendments.

*11:30 – 13:00***IFP PROPOSAL (JOINT WITH S&C)****Description**

For more than a decade now, the ELSA Network has struggled with the implementation of this old initiative. Originally meant to unify the Network around a single topic, its purpose has now been fulfilled on an orders of magnitude higher level than intended by other projects as its structure remains inadequate but resilient to positive change. Many alternatives have been tried in the past, each determined to subdue another successful project to combine it with the IFP in a salvation attempt. It is time we put a pause on that and removed the confusion many new Officers face, letting them focus on joining the Network in the organisation of the most impactful international projects. We will discuss the deregulation of IFP as an international project, at least temporarily, with the aim to allow for further development of the AA area and profiling of other, stronger projects.

Outcome

Officers will discuss and vote on the recommendation to the Council of proposal no. 19, which seeks to completely deregulate the International Focus Programme in the International Council Meeting Decision Book.

Preparation

Read thoroughly the relevant Proposal. Prepare questions and/or amendments.

ACADEMIC ACTIVITIES

14:30 – 15:30

AHRCC PROPOSAL**Description**

With the number of AHRC soaring this year to a before never seen level, enticed by the possibility of branding events with the Brand Image of the Council of Europe as a partner and the elusive offer of a Study Visit position in their headquarters for the winning National Coordinator, some dilemmas should be explicitly regulated by the Council instead of being left to the International Board's official interpretation. Does the Campaign include events not specifically branded with the annual topic, and should events ongoing but not concluded before the scoring deadline be considered for the AHRC Competition? Find out tomorrow.

Outcome

Officers will discuss and vote on the recommendation to the Council of proposal no. 18, which seeks to clarify conditions for the inclusion of AHRC events into scoring for the AHRC Competition.

Preparation

Read thoroughly the relevant Proposal. Prepare questions and/or amendments.

15:30 – 16:30

LEGAL WRITING PROPOSALS**Description**

With the work on our publications intensifying this year and following the discussions during the ISM, we will talk about ridding our international Legal Writing projects of their old constraints in order to allow ELSA International creative freedom to breathe even more popularity, accessibility and impact into their organisation.

Outcome

Officers will discuss and vote on the recommendation to the Council of proposals no. 16 and 17, which seek to deregulate the ELSA Law Review and ELSA Legal Research Groups, respectively.

Preparation

Read thoroughly the relevant Proposals. Prepare questions and/or amendments.

 ACADEMIC ACTIVITIES

Thursday, 10th April 2025

10:00 – 11:30

ADVOCACY (JOINT WITH BEE)

Description

In this Workshop, we will discuss the benefits and opportunities of strengthening the advocacy of existing projects of ELSA through inter-area cooperation, share experiences, and develop tools and good practices to take back home.

Outcome

Officers will have shared experiences on advocacy through projects, and learned more about it.

Preparation

None.

11:30-13:00

MARKETING IN AA (JOINT WITH MKT)

Description

Marketing in Academic Activities isn't always a direct flight – it comes with unique twists and turns. This session will focus on best practices for promoting ELSA's academic events, publications, and initiatives, ensuring a smooth journey toward engagement and participation. We will also explore the rules for including ELSA's partner logos in your promotion.

Outcome

Officers will learn how to effectively market AA events and maximize their reach within the ELSA Network and beyond. AAers will be able to share the key selling points of the area and its projects, and MKTers will bring their vision into reality.

Preparation

- Think about past AA event promotions in your group. What strategies worked best?
- Bring your laptop and prepare yourself to get creative!

14:30-15:30

THE ART OF THE CURRICULUM

Description

Once a feared beast, now the best friend of many - the ROLE Curriculum has only started its climb. In this workshop we will discuss how flexible it truly is and how much potential it creates

ACADEMIC ACTIVITIES

for creative expression and tackling topics that are important for you. After that, we will practice the art of localising it to fit your needs.

Outcome

Officers will learn about the ROLE Curriculum, its flexibility, the localisation process and all the opportunity a home-grown Derivative opens for your National/Local Group.

Preparation

Make sure you read and understand the [ROLE Curriculum Terms of Use](#).

15:30 – 16:30

IFP TOPIC (JOINT WITH S&C)**Description**

In accordance with the ICM Decision Book, the IFP on Law and Sustainability ends on the 31st July 2025. Depending on the outcome of Proposal No. 19 during the Mid Plenary, we will discuss the proposals submitted by the Network for the next IFP topic, and vote to recommend one of them to the Council.

Outcome

Officers will have discussed and voted upon the next IFP topic and its duration.

Preparation

Read Proposal No. 21, and prepare for discussion by reviewing the IFP Topic Recommendations, which are linked in the comment of the Proposal No. 21 and [here](#).

ACADEMIC ACTIVITIES

Friday, 11th April 2025*10:00 – 12:00***ROLE SIMULATIONS****Description**

The time has come to simulate a school visit! Hopefully by now the facilitator pairs designated on Monday will have prepared their sessions, and the rest of the “class” is ready to get naughty. With oversight from expert facilitators from the EIT and ITP - let the games begin! Let's demystify the essence of ROLE together.

Outcome

Officers will have participated in classroom simulations akin to those executed on ROLE Training Conferences, gotten an insight into non-formal education and gotten motivated to organise ROLE.

Preparation

Remember your ROLE Training. Make sure you read and understand the [ROLE Curriculum Terms of Use](#).

*12:00 – 13:00***THE FUTURE OF LEGAL WRITING****Description**

Continuing on the discussion from ISM, we will discuss the reasons and difficulties, and brainstorm potential ideas and solutions for the development, internationalisation and integration of the ELSA Law Review and Legal Research Groups.

Outcome

Officers will gain more insight into Legal Writing at the international level, and will have provided their ideas and feedback on the future reforms on Legal Writing projects.

Preparation

None.

*14:30 – 16:00***CANDIDACY WORKSHOP****Description**

ACADEMIC ACTIVITIES

The future is bright. The Candidate(s) for the position of Vice President in charge of Academic Activities of the International Board of ELSA 2025/2026 present their Candidacy and answer questions from the Network.

Outcome

Officers will have learned more about the Candidate(s) for the International Board and had the opportunity to ask them relevant questions.

Preparation

None.

16:30 – 18:00

THE FUTURE OF AA**Description**

It's been a long and eventful term, with many productive discussions on positive change and development in the AA area. We will discuss the new insights we have gathered this year and our plans and intentions in shaping the area in the years to come.

Outcome

Officers will gain an overall comprehension of AA, all it entails and its place in ELSA, and will share their thoughts on its further development.

Preparation

None.

18:00 – 19:00

CLOSING & TREATS**Description**

It's been a long and eventful ICM full of productive discussions. To conclude our last physical meeting before the term change, after concluding the ICM for AA, we will relax a bit with a variety of treats and drinks from all corners of the Network.

Outcome

Officers have closure.

Preparation

Bring some characteristic treats and/or drinks from your country and share them with the rest!

COMPETITIONS WORKSHOP

COMPETITIONS WORKSHOP**Preparation and Reminders**

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

- Read these Working Materials cover to cover;
- Read relevant parts of the [Statutes and Standing Orders](#) of ELSA;
- Read relevant parts of the [International Council Meeting Decision Book, 67th Edition](#);
- Read the [One Year Operational Plan](#) (OYOP) of the International Board of ELSA 2024/2025;
- Read the [Minutes](#) of the V International Strategy Meeting Malmö;
- Bring your ELSA spirit, share your thoughts and suggestions, and leave your personal touch in the LXXXVII International Council Meeting Malta.

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

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

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

Username: officer

Password: 7zXZZNq

Lastly, do not forget to bring your national/local sweets and/or drinks to share with the Workshop.

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



Aliena Trefny

Vice President in charge of Competitions
International Board of ELSA 2024/2025

COMPETITIONS WORKSHOP

Timetable

	6th April	7th April	8th April	9th April	10th April	11th April	12th April	13th April				
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday				
09:00	Arrival	Officers' and Freshers' Workshops	Breakfast						Departures			
09:30			Breakfast									
10:00		The Good, the Bad and the Updates	Building a Fanbase - Promotion Strategies for Competitions (joint MKT)	Mid Plenary	How It's Made – Academic Competitions	Run, Forrest, Run - Candidacy	Final Plenary					
10:30												
11:00		It's just a Run... - Proposals (Pt. I)	I'll Just Ask ChatGPT - Competitions in Times of Innovation	Mid Plenary	How It's Made – Academic Competitions	GDPR's Greatest Hits (joint IM & S&C)	Final Plenary					
11:30												
12:00		It's just a Run... - Proposals (Pt. I)	I'll Just Ask ChatGPT - Competitions in Times of Innovation	Mid Plenary	How It's Made – Academic Competitions	GDPR's Greatest Hits (joint IM & S&C)	Final Plenary					
12:30												
13:00		Lunch										
13:30		Lunch										
14:00	Lunch											
14:30	LoA	Howard, There is a Strategy Behind You!	They'll Do It Because It's Cool	Mid Plenary	RReady, Set, Host (Pt. II)	Order in the Court!						
15:00			From Zero to Hero - Transition			Do I Really Have to Pay for This?						
15:30	Opening Plenary	...but it's a Marathon - Proposals (Pt. II)	Sightseeing	Mid Plenary	Reporting Time	Break						
16:00						Here, You Dropped This!						
16:30						Now Go Forth & Conquer! - Closing						
17:00						Reporting Time						
17:30	On Your Marks! - Opening	...but it's a Marathon - Proposals (Pt. II)	Sightseeing	Mid Plenary	Preparation Time	Now Go Forth & Conquer! - Closing						
18:00						Reporting Time						
18:30	On Your Marks! - Opening	...but it's a Marathon - Proposals (Pt. II)	Sightseeing	Mid Plenary	Preparation Time	Reporting Time						
19:00						Reporting Time						
19:30	Reporting Time			Mid Plenary	Transport	Reporting Time						
20:00	Dinner				Gala Ball	Dinner						
20:30	Dinner			Gala Ball		Dinner						
21:00	Socials				Gala Ball	ELSA Vision		Socials				
21:30	Socials			Gala Ball		ELSA Vision		Socials				
22:00	Socials				Gala Ball	ELSA Vision		Socials				

COMPETITIONS WORKSHOP

Draft Agenda**Sunday, 6th April 2025***18:00 – 19:00***ON YOUR MARKS - OPENING WORKSHOP****Description**

During the Opening Workshop, we will elect the Workshop Officers, namely the Chair, Vice Chair and the Secretaries. We will also present and approve the agenda as well as set the rules for our workshop. Our Internal Meetings have been strongly connected to icebreakers and games with the hope to ensure that we have the chance to get to know each other better.

Outcome

Election of Workshop Officers, approval of the Agenda and drafting of Workshop Rules. Getting to know other officers.

Preparation

None.

COMPETITIONS WORKSHOP

Monday, 7th April 2025*09:00 – 10:00***OFFICERS AND FRESHERS WORKSHOPS****Description**

During this Workshop, participants elected to be the Officers will be prepared for their tasks during the week. At the same time people who attend the ICM for the first time will have the chance to get to know the customs and atmosphere of the event.

Outcome

Enable Workshop Officers to undertake their task. Presenting to new members the content of the meeting.

Preparation

None.

*10:00 – 11:30***THE GOOD, THE BAD AND THE UPDATES****Description**

Curious about what is happening in the world of Competitions at the international level? Wondering what the VP Competitions of the International Board has been working on? This workshop is your chance to get the latest updates, hear about upcoming projects, and discuss what's next for the Competitions area in ELSA.

We will look at the progress made so far, future plans, and how we can continue growing and improving our competitions. This is also an opportunity for you to share your own achievements, talk about the projects you have organised, and set goals for the last part of the term. Lastly, you will have the chance to ask questions, exchange ideas, and get inspired by fellow officers from across the Network.

Outcome

Officers will have the opportunity to get informed about international updates, as well as share their projects and ideas with each other.

Preparation

None.

COMPETITIONS WORKSHOP

11:30 – 13:00

IT'S JUST A RUN... - PROPOSALS (PT. I)**Description**

During this Workshop, we will discuss the first part of the proposals in the Competitions area concerning Chapter 2. Responsibilities and Chapter 3. Academic Competitions.

Outcome

The Workshop's recommendation/lack thereof on the proposals concerning the Competitions area.

Preparation

Read Proposals No. 22 to 25.

14:30 – 16:00

HOWARD, THERE IS A STRATEGY BEHIND YOU! - DEVELOPMENT STRATEGY**Description**

As a continuation of the workshop on the Development Strategy for the HPMCC at the last ICM in Antalya, we will present the draft of the development strategy for the JHJMCC in this workshop. This strategy is designed to ensure the continued growth and success of the Competition, and this is your chance to take an active role in shaping its future! Officers will have the opportunity to give feedback, ask questions, and provide valuable input on the long-term vision and goals. In addition, we will discuss the importance of these types of goals and strategies for the continuous improvement and growth of our projects

Outcome

Upon completion of this workshop, officers will gain a comprehensive insight into the history of the JHJMCC, understand its potential for development and growth, and voice their views of how they can thrive in future editions.

Preparation

Read the draft of the development strategy of the John H. Jackson Moot Court Competition, which will be shared with you before this ICM.

16:00 – 19:00

...BUT IT'S A MARATHON - PROPOSALS (PT. II)**Description**

During this Workshop, we will discuss the second part of the proposals in the Competitions area concerning Chapter 4. Moot Court Competition.

COMPETITIONS WORKSHOP

Outcome

The Workshop's recommendation/lack thereof on the proposals concerning the Competitions area.

Preparation

Read Proposals No. 26 to 27.

COMPETITIONS WORKSHOP

Tuesday, 8th April 2025*10:00 – 11:30***BUILDING A FANBASE - PROMOTION STRATEGIES FOR COMPETITIONS (JOINT WITH MKT)****Description**

In this workshop we aim to equip officers with the tools and strategies necessary for promoting competitions effectively, focussing on methods to increase visibility, engagement, and participation. The workshop will also address how to create promotion strategies as a strong foundation for the next term, ensuring a smooth transition to the person in charge.

Outcome

By the end of the workshop, officers will understand how to develop and implement an effective competition promotion strategy across multiple channels with content tailored for competitions. Officers will learn how to build and sustain partnerships and collaborations to boost the visibility of competitions and have a clear plan for ensuring a smooth transition to their successors.

Preparation

Think about how you have promoted competitions concretely during your term. How have the VPs Marketing and the VPs Competitions worked together? Brainstorm how you could lay the foundation of a promotion strategy that you could transition to your successors.

*11:30 – 13:00***I'LL JUST ASK CHATGPT - COMPETITIONS IN TIMES OF INNOVATION****Description**

Artificial Intelligence is rapidly transforming the legal field, and moot courts and academic competitions are no exception. This workshop aims to explore the evolving role of AI in competitions, addressing how AI-driven research and new legal technologies are shaping the future of mooting. Officers will discuss the benefits and challenges of the usage of AI in competitions and how AI should be factored into the drafting of competition rules, but also innovative ways to integrate these new technologies.

Outcome

By the end of the workshop, participants will understand the opportunities and challenges AI presents for moot courts and academic competitions, and how to integrate AI and other emerging technologies into competitions while maintaining fairness and accessibility among all participants.

Preparation

Think about how the usage of AI can impact our competitions positively but also negatively. Brainstorm if and how the usage of AI and other emerging technologies could be regulated in our competitions, and how they could be enforced.

COMPETITIONS WORKSHOP

14:30 – 15:30

THEY'LL DO IT BECAUSE IT'S COOL - BUILDING A MOOTING CULTURE**Description**

This workshop is aimed at providing officers with the knowledge and tools to build, manage, and sustain a successful moot court competition. We will discuss how to create a sustainable tradition of mooting within the ELSA, integrate moot courts into university curriculums, and develop a robust pipeline for future organisers and participants. Additionally, the workshop will explore strategies for internationalising moot court competitions, making them accessible and attractive to an international audience.

Outcome

By the end of the workshop, officers will have an understanding of the steps required to create a sustainable moot court tradition, making participation in moot courts more prestigious and attractive.

Preparation

Think about how participation in a moot court could become more natural and be incorporated more strongly in the curriculums of universities all over Europe.

15:30 – 16:30

FROM ZERO TO HERO - TRANSITION**Description**

In this workshop, we will focus on how current Competitions officers can and should effectively transition responsibilities to their successors. Officers will learn best practices for ensuring a seamless handover, by ensuring that the necessary knowledge and experiences get transitioned. We will also introduce the Competitions Transition Handbook, designed to guide outgoing officers through the transition process.

Outcome

By the end of the workshop, officers will understand the crucial elements of a successful transition in the Competitions area, be familiar with the new Competitions Transition Handbook and know how to use it to support a smooth handover.

Preparation

Reflect on the transition you have received from your predecessors last year, what worked well and what could have been improved. Also think about the challenges and dangers of giving and receiving a transition with gaps or none at all. Lastly, have a look the draft of the Competitions Transition Handbook, which will be shared with you before this ICM.

COMPETITIONS WORKSHOP

Thursday, 10th April 2025*10:00 – 13:00***HOW IT'S MADE – ACADEMIC COMPETITIONS****Description**

In this workshop, we will introduce the new Academic Competitions Handbook and the new packages for the ENC, the CIC, the WIC and the ELD. We will discuss case drafting and playing the actor in the interviewing competitions, with a focus on the WIC. The officers will get some practice in drafting cases, stepping into the role of a witness, and understanding what it takes to organise a WIC.

Outcome

By the end of the workshop, participants will be familiar with the Academic Competitions Handbook and the different packages and gain some practical skills in drafting cases and organising a Witness Interviewing Competition.

Preparation

Have a look at the Academic Competitions Handbook and the packages, which will be shared with you before this ICM.

*14:30 – 16:30***RREADY, SET, HOST - REGIONAL ROUNDS (PT. II)****Description**

Two of our Flagship projects fall under the Competitions area - the Helga Pedersen Moot Court Competition and the John H. Jackson Moot Court Competition. The organisation of the Regional Rounds of these competitions include National Groups and Local Groups directly. To ensure that National and Local Groups get a better idea of the collaboration on these projects, we will discuss what it takes to organise a Regional Round, how to apply to become a Host as well as listen to the former Regional Round Hosts talking about their experiences.

Outcome

Officers have a clearer understanding of what it takes to organise a Regional Round of the HPMCC and the JHJMCC, and how the collaboration between the organisers and ELSA International works.

Preparation

Read the [Quality Standards](#) and the [Regional Round Handbook](#) for the Helga Pedersen Moot Court Competition and the [Quality Standards](#) and the [Regional Round Handbook](#) for the John H. Jackson Moot Court Competition available on the Officers Portal and be ready to ask questions on the topic.

COMPETITIONS WORKSHOP

Friday, 11th April 2025*10:00 – 11:30***RUN, FORREST, RUN - CANDIDACY****Description**

The moment for the Candidates for the Vice President in charge of Competitions of the International Board 2025/2026 has come! During this workshop, the Candidate(s) for the position of Vice President in charge of Competitions of the International Board of ELSA 2025/2026 will have the chance to present themselves and answer questions raised by the officers.

Outcome

The Competitions officers will get to know the Candidate(s) for the position of Vice President in charge of Competitions of the International Board of ELSA 2025/2026, their action plans, and thus can provide an informed recommendation to their National Group.

Preparation

Read the Candidacy Materials of the Candidate(s) for the position of Vice President in charge of Competitions of the International Board of ELSA 2025/2026 and prepare questions.

*11:30 – 13:00***GDPR'S GREATEST HITS: NOW THAT'S WHAT I CALL RECORD-KEEPING (JOINT WITH IM & S&C)****Description**

This Workshop will guide IMers and Key Area Officers through the essential steps of documenting their ELSA Groups' data processing activities and implementing solid archiving practices to ensure compliance with data protection laws. As you already know from our last workshop on data protection during ICM Antalya, both Key Areas and Supporting Areas are involved in the collection and processing of data. Building on the workshop in Antalya, we will talk about how to create clear and transparent records, manage data securely, and reduce risks through effective archiving practices. Strengthening ELSA Groups' data protection practices will ensure that we are privacy-friendly across the whole Network and build trust with stakeholders.

Outcome

Participants will be introduced to the basic system of creating a Record of Processing Activities (ROPA) and learn how to analyse their ELSA projects, how to get an overview of data flows and manage an archiving system.

Preparation

None.

COMPETITIONS WORKSHOP

14:30 – 15:30

ORDER IN THE COURT! - JUDGES & SCORING**Description**

Judging plays a crucial role in the quality of moot courts, shaping the learning experience for participants and maintaining the integrity of the competition. This workshop will explore the key qualities of a good judge, strategies for avoiding bias in oral and written submission scoring, and best practices for training, recruiting, and retaining high-quality judges. Additionally, participants will be introduced to the new Moot Court Competition Package, containing the annexes to the MCC Handbook which was published last year.

Outcome

Officers will gain a deeper understanding of what makes a fair and effective judge, how to implement best practices in mitigating bias, scoring and feedback, and how to create a sustainable pool of qualified judges for future competitions.

Preparation

Have a look at the new Moot Court Competitions Package, which will be shared with you before this ICM.

15:30 – 16:30

DO I REALLY HAVE TO PAY FOR THIS? - ORGANISING ON A BUDGET**Description**

Organising a moot court or academic competition can be challenging, especially when financial resources are scarce. This workshop aims at discussing efficient budgeting tips, cost-cutting strategies, and creative ways to fund competitions without relying solely on corporate sponsors and financial support. Officers will explore innovative fundraising ideas, learn how to work with the available resources, and brainstorm alternative solutions to common competition expenses.

Outcome

Officers will get ideas on how to organise professional, high-quality competitions while staying within financial constraints, and understand how to create a realistic competition budget that maximises impact while minimising costs with different cost-cutting strategies to reduce expenses on venues, materials, judging, and logistics.

Preparation

Think about what kind of expenses we have as organisers of competitions and where costs could be replaced with in-kind and alternative support.

COMPETITIONS WORKSHOP

17:00 – 18:00

HERE, YOU DROPPED THIS! - PERSONAL STRATEGY**Description**

Organising competitions is more than just a volunteer role – it is an opportunity to build valuable skills that can shape your professional future. This workshop will help officers identify the skills they develop while managing competitions and learn how to leverage these experiences in their careers. Officers will explore how to present their leadership, problem-solving, and organisational skills – to name a few – to future employers or in further academic pursuits.

Outcome

By the end of the workshop, participants will recognise the professional value of their experience in organising competitions and learn how to seal themselves and their skills in job applications, CVs, and interviews.

Preparation

None.

18:00 – 19:00

NOW GO FORTH & CONQUER! - MISCELLANEOUS & CLOSING**Description**

As we reach the conclusion of our journey together this week, it's time to celebrate all that we've accomplished and look ahead to the exciting possibilities that lie ahead! In this reflective workshop, we will share our thoughts, insights, and memorable experiences and talk about things that might have been left out before. We'll take a moment to appreciate the growth and achievements we have made, and say our goodbyes during this last Competitions Workshop at an IIM during this term.

Outcome

Reflect on the challenges, successes and moments of this ICM and the present term overall.

Preparation

None.

PROFESSIONAL DEVELOPMENT WORKSHOP

PROFESSIONAL DEVELOPMENT WORKSHOP**Preparation and Reminders**

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

- Read these Working Materials cover to cover;
- Read relevant parts of the [Statutes and Standing Orders](#) of ELSA;
- Read relevant parts of the [International Council Meeting Decision Book, 67th Edition](#);
- Read the [One Year Operational Plan](#) (OYOP) of the International Board of ELSA 2024/2025;
- Read the [Minutes](#) of the V International Strategy Meeting Malmö;
- Bring your ELSA spirit, share your thoughts and suggestions, and leave your personal touch in the LXXXVII International Council Meeting Malta.

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

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

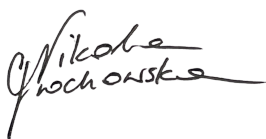
To access most of the documents above you require a username and password.

Username: officer

Password: 7zXZZNq

Lastly, do not forget to bring your national/local sweets and/or drinks to share with the Workshop.

It is our pleasure to welcome you to the PD Workshop!



Nikola Grochowska
Vice President in charge of Marketing
International Board of ELSA 2024/2025



Niko Anzulović Mirošević
Vice President in charge of Academic
Activities
International Board of ELSA 2024/2025

PROFESSIONAL DEVELOPMENT WORKSHOP

Timetable

	6th April	7th April	8th April	9th April	10th April	11th April	12th April	13th April		
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday		
09:00	Arrival	Officers' and Freshers' Workshops	Breakfast						Departures	
09:30										
10:00		Bring Back Reception	Network Proposals	Mid Plenary	The Future of PD	Candidacy Workshop	Final Plenary			
10:30										
11:00		Break	Portal Research (joint FM)							
11:30					Career Fairs	Legal Tandem				
12:00		International Update								
12:30										
13:00		Lunch								
13:30										
14:00										
14:30	LoA	The SOS Portal (joint FM)	Transition	Mid Plenary	New ET Portal (joint FM)	Student Hunting	Final Plenary			
15:00										
15:30	Opening Plenary	How to Sell (joint BEE)				Reporting Time		Ctrl + PD: Taking Control of Personal Data		
16:00										
16:30										
17:00		Streamlining ELSA Traineeships	Sightseeing		Preparation Time	Misc & Closing				
17:30	Break									
18:00										
18:30										
19:00	Opening Workshop	Reporting Time				Reporting Time				
19:30					Transport					
20:00	Dinner					Dinner				
20:30										
21:00	Socials				Gala Ball	ELSA Vision	Socials			
21:30										
22:00										

PROFESSIONAL DEVELOPMENT WORKSHOP

Draft Agenda**Sunday, 6th April 2025***19:00 – 20:00***OPENING WORKSHOP****Description**

During the Opening Workshop, we will elect the Workshop Officers, namely the Chair, Vice Chair and the Secretaries. We will also present and approve the agenda as well as set the rules for our workshop. Our Internal Meetings have been strongly connected to icebreakers and games with the hope to ensure that we have the chance to get to know each other better.

Outcome

Election of Workshop Officers, approval of the Agenda and drafting of Workshop Rules. Getting to know other officers.

Preparation

None.

PROFESSIONAL DEVELOPMENT WORKSHOP

Monday, 7th April 2025*09:00 – 10:00***OFFICERS AND FRESHERS WORKSHOPS****Description**

During this Workshop, participants elected to be the Officers will be prepared for their tasks during the week. At the same time people who attend the ICM for the first time will have the chance to get to know the customs and atmosphere of the event.

Outcome

Enable Workshop Officers to undertake their task. Presenting to new members the content of the meeting.

Preparation

None.

*10:00 – 11:30***BRING BACK RECEPTION****Description**

A core component of ELSA Traineeships was always meant to be a nice and heartfelt welcome of the incoming Trainees and their integration into the local environment and company by the receiving National/Local Group, to treat them just as they would their members. In this Workshop, we will explore good practices and how this can be organised and supported effectively to ensure a good image and trainee retention for ELSA Traineeships. Additionally, we will explore the importance of PD Officers being prepared to offer administrative support to incoming trainees as well.

Outcome

Officers will understand their role in reception & helping incoming trainees with visa-related issues and will feel empowered to implement strengthened structures for reception at home.

Preparation

None.

*12:00 – 13:00***INTERNATIONAL UPDATE****Description**

PROFESSIONAL DEVELOPMENT WORKSHOP

So, what is REALLY going on in the...ELSA House? During this workshop, we will have the chance to share with you what we have been up to on the International level and answer any questions you potentially have regarding our work until now. You will also have the chance to share the projects you have organised, your achievements and your goals for the remainder of the term.

Outcome

Officers will have the opportunity to get informed about international updates, as well as share their projects and ideas with each other.

Preparation

None.

14:30 – 16:00

THE SOS PORTAL (JOINT WITH FM)**Description**

On the previous few ICMs the Network has been expressing a need for a revised version of the STEP Online System, the main platform used in the administration of ELSA Traineeships on all levels. On this Workshop, we will go through a short recap of the current system, its features and issues. Then, we will set up Group Work for the remainder of the ICM to maximise the quality of our findings for a viable alternative.

Outcome

Officers will get acquainted with all the features and issues of the SOS. They will understand what functionalities a new Portal needs to have and will feel ready to look for constructive alternatives.

Preparation

None.

16:00 – 17:30

HOW TO SELL (JOINT BEE)**Description**

Partners are a lifeline of ELSA, whether they are Traineeship Providers or contribute to us in other ways. On this workshop we will explore best practices when approaching partners, negotiating, concluding and executing agreements.

Outcome

Officers will feel confident to approach potential partners, prepare for partner meetings and conclude partnerships.

PROFESSIONAL DEVELOPMENT WORKSHOP

Preparation

None.

17:30 – 19:00

STREAMLINING ELSA TRAINEESHIPS**Description**

Reflecting on the First Cycle, in this Workshop we will discuss the responsibilities of the Network when it comes to Verification and Selection. We will tackle common mistakes and misconceptions, and underline the importance of being on time and on top of your TNPs and Trainees alike.

Outcome

Officers will understand the importance of their role when it comes to Verification & Selection.

Preparation

None

PROFESSIONAL DEVELOPMENT WORKSHOP

Tuesday, 8th April 2025*10:00 – 11:30***NETWORK PROPOSALS****Description**

In this Workshop, a floor is given for International Council Meeting amendment Proposals submitted by National Groups.

Outcome

Officers will discuss and vote on the recommendation to the Council of Proposals submitted by the Network.

Preparation

Read thoroughly Proposals No. 28-29. Prepare questions and/or amendments.

*11:30 – 13:00***PORTAL RESEARCH (JOINT WITH FM)****Description**

Based on pointers and guidelines from yesterday, this will be a time dedicated to the exploring and structuring of a new potential alternative to the SOS portal, in groups.

Outcome

Officers will look for an alternative for the SOS in an organised manner.

Preparation

Remember the instructions from yesterday.

*14:30 – 16:00***TRANSITION****Description**

Transition is the single most crucial part of knowledge management in ELSA, perhaps the single most important point in any ELSA term, and our strong culture in transition is what sets us apart from many other youth NGOs. We will discuss trends and good practices, share experiences, and take home the tools necessary to transition our successors.

Outcome

Officers will understand the role transition plays in ELSA and feel empowered to deliver it.

PROFESSIONAL DEVELOPMENT WORKSHOP

Preparation

Remember your transition. Identify strengths and weaknesses, opportunities and challenges.

PROFESSIONAL DEVELOPMENT WORKSHOP

Thursday, 10th April 2025*10:00 – 11:30***THE FUTURE OF PD****Description**

In the wake of the unique occurrence in ELSA's History of no Officers interested in being in charge of PD for an entire year, we will discuss the implications this brings to the continuity of the area. We will discuss potential restructuring alternatives in order to "safeguard" the area in case this repeats itself in the future, as well as encourage more Officers to engage and take the initiative to develop the area further.

Outcome

Officers will have understood the gravity of the situation and how lack of interest from the Network can negatively impact not just PD but all other areas as well. Hopefully, they will also be ready to take action.

Preparation

None.

*11:30 – 13:00***CAREER FAIRS****Description**

Career fairs are a great way to connect ELSA members with potential employers, but organising one takes careful planning and execution. In this workshop, we'll go through the key steps of setting up a successful career fair—securing partners, engaging participants, and managing logistics. We'll also explore opportunities to start preparing a career fair for the next term, discussing practical ways to create a strategy to be continued by your successor.

Outcome

By the end of the session, participants will have a clear understanding of how to organize a career fair, from structuring the event to attracting sponsors and promoting it effectively. This workshop will also serve as a starting point for those interested in organising a career fair in their National or Local Group for the first time next term.

Preparation

If you have organised a career fair - think about what advice you could give to Officers who are interested in organising one. How did you attract sponsors, promote the event and manage the logistics?

If you are planning to organise a career fair - prepare ideas or questions about organising one in your own ELSA Group.

PROFESSIONAL DEVELOPMENT WORKSHOP

14:30 – 16:30

NEW ELSA TRAINEESHIPS PORTAL (JOINT WITH FM)**Description**

Based on the discussions during ICM Thessaloniki, Input Paper from ICM Antalya, as well as Workshops on Monday, Tuesday and earlier today, groups will present their findings and proposals of alternatives for the SOS Portal in order to make ELSA Traineeships more effective, sustainable and user-friendly.

Outcome

Officers share ideas and alternatives of how the new Portal for ELSA Traineeships could look like, who we should buy it from, what would be the payment and fundraising strategies etc. The future of ELSA Traineeships is secure.

Preparation

Collect your findings from the group research you conducted during the entire ICM, and get ready to present.

PROFESSIONAL DEVELOPMENT WORKSHOP

Friday, 11th April 2025*10:00 – 11:30***CANDIDACY WORKSHOP****Description**

The future is bright. The Candidate(s) for the position of Vice President in charge of Professional Development of the International Board of ELSA 2025/2026 present their Candidacy and answer questions from the Network.

Outcome

Officers will have learned more about the Candidate(s) for the International Board and had the opportunity to ask them relevant questions.

Preparation

None.

*11:30 – 13:00***LEGAL TANDEM****Description**

An emerging project and a great opportunity for international collaboration on any level of ELSA. In this workshop we will explore all the benefits a Legal Tandem project can bring to your Group. We will also share some good practices, and talk with each other on setting up potential collaborations for the future.

Outcome

Officers will have the opportunity to learn more about Legal Tandem, share their experiences, and connect with other interested organisers of this project.

Preparation

If you have ever organised Legal Tandem, think about what went well in the organisation and what you struggled with the most. Be prepared to share your experience.

*14:30 – 16:30***STUDENT HUNTING****Description**

The Student Hunting period is not a break for the Network - it is a period where events and promotion should be maximised to ensure maximum reach and number of applications. During this Workshop we will explore ideas and good practices for boosting Student Hunting.

PROFESSIONAL DEVELOPMENT WORKSHOP

Outcome

Officers will understand their role in Student Hunting, and feel equipped to organise events/promotional campaigns to support it adequately.

Preparation

None.

16:30 – 18:00

CTRL + PD: TAKING CONTROL OF PERSONAL DATA**Description**

This workshop is designed to provide participants with a comprehensive understanding of how to manage and control data in compliance with the General Data Protection Regulation (GDPR) in the area of PD. As organisations face increasing scrutiny over data privacy, it is crucial to understand the fundamentals of Data Protection and how to implement it in your projects and events. Unlock the power of trust and compliance in this session on practical data protection fundamentals.

Outcome

Participants are familiar with the fundamentals of data protection and GDPR. You will learn how to apply the principles into the organisation of a project.

Preparation

None.

18:00 – 19:00

CLOSING & TREATS**Description**

It's been a long and eventful ICM full of productive discussions. To conclude our last physical meeting before the term change, after concluding the ICM for PD, we will relax a bit with a variety of treats and drinks from all corners of the Network.

Outcome

Officers have closure.

Preparation

Bring some characteristic treats and/or drinks from your country and share them with the rest!

SEMINARS AND CONFERENCES WORKSHOP

SEMINARS AND CONFERENCES WORKSHOP**Preparation and Reminders**

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

- Read these Working Materials cover to cover;
- Read relevant parts of the [Statutes and Standing Orders](#) of ELSA;
- Read relevant parts of the [International Council Meeting Decision Book, 67th Edition](#);
- Read the [One Year Operational Plan](#) (OYOP) of the International Board of ELSA 2024/2025;
- Read the [Minutes](#) of the V International Strategy Meeting Malmö;
- Bring your ELSA spirit, share your thoughts and suggestions, and leave your personal touch in the LXXXVII International Council Meeting Malta.

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

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

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

Username: officer

Password: 7zXZZNq

Lastly, do not forget to bring your national/local sweets and/or drinks to share with the Workshop.

It is my pleasure to welcome you to the S&C Workshop!



Paula Bačić

Vice President in charge of Seminars and Conferences
International Board of ELSA 2024/2025

SEMINARS AND CONFERENCES WORKSHOP

Timetable

	6th April	7th April	8th April	9th April	10th April	11th April	12th April	13th April	
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
09:00	Arrival	Officers' and Freshers' Workshops	Breakfast						Departures
09:30			The State of S&C	Step Inside & Outside	Mid Plenary	EWakening	Destination: ICE	Final Plenary	
10:00		Beyond The Badge				IFP Proposal (joint AA)	Moving Forward		
10:30									
11:00									
11:30									
12:00		Lunch							
12:30		Lunch							
13:00		Lunch							
13:30		Lunch							
14:00		Lunch							
14:30		LoA	ELSA Law Schools – Where Do We Stand?	Safe Spaces, Strong Teams	Mid Plenary	Inspire & Be Inspired	Candidacy Workshop	Final Plenary	
15:00		Opening Plenary				The Business of S&C (joint FM)			
15:30			Reporting Time	Passing the Torch					
16:00	Preparation Time						The Final Chapter		
16:30			The Grand Opening	ELSA Law Schools - Decoding the Levels	Reporting Time				
17:00	Reporting Time	Transport				Reporting Time			
17:30			Reporting Time						
18:00	Reporting Time								
18:30	Reporting Time								
19:00	Reporting Time								
19:30	Reporting Time								
20:00	Dinner				Dinner				
20:30	Dinner				Dinner				
21:00	Socials				Gala Ball	ELSA Vision	Socials		
21:30	Socials				Gala Ball	ELSA Vision	Socials		
22:00	Socials				Gala Ball	ELSA Vision	Socials		

SEMINARS AND CONFERENCES WORKSHOP

Draft Agenda**Sunday, 6th April 2025***18:00-19:00***THE GRAND OPENING****Description**

During the Opening Workshop, we will elect the Workshop Officers, namely the Chair, Vice Chair and the Secretaries. We will also present and approve the agenda as well as set the rules for our workshop. Our Internal Meetings have been strongly connected to icebreakers and games with the hope to ensure that we have the chance to get to know each other better!

Outcome

Election of Workshop Officers, approval of the Agenda and drafting of Workshop Rules. Getting to know other officers.

Preparation

None.

SEMINARS AND CONFERENCES WORKSHOP

Monday, 7th April 2025*09:00 – 10:00***OFFICERS AND FRESHERS WORKSHOPS****Description**

During this Workshop, participants elected to be the Officers will be prepared for their tasks during the week. At the same time people who attend the ICM for the first time will have the chance to get to know the customs and atmosphere of the event.

Outcome

Enable Workshop Officers to undertake their task. Presenting to new members the content of the meeting.

Preparation

None.

*10:00 – 11:00***THE STATE OF S&C****Description**

What's new in Seminars & Conferences? In this workshop, we'll explore key insights from the State of the Network Inquiry, analysing trends, successes, and challenges shaping our projects. The VP S&C of the International Board will share updates on her work, international collaborations, and upcoming initiatives. This is also about you - your experiences, projects, and ideas! Join the discussion, exchange best practices, and set goals for the rest of the term.

Outcome

Participants will gain a clear understanding of international S&C updates and upcoming initiatives, while exchanging insights to strengthen collaboration across the Network.

Preparation

None.

*11:00 – 13:00***BEYOND THE BADGE****Description**

ELSA Delegations offer an exclusive opportunity for our members to engage with leading international institutions, but how can we make this project even more impactful? In this workshop, we will dive into the latest statistics, explore the work of the ELSA Delegations EIT,

SEMINARS AND CONFERENCES WORKSHOP

and unveil new materials designed to support Applicants and Delegates. We will also tackle a key challenges. Together, we will discuss strategies to bridge existing gaps and ensure more members can benefit from this prestigious opportunity.

Outcome

Participants will gain insights into the current state of ELSA Delegations, understand recent developments in the project, and contribute ideas on how to increase participation across the Network.

Preparation

Consider how ELSA Delegations are perceived and promoted within your National Group. What are the main barriers to engagement, and what could be done to address them? Come prepared to share your experiences and ideas!

14:30 – 16:00

ELSA LAW SCHOOLS – WHERE DO WE STAND?**Description**

ELSA Law Schools are one of the Network's most established projects, but how are they really performing? In this workshop, we will review key statistics from the WELS and SELS Cycles, examine the changes introduced this year, and discuss how we can maintain our Quality Standards.

Outcome

Participants will leave with a clear understanding of the current state of ELSA Law Schools, recent developments, inside procedures, and a deeper awareness of the existing Quality Standards.

Preparation

Read the [ELSA Law Schools Quality Standards](#) and reflect on their purpose and implementation.

16:00 – 17:30

THE BUSINESS OF S&C - (JOINT WITH FM)**Description**

A great project needs great funding! In this joint S&C and FM workshop, we'll explore fundraising, budgeting, and securing financial support. Beyond traditional fundraising, we'll also discuss how S&C can generate income through well-structured events. Through interactive discussions, we'll share best practices, tackle challenges, and brainstorm innovative ways to make our projects financially sustainable.

SEMINARS AND CONFERENCES WORKSHOP

Outcome

Officers will gain a better understanding of budgeting, fundraising strategies, and partnership opportunities, leaving with practical tools to apply in their own National and Local Groups.

Preparation

Think about your experiences with funding S&C projects. Have you successfully secured sponsorships or grants? What challenges have you faced? If you're new to fundraising, consider what kind of support your projects would need and where you might look for potential funding opportunities.

17:30 – 19:00

ELSA LAW SCHOOLS - DECODING THE LEVELS**Description**

The categorisation of ELSA Law Schools into Introductory, Intermediate, and Advanced levels is meant to guide both organisers and participants in choosing the right programme. However, the lack of clear definitions creates confusion. In this interactive workshop, we will brainstorm what factors should be considered when assigning a level. Should it be the length of the Academic Programme, the topic itself, the expertise of speakers, or something else? Together, we will work towards a framework that ensures consistency and clarity across all ELSA Law Schools.

Outcome

Participants will contribute to defining clear and practical criteria for each level of ELSA Law Schools, making categorisation more structured and accessible for organisers, speakers, and participants.

Preparation

If you have organised or participated in an ELSA Law School, think about what aspects made it feel Introductory, Intermediate, or Advanced. From your experience, what factors influenced the level of complexity? If you haven't been involved in an ELSA Law School before, consider how you would approach defining these categories - what elements would you take into account to differentiate them? Reflect on the role of Academic Programme length, topic difficulty, and speaker expertise, and come prepared to share your thoughts.

SEMINARS AND CONFERENCES WORKSHOP

Tuesday, 8th April 2025*10:00 – 11:30***STEP INSIDE & OUTSIDE****Description**

Institutional and Study Visits are valuable opportunities for expanding your Group's academic offer, attracting members, and building connections. In this workshop, we'll explore how to plan impactful visits, secure partnerships, and integrate these projects into your recruitment and promotional strategies. We'll also share best practices, present new materials, and brainstorm ways to make these visits more accessible and engaging.

Outcome

Participants will gain practical insights into organising Institutional and Study Visits, discover how these projects can strengthen their Group's academic and networking opportunities, and leave with concrete ideas to boost engagement and visibility.

Preparation

Reflect on how your Group has approached Institutional and Study Visits so far. If you have organised or participated in one, consider what worked well and what could be improved. If your Group hasn't explored this project yet, think about potential institutions or destinations that could be interesting for your members.

*11:30 – 13:00***IFP PROPOSAL (JOINT WITH AA)****Description**

For more than a decade now, the ELSA Network has struggled with the implementation of this old initiative. Originally meant to unify the Network around a single topic, its purpose has now been fulfilled on an orders of magnitude higher level than intended by other projects as its structure remains inadequate but resilient to positive change. Many alternatives have been tried in the past, each determined to subdue another successful project to combine it with the IFP in a salvation attempt. It is time we put a pause on that and removed the confusion many new Officers face, letting them focus on joining the Network in the organisation of the most impactful international projects. We will discuss the deregulation of IFP as an international project, at least temporarily, with the aim to allow for further development of the AA area and profiling of other, stronger projects.

Outcome

Officers will discuss and vote on the recommendation to the Council of proposal no. 19, which seeks to completely deregulate the International Focus Programme in the ICM Decision Book.

Preparation

Read thoroughly the relevant Proposal. Prepare questions and/or amendments.

SEMINARS AND CONFERENCES WORKSHOP

14:30 – 16:30

SAFE SPACES, STRONG TEAMS**Description**

A strong network starts with a supportive environment. This workshop will explore two key aspects: applying the Code of Conduct to ensure safe and inclusive events and fostering well-being within our teams. We'll discuss practical ways to prevent and address misconduct, create a welcoming atmosphere, and manage challenges at events. Then, we'll focus on team welfare - building motivation, distributing tasks effectively, and preventing burnout. Through discussions and group activities, we'll share best practices to prioritise well-being in all aspects of our work.

Outcome

Participants will gain a clear understanding of how to implement the Code of Conduct at events and foster a positive, well-structured team environment. They will leave with practical tools to create safer spaces, enhance team communication, and prioritise well-being in all aspects of their work.

Preparation

Familiarise yourself with the [Code of Conduct of ELSA](#) and reflect on its application in your National or Local Group. Consider challenges related to welfare at events and within teams, and brainstorm ways to improve team motivation and structure.

SEMINARS AND CONFERENCES WORKSHOP

Thursday, 10th April 2025*10:00 – 11:30***EWAKENING****Description**

Webinars are a powerful tool for knowledge-sharing, but how can we make them more engaging and impactful? In this workshop, we will evaluate the current state of the ELSA Webinars Academy (EWA), discuss challenges in organising high-quality webinars, and brainstorm strategies to increase outreach.

Outcome

Participants will gain insights into the current state of ELSA Webinars Academy, identify key areas for improvement, and develop creative strategies to expand the reach and quality of ELSA Webinars.

Preparation

Think about your experience with ELSA webinars - whether as an organiser, speaker, or participant. Reflect on what worked well and what could be improved. Consider how online events can be used to engage a broader audience beyond ELSA.

*11:30 – 13:00***MOVING FORWARD****Description**

ELSA is constantly evolving, and so is S&C. In this workshop, we'll identify key areas for improvement, discuss long-term goals, and brainstorm innovative ideas for the future of S&C events. How can we make our projects more impactful, accessible, and sustainable? Let's set the foundation for the next term!

Outcome

Concrete ideas for improving S&C and ensuring its long-term development.

Preparation

Reflect on the challenges and successes of S&C projects during your term. What would you change? What should stay the same?

*14:30 – 15:30***INSPIRE & BE INSPIRED****Description**

The best ideas often come from each other! This is your chance to showcase your successful

SEMINARS AND CONFERENCES WORKSHOP

events and learn from the experiences of other groups. What worked well? What challenges did you face? Let's exchange ideas, best practices, and maybe even find opportunities for collaboration.

Outcome

A collection of fresh ideas and inspiration for future projects.

Preparation

Prepare a short presentation of an event you'd like to share.

15:30 – 16:30

IFP TOPIC (JOINT WITH AA)**Description**

In accordance with the ICM Decision Book, the IFP on Law and Sustainability ends on the 31st July 2025. Depending on the outcome of Proposal No. 19 during the Mid Plenary, we will discuss the proposals submitted by the Network for the next IFP topic, and vote to recommend one of them to the Council.

Outcome

Officers will have discussed and voted upon the next IFP topic and its duration.

Preparation

Read Proposal No. 21, and prepare for discussion by reviewing the IFP Topic Recommendations, which are linked in the comment of the Proposal No. 21 and [here](#).

SEMINARS AND CONFERENCES WORKSHOP

Friday, 11th April 2025*10:00 – 11:30***DESTINATION: ICE (JOINT WITH MKT)****Description**

International Conferences of ELSA (ICE) provide opportunities for law students to explore legal topics from an international perspective. While the project is still growing, it has great potential to become a key academic experience within the Network. But how do we ensure that law students across the network see ICE as a must-attend event? In this workshop, we'll map out the challenges of promoting ICE, explore the best strategies to boost engagement and equip you with the tools to make sure your promotion takes off smoothly.

Outcome

Officers will gain a clear understanding of the unique challenges in promoting ICE, learn effective strategies for increasing visibility and participation, and develop solutions to tackle common obstacles in marketing ICE.

Preparation

If you have been an ICE Organiser, reflect on how ICE has been promoted in your National/Local Group. What challenges have you faced in engaging participants? Consider what strategies have worked (or not worked) in previous campaigns and be ready to discuss ideas for improvement.

If you have not organised ICE before, think about what kind of promotional materials you have seen from the ICE in the Network and what your suggestions for improvement would be.

*11:30 – 13:00***GDPR'S GREATEST HITS: NOW THAT'S WHAT I CALL RECORD-KEEPING (JOINT WITH IM & C)****Description**

This Workshop will guide IMers and Key Area Officers through the essential steps of documenting their ELSA Groups' data processing activities and implementing solid archiving practices to ensure compliance with data protection laws. As you already know from our last workshop on data protection during ICM Antalya, both Key Areas and Supporting Areas are involved in the collection and processing of data. Building on the workshop in Antalya, we will talk about how to create clear and transparent records, manage data securely, and reduce risks through effective archiving practices. Strengthening ELSA Groups' data protection practices will ensure that we are privacy-friendly across the whole Network and build trust with stakeholders.

SEMINARS AND CONFERENCES WORKSHOP

Outcome

Participants will be introduced to the basic system of creating a Record of Processing Activities (ROPA) and learn how to analyse their ELSA projects, how to get an overview of data flows and manage an archiving system.

Preparation

None.

14:30 – 16:00

CANDIDACY WORKSHOP**Description**

During this workshop, the candidate(s) for the position of Vice President in charge of Seminars and Conferences of the International Board of ELSA 2025/2026 will have the chance to present themselves and answer questions from the workshop participants.

Outcome

S&C Officers will get to know the candidate(s) for the position of VP S&C of the International Board of ELSA 2025/2026, understand their action plans, and provide an informed recommendation to their National Group.

Preparation

Read the candidacy materials of the candidate(s) for the position of VP S&C of the International Board of ELSA 2025/2026 and prepare any questions you may have!

16:00 – 17:30

PASSING THE TORCH**Description**

As we prepare to pass the torch to the next generation of officers, it's essential to reflect on our accomplishments and lessons learned. We'll begin by exploring the role of evaluation in improving our projects and work. Then, we'll focus on transition - what makes a good handover, how to mentor successors, and how to ensure continuity in S&C. Whether you're wrapping up your term or stepping into a new role, this workshop will help make the transition seamless and set the next generation up for success.

Outcome:

Participants will understand the value of evaluation in improving future work and will gain practical insights into planning a strong transition for their successors.

SEMINARS AND CONFERENCES WORKSHOP

Preparation:

Reflect on your term. What worked well, what could have been improved, and what knowledge would have helped you when you started? Think about key insights you want to pass on to your successor.

17:30 – 19:00

THE FINAL CHAPTER**Description**

As our journey together at this ICM comes to an end, this workshop will be a space for final reflections, feedback, and goodbyes. We'll look back on our time together, share key takeaways, and celebrate the impact we've made. While this may feel like the end, it's also the beginning of the next steps, both for S&C and for each of us individually.

Outcome

A moment for closure, gratitude, and inspiration for the road ahead.

Preparation

Take a moment to reflect on your experience at this ICM. What will you take with you moving forward?

PROPOSALS

THE INTERNATIONAL BOARD

No. 1. Standing Order amendment concerning the International Council section

The International Board of ELSA is proposing the following to the International Council:

The International Council

Article 4 – Organisation

[...]

4.11 Financial Control

The Treasurer of the International Board of ELSA shall have two meetings, physically or electronically with the Organising Committee of the International Council Meeting eight months and three months before the start of the event to help with the event's budget and provide advice on the creation of the financial report. The International Board of ELSA shall distribute the financial report submitted by the Organising Committee, listing all income and expenses of the meeting, to the Members and Observers of ELSA ~~within six weeks after the last official day of the~~ at the latest 21 days prior to the following International Council Meeting.

[...]

Comments:

This provision is not practised, as it is not a feasible deadline. It currently does not allow the Organising Committee to close the project and put together the final numbers in time. We suggest giving more time to the Organising Committee to finalise their financial matters post an International Council Meeting to ensure that the Council gains access to the material in a timely manner.

No. 2. International Council Meeting Decision Book amendment concerning the Part 2. Board Management, External Relations and Expansion, Chapter 3. External Relations

The International Board is proposing the following to the International Council:

CHAPTER 3. EXTERNAL RELATIONS

Article 1. Aim and Responsibilities

1.1 The aim of this chapter is to coordinate and streamline contact of ELSA International, National Groups and Local Groups with third parties to ensure, in particular, but not limited to:

- a. protection of the image and reputation of ELSA;
- b. a uniform and coordinated external presence;
- c. financial stability of ELSA International, National Groups, and Local Groups;
- d. protection of partnerships and ongoing negotiations between ELSA International, National Groups, Local Groups and externals;
- e. compliance of the contact with ELSA's Philosophy Statement.

1.2 ELSA International shall:

- a. produce and make available to National Groups tools, such as a handbook and trainings, necessary for the external relations procedure, annually revise them, and, if necessary, update them;

1.3 National Groups shall:

- a. ensure that its national network complies with the rules set out in this Chapter;
- b. promote ELSA International's handbook and trainings on the external relations procedure to their Local Groups.

Comment:

The provisions aim to establish a clear and structured framework for ELSA's external relations at the International, National, and Local levels. This coordination is essential to maintaining the Association's professionalism, protecting its reputation, and ensuring alignment with its values as articulated in the Philosophy Statement. The specific objectives highlighted in this article are foundational to the effective functioning of the Association.

Clarifying these aims in the International Council Meeting Decision Book benefits all levels of the Association by providing a unified direction and mitigating risks associated with uncoordinated or conflicting approaches to third-party relations. As such, the provisions serve as an indispensable guide for fostering trust, collaboration, and mutual respect with external partners while upholding the integrity and mission of ELSA. The regulated responsibilities for ELSA International and National Groups will function as a preventative measure against breaches so that teaching about the system becomes a priority through all parts of ELSA.

No. 3. International Council Meeting Decision Book amendment concerning the Part 2. Board Management, External Relations and Expansion, Chapter 3. External Relations

The International Board is proposing the following to the International Council:

CHAPTER 3. EXTERNAL RELATIONS

Article ~~12~~. Definitions

~~12.1~~ [...]

~~12.2~~ [...]

~~12.3~~ [...]

~~1.4~~ The reasons for denying a request to contact are:

- ~~a. the contact creates or is likely to create damage to the image or reputation of ELSA or its National Groups;~~
- ~~b. the contact negatively impacts or is likely to negatively impact the financial stability of ELSA or its National Groups;~~
- ~~c. there are ongoing negotiations between the third party and ELSA International, the requested National Group or its Local Groups;~~
- ~~d. the third party has a partnership in effect with ELSA International, the requested National Group or its Local Groups;~~
- ~~e. the contact does not comply with ELSA's Philosophy Statement.~~

~~12.54~~ [...]

Comment:

The proposed amendment is to move Article 1.4 from Article 1 Definitions to Article 2 Procedure to Contact to have a more logical structure of the Regulations. The addition to the Article 2 Procedure to Contact with proposed changes to the paragraph itself can be found in proposal No. 5. The reason for the paragraph to be in the other proposal is to ensure that the numbering in Chapter 3 External Relations is adapted to proposal No. 2 regarding a new Article 1 on the Aim and Responsibilities.

No. 4. International Council Meeting Decision Book amendment concerning the Part 2. Board Management, External Relations and Expansion, Chapter 3. External Relations

The International Board is proposing the following to the International Council:

CHAPTER 3. EXTERNAL RELATIONS

Article 2. Procedure to Contact

2.3 The contact requires approval by ELSA International if:

- a. it is an International corporate or institutional contact; or
- b. it is a partner of ELSA International; or
- c. the third party will be contacted regarding the organisation of an International Council Meeting, an International Strategy Meeting, the John H. Jackson Moot Court Competition~~HPMCC~~, the Helga Pedersen Moot Court Competition~~JHMCC~~; or
- d. it is situated in a Country with no ELSA Group present.

Comment:

This amendment does not make any changes to the scope of the paragraph but is purely a change of not using the abbreviations of the Helga Pedersen Moot Court Competition and the John H. Jackson Moot Court Competition. The proposed changes are in line with previous work where we avoid abbreviations in our regulations. Changing the order of the Competitions is also to make it more coherent with the rest of the Regulations.

No. 5. International Council Meeting Decision Book amendment concerning the Part 2. Board Management, External Relations and Expansion, Chapter 3. External Relations

The International Board is proposing the following to the International Council:

CHAPTER 3. EXTERNAL RELATIONS

Article ~~23~~. Procedure to Contact

~~23.1~~ [...]

~~23.2~~ [...]

~~23.3~~ [...]

~~23.4~~ In cases where a contact fulfils the criteria of both Articles ~~23.2~~ and ~~23.3~~ of this Chapter, such contact requires approval both by the respective National Group and ELSA International.

~~3.5~~ The reasons for denying a request to contact are:

- a. the contact creates or is likely to create damage to the image or reputation of ELSA International or its National Groups and Local Groups;
- b. the contact negatively impacts or is likely to negatively impact the financial stability of ELSA International or its National Groups and Local Groups;
- c. there are ongoing negotiations between the third party and ELSA International, the requested National Group or its Local Groups;
- d. the third party has a partnership in effect with ELSA International, the requested National Group or its Local Groups;
- e. the contact does not comply with ELSA's Philosophy Statement.

~~23.56~~ The above procedures do not apply to contacting corporate or institutional contacts in order to obtain materials or products intended for promotion free of charge, or to obtain professional services as a customer. They also do not apply when contacting International institutional contacts to request a visit to institutions that offer the possibility of public visits.

The above procedures do not apply:

- a. when contacting corporate or institutional contacts in order to obtain materials or products intended for promotion free of charge;
- b. when obtaining professional services as a customer;
- c. when contacting International or National institutional contacts to request a visit to institutions that offer the possibility of public visits:
 - i. ELSA International and National Groups may state International and National institutional contacts in the External Relations Database to exclude them from this exception because of restrictions regarding their public visits;

- ii. a "public visit" refers to any visit that institutions publicly advertise as accessible to individuals or groups without requiring special or exclusive arrangements.

[...]

Article 45. External Relations Database

~~45.1~~ ELSA International shall create and maintain an External Relations Database; The External Relations Database ~~which~~ contains the partners of ELSA International and ~~of the National Groups, and the International or National institutional contacts that are excluded from the exception to the procedure in Article 3.6 because of restrictions regarding their public visits.~~ The third parties included in the External Relations Database as partners are to be seen as the official partners of ELSA International ~~and/or~~ the National Groups.

~~45.2 The External Relations Database shall include the names of the partners, their location, their website URLs, as well as the type of the partnership and duration of the cooperation.~~

The External Relations Database shall include:

- a. the names of the partners, their location, their website URLs, as well as the type of the partnership, and duration of the cooperation and if the partnership includes monetary support;
- b. the names of the International or National institutional contacts, their location, their website URLs, and the reason for excluding the institution from the procedure in Article 3.6.

~~45.3~~ ELSA International shall request National Groups to update the information on the External Relations Database on each State of the Network Inquiry.

~~45.4~~ The National Groups shall update ELSA International with the necessary and accurate information to update the External Relations Database.

Comment:

Regarding the addition of a new Article 3.5, this is the paragraph being moved from Article 1 Definitions to Article 2 Procedure to Contact. The additional proposed amendments aim to correct terminology inconsistencies and provide greater clarity regarding the scope and applicability of the regulations in Chapter 3. By explicitly referencing "ELSA International" and including "Local Groups" in the text, the amendment ensures that the rules apply uniformly and transparently to all relevant levels of the Association. This clarification is critical to avoid ambiguity in interpretation and enforcement.

The proposed changes to Articles 2.5 (new 3.6) and 4 (new 5) collectively aim to refine and enhance the governance and operational clarity of ELSA's external relations framework. The first proposed change is to change the structure of the Article. Additionally, the proposal aims to

expand the exception regarding public visits to also include National Institutions and not only International Institutions as it is today. It is important to keep in mind that some institutions can have restrictions regarding their public visits, e.g. how many ELSA groups per year can visit. For this reason, an additional purpose of the External Relations Database is introduced.

ELSA International and National Groups will be able to add institutions with restrictions to the External Relations Database. These institutions in the Database will continuously have to be requested even if it is only for a public visit. Article 4 (new 5) includes the necessary changes to adapt the regulations regarding the External Relations Database to this additional purpose.

Additionally, the proposal includes a definition of public visits, making the regulations easier to understand.

No. 6. International Council Meeting Decision Book amendment concerning the Part 2. Board Management, External Relations and Expansion, Chapter 3. External Relations

The International Board is proposing the following to the International Council:

CHAPTER 3. EXTERNAL RELATIONS

Article 34. Procedure to Report

~~34.1 Every contact with third parties shall be reported:~~

~~The requesting party shall report to the International Board of ELSA and/or the requested National Group:~~

- ~~a. within three months from receiving the permission to contact if the requested party conditioned a report when approving the request;~~
- ~~b. within seven days of receiving an ad hoc request to report the contact, even if the requested party did not include such a condition when approving the request;~~
- ~~c. within seven days after the conclusion of an agreement.~~

~~34.2 The requesting party shall report, within two months from receiving the permission to contact, on the results of:~~

- ~~a. the contacts falling within the scope of Articles 2.2, 2.3, a), 2.4, in what refers to the International Board of ELSA, and 2.5. These reports shall be submitted to the International Board of ELSA, through a Contact Evaluation Form, stating the outcome of the contact;~~
- ~~b. the contacts falling within the scope of Articles 2.3, b) and 2.4, in what refers to National Groups of ELSA. These reports shall be submitted to the requested party, through an email, stating the outcome of the contact.~~

~~The report shall state the outcome of the contact and be submitted to the International Board of ELSA and/or the requested National Group via the Contact Evaluation Form or via email.~~

~~3.3 If no outcome has been reached during those two months, the requesting party shall continue reporting, every month until:~~

- ~~a. an agreement is reached or refused;~~
- ~~b. the requesting party ceases to pursue the contact or the third party stops responding for a month. If this happens, the permission given under Article 2 will be forfeited.~~

~~3.4 The requesting party shall report to the requested National Group or the International Board of ELSA within one week after the conclusion of an agreement.~~

Comment:

The proposed amendment to Article 3 significantly improves the reporting requirements for external contacts by simplifying and clarifying the procedures. The previous text, which was

overly detailed and complex, is replaced with streamlined provisions that maintain accountability while reducing administrative burden.

By consolidating reporting timelines into three clear scenarios, the amendment provides flexibility while ensuring that all necessary information is communicated in a timely manner.

Additionally, the inclusion of the Contact Evaluation Form or email as a reporting method simplifies the process and accommodates different preferences, making it more accessible and efficient for the requesting parties. This approach balances the need for transparency and oversight with the practicalities of day-to-day operations.

No. 7. International Council Meeting Decision Book amendment concerning the Part 2. Board Management, External Relations and Expansion, Chapter 3. External Relations

The International Board is proposing the following to the International Council:

CHAPTER 3. EXTERNAL RELATIONS

Article 56. ~~Sanctions~~In Case of Breach

~~5.1 Each National Group shall ensure that its national network complies with the rules set out in this Chapter.~~

~~56.21~~ Each National Group is liable for any violations of this chapter of the International Council Meeting Decision Book conducted within its national network.

~~56.32~~ Upon violating this external relations procedure, the involved National Groups and, if applicable, the International Board of ELSA shall:

- ~~a. reach an agreement on a suitable sanction within six months of becoming aware of such violation;~~
- ~~b. inform the International Council about the agreed sanction;~~

~~submit a copy of the agreement to the International Board of ELSA.~~

In case of a breach of the external relations procedure, the remedy process should firstly consist of a mediation phase, followed by a written agreement between the affected parties, and lastly, informing the International Board of ELSA about the agreed solution.

~~56.43~~ The International Council shall decide on a suitable sanction in case no agreement is reached. The amount may not exceed the highest amount proposed. In case no agreement is reached regarding the existence of a breach of the Procedure to Contact that is subject to sanction, the International Council shall adjudicate the matter prior to deciding on a suitable sanction. Where the International Board of ELSA is not a party to the disagreement, they shall provide an objective recommendation to the International Council prior to its adjudication. Where the International Board is a party to the disagreement, the objective recommendation shall be given by the Auditors of ELSA.

The mediation phase should be structured as follows:

- a. the involved National Groups and, if applicable, the International Board of ELSA shall reach an agreement, in accordance with this Chapter, on a suitable solution, within six months of becoming aware of the breach;
- b. the International Board of ELSA shall mediate the discussions between the involved National Groups if necessary;

- c. a Member from the Advisory Body of ELSA shall, if necessary, mediate the discussion if the International Board of ELSA is involved as a party;
- d. if no agreement has been reached within six months, the International Board of ELSA or, if it is a party to the discussion, a Member of the Advisory Body of ELSA shall join the discussions as a mediator and the mediation phase shall be extended with three months;

~~56.54~~ The sanctions for infringing the procedure to contact corporate contacts shall:

- a. ~~not exceed the amount received from the contact during the two years following the moment of infringement by the affected National or Local Group, or ELSA International;~~
- b. ~~not exceed €500 if no amount was received;~~
- c. ~~be paid directly to the affected Local Group, National Group, or ELSA.~~

The agreement phase consists of the involved National Groups and, if applicable, the International Board of ELSA drafting and signing a written agreement on the suitable solution.

~~56.65~~ The sanctions for infringing the procedure to contact institutional contacts shall:

- a. ~~not exceed the amount of €3,000;~~
- b. ~~be paid directly to the affected Local Group, National Group, or ELSA.~~

The involved National Groups shall inform the International Board of ELSA about the agreed solution and send a copy of the agreement.

~~56.76~~ The sanctions for infringing the procedure to report shall be:

- a. ~~the refusal of requests to contact made by the infringing National or Local Group, or ELSA International, if it is an infringement of Article 3. This sanction shall last for as long as the report is not submitted, for a maximum period of three months;~~

~~the impossibility of stating as a concrete reason the existence of a partnership in effect with a third party that is not registered in the External Relations Database.~~

The International Council shall decide on a suitable solution in case no agreement is reached within nine months. The amount may not exceed the highest amount proposed. Where the International Board of ELSA is not a party to the disagreement, they shall provide an objective recommendation to the International Council prior to its adjudication. Where the International Board of ELSA is a party to the disagreement, the objective recommendation shall be given by a Member of the Advisory Body of ELSA.

6.8 In case of a breach leading to a financial loss, the involved National Groups and, if applicable, the International Board of ELSA can agree on a financial solution within the following framework:

- a. be a payment of an amount equivalent to the financial loss caused by the violation, up to a maximum of €3,000;
- b. the payment shall not:

-
- i. exceed 10% of the total available funds of the violating National Group, Local Group or, if applicable, ELSA International at the time of signing the agreement on the suitable solution;
 - ii. exceed the amount received from the contact during the two years prior or following, depending on the circumstances in each individual case, the moment of infringement by the affected National Group or Local Group, or ELSA International;
 - iii. exceed €500 if no amount was received;
 - c. shall be paid directly to the affected National Group, Local Group, or ELSA International;
 - d. the violated National Group, Local Group and, if applicable, the International Board of ELSA shall:
 - i. calculate the financial loss and determine the corresponding penalty in accordance with the system outlined above;
 - ii. submit a written report detailing the financial loss and the calculation of the financial solution to the International Board of ELSA.

6.9 Suitable solutions may include, but are not limited to:

- a. mandatory participation in a Compliance Training Program organised by ELSA International;
- b. submission of a corrective action plan to the International Board of ELSA by the violating ELSA Group.

6.10 In case of a breach of the procedure to report:

- a. the requests to contact made by the infringing National Group or Local Group, or ELSA International can be refused up to three months or until the report is submitted;
- b. The infringing National Group or Local Group, or ELSA International, cannot as a concrete reason for denying a request use “existence of a partnership in effect” with a third party that is not registered in the External Relations Database.

Comment:

The proposed changes introduce a more structured and transparent approach in case of a breach of the external regulations procedure. The regulations set out a framework for a tool that can be used by the affected National Groups, and if applicable ELSA International, where the well-being of the Groups and their relationship is in focus. It gives the affected parties the possibility to, through mediation, agree on a solution they find the most suitable considering the specific circumstances because it allows them to tailor the agreement to the nature and the impact of the breach. To provide transparency and fairness throughout the process, the proposed structure includes a clear timeline. This is also to ensure that breaches are addressed promptly and consistently.

The involved National Groups are also given the choice to include the International Board of ELSA if necessary to support the mediation process. In case the International Board of ELSA is involved, the concerned Groups can have a Member of the Advisory Body of ELSA to mediate. This is to ensure a smooth and solution-oriented discussion.

Additionally, the proposed system provides a set framework in case of a mediation revolving around financial solutions while at the same time also being open to other possible solutions for the affected parties to agree on. This balanced approach is to ensure that the regulations are adaptable to as many different situations as possible and leaves multiple options for the involved Groups to agree on what they deem to be the best outcome possible in that specific situation. In turn, this encourages learning and compliance across the Association.

Overall, these changes contribute to a more effective and equitable system for addressing breaches, ensuring that the system is fair, transparent, and conducive to organisational growth and compliance. Having the mediation between the affected parties as a key part of the process makes it possible for the specific circumstance in each individual case to frame the discussions and solutions, which makes the system as open and relevant as possible to different situations.

No. 8. International Council Meeting Decision Book amendment concerning the Part 3. Internal Management, Chapter 2. Responsibilities

The International Board of ELSA is proposing the following to the International Council:

PART 3. INTERNAL MANAGEMENT (IM)

CHAPTER 2. RESPONSIBILITIES

Article 1. Responsibilities

[...]

1.3 National Groups shall:

- a. have their own decision book;
- b. comply with the regulations of ELSA and ensure that they are known to the Local Groups;
- c. submit information gathered at the International Council Meetings to all Local Groups;
- d. ensure the training and education of Local Officers;
- e. submit the English version of their ~~statutes~~regulations to the Secretary General of the International Board of ELSA ~~upon request until the 1st of June;~~
- f. submit an Activity Report of the members of the National Board and their deputy officers before the opening of each regular International Council Meeting;
- g. promote international activities of ELSA on a national level;
- h. ensure that the State of the Network Inquiry for their National Group is properly filled in and submitted to the International Board of ELSA electronically at least 14 days before the opening of each regular International Council Meeting.
- i. fill in the National Group Reports accurately during the first call and submit it in due time to the Secretary General of the International Board of ELSA. If a National Group does not submit a National Group Report or any change in the requested information since the first call occurs, the National Group shall submit the National Group Report during the second call.

Comments:

First of all, this provision is not practised. As it involves a lot of work, both for the National Groups to translate their regulations and for the Secretary General to review them, we suggest rewriting it. The International Board of ELSA should still have a regulatory base to request the regulations of a National Group for whatever reason, however we do not believe it is necessary for it to be an automatic obligation for the National Groups.

No. 9. International Council Meeting Decision Book amendment concerning Annex 5. Code of Conduct of ELSA

The International Board is proposing the following to the International Council:

ANNEX 5. CODE OF CONDUCT OF ELSA

[...]

Chapter 3. Definitions

3.1 Welfare Team

3.1.1 The Welfare Team consists of the Director for Welfare and the Assistant(s) for Welfare, appointed by the International Board of ELSA.

3.2 Welfare Officer(s)

3.2.1 The term Welfare Officer(s) refers to the Director for Welfare and the Assistant(s) for Welfare, as well as the designated Welfare Officer of the Organising Committee.

3.3 The Ethical Committee of ELSA

3.3.1 The Ethical Committee of ELSA is composed of three members and one substitute recruited from the ELSA Network and appointed by the International Board of ELSA. The Ethical Committee should reflect the diversity of ELSA, with its members being selected from different functions and groups.

Chapter 34. Obligations and Responsibilities

~~34.1~~ The International Board of ELSA shall:

- a. raise awareness of the content of the Code of Conduct in the Network;
- b. ensure appropriate training to all members responsible for applying the Code of Conduct;
- c. ensure the independence of ~~all Welfare Officers~~ the Welfare Team and the Ethical Committee of ELSA; ~~and~~
- d. enforce measures as decided by the Director for Welfare and/or the Ethical Committee of ELSA.

~~34.2~~ The Director for Welfare shall:

- a. enforce the Code of Conduct;
- b. revise the Code of Conduct ~~of ELSA~~ in collaboration with the Secretary General of the International Board of ELSA and the Welfare Team;
- c. educate and be a contact person for ~~n~~National and ~~i~~International Officers on matters related to Officer welfare and the Code of Conduct;

-
- d. support Welfare Officers of ~~Event~~ Organising Committees and create materials for them.

~~34.3~~ The Assistant(s) for Welfare shall:

- a. support the Director for Welfare in their duties and responsibilities;
- b. coordinate with the Welfare Team and the Secretary General of the International Board of ELSA to educate the ELSA Network on the topic of welfare.

~~34.4~~ The Ethical Committee of ELSA shall:

- a. upon request of the Director for Welfare, advise and deliberate on ethical questions related to this Code of Conduct when a reported conduct requires it;
- b. decide upon breaches of the Code of Conduct;
- c. upon request of the Director for Welfare, assist in developing and furthering welfare in the Network.

~~34.5~~ Organising Committees of ~~ELSA events~~ shall:

- a. ~~in particular where neither the Director for Welfare nor the Assistant(s) for Welfare will be present at the event,~~ appoint a member of the Organising Committee as a Welfare Officer who is in contact with the Director for Welfare and in charge of contacting relevant national authorities and national services;
- b. introduce the ~~relevant~~ Welfare Officers(s) who shall present this Code of Conduct at the beginning of each event;
- c. inform participants on how to report unacceptable behaviour;
- d. take appropriate measures during the event to prevent breaches of the Code of Conduct and to safeguard individuals.

~~34.6~~ All attendees shall:

- a. be aware of what constitutes behaviour prohibited by the Code of Conduct;
- b. behave and act in accordance with this Code of Conduct and the applicable law under all circumstances.

Chapter 5. Internal Procedure

5.1 Confidentiality

5.1.1 Deliberations related to reports under the Code of Conduct shall be confidential.

5.2 Impartiality and Conflict of Interest

5.2.1 Members of the Welfare Team and the Ethical Committee of ELSA shall:

- a. be independent and impartial;
- b. disclose any conflict of interest and recuse themselves from any matter in which they have a conflict of interest, including but not limited to the determination and decision-making on an investigation against a member of the National Group of which they are a part.

5.2.2 The Secretary General of the International Board of ELSA shall:

- a. ensure that the Welfare Team and the Ethical Committee of ELSA sign a strict non-disclosure agreement;
- b. dismiss members of the Welfare Team and the Ethical Committee of ELSA in case of a conflict of interest, if they have not recused themselves.

5.2.3 In case the Director for Welfare is in a conflict of interest, they shall recuse themselves from the rest of the procedure following the report. In such a situation, the Assistant(s) for Welfare shall take over their role. In the event that the position of the Assistant for Welfare is not filled, the rest of the procedure will be led by the Welfare Officer receiving the report.

5.3 Ethical Committee

5.3.1 Members of the Ethical Committee shall hold their position for the duration of the term of their appointment, starting from the 1st of October until the 30th of September of the following year.

5.3.2 The Secretary General of the International Board of ELSA advises the Ethical Committee on the enforcement of the measure decided upon but does not take part in the deliberations themselves.

5.3.3 The Director for Welfare shall attend the Ethical Committee's meetings, responding to any questions and providing general advice to the Committee, but not having the right to vote upon any decision.

5.3.4 All members of the Ethical Committee shall meet high ethical standards. The status of any member on the Committee may be prematurely terminated by the decision of the International Board of ELSA in the event of:

- a. failure to participate in one or more meetings of the Committee without valid reasons;
- b. breaches of the Code of Conduct or other behaviour that is not up to the high ethical standards expected from Committee members;
- c. non-disclosure of potential conflicts of interest regarding a particular hearing;
- d. disclosure of confidential information about any of the parties involved in a particular report; or
- e. any other breach of the non-disclosure agreement signed with the International Board of ELSA.

5.3.5 The Ethical Committee shall establish internal rules for its procedure to ensure compliance with the Code of Conduct. Minutes shall be kept of the Committee's meetings.

Chapter 46. Prohibited Behaviour

46.1 Behaviours Not Explicitly Mentioned Prohibited Behaviour

~~46.1.1 Other behaviours not explicitly mentioned in the Code of Conduct may also constitute a breach of the Code of Conduct if sanctioning them is in line with the scope and purpose of this Code of Conduct. Behaviour prohibited by the national penal code of the country where an event occurs may constitute a breach of this Code of Conduct.~~ Physical or psychological actions aimed or having as its effect the violation of rights and freedoms of other persons are prohibited by this Code of Conduct, in particular:

- a. bullying;
- b. harassment;
- c. sexual harassment;
- d. violence.

46.2 Bullying

~~46.2.1~~ Bullying is repeated and unwanted behaviour aimed at, or resulting in, victimising, humiliating, undermining or threatening an individual or group of individuals and/or causing psychological/physical harm. Bullying often involves a misuse or abuse of power/authority (real or perceived), where the target(s) can experience difficulties defending themselves.

~~46.2.2~~ Examples of bullying include, but are not limited to:

- a. physical bullying: using physical force or aggression against another person (e.g., shoving, hitting, invasion of personal space);
- b. verbal bullying: using words to attack someone (e.g., name-calling, teasing, insulting/offensive remarks);
- c. social/relational bullying: trying to hurt someone by excluding them, spreading rumours, damaging their reputation or ignoring them;
- d. cyberbullying: using electronic media to threaten, embarrass, intimidate, or exclude someone, or to damage their reputation (e.g., sending threatening text messages, publishing demeaning posts about an individual);
- e. work-related: isolating and undermining one's position/authority or purposefully making one's performance of work difficult or unbearable (e.g., avoiding communicating with an individual; purposefully giving unmanageable workloads and deadlines; arbitrarily changing tasks; using evaluations to document alleged decreased/lower performance, contrary to facts, using threats, intimidation and pressure to influence the way an individual performs their job).

46.3. Harassment

~~46.3.1~~ Harassment is a form of discrimination that includes unwarranted conduct with the purpose or effect of violating a person's dignity, victimising, humiliating, undermining, threatening them or creating a hostile, degrading, or offensive environment, based on their:

- a. age;

-
- b. race (e.g., skin colour, facial features);
 - c. ethnicity (e.g., culture, language, history, accents);
 - d. religion (religious beliefs);
 - e. sex and/or gender;
 - f. sexual orientation;
 - g. family status;
 - h. marital or relationship status;
 - i. physical or mental disability (e.g., mental illness, learning disability, using a wheelchair);
 - j. or any other distinguishable attribute.

~~46.3.2~~ Conduct can be through acts of verbal, nonverbal or physical aggression, intimidation or hostility and is not restricted to any medium. It may consist of a single instance or repeated inappropriate behaviour.

~~46.3.3~~ Examples of harassment may include, but are not limited to:

- a. verbal harassment (e.g., jokes, comments, ridicule or songs, victimisation of a person who has suffered a violation of this Code of Conduct);
- b. written harassment (e.g., text messages, emails, notices or comments);
- c. activity on social media (e.g., comments under photos, posts, mentions);
- d. physical harassment (e.g., jostling, shoving or any form of assault);
- e. intimidatory harassment (e.g., gestures, threatening poses, putting pressure on someone not to file a report);
- f. visual displays (e.g., posters, emblems or badges);
- g. isolation or exclusion from social activities;
- h. sexual harassment.

46.4 Sexual Harassment

~~46.4.1~~ Sexual harassment may include but is not limited to:

- a. unwelcome sexual advances;
- b. unwelcome physical closeness or touch;
- c. asking for sexual favours;
- d. pressuring someone into performing sexual acts;
- e. unwelcome efforts or pressure to develop a romantic or sexual relationship with that individual or third parties;
- f. unwelcome comments about an individual's body or sexual activities;
- g. threatening to engage in an unwanted sexual act with another person;
- h. unwelcome jokes or teasing of a sexual nature or based upon gender, perceived gender, or sex stereotypes;
- i. other verbal or physical harassment of a sexual nature.

46.5 Violence

46.5.1 Violence is defined as any action that intentionally harms or injures another person. It includes physical aggression, deliberate coercion of another individual to use inappropriate substances (drugs, alcohol) and sexual violence. Sexual violence means any behaviour or act of a sexual nature, or perceived to be of a sexual nature, which is unwanted and takes place without consent or understanding of all persons involved. Sexual violence includes but is not limited to:

- a. rape;
- b. sexual assault;
- c. sexual activity without consent.

46.5.2 ELSA operates under a clear consent culture: everything that is not a clear “yes” is a “no”. No individual should engage in any romantic, sexual or intimate activity with another individual who:

- a. has not explicitly consented to engaging in the activity and/or;
- b. does not have the capacity to give consent (e.g., intoxication by drugs or alcohol, any physical or mental condition that might cause confusion, mental health conditions, under the age of consent applicable in the country where the respective event is taking place) and/or;
- c. does not have the freedom to consent (e.g., is coerced, pressured, forced, blackmailed or constrained when giving apparent consent).

6.6 Behaviours Not Explicitly Mentioned

6.6.1 Other behaviours not explicitly mentioned in the Code of Conduct may also constitute a breach of the Code of Conduct if sanctioning them is in line with the scope and purpose of this Code of Conduct. Behaviour prohibited by the national penal code of the country where an event occurs may constitute a breach of this Code of Conduct.

6.7 Request for Clarification

6.7.1 Any ELSA member may contact the Welfare Team for clarification regarding prohibited behaviour stipulated by this Code of Conduct. The request must include:

- a. surname, name and contact details of the person requesting clarification;
- b. provisions of the Code of Conduct where a clarification is required;
- c. an abstract description of the circumstances that led to the need to clarify the provisions.

6.7.2 Upon receiving a request for clarification, which includes the need for a complex interpretation of the Code of Conduct, the Welfare Team shall consult the Ethical Committee of ELSA, who shall provide the final clarification.

6.7.3 The Ethical Committee may either provide the clarification to be then communicated to the specific individual ELSA member or may request the Secretary General of the International Board of ELSA to publish the clarification for the general knowledge of the ELSA Network. These clarification requests are taken into account when reviewing the Code of Conduct.

Chapter 5. Welfare Team

5.1 Welfare Officers

~~5.1.1 The Welfare Team consists of the Director for Welfare, the Assistant(s) for Welfare, and the Ethical Committee, appointed by the International Board of ELSA. The Officers should reflect the diversity of ELSA, being selected from different functions and groups.~~

~~5.1.2 All Welfare Officers shall be independent and impartial. The Officers shall disclose any conflict of interest and recuse themselves from any matter in which they have a conflict of interest, including but not limited to the determination and decision-making on an investigation against a member of the National Group of which they are a part. In case of a conflict of interest, the Secretary General of the International Board of ELSA shall be informed and dismiss the Officers if it did not occur by them.~~

5.2 Ethical Committee of ELSA

~~5.2.1 The Ethical Committee is composed of three members and one substitute recruited from the ELSA Network and appointed by the International Board of ELSA;~~

~~5.2.2 Members of the Ethical Committee shall hold their position for the duration of the term of their appointment, starting from the 1st of October until the 30th of September of the following year.~~

~~5.2.3 The Secretary General of the International Board of ELSA advises the Ethical Committee on the enforcement of the measure decided upon but does not take part in the deliberations themselves.~~

~~5.2.4 The Director for Welfare shall attend the Ethical Committee's meetings, responding to any questions and providing general advice to the Committee, but not having the right to vote upon any decision.~~

~~5.2.5 All members of the Ethical Committee shall meet high ethical standards. The status of any member on the Committee may be prematurely terminated by the decision of the International Board of ELSA in the event of:~~

- ~~f. failure to participate in one or more meetings of the Committee without valid reasons;~~
- ~~g. breaches of the Code of Conduct or other behaviour that is not up to the high ethical standards expected from Committee members;~~
- ~~h. non-disclosure of potential conflicts of interest regarding a particular hearing;~~
- ~~i. disclosure of confidential information about any of the parties involved in a particular report; or~~
- ~~j. any other breach of the non-disclosure agreement signed with the International Board of ELSA.~~

5.3 Clarifications Regarding Prohibited Behaviour

~~5.3.1 Any ELSA member may contact the Welfare Team for clarification regarding prohibited behaviour stipulated by this Code. The request must include:~~

- ~~d. surname, name and contact details of the person requesting clarification;~~
- ~~e. provisions of the Code where a clarification is required;~~
- ~~f. an abstract description of the circumstances that led to the need to clarify the provisions.~~

~~5.3.2 Upon receiving a request for clarification, which includes the need for a complex interpretation of the Code of Conduct, the Welfare Team shall consult the Ethical Committee of ELSA, who shall provide the final clarification.~~

~~5.3.3 The Ethical Committee may either provide the clarification to be then communicated to the specific individual ELSA member or may request the Secretary General of the International Board of ELSA to publish the clarification for the general knowledge of the ELSA Network. These clarification requests are taken into account when reviewing the Code of Conduct.~~

5.4 Confidentiality

~~5.4.1 Deliberations related to reports under the Code of Conduct shall be confidential. The International Board of ELSA shall ensure that all Welfare Officers sign a strict non-disclosure agreement.~~

Chapter 67. Reporting and Investigation

67.1 Reporting

~~67.1.1 Any person witnessing, experiencing or becoming aware of a (possible) violation of this Code of Conduct may report the incident(s) to the Director for Welfare at welfare@elsa.org or in person, the Assistant(s) for Welfare at assistant.welfare@elsa.org or in person, or the designated Welfare Officer of the Organising Committee. A person submitting a report via email or in person can request for their identity to be kept secret. If the Director for Welfare is in a conflict of interest or the person wanting to make the report feels more comfortable for any reason, they may instead contact the Assistant(s) for Welfare at assistant.welfare@elsa.org or in person.~~

~~6.1.2 In case the Director for Welfare is in a conflict of interest, they shall recuse themselves from the rest of the procedure following the report. In such a situation, the Assistant(s) for Welfare shall take over their role. In the event that the position of the Assistant for Welfare is not filled, the rest of the procedure will be led by the Welfare Officer receiving the report.~~

~~6.1.3 Alternatively, the report may be submitted to the designated Welfare Officer of the Organising Committee of the event (if applicable) where the possible violation occurred.~~

~~67.1.4² Any report should include as many details as possible, such as date, time, location, the names of any witnesses or parties involved and contact details of the person making the report.~~

The identity of the person making the report will be kept confidential unless disclosure is required by law. The report should include information about the role of the person making the report in the potential Code of Conduct violation, i.e. if the person is a witness or a victim.

~~67.1.53~~ The report shall be filed in English or in another language in which the Welfare Officer is fluent when it is an in-person report.

67.2 Anonymous Reports

~~67.2.1~~ Alternatively, any person witnessing, experiencing or becoming aware of a violation of this Code of Conduct may submit a complaint anonymously to the Director for Welfare via this Google Form. ~~Similarly, a person submitting a report via email or in person can wish for their identity to be kept secret.~~

~~67.2.2~~ An anonymous complaint cannot lead to sanctions for the accused person, but the Welfare Team may contact the accused person if the victim wishes.

67.3 Preliminary Investigation

~~67.3.1~~ Once a report or complaint has been received, the Welfare Officer receiving the report shall do the following within a reasonable time:

- a. ensure that the victim is safe (the Welfare Officer shall get in contact with the potential victim as soon as possible and ensure that this person is safe from potential further violations);
- b. inform the Director for Welfare (if applicable) that a potential violation has occurred;
- c. at the victim's discretion, help the potential victim contact the relevant national authorities and other services in the country where the potential violation has taken place or where they are located, ~~as applicable~~ (such as psychological services or victim support hotline).

67.4 Investigation

~~67.4.1~~ The Welfare Officer shall, within seven days of receiving a report, schedule an oral meeting with the person making the report.

~~7.4.2~~ If the report is made by a third party, the Welfare Officer shall schedule an oral meeting with the potential victim(s).

~~67.4.23~~ Following the oral meeting provided by ~~6.4.1~~7.4.2, the Welfare Officer shall contact the accused person(s) and schedule an oral meeting in order to seek detailed information about the facts.

~~67.4.34~~ The Welfare Officer shall decide upon the severity of the potential violation reported ~~(after consultation with the Director for Welfare where applicable).~~

~~67.4.45~~ Following the decision, the Welfare Officer shall explain the possible next steps to the person making the report, or to the potential victim(s), if the report is made by a third party.

Chapter 8. Procedure for Resolution

8.1. Procedure for the Welfare Officer

8.1.1 If the violation is less severe, the Welfare Officer shall initiate Mediation in accordance with Article 8.2. If it is a potential severe violation, the Welfare Officer shall alert the Director for Welfare, who shall initiate the steps outlined in Article 8.3.

8.1.2 If the situation is urgent or ongoing, the Welfare Officer can apply the measures and sanctions outlined in Article 9.1.3 as an immediate measure.

68.52 Mediation

~~68.52.1~~ In case of potential less severe violations, including but not limited to verbal bullying, verbal or written harassment and harassment through social media, the ~~Director for Welfare Officer~~ shall:

- a. discuss the conflict with all parties involved and discuss possible options for resolving the conflict;
- b. primarily promote the peaceful settlement of a conflict situation;
- c. if all parties agree, initiate a mediation procedure between the involved people, ~~led by the Director for Welfare or an Assistant for Welfare tasked with this by the Director;~~
- d. reach an understanding between the parties;
- e. ~~In~~ in case of an unsuccessful mediation, request the Director for Welfare to refer the case in an anonymised form to the Ethical Committee of ELSA.

~~68.52.2.~~ The parties and the mediator may agree on the language of the mediation procedure. If no agreement is reached, the procedure shall be held in English.

68.63 Potential Severe Violations

~~68.63.1~~ In case of a potential severe violation, including but not limited to physical or sexual harassment, sexual abuse, or rape, the Director for Welfare shall:

- a. ensure that the victim gets every help they require;
- b. conduct interviews with the involved parties to collect all the necessary information related to the potential violation (all interviews shall be held separately);
- c. inform the International Board of ELSA, as well as the Head of the Organising Committee in case of an international event, of the fact that a potentially severe violation has been reported, so that the appropriate measures may be taken to safeguard the victim and to help national authorities in fulfilling their duties;
- ~~d. consult the Assistant(s) for Welfare at the discretion of the potential victim;~~
- ~~e. d.~~ refer the case to the Ethical Committee of ELSA in an anonymised form.

6.7 Temporary Measures

~~6.7.1. If a measure needs to be taken urgently, the Director for Welfare shall:~~

- ~~a. decide upon a temporary measure not exceeding one week;~~
- ~~b. consult the International Board of ELSA and the Organising Committee of the respective International Event, if applicable, on the enforcement of the measure;~~
- ~~c. within a reasonable time after the decision is made, convene the Ethical Committee, which may convert the temporary measure into a permanent one.~~

68.84 Procedure Before the Ethical Committee

~~68.84.1~~ If a violation is referred to the Ethical Committee of ELSA, the Committee shall be convened by the Director for Welfare.

~~68.84.2~~ The Ethical Committee shall:

- a. verify that all members of the Ethical Committee are unbiased regarding the report at hand and, if necessary, remove any members that are biased or in a possible conflict of interest for the particular hearing;
- b. set the date and time for an online or in-person meeting within one week (or two weeks in extraordinary circumstances) of the report being submitted;
- c. hear the facts of the case presented by the Director for Welfare in an anonymised form (so that the identity of the potential victim, the accused person and any witnesses remain unknown);
- d. once it has all the facts, decide upon whether there was a violation of the Code of Conduct;
- e. take a decision on potential disciplinary actions to be taken (whereby each member has one vote, and a majority of the votes is required to take a decision);
- f. communicate the decision accompanied by detailed reasoning to the Director for Welfare.

~~68.84.3~~ The decision must be taken within a reasonable timeframe given by the Director for Welfare. The decision is then communicated within one week to the following people:

- a. the accused person;
- b. the victim(s);
- ~~c. the person who made the report (if a different individual);~~
- ~~d. c.~~ the International Board of ELSA.

~~68.84.4~~ The Director for Welfare shall also inform the Welfare Officer who received the report that the case has been closed without disclosing further information.

~~6.8.5~~ The Ethical Committee shall establish international rules of procedure to ensure compliance with the Code of Conduct. Minutes shall be kept of the Committee's meetings.

Chapter 79. Measures and Sanctions

79.1 Possible Measures and Sanctions

79.1.1 Violations of this Code of Conduct will result in appropriate disciplinary measures and sanctions. Measures and sanctions should be applied with an educational and preventative purpose rather than retributive.

79.1.2 When deciding on a measure or sanction, the context of a case is taken into account.

79.1.3 ~~Possible Measures and~~ sanctions for violations in instances that are not referred to the Ethical Committee may include:

- a. reprimands or warnings;
- b. expulsion from the event where the violation took place at the participant's own expense.

79.1.4 ~~Possible Measures and~~ sanctions for violations in cases that are referred to the Ethical Committee may include but are not limited to:

- a. reprimands or warnings;
- b. expulsion from the event where the violation took place at the participant's own expense;
- c. exclusion from future activities coordinated by the International Board of ELSA, either temporarily or permanently;
- d. non-binding advice to the Board of a National or Local Group to suspend or expel the member;
- e. non-binding advice to the Board of a National or Local Group to deprive a person of Alumni status;
- f. binding advice to the International Board of ELSA to dismiss the member concerned from their position ~~in where they are a part of the ELSA International Team.~~

79.2 Sanction Thresholds

79.2.1 For a first-time offence for a violation that is not referred to the Ethical Committee, a warning or reprimand pursuant to ~~79.1.23~~ a) or ~~79.1.23~~ b) shall be issued.

79.2.2 In case of a violation that was referred to the Ethical Committee, a warning or reprimand pursuant to ~~79.1.34~~ a) or ~~79.1.34~~ b) shall only be applied in minor cases. Otherwise, a measure pursuant to ~~79.1.34~~ c), d), e), or f) shall be applied.

79.2.3 In case of recidivism after an initial warning or reprimand under ~~79.1.34~~ a) or ~~79.1.34~~ b), a measure from ~~79.1.34~~ c), d), e) or f) shall be applied.

79.3 Communication of the Decision

79.3.1 The decision, and measure or sanction, ~~(if applicable)~~ are communicated within one week to the following people:

- a. the accused person;

-
- b. the victim(s);
 - ~~e. the person who made the report (if a different individual);~~
 - ~~d. c.~~ the International Board of ELSA.

79.4 Alternative Measures for the International Board of ELSA

79.4.1 If the Ethical Committee of ELSA decides that a Member of the International Board of ELSA shall be suspended, excluded or dismissed from ELSA, the Director for Welfare shall inform the International Council about this decision. The International Council can then decide to dismiss the respective Member of the International Board of ELSA in accordance with Article 8.5 of the Statutes of ELSA.

79.5 Reporting to Authorities

79.5.1 None of the measures and sanctions mentioned above shall keep any involved person from contacting national authorities on their own or from pursuing legal action in accordance with the applicable national law.

79.5.2 The Welfare Officers shall make a report to the competent authorities about a violation if the law requires them to do so.

Chapter 810. Periodic Review

810.1 The International Board of ELSA and the Welfare Team shall review this Code of Conduct at least every three years.

810.2 The International Board of ELSA and the Welfare Team shall consult the International Council for every review.

Chapter 911. Data Protection and Privacy

911.1 Generalities

911.1.1 All information about people involved and the facts are kept strictly confidential by the Welfare Team until the procedure is over or the sanction attributed to the defendant has finished.

911.1.2 The Welfare Team shall keep only information strictly necessary to carry out the proceedings. The data shall be anonymised as quickly and as far as possible by the Welfare Team.

911.1.3 At the end of their mandate, the Welfare Team shall verify and, if needed, delete data that is not necessary anymore.

911.1.4 ELSA International shall keep a file for the purposes of advising the Ethical Committee of ELSA in cases of recidivism. This file will contain the names of persons sanctioned under the Code of Conduct, as well as information on the applied sanction and its duration. This

information shall be deleted as soon as the period of application of the sanction ends. This file shall only be accessible to the International Board of ELSA and the ELSA International Welfare Team.

911.2 Officer(s) responsible for Data Protection

11.2.1 The Officer responsible for Data Protection of ELSA International may ask to verify that only necessary information is kept by the Welfare Officer.

Comments:

Over the course of the term, the Welfare Team and the International Board of ELSA have experienced that the internal procedures for handling Code of Conduct reports are not optimal in its current form. The division of tasks between the Director for Welfare, Assistant for Welfare and the Organising Committee (OC) Welfare Officer, when it comes to handling reports, is impractical. This proposal aims to create an effective internal structure and feasible routines.

It is important to note that we are not making any changes to what is considered prohibited behaviour. However, we are making several structural changes. First of all, we have struck out Chapter 5. and moved these provisions to other parts of the Code of Conduct., for example to the new Chapter 3. called “Definitions” or to the new Chapter 5. on “Internal Procedure”. This is done in an attempt to achieve clearer roles and responsibilities for different entities of the Welfare framework within ELSA International, as well as gathering information on the same topic in one place.

Content wise, the proposal expands the scope of power for the Organising Committee Welfare Officer. We suggest that participants can choose if they would like to report to the OC Welfare Officer, even if the Director or Assistant for Welfare is present at the event. Furthermore, in case of less severe violations we propose to enable the OC Welfare Officer to mediate between the parties, instead of passing the case directly to the Director for Welfare. See article 8.1.1, which addresses the core matter of the proposal. Additionally, we propose to allow the OC Welfare Officer to apply the measures and sanctions in new article 9.1.3.

We look forward to presenting our proposal further at an Open Call and at the LXXXVII ICM Malta.

No. 10. International Council Meeting Decision Book amendment concerning the Part 4. Financial Management, Chapter 12. Financial Strategy

The International Board is proposing the following to the International Council:

CHAPTER 12. FINANCIAL STRATEGY

Article 1. General

[...]

1.2 The Implementation Procedure part shall ~~describe the way the Financial Strategy has to be adopted and maintained.~~ consist of:

- a. ELSA International creating a Financial Strategy Implementation Handbook. The Handbook shall include best practices, how to maintain it, and useful tips for its implementation;
- b. the International Board of ELSA and National Groups drafting their respective One Year Operational Plans in compliance with the Financial Strategy of ELSA.

[...]

Comment:

Clarifying what the implementation procedure entails will ensure that it will be easier for Officers to know how to use the Financial Strategy as a tool. An Implementation Handbook has shown to be very useful when it comes to the Strategic Plan of ELSA and should therefore also be implemented in regards to the Financial Strategy. An implementation handbook aims to clarify the goals and objectives of the Strategy and to give suggestions of concrete steps on how to continue the work. With these clarifications, the Financial Strategy will be easier to use for Officers within different areas.

Since the One Year Operational Plan functions as a tool for Officers to structure and plan their year and goals, emphasising that it should be written in compliance with the Financial Strategy means that ELSA International and National Groups should plan their years with it in mind. This is important because of the Financial Strategy's significant impact on the development of ELSA, which only bears a true meaning if it is actually taken into account when yearly plans and goals are set. This also goes in accordance with the regulations regarding the Strategic Plan of ELSA, which, together with the Financial Strategy, sets out the aim for the coming years that the whole Network has agreed on to work towards.

No. 11. International Council Meeting Decision Book amendment concerning the Part 4. Financial Management, Chapter 13. The Financial Strategy of ELSA 2022-2025

The International Board is proposing the following to the International Council:

**CHAPTER 13. THE FINANCIAL STRATEGY OF ELSA
2022-20252025-2028**

Article 1. Fundraising

~~1.1 The fundraising priorities for ELSA shall focus on partnerships, grants, advertising and merchandising, and donations.~~

~~1.2 The International Board of ELSA shall:~~

- ~~a. set a fundraising target for the first year of this financial strategy, and communicate it to the Council;~~
- ~~b. increase fundraising by 2% per year.~~

Article 2. Partnerships

~~2.1 Partnerships shall be considered a source of income for ELSA in general and for the organisation of every project of ELSA.~~

~~2.2 The International Board of ELSA shall:~~

- ~~a. use in kind partnerships to reduce costs of materials and services;~~
- ~~b. opt for an outreach strategy which embraces a more diverse, wider spectrum of partners;~~
- ~~c. focus on partners whose duties can reach the needs of ELSA members, including in-kind agreements; and~~
- ~~d. space the income from partnerships throughout the year to ensure liquidity.~~

Article 3. Grants

~~3.1 Grants shall be considered the main source of income for ELSA in general and for the organisation of every project of ELSA.~~

~~3.2 The International Board of ELSA shall:~~

- ~~a. establish a team dedicated to grants, which term last longer than one year, in order to follow the reporting of the grants;~~
- ~~b. create an annual grants strategy, which focuses onon the structural grants that will support the general administration budget of the Association;~~

- ~~c. create an internal database of all previous applications;~~
- ~~d. improve the Grants database, by including more national and international grants into it, and giving support to national Treasurers when applying for grants;~~
- ~~e. apply yearly to the Erasmus+ and EYF grants, in accordance with the priorities of each organisation. The Treasurer of the International Board shall explain to the Council the efforts taken in this regard;~~
- ~~f. explore the possibilities of applying for project Grants, with special attention to ELSA Traineeships and Social Responsibility projects~~

Article 4. Membership Fee

~~4.1 The Membership Fee shall not be considered as a common source of income. Given sufficient and sustainable income, ELSA shall tend to reduce it.~~

~~4.2 The International Board of ELSA shall:~~

- ~~a. discuss the Membership Fee System and its amount in the last year of this financial strategy.~~

Article 5. Advertising and Merchandising

~~5.1 Advertising shall be explored as a new source of income of ELSA.~~

~~5.2 The International Board of ELSA shall:~~

- ~~a. explore the possibility of advertising on the websites of ELSA;~~
- ~~b. explore the possibility of using Synergy as an advertising instrument;~~
- ~~c. create a strategy for the creation and distribution of merchandise, including project merchandising~~

Article 6. Donations

~~6.1 ELSA shall create a Donation Strategy that allows for periodical and continued donations~~

~~6.2 The International Board of ELSA shall:~~

- ~~a. establish a donors database and explore the possibilities of creating donors' benefit packages;~~
- ~~b. cooperate with its alumni in order to gather more support;~~
- ~~c. explore the possibility of integrating a donation system in ELSA's website and other platforms.~~

Article 7. Expenditure

~~7.1 The expenditure priorities for ELSA shall focus on IT, professionalisation, marketing, the ELSA House, the International Board allowances, the reserve and a debt collection system.~~

Article 8. IT

8.1 ~~The IT Systems of ELSA International shall be improved.~~

8.2 ~~The International Board of ELSA shall:~~

- ~~a. invest in the update and further maintenance of the general websites;~~
- ~~b. invest in the improvement of the ELSA Traineeships and ELSA Law Schools portals, in order to fix the technical issues that they face;~~
- ~~e. create a long-term plan in order to pay for these expenses.~~

Article 9. Professionalism

9.1 ~~The sustainability of the Association shall be ensured through consulting professionals.~~

9.2 ~~The International Board of ELSA shall:~~

- ~~a. take the required steps to employ a secretary;~~
- ~~b. set up a reliable way to get legal advice by establishing a relationship with a law firm to ensure these services;~~
- ~~e. set up a legal protection insurance and a Directors and Officers insurance;~~
- ~~d. set up a reliable way to get GDPR consultancy;~~
- ~~e. set up a reliable way to get external audits.~~

Article 10. Marketing

10.1 ~~Investments shall be made to make the marketing tools and production of the Association more professional.~~

10.2 ~~The International Board of ELSA shall~~

- ~~a. invest in equipment used to produce materials, such as studio equipment, and reliable, job-specific hardware and software;~~
- ~~b. invest in Training for the Officers in the Marketing Area;~~
- ~~e. explore the possibility of obtaining external consultancy in the Marketing Area.~~

Article 11. ELSA House

11.1 ~~The living conditions of the International Board shall be improved.~~

11.2 ~~The International Board of ELSA shall:~~

- ~~a. focus on investing in the following equipment:
 - ~~i. working equipment;~~
 - ~~ii. goods that will make the house more efficient; and~~
 - ~~iii. utilities that will improve the quality of living~~~~
- ~~b. explore the opportunity of buying the ELSA House by:
 - ~~i. creating a strategic fund that will allow so;~~~~

-
- ii. ~~evaluating the implications of this purchase when it comes to taxes, insurance, and home maintenance among others.~~

Article 12. Allowances

12.1 ~~A legal and decent income shall be provided to the members of the International Board of ELSA:~~

12.2 ~~The International Board of ELSA shall:~~

- ~~a. aim at increasing the allowances in the last year of this financial strategy;~~
- ~~b. explore the possibility of having these expenses covered by grants.~~

Article 13. Reserve

13.1 ~~A reserve shall be reconstituted equal to €50,000 in order to solve liquidity issues, and it shall be placed in a savings account:~~

Article 14. Debt Collection System

14.1 ~~The financial sustainability of the entire Association shall be ensured by setting up a debt collection system:~~

14.2 ~~The International Board of ELSA shall:~~

- ~~a. create a list of internal and external debtors, and update it periodically;~~
- ~~b. attempt to recover the previous term debts;~~
- ~~c. set up a strategy to write off unrecoverable debt.~~

Article 15. Projects

15.1 ~~The financial sustainability of ELSA Projects shall be ensured:~~

15.2 ~~The International Board of ELSA shall:~~

- ~~a. focus on project partnerships and project grants;~~
- ~~b. explore the possibility of reducing project fees and/or creating project scholarships;~~
- ~~c. update the project fees based on the inflation rate in the last year of this financial strategy~~

Article 1. Income

1.1 The fundraising priorities for ELSA International shall focus on partnerships, investments and grants.

Article 2. Partnerships

2.1 Partnerships shall continue to be considered a source of income for ELSA in general and for the organisation of its projects. The International Board of ELSA shall:

- a. create an external relations strategy to ensure continuity within ELSA International;
- b. work on increasing existing partnership payments.

Article 3. Investments

3.1 Investments shall be considered a new source of income for ELSA International. The International Board of ELSA shall:

- a. implement and regularly update an Investment Statute regulating the amount and methods in which ELSA International can invest;
- b. pursue a low-risk and ethical investment strategy, in accordance with ELSA's values;
- c. look into outsourcing it, given sufficient funds.

3.2 A starting budget and its funding shall be discussed with the International Council.

Article 4. Grants

4.1 Grants shall be a prominent source of income for ELSA International. The International Board of ELSA shall:

- a. opt for applying to more structural grants;
- b. research for more international grants;
- c. renew and revise the Grants Database.

Article 5. Grants Team

5.1 The term length and possible scope of work of the Grants Team shall be improved. The International Board of ELSA shall:

- a. adjust the term length for the Grants Team;
- b. ensure a more structured transition in the Grants Team;
- c. review the structure of the Grants Team to expand the scope and impact of its work.

Article 6. Project Revenue

6.1 The project revenue in different Areas shall be increased. The International Board of ELSA shall:

- a. explore the possibilities of advertising revenue on the Synergy platform;
- b. expand the focus on project grants besides the EYF and UNECA Grants;
- c. improve the financial state of ROLE, ELSA Traineeships and Career Launch.

Article 7. Reserves

7.1 Reserves shall be considered an important safety net. The International Board of ELSA shall:

- a. invest in term-based accounts;

-
- b. prioritise investments to improve the living conditions in the ELSA House;
 - c. prioritise contributing to the reserves as much as possible.

Article 8. Expenses

8.1 The expenditure priorities for ELSA International shall focus on IT, improving the living conditions for the International Board of ELSA, the efficiency of the financial processing, the reduction of costs, and insurances.

Article 9. IT

9.1 IT services should continuously be improved and updated. The International Board of ELSA shall:

- a. invest in the update and further maintenance of ELSA International's websites;
- b. strengthen the cybersecurity of ELSA International's websites;
- c. set up a collection system to buy the STEP Online System.

Article 10. Improve living conditions for the International Board of ELSA

10.1 Improvements shall be made to the ELSA House and the living conditions for the International Board of ELSA by:

- a. aiming to increase the Grant of Relocation;
- b. prioritising more funds for heating;
- c. installing temperature shielding for windows;
- d. updating hardware;
- e. doing general improvements of the ELSA House.

Article 11. Efficiency of the Financial Processing

11.1 The efficiency of the financial processing of ELSA International shall be increased. The International Board of ELSA shall:

- a. renew internal financial processes;
- b. outsource the accounting, given sufficient funds;
- c. explore the possibility of collecting recurring payments towards ELSA International via direct debit.

Article 12. Reduction of costs

12.1 The current annual expenses shall be reduced. The International Board of ELSA shall:

- a. expand the use of in-house and pro bono partnerships to reduce the expenses for services and goods;
- b. reduce yearly expenses with one-time expenses;
- c. strive towards more cost efficient utility expenses.

Article 13. Insurances

13.1 The International Board of ELSA shall, given the sufficient funds, ensure a safe working environment for its Board Members by providing:

- a. liability insurance;
- b. home content insurance;
- c. health insurance.

Comments:

As the current Financial Strategy is coming to an end, it is our pleasure to propose the Financial Strategy 2025-2028. The new Financial Strategy focuses on the current financial issues ELSA is facing and that cannot be resolved within one term, but instead need continuous work over multiple years. Some of the Goals also focus on developments within Financial Management that would catalyse the development of the Association.

No. 12. International Council Meeting Decision Book amendment concerning Annex 4. Brand Book

The International Board of ELSA and ELSA Germany are proposing the following to the International Council:

ANNEX 4. ELSA BRAND BOOK



BRAND PERSONALITY

There is much more that our brand has to offer. In its simplest way, ELSA embodies everything that active members can say about themselves.

PEOPLE-FOCUSED

We create an atmosphere of teamwork, where everybody can find their place. The feeling of family we all cherish.

INTERNATIONALLY MINDED

An international environment brings us the possibility to broaden our horizon. We are doing all this while travelling and discovering the world together.

SOCIALLY RESPONSIBLE

Our projects reflect the main values that we have, and these are mostly focused around human rights. Through our values we influence society and try to sculpt a more just world.

COMMITTED TO LEGAL EDUCATION

We are creating a plethora of opportunities for our members in the spirit of extracurricular education which makes our members better and smarter.

Our tone of voice is appealing. As an association with an international outlook, we are embracing the diversity of various backgrounds our members are coming from. We aim at providing our members with a platform to develop their existing skills and acquire new ones while creating memorable relationships between each other. This is why we are here and this is how we are treating the world.

«It is about what you say and how you say it»

FAMILIAR

Try to be nice and build trust.

ACTIVE

Always ask people about their opinion.

BRIEF

Forget about complex sentences.

TRUTHFUL

Do not set on "selling", just be honest.

HUMANE

Remember, people prefer contact with people, not robots.

TRUSTWORTHY

If you promise something - do it.

PERSONAL

In the end, you are not strangers.

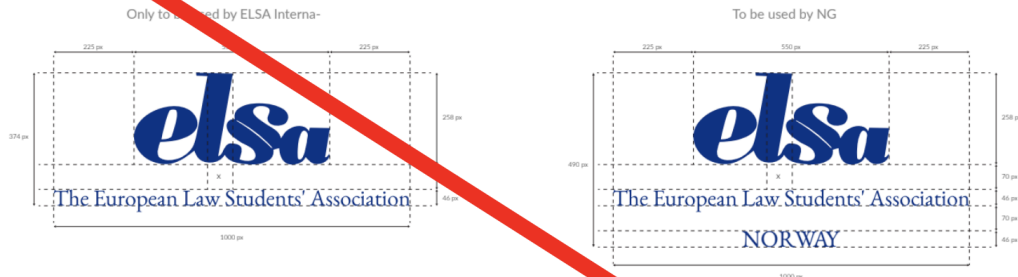
DARING

A pinch of confidence is always a good idea.

Tone of Voice



THE ELSA LOGO



The ELSA logo is the most immediate representation of our Association, our people and our brand to the world. In order to build a unified image of ELSA, correct use of the logo is essential.

The ELSA logo consists of two parts: the design and the subtitle. Only when the design and the subtitle appear together in the correct proportions and colours may it be called the ELSA logo. When the logo is used by a National or Local Group, it shall be in combination with the name of the respective group. The name shall always be written in capital letters, in the same type, size and colour as the subtitle, in English using EB Garamond.

Remember that the ELSA logo shall be featured on all marketing materials, with the exclusion of live broadcasting and instant photos shared on social media stories.

ELSA Brandbook | 7

LOGO USAGE

The ELSA logo and the variations thereof may be featured without the subtitle only when the logo is relatively small and it is not used in combination with any other subtitle or name. Relatively small shall mean that the width of the design is 30 mm or less if the material production technology makes it impossible to use the logo with the subtitle and/or name. This exception does not apply for business cards, letterheads, envelopes, and digital publishing including webpages and social media.

The dimensions of the logo may be altered without altering its proportions to the extent that the subtitle would still be easily legible.

If there is an obligation deriving from national legislation to have the subtitle in a national language, this shall have secondary importance to the ELSA logo. The non-English subtitle shall be perfectly centred above the design with the same spacing, font, size and colour as the English subtitle.

The name of National Groups shall be written in English. The name of the National or Local Group shall be written in the font EB Garamond; written in capital letters and in the same type, size and colour as the subtitle; Perfectly centred under the subtitle with a fixed spacing of X, presented in the schemes attached in this Brand Book.

The ELSA logo shall be used only by ELSA International. ELSA International may authorise others to use the ELSA logo.



CLEAR SPACE



In order to maintain the integrity of the ELSA logo, it is important that no other logos, inscriptions or graphical elements infringe on its space.

The size of the Clear Space is determined by the cap height of the letter "E" in the design part of the ELSA logo and is to be respected for all directions.

Have a look at the figures above to get a clear picture of the Clear Space of the logo.

Give the logo some space!

INCORRECT USE

Do not alter the ELSA logo in any way. Do not animate, colour, rotate, skew, or apply effects to the logo. Do not separate the elements. It is permitted only if the logo is used in a dynamic setting such as videos, gifs, or moving pictures provided that the logo is used in its right form at least for one second.

The following illustration demonstrates correct and incorrect logo use. Whilst it does not cover every possible scenario, you will formulate a good idea of what is acceptable and what is not.

Never attempt to create the logo yourself, change the font, or alter the proportions. Always use the provided templates.

If in doubt, do not hesitate to ask the Vice President of Marketing of ELSA International.



Do not alter the ELSA logo in any way!

COLOURS

The ELSA corporate colour palette consists of five colours and can be used in any combination as long as the integrity of the brand is not diminished. ELSA Blue should be used as an anchor in the material, but do not overuse it.

We have defined a core set of colours for you to start with. This does not mean that other complementary colours cannot be used. Make sure that the Corporate Identity is not undermined by non-corporate colours.

CMYK is the color profile used for **printed materials**.
 RGB is used for **digital publishing**.



RGB: 10 48 135
 CMYK: 100 85 0 0
 HEX: #0a3087



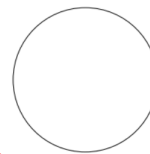
RGB: 255 116 0
 CMYK: 0 64 94 0
 HEX: #ff7400



RGB: 0 0 0
 CMYK: 0 0 0 100
 HEX: #000000



RGB: 102 102 102
 CMYK: 0 0 0 60
 HEX: #666666



RGB: 255 255 255
 CMYK: 0 0 0 0
 HEX: #ffffff

SUPPORTIVE COLOURS

To complement the ELSA primary colour palette, a set of supportive colours may be used. These colours are most appropriate in corporate design elements, charts and graphs, in lines and dots.

Do not be afraid to supplement with colours from outside this palette.



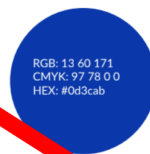
RGB: 4 20 57
 CMYK: 100 91 45 58
 HEX: #041439



RGB: 7 33 95
 CMYK: 100 91 36 27
 HEX: #07215f



RGB: 10 48 135
 CMYK: 100 85 0 0
 HEX: #0a3087



RGB: 13 60 171
 CMYK: 97 78 0 0
 HEX: #0d3cab



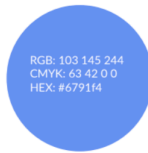
RGB: 16 69 215
 CMYK: 91 71 0 0
 HEX: #1045d7



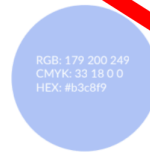
RGB: 27 105 238
 CMYK: 84 60 0 0
 HEX: #1b69ee



RGB: 58 119 234
 CMYK: 78 54 0 0
 HEX: #3a77ea



RGB: 103 145 244
 CMYK: 63 42 0 0
 HEX: #679114

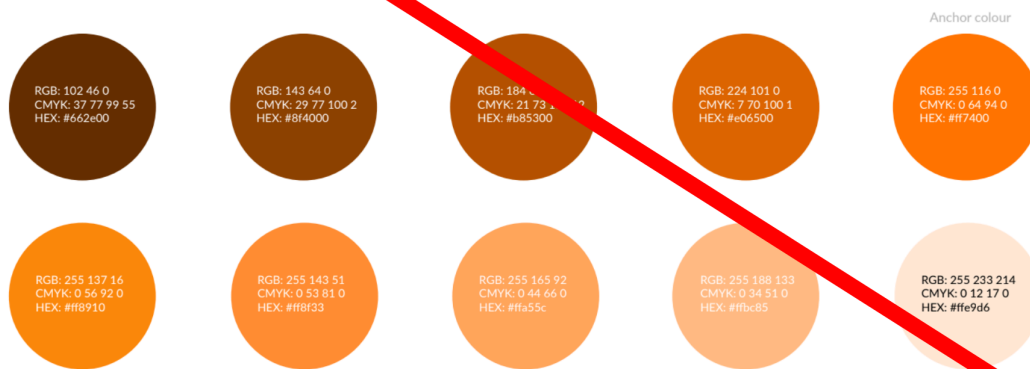


RGB: 179 200 249
 CMYK: 33 18 0 0
 HEX: #b3c8f9



RGB: 243 245 249
 CMYK: 6 3 2 0
 HEX: #f3f5f9

SUPPORTIVE COLOURS



FONTS

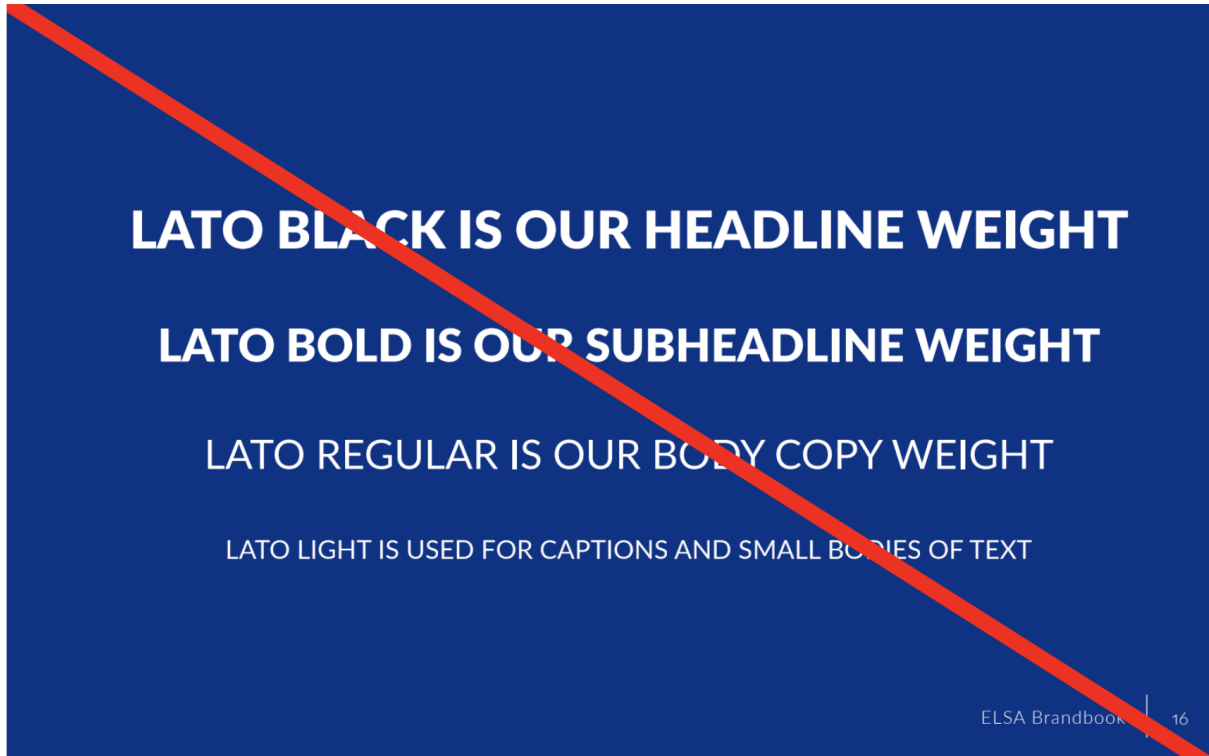
As with our logo, consistent use of our corporate fonts, EB Garamond and Lato, reinforces EBM's brand identity.

Lato should be used for headlines and may also be used for copy and digital materials. Short headlines or labels can be all caps, otherwise headlines and subheads are sentence case.

EB Garamond should be used primarily for extended running body copy in longer, multiple-page documents, such as brochures and datasheets.

When working on intricate material, you can instead of EB Garamond use either Garamond Monotype or Adobe Garamond Pro. This exception is only applicable when you due to the nature of the material must use different font weights.

Lato Light
Lato Light Italic
 Lato Regular
Lato Italic
 Lato Bold
Lato Bold Italic



RECOMMENDED IMAGERY

A picture is worth a thousand words.

When selecting photos for your marketing material it is important that the imagery portrays ELSA in a way that strengthens our brand and underline our brand personality.

The imagery should be positive, natural and not come in conflict with ELSA's non-political status.

If you cannot find anything suitable an abstract photo may be the way to go.

Only use professional and high-resolution photos.

It is important to keep in mind the legal aspects when searching for photos. Always make sure that you have the necessary rights to use the image in question, and always give appropriate crediting when needed.

Below you will find a selection of handy image banks where you can find millions of free photos:

pexels.com

unsplash.com

pixabay.com

EXAMPLES



ELSA Brandbook | 18

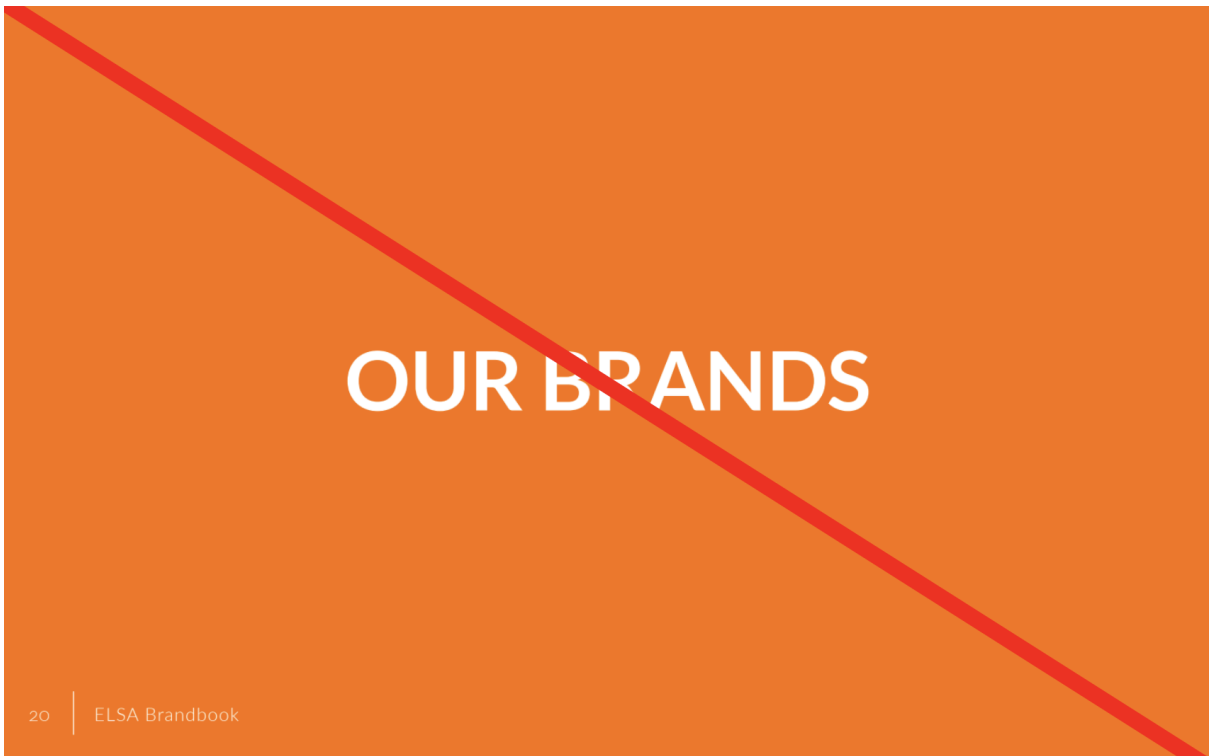
The following pages will unveil the overview of the Flagship Projects of ELSA. Flagship Projects are the most important events organised internationally by ELSA. Such projects constitute the immediate representation of our core activities within the Key Areas and are a natural continuation of our philosophy and the values that we all share.

ELSA has its own unique brand, so do our Flagship Projects. It is important to distinguish between the general brand of ELSA and the brand of our Flagship Projects.

ELSA creates an umbrella brand which has its own distinctive features. These aspects are close to heart for members and alumni alike as they are easily linked to memories within ELSA. Meanwhile, Flagship Projects of ELSA have their own brand approach, which slightly differs from the general ELSA brand. Their brands are of course based upon the general ELSA brand, however, they have their own remarkable characteristics, which make them outstanding.


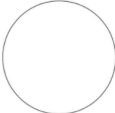

On the following pages, you will be presented with these specific details, which constitute the brands of our Flagship Projects.

ELSA Brandbook | 19



FONT
Lato (all weights)

COLOURS

		
RGB: 255 116 0 CMYK: 0 64 94 0 HEX: #f7400	RGB: 255 255 255 CMYK: 0 0 0 0 HEX: #ffffff	RGB: 39 51 56 CMYK: 30 9 0 78 HEX: #273342

KEY SELLING POINTS

1. International Recognition and Publication
2. Working with experts in the field
3. Improvement of Legal English and Writing Skills

ELEMENTS

1. Linear Elements
2. Rectangle boxes with text inside

TIMELINE

1. **Launch** - November
2. **General Promotion** - 4 weeks
3. **Registration Deadline** - December
4. **Publication** - September

ELSA Brandbook | 27



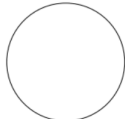
FONT

Lato (all weights)

COLOURS



RGB: 205 149 12
CMYK: 0 27 94 20
HEX: #cd950c



RGB: 255 255 255
CMYK: 0 0 0 0
HEX: #ffffff



RGB: 0 0 0
CMYK: 0 0 0 100
HEX: #000000

KEY SELLING POINTS

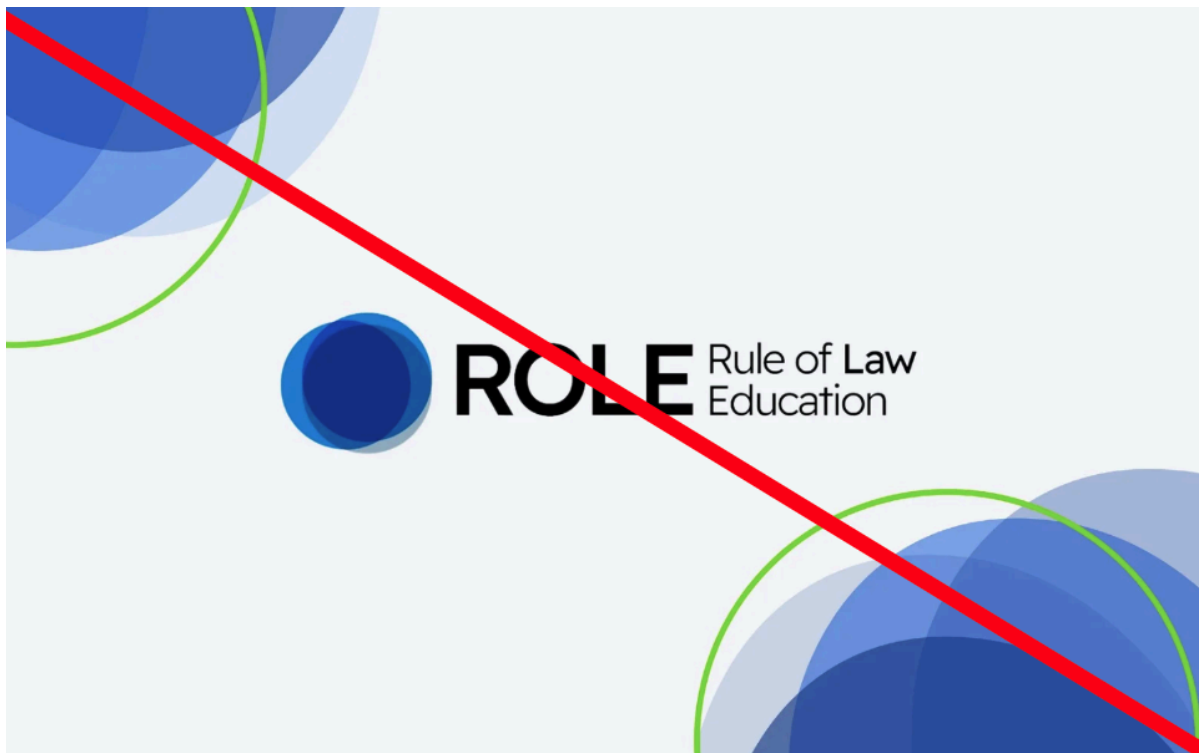
- 1. Development practical research skills
- 2. Publication and recognition in professional environment
- 3. Improvement of Legal English and Writing Skills

ELEMENTS

- 1. Linear Elements
- 2. Academic environment pictures






TIMELINE

- 1. **Launch** - November
- 2. **General Promotion** - 4 weeks
- 3. **Registration Deadline** - December
- 4. **Publication** - September



FONT
Poppins (all weights)

COLOURS

 RGB: 13 60 171 CMYK: 97 78 0 0 HEX: #0d3cab	 RGB: 16 69 215 CMYK: 91 71 0 0 HEX: #1045d7	 RGB: 58 119 234 CMYK: 78 54 0 0 HEX: #3a77ea
 RGB: 243 245 249 CMYK: 6 3 2 0 HEX: #f3f5f9	 RGB: 4 20 57 CMYK: 100 91 45 58 HEX: #041439	 RGB: 121 207 7 CMYK: 58 0 100 0 HEX: #79d07

KEY SELLING POINTS

1. Rule of law knowledge for youth
2. Non-formal education & facilitation
3. Teaching legal literacy & social responsibility

ELEMENTS

1. Overlapping irregular circular shapes
2. Thin green lines

TIMELINE

1. **General Promotion** - Throughout the year

ELSA Brandbook | 29



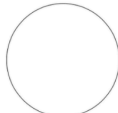
FONT

Lato (all weights)

COLOURS



RGB: 0 0 0
CMYK: 0 0 0 100
HEX: #000000



RGB: 255 255 255
CMYK: 0 0 0 0
HEX: #ffffff



RGB: 168 210 242
CMYK: 31 13 0 5
HEX: #a8d2f2



RGB: 253 76 82
CMYK: 0 70 68 1
HEX: #fd4c52



RGB: 245 179 175
CMYK: 0 27 29 4
HEX: #f5b3af



RGB: 185 90 183
CMYK: 0 51 1 27
HEX: #b95ab7

KEY SELLING POINTS

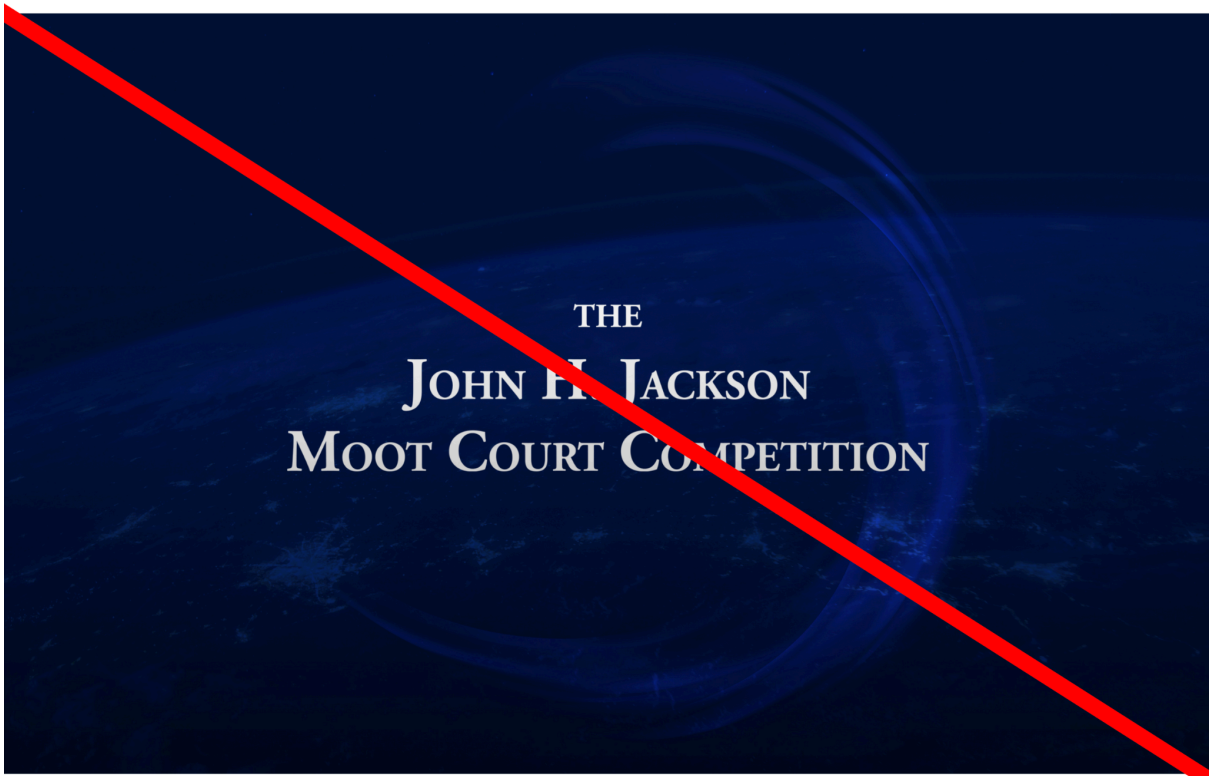
- 1. Human Rights
- 2. New topic each year
- 3. Feeling connected to the ELSA Network

ELEMENTS

- 1. Gradient and wavy elements
- 2. Images associated with Human Rights


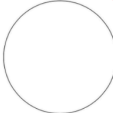

TIMELINE

- 1. **Launch** - October
- 2. **General Promotion** - throughout the year



FONT
Lato (all weights)

COLOURS

		
RGB: 7 33 95 CMYK: 100 91 36 27 HEX: #07215f	RGB: 255 255 255 CMYK: 0 0 0 0 HEX: #ffffff	RGB: 255 116 0 CMYK: 0 64 94 0 HEX: #ff7400

KEY SELLING POINTS

1. All around the world
2. Biggest Moot Court Competition on Trade Law
3. World Trade Organization

ELEMENTS

1. Circular graphics
2. Globes & Case related pictures

TIMELINE

1. **Launch** - September
2. **General Promotion** - two months
3. **Registration Deadline** - December
4. **Final Round** - June

ELSA Brandbook | 31



Helga Pedersen
Moot Court Competition


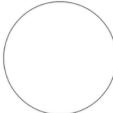

helgapedersenmoot.elsa.org

FONT
Palatino
Syne

KEY SELLING POINTS

1. Prize: Traineeship at the ECtHR
2. The only MCC in English on the ECHR
3. Council of Europe

COLOURS

 RGB: 194 31 49 CMYK: 16 98 78 6 HEX: #c21f31	 RGB: 255 255 255 CMYK: 0 0 0 0 HEX: #ffffff	 RGB: 186 186 186 CMYK: 30 22 24 3 HEX: #bababa
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ELEMENTS

1. Square speech bubbles
2. ECtHR and participants' images
3. Red see through layer over the images

TIMELINE




1. **Launch** - September
2. **General Promotion** - ca. 12 months
3. **Registration Deadline** - November
4. **Final Round** - April

ELSA Brandbook | 33



FONT
Archivo (all weights)

COLOURS

		
RGB: 0 0 0 CMYK: 0 0 0 100 HEX: #000000	RGB: 103 172 95 CMYK: 64 8 77 0 HEX: #67ac5f	RGB: 48 96 51 CMYK: 82 38 91 32 HEX: #306033

KEY SELLING POINTS

1. Cultural and legal exchange
2. Language skills improvement
3. Enhancing your CV internationally
4. Internatioanlity

ELEMENTS

1. Corporate buildings
2. Young professionals
3. Office environment
4. Business
5. The seaships destination pictures

TIMELINE

1. **Job Hunting** Promotion Period
2. **Student Hunting**
Countdown – one week
General Promotion – six weeks

TWO CYCLES

- 1st **Launch in November**
- 2nd **Launch in March**

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FONT
Lato (all weights)

KEY SELLING POINTS

1. A wide variety of legal topics
2. Good & efficient
3. Cultural diversity
4. Price

COLOURS

 RGB: 65 64 66 CMYK: 66 57 52 55 HEX: #414042	 RGB: 242 70 25 CMYK: 0 82 91 0 HEX: #f24619	 RGB: 244 120 8 CMYK: 0 62 96 0 HEX: #f47808
 RGB: 255 206 8 CMYK: 0 19 92 0 HEX: #f9ce08	 RGB: 9 171 209 CMYK: 74 9 13 0 HEX: #09abd1	 RGB: 0 81 123 CMYK: 96 63 29 14 HEX: #00517b

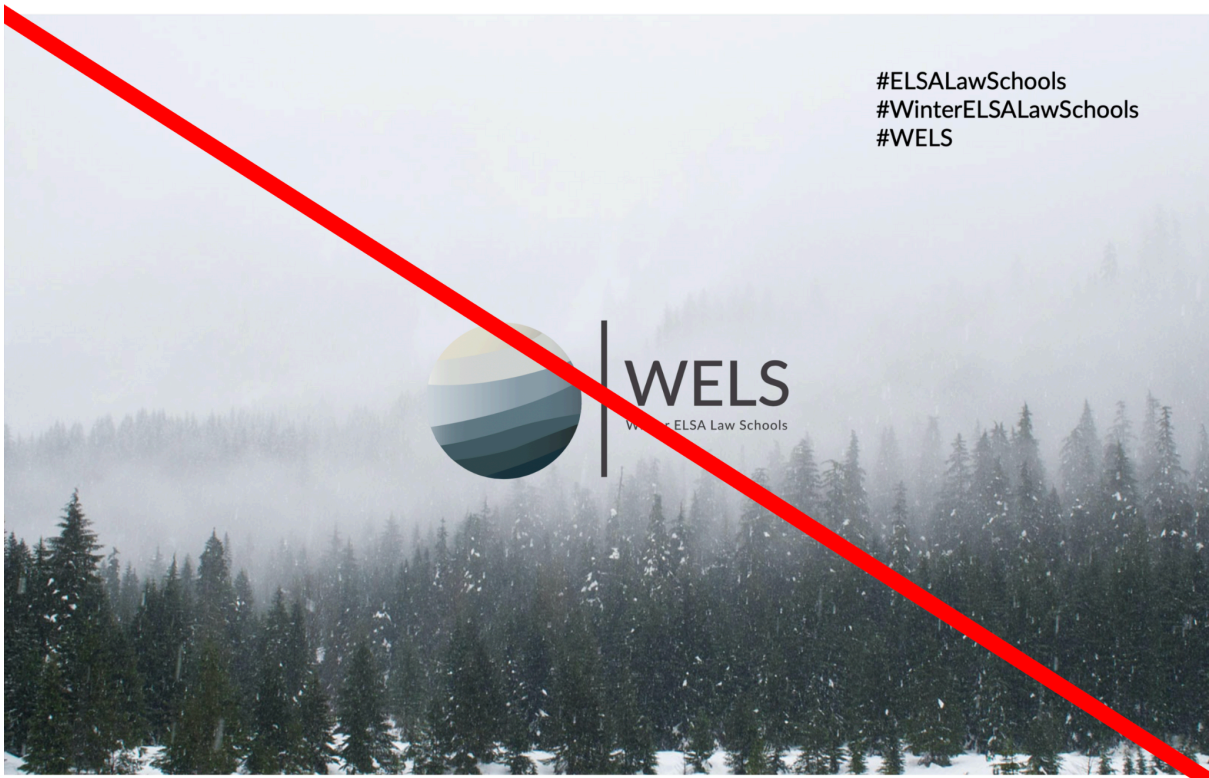
ELEMENTS

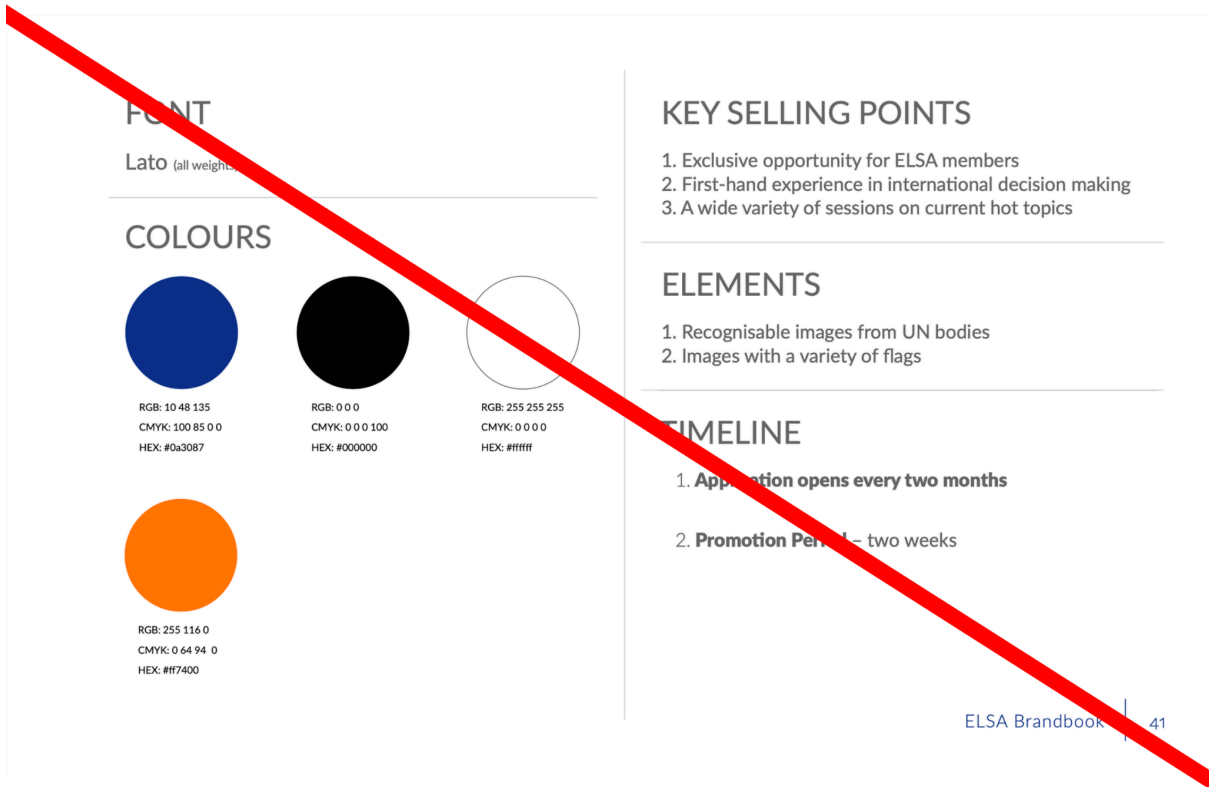
1. Waves
2. Boats
3. Beaches
4. Umbrellas
5. Hand drawn icons

TIMELINE

1. **Preliminary Promotion** – three weeks
2. **General Promotion** – seven weeks
3. **Additional Promotion Period** – two weeks

ELSA Brandbook | 37







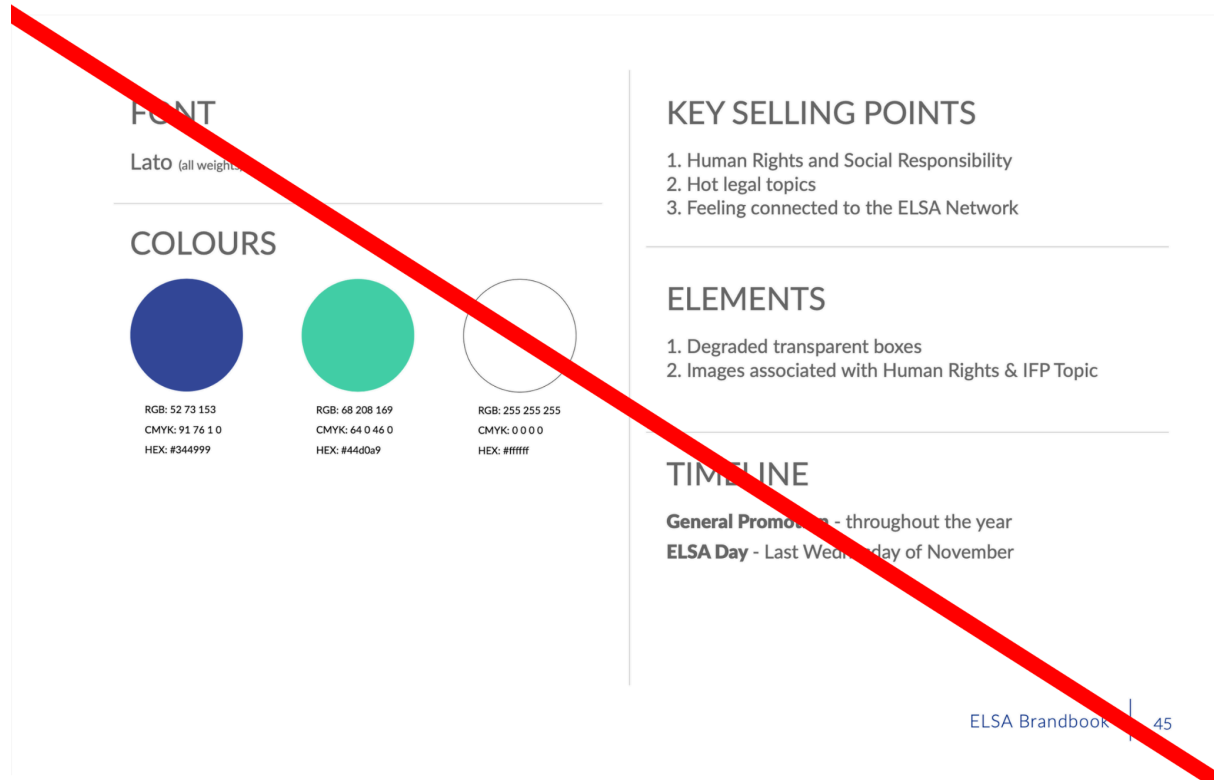




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MISSION STATEMENT

The brand of ELSA has a long-lasting history. Created to overcome many differences of the time, ELSA is still all about the people and strengthening ties - over cultural, language, religious and outlook differences. We are doing our share in this world by challenging the status quo of legal education in Europe and beyond.

Our vision is unique:

“A just world in which there is respect for human dignity and cultural diversity”

Our purpose is simple:

To contribute to legal education, to foster mutual understanding and to promote social responsibility of law students and young lawyers.

We provide opportunities for law students and young lawyers to learn about other cultures and legal systems in a spirit of critical dialogue and scientific co-operation. We assist law students and young lawyers to be internationally minded and professionally skilled. We encourage law students and young lawyers to act for the good of society.

BRAND PERSONALITY

Brand personality is the set of human-like traits and characteristics that a brand expresses. It shapes how people perceive and connect with a brand emotionally. A strong brand personality makes a brand more relatable and memorable, helping it stand out in a crowded market. It influences the brand’s tone of voice, visuals, and overall communication.

PEOPLE-FOCUSED

We value teamwork and make sure everyone feels included. Our ELSA community feels like a family, where everyone has a place.

SOCIALLY RESPONSIBLE

Our projects are guided by our core values, with a strong focus on human rights. We aim to make a positive impact on society and contribute to a fairer world.

EMBRACING CULTURAL DIVERSITY

Being part of an international community allows us to grow, learn, and see the world from new perspectives—all while traveling and experiencing different cultures together.

COMMITTED TO LEGAL EDUCATION

We provide many opportunities for our members to learn beyond their studies. Through extracurricular activities, we help them grow both personally and professionally.

At ELSA, our tone of voice reflects who we are—an international Network that values diversity, professionalism, and meaningful connections. We communicate in a way that is engaging, inclusive, and approachable, ensuring that our members feel supported and empowered. Through our words, we inspire personal and professional growth while fostering a strong sense of community.

"It's not just what you say, but how you say it."

<p>FAMILIAR Speak in a warm and welcoming way to build trust within our Network.</p> <p>CLEAR & CONCISE Avoid overly complex sentences; keep it simple and to the point.</p> <p>HUMAN Engage with members naturally—ELSA is about people, not just an organisation</p> <p>PERSONAL Make interactions feel genuine; we are a Network of peers, not strangers.</p>	<p>ENGAGING Encourage conversation by asking for opinions and fostering dialogue.</p> <p>AUTHENTIC Be honest and transparent; our goal is to connect, not just promote</p> <p>RELIABLE Follow through on commitments—trust is built through consistency.</p> <p>CONFIDENT Communicate with confidence; together, we are shaping the future.</p>
--	---

TONE OF VOICE

4



OUR LOGO

THE ELSA LOGO

The ELSA logo is the most immediate representation of our Association, our people and our brand to the world. In order to build a unified image of ELSA, correct use of the logo is essential.

The ELSA logo consists of two parts: the design and the subtitle. Only when the design and the subtitle appear together in the correct proportions and colours may it be called the ELSA logo.

THE CREATION OF THE ELSA LOGO

When the logo is used by a National or Local Group, it shall be in combination with the name of the respective group. **The name shall always be written with capital letters, in the same type, size and colour as the subtitle, in English using EB Garamond.** Perfectly centred under the subtitle with a fixed spacing of X, presented in the schemes attached in this Brand Book.

If there is an obligation deriving from national legislation to have the subtitle in a national language, this shall have secondary importance to the ELSA logo. The non-English subtitle shall be perfectly centred above the design with the same spacing, font, size and colour as the English subtitle.



LOGO USAGE

Remember that the ELSA logo shall be featured on all marketing materials, with the exclusion of live broadcasting, and instant photos shared on social media stories.

EXCEPTIONS

The ELSA logo and the variations thereof may be featured without the subtitle only when the logo is relatively small. Relatively small shall mean that the width of the design is 30 mm or less. It also applies if the material production technology makes it impossible to use the logo with the subtitle and/or name. This exception does not apply for business cards, letterheads, envelopes, and digital publishing including webpages and social media.

The dimensions of the logo may be altered without altering its proportions to the extent that the subtitle would still be easily legible.

To generate your ELSA logo, you can use the [ELSA Sweden Logo Generator](#).



The ELSA logo shall be used only by ELSA International. ELSA International may authorise others to use the ELSA logo.

LOGO COLOURS

The ELSA logo shall under no circumstances be used in any other colours.



The European Law Students' Association

ELSA Blue

The logo in ELSA blue is the standard logo and should be used as much as possible.



The European Law Students' Association

Black

The black logo is only to be used for black & white material.



The European Law Students' Association

White

The white version of the logo is used when the logo is to be placed against dark backgrounds.

Never use any other colours for the logo!

9

CLEAR SPACE OF THE ELSA LOGO



The European Law Students' Association



The European Law Students' Association

In order to maintain the integrity of the ELSA logo, it is important that no other logos, inscriptions or graphical elements infringe on its space.

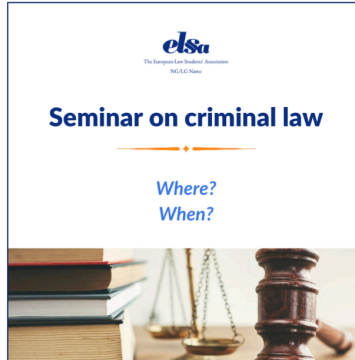
The size of the Clear Space is determined by the cap height of the letter "E" in the design part of the ELSA logo and is to be respected for all directions.

Have a look at the figures above to get a clear picture of the Clear Space of the logo.

Give the logo some space!

10

EXAMPLES OF CORRECT USE



INCORRECT USE

Do not alter the ELSA logo in any way. Do not animate, colour, rotate, skew, or apply effects to the logo. Do not separate the elements. It is permitted only if the logo is used in a dynamic setting such as videos, gifs, or moving pictures provided that the logo is used in its right form at least for one second.

The following illustration demonstrates correct and incorrect logo use. Whilst it does not cover every possible scenario, you will formulate a good idea of what is acceptable and what is not.

Never attempt to create the logo yourself, change the font, or alter the proportions. Always use the provided templates.

If in doubt, do not hesitate to ask the Vice President of Marketing of ELSA International.



1. Correct logo use.
2. Do not move the elements.
3. Do not remove the subtitle.
4. Do not recolor the logo.
5. Do not apply any effects.
6. Do not rotate the logo.
7. Do not alter the proportions.
8. Do not add any ornaments to the logo

Do not alter the ELSA logo in any way!

COLOURS, FONTS & IMAGES

COLOURS

The ELSA corporate colour palette consists of five colours and can be used in any combination as long as the integrity of the brand is not diminished. ELSA Blue should be used as an anchor in the material, but do not overuse it. We have defined a core set of colours for you to start with. This does not mean that other complementary colours cannot be used. Make sure that the Corporate Identity is not undermined by non-corporate colours.

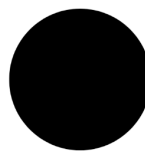
CMYK is the colour profile used for **printed materials**.
RGB is used for **digital publishing (social media, websites, digital documents. etc.)**



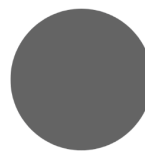
RGB: 10 48 135
CMYK: 100 85 0 0
HEX: #0a3087



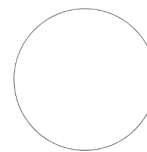
RGB: 255 116 0
CMYK: 0 64 94 0
HEX: #ff7400



RGB: 0 0 0
CMYK: 0 0 0 100
HEX: #000000



RGB: 102 102 102
CMYK: 0 0 0 60
HEX: #666666

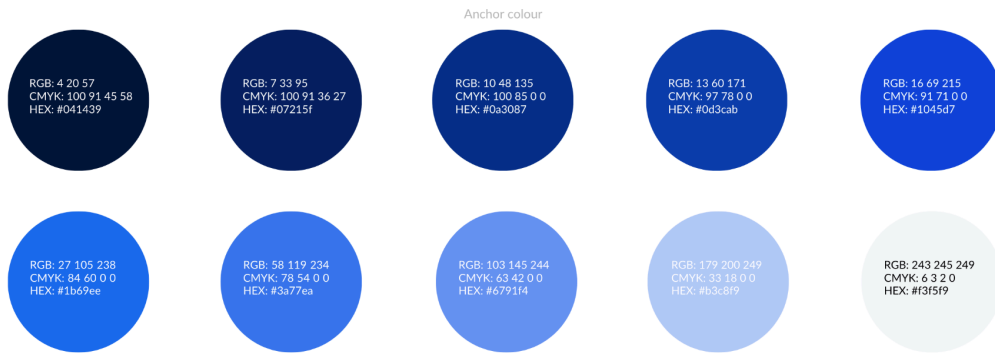


RGB: 255 255 255
CMYK: 0 0 0 0
HEX: #ffffff

SUPPORTIVE COLOURS

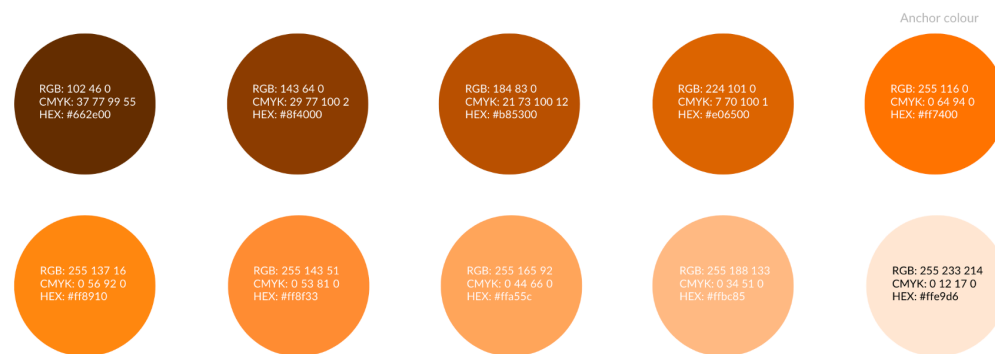
To complement the ELSA primary colour palette, a set of supportive colours may be used. These colours are most appropriate in corporate design elements, charts and graphs, in lines and dots.

Do not be afraid to supplement with colours from outside this palette.



15

SUPPORTIVE COLOURS



16

FONTS

As with our logo, consistent use of our corporate fonts, EB Garamond and Lato, reinforces ELSA's brand identity.

Lato should be used for **headlines** and may be used for printed and digital materials. It is advisable for short headlines to be written in all caps, otherwise, headlines and subheadlines are to be sentence case (first letter capitalised).

EB Garamond should be used primarily for **long bodies of text** in longer, multiple-page documents, such as brochures and datasheets.

EXCEPTIONS

When working on intricate material, you can instead of EB Garamond use either Garamond Monotype or Adobe Garamond Pro. This exception is only applicable when you, due to the nature of the material, or the programme used, must use different font weights.

Lato Light

Lato Light Italic

Lato Regular

Lato Italic

Lato Bold

Lato Bold Italic

17

LATO BLACK IS OUR HEADLINE WEIGHT

LATO BOLD IS OUR SUBHEADLINE WEIGHT

LATO REGULAR IS OUR BODY COPY WEIGHT

LATO LIGHT IS USED FOR CAPTIONS AND SMALL BODIES OF TEXT

RECOMMENDED IMAGERY

A picture is worth a thousand words!

When selecting photos for your marketing material it is important that the imagery portrays ELSA in a way that strengthens our brand and underlines our brand personality. When selecting photos for your designs, always consider ELSA's non-political status. Only use professional and high-resolution photos.

Below you will find a selection of handy image banks where you can find millions of free photos:

pexels.com

unsplash.com

pixabay.com

Keep in mind that you can use pictures from previous editions of your project, provided that you have the necessary rights to use and share the photos.

It is important to keep in mind the legal aspects when searching for photos. Always make sure that you have the necessary rights to use the image in question. Try to avoid using pictures for which you need to give credit to someone.



OUR BRANDS

INTRODUCTION

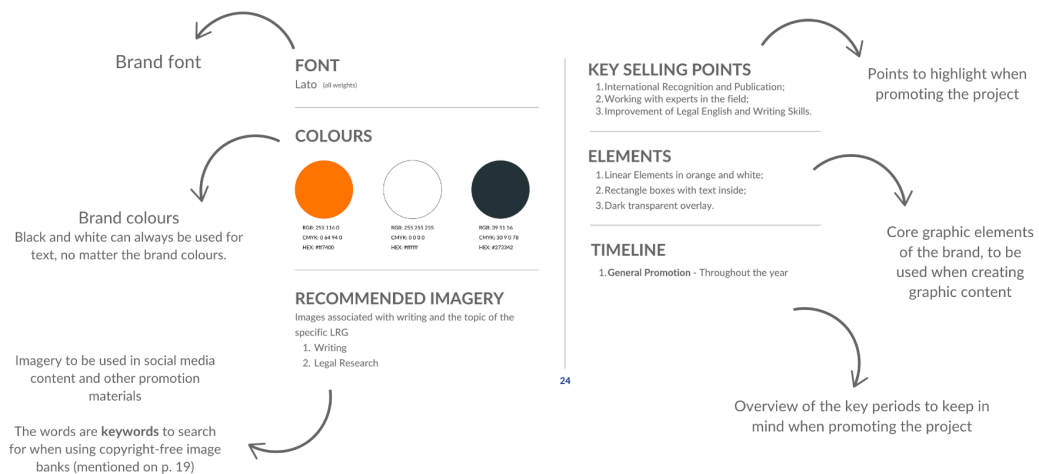
The following pages will unveil the overview of the International Projects of ELSA. International Projects are Flagship Projects of ELSA and events organised or coordinated by ELSA International. The brands of these projects are the immediate representation of our core activities within the Key Areas, which support our projects to be a natural continuation of our philosophy and the values that we all share.

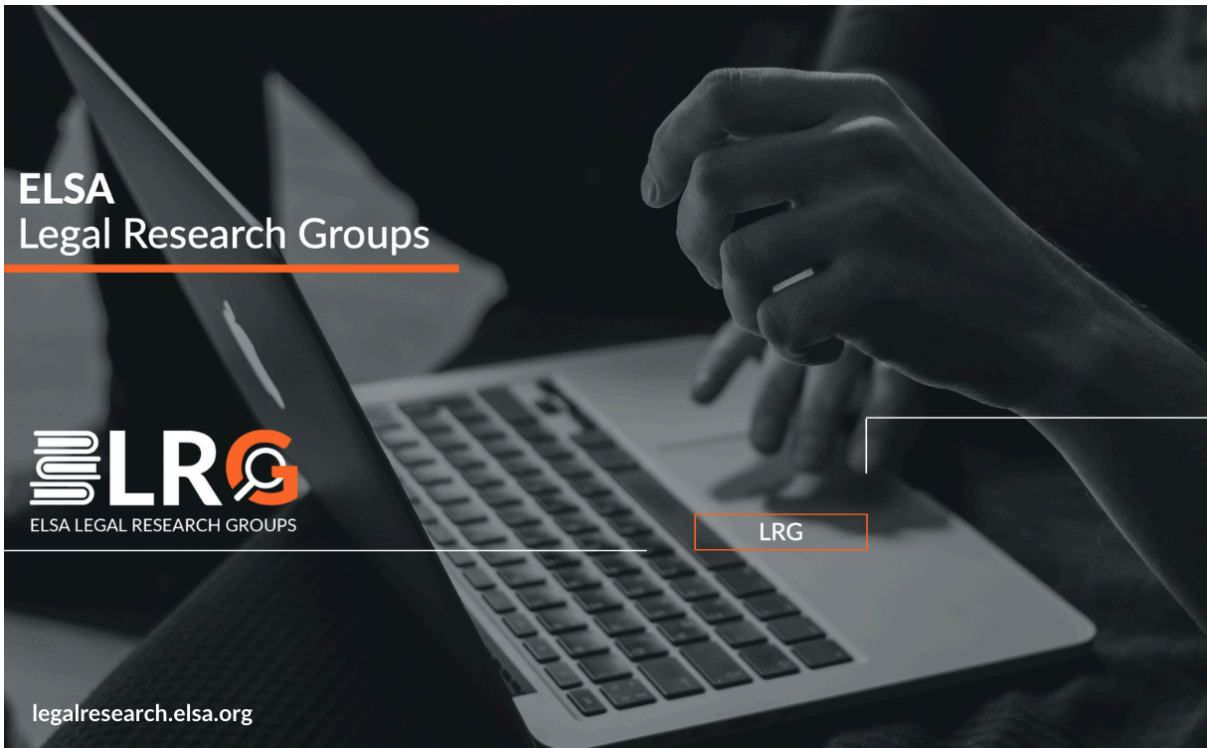
ELSA has its own unique brand, which serves as an umbrella brand, with distinctive features, such as fonts and colours. It is important to distinguish between the general brand of ELSA and the brands of our International Projects.

Because of the widespread activity of ELSA across Europe, activities within the same International Project should be easily identifiable and its marketing should be cohesive, no matter where it is organised. If your National/Local Project is not organised under an International Project of ELSA, the general ELSA branding shall be used.

On the following pages, you will be presented with the specific characteristics of the brands of our International Projects.

HOW TO USE THE BRANDS?





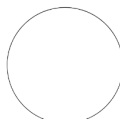
FONT

Lato (all weights)

COLOURS



RGB: 255 116 0
CMYK: 0 64 94 0
HEX: #f77400



RGB: 255 255 255
CMYK: 0 0 0 0
HEX: #ffffff



RGB: 39 51 56
CMYK: 30 9 0 78
HEX: #273342

RECOMMENDED IMAGERY

Images associated with writing and the topic of the specific LRG

1. Writing
2. Legal Research

KEY SELLING POINTS

1. International Recognition and Publication;
2. Working with experts in the field;
3. Improvement of Legal English and Writing Skills.

ELEMENTS

1. Linear Elements in orange and white;
2. Rectangle boxes with text inside;
3. Dark transparent overlay.

TIMELINE

1. General Promotion - Throughout the year



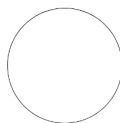
FONT

Lato (all weights)

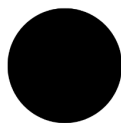
COLOURS



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HEX: #cd950c



RGB: 255 255 255
CMYK: 0 0 0 0
HEX: #ffffff



RGB: 0 0 0
CMYK: 0 0 0 100
HEX: #000000

RECOMMENDED IMAGERY

Academic environment pictures

1. Writing
2. Laptop

KEY SELLING POINTS

1. Development of practical research skills;
2. Publication and recognition in a professional environment;
3. Improvement of Legal English and Writing Skills.

ELEMENTS

1. Linear Elements;
2. Black transparent overlay.

TIMELINE

1. **Launch** - November
2. **General Promotion** - 4 weeks
3. **Registration Deadline** - December
4. **Publication** - September



FONT

Poppins (all weights)

COLOURS



RGB: 13 60 171
CMYK: 97 78 0 0
HEX: #0d3cab



RGB: 16 69 215
CMYK: 91 71 0 0
HEX: #1045d7



RGB: 58 119 234
CMYK: 78 54 0 0
HEX: #3a77ea



RGB: 243 245 249
CMYK: 6 3 2 0
HEX: #f3f5f9



RGB: 4 20 57
CMYK: 100 91 45 58
HEX: #041439



RGB: 121 207 7
CMYK: 58 0 100 0
HEX: #79cf07

KEY SELLING POINTS

1. Rule of law knowledge for youth;
2. Non-formal education & facilitation;
3. Teaching legal literacy & social responsibility.

ELEMENTS

1. Overlapping irregular circular shapes
2. Thin green lines

TIMELINE

1. **General Promotion** - Throughout the year

RECOMMENDED IMAGERY

Images from ROLE events



FONT

Lato (all weights)

COLOURS



RGB: 0 0 0
CMYK: 0 0 0 100
HEX: #000000



RGB: 168 210 242
CMYK: 31 13 0 5
HEX: #a8d2f2



RGB: 253 76 82
CMYK: 0 70 68 1
HEX: #fd4c52



RGB: 245 179 175
CMYK: 0 27 29 4
HEX: #f5b3af



RGB: 185 90 183
CMYK: 0 51 1 27
HEX: #b95ab7

KEY SELLING POINTS

1. Commitment to Human Rights;
2. Extracurricular knowledge;
3. Collaboration with the Council of Europe.

ELEMENTS

1. Gradient and wavy element;
2. Black transparent overlay or gradients.

TIMELINE

1. **Launch** - August
2. **General Promotion** - Throughout the year
3. **Last Wednesday in November** - ELSA Day

RECOMMENDED IMAGERY

Black & white images associated with Human Rights and the specific topic of the AHRC

1. Justice

30



FONT

Lato (all weights)

COLOURS



RGB: 52 73 153
CMYK: 91 76 1 0
HEX: #344999



RGB: 68 208 169
CMYK: 64 0 46 0
HEX: #44d0a9

RECOMMENDED IMAGERY

Images associated with Human Rights & IFP Topic

KEY SELLING POINTS

1. Commitment to Human Rights and Social Responsibility;
2. Extracurricular legal knowledge.

ELEMENTS

1. Gradient of the core brand colours;
2. Transparent overlay.

TIMELINE

1. **General Promotion** - throughout the year
2. **New topic every three years**



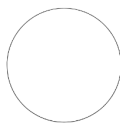
FONT

Lato (all weights)

COLOURS



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 CMYK: 100 91 36 27
 HEX: #07215f



RGB: 255 255 255
 CMYK: 0 0 0 0
 HEX: #ffffff



RGB: 255 116 0
 CMYK: 0 64 94 0
 HEX: #f7400

RECOMMENDED IMAGERY

Images associated with the global aspect and photos from previous editions

1. World

KEY SELLING POINTS

1. Organised globally;
2. Biggest Moot Court Competition on Trade Law;
3. Collaboration with the World Trade Organisation.

ELEMENTS

1. Circular motion element;
2. White gradient.

TIMELINE

1. Launch - September
2. General Promotion - approx. two months
3. Registration Deadline - November
4. Final Round - June



FONT

Palatino
Syne

COLOURS



RGB: 194 31 49
CMYK: 16 98 78 6
HEX: #c21f31



RGB: 186 186 186
CMYK: 30 22 24 3
HEX: #bababa

RECOMMENDED IMAGERY

Images from previous editions, from the European Court of Human Rights

KEY SELLING POINTS

1. Possibility of winning a traineeship at the European Court of Human Rights;
2. The only Moot Court Competition in English on the European Convention on Human Rights;
3. Collaboration with the Council of Europe.

ELEMENTS

1. Square speech bubbles;
2. Red transparent overlay or gradient.

TIMELINE

1. **Launch** - September
2. **General Promotion** - ca. two months
3. **Registration Deadline** - November
4. **Final Round** - April



FONT

Archivo (all weights)

COLOURS



RGB: 0 0 0
 CMYK: 0 0 0 100
 HEX: #000000



RGB: 103 172 95
 CMYK: 64 8 77 0
 HEX: #67ac5f



RGB: 48 96 51
 CMYK: 82 38 91 32
 HEX: #306033

RECOMMENDED IMAGERY

Corporate related images

1. Corporate buildings
2. Office environment
3. Traineeships destination pictures

KEY SELLING POINTS

1. Cultural and legal exchange;
2. Language skills improvement;
3. Enhancing your CV with an international experience;
4. Traveling and working abroad.

ELEMENTS

1. Green wave element;
2. Black transparent overlay;
3. One-liner call to action.

TIMELINE

1. **Job Hunting** - External Promotion
2. **Student Hunting** - Internal Promotion
 - a. **Countdowns & General Promotion**

TWO CYCLES

- 1st Launch in November
- 2nd Launch in March



FONT

Lato (all weights)

COLOURS



RGB: 65 64 66
CMYK: 66 57 52 55
HEX: #414042



RGB: 242 70 25
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RGB: 244 120 8
CMYK: 0 62 96 0
HEX: #f47808



RGB: 255 206 8
CMYK: 0 19 92 0
HEX: #ffce08



RGB: 9 171 209
CMYK: 74 9 13 0
HEX: #09abd1



RGB: 0 81 123
CMYK: 96 63 29 14
HEX: #00517b

KEY SELLING POINTS

1. A wide variety of legal topics to choose from;
2. Cultural and legal exchange abroad;
3. Organised programme, accommodation and food.

ELEMENTS

1. Triangle element;
2. White transparent overlay and gradient.

TIMELINE

1. **Preliminary Promotion** – three weeks
2. **General Promotion** – seven weeks
3. **Additional Promotion Period** – two weeks

RECOMMENDED IMAGERY

Images associated with the holiday break and summer or the city the SELS is taking place in



FONT

Lato (all weights)

COLOURS



RGB: 27 54 64
CMYK: 89 61 51 55
HEX: #1b3640



RGB: 105 127 138
CMYK: 61 38 34 16
HEX: #697f8a



RGB: 217 215 201
CMYK: 18 13 23 1
HEX: #d9d7c9



RGB: 10 48 135
CMYK: 100 85 0 0
HEX: #0a3087

KEY SELLING POINTS

1. A wide variety of legal topics to choose from;
2. Cultural and legal exchange abroad;
3. Organised programme, accommodation and food.

ELEMENTS

1. Triangle element;
2. Dark grey gradient.

TIMELINE

1. Preliminary Promotion – three weeks
2. General Promotion – six weeks

RECOMMENDED IMAGERY

Images associated with winter and the city the WELS is taking place in

1. Snowy scenery
2. People/city in snow

delegations.elsa.org

ELSA Delegations

«Experience international decision making»



ELSA
Delegations



FONT

Lato (all weights)

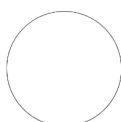
COLOURS



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HEX: #000000



RGB: 255 255 255
CMYK: 0 0 0 0
HEX: #ffffff



RGB: 255 116 0
CMYK: 0 64 94 0
HEX: #ff7400

KEY SELLING POINTS

1. Exclusive opportunity for ELSA members;
2. First-hand experience of international decision making;
3. A wide variety of relevant topics to choose from;
4. Connecting with youth delegates and professionals from all around the world.

ELEMENTS

1. Plenary-shaped element;
2. Dotted logo element.

TIMELINE

1. Applications open every two months
2. Promotion Period – two weeks

RECOMMENDED IMAGERY

Recognisable images from international institutions and photos associated with topics of the sessions

1. Flags
2. UN/parliament/institution



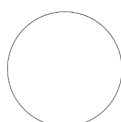
FONT

Lato (all weights)

COLOURS



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HEX: #d4c58b



RGB: 255 255 255
CMYK: 0 0 0 0
HEX: #ffffff



RGB: 138 120 80
CMYK: 43 44 75 16
HEX: #8a7850

KEY SELLING POINTS

1. High quality online legal courses;
2. Specialisation without leaving home;
3. Getting a certificate of participation.

ELEMENTS

1. White gradient.

TIMELINE

General Promotion - throughout the year

RECOMMENDED IMAGERY

Images associated with the topic of the EWA

Comment:

This Proposal aims to unify and clarify the contents of the ELSA Brand Book, making it coherent and understandable for not only Marketing Officers, but all ELSA Officers using it. Through our thorough examination of the document, we identified the points in the “Our Brands” section, which varied from brand to brand, as well as elements in each brand that do not reflect its current usage (such as the promotion timelines or actual graphic elements). With the aim of clarification, we rewrote the branding characteristics, without changing their initial contents. Upon looking at the proposed pages of the Brand Book in the “Tone of Voice” section, the words and their explanations now serve as real guidance to Officers beginning their journey with marketing in ELSA.

The overall visual presentation of the ELSA Brand Book has also been improved in the proposed new version. Starting with the cover page, we aimed to make the document more unique and give any user the feeling that they belong to a bigger ELSA community, by recognising the famous blue door of the ELSA House in Brussels. Going further, the layout of pages and headings has been made more modern and visually appealing, in most places making it easier to use with bolded phrases and spaces between paragraphs. A table of contents for the entire document was introduced, with hyperlinks to each page. Speaking of hyperlinks, each brand cover now also includes a website for the project it refers to, redirecting Officers to a place where they can find more information. The numbering of pages was made more consistent and title pages for sub-sections were added.

All that being said, we strongly believe that the ELSA Brand Book, in the form we propose it, shall continue to be the guiding document for all undertaken Marketing efforts, in various shapes or forms. Just like with any other regulations, we recommend refraining from altering the contents of the Brand Book every year, but rather observing its proper use and focusing on minimising violations, together with emphasising its importance in the Network. A document like this, to serve its purpose in the best way possible, shall remain consistent and predictable – which can be achieved by altering it only if deemed entirely necessary.

No. 13. International Council Meeting Decision Book amendment concerning the Part 1. General, Chapter 7. Flagship Projects

The International Board of ELSA is proposing the following to the International Council:

CHAPTER 7. FLAGSHIP PROJECTS**Article 1. Definition**

[...]

1.5 The Flagship Projects of ELSA are:

- a. the ELSA Law Review;
- b. Rule of Law Education;
- c. Annual Human Rights Campaign;
- d. the John H. Jackson Moot Court Competition;
- e. the Helga Pedersen Moot Court Competition;
- f. ELSA Traineeships;
- g. ELSA Law Schools;
- h. ELSA Delegations.

[...]

Comments:

The time has come to further profile Academic Activities as a key area of ELSA and recognise these two projects as what they are - powerhouses of potential for social responsibility, advocacy and human rights. They are the future of ELSA's vision. The required Flagship Reports for ROLE and AHRC can be found [here](#) and [here](#) respectively, as well as in these Working Materials.

Please keep in mind that as per the Decision Book, even if this proposal is approved, it will not get added to the Decision Book just yet - it must be approved once again at the following ICM as well.

No. 14. International Council Meeting Decision Book amendment concerning the Part 6. Academic Activities, Chapter 4. Rule of Law Education

The International Board of ELSA is proposing the following to the International Council:

CHAPTER 4. RULE OF LAW EDUCATION**Article 1. Definition**

- 1.1 Rule of Law Education is an ~~international~~ **Flagship** project of ELSA, consisting of
- a. the Training Conference, organised by ELSA International and
 - b. National Projects, organised by National Groups and coordinated by ELSA International which fulfil the requirements regulated in this Chapter.

[...]

Comments:

The time has come to further profile Academic Activities as a key area of ELSA and recognise ROLE as what it is - a powerhouse of potential for social responsibility, advocacy and human rights on one hand, and legal research and writing on the other. ROLE is our biggest project (and one of few) that actually bursts the “ELSA Bubble” and goes further to give back to the community, simultaneously serving our human resources in the long run as well. The required Flagship Report can be found [here](#), as well as in these Working Materials.

Please keep in mind that as per the Decision Book, even if this proposal is approved, it will not get added to the Decision Book just yet - it must be approved once again at the following ICM as well.

No. 15. International Council Meeting Decision Book amendment concerning the Part 6. Academic Activities, Chapter 6. Annual Human Rights Campaign

The International Board of ELSA is proposing the following to the International Council:

CHAPTER 6. ANNUAL HUMAN RIGHTS CAMPAIGN**Article 1. Definition**

1.1 The Annual Human Rights Campaign is a Flagship Project of ELSA. It shall be a European-wide campaign dedicated to legal education on a yearly specified topic on Human Rights. It aims to unite the Network in raising awareness on the importance of human rights. Through the Annual Human Rights Campaign, National and Local Groups shall organise coordinated events on national and international standards of protection and implementation of human rights and the specified topic.

[...]

Comments:

The time has come to further profile Academic Activities as a key area of ELSA and recognise AHRC as what it is - a powerhouse of potential for social responsibility, advocacy and human rights on one hand, and legal research and writing on the other. AHRC is our single most widely organised project and our primary human rights forum, and frankly, it is worrying that it has not been recognised as a Flagship Project of ELSA already. The required Flagship Report can be found [here](#), as well as in an annex to these Working Materials.

Please keep in mind that as per the Decision Book, even if this proposal is approved, it will not get added to the Decision Book just yet - it must be approved once again at the following ICM as well.

No. 16. International Council Meeting Decision Book amendment concerning the Part 6. Academic Activities, Chapter 3. Legal Writing

The International Board of ELSA is proposing the following to the International Council:

CHAPTER 3. LEGAL WRITING**Article 1. Legal Research Groups**

[...]

1.3 The Legal Research Group shall have:

- a. an Academic Framework encompassing one main question divided into several subsequent questions;
- b. a timeline setting out the deadlines for participants, organisers and externals; and
- c. a Style Guide for formatting and referencing ~~in accordance with the Oxford University Standard for the Citation of Legal Authorities (OSCOLA).~~

[...]

Comments:

There is no reason for formatting and referencing to be strictly regulated by the Council, as it should depend on the industry standard, national/local rules and styles that are now relevant. This regulation was put in place many years ago, and it being regulated in such detail unnecessarily removes the capacity of ELSA International and the Network to adapt to the current actualities. It matters that each LRG is unified in style and referencing internally, which remains a requirement with the style guide, but there is no reason for all LRGs to be the same and based on OSCOLA, which is far away from some countries and academic communities.

No. 17. International Council Meeting Decision Book amendment concerning the Part 6. Academic Activities, Chapter 3. Legal Writing

The International Board of ELSA is proposing the following to the International Council:

CHAPTER 3. LEGAL WRITING**Article 3. ELSA Law Review**

[...]

3.5 The primary topic of the ELSA Law Review ~~shall be human rights law. Each issue of the ELSA Law Review may have as well as any~~ additional topics shall be selected by the Editorial Board.

[...]

Comments:

During the time window when the ELSA Law Review was coming out regularly, its numbers kept going down when the mandatory focus on human rights law was introduced. ELSA expresses its commitment to human rights in many other areas and projects where it works and adds value. Here, it doesn't, and it is unnecessary as it is way too narrow. With the AHRC, ROLE, and other projects soaring in popularity and displaying rapid growth as our primary human rights, social responsibility and advocacy initiatives, on this side of AA we should use the opportunity of the ELR Legacy Collection coming out for the first time in 5 years (!) and the new submission cycle finally opening right after to remove one of its main drawbacks, deregulate, and expand the power of ELSA International to further profile the Legal Writing side of AA through the strength of a new ELR. While the Editorial Board is still inclined to select, among others, a human-rights-related topic for the upcoming Volume XVI's submissions, we believe that the ELR must be the frontier of Legal Writing, and as such should not be bound by topic like the Social Responsibility / Advocacy side of the Area (like ROLE, AHRC etc.). In those projects the topic/vision is one of their defining factors, while a preset topic doesn't add anything to the identity of the ELR, instead restraining its growth.

No. 18. International Council Meeting Decision Book amendment concerning the Part 6. Academic Activities, Chapter 6. Annual Human Rights Campaign

The International Board of ELSA is proposing the following to the International Council:

CHAPTER 6. ANNUAL HUMAN RIGHTS CAMPAIGN

Article 2. Measurement and Competition

[...]

2.2 The Competition shall include a Specification Form and Evaluation Form. The Competition shall score National initiatives on any human rights-related topic according to information that is provided through these Forms and shall in any case consider the events organised and concluded by National Groups and Local Groups from the 1st of October until two weeks before the start of the second regular International Council Meeting.

[...]

Comments:

During the past years, two questions on the classification of events in the AHRC have been raised:

1. Which events are part of the Campaign - only those strictly on the current topic, or any human rights events?
2. Are events that start but do not end before the regulated deadline (two weeks before the start of the second regular ICM) counted into the AHRC Competition?

As these two questions have previously been up to official interpretation by the International Board, following requests for clarification this proposal aims to:

1. explicitly include all events on human rights in the AHRC even if they are only vaguely or not at all connected to the current topic as long as they are AHRC branded, and
2. explicitly require events to be concluded before the scoring deadline to simplify scoring.

Please keep in mind that even if we decide to take a different stance on these two questions, the answer to them should still be regulated to ensure clarity.

No. 19. International Council Meeting Decision Book amendment concerning the Part 6. Academic Activities, Chapter 7. International Focus Programme

The International Board of ELSA and ELSA Czech Republic are proposing the following to the International Council:

CHAPTER 7. INTERNATIONAL FOCUS PROGRAMME

Article 1. General

~~1.1 The aim of the International Focus Programme (IFP) is to have a specific theme for the entire association over a fixed period of time.~~

Article 2. Implementation of the IFP

~~2.1 The International Council decides upon the International Focus Programme topic, its duration and its outcome.~~

~~2.2 The duration shall not be less than one year.~~

~~2.3 The execution of the International Focus Programme initiatives shall be coordinated by the Vice President in charge of Academic Activities of the International Board of ELSA.~~

Article 3. Responsibilities

3.1 ELSA International shall:

- ~~a. coordinate the implementation of the International Focus Programme;~~
- ~~b. coordinate the research for finding the topic and sub-topics for the upcoming International Focus Programme;~~
- ~~c. ensure that a topic for the upcoming International Focus Programme is proposed to the International Council at the last International Council Meeting of the running International Focus Programme;~~
- ~~d. create an International Focus Programme Handbook;~~
- ~~e. publish articles on the International Focus Programme topic regularly in Synergy;~~
- ~~f. provide necessary training, information and other assistance to National and Local Groups;~~
- ~~g. ensure the realisation of the International Focus Programme outcome.~~

3.2 National Groups shall:

- ~~a. forward all relevant information regarding the International Focus Programme received from ELSA International to Local Groups;~~
- ~~b. provide necessary training, information and other assistance to Local Groups to organise International Focus Programme events.~~

Article 4. International Focus Programme Topic

~~4.1 The topic of the International Focus Programme, with duration from the 1st of August 2022 until the 31st of July 2025, shall be “Law and Sustainability”.~~

~~4.2 During the implementation of the International Focus Programme, the association shall focus on:~~

- ~~a. raising interest and academic knowledge in the field of the International Focus Programme topic;~~
- ~~b. raising awareness of the issues which pose problems in the development and application of the International Focus Programme topic;~~
- ~~c. creating long-term partnerships through events on the International Focus Programme topic to support the growth and credibility of National Groups;~~
- ~~d. increasing the number of major events on the International Focus Programme topic, particularly those that are repeated annually.~~

~~4.3 The outcome of the implementation of the International Focus Programme shall be a Final IFP Report. This report shall reflect the work done by ELSA International, National and Local Groups during the years of implementation period and shall include at least the most discussed topics.~~

Comments:

The International Focus Programme used to be a driver of change and a strong unifying force for the ELSA Network a long time ago. However, it has long been outgrown by better, more fitting initiatives and no longer serves the purpose it was originally designed for nor any other beneficial end, instead scattering the focus of incoming Officers, stirring confusion and wasting precious time on endless discussions and salvation attempts for years on end. Following a decade (if not more) of difficulties, unclarity, changes and failed attempts at salvation, accompanied by constant cries for termination from many Groups, **a unanimous** agreement on its termination of the Network at V ISM Malmö as well as on a follow-up Open Call, the International Board of ELSA and ELSA Czech Republic **urge** the Network to remove the dead weight that is IFP and let Academic Activities grow and develop in a clearly delineated strategic direction. It is obvious that all the goals of unification around the Network, for which the IFP was initially conceived in 1995, as well as other goals that it was used for during its various reforms throughout history are now already realised (to a then incomprehensibly more advanced and extensive manner) in ELSA's wide portfolio of international projects and initiatives, some of which the law students living in that day and age could have never imagined in their wildest dreams. The IFP has served its purpose of unifying us around common goals, and we have since outgrown its simple setup and lack of structure by becoming a more developed and mature Association, giving way to other strong and structured projects with a clear purpose, outcome, unique benefits and identity. Projects that the Network can stand behind for years on end, projects that are simple and effective for ELSA International to manage, projects which do not depend on being “saved” every year, projects which can grow and thrive in the modern professional legal landscape, paving our way to a Just World. While some ancient projects still hold their original purpose intact (e.g. ELSA Traineeships), others clearly do not. It is time we retired the elderly and moved on.

No. 20. International Council Meeting Decision Book amendment concerning Annex 4. Brand Book, International Focus Programme Brand

The International Board of ELSA and ELSA Czech Republic are proposing the following to the International Council:



FONT
Lato (all weights)

COLOURS

 RGB: 52 73 153 CMYK: 91 76 1 0 HEX: #344999	 RGB: 68 208 169 CMYK: 64 0 46 0 HEX: #44A099	 RGB: 255 255 255 CMYK: 0 0 0 0 HEX: #FFFFFF
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KEY SELLING POINTS

1. Human Rights and Social Responsibility
2. Hot legal topics
3. Feeling connected to the ELSA Network

ELEMENTS

1. Degraded content boxes
2. Images associated with Human Rights & IFP Topic

TIMELINE

General Promotion - throughout the year
ELSA Day - Last Wednesday of November

ELSA Brandbook | 45

Comments:

This proposal follows the previous one on the deregulation of the IFP.

No. 21. International Council Meeting Decision Book amendment concerning the Part 6. Academic Activities, Chapter 7. International Focus Programme

The International Board of ELSA is proposing the following to the International Council:

CHAPTER 7. INTERNATIONAL FOCUS PROGRAMME**Article 4. International Focus Programme Topic**

4.1 The topic of the International Focus Programme, with duration from ~~the 1st of August 2022~~DD/MM/YYY until ~~the 31st of July 2025~~DD/MM/YYYY, shall be “~~Law and Sustainability~~XXX”.

[...]

Comments:

If the previous two Proposals are rejected by the Council, we will still need to decide on the next topic of the IFP and its duration, as per the Decision Book. Prepare for discussion by reviewing all the topic proposals submitted by the Network within the announced deadline compiled [here](#), as well as in these Working Materials.

Placeholder letters are put in stead of the actual topic to ensure this proposal is considered.

No. 22. International Council Meeting Decision Book amendment concerning the Part 7. Competitions, Chapter 2. Responsibilities

The International Board of ELSA is proposing the following to the International Council:

CHAPTER 2. RESPONSIBILITIES**Article 1. Responsibilities**

1.1 ELSA International shall:

- a. [...]
- b. [...]
- c. [...]
- d. annually evaluate the Flagship Projects of ELSA falling under the area of Competitions and share the outcome with National Groups.
- e. collect and compile the information submitted by National Groups through the Competitions Specification Form;
- f. provide support to organisers of competitions upon submitting the Competitions Specification Form through a coaching system.

1.2 National Groups shall:

- a. support and promote the Competitions organised by ELSA International.
- b. submit the Competitions Specification Form at least 30 days before the start of the respective competition.

Comments:

These additions aim to implement the new Competitions Specification Form in our regulations and outline the responsibilities of ELSA International regarding the support and coaching of organisers of national and local competitions.

No. 23. International Council Meeting Decision Book amendment concerning the Part 7. Competitions, Chapter 2. Responsibilities

The International Board of ELSA is proposing the following to the International Council:

CHAPTER 2. RESPONSIBILITIES**Article 1. Responsibilities**

1.1 ELSA International shall:

- a. support academic competitions and moot court competitions organised by National and Local Groups;
- b. be responsible for the coordination of the John H. Jackson Moot Court Competition and the Helga Pedersen Moot Court Competition;
- c. produce and make available to National Groups tools necessary for the area of Competitions, annually revise them, and, if necessary, update them;
- d. annually evaluate the Flagship Projects of ELSA falling under the area of Competitions and share the outcome with National Groups;
- e. continuously enhance the development of the Flagship Projects of ELSA falling under the area of Competitions by regularly creating Development Strategies for both Projects and sharing the progress with National Groups.

[...]

Comments:

This addition to the responsibilities of ELSA International aims to ensure that the Flagship Projects of ELSA falling under the area of Competitions are not only reported on and evaluated on a yearly basis but also to put in place long-term goals through the creation of Development Strategies for both Moot Courts. These goals shall contribute to the continuous development and improvement of the Moot Courts over multiple terms while involving and informing the Network about the process in a transparent manner.

No. 24. International Council Meeting Decision Book amendment concerning the Part 7. Competitions, Chapter 3. Academic Competitions

The International Board of ELSA, ELSA Croatia, ELSA Germany and ELSA the Netherlands are proposing the following to the International Council:

CHAPTER 3. ACADEMIC COMPETITIONS

Article 3. ELSA Negotiation Competition

[...]

2.4 The simulations in the National Rounds shall be held in the same language(s) as the Local Rounds, or in English. In the absence of Local Rounds, the National Rounds shall be held in any language of choice.

2.5 Participating teams must be provided one or more educational courses on negotiation skills ~~and/or legal English~~ lasting a total of no less than three hours. The course(s) may be provided as a webinar.

2.6 The International Board of ELSA may allow organisers of National Rounds to deviate from regulations concerning the ELSA Negotiation Competition upon presentation of an individual case.

2.7 ELSA International shall:

- a. coordinate and control the quality of the ELSA Negotiation Competitions organised by National Groups;
- b. ~~ecollect and compile the information submitted by National Groups on the ELSA Negotiation Competition website and publish that information at least one week before the date indicated in the Specification Form as the beginning of the application period for the National Round;~~
- c. ~~pprove~~ provide support to organisers of the ELSA Negotiation Competition upon submitting the ~~ENC Competitions S~~pecification Form (i.e. a coach from ELSA International and access to ENC materials);
- d. ~~pprove~~ provide joint promotion of the ELSA Negotiation Competition. All applications received by the International Board of ELSA within the deadline must be submitted to the Network via the mailing lists;
- e. provide support to the Organisers of the National Rounds through a coaching system.

2.8 Organising National Groups shall:

- a. submit the ~~ELSA Negotiation Competitions~~ Specification Form at least 45 days before the starting date of the respective ELSA Negotiation Competition;
- b. ~~organise, if applicable, a National Round of the ELSA Negotiation Competition;~~ complying comply with the quality standards stated in Articles 2.3, 2.4, 2.5 and 2.6;

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- c. promote the ELSA Negotiation Competition as a priority before other negotiation competitions outside of ELSA by using the provided marketing materials on every appropriate platform available to the National Group;
 - d. use promotional materials (i.e. official ENC logo) provided by ELSA International, for the National Rounds.

Comments:

This proposal in Article 2.4 and 2.5 aims to preserve English as the suggested language of pleadings of the National Rounds of the ELSA Negotiation Competition (ENC), as this favours some Groups to advance their winning team to the International Negotiation Competition (INC) and facilitate their participation in ENCs in the frame of a collaboration between several National Groups. However, this standard was initially meant to prepare organising groups for the European Final Round (EFR) of the ENC, which was supposed to take place in English. With the EFR having been removed as a project at the 85th International Council Meeting in Thessaloniki, Greece, it is redundant to maintain the obligation of organising Groups to ask the International Board of ELSA for permission to organise their rounds in their own language, or any other language. This proposal enables the National Groups to have flexibility in the choice of language during the ENC, as it allows them to organise it in both their own language, any other language, as well as English. It further enables them to have different approaches between their Local Rounds and National Rounds, allowing for internationalisation and joint competitions between different National Groups.

In addition, with the proposed changes in Article 2.7 and 2.8, we aim to reflect the reality regarding the Specification Form. The ENC Specification Form hasn't been in use for several years now and doesn't exist anymore. The new Competitions Specification Form serves the same purpose, to collect information about the ENCs organised around the Network and provide training and coaching opportunities whenever needed.

Lastly, we proposed a change in the phrasing of Article 2.8, clarifying that the compliance with the Quality Standards applies to the Groups that are organising the ENC under this name.

No. 25. International Council Meeting Decision Book amendment concerning the Part 7. Competitions, Chapter 3. Academic Competitions

The International Board of ELSA is proposing the following to the International Council:

CHAPTER 3. ACADEMIC COMPETITIONS**Article 5. Witness Interviewing Competition**

5.1 A Witness Interviewing Competition is a competition that simulates a witness interview in legal proceedings in which two students, acting as lawyers, are presented with a witness to assess whether this individual can provide significant observations pertaining to a certain event.

5.2 The simulation shall be observed and evaluated by a panel of no less than two judges who shall be recognised in the relevant field of law and shall include at least one legal practitioner. The panel shall provide participants feedback at the end of the simulation.

Comments:

As the Witness Interviewing Competition is being organised by an increasing number of National Groups throughout the Network, ELSA International believes that it should be treated on an equal level with the Client Interviewing Competition and the ELSA Legal Debates, getting its own article in the Decision Book. Additionally, ELSA International is releasing the new Academic Competitions Handbook, including the Package for the Witness Interviewing Competition for the Network to be used, same as for the other three Academic Competitions that already have their own article - the ENC, CIC and ELD.

No. 26. International Council Meeting Decision Book amendment concerning the Part 7. Competitions, Chapter 4. Moot Court Competitions

The International Board of ELSA is proposing the following to the International Council:

CHAPTER 4. MOOT COURT COMPETITIONS

Article 4. Regional Rounds

4.1 ELSA International shall open the call for Regional Round Organisers for the Helga Pedersen Moot Court Competition and European Regional Round Organisers for the John H. Jackson Moot Court Competition before the closing of the second International Council Meeting of the term.

4.2 Any Member of ELSA or any member Local Group of a Member of ELSA is eligible to apply to be appointed as the host of the Regional Round of the Helga Pedersen Moot Court Competition and the European Regional Rounds of the John H. Jackson Moot Court Competition.

4.3 If ELSA International is unsuccessful during the call set out under Article 4.1 of this Chapter, ELSA International may seek institutional partners to organise the Regional Round of the Helga Pedersen Moot Court Competition and the European Regional Rounds of the John H. Jackson Moot Court Competition.

~~4.24~~ ELSA International shall provide ~~a hosting agreement with terms to be agreed upon and templates for applications for Regional Round Organisers, the latter containing:~~

- a. a motivation letter;
- b. a draft agenda;
- c. a draft budget;
- d. an organisational timeline.

~~4.35~~ In appointing the Regional Round Organiser, ELSA International shall take in particular, but not limited to, the following criteria into account:

- a. the clarity and feasibility of the hosting concept, including the quality of the draft agenda and organisational timeline;
- b. the financial situation of the National or Local Group, including the quality of the draft budget and prospects for sponsorships;
- c. the quality, availability and accessibility of the proposed locations and venues, including:
 - i. financial accessibility;
 - ii. geographical accessibility;
 - iii. requirements for travel, such as visa;
 - iv. political situation and security.
- d. the support from the respective National Group (if the applicant is a Local Group);
- e. the number of (international) events that could potentially affect the quality of the Regional Round, hosted by the National or Local Group;
- f. the experience of the National or Local Group with regards to organising international or large national events, as well as moot court competitions specifically;

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- g. the availability and commitment of prospective members of the Organising Committee and timekeepers;
 - h. the availability and quality of prospective judges and panellists.

4.46 ELSA International may ask for additional documentation (e.g. previous final accounts, annual budget) in order to assess the criteria mentioned under Article 4.35 of this Chapter.

4.7 ELSA International shall conduct interviews with the applying National Group or Local Group before appointing the host.

4.58 ELSA International shall give each National Group or Local Group feedback regarding the assessment of the criteria mentioned under Article 4.35 of this Chapter.

~~4.6 If ELSA International is unsuccessful during the call set out under Article 4.1 of this Chapter, ELSA International may seek institutional partners to organise the Regional Round of the Helga Pedersen Moot Court Competition and the European Regional Rounds of the John H. Jackson Moot Court Competition.~~

4.9 ELSA International shall provide a hosting agreement with terms to be agreed upon and ask for information to be filled in by the appointed host regarding, but not limited to:

- a. the dates of the Regional Round to be hosted;
- b. the venue and logistics;
- c. the financial implications;
- d. the responsibilities of both parties, namely of the International Board of ELSA and the Organising Committee;
- e. the Quality Standards for the Regional Round;
- f. the discharge of the host.

4.10 The signed hosting agreement is negotiable between the parties before the opening of the respective Regional Round.

Comments:

This proposal aims to set clearer criteria for the appointment of Hosts for Regional Rounds. The addition of Article 4.2 aims to clarify that both National and Local Groups of ELSA are eligible to be appointed as Hosts of Regional Rounds.

Article 4.3 is the old Article 4.6, which shall be moved right after the eligibility of National and Local Groups as the Hosts, to improve the structure of the article.

The change in Article 4.4 aims to separate the steps of the application and appointment process. During the application process, the interested National and Local Groups will have access to the templates necessary for the application, and later the new Article 4.9 elaborates on ELSA International providing the Hosting Agreement to the appointed Hosts, with more details on the content of the agreement. A draft Hosting Agreement, including the Quality Standards can be found on the Officers' Portal before that.

Article 4.5 aims to provide more clarity and transparency about what ELSA International focusses on when evaluating the applications. With awareness about these focus points, the applying Groups can prepare their application and the interviews with ELSA International, mentioned in the new Article 4.7, accordingly.

Article 4.10 aims to make adjustments to the terms agreed upon in the Hosting Agreement, adapting to the situation of each Host during the organising process, in case such adjustments are necessary to ensure the high quality and stability of the Regional Round.

No. 27. International Council Meeting Decision Book amendment concerning the Part 7. Competitions, Chapter 4. Moot Court Competitions

The International Board of ELSA is proposing the following to the International Council:

CHAPTER 4. MOOT COURT COMPETITIONS**Article 4. Regional Rounds**

[...]

4.11 If not enough organisers for the Regional Rounds of the Helga Pedersen Moot Court Competition and the European Regional Rounds of the John H. Jackson Moot Court Competition are appointed 3 weeks after the closing of the registration period of the respective Competition, ELSA International shall assign a bigger number of teams to the other Regional Rounds, if feasible for the appointed organisers.

4.12 The International Board of ELSA may decide to organise the Regional Round(s) mentioned in Article 4.11 online, as a last resort, if the lack of organisers would severely infringe on the quality of any of the Moot Courts.

4.13 The International Board of ELSA may organise the missing Regional Round(s) online, as a last resort, if not enough organisers for the Regional Rounds outside Europe of the John H. Jackson Moot Court Competition are appointed 3 weeks after the closing of the registration period of the Competition.

Comments:

Articles 4.11, 4.12 and 4.13 aim to ensure that all teams who signed up for the Helga Pedersen and the John H. Jackson Moot Court Competition and who submitted their Written Submissions can still participate in a Regional Round, also with too few or no appointed organisers of an in-person Regional Round. While the interest in hosting a Regional Round seems to be growing, not all of the organisers are easy to find. ELSA International wants to ensure that both Flagship Moot Courts can take place in their intended structure, also in the event of a lack of hosts.

NATIONAL GROUPS PROPOSALS

No. 28. International Council Meeting Decision Book amendment concerning the Part 8. Professional Development, Chapter 4. Other Professional Development Events

ELSA Germany and ELSA Switzerland are proposing the following to the International Council:

PART. 8 PROFESSIONAL DEVELOPMENT (PD)

CHAPTER 4. OTHER PROFESSIONAL DEVELOPMENT EVENTS

[...]

Article 2. Professional Development Workshops

2.1 A Professional Development Workshop is a project which allows law students and young lawyers to learn about and adapt skills which are necessary to and beneficial for entering the job market.

2.2 In order to enhance the practical skills of the participants, the Professional Development Workshops shall consist of lectures and interactive learning opportunities.

2.3 Professional Development Workshops should cover topics including but not limited to: soft and hard skills (CV and motivation letter, public speaking), mock interviews or legal English courses.

Article 3. Career Fair and Job Fair

3.1 A Career Fair is a project which encourages its participants to discover career paths and fields of work after the conclusion of their studies.

3.2 A Job Fair is a project where professionals present their organisations in order to recruit law students and young lawyers.

3.3 The projects should include the following aspects, but is not limited to:

- a. promotional presentations from organisations participating in the fair;
- b. mock interviews;
- c. social activities such as networking events.

3.4 Both Fairs should be carried out virtually or on site as an in-person event encompassing one to several days.

Article 4. Legal Tandem

4.1 Legal Tandem is a project during which two Local Groups from different ELSA groups or National Groups shall organise a joint session for their members either to:

- a. discuss their legal systems;
- b. explore the differences in their paths to becoming a legal professional;
- c. compare the practices of their legal work culture or;
- d. engage with other topics aimed at enhancing the skills needed for entering the job market.

4.2 The session should be carried out virtually or in person.

Article 5. Legal Clinic

5.1 Legal Clinic is a project designed for the wider application of the knowledge acquired at university. During the project, the participants provide pro bono case solving under assistance and supervision of a practice partner.

5.2 Legal Clinics should provide practical insights into the legal profession by applying knowledge and skills obtained during law studies, such as investigation, case solving, and client management.

Comments:

After the start of the restructuring process at LXXXV. ICM in Thessaloniki by introducing Lawyers at Work and introducing Chapter 4 “Other Professional Development Events” into the Decision Book of ELSA, this proposal aims at further working towards the completion of the project portfolio of the Professional Development area within the international regulations of ELSA. By introducing Professional Development Workshops, Career and Job Fair, Legal Tandem and Legal Clinic, the proposal contributes to a more defined product portfolio and thus, more defined expectations towards the Professional Development area.

No. 29. International Council Meeting Decision Book amendment concerning the Part 8. Professional Development, Chapter 2. ELSA Traineeships

ELSA Germany and ELSA Switzerland are proposing the following to the International Council:

PART. 8 PROFESSIONAL DEVELOPMENT (PD)

CHAPTER 2. ELSA TRAINEESHIPS

[...]

Article 3. Responsibilities

3.1 ELSA International shall:

[...]

e. during the Job Hunting period:

i. issue and, where necessary, amend the Traineeship Specification Form template no later than two months prior to the Job Hunting Deadline in accordance with Article 2.1.a. of this chapter;

[...]

Comments:

The Traineeship Specification Form (TSF) is an integral part of the Traineeship Provider acquisition strategy of several National and Local Groups. However, the PD officers have experienced a belated issuance of the TSF, resulting frankly in a huge uncertainty for the entire Network and an obstacle for successful Traineeship Provider acquisition.

First of all, the TSF can be used for the means of visualisation during Traineeship negotiations. Additionally, it is perceived as unprofessional to get back to potential Traineeship Providers after acquisition negotiations, especially if Traineeship Providers have to wait for the updated TSF. Furthermore, working on the TSF together with potential Traineeship Providers mitigates the risk of misunderstandings and flawed TSFs.

Being forced to use the previous Cycle's PDF-version of the TSF is not only unprofessional but also bears the risk of being outdated and not in accordance with the most recent quality standards.

Therefore, a belated issuance of the updated version of the TSF jeopardises every endeavour of efficiently increasing the number of Traineeship offerings/Providers, as wished by the entire ELSA Network - active officers and alumni.

Regardless of the importance of the TSF for Traineeship negotiations, it has to be acknowledged, that providing potential Traineeship Providers with the TSF early is in the interest of the Traineeship Providers themselves, since they often need much time to internally assess a

participation in the ELSA Traineeships and fill out the TSF. The past has shown that there are often Traineeship Provider who need more time for submitting the TSF beyond the Job Hunting Deadline. A timely issuance of the TSF does not only mitigate the risk of belated submissions, but the number of Traineeship Providers benefits from it as well.

With a set deadline we not only provide certainty for the Officers regarding the expected date of issuance, moreover it also reduces time and effort which has to be put into answering inquiries about the issuance of the TSF and thus the resources of the International Board.

We do not see any issue with providing the network with the TSF within an appropriately early time, as Cycles in the past have shown, and see no problem regarding the area's method of operation on an international level.

OTHER MATERIALS

ACTIVITY REPORT OF ELSA INTERNATIONAL 2024/2025

The Activity Report of the International Board of ELSA and the ELSA International Team 2024/2025 can be accessed [here](#).

THE RULE OF LAW EDUCATION FLAGSHIP REPORT

The Rule of Law Education Flagship Report can be accessed [here](#).

THE ANNUAL HUMAN RIGHTS CAMPAIGN FLAGSHIP REPORT

The Annual Human Rights Campaign Flagship Report can be accessed [here](#).

RECOMMENDATIONS FOR INTERNATIONAL FOCUS PROGRAMME TOPIC

Recommendations for International Focus Programme topics can be accessed [here](#).

ANNEXES

ANNEX 1 – INTERIM ACCOUNTS OF ELSA 2024/2025

The Interim Accounts of ELSA can be accessed [here](#).

ANNEX 2 – INTERIM ACCOUNTS OF EDF 2024/2025

The Interim Accounts of EDF can be accessed [here](#).

ANNEX 3 - INTERNAL AUDITORS' REPORT ON THE INTERIM ACCOUNTS OF ELSA 2024/2025

The Internal Auditors' Report on the Interim Accounts of ELSA 2024/2025 can be found [here](#).

ANNEX 4 - INTERNAL AUDITORS' REPORT ON THE INTERIM ACCOUNTS OF EDF 2024/2025

The Internal Auditors' Report on the Interim Accounts of EDF 2024/2025 can be found [here](#).

ANNEX 5 – PROPOSED REVISION OF THE BUDGET OF ELSA INTERNATIONAL AND THE ELSA DEVELOPMENT FOUNDATION 2024/2025

The proposed revision of the Budget of ELSA International 2024/2025 can be found [here](#).

The proposed revision of the Budget of ELSA Development Foundation 2024/2025 can be found [here](#).

ANNEX 6 – PROPOSED BUDGET OF ELSA INTERNATIONAL AND THE ELSA DEVELOPMENT FOUNDATION 2025/2026

The proposed Budget of ELSA International 2025/2026 can be found [here](#).

The proposed Budget of ELSA Development Foundation 2025/2026 can be found [here](#).

ANNEX 7 – DEBTORS OF ELSA INTERNATIONAL AND THE ELSA DEVELOPMENT FOUNDATION AS OF 15TH MARCH 2025

The list of debtors of ELSA and the ELSA Development Foundation can be found [here](#).

ANNEX 8 – MEMBERSHIP APPLICATION BY ELSA BOSNIA AND HERZEGOVINA

The Membership Application by ELSA Bosnia and Herzegovina can be accessed [here](#).

ANNEX 9 – MEMBERSHIP APPLICATION BY ELSA LATVIA

The Membership Application by ELSA Latvia can be accessed [here](#).

ANNEX 10 – LETTER OF AUTHORISATION

The template for the Letter of Authorisation can be found [here](#).

ANNEX 11 – PROXY

The template for the Proxy can be found [here](#).

ANNEX 12 – NOMINATION MATERIALS

The template for the Nomination, Seconding and Confirmation Sheets can be found [here](#).

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