



The European Law Students' Association

**PROUDLY PRESENTS**

THE XLII  
INTERNATIONAL COUNCIL MEETING



ALANYA, TURKEY  
2<sup>ND</sup>-9<sup>TH</sup> NOVEMBER 2002

Corporate Partners

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C H A N C E**

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### Foreword

Dear ICM participants

The priorities in the past years have focused on giving ELSA a strong structure. With the final steps towards a new set of Statutes and Standing and Orders we are almost there. Now it is time to get down to action!

The association revolves around the key areas. They set the priorities of the association but these can only be achieved through co-operation with the supporting areas. Acknowledging this, the International Council Meetings have to reflect it. These working materials are focused on giving us an accurate state of the Network at the same time as they focus on solutions to some of the challenges that have been mentioned for the past years. The current Two Year Tactical Plan, which has set the concrete aims for the association for the past two years is coming to an end at this Council Meeting and it is our responsibility to set new aims for the association to be decided upon at the next Council Meeting. Only by knowing our strengths and weaknesses can we set the right priorities and ensure that the association develops. It is crucial for this process that you all prepare the activity report form stating the state of your own National Group as well as read carefully through these materials, not being prepared is not living up to the responsibility your members entrusted you with.

While looking forward to a fantastic Council Meeting I leave you with ELVIS to remember, now let's have:

**“A little less Conversation, a little more Action”!**

Enjoy!



Fatma Z. Akinci  
Secretary General  
ELSA International

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### General Reminders

If you really want to enjoy this ICM,  
**DON'T FORGET THE FOLLOWING:**

- ❑ Read these working materials
- ❑ Smart clothes for the sponsors' fair and the conference
- ❑ Dress to kill for the parties!
- ❑ Swim suit for the pool! (Its not really necessary... but you might prefer it!)
- ❑ Something appropriate to wear at the Gala Ball!
- ❑ Skin Paints for the Paint Your Face, Dye Your Hair Party!
- ❑ Rehearse your performance for the ELSA Vision Contest
- ❑ Your national drinks!
- ❑ Activity Reports!
- ❑ A Sense of Humour!!!

**Do you still have questions about the organisation of the ICM?**

Then please visit the ICM Website at:

<http://icm.elsa-ankara.org/>

Or write an e-mail to the Organising Committee:

<mailto:ozgesin@hotmail.com> or <mailto:kurmanumutk@hotmail.com>

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We will need **TWO** secretaries for the plenary!  
Have you thought of taking up the challenge?

**YES?!**

This time the International Board REALLY has a  
reward for you!

**More Reminders**

(Please feel free to use the check-boxes for ticking the things you have done.)

**Your National Group CANNOT vote in plenary unless:**

- ☐ It is a member of ELSA.
- ☐ It has settled all outstanding debts with ELSA International.
- ☐ It has submitted a **fully completed** letter of authorization to the Secretary General of ELSA International (This letter was sent to all national groups – please check with your Secretary General).

**You must also remember to:**

- ☐ Make travelling arrangements to be in Alanya in time for the opening of the ICM at 14:00, on Saturday, 2<sup>nd</sup> November.
- ☐ Check out the ICM website at <http://icm.elsa-ankara.org/> and make sure you have taken note of *all* the OC's instructions.
- ☐ Read the Statutes and Standing Orders of ELSA carefully
- ☐ Read these working materials from cover to cover.
- ☐ Read the last two points once again, and promise yourself not to ignore them.
- ☐ Read and bring with you the minutes from the previous ICM's.
- ☐ Read and bring with you a copy of the Decision Book.
- ☐ Consider being secretary of Plenary or your workshop.
- ☐ Bring all questionnaires and forms if you did not send them to ELSA International before the ICM already.
- ☐ Fill in the activity report form.
- ☐ Bring your marketing materials so you can show off in the Marketing workshop.
- ☐ Bring a box of diskettes with you
- ☐ Decide to be a Workshop Secretary
- ☐ Prepare yourself for the ELSA Vision Contest!
- ☐ Bring a sample of your favourite national drink.

***Abandoned Child:*****Spring ICM 2004**

Does this tell you something?  
**Apply to host the ICM!**

**It is up to you to take ELSA into the future ...**

## What is a Council Meeting?

# The Council Meeting Guide for newcomers and experienced users!

### What is a Council Meeting?

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

### What is a Workshop?

The workshops are for debate and discussion to allow more expedient decision-making in plenary. In each ICM there are 7 workshops: one for each area. Each workshop is supervised by the relevant International Board member and chaired by an experienced delegate. The workshops are also attended by the directors of ELSA International.

You may think it is strange that each workshop has strange names but that is because they should not reflect individual board positions but rather the area that is being dealt in it. Therefore, you normally have the following workshops:

***Academic Activities (AA)*** -- normally supervised by the Vice President for Academic Activities of ELSA International and attended by the VP AA of the national boards and directors with an area of responsibility relating to AA.

***Seminars & Conferences (S&C)*** – normally supervised by the Vice President for Seminars & Conferences of ELSA International and attended by the VP S&C of the national boards and directors with an area of responsibility relating to S&C.

***Student Trainee Exchange Programme (STEP)*** – normally supervised by the Vice President for STEP of ELSA International and attended by the VP STEP of the national boards and directors with an area of responsibility relating to STEP.

***Board Management, External Relations and Expansion (BEE)*** – normally supervised by the President of ELSA International and attended by the Presidents of national boards and directors with an area of responsibility relating to BEE.

***Internal Management (IM)*** – normally supervised by the Secretary General of ELSA International and attended by the SecGens of the national boards and directors with an area of responsibility relating to IM.

***Financial Management (FM)*** – normally supervised by the Treasurer of ELSA International and attended by the Treasurers for the national boards and directors with an area of responsibility relating to FM.

***Marketing (MAR)*** – normally supervised by the Vice President for Marketing of ELSA International and attended by the VP Marketing of the national boards and directors with an area of responsibility relating to MAR.

**What is a Workshop Officer?**

There are four WS officers. One chair, one vice chair and two secretaries.

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

The role of the vice chair is to assist the chair and stand in for the chair in the event of his absence.

The secretaries are expected to take the minutes of the workshop and to prepare all the documents that have to be submitted to the Council.

If you decide you can be a good workshop officer, contact the relevant member of ELSA International as soon as possible to volunteer.

You are expected to attend a meeting with the Secretary General of ELSA International on Saturday evening before dinner to know the detailed guidelines for your task.

**What is a CM Officer?**

There are from 7 to 9 CM officers. One chair, one vice chair, two to four secretaries, two tellers, and three members of the nominations committee. The workshop officers ensure that some of the most important tasks in a CM are carried out.

**What is the Role of the Chair?**

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

The role of the vice chair is to assist the chair and stand in for the chair in case of his absence.

**What is the Role of the Secretaries?**

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

**What is the Role of the Tellers?**

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

**What is the Role of the Nominations Committee?**

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



### Memento

Your national group is NOT eligible to vote in plenary unless:

- (i) All debts due to ELSA International have been paid. Please make sure to check the situation with the Treasurer of ELSA International in advance.
- (ii) You have delivered the letter of authorization to the Secretary General of ELSA International. Please complete the letter of authorization that was sent to all national boards together with the ICM invitation.

This letter must include:

- ☐ The contact details of your national group
- ☐ The names of the delegates of your national group who are allowed to raise the voting cards during voting
- ☐ The names of all other delegates
- ☐ The list of local groups that are currently members or observers of your national group (please indicate which groups enjoy what status)
- ☐ Two signatures from the National Board members authenticating the letter

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

### Reporting Time

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

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

Around lunchtime and dinner the national groups have to have reporting time. The Head of Delegation is responsible for gathering the national group. This is the moment when the delegation meets and discusses important matters brought up in the workshops and in plenary. This is also the right moment to create a good spirit in your delegation, since you are supposed to work together in ELSA for one year and an ICM is the right place to create friendship inside your national team.

### ELSA Vision Contest

Don't you think that everyone can read your (no doubt very interesting) activity report in writing? So, why don't you come up with something thrilling and enthusiastic? We expect you to prepare a presentation of your country or if you decide a sketch about anything funny that happened during the year. The imagination is yours and the spotlight as well. This time we will have a repeat performance of The ELSA Vision Contest for the activity reports. So strike a pose and grab the limelight!

**Joint Workshops**

Remember that in these sessions your National Group can express only **one** vote, no matter how many people are present. Prepare and coordinate your delegation.

**Election of Host for the Spring 2004 Council Meeting**

The host for the forthcoming two ICM's have been elected and will be ELSA Athens (Greece) in March 2003 and ELSA Montenegro in October 2003. Therefore, if you are thinking about organizing an ICM in your country in March 2004, this is the right moment to apply. Prepare a proposal containing a draft programme and a draft budget, present it to the International Board before the ICM, and you'll have the opportunity to have a nice presentation in plenary. The Council will then decide the venue. So, do not hesitate - apply!

*NOTE:*

*For the sake of fairness, it is recommended that the materials of **all** candidates are distributed to the national groups at the same moment, so please come prepared with your documents.*

**Nomination and Election of Council Guests**

The Council will also elect three Council Guests for the next Autumn Council Meeting. Nomination sheets will be available from the nominations committee. Council Guests are often elected amongst those people who have made a particular contribution to ELSA and who would not otherwise have the right to attend the following Council Meeting.

## **And now for our future presentation...**

Every time tomorrow becomes yesterday...

it is harder to draw the line...

it is never 100%...

... is it white or black, right or wrong, fiction or fact, good  
or evil, life or death, male or female?

### **Human Rights in ELSA? Where does it end? IT DOESN'T**

Concept, Content, Vision, Work, Fun, Dignity, Diversity,  
DHR, Networking, Education, Awareness, Newsletter,  
Database, COMMITMENT...

**THE DECISION IS YOURS!!! OR NOT???**

**Participate**

**Get involved**

**Take action**

**Enhance Your Human Rights**

**OR GET OUT OF THE WAY!!!**

## **Human Rights Training**

Wednesday, 6<sup>th</sup> of November

10:00-12:00

## The Power of Globalization...

WTO law – the legal key to understand globalisation as a process that deeply affects International and National Law? Want to know the reasoning behind the conclusion?

WTO law – theory or practise? Want to know how your legal texts are treated in practise?

WTO law – a global matter? What does Australia have to do with the WTO?

## The Power of Law...

The Organising Committee of the 42<sup>nd</sup> International Council Meeting has the honour to introduce you to a panel of experts who will give us an insight to world of WTO Law.

## The Power of Trade...

**Introduction to WTO law and the European Union perspective.**

Moderator of the Conference:

Professor Dr. Christian Tietje, Director of the Institute of Economic Law and Chair of Public affairs, European Law and International Economic Law, Faculty of Law, Martin-Luther-University Halle. Judge in the ELSA Moot Court Competition.

**WTO law from a Turkish perspective, WTO outside the European Union:**

Hakan Cinar, Turkish Bar Association.

**WTO Law from an Australian perspective – WTO law a global matter:**

Assistant Professor Letizia Raschella-Sergi, Bond University, Gold Coast Australia.

**WTO Law in practise:**

Representative from the Central Bank of the Republic of Turkey.

**Don't miss the Conference!!!**

**AN INTRODUCTION TO WTO LAW**

**6th of November at 17.00**

**It will become your Power!!!**

**The materials for the ICM start on the next page:**

The materials are divided into sections explaining their purpose, not into areas. The Council Meeting involves the whole board and not 7 separate areas, for this reason all materials have to be read by everyone since they connect to the work of the whole board and describe the priorities of the whole association.

**The working materials include:**

The commented Plenary Agenda  
The commented Workshop Agenda's  
Activity Reports IB 2001-2002  
Activity Reports IB 2002-2003  
IB Proposals  
NB Proposals  
Input Papers  
Annexes

**The title of each section is indicated in the header of each page.**

**Timetable**

Time	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8.00	Registration of the participants payment of debts towards EI	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	
8.00								
9.00								
9.30								
10.00		Work shops	Commitment Fair	Work shops	Work shops	Work shops		
10.30								
11.00							Plenary	
11.30								
12.00		Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	
12.30								
13.00								
13.30								
14.00	Opening Plenary	Work shops		Work shops	Sponsors' Fair	Sightseeing	Plenary	Departure of the participants
14.30								
15.00								
15.30								
16.00	Intro-ductory Workshops		Official Opening Institutions	Work shops				
16.30								
17.00	Plenary	Conference on WTO Law	Sightseeing					
17.30								
18.00								
18.30								
19.00	ELS Welcome Cocktail							
19.30								
20.00	Dinner	Gala Ball	Dinner	Dinner	Dinner	Dinner		
20.30								
21.00								
21.30								
22.00	Wellcome Party		Gala Ball	Dinner	Dinner	Dinner	Dinner	
22.30								
23.00								
23.30								
0.00		Party		Theme Party	Party	ELSA Vision Contest	Final Plenary ...lasts as long as someone remains awake!	
0.30								
1.00								
1.30								
2.00								
2.30								
3.00								

**Plenary****Draft Agenda****Saturday, 2<sup>nd</sup> of November**

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Morning	Arrival of participants
Morning	Payments due to ELSA International and delivery of letters of authorisation.
14:30	Introduction of the members of the International Board by the President of ELSA Turkey and the President of ELSA Ankara <b>Baris Teksoy and Umut Kurman</b>
14:35	Opening of the Council Meeting by the President of ELSA International <b>Bettina Kuperman</b>
14:40	Presentation of Directors of ELSA International <b>Bettina Kuperman</b>
14:45	Welcoming of Council Guests and External Representatives <b>Bettina Kuperman</b>
14:50	Presentation of the Organising Committee of the Council Meeting Presentation of ELSA Turkey <b>Baris Teksoy</b>
15:00	Announcement of the list of votes by the Secretary General of ELSA International <b>Fatma Z. Akinci</b>
15:10	Presentation of the Council Meeting procedure Reading out of the agreement between ELSA Greece and ELSA Republic of Macedonia (Council Decision PLE 01/99 II) <b>Fatma Z. Akinci</b>
15:15	Election of the chair of the plenary <b>Fatma Z. Akinci</b>
15:20	Election of the other officers: vice chair, two secretaries, two tellers, three members of the nominations committee <b>Chair</b>
15:30	Approval of the Council Meeting agenda and presentation of the Council Meeting structure <b>Chair</b>
15:35	Welcome address by externals
15:50	Approval of the minutes of the Vienna Council Meeting <b>Chair</b>
15:55	Presentation of each area of activity by the members of ELSA International

**Chair and International Board**

- 16:00 Report from the Cracow International Presidents' Meeting  
Karolina Kostylo
- 16:10 Presentation of the ELS  
**Wojciech Wiewiorowski and Johanna Kauppinen**
- 16:20 Break
- 16:45 Introduction to the workshops
- Academic Activities  
**Mark Refalo**
  - Seminars and Conferences  
**Irena Bojadzievska**
  - Student Trainee Exchange Programme  
**Jenny Piipponen**
  - Board Management, Expansion and External Relations  
**Bettina Kuperman**
  - Internal Management  
**Fatma Z. Akinci**
  - Financial Management  
**Ivan Mujovic**
  - Marketing  
**Andrius Vitkevicius**
- 18:05 Instructions to workshop chairs, vice chairs and secretaries  
**Fatma Z. Akinci**
- 18:30 End of the plenary session

**DEADLINE FOR NOMINATIONS FOR  
THE TREASURER OF THE INTERNATIONAL BOARD 2002/03,  
COUNCIL GUESTS, SPRING ICM 2003,  
COUNCIL MEETING HOST, SPRING ICM 2004  
is Sunday, 3<sup>rd</sup> OF NOVEMBER AT MIDNIGHT**



**Monday, 4<sup>th</sup> of November**

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- 17:30            Revision of the List of Votes  
**Fatma Z. Akinci**
- 17:35            Announcement of Nominations  
**Nominations Committee**
- 17:40            Question and Answer Time
- 18:20            Auditors' Report  
Opinion of the Financial Management Workshop  
**Chair, Auditors and the Financial Management Workshop Chair**
- 18:50            Presentation by ICM Host Candidates, Spring 2003  
**Chair and Candidates**
- 19:10            Presentation by ICM Host, Spring 2003  
**ELSA Athens**
- 19:30            Presentation by ICM Host, Autumn 2003  
**ELSA Montenegro**
- 19:50            End of the Plenary Session

**Thursday, 7<sup>th</sup> of November**

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- 22:30            Activity Reports from the National Groups (ELSA Vision Contest)
- ELSA Albania, ELSA Austria, ELSA Belgium, ELSA Bosnia and Herzegovina, ELSA Bulgaria, ELSA Croatia, ELSA Czech Republic, ELSA Denmark, ELSA Estonia, ELSA Finland, ELSA France, ELSA Georgia, ELSA Germany, ELSA Greece, ELSA Hungary, ELSA Iceland, ELSA Ireland, ELSA Italy, ELSA Kazakhstan, ELSA Latvia, ELSA Lithuania, ELSA Republic of Macedonia, ELSA Malta, ELSA The Netherlands, ELSA Norway, ELSA Poland, ELSA Portugal, ELSA Romania, ELSA Russia, ELSA Slovakia, ELSA Slovenia, ELSA Spain, ELSA Sweden, ELSA Switzerland, ELSA Turkey, ELSA Ukraine, ELSA United Kingdom, ELSA Yugoslavia.

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**Friday 8<sup>th</sup> November**

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- 11:00            Revision of the List of Votes  
**Fatma Z. Akinci**
- 11:05            Announcement of Nominations  
**Nominations Committee**
- Presentation and Approval of the AA Workshop Report and related  
                    proposals and recommendations  
**Chair and Workshop Chair**
- Presentation and Approval of the S&C Workshop Report and related  
                    proposals and recommendations  
**Chair and Workshop Chair**
- Presentation and Approval of the STEP Workshop Report and related  
                    proposals and recommendations  
**Chair and Workshop Chair**
- Presentation and Approval of BEE Workshop Report and related  
                    proposals and recommendations  
**Chair and Workshop Chair**
- Presentation and Approval of the IM Workshop Report and related  
                    proposals and recommendations  
**Chair and Workshop Chair**
- Presentation and Approval of the FM Workshop Report and related  
                    proposals and recommendations  
**Chair and Workshop Chair**
- Presentation and Approval of the Marketing Workshop Report and  
                    related proposals and recommendations  
**Chair and Workshop Chair**
- Election of the host for the Spring ICM 2004  
**Chair**
- Election of the Treasurer of ELSA International 2002/03;  
                    Vice Auditor;  
                    And Council Guests for the Spring ICM 2003  
**Chair**
- Miscellaneous  
                    Closing of the XL International Council Meeting  
**The International Board**

Where will you be on  
Monday morning?

*Sleeping after the Gala Ball (you lazy bastard)?*  
**Noooooooooooo!**

*Thinking of what working group to join on  
Monday morning?*

We'll make the choice easy for you!

*Human Rights*  
*European Institutions*  
*United Nations*  
*The International Focus Programme*  
*The International Trainers' Pool*

**ALL Together in a Fair you will  
never forget**

*Presentations, Marketing Materials,  
Fundraising Tips, babes and many other surprises*

**WHY?**  
**To make your ELSA work a**  
**PLEASURE!!!**

Do you want to make an impact on society? Do you believe in a just world? Are you one of the persons who want to focus on human beings? A just world in which there is respect for human dignity and cultural diversity – ELSA's special commitment to Human Rights will be the "LADY IN RED" of the fair sharing kisses to those who read the activity report and input paper!!!!!!

Information that will help you know more about European Institutions funding programmes.... programmes, information, tips, your chance to speak to the sweetest Greek girl ELSA ever knew... USE IT, ABUSE IT!!!!!!!!!!!!!! Melina is ready!!!

Seize the Day! Embrace the opportunity! Introduction to the work of the United Nations, a lightning tour of ELSA's relations with the UN to date and also a source of ideas for future involvement... does it sound interesting?  
No? Girls! Espen will make it interesting!!!

Project Management, Team Building, Transition, Marketing, Conflict Management and many other trainings... les Desperados of ELSA are looking forward to share the ELSA Spirit with you all...how? why? when? where? are only a few very important questions Jana will answer!!!!

If all these leave you still wanting for more, then you must focus. Focus Internationally and spread the ELSA Spirit around. Andrzej, will show you how to use the IFP to make an impact where it counts!

Monday, 4<sup>th</sup> of November  
11:00 – 13:00

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**Comments to the Draft Agenda**

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**Approval of the Minutes of the Corunna Council Meeting**

The minutes of the ICM in Corunna were made available for download via ELSA ONLINE. The amendments that were brought to our attention have been included and unless any others are raised we will hopefully approve the minutes.

**Final Accounts 2001-2002**

The members of the previous board are automatically invited to the Autumn ICM to be present to answer questions relating to their term of office. Since the final accounts from the previous board cannot be presented due to circumstances beyond their control the auditors will be presenting their opinion and the Final accounts will only be voted upon at the Spring ICM 2003 (In Athens)

**Activity Reports from the National Groups**

The concept of the ELSA Vision Contest seems to still be a strong going newly born tradition. We will once again take the activity reports of the national groups out of the plenary room and all groups will be expected to present something visionary, a song, a dance or a sketch ... Anything you think will make you the winner of this grand contest.

**Election of Council Guests**

The Council is entitled to elect three persons who would not otherwise have the right to attend the next ICM as Council Guests. We would like to remind you that the forthcoming ICM will take place in Athens in March 2002.

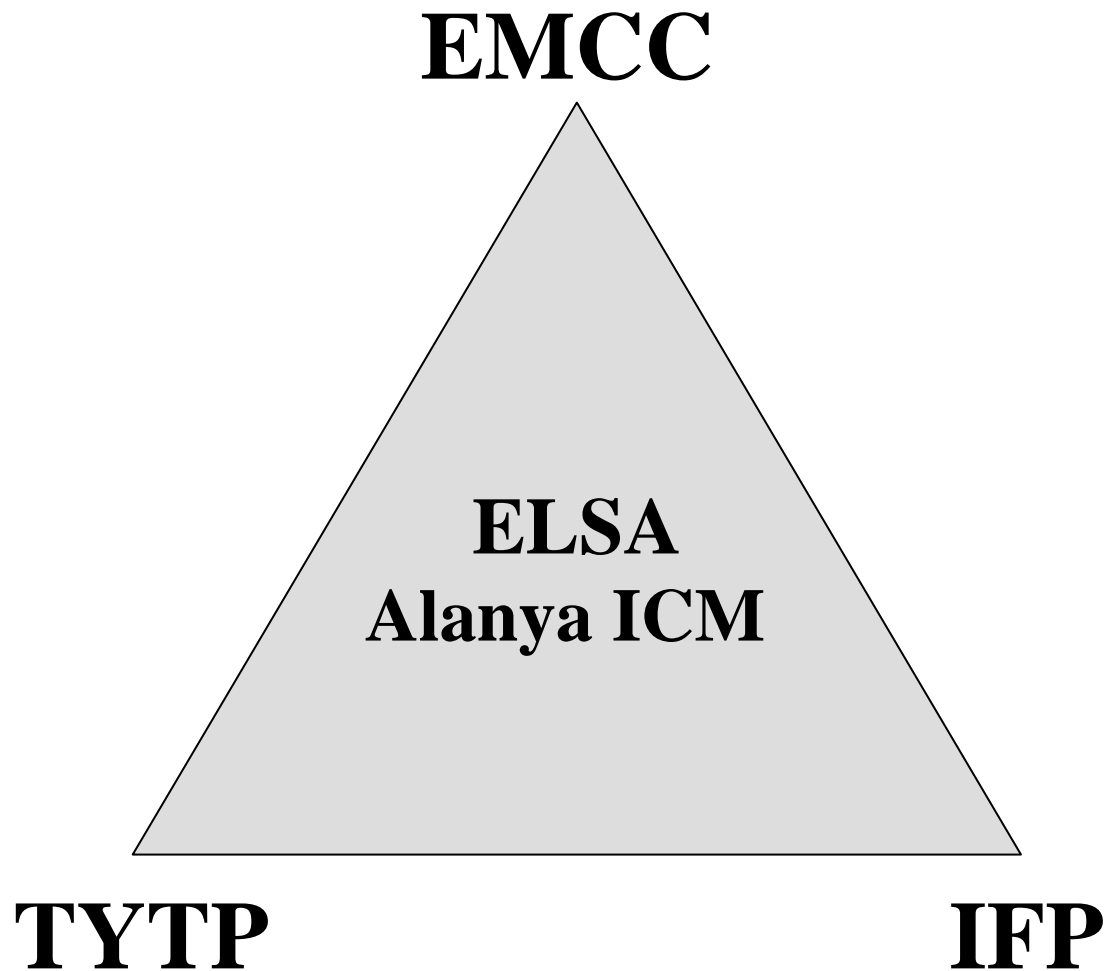
**Election of the Treasurer of ELSA International 2002/2003**

Since at the last ICM no Treasurer was elected, we will have to elect a money guy this time round. Please bear in mind that if you intend to contest for this position the appropriate nomination form should be completed not later than midnight on Monday night! You are also very welcome to contact ELSA International for any more information on what it is like to be in the IB.

**Election of the Vice Auditor of ELSA International 2002/2003**

According to Article 52 of the Statutes ELSA International must have 2 auditors and one Vice-Auditor. For this reason we will have to elect one Vice Auditor to help ensure that we treat our money with respect. To repeat the hints given above: 'Please bear in mind that if you intend to contest for this position the appropriate nomination form should be completed not later than midnight on Monday night!'

## Our focus for this ICM? Outside the Bermuda Triangle



This ICM only non-important things will  
disappear in the Triangle and maybe...  
swimming suits

This time each of the three phenomena  
have a scientific explanation!  
No legend anymore!

## ELSA Moot Court Competition

Today – fight over a couple of (million) fish at the WTO!  
Tomorrow – Make million\$\$\$ on the back of the WTO!!  
The biggest event ELSA ever organized! Challenge:  
Making ELSA famous across the Globe! Do you want to  
find out more? Join the Conference “How does law deal  
with globalisation: WTO”, 6<sup>th</sup> of November, afternoon.



## Two-Year Tactical Plan

**You** are one of the persons who will take  
ELSA into future!!! THINK then!!! What  
priorities should ELSA have for the next 2,  
3, 4, or 5 years?

## International Focus Programme

Now you really have to focus! You will play an important role  
in the selection of a new IFP topic for ELSA to work with in the  
coming two years and 9 months. You may choose now...nobody  
will do it in your place... so what should it be? Trade Law?  
International Criminal Law? Generations and Responsibilities?  
Environmental Law? You have to be prepared if you want to  
have a word to say! How? Read the feasibility studies! They will  
be soon sent out on the lists!

## AA Workshop ICM ALANYA

Date	2-Nov	3-Nov	4-Nov	5-Nov	6-Nov	7-Nov	8-Nov
	Sat	Sun	Mon	Tues	Wed	Thurs	Fri
8.00							
8.30							
9.00							
9.30							
10.00		Activity reports and state of the network	Commitment Fair	EMCC Rules	Studies Abroad	TYTP	
10.30				JW Mar EMCC		Implementation	
11.00							
11.30							
12.00							
12.30							
13.00							
13.30		EMCC I JW BEE		JW FM EMCC			
14.00							
14.30		Implementati on		LRGs			
15.00							
15.30		EMCC JW S&C		GLSE			
16.00							
16.30		Introductory workshops					
17.00							
17.30							
18.00	Minutes						
18.30							
19.00							
19.30							
20.00							



**AA Draft Agenda**

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**Saturday, 2<sup>nd</sup> November**

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17.00-18.00

**Workshop preparations**

Introductory workshop

- Welcoming and introduction of the participants
- Election of the WS officers
- Expectations of the participants

**Aim:**

To introduce the concept of the workshop and the participants themselves.

**Means:**

Fun games, some voting, and maybe a couple of national drinks!!

18:05-18:15

**Instructions to the Workshop Heroes by General Akinci**

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**Sunday, 3<sup>rd</sup> November**

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10:00-10:15

**Approval of the agenda**

- Introduction to the structure of the workshop
- Explanation of the agenda
- Approval of the agenda

**Aim:**

Getting a clear picture of the idea behind the agenda.

**Comments:**

This session is to make sure everyone is clear on what will happen during the ICM and that everyone understands the idea behind the agenda.

***State of the network*****Overall aim:**

To accurately chart in a visible manner the situation in the countries regarding academic activities and thereby get an overview of the state of the network.

**Comments:**

Currently we are rather blind when it comes to estimating the current state of the network. However at the at the next Council Meeting we will need to decide on a new strategic plan, and for this we must have an overview of the state of the network. We will therefore collect each group's activities on a map and so, be able to look in to which countries are strong on what points and hopefully end up by having a picture of the general weaknesses and strengths and thereby be able to set the right priorities for the coming years.

**Means:**

- Filling in the activity report form see in annex;
- Presentation of the activity report on a prepared chart.

10.15-11.45

**Activity reports****Aim:**

To exchange experiences and ideas as well as giving the workshop a clear idea of the needs of the network.

**Comments:**

Here we perform the physical process of mapping each group's activities on a large chart, visible to all.

**Means:**

Fill in the AA activity report form in the annex. These will be the areas we will focus on. Group by group (including the IB) we will present our reports. The activity reports will be presented on the basis of the filled in activity report forms as seen in the annex.

11.45-12.00

**Break**

12.00-12.45

**State of the network****Aim:**

To conclude on some general strengths and weaknesses.

**Comments:**

The analysis will be used as a basis for developing the next tactical plan.

**Means:**

The results of the reports will be made visual and on that basis we will analyse the state of the network in the AA area.

12.45-13.00

**Question and Answer time****Aim:**

To provide the network with answers to questions that do not relate to the points on the agenda.

**ELSA Moot Court Competition:****Aim:**

To produce a handbook for organizing a National Moot Court Competition.

**Comments:**

The EMCC is a project of the whole network, and we are the project managers entrusted with the responsibility of coordinating the whole project. However the EMCC is too large a project for any one person to handle, for this reason while you, the VP AA should maintain the overview of the project and control the general direction of its development, work should be delegated amongst the 'specialists' in your board.

**Means:**

The discussions that will be held in the joint Workshops.

14.00-16.00

**EMCC I - Joint WS with BEE****Aim:**

1. Presenting the EMCC and answering the most important questions as to its state of affairs, with special emphasis on external relations.
2. To identify the external contacts participating in a moot court and make sure they are handled in a proper way.

**Comments:**

Since the moot court is not far away we want to update everyone on what the proceedings are regarding the EMCC. This session aims not only to inform but also to connect the BEE and AA areas. The AA officers have the knowledge about the project, the presidents have the knowledge on handling external relations. The moot court is a project that involves most of the board positions and it is crucial for an event like this that the board works together. Together they can identify the proper external contacts and prepare the presidents for creating a solid strategy to engage the external contacts needed. After our session the Presidents will then move off to have a training on fundraising for a moot court, and prepare themselves to work for us ;)

**Means:**

- Status Report;

- Explain structure of competition (national rounds/written rounds);
- Fundraising status.

16.00-16.15

**Break**

16.15-17.00

**EMCC II**

**Aim:**

To introduce the implementation of the EMCC amongst the groups.

**Comments:** Since the EMCC is the networks's project we will discuss how YOU can implement the EMCC. For this discussion you must read the annexed implementation package for the EMCC.

**Means:**

- Presentation of the Implementation Package;
- General Discussion on the different points raised by this package;
- Read the Implementation Package for the EMCC.

17.00-17.15

**Break**

17.15-18.30

**EMCC III - Joint WS with S&C**

**Aim:**

To produce a handbook for organizing a National Moot Court Competition.

**Comments:**

Organising a Moot Court on a national level is a large project – equal to seminars and conferences. For this reason we shall use the S&C people, who would have just finished with a training in organizing one of their events, to help us create a very concrete handbook for organizing a Moot Court. As a tool for inspiration we shall also use the skeleton plan created by the AA WS at the Corunna ICM. We shall also use the manuals for organizing a moot court that you people might happen to bring along.

The aim of this Handbook is to make organizing a moot court an obvious matter – something that can be done by anyone, with all that would have to be done is to follow a set number of defined and concrete tasks. The handbook will then be made available in the ELSA Archive.

**Means:**

- the workshops will be divided into groups to discuss the organization of different aspects in a Moot Court competition;

- Read the Task Breakdown Structure in organizing a Moot Court Competition.

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**Tuesday, 5<sup>th</sup> November**

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10.00-11.00

**EMCC Rules**

**Aim:**

To ensure that all of you are aware about the rules, and can help students who might have questions on the EMCC.

**Comments:**

Since the EMCC is meant to be implemented by local groups – through the organization of Local rounds for this competition, you VP AA's of the national groups must have a general idea of these rules to be able to assist them.

11.00-12.30

**EMCC IV – Joint Workshop with Marketing**

**Aim:**

To develop a common market strategy for the EMCC amongst all ELSA groups (including ELSA International).

**Comment:**

To market a project across the network effectively a common marketing approach is required, for this reason we will be developing a common strategy for all the groups that can then be used as part of the handbook.

The necessity of organizing this as a joint workshops with the AA officers is that good marketing practice requires a good grasp on the topic and because one project can be indirectly marketed through other events. Please read and think through the questionnaire for presenting the Marketing strategies of the groups to be prepared for this Workshop.

**Means:**

- ELSA International's marketing strategy will be presented;
- The groups will then each have 3 minutes to present their own marketing strategy – both for the EMCC and their own moot courts;
- General discussion on how we can combine the different strategies already implemented;
- Drafting a chapter in the Moot Court handbook on marketing.

**Tool:** See input paper - Questionnaire for presenting the Marketing strategies of the groups.

12.30 – 13.00

**Evaluation of the Joint Workshop with Marketing****Aim:**

To define what we achieved during the joint workshop.

**Comments:** In this session we will gather the results of the joint workshop and make the concrete results available in the ELSA ONLINE archive.

14.00-16.00

**EMCC V – Joint Workshop with FM****Aim:**

1. To present the EMCC Budget;
2. To gain knowledge on the budgeting process of moot courts in general.

**Comments:**

As in the case of the Joint Workshop for Marketing discussing the budgeting process for the EMCC requires an in depth understanding of the project. At the same time, and with the help of the Treasurers, we shall draw up another chapter in the handbook on moot courts – budgeting for a moot court.

**Means:**

A) Budget for the EMCC.

- i) presentation of budget
- ii) Input paper: budget for the EMCC

B) Drafting the MCC Budgeting Chapter:

- i) Presentation of Moot Court budgets.
- ii) Drafting a budget template.

16.00 – 17.00

**Legal Research Groups****Aim:**

Presentation of Legal Research Groups organized throughout the network

**Comments:**

Inform groups about the current Legal Research Groups going on across the network and examining possibilities of the groups to help the work of the various LRGs.

**Means:**

- Presentation of LRGs;
- Time for groups to present their own LRGs;
- Discussion how groups can cooperate together in LRGs.

**Studies Abroad****Aim:**

Examine new ways in which we can implement Studies Abroad across the network.

**Comments:**

While the GLSE has been the only international AA project that has been constantly improving over the past 10 years it is only part of a much larger project, which unfortunately hasn't been implemented very much. In fact Studies Abroad can be divided into 3 main areas: Information (GLSE); Preparation (organizing meetings to help students prepare themselves to go and spend some time studying abroad); Reception (Meeting the students and helping them get used to a new culture).

17.00 – 19.00

**Guide to Legal Studies in Europe****Aim:**

1. Present the GLSE;
2. Examine ways of improving it.

**Comments:**

However this year's GLSE is still currently under production. At the same time new concepts and developments in GLSE will be discussed and considered.

**Means:**

- Introduction to the GLSE;
- Status Report;
- Instructions on how to update the forms;
- A general discussion on how the GLSE can be made more accessible and easier to update will follow;
- Possible collaboration with the EU.

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**Wednesday 6<sup>th</sup> November**

10.00 – 13.00

**Studies Abroad Programme****Aim:**

Start the process of implementing Studies Abroad across the whole network.

**Comments:**

The GLSE is only one part of the whole Studies Abroad, however it is the only part that really works across the majority of the network. Unfortunately having a guide to studying abroad marketing ELSA's Network without actually using it to enhance ELSA's network and make us more effective within Universities is a bit useless. Therefore, as a first step, in this workshop we will discuss at length how we can implement effective Studies Abroad event across our whole network.

**Means:**

- Presentation by groups organizing Studies Abroad events;
- Discussion on how to implement SA within the network;
- Discussion on collaborating with ERASMUS;
- Annex: Discussion Paper on Studies Abroad.

**Also on the day:****Human Rights Training****Aim:**

Implementation of ELSA's Human Rights Commitment in all Key Areas.

**Comments:**

**The Human Rights Commitment of ELSA** is the synergy of all the efforts throughout the network to implement Human Rights in all our activities - Seminars & Conferences, Academic Activities and STEP -, in order to create a platform for discussion, research and learning by experiences and events. The outcome of ELSA's Human Rights Commitment is the sum of all these ELSA activities, which together, in their quality, quantity and variety, give an invaluable contribution to **Human Rights Education and Awareness** of future young lawyers. This is the reason why all Key Area Officers and Directors should have a good knowledge in what the Human Rights Commitment means and what are the tools to implement it in all Key Areas.

**Means:** Introduction in the Human Rights Commitment, Flash Presentation, Games, Role Play, Evaluation and Materials to be handed to the participants.

**Thursday, 7<sup>th</sup> November**

10.00 – 11.00

**Two Year Tactical Plan**

Evaluation of the TYTP

**Aim:**

To see what aims set in the TYTP where fulfilled and which were not.



**Comments:**

Following Council decision BEE 08/01 II we shall start the evaluation of the current tactical plan and agree on an evaluation plan running until the next Council meeting.

**Means:**

- Evaluation of TYTP;
- Setting priorities for the near future.

11.00 – 13.00

**Closing Party**

- Revision of the AA decision book;
- Miscellaneous;
- Evaluation of the Workshop;
- Re-Establishing our reputation as the most Amazing Alcoholics around!

18.00 – 18.30

**Approval of minutes**

- The last get together before the end.

**Closing of the workshop**

**S&C Workshop ICM ALANYA**

Date	2-Nov	3-Nov	4-Nov	5-Nov	6-Nov	7-Nov	8-Nov			
	Sat	Sun	Mon	Tues	Wed	Thurs	Fri			
8.00										
8.30										
9.00										
9.30										
10.00										
10.30		Activity reports and state of the network	Commitment Fair	The Role of the Directors in S&C	S&C Polices	TYTP				
11.00					Development of S&C	Closing Time				
11.30										
12.00					ELSA ONLINE					
12.30										
13.00										
13.30										
14.00		Project Management Training		Joint WS with MAR						
14.30										
15.00										
15.30										
16.00				Presen-tation of Events						
16.30										
17.00	Intro-ductory workshops	Joint WS AA		Annual Events						
17.30										
18.00				Project Writing						
18.30				Minutes						
19.00										
19.30										
20.00										

**S&C Draft Agenda**

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**Saturday, 2<sup>nd</sup> November**

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17.00-18.00

**Introductory workshops:**

- Introduction of the workshop participants;
- Election of the workshop chair and vice-chair;
- Election of two workshop secretaries.

**Aim:**

To get to know each other and elect WS officials.

**Comments:**

This is when we gather for the first time in our S&C surrounding. We will informally introduce ourselves, elect the workshop chair, vice chair and two secretaries.

18.05

**Instructions to the Workshop Heroes by General Akinci**

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**Sunday, 3<sup>rd</sup> November**

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10.00-10.15

**Approval of the agenda**

- Introduction to the structure of the workshop;
- Explanation of the agenda;
- Approval of the agenda.

**Aim:**

Getting a clear picture of the idea behind the agenda.

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**Sunday 3<sup>rd</sup>, November**

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10.00 – 10.25

**Approval of the agenda**

- Introduction to the structure of the workshop;
- Explanation of the agenda;
- Approval of the agenda.

**Aim:**

Getting a clear picture of the idea behind the agenda.

**Comments:**

We will be going through the agenda together, describing the idea behind it.

*State of the network***Overall aim:**

To accurately map the situation in the countries regarding external relations, expansion and board management and thereby get an overview of the state of the network.

**Comments:**

Currently we are rather blind when it comes to estimating the current state of the network. However at the at the next Council Meeting we will need to decide on a new strategic plan, and for this we must have an overview of the state of the network. We will therefore collect each group's activities on a map and so, be able to look in to which countries are strong on what points and hopefully end up by having a picture of the general weaknesses and strengths and thereby be able to set the right priorities for the coming years.

**Means:**

- Filling in the S&C activity report form (see in annex);
- Presentation of the activity report.

10.25- 11.45

**Activity reports****Aim:**

To exchange experiences and ideas as well as giving the workshop a clear idea of the needs of the network.

**Comments:**

Here we perform the physical process of mapping each group's activities on a large chart, visible to all.

**Means:**

Fill in the S&C activity report form in the annex. These will be the areas we will focus on. Group by group (including the IB) we will present our reports. The activity reports will be presented on the basis of the filled in activity report forms as seen in the annex.

11.45-12.00

**Break**

12.00-12.45

**State of the Network****Aim:**

To conclude on some general strengths and weaknesses.

**Comments:**

The analysis will be used as a basis for developing the next tactical plan.

**Means:**

The results of the reports will be made visual and on that basis we will analyse the state of the network in the S&C area.

12.45-13.00

**Question and Answer time****Aim:**

To provide the network with answers to questions that do not relate to the points on the agenda.

14.00 -17.00

**Project management training****Aim:**

To provide the S&C officers with useful skills for organising events.

**Comments:**

The majority of S&C events are large events, which require a good organisational structure to be successful. This session will provide you with tools to create such a structure.

**Means:**

ITP

17.00 - 17.15

**Break**

17.15 - 19.00

**Joint WS with AA****Aim:**

To produce a handbook for organizing a National Moot Court Competition.

**Comments:**

The joint workshop with AA officers will refer to a concrete event, i.e. organizing a Moot Court Competition. Even though this is an AA event, when it comes to the organizing structure, the moot court is quite similar to the S&C events. The idea is to stimulate the S&C and AA officers to work together and divide their tasks according to what they are real experts on. The biggest aim of the joint WS is to create a Handbook with instructions on how to organize a Moot Court, which will be based on the activities undertaken during the joint workshop session. The handbook will be made available in the ELSA ONLINE Archive.

**Means:**

- The workshops will be divided into groups to discuss the organization of different aspects in a Moot Court competition;
- Read the Task Breakdown Structure in organising a Moot Court Competition.

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Tuesday, 5<sup>th</sup> November

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10.00-13.00

**The role of the Directors in S&C****Aim:**

Ensure that the knowledge about the different possibilities ELSA offers is improved.

**Comments:**

Our international directors for European Institutions, United Nations and Human Rights will have presentations and pass onto you information about all the kind of concrete means they can provide the S&Ceers which will be of great help when organizing event.

10.00-10.30

**Presentation by Director for European Institutions****Aim:**

To present possibilities of getting aid from the European Institutions.

**Comments:**

Our director will, amongst other things, be presenting the means which one can use to obtain funding from the European Institutions and the possibility of organising events with them such as Institutional Visits.

10.30-11.00

**Presentation by Director for United Nations****Aims:**

To present the various manners of collaborating with the United Nations.

**Comments:**

ELSA has NGO consultative status in a number of UN bodies. On an International Level, ELSA also send delegates to represent in at a number of conferences such as the ICC Assembly of State Parties and the World Summit on Sustainable Development. At the same time possibilities of collaborating with the UN on a local level will be presented such as with speakers.

11.00-11.30

**Presentation by Director Human Rights****Aim:**

To implement the Human Rights Commitment in S&C.

**Comments:**

Human Rights is the main commitment of ELSA, for this reason groups should make an effort to implement Human Rights in their events. Our director will be presenting the Human rights database and other tools for making the organisation of these events easier.

11.30-12.00

**Break**

12.00-13.00

**Presentation by Director for IFP****Aim:**

Examining ways of implementing the IFP topic in S&C.

**Comment:**

Since we are about to select a new IFP topic, the director for IFP will give a presentation and some input on the way an IFP can be best implemented in S&C.

14.00-16.00

**Joint WS with Marketing****Aim:**

To improve the marketing process of S&C events.

**Comments:**

The co-operation between the marketers and the S&C officers is usually very good on that basis we are ready to take our co-operation a step further and begin an evaluation process. The reason being that it unfortunately still happens that events are cancelled around in the network. The reasons for this have never been defined. We will take a look at the research process prior to the event as well as the promotion process. Examples of cancelled and successful S&C events will be analysed and on that basis we will be able to learn from each other's successes and mistakes. Evaluation of our working process is crucial in order for ELSA to develop. On the basis of our evaluation we will draft some general guidelines on the marketing process of S&C events. The guidelines will be made available in the ELSA ONLINE archive.

16.00 – 17.00

**Presentation of up-coming S&C events****Aim:**

Presenting the forthcoming S&C events happening in the network.

**Comments:**

Well, while we are still in the “marketing spirit” after the joint WS, we will give enough time to the groups to promote their forthcoming events.

**Means:**

Presentations. Bring your marketing materials!

17.00 – 17.15

**Break**

17.15 – 18.00

**Strategy on making the events annual****Aim:**

To encourage more events to be organised on an annual basis

**Comment:**

Once you organise an event, it is much easier to approach the same people or take over the same actions. This is meant to be a discussion on making a plan or strategy on how to make our events become annual. We will hopefully get some input also by the groups who already have experience with annual events. A document describing the steps to be taken in order to create a basis for annual events will be produced during our session and put in the ELSA ONLINE archive.

**Means:**

Presentations by groups and drafting of the above mentioned document.

18.00 -19.00

**Project writing****Aim:**

Creating a handbook on drafting project write-ups for externals.

**Comment:**

Lack of financial or academic support is one of the biggest reasons for cancelling events or not organizing them at all. This has become the most common excuse amongst groups having weak key areas. To tackle this issue we will be creating a short handbook with guidelines for drafting up projects and how to adjust them towards different groups of externals like academics and sponsors when approaching them. The handbook will then be made available in the ELSA ONLINE archive.

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**Wednesday, 6<sup>th</sup> November**

10.00-11.00

**S&C Policies****Aims:**

Examine the implementation of the S&C Policies.

**Comments:**

There have been quite some changes done in the Policies. Since they are the document we are guiding ourselves by, we shall also check and discuss how well the changes were implemented so far.

11.00 – 13.00

**Evaluation of the TYTP****Aim:**

To see what aims set in the TYTP were fulfilled and which were not.



**Comments:**

Following Council decision BEE 08/01 II we shall start the evaluation of the current tactical plan and agree on an evaluation plan running until the next Council meeting.

**Means:**

- Evaluation of TYTP;
- Setting priorities for the near future.

**Also on the day:****Human Rights Training****Aim:**

Implementation of ELSA's Human Rights Commitment in all Key Areas.

**Comments:**

**The Human Rights Commitment of ELSA** is the synergy of all the efforts throughout the network to implement Human Rights in all our activities – Seminars & Conferences, Academic Activities and STEP -, in order to create a platform for discussion, research and learning by experiences and events. The outcome of ELSA's Human Rights Commitment is the sum of all these ELSA activities, which together, in their quality, quantity and variety, give an invaluable contribution to **Human Rights Education and Awareness** of future young lawyers. This is the reason why all Key Area Officers and Directors should have a good knowledge in what the Human Rights Commitment means and what are the tools to implement it in all Key Areas.

**Means:**

Introduction in the Human Rights Commitment, Flash Presentation, Games, Role Play, Evaluation and Materials to be handed to the participants.

Thursday, 7<sup>th</sup> 2002

10.00-11.00

**ELSA Online Archive****Aim:**

To have an updated and useful archive.

**Comments:**

In order to be able to exchange experiences and avoid making the same mistakes we have to have an updated S&C archive. The only way the S&C archive can be useful is if you submit the information you find important to be in there. As national S/C officers it is your task to support your local S/C officers organising events. A good tool for the local groups is an updated archive.

11.00 -13.00

**Closing Time**

- Revision of the Decision Book;
- Miscellaneous;
- Evaluation.

18.00-18.30

**Approval of Minutes.**

**Closing of the Workshop**

**STEP Workshop ICM ALANYA**

Date	2-Nov	3-Nov	4-Nov	5-Nov	6-Nov	7-Nov	8-Nov											
	Sat	Sun	Mon	Tues	Wed	Thurs	Fri											
8.00																		
8.30																		
9.00																		
9.30																		
10.00		Activity reports And state Of the network	Commitment Fair	Jobhunting session	Student- hunting Joint with MAR	TYTP												
10.30						Evaluation												
11.00																		
11.30																		
12.00																		
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13.00																		
13.30																		
14.00		ELSA ONLINE		Joint WS With BEE														
14.30		Quality in STEP																
15.00																		
15.30																		
16.00																		
16.30		Reception		Negotiations training														
17.00	Intro- workshop																	
17.30																		
18.00	Minutes																	
18.30																		
19.00																		
19.30																		
20.00																		

**STEP Draft agenda**

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**Saturday, 2<sup>nd</sup> November**

17.00-18.00

**Introductory workshops:**

- Introduction of the workshop participants;
- Election of the workshop chair and vice-chair;
- Election of two workshop secretaries.

**Aim:**

To get to know each other and elect WS officials.

18.05

**Instructions to the Workshop Heroes by General Akinci**

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**Sunday, 3<sup>rd</sup> November**

10.00-10.15

**Approval of the agenda**

- Explanation of the agenda;
- Introduction to the structure of the workshop;
- Approval of the agenda.

**Aim:**

Getting a clear picture of the idea behind the agenda.

10.15-13.00

**State of the network****Overall aim:**

To accurately map the situation in the countries regarding the number of traineeships and applicants and thereby get an overview of the state of the network.

**Comments:**

Currently we are rather blind when it comes to estimating the current state of the network. However at the at the next Council Meeting we will need to decide on a new strategic plan, and for this we must have an overview of the state of the network. We will therefore collect each group's activities on a map and so, be able to look in to which countries are strong on what points and hopefully end up by having a picture of the general weaknesses and strengths and thereby be able to set the right priorities for the coming years.

**Means:**

- Filling in the activity report form see in annex;
- Presentation of the activity report on a prepared chart.

10.15-11.45

**Activity reports****Aim:**

To exchange experiences and ideas as well as giving the workshop a clear idea of the need of the network.

**Comments:**

Here we perform the physical process of mapping each group's activities on a large chart, visible to all.

**Means:**

Fill in the STEP activity report form in the annex. Group by group (including the IB) will present our reports. The activity reports will be presented on the basis of the filled in activity report forms as seen in the annex.

11.45-12.00

**Break**

12.00-12.45

**State of the network****Aim:**

To conclude on some general strengths and weaknesses.

**Means:**

The results of the reports will be made visual and on that basis we will analyse the state of the network in the STEP area.

**Comments:**

The analysis will be used as a basis for putting up an action plan on what needs to be done.

12.45- 13.00

**Question and Answer time****Aim:**

To provide the network with answers to questions that do not relate to the points on the agenda.

14.00- 15.00

**ELSA ONLINE****Aim:**

To give an overview of ELSA ONLINE to our newcomers.

**Comments:**

This session is for our newcomers to get to know ELSA ONLINE and the different menus.

**Means:**

Power point presentation

15.00-15.15

**Break**

15.15-16.00

**Quality in STEP****Aim:**

To improve the quality in STEP.

**Comments:**

In order to provide the employers and the students the quality programme that we express STEP to be we need to improve the skills of the steppers in this area. There are situations occurring where applicants enter the office and do not have the skills that their CVs say they have. This does not only put STEP in danger but also the overall view of ELSA.

**Means:**

Read the quality in STEP part of the STEP policies!

16.00-16.15

**National Drink!**

16.15- 18.30

**The Reception Programme****Aim:**

To get quality reception programmes.

**Comments:**

Job hunting, student hunting etc. are only preparation for what STEP is really about, the actual exchange is the student arriving to another country. Unfortunately, this is not done properly in many groups, which results in a bad exchange experience for the student and therefore a failure on our part. We are going to have a reception training that will hopefully illustrate how we do quality reception. We will also work on culture shocks that are important in our work. By the end of this session we should know how to do quality reception in our groups.

**Means:**

Practical training on reception, presentation of reception programmes through the network and a culture shock game.

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Tuesday, 5<sup>th</sup> November

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10.00-19.00

**Job hunting session****Overall aim:**

To create successful job hunting strategies.

**Comments:**

During the last couple of years the number of STEP jobs has been falling drastically. We have reached a critical point and need to take actions in order to change this trend. We need to come up with new strategies on how to find jobs and therefore, we will define our problems as well as finding concrete solutions. Our results will be made available in the ELSA ONLINE archive.

10.00-11.30

**Problem defining session:****Aim:**

To define the problems faced in the job hunting process.

**Comments:**

On the basis of our analysis of the state of the network we will take a deeper look into the reasons behind the lack of STEP jobs. The conclusions from this session will be used the rest of the day as we will focus on problem solving.

11.30-11.45

**Break**

11.45-13.00

**Successful STEP teams****Aim:**

To create successful job hunting strategies, with special emphasis on human resources.

**Comments:**

Some groups around the network have managed to create successful job hunting strategies by creating STEP teams. Instead of wasting time inventing the wheel again we use the experience in the network to find examples of solutions. The outcome of the session will be guidelines on how to create successful STEP teams. The guidelines will be put in the ELSA ONLINE archive to assist the local steppers in their efforts to find STEP jobs.

**Means:**

- Presentations from groups;
- Drafting of guidelines.

14.00-16.00

**Joint workshop with BEE – Job hunting****Aim:**

Find more STEP jobs with special emphasis on job opportunities.

**Comments:**

When dealing with job hunting we are dealing with external relations. The president's responsibilities are to support the steppers when it comes to external relations. By defining the different target groups STEP has in the job hunting process we will be able to create strategies for finding more jobs. The outcome of the joint session will be concrete action plans, which will be placed in the ELSA ONLINE archive to help local groups in their efforts.

**Means:**

- Presentation and definition of potential target groups;
- Drafting of strategies.

16.00-16.15

**Break**

16.15-19.00

**Negotiations training****Aim:**

To provide the STEP officers with the skills to negotiate when meeting potential STEP employers.

**Comments:**

A potential STEP employer is an external relation and has to be treated in a professional manner. There are two crucial parts of job hunting. The first one is the negotiation and presentation fase, which as mentioned has to be handled in a professional manner. The other fase is keeping the STEP job. The work doesn't end at getting the job, follow up is crucial for maintaining a good relationship to the STEP employer.

**Means:**

The ITP.

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**Wednesday, 6<sup>th</sup> November**

10.00-13.00

**Joint workshop with marketing- Student hunting****Aim:**

To improve the student hunting process in STEP.

**Comments:**

The co-operation between the STEP officers and the marketers is of very high importance in order to achieve a successful student hunting process. Knowing that



the number of STEP applicants has decreased these past years there is a need to rethink our student hunting process. STEP is a very concrete area but to be able to direct our promotion efforts we need to define our target groups and base the marketing strategies on that. After having defined our target groups we will create marketing strategies. The marketing strategies will be made available in the ELSA ONLINE archive.

**Also on the day:**

**Human Rights Training**

**Aim:**

Implementation of ELSA's Human Rights Commitment in all Key Areas.

**Comments:**

**The Human Rights Commitment of ELSA** is the synergy of all the efforts throughout the network to implement Human Rights in all our activities – Seminars & Conferences, Academic Activities and STEP –, in order to create a platform for discussion, research and learning by experiences and events. The outcome of ELSA's Human Rights Commitment is the sum of all these ELSA activities, which together, in their quality, quantity and variety, give an invaluable contribution to **Human Rights Education and Awareness** of future young lawyers. This is the reason why all Key Area Officers and Directors should have a good knowledge in what the Human Rights Commitment means and what are the tools to implement it in all Key Areas.

**Means:**

Introduction in the Human Rights Commitment, Flash Presentation, Games, Role Play, Evaluation and Materials to be handed to the participants.

**Thursday, 7<sup>th</sup> November**

10.00-11.00

**TYTP**

**Aim:**

To see what aims set in the TYTP where fulfilled and which were not.

**Comments:**

Following Council decision BEE 08/01 II we shall start the evaluation of the current tactical plan and agree on an evaluation plan running until the next Council meeting. The evaluation shall be based on the outcome of the workshop.

**Means:**

- Evaluation of TYTP;
- Setting priorities for the near future.

11.00-11.15

**Break**

11.15-13.00

**Closing of the workshop:**

- Revision of the STEP policies;
- Miscellaneous;
- Evaluation of the workshop.

18.00-18.30

**Approval of the workshop minutes**

**Closing of the workshop**

**BEE Workshop ICM ALANYA**

Date	2-Nov	3-Nov	4-Nov	5-Nov	6-Nov	7-Nov	8-Nov					
	Sat	Sun	Mon	Tues	Wed	Thurs	Fri					
8.00												
8.30												
9.00												
9.30												
10.00		Activity reports and state of the network	Commitment Fair	Expansion	IFP - selection of topic	Fundraising regulations sanctions						
10.30						Presentation of winter IPM						
11.00				Alumni	TYTP	Closing workshop						
11.30												
12.00												
12.30												
13.00												
13.30												
14.00		Joint WS with AA EMCC		Joint WS with STEP								
14.30												
15.00				Planning training								
15.30												
16.00		Training project sponsorship EMCC										
16.30												
17.00	Introductory workshops											
17.30												
18.00						Minutes						
18.30												
19.00												
19.30												
20.00												

**BEE Draft agenda**

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**Saturday, 2<sup>nd</sup> November:****Workshop preparations:**

17.00-18.00

**Introductory workshops:**

- Introduction of the workshop participants;
- Election of the workshop chair and vice-chair;
- Election of two workshop secretaries.

**Aim:**

To get to know each other and elect WS officials.

**Means:**

Some silly game, voting and maybe a national drink.

18.05

**Instructions to the WS Heroes by General Akinci**

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**Sunday, 3<sup>rd</sup> November**

10.00-10.15

**Approval of the agenda**

- Introduction to the structure of the workshop;
- Explanation of the agenda;
- Approval of the agenda.

**Aim:**

Getting a clear picture of the idea behind the agenda.

***State of the network*****Overall aim:**

To accurately map the situation in the countries regarding board management, external relations and expansion and thereby get an overview of the state of the network.

**Comments:**

Currently we are rather blind when it comes to estimating the current state of the network. However at the at the next Council Meeting we will need to decide on a new strategic plan, and for this we must have an overview of the state of the network. We will therefore collect each group's activities on a map and so, be able to look in to which countries are strong on what points and hopefully end up by having a picture of the general weaknesses and strengths and thereby be able to set the right priorities for the coming years.

**Means:**

- Filling in the BEE activity report form (see annex);
- Presentation of the activity report on a prepared chart.

10.15-11.45

**Activity reports****Aim:**

To exchange experiences and ideas as well as giving the workshop a clear picture of the needs of the network.

**Comments:**

Here we perform the physical process of mapping each group's activities on a large chart, visible to all.

**Means:**

Fill in the BEE activity report form in the annex. The activity reports will be presented on the basis of the filled in activity report forms. These will be the areas we will focus on. Group by group (including the IB) we will present our reports on a prepared chart hung up on the wall.

11.45-12.00

**Break**

12.00-12.45

**State of the network****Aim:**

To conclude on some general strengths and weaknesses.

**Comments:**

The analysis will be used as a basis for developing the next tactical plan.

**Means:**

The results of the reports will be visual for everyone and on that basis we will analyse the state of the network in the BEE area.

12.45-13.00

**Question and Answer time****Aim:**

To provide each other with answers to questions that do not relate to the points on the agenda.

**Means:**

Ask and Answer!

**ELSA Moot Court Competition:**

14.00-16.00

**Joint WS with AA****Aim:**

1. Presenting the EMCC and answering the most important questions as to its state of affairs, with special emphasis on external relations.
2. To identify the external contacts participating in a moot court and make sure they are handled in a proper way.

**Comments:**

Since the moot court is not far away we want to update everyone on what the proceedings are regarding the EMCC. This session aims not only to inform but also to connect the BEE and AA areas. The AA officers have the knowledge about the project, the presidents have the knowledge on handling external relations. The moot court is a project that involves most of the board positions and it is crucial for an event like this that the board works together. Together we can identify the proper external contacts and prepare the presidents for creating a solid strategy to engage the external contacts needed.

16.00-16.15

**Break**

16.15-19.00

**Training project sponsorship EMCC****Aim:**

To provide the presidents with the skills to set up a fundraising/ external relations strategy for a national moot court competition/ sending a team of to the final rounds.

**Comments:**

This session will implement the definitions made in the joint workshop with AA. The outcome of the training will be concrete strategies, which will be placed in the ELSA ONLINE archive in order to help the national and local groups organising moot courts.

**Means:**

ITP.

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**Tuesday, 5<sup>th</sup> November:**

10.00-11.00

**Expansion****Aim:**

To decide on the priority of the network regarding expansion.

**Comments:**

The expansion decision in the BEE policies reads: "Expansion of ELSA should continue until all Universities teaching law in Europe have at least been contacted. Expansion of ELSA shall be limited to Europe defined by its geographical definition. Since the Eastern border of Europe is historically unclear, countries of the former USSR, as the USSR existed in 1990, shall be considered to fall within the geographical definition of Europe." According to the decision we have still not reached the limits for expansion. At the next ICM we have to decide on our priorities concerning expansion and should therefore have a clear opinion of the workshop before we start preparing the next tactical plan. After having done a state of the network in the beginning of the workshop session we can base our discussions on that and conclude on whether the network is strong enough to go into expansion or whether consolidation is the priority.

11.00-11.15

**Break**

11.15-13.00

**Alumni****Overall aim:**

Create an alumni strategy.

**Aim:**

Define ELSA's needs towards the alumni.

**Comments:**

In the IM decision book under the heading human resources the IM workshop in Corunna took the decision to implement the alumni in to ELSA online. In order to have a successful implementation of the above mentioned decision a solid alumni strategy has to be decided upon. Since the alumni is a broad spectre of people the first step needs to be to define the alumni. An input paper giving an overview of the different alumni has been produced. On the basis of this paper the next step is to define ELSA's needs towards the alumni. Only when we know our needs can we ask the right questions and create a useful alumni part of ELSA ONLINE and a good basis for co-operation.

**Means:**

Read the alumni input paper!

14.00-16.00

**Job hunting Joint WS with STEP****Aim:**

Find more step jobs.

**Comments:**

As a supporting area it is the responsibility of the president to help the stepper find STEP jobs. By defining the different target groups STEP has in the job hunting process we will be able to create strategies for finding more jobs. The outcome of the

joint session will be concrete action plans which will be placed in the ELSA ONLINE archive to help local groups in their efforts.

16.15-19.00

**Planning training**

**Aim:**

To provide the presidents with skills that will help in the process of long term planning.

**Comments:**

Council decision BEE 08/01 II reads: Two Year Tactical Plan – “The term of duration of the Tactical Plan shall be a two-and-a-half year cycle running as follows. The Council shall approve the plan, and that plan shall become effective immediately after that International Council Meeting. **The plan shall expire at the fourth International Council Meeting falling two years after this; and during this succeeding 6 months period leading up to the fifth Council Meeting, the outgoing plan shall be evaluated and a new one shall be drafted.** A new tactical plan shall thereupon be approved by Council.” The decision obliges us to evaluate the current TYTP and decide upon a new tactical plan for the association at the ICM in Athens. In order to create a well-prepared plan for ELSA we need not only the ideas but also the tools. This training will provide us with that.

**Means:**

ITP

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**Wednesday, 6<sup>th</sup> November**

10.00-11.45

**IFP – selection of topic**

**Aim:**

To select a new IFP topic for ELSA to work with in the coming two years and 9 months.

**Comments:**

Referring to Council decision BEE 03/02 I in the BEE policies the following topics shall be included in a feasibility study for the next IFP theme:

- 1) Trade Law
- 2) International Criminal Law
- 3) Generations and responsibilities
- 4) Environmental law

The feasibility studies are the basis for selecting the next IFP theme. The feasibility studies on the 4 topics will be presented to the workshop and after a thorough discussion of the feasibility studies, the workshop will propose a topic to Council.

**Means:**

The feasibility studies.



11.45-12.00

**Break**

12.00-13.00

**Evaluation of the TYTP****Aim:**

To see what aims set in the TYTP where fulfilled and which were not.

**Comments:**

Following the above mentioned Council decision we shall start the evaluation of the current tactical plan and agree on an evaluation plan running until the next Council meeting. Also we shall agree on a plan for drafting the next tactical plan.

**Means:**

- Evaluation of TYTP;
- Setting priorities for the near future.

**Also on the day:****Human Rights Training****Aim:**

Implementation of ELSA's Human Rights Commitment in all Key Areas.

**Comments:**

**The Human Rights Commitment of ELSA** is the synergy of all the efforts throughout the network to implement Human Rights in all our activities – Seminars & Conferences, Academic Activities and STEP –, in order to create a platform for discussion, research and learning by experiences and events. The outcome of ELSA's Human Rights Commitment is the sum of all these ELSA activities, which together, in their quality, quantity and variety, give an invaluable contribution to **Human Rights Education and Awareness** of future young lawyers. This is the reason why all Key Area Officers and Directors should have a good knowledge in what the Human Rights Commitment means and what are the tools to implement it in all Key Areas.

**Means:**

Introduction in the Human Rights Commitment, Flash Presentation, Games, Role Play, Evaluation and Materials to be handed to the participants.

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**Thursday, 7<sup>th</sup> November**

10.00-10.30

**Fundraising regulations sanctions****Aim:**

To decide on a sanctions article in the fundraising regulations.

**Comments:**

The sanctions have been an ongoing discussion in the BEE workshop. The last Council decision was found not to be in accordance with Dutch law and has therefore to be changed. The proposal is and outcome of wanting to give the parties involved in a case of breach of the fundraising regulations a chance to reach an agreement on a feasible sanction. However if a decision is not reached it is up to Council to decide on a suitable sanction. At the IPM in Krakow the following groups drafted a proposal: ELSA Austria, ELSA France, ELSA Germany, ELSA Norway, ELSA Poland and ELSA International

In order to be able to take a decision on an informed basis please read the minutes from the Lyon IPM and the BEE workshop in Corunna.

See proposal.

10.30-11.00

**Presentation of the winter IPM**

ELSA Austria will give a presentation of the next IPM to be held in Vienna, Austria.

11.00-11.15

**Break**

11.15-13.00

**Closing of the workshop**

- Revision of the BEE decision book;
- Miscellaneous ;
- Evaluation of the workshop.

18.00

**Approval of minutes****Closing of the workshop**

## IM Workshop ICM ALANYA

Date	2-Nov	3-Nov	4-Nov	5-Nov	6-Nov	7-Nov	8-Nov	
	Sat	Sun	Mon	Tues	Wed	Thurs	Fri	
800								
830								
900								
930								
1000		Activity Reports	Commitment Fair	Training Status	Training Events	TYTP		
1030				Statutes & Standing Orders		Closing Time		
1100								
1130								
1200								
1230								
1300								
1330								
1400		Transition		Statutes & Standing Orders				
1430								
1500								
1530								
1600								
1630								
1700	Intro			Proxy Guidelines				Minutes
1730								
1800								
1830								
1900								
1930								
2000								

**IM Draft Agenda**

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**Saturday, 2<sup>nd</sup> November**

17:00 – 18:00

**Introductory workshop.**

- Welcoming and introduction of the participants;
- Election of the workshop chair and vice-chair;
- Election of two workshop secretaries.

**Aim:**

To get to know each other and elect workshop officials;

**Means:**

Silly games, voting and what about a national drink?

18:05

**Instructions to the WS Heroes by General Akinci**

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**Sunday, 3<sup>rd</sup> November**

10:00 – 10:15

**Approval of the Draft Agenda**

- Introduction to the structure of the workshop
- Explanation of the agenda
- Approval of the agenda

**Aim:**

Getting a clear picture of the idea behind the agenda

**Comments:**

This session is to make sure everyone is clear on what will happen during the ICM and that everyone understands the idea behind the agenda.

**State of the network****Overall aim:**

To accurately map the situation in the countries regarding marketing and thereby get an overview of the state of the network.

**Comments:**

While the State of the Network presentation is an IM Tradition, this time, however, the presentation will not be made alone by the IB but with the input from the workshop. For this reason while each one of us will present our activity report, the basic requirements to have a good internal management structure and the problems encountered by the groups will be collected. This will enable us to see exactly the strengths and weaknesses of the groups in IM and in this manner we will be better

prepared to help them and focus on their specific needs and will enable us to decide on a new tactical plan at the next Council Meeting.

**Means:**

- Filling in the activity report form see in annex;
- Presentation of the activity report.

10.15-11.45

**Activity reports****Aim:**

To exchange experiences and ideas as well as giving the workshop a clear idea of the needs of the network.

**Comments:**

Here we perform the physical process of mapping each group's activities on a large chart, visible to all.

**Means:**

Fill in the Internal Management activity report form in the annex. These will be the areas we will focus on. Group by group (including the IB) we will present our reports. The activity reports will be presented on the basis of the filled in activity report forms as seen in the annex.

11.45-12.00

**Break**

12.00-12.45

**State of the network****Aim:**

To conclude on some general strengths and weaknesses.

**Comments:**

The analysis will be used as a basis for developing the next tactical plan.

**Means:**

The results of the reports will be made visual and on that basis we will analyse the state of the network in the Internal Management area.

12.45-13.00

**Question and Answer time****Aim:**

To provide the network with answers to questions that do not relate to the points on the agenda.

14:00-19:00

**Transition****Aim:**

To encourage groups to build up a solid tradition of transition.

**Comments:**

Transition is the only tool to ensure that the success of one year is built upon the next. For this reason a proper transition is essential for the development of ELSA into a more stable and active network. At the same time the importance of transition is highlighted by the fact that very often the troubles of most groups start precisely at this point – when a new board enters office having no idea of the group's responsibilities towards the network.

**Means:**

- Training on how to prepare effective transitions;
- Working in groups to prepare a transition form that makes preparing effective transition simple and obvious;
- Read ELSA Norway's transition form in the annexes.

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**Tuesday, 5<sup>th</sup> November**

10:00 – 11:30

**Training****Aim:**

*To give an overall view of the benefits of training and the International Trainers Pool.*

**Means:**

Presentation by the Director for Training, Jana Behlendorf, on the current situation of the ITP as regards to the ITP members and the number of trainings held in the past and the ideas for the future.

11:30-11:40

**Break****Revision of the Statutes and Standing Orders**

11:40 – 12:20

**Statutes and Standing Orders Revision Part 1****Aim:**

The Presentation of the draft Statutes and Standing Orders.

**Comments:**

Although as a whole the Statutes haven't been changed since the last ICM, there have in fact been some changes of a fundamental nature: such as: new definitions for the key areas and the deletion of alert status from the previous draft. The draft Standing Orders have never before been presented to the Workshop. For these reasons the two documents will be presented and the changes will be highlighted and explained.

**Means:**

Questions and clarifications, which is why it is imperative to read the draft Statutes and Standing Orders.

12:20 – 13:00

**Statutes and Standing Orders Revision Part 2****Aim:**

To thoroughly discuss the new draft for the Statutes and Standing Orders.

**Comments:**

Even though the draft Statutes and Standing Orders are much shorter and more efficient than our current SSO, they still form quite a package. For this reason the Workshop will be divided into small groups to discuss them more informally and efficiently.

**Means:**

Group Work and the input papers.

14:00-15:00

**Group Work continues**

15:00-16:30

**Discussion on the Working Groups' Input****Aim:**

Presentation of the Working Groups' Results

**Comments:**

The Working Groups have almost 6 hours – enough time to discuss the SSO thoroughly. The groups will then present their conclusions to each other.

**Means:**

Presentations.

16:30-16:45

**Break**

16:45-17:40

**The Evaluation of the Working Groups and settlement of future actions****Aim:**

To reach a consensus on the statutes and Standing orders.

**Comments:**

Once the working groups have presented to each other their results, they will then discuss the controversial points amongst themselves so that consensus can be reached over the SSO – preparing the ground work for their approval in Athens.

17:40-18:00

**Break**

18:00-19:00

**Proxy Guidelines****Aim:**

To decide on new proxy rules in the Standing Orders.

**Comments:**

The motivation for these guidelines arose at the Coimbra ICM, where the plenary spent almost 2 hours discussing whether a single proxy could be accepted or not. For this reason Council recommended that a set of guidelines be established to avoid future conflicts arising from a Proxy. The guidelines were however rejected at the Coruna ICM because of uncertainty whether these guidelines were valid under Dutch Law or not. We have finally gotten the notaries opinion so that we can ensure compliance with the law. On the basis of the comments from the notary new and clear proxy rules are presented. According to IM decision 01/02 I the new rules are to be inserted in the current Standing Orders.

**Means:**

Read the proposal and comments to the new proxy, which have been produced by ELSA International in cooperation with the notary.

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**Wednesday, 6<sup>th</sup> November****10:00 - 13:00****Training in project management - cross boarder training events****Aim:**

To provide the necessary knowledge and the motivation to the Secretary Generals as regards to organising cross border training events.

**Comments:**

One of the most important issues in our network today is, not having equally developed groups. In order to have a strong network, we should focus on having all the members at the same level. Training as a mean for transmitting the knowledge, information, required skills, motivation etc., can provide the requirements to increase the quality of the activities which will, in the end, result in a strong network.

Organising cross border training events, between the groups having the similar structural problems due to the groups' geographical conditions, is the start of the equally developed network. Despite the fact that there are regional differences, having uniformed trainings will be the solution in order to have the uniformity in the network.

**Means:**

ITP



**Also on the day:****Human Rights Training****Aim:**

Implementation of ELSA's Human Rights Commitment in all Key Areas.

**Comments:**

**The Human Rights Commitment of ELSA** is the synergy of all the efforts throughout the network to implement Human Rights in all our activities – Seminars & Conferences, Academic Activities and STEP -, in order to create a platform for discussion, research and learning by experiences and events. The outcome of ELSA's Human Rights Commitment is the sum of all these ELSA activities, which together, in their quality, quantity and variety, give an invaluable contribution to **Human Rights Education and Awareness** of future young lawyers. This is the reason why all Key Area Officers and Directors should have a good knowledge in what the Human Rights Commitment means and what are the tools to implement it in all Key Areas.

**Means:**

Introduction in the Human Rights Commitment, Flash Presentation, Games, Role Play, Evaluation and Materials to be handed to the participants.

**Thursday, 7<sup>th</sup> November**

10:00 – 11.00

**Evaluation of the TYTP****Aim:**

To see what aims set in the TYTP where fulfilled and which were not.

**Comments:**

Following Council decision BEE 08/01 II we shall start the evaluation of the current tactical plan and agree on an evaluation plan running until the next Council meeting

11.00 – 13.00

**Closing Time**

- Revision of the marketing policies;
- Miscellaneous;
- Evaluation.

18.00

**Approval of Minutes****Closing of the Workshop**

## FM Workshop ICM ALANYA

Date	2-Nov	3-Nov	4-Nov	5-Nov	6-Nov	7-Nov	8-Nov															
	Sat	Sun	Mon	Tue	Wed	Thu	Fri															
8.00																						
8.30																						
9.00																						
9.30																						
10.00																						
10.30		Activity Reports and State of the Network	Commitment Fair	Grants Research	Budget Revision	TYTP																
11.00				FM Helpdesk		Closing Time																
11.30																						
12.00																						
12.30																						
13.00																						
13.30																						
14.00				JW AA EMCC																		
14.30																						
15.00																						
15.30		Auditors' Report		Grants Training																		
16.00		Budget and Planning Training																				
16.30																						
17.00	Intro Election Chair																					
17.30																						
18.00	Minutes																					
18.30																						
19.00																						
19.30																						
20.00																						

**FM Draft Agenda**

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**Saturday, 2<sup>nd</sup> November****Workshop preparations:**

17.00-18.00

**Introductory workshops:**

- Introduction of the workshop participants;
- Election of the workshop chair and vice-chair;
- Election of two workshop secretaries.

**Aim:**

To get to know each other and elect WS officials.

**Comments:**

Election of one workshop chairman and vice chairman:

It is a basic rule that the workshop cannot run without dedicated, well-prepared participants who are willing to volunteer for the workshop officer positions; this work is crucial for making the workshop effective.

Election of two workshop secretaries:

Actually I consider them as heroes, because they have to deal with spelling, grammar, catch our statements and all the other things we are grumbling about

**Means:**

Some silly games, voting and maybe a national drink.

18.05

**Instructions to the WS Heroes by General Akinci.**

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**Sunday, 3<sup>rd</sup> November**

10.00-10.15

**Approval of the agenda**

- Introduction to the structure of the workshop;
- Explanation of the agenda;
- Approval of the agenda.

**Aim:**

Getting a clear picture of the idea behind the agenda.

10.15-13.00

**State of the network****Overall aim:**

To accurately map the situation in the countries regarding financial management issues and thereby get an overview of the state of the network.

**Comments:**

Currently we are rather blind when it comes to estimating the current state of the network. However at the at the next Council Meeting we will need to decide on a new strategic plan, and for this we must have an overview of the state of the network. We will therefore collect each group's activities on a map and so, be able to look in to which countries are strong on what points and hopefully end up by having a picture of the general weaknesses and strengths and thereby be able to set the right priorities for the coming years.

**Means:**

- Filling in the FM activity report form (see annex).
- Presentation of the activity report on a prepared chart.

10.15-11.45

**Activity reports****Aim:**

To exchange experiences and ideas as well as giving the workshop a clear picture of the needs of the network.

**Comments:**

Here we perform the physical process of mapping each group's activities on a large chart, visible to all.

**Means:**

Fill in the FM activity report form in the annex. The activity reports will be presented on the basis of the filled in activity report forms. These will be the areas we will focus on. Group by group (including the IB) we will present our reports on a prepared chart hung up on the wall. BRING YOUR BUDGETS!!!!

11.45-12.00

**Break**

12.00-12.45

**State of the network****Aim:**

To conclude on some general strengths and weaknesses.

**Means:**

The results of the reports will be visual for everyone and on that basis we will analyse the state of the network in the FM area.

**Comments:**

The analysis will be used as a basis for developing the next tactical plan.

12.45-13.00

**Question and Answer time**

**Aim:**

To provide each other with answers to questions that do not relate to the points on the agenda.

14.00-15.00

**ELSA Development Fund****Aim:**

To give an overview of the state of the ELSA Development Fund.

**Comments:**

According to the FM policies the Treasurer of ELSA International has to give a written detailed report to be discussed in the FM workshop.

15.00-16.00

**Auditors report****Aim:**

To give an overview of the process of finalising the Final Accounts.

**Comments:**

The Final Accounts will not be presented this time. The auditors will be present in the workshop and explain the procedure as well as the provisional auditors report.

16.00-16.15

**Break**

16.15-19.00

**Budget and Planning Training****Aim:**

To provide the treasurers with the skills to handle proper financial planning.

**Comments:**

Financial planning aims to ensure that in the future the financial aspect of our projects and office terms work out as well. This is also the first step in supporting our key areas. Since a large number of groups do not have budgets and do not do financial planning this training will be dedicated to them. Groups that have a developed financial management, can get some new methods or ideas.

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**Tuesday, 5<sup>th</sup> November**

10.00-11.30

**Grants research****Aim:**

To gain more knowledge on fundraising possibilities through grants.

**Comments:**

As a supporting area it is the task of the treasurer to support the key areas in financial matters. Even though the presidents usually take of the fundraising there is one fundraising possibility that suit the nature of the treasurers job more, getting grant donations. A grant proposal is more a task of keeping the guidelines set by the grant giving body than dealing with externals. Often the treasurer has to sign for the correctness of the data submitted. To get the money it is important to know how to handle the application and the reports.

We will discuss project fundraising by grants and basic fundraising tips in order to find a secure base for the key areas, events and activities. This will be a warming up for the next day when we deal closer with grants.

The exchange of information on possible project grants is crucial both to be able to co-ordinate our efforts but also to learn from each other. We will discuss this information flow and discuss the idea of putting our successful grant application and other useful things in the ELSA ONLINE archive.

**Means:**

Read the input paper on grants!

11.30-11.45

**Break**

11.45-13.00

**FM Helpdesk****Aim:**

To introduce the concept of the Financial Management Helpdesk.

**Comments:**

The idea will be presented with possibilities and help that one can get. Former active ELSA members who know the association and therefore are able to provide answers to financial questions that are reflected by the nature of ELSA will be a huge help to the network. In order to get the right information we have to define our needs and thereby prepare the Financial Helpdesk for the matters that ELSA wants to prioritise at the moment.

**Means:**

Read the input paper on the FM helpdesk!

14.00-16.00

**Joint Workshop with AA – the EMCC****Aim:**

1. To present the EMCC Budget;
2. To gain knowledge on the budgeting process of moot courts in general.

**Comments:**

As a supporting area it is the task of the treasurers to support the key areas in financial matters. First we will present the current budget for the EMCC. The budgeting process of a project requires an in depth understanding of the project, which the AA officers will provide us with. On that basis we will be able to define the

budgeting process of a moot court project and thereby draw up another chapter in the AA handbook, which will be made available in the ELSA ONLINE archive.

**Means:**

A) Budget for the EMCC.

- iii) presentation of budget;
- iv) Annex: Updated budget for the EMCC.

B) Drafting the MCC Budgeting Chapter:

- iii) Presentation of Moot Court budgets;
- iv) Drafting a budget template.

16.00-16.15

**Break**

16.15-19.00

**Grants training****Aim:**

To provide the treasurers with the skills to draft grants proposals.

**Comments:**

This training will focus on the world of grants. Besides some theory on grants we will train in drafting the actual proposal.

**Wednesday, 6<sup>th</sup> November**

10.00-12.30

**Budget revision****Aim:**

To get an accurate revision of the budget.

**Comments:**

The Corunna ICM budget has to be revised since the financial situation has changed.

**Means:**

Read the revised budget!!!

**Also on the day:****Human Rights Training****Aim:**

Implementation of ELSA's Human Rights Commitment in all Key Areas.

**Comments:**

**The Human Rights Commitment of ELSA** is the synergy of all the efforts throughout the network to implement Human Rights in all our activities – Seminars & Conferences, Academic Activities and STEP -, in order to create a platform for discussion, research and learning by experiences and events. The

outcome of ELSA's Human Rights Commitment is the sum of all these ELSA activities, which together, in their quality, quantity and variety, give an invaluable contribution to **Human Rights Education and Awareness** of future young lawyers. This is the reason why all Key Area Officers and Directors should have a good knowledge in what the Human Rights Commitment means and what are the tools to implement it in all Key Areas.

**Means:**

Introduction in the Human Rights Commitment, Flash Presentation, Games, Role Play, Evaluation and Materials to be handed to the participants.

**Thursday, 7<sup>th</sup> November**

10.00-11.30

**Two Year Tactical Plan**

Evaluation of the TYTP

**Aim:**

To see what aims set in the TYTP where fulfilled and which were not.

**Comments:**

Following Council decision BEE 08/01 II we shall start the evaluation of the current tactical plan and agree on an evaluation plan running until the next Council meeting.

**Means:**

- Evaluation of TYTP;
- Setting priorities for the near future.

11.30-13.00

**Closing of the workshop**

- Revision of the FM decision book;
- Miscellaneous;
- Evaluation of the workshop.

18.00

**Approval of minutes****Closing of the workshop**



## MARKETING Workshop ICM ALANYA

Date	2-Nov	3-Nov	4-Nov	5-Nov	6-Nov	7-Nov	8-Nov		
	Sat	Sun	Mon	Tue	Wed	Thu	Fri		
8.00									
8.30									
9.00									
9.30									
10.00		Activity Reports	Commitment Fair	Happy Hour	JW STEP	TYTP			
10.30				JW AA on EMCC		Closing Time			
11.00									
11.30				Evaluation	Evaluation				
12.00									
12.30									
13.00									
13.30									
14.00		Market Research Project				JW S&C			
14.30									
15.00									
15.30									
16.00		The Best Local group				Global Website Project Manag-ement			
16.30									
17.00	Making Intros to E.	Minutes							
17.30									
18.00									
18.30									
19.00									
19.30									
20.00									

**Marketing Draft agenda**

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**Saturday, 2<sup>nd</sup> November**

17.00 – 18.00

**Workshop preparations:**

Introductory workshop

- Introduction of the workshop participants;
- Election of workshop chair and vice-chair;
- Election of workshop secretaries.

**Aim:**

To introduce the concept of the workshop and the participants themselves.

**Comments:**

Of course the heroes of the week will be the workshop officials so jump into your Batman suit and rescue the workshop.

**Means:**

Silly games, voting and of course an introduction to some of the national drinks!

18.05-18.30

**Instructions to the WS Heroes by General Akinci**

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**Sunday, 3<sup>rd</sup> November**

10.00-10.15

**Approval of the agenda**

- Introduction to the structure of the workshop;
- Explanation of the agenda;
- Approval of the agenda.

**Aim:**

Getting a clear picture of the idea behind the agenda.

**Comments:**

This session is to make sure everyone is clear on what will happen during the ICM and that everyone understands the idea behind the agenda.

**State of the network****Overall aim:**

To accurately map the situation in the countries regarding marketing and thereby get an overview of the state of the network.

**Comments:**

Currently we are rather blind when it comes to estimating the current state of the network. However at the at the next Council Meeting we will need to decide on a new strategic plan, and for this we must have an overview of the state of the network. We will therefore collect each group's activities on a map and so, be able to look in to which countries are strong on what points and hopefully end up by having a picture of the general weaknesses and strengths and thereby be able to set the right priorities for the coming years.

**Means:**

- Filling in the activity report form see in annex;
- Presentation of the activity report.

10.15-11.45

**Activity reports****Aim:**

To exchange experiences and ideas as well as giving the workshop a clear idea of the needs of the network.

**Comments:**

Here we perform the physical process of mapping each group's activities on a large chart, visible to all.

**Means:**

Fill in the Marketing activity report form in the annex. These will be the areas we will focus on. Group by group (including the IB) we will present our reports. The activity reports will be presented on the basis of the filled in activity report forms as seen in the annex.

11.45-12.00

**Break**

12.00-12.45

**State of the network****Aim:**

To conclude on some general strengths and weaknesses.

**Comments:**

The analysis will be used as a basis for developing the next tactical plan.

**Means:**

The results of the reports will be made visual and on that basis we will analyse the state of the network in the marketing area.

12.45-13.00

**Question and Answer time**

**Aim:**

To provide the network with answers to questions that do not relate to the points on the agenda.

**Means:**

Ask and Answer!

14.00 – 16.00

**Market Research****Aim:**

To gain knowledge on how to do market research.

**Comments:**

At the Corunna ICM the marketing workshop expressed the importance of market research and took the decision that market research should be done on all levels, see marketing policies under the heading market research. To ensure a proper implementation of the decision Emily Bajll, BA marketing, will join us in the workshop and go through the different steps of a proper market research. The session will consist of two parts. First we focus on the theory behind market research and then an explanation of the current market research project performed by ELSA International in co-operation with Thomson.

**Means:**

Read the annex on market research!!!

16.00 – 17.15

**The Best Local Group****Aim:**

To motivate local groups.

**Comments:** Going through our files and speaking to the alumni we got to know about the best local group of the year competition. This competition went on some years ago and was a co-operation between ELSA and the alumni. The idea is to motivate the local groups to become more active.

**Means:**

ITP

17.15 – 17.30

**Break**

17.30 – 18.30

**ELSA - an Introduction****Aim:**

To help local groups and national groups producing marketing material.

**Comments:**

Many groups spend a lot of time inventing marketing materials which slows down the working process in the groups. A general introduction of ELSA has been produced. The idea behind the introduction will be explained. A power point presentation of ELSA – an introduction will also be presented and explained. Both introductions will be made available in the ELSA ONLINE archive to be downloaded by groups. Please bring your own introductions to ELSA to share with everyone.

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**Tuesday, 5<sup>th</sup> November**

10.00 – 11.00

**Happy Hour****Aim:**

To learn about the tools that can be used to motivate.

**Comments:**

Motivation is the basis of our work. When representing ELSA to students motivation is one of the most important part of the presentation. Also during meetings little games and icebreakers can get people who don't know each other together and create a good atmosphere. Since we have a long day in front of us let's get motivated and get some tips on how to motive the rest of the ICM bunch.

**Means:**

Presentation of different games etc.

11.00-12.30

**Joint workshop with AA****Aim:**

To develop a common market strategy for the EMCC amongst all ELSA groups (including ELSA International).

**Comment:**

To market a project across the network effectively a common marketing approach is required, for this reason we will be developing a common strategy for all the groups that can then be used as part of the handbook. The basis for the marketing strategy is a market research. The tools given in our market research session will be the platform for developing the market strategies.

The necessity of organizing this as a joint workshops with the Aaliena is that good marketing practice requires a good grasp on the topic and because one project can be indirectly marketed through other events. Please read and think through the questionnaire for presenting the Marketing strategies of the groups to be prepared for this Workshop.

**Means:**

- ELSA International's marketing strategy will be presented;
- The groups will then each have 3 minutes to present their own marketing strategy – both for the EMCC and their own moot courts;

- General discussion on how we can combine the different strategies already implemented;
- Drafting a chapter in the Moot Court handbook on marketing.

**Tool:** See annex - Questionnaire for presenting the Marketing strategies of the groups.

12.30 – 13.00

**Evaluation of the Joint Workshop with AA**

**Aim:**

To define what we achieved during the joint workshop.

**Comments:**

In this session we will gather the results of the joint workshop and make the concrete results available in the ELSA ONLINE archive.

14.00 – 16.00

**Joint Workshop with S&C**

**Aim:**

To improve the marketing process of S&C events.

**Comments:**

As a supporting area it is the task of the marketer to support the S&C officers in achieving successful events. The co-operation between the marketers and the S&C officers is usually very on that basis we are ready to take our co-operation a step further and begin an evaluation process. The reason being that it unfortunately still happens that events are cancelled around in the network. The reasons for this have never been defined. We will take a look at the research process prior to the event as well as the promotion process. Examples of cancelled and successful S&C events will be analysed and on that basis we will be able to learn from each other's successes and mistakes. Evaluation of our working process is crucial in order for ELSA to develop. On the basis of our evaluation we will draft some general guidelines on the marketing process of S&C events. The guidelines will be made available in the ELSA ONLINE archive.

16.00 – 16.30

**Evaluation of JW S&C**

**Aim:**

To define what we achieved during the joint workshop.

**Comments:**

The guidelines will be finalised and evaluated.

16.30 – 16.45

**Break**

16.45 – 18.30

**Global website - Project Management Training****Aim:**

To provide the marketers with tools to implement a marketing project.

**Comments:**

For the past two ICM's the idea of a global website has been discussed. Before we decide on whether the project is an aim for ELSA we need to know the implications of the project. This training will provide us with an overview of the tasks and responsibilities connected to a project this size as well as a timeline. On the basis of a project analysis we will be able to take an informed and prepared decision.

**Means:**

ITP

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**Wednesday, 6<sup>th</sup> November**

10.00 – 12.30

**Joint Workshop with STEP – Student Hunting****Aim:**

To improve the student hunting process in STEP.

**Comments:**

As a supporting area it is the task of the marketer to support the Steppers in achieving a successful student hunting process. Knowing that the number of STEP applicants has decreased these past years there is a need to rethink our student hunting process. STEP is a very concrete area but to be able to direct our promotion efforts we need to define our target groups and base the marketing strategies on that. After having defined our target groups we will create marketing strategies. The marketing strategies will be made available in the ELSA ONLINE archive.

12.30 13.00

**Evaluation of JW with STEP****Aim:**

To define what we achieved during the Joint Workshop.

**Comments:**

We will gather the concrete results of the session.

**Also on the day:****Human Rights Training****Aim:**

Implementation of ELSA's Human Rights Commitment in all Key Areas.

**Comments:**

**The Human Rights Commitment of ELSA** is the synergy of all the efforts throughout the network to implement Human Rights in all our activities – Seminars & Conferences, Academic Activities and STEP –, in order to create a platform for discussion, research and learning by experiences and events. The outcome of ELSA's Human Rights Commitment is the sum of all these ELSA activities, which together, in their quality, quantity and variety, give an invaluable contribution to **Human Rights Education and Awareness** of future young lawyers. This is the reason why all Key Area Officers and Directors should have a good knowledge in what the Human Rights Commitment means and what are the tools to implement it in all Key Areas.

**Means:**

Introduction in the Human Rights Commitment, Flash Presentation, Games, Role Play, Evaluation and Materials to be handed to the participants.

**Thursday, 7<sup>th</sup> November**

10.00 – 11.00

**TYTP****Evaluation of the TYTP****Aim:**

To see what aims set in the TYTP were fulfilled and which were not.

**Comments:**

Following Council decision BEE 08/01 II we shall start the evaluation of the current tactical plan and agree on an evaluation plan running until the next Council meeting.

**Means:**

- Evaluation of TYTP;
- Setting priorities for the near future.

11.00 – 11.30

**The development of the marketing area****Aim:**

To start the drafting process of the new tactical plan, to be decided on in Athens.

**Comments:**

This will be a brainstorming session based on the outcome of our workshop. The result of our brainstorm will be a starting basis for drafting the new tactical plan.



11.30 – 13.00

**Closing of the workshop**

- Revision of the marketing policies;
- Miscellaneous;
- Evaluation of the workshop.

18.00

**Approval of Minutes.**

**Closing of the workshop**

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**Hans Lederer**  
**VP AA, ELSA International 2001/2002**

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Since the Corunna ICM 2002 my main activities focused on the ELSA Moot Court Competition on WTO Law, the publication of the first issue of ELSA SPEL 2002 as well as the preparations for the ELSA House Training Week and transition in July.

### **ELSA Moot Court Competition on WTO Law**

Previously established contacts with WTO experts were followed-up and new ones were established, so that by July 15 persons agreed to join the EMCC Advisory Board and act as judges during the oral and written rounds of the moot.

Meetings in London with Linklaters & Alliance, Baker & McKenzie, Steptoe & Johnson and Thomson helped to deepen contacts with members of the bench and create new contacts. Thomson agreed to support the EMCC with the production and distribution of posters and flyers, help in a press campaign and a Thomson Award for the Best Written Memorial.

During a meeting with Cameron May in July in Brussels it was agreed that ELSA can promote the EMCC through their website and mailing lists of international trade law experts.

In July I prepared with the help of Mark the structure of the EMCC section of the website of ELSA International.

I visited the LOC in May in Zurich to discuss further issues of the organisation of the Final Oral Rounds, including the timeline, organisational tasks and the Memorandum of Understanding in May.

Contacts with the WTO Secretariat were established with the result that the WTO would provide their facilities for the Final Oral Rounds taking place in Geneva in April 2003.

In order to facilitate the tasks of the ELSA groups in the implementation process of the EMCC an Implementation Package for ELSA Groups was published in the Archive of ELSA ONLINE.

### **ELSA Selected Papers on European Law**

In a meeting with Richard Crowe in Brussels we discussed some last questions before the first issue of ELSA SPEL 2002 could be published on the website of ELSA International in June 2002.

Bruylant was informed that ELSA SPEL would no longer be published as a paper copy. Further a solution for the outstanding debts of ELSA International to Bruylant was found. In the near future also former issues of ELSA SPEL will be put online.

### **ELSA Guide to Legal Studies in Europe**

During a meeting with Bruylant in April we did not only receive a detailed list of copies sold of the 2000/2001 issue (published on the AA discussion list) but we also agreed on a timeline for the publication of the 2002/2003 issue. Due to the fact that by 31 July 2002 only about 50 % of the information previously included in the GLSE was updated it might be that the publication of the 2002/2003 issue is delayed.

**Meetings**

I did not only meet with the LOC of the EMCC in Zurich but also attended the Officers' Meeting of ELSA Germany in Würzburg. Further I had the chance to meet with board members of ELSA Finland, ELSA France, ELSA Greece and ELSA London during my trips.

**Thank-Yous**

I want to take this opportunity to thank my board members Li, Robert, Katja, Kate and Sussi for a great year in Brussels as well as Ann, Daniel, Esteban, Iulia, Kristina, Michael and the OC of the ELSA House Training Week for their support. My thank-yous also go to all ELSA members I had the chance to work and party with during this year, who hosted me on my trips and who visited us in the ELSA House in Brussels.

Last but not least, I wish Mark the best of luck for his work and the same support from the network that I experienced. With him ELSA's Academic Activities are in good hands!

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**Kate Aleksidze**  
**VP S&C, ELSA International 2001/2002**

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It is true that times goes very fast, but I did not think it would be so fast. The whole year run by fast and I found myself on the same plane with which I arrived in Brussels but this time it was time to go back☺ So I had to say goodbye to my board and to new IB and return home. To say the truth I was happy to go home and I felt safe for my beloved S&C, as I knew I left it in great hands.

But now I would like to run back through several months to let you know what I have been doing since I left the beautiful city of Corunna. One thing that I realized when I came back from ICM was that I did not have to do package anymore and have to confess I was little bit happy for that.

In April together with Sussi my great travel companion I went to Munich for the IFP conference, it was great, I would like to thank the OC for the great job that they did and of course the participants without who the conference would not make sense. Our trip to Munich was great and it finished in very interesting way it took us 30 hours to get back to Brussels, those of you who know our travel habits can guess why, but who do not, I can tell you (we always miss trains, but it is not our fault, they just do not wait for us).

In May I visited the Netherlands twice first for the Conference on European and Company Law in Maastricht and then for the NCM of ELSA the Netherlands also organized by ELSA Maastricht.

In between I was doing my general work, among them administrating the delegations to different PrepComs. In the beginning of June there was the ITP Refreshment meeting so we had house full of trainers.

Basically whole June was devoted to preparation for the Transition and EHTW. Because of my great love to Belgian Embassies and Visas I was dealing with all the documentation to insure that this time everyone would get visas on time, and in the end I was successful even got the title "Expert of Visa Issues"☺.

On first of July the new IB start to arrive and I could not wait to see Irena who would be my successor, finally she arrived and we started our transition which when very well and when I left I was sure that she would do amazing job.

July was very crowded in the house as we had new IB and OC at the same time, so I can say it was very interesting to leave with so many people. EHTW went on well and I should say that if not our OC this would not have happened and I would like to thank them for their great work.

On 31<sup>st</sup> July when the clock stroke 24:00 I turned into ordinary mortal again... and that was the end of my story but it is true once you get in ELSA you never leave it so I am still here.

I would like to thank my whole board, directors and coordinators for the wonderful year and of course all you in ELSA world as you were who kept us in Brussels and inspired us.

This was the best year and I hope that it would be same for Irena. I believe she will do great job, better then I, as if she will not repeat my mistakes and take into account my experience that would be the step forward and that is my wish, but she will need your help my dear S&C officers.

Guess this is all..... But I am always here if you need me☺

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**Susanna Mehtonen**  
**VP STEP, ELSA International 2001/2002**

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It's been two months since I left the house and my position as VP STEP of ELSA International. I've said it before and I'll say it again... time flies, especially when you are enjoying yourself! The year went faster than light and could never be fully documented on a piece of paper. The following is a pure listing of my activities from the Corunna ICM until the 31<sup>st</sup> of July and some of my final thoughts of the STEP year as a whole.

In the beginning of April I went to Munich with Kate for the IFP Conference. I was also involved in contacting and meeting new Advisory Board members. VP STEP ELSA France Matthieu Jannin visited me in the house for an intensive two-day session with trainings and exchange of ideas.

In May I participated in the Spanish NCM held in wonderful Cordoba. I gave trainings to the key area workshop in STEP, ELSA ONLINE and S&C. In the end of May I went to London together with Hans and met several firms for potential EMCC and STEP cooperation. In May we also fundraised for the ELSA House Training Week.

In June we hosted the ITP refreshment meeting in the ELSA House, which was fun. I gave some small-scale ELSA ONLINE introductions to some of the trainers.

In June I represented the IB at the very successful Moot Court Competition of ELSA France held in Paris. In June most of my time was spent finalising some last projects and preparing for the ELSA House Training Week and for transition with the new board. In July our time was consequently filled with transition and the EHTW. In the end of July I visited our external contacts in Paris and London together with Bettina.

A large part of my time was continuously devoted to ELSA ONLINE. Reporting and following up technical errors and minor adjustments of the system became my daily and weekly tasks. Another part of my ELSA ONLINE-time was devoted to following the STEP procedure in the system, more precisely checking the numbers and correctness of applications and traineeships. I also contacted steppers with low numbers in order to find a solution to the situation.

During late spring I created some new training and marketing materials; student oriented power points presentations, a concise reception handout, a guideline for students for filling in the application form and similar guidelines for the employer for filling in the traineeship form. I updated the ELSA ONLINE simulation and came up to six different simulation modules in the end. I also developed some STEP training materials. In addition to STEP related materials I made the layout for the Human Rights and S&C brochures. All of these can be found in the ELSA ONLINE Archive.

In my eyes this STEP year was a challenge. Implementing ELSA ONLINE was groundbreaking and therefore quite not like anything we ever could have imagined, neither could we have been demanded to expect it. Since perfection is the only goal to be truly satisfied for, many things could have gone better.

The new system was not always working as well as it should have worked; there was a noticeable lack of marketing of traineeships for students all over and not all groups fulfilled their responsibilities as sending and receiving groups. One disappointment was also the choice the both workshops made in allocating more time on regulative matters rather than the planned and needed substantial issues and training sessions. Everyone in the STEP cycle, no matter old or new, should realise the importance of training and exchange of ideas as the most successful - if not only - way of developing the programme.

This year was a year of success in many areas of STEP. We took the programme fully online after nearly a decade of dreams, planning and development. We also created common guidelines for qualifying the Student Applications - a good basis for a future of more qualified applicants. We organised and participated in the third International STEP Meeting. We also moved marketing of STEP forward, both in theory and in practice. Not only was there new material internationally, I also saw a lot of really good, new material that was renewed or developed nationally and locally. Many local and national STEP websites were also updated. We also saw many groups who had not been involved in STEP for several years connecting through ELSA ONLINE and nearly miraculously becoming active again on both the traineeship and application side.

There is a long way to climb up to the mountain of complete STEP success. Providing more training on every level, focusing on implementing the decisions and changing the traditions of communication towards an exchange of useful hands-on information are only a few of paths yet to climb. ELSA ONLINE should also be fine-tuned into more user-friendly and informative. Full-scale and widespread evaluations are necessary on all levels to realise our strengths as well as the gaps, which need to be filled in. This can be reached, but only if it is done together, with the talents and ideas of several and different individuals. You should all know that you are important on that journey and I wish you the best of luck for it! My thoughts will be with you and STEP and especially with my successor Jenny, whom I believe will do a great job in guiding and supporting you.

On a personal level this year has truly been an experience that I will never forget... it has been hard work, late nights, new and old friends, no sleep, packing and unpacking, living in my suitcase, tough discussions, missing trains, writing emails, logging into EO, plenty of laughter, cry and joy. I truly loved it all!

I would like to thank the following persons for making the year quite fantastic... My fellow board members Anabela, Ruta, Li, Robert, Katja, Hans and Kate for sharing tears, joy, failure and success. Our Directors and Coordinators Ann, Iulia, Kristina, Daniel, Esteban and Michael for cheering up the house many times! "Old STEP people" Thomas, Johanna K, Pierangelo for support, input and ideas! All the steppers I worked with during the year, especially the ones working hard during the both ICMs, the ISM and in the STEP working group...and of course all the wonderful ELSAnians I have met before and during my year in the IB!

See you at some ELSA event in the future, meanwhile: enjoy your time and take good care of ELSA!



**Rūta Žarnauskaitė**  
**President, ELSA International 2001/2002**

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A report will be distributed in Alanya.

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Li Axrup  
Secretary General, ELSA International 2001/2002

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Another ICM is coming up and so is another activity report. I will not have the opportunity to join you in Alanya but hope you will have a great ICM and a lot of fruitful work. So, what did I do the last months of my term of office?

### Meetings

Starting with the meetings. Before *the ICM in Corunna* the package was prepared and sent out, and then I went to Corunna to meet the OC for a weekend and check all facilities. Coming home from Corunna there was not much time to sort everything before going to Corunna for the ICM. After the ICM my work has been focused on gathering all materials and putting together the minutes and the decision book and the idea from Coimbra was followed and reports from the IM workshop were sent to the SecGens. The minutes took even more time than the minutes did after Coimbra and I must say that it was hard to get some order in all proposals, rejected, amended, adopted... and then a 19 hour plenary filled with discussions. But finally it got done and I could leave the ICM post-stress behind.

Besides from the ICM I also attended *the IPM in Krakow* in August. My main task there was to give the input of the IB during the preparations of the agenda, to be present in case any questions relating to our term of office arose, and help with input and guidance for the discussion on the Statutes and the role of the IPM.

### ELSA ONLINE

ELSA ONLINE has all throughout the year taken a lot of Sussi's time and mine. My work has mainly been related to *errors and updates* of the system regarding the manage members and manage groups menu as well as general features and security. Among other things ELSA ONLINE has been *SSL secured* which means that all information transferred between ELSA's server and the users computer is encrypted. At the ICM in Corunna a detailed report on occurred errors and developments made was handed out and another one was sent out on the IM-list in July. In case you are interested I am sure Fatma has a copy, otherwise I will settle with saying that there was many hours spent on ELSA ONLINE and the functionality of the system. Reports on the status quo as regards number of persons registered etc was also handed out. In spring the number increased a lot and also some new groups gained access. Still some groups stay far behind in implementation. Lets not forget the most important thing, the usage of the system that is up to you and not ELSA International to ensure. I would be happy if in the upcoming reports regarding ELSA ONLINE no persons have been waiting for approval for more than 14 days!

### Training

Training is most likely the IM area in which most happened since the ICM. After the ICM the planning of a *refreshment meeting* for the trainers in the International Trainers Pool, ITP, was intensified. ELSA International had earlier been offered a financial support from the ELSA Lawyers Society, which made it possible to arrange this meeting. Time was used for logistical planning, finding accommodation, settling social programme and above all a feasible agenda for the meeting.

The meeting was held in late May in Brussels. The trainers worked in groups on developing new training modules with guidelines and tools for the trainer. These modules are to be used by the ITP trainers and developed further as they are being used. The outcome, I am convinced, will be very beneficial for the training of the ITP. The trainers also worked on improving the current evaluation forms as well as the Train the Trainers Manual. Even though some trainers persistently worked to get everything ready until the late evening hours there was some time for socialising and exchanging old ELSA tales over a fantastic barbecue prepared by Sussi and Kate.

As regards the ITP I would just like to stress one more time the importance of you using these trainers. Ask the ITP to come and give your group training! To your help you have the brochures, done by Sussi and me that you can download from the archive in ELSA ONLINE. There you find some hints about different training as well as a short introduction to the trainers. From the archive in ELSA ONLINE you can also download an update of the Train the Trainers Manual done by the ITP. This is very useful for anyone who is giving training in ELSA.

But there are a lot more things related to training happening in ELSA. The 7th - 14th of July *the ELSA House Training Week* took place again in Brussels. It was a successful event with quite some participants from many different countries. Since we had a great coordinator for the ELSA House Training Week, Daniel Felber, who was supported by a lovely and hard working OC, the work for us in the IB was narrowed to its minimum. My work mainly related to preparing the BEE and IM workshop as well as give training in this workshop. The programme for IM and BEE covered different training from Board Management and Transition to Fundraising and ELSA ONLINE. IM and Marketing together also had training on internal communication and marketing. Hopefully the participants gained a lot of experiences and ideas to implement in their groups.

### **Recognition in Belgium**

A milestone passed the last months is that ELSA is now finally recognised in Belgium as a Dutch association. Since it is a milestone I decided to give it a separate heading even ;) The Statutes and all necessary papers were deposited on the 26th of June and has now, as Fatma informed me been published in Belgische Staatblad. This means that in relation to Belgian authorities ELSA had status as a legal entity in Belgium since the 26 of June whilst the external effect came with the publication being distributed. This means that the long process started in 1997 to get ELSA's legal situation in Belgium settled has at least reached the first vital point of recognition as a legal entity!

### **Statutes revision**

At the ICM in Corunna we discussed the revision of the Statutes not only in the IM workshop but also in a separate working group. Some ideas were brought forward on how to change the new draft, which I after the ICM updated and sent to the Notary in Amsterdam for her to check the legal issues. During this time I also made a new first draft for the standing orders.

In July Fatma and me met the notary in Amsterdam and discussed the new draft of the Statutes. The new draft generally agreed on at the ICM in Corunna was, as far as could be judged from a first look, legally correct, which means that we can continue

the work in the same direction. We also discussed legal issues relating to proxies in the Netherlands, which the notary is willing to help us with advice on. These regulations seem to be rather liberal, which would give ELSA space to regulate it in a way that suits us.

The new drafts for the Statutes and the initial draft for the Standing Orders has then been handed over to Fatma for continued work and a discussion at this ICM in Alanya.

### **Miscellaneous**

Not to forget is the very important responsibility to support the network. Throughout my term of office two groups I have worked with a special focus on are ELSA Russia and ELSA Latvia, and I am very pleased to see these groups up and running again. I hope you will meet them at this ICM. Also in the United Kingdom new contacts were established and the group in London started working again. Besides from these groups, which I mentioned specially since they were more or less extinct when I started my term of office, we have been trying to keep a good contact with all groups and find ways of individually supporting you according to your needs. Communication wise regular IM-newsletters have been sent out and individual contact kept with many SecGens.

From June onwards a lot of my time was spent on planning transition. Schedules for general sessions, and agenda for individual transition were set up and during July Fatma and me were more or less fully occupied on transferring information and knowledge.

Besides from the above mentioned I have been occupied with the traditional work of a SecGen, which you all know well, writing minutes, filing and trying to keep things in order. I also had the opportunity to attend the NCM of ELSA Sweden in May.

Since the unfortunate incident with the e-mail lists disappearing my good-bye e-mail did not reach you. Therefore I would like to use this opportunity to say thank you to all of those I worked with during the year, especially all SecGens. I must say that being in the workshops during the ICM and working with you was a pleasure. Thank you for your patience and interest in discussions, which at times feel very theoretical, such as Statutes. And thank you to all of you working with ELSA ONLINE. The hard work will pay off, I am sure.

A big thank you also goes to the OC:s of the two ICMs in Coimbra and Corunna, as well as the OC of the IPM in Lyon and in Krakow and not to forget the great OC of the final IFP conference in Munich.

Many people helped me throughout the year especially with the revision of the statutes. A big thank you to all of you and an extra thank you to those who motivated me to always do my best, Sofia Amaral, Leander Palleit, Pedro Barros among others.

And last but not least the "crew" of ELSA International, Ann, Daniel, Esteban, Kristina and Iulia and my beloved fellow board members, Hans, Robert, Katja, Kate,

Sussi, Anabela and Ruta, thank you for an unforgettable time and all the work we have done!

I am sure to leave IM in good hands and wish all of you the best of luck with all IM related issues.

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**Robert Tremel**  
**Treasurer, ELSA International 2001/2002**

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Last time to write something for a package (at least I think so) – already in my ELSA retirement – I write down what I did during the last months of my term of office.

I had the possibility to attend some meetings in the network, another officers meeting in Germany, the NCM in Poland, a NCM in Austria and an NCM in The Netherlands. Partly the inviting group or myself paid these trips.

In financial management I was mainly involved in the planning of the activities, such as the EMCC, the ELSA House Training Week. The accounting had to be done and I had to use the first time to use the FM policies for the calculation of the membership fee and the STEP fee.

At the end of our term some not really delighting things happened. At the very last day the email lists broke down and we were not able any more to send out our good-bye emails. Thinking that this was the last time that bad luck was striking you during your term of office – I was wrong.

I tried to go home at the 2<sup>nd</sup> of August and since I knew I would come back to the ELSA House soon, I took the financial papers with me in order to prepare the final accounts and make the final bookings. Unfortunately this bag was stolen and I lost most of the papers for my last half year of office. Of course I went to the police and instead of going home another time back to the house.

I was getting in contact with my auditors and my board members and the only possibility there was, was to ask companies to resend invoices, the bank to reprint statements, to ask Visa to send us the documentary again. Nevertheless it was not possible to get all the information needed for the auditing in Brussels and there for we considered it the best to postpone the approval of the final accounts to the ICM in Athens.

But not only bad luck was striking me. As you know there was no treasurer elected in Corunna and for some time it did not really look like as if a person would pop up to do this interesting job. But – luckily – in the end Ivan was willing to do the job and was appointed director immediately with the start of office of the new board.

I was in Brussels in order to give him transition and we met again for some days during the auditing and I passed over the knowledge and experience I collected during my time in ELSA.

Finally it is time for me to thank some people. Ruta, Li, Katja, Hans, Kate, Sussi and Anabela for our time together in the IB. Since I was already two times in Brussels since our term ended I can say – it is mainly you that made the house not the same as before any more.

Furthermore I want to say thanks to our directors and team members. I enjoyed working with you, Iulia, Ann, Kristina, Esteban and Michael. Many Thanks goes to

the OC of the EHTW and I want to mention Daniel here representing his whole team, who did a fantastic job.

Thanks goes to all the persons in ELSA I had the possibility work with, starting from the OCs of our ICMs and events to the members of the various groups, the ITP trainers and many more. Congrats go to the treasurers of the last year because I think we made quite some progress in the field of financial management in this year.

Last, but not least, I wish our successors the very best. And best wishes to Ivan, my successor – financial management is in good hands.

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**Katja Pecek**  
**VP Marketing, ELSA International 2001/2002**

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My dear Marketing Sweethearts and Other somewhat involved in my life during my term of office!!!

They say it is not over till it is over but the end has already happened for me. I am sorry I couldn't send you a goodbye email, but the lists went down some minutes previous to me sending out the email. I was devastated getting the error message all the time, but I was thinking of you!!!! And then it was the magic midnight and I was no longer in charge of marketing or ELSA. FREEDOM!!!! (as well known from the Brave heart) I was asking myself what the hell will I do now ... is there life after ELSA? Well, now a few months later I can say I got my life back....hahahahaha...very internal IB kind of joke...sorry ☺ I am back studying like hell and working out wit a sex god embodied in my tai-bo instructor ☺ ☺, having beauty treatments, relaxing... Well doing all those things that had to be set aside while being in the IB. Very relaxed life or maybe I have just learned how to cope with stress during the year in Brussels!? Definitely the last!

I didn't completely abandon ELSA because you can never really truly walk away from the things that were so significant in ones life. I was just visiting my local group, ELSA Ljubljana, the other day offering my help with the promotion of EMCC. And I am planning to go to the seminar they are organising. You know that nothing beats Elsa's social life. ☺

I owe you an activity report about my work after the ICM in Spain.

My biggest concern was what to do with distribution of Synergy and posters. As you all know it arrived in Corunna three days after the ICM. With support and help of Robert we managed to get them back from Spain to Brussels and send them around to the countries present at the ICM wither via post or via human recourses. I would really like to thank everyone for their patient and to Robert for helping me out. I wouldn't manage without you!!!!

The next big thing after the ICM was ELSA House Training Week. Here I was in charge of fundraising for the event. I must say it was very successful- in every meaning of the word, the fundraising and the event as such (those who have been there can confirm and those of you who were not can be rally sorry!!!! THAK YOU OC!!!) Just to highlight the most important thing for me, Allen & Overy was a sponsor of the event, so they still like us despite all the doubts some people had over terminating the contract. Marketing workshop even had a very interesting Marketing training delivered by Marketing Manager of Allen & Overy.

I also had some meetings; Li and I were meeting Marketing Manager of IBA. Then there was AIJA where the new IB was introduced. My biggest challenge of all as regards externals was lobbying on the renewal of CMS contract. I was having extensive correspondence with our unofficial patron Russell Denoon Duncan with whom we made a plan how to proceed and Russell put all his efforts and we won!!!! CMS signed up again!!!! I would at this point like to thank Russell for his never-ending support and efforts he is always willing to give us! It is priceless for ELSA. Obviously I now carry some emotional attachment to this contract, so BE NICE AND GOOD TO CMS!!!!

One of the other things I would like to highlight are: Updated Identity Handbook which you are suppose to find in still fabulous ELSA ONLINE; The data base of all



the Universities in Europe with addresses and specific professors who lecture WTO Law, this data base that I created was meant for Thomson to send around all the promotional materials they printed; I also obviously had a workshop at the EHTW. That was somewhat funny because due to immense interest of participant for marketing and lack of people in other workshops we had a joint MAR, AA, S&C and FM workshop. I was always saying **MARKETING IS THE BEST!!!!!!!!!!!!!!**

The very last thing Sussi and I did was sending around million of faxes that we are out and new IB is in, what was quite a challenge for our fax machine. ☺

Of course I did the usual daily stuff, which is not something one puts in the activity report.

Now I would like to do some thanking!!!! (It is quite some actually, so if this would be Oscars, I would be sent off the stage ages ago!!)

This might seem funny, but I want to thank my parents because they financially supported me during the whole year in Brussels. I couldn't do this job with out them no matter how big love and enthusiasm I had for ELSA!! So **THANK YOU** for making the best experience in my life possible!!!!

I would like to **THANK YOU**, my lovely marketing enthusiasts for the fantastic year we have spent together...for better, for worse (kind of like marriage ha,ha )...but regardless.... **I JUST LOVED WORKING WITH YOU!!!!!!!!!!!!!!**

I would especially like to thank my chairman's of the ICM's Jonas and HaMi, my Vice Chairs Caroline and Bartek and of course the tortured ones-the Secretaries John, Valerio, Barbara and Asmir! All of you were all my angels and heroes!!! I was so lucky to have you!!

Thanks to all of you for your input!!! I am a bit sad that the list was not as active I as wished and this should improve in the future!

Nevertheless I believe we have achieved good things in marketing in my term and moved it one step forward!!! Especially with the Marketing Policies, this is something I am most proud of!!!! I have had an amazing year ever!!! I am so glad that I met each and every one of you! I will never forget this experience and it gave me so much and I hope I have given something back to you and to ELSA!! I don't believe many things in life last forever.....but I believe friendship is one of these things!!! At the end of the day...this is what really matters and what makes ELSA sprit!!

Be good to my successor Andrius!! He is a great guy! I got to know him during transition and I am totally convinced he will do, actually he is already doing it, an amazing job!!! You are SO lucky that he took over this area!! I have my full trust in him and you should too!!

Andrius, babe, best of luck with everything, I have my full faith and trust in you!!! I wish that during this year you will get to know the kind of love and friendship I was privileged to have.

There is also somebody very special to whom I would like to thank, that is Johan Almer, who was VP MAR in IB in 1999 when I attended my first ICM. He helped me to get in depth understanding of marketing, the basic knowledge that a law student somewhat lacks due to focus obviously on law not marketing. Thank you Johan for being there for me when I needed you, for your valuable input, for those long late night conversations, for being there for my first ICM and giving the training in my

WS and for your sweet but short visit in Brussels. I will be forever grateful. And you always said, don't thank me now, thank me when your job is done. Well I am definitely done with the job, so this time is now: THANK YOU DARLING!!!

There comes THANK YOU to the best Directors and Coordinators any IB could of wish for:

BIG, BIG, BIG THANK YOU to Ann, Daniel (and his fabulous OC EHTW!), Esteban, Iulia, Kristina and Michael!! It was your support that got us through the heavy moments at time like ICMs and for the great job you did (and made us all look better for it, hehe) and for being such a great people, friends, really! Love you all!!

I also have somewhat gigantic gratitude to Mike, Ann and Connie for their lodge in when I was in London for meetings and things. Thank you!!!!!!! You always have a bed in my house! ☺

Last but definitely not least I would like to thank to my fellow board members (I think it was the Christ (Robert can correct me on this one ☺) who said: "The first will be the last, and last will be the first!" Well you know what is the place you have in my heart!!!!!!)

Thank you (going by board positions): Li, Robert, Hans, Kate and Sussi. Thank you for the amazing year, for the love, support, happiness, sadness, anger, tears, bitching around, hugging, kissing, boozing and partying, joy, laughter!!! Well, everything that sums up in one word FRIENDSHIP. I guess living and working together was the biggest challenge of all. I guess the friendship we have developed is the most extraordinary because in order to survive together in the House for 24hours a day, one needs to accept the other with all the virtues and vices. With all the good and the bad and not try to change it, too much at least. We all tried to adjust the best we knew how. We survived, more we became good friends. This relationship of ours was also the most honest one, because one couldn't hide almost anything and we still like, loving each other. Maybe because of all this I miss you now here back home even more. Because with you I just WAS and you knew and I didn't need to explain or justify. We had different views, but we respected them, even when we made fun of them. We share it all, the good and the bad the successes and failures. As we said it best: "God bless ELSA and the Holy Family"! hahahahahahaha and how it goes...I will survive, I am a survivor, Stronger, the song from Lip B from our power point on the day like this a to top it all up At the End is doesn't really matter!!! Haha yes this were our Theme Songs, I would just add, I does matter YOU matter to me!!!! I will end this now because I have this feeling that Hans is starting to puke!

I wish everyone endless love and enthusiasm for ELSA, it changes you and ones life and it makes us a bit extraordinary people! It also demands some sacrifices, but you shouldn't regret that, I don't! And that is good!

As one wise man (actually I think it was probably a woman ☺) once said:" DONT CRY BECAUSE IT IS OVER, SMILE BECAUSE IT HAPPENED!!!" .....And I have this huge smile all over my face (that is actually beginning to hurt)!!!!

Lots of love, kisses, and hugs from Brussels (for the very last time)  
Katja

PS: if somebody wants to contact me for whatever reason my private email is pecekk@yahoo.com And as one cant really leave ELSA forever, I am sure we will meet at some ELSA event. I unfortunately cannot come to the ICM in Turkey, but I am definitely planning to go to Athens!!

**Iulia Vass**  
**Director for Human Rights, ELSA International 2001/2002**

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See Activity Reports Directors EI 2002/2003.

**Jose Esteban Mucientes Manso**  
**Director for IFP, ELSA International 2001/2002**

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A report will be distributed in Alanya.

**Ann Swampillai**  
**Coordinator for United Nations, ELSA International 2001/2002**

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A report will be distributed in Alanya.

**Kristina Juth**  
**Coordinator for European Institutions, ELSA International 2001/2002**

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A report will be distributed in Alanya.

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**Daniel Felber**  
**Coordinator for EHTW, ELSA International 2001/2002**

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While I'm writing these words, the ELSA House Training Week is over for around 1 ½ months, so it is time to look back again and trying to show all important aspects of my work during the last months.

Finally the idea to run for Coordinator of the ELSA House Training Week 2002 has been in my mind after I visited Brussels in February and got a closer look to the folders of the last EHTW. Being back at home and asked by the International Board I decided to run up and send my application to Brussels. My work started with creating an input paper with all ideas how the event in its different aspects should be organized.

After another visit in Brussels in April and discussing it with the IB we knew in which direction everything should go. So I started with promotion, creating a call for applicants, a PPP and a brochure for the event and sending Emails over the list to promote the ELSA House Training Week through the network. In addition to it, hundreds of Emails followed to answer questions of interested members and receiving and confirming application forms.

Another important part of my work was to set up contacts to organise essential things like accommodation, catering, fundraising and institutional visits, prepared the budget and the time schedule. It sounds quiet easy but doing the research work, contacting them and communicating the results to the IB needed lot's of phone calls, Emails and another visit in Brussels in May. So finally I know why I had this extreme telephone bill during these three months.

I also got in touch with the Council of Europe in order to refund the travel costs of the participants from the mobility fund of disadvantaged youths. It is extremely satisfying, that finally the travel costs of the Russian and Ukraine participants were supported with a maximum grant of 4600 €.

One of our first decisions was appointing the OC. After facing some problems, because two members were forced to cancel their participation, we ended up with 7 OC members from 6 different countries who arrived in Brussels during the last three weeks before the week started to do the final preparations. It was extremely important to keep them informed about all results and discussing the different ideas with them. Although they had been informed about the status of the project, we also had an introductory meeting in Brussels and set up our action plan for the three weeks. For me it meant not only to do my part of this work, it was also up to me to be the leader of the team, coordinating all the work, preparing OC meetings and communicating the results to the IB.

So let's focus on the ELSA House Training Week itself. After having received 75 applications finally 46 participants from 18 different countries attended the event. Another success was that 4 members from ELSA Russia and 6 members from ELSA UK participated after these groups haven't been active for some time. The academic programme contained workshops, delivered by the old and new IB, trainings, held by externals from Clifford Chance, Allen & Overy and CMS and institutional visits to



the European Parliament, the NATO and the Council of the European Union. Unfortunately it was not possible to get ITP trainers for the workshops and the visit to the NATO has been cancelled due to time problems. The official programme also contained a Law Event at the Linklaters office and a discussion round, dealing with qualities and necessary knowledge of future lawyers.

The social programme consisted of the welcome and farewell party in the ELSA house (well...we had some uninvited guests in the middle of the night also known as Brussels police), a pub-crawl, disco night, guided city tour and vision contest. A special event was the official opening at the office of Elsa's advisory board member Frederik Lofthagen on Monday night.

It isn't possible to show every special moment or the atmosphere during the week just in a few words. Let me say that everybody enjoyed his or her participation and I think the event can be called a success. I cannot show up everybody I have to thank but a very special thanks goes to:

Zuzana, Arancha, Jochen, HaMi, Leander, Andrius and Gian - thank you all for being in the OC, I cannot imagine having done this without you and we have to meet one day again (okay, there is the appointment at the Oktoberfest in Munich)...

Li, Katie, Katja, Sussi, Ruta, Hans and Robert for giving me the chance to do this job, always having an open ear for all the stuff and letting me do what I want to do ☺...

And the **new IB** for being **new innocent babes**...

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**Mark Refalo**  
**VP AA, ELSA International**

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Hello Dearest AnAlcoholics (yeah, right!)...

After being surprised by my own election in Corunna I went home to recover from the shock. The 3 months before I had to come up to Brussels for transition were spent trying to prepare myself for a year up in cold Brussels. The advise of some of the old bastards was extremely helpful... warning me to be prepared for the Green Lady (apparently quite a babe of a ghost, but I haven't seen her till now), to put myself in the queue for a liver transplant not to have a long wait on my return home, etc.

The 2<sup>nd</sup> of July was a very hot day in Malta, Brussels however was freezing! The first week of my transition focused around trying to get me used to the weather here in Brussels... as I type this with my teeth chattering and my fingers blue with cold wishing that I am already in Alanya enjoying the heat I realize that this part of my transition might not have been so successful after all! The rest of my transition however was a bit more successful, and I was introduced to all of ELSA's current projects.

The Big day (1 August ) dawned quite badly... waking up to find out that all our lists and all their archives vanished. That first week was spent panicking on the EMCC and trying to come up with a solution for the lists, the only benefit to us was that we finally had a quiet week. The hundred people or so who were living in the house when we arrived had somehow vanished and since they seem to have taken the lists with them we hardly had any emails at all. So we had a week reserved purely for panicking! After that we got down to business:

#### The EMCC

One of the first things that had to be done on entering into office was to take stock of the current situation for the EMCC: Which wasn't too encouraging at first - no director and no IOC, a budget that had to be revised, no big sponsors, and an LOC that didn't seem to know what was going on... what we did have were the judges - a number of very big names, and a brochure that was sent to 300 universities across Europe.

My first reaction was to panic, then to delegate. For this reason we formally appointed an IOC and then started trying to tackle each of the other problems. Irena, as Liaison officer smooched the Swiss OC, Ivan revised the budget (and gave as all a heart attack). While Bettina and Isabelle drew up a fundraising plan to suck everyone out of their money!! The other guys on the IOC should be familiar to you: Andy director for profile enhancement; Fatma director for worrying and Jenny director for Massages!

The result is that at this point we have: still no director, an IOC, a revised budget, a couple of potential sponsors, a working LOC, and a lot of universities expressing an interest in the competition, and even more 'brochures' being sent. Admittedly we cannot start cheering yet, however the situation does look that little bit more hopeful. And with proper support from the network we can organise what has the potential to balloon into the biggest MCC in Europe with the first few years of existence.

**The other projects**

Currently the EMCC is taking about 90 to 95% of my working time, so I wonder if that makes me VP EMCC rather than VP AA. Especially since the other 5-10% of my time was spent working as a walking dictionary for the others – having to proof read too many emails and letters.

Surprisingly, I have also managed to prepare the groundwork for a Legal Research Group on Human Rights with our director (Iulia); gotten a large number of updates for the GLSE (so that we now have almost two thirds of it updated, a large thanks going to Tiago Alves who abused of all his friends to get these updates!). Finally with our editor for ELSA SPEL started examining how we can improve the quality of this publication.

Au revoir in Alanya!

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Irena Bojadzievska  
VP S&C, ELSA International

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...After 3 months of communication via e-mail, I was extremely anxious to see my new family. Being the last one to arrive to the House I met them all in front of the big blue door where, of course, we immediately begun off a long hugging session in the middle of the road. It didn't take us much time to get "attached" to each other, especially since 6 people were sharing:

- 2 mattresses
- 3 pillows
- 1 fridge shelf and
- Half a bathroom

Sounds strange, but it actually works.

Since July is the so-called transition month, I will try to explain the concept behind it: **(12 h work + 6 h party) x 31 day - (sleeping once per week) = 100% best transition** Of course the most intensive part was the EHTW since it was organised under the motto: " Work and party only, sleeping is a timewaster" !!! - Implemented by the best OC ever.

The biggest thanks for my skills goes certainly to Kate, who first of all is a very good friend of mine, so we did lots of things without feeling pressured since it was a nice working atmosphere. It was surprising to realise how much things we did by the end of the day. Most of the daily tasks of an international VP S&C are the administrative issues regarding the events. It was quite nice experience to do the S&C Brochure using computer programme, which only exists in French☺. Fortunately the programme for the Flyer was in English, so I felt more confident about it.

The motto of my board is "A little less conversation, a little more action", so when we were working on the " best OYOP of the year" ☺ I focused my attention towards the help and the info that my beloved S&Cers can get as concrete help. That's how the directors were suddenly included in all my activities especially when planning the ICM. I can't afford not mentioning the trainers as well, since they are of a great importance towards the plans I have for this year. The communication was sometimes hard, especially when instead of writing one e-mail to the list, you have to write it separately since someone on the 1<sup>st</sup> of August decided that it is not fashionable to have lists anymore, forcing us to dedicate 6 hours per day writing individual e-mails.

I was so proud to put my signature and feel a bit more official when sending the letters to the respective UN Bodies regarding our appointed ELSA delegates. It actually happened 4 times, so I was just getting more and more inspired each time someone from UN Headquarters wrote me "Dear Ms. Bojadzievska, we are confirming your request for the...":

- World Summit on Sustainable Development (Johannesburg, South Africa)
- International Criminal Court- The Assembly of State Parties (New York,USA)
- UNCITRAL Working Group on Transport Law (Vienna, Austria)
- UNCITRAL Working Group on Privately Financed Infrastructure Projects (Vienna, Austria)

Just to make sure we are happy, we are organising a Moot Court Competition and since my board fellows decided that I was the “expert” on the team in organising events, they honoured me with the position of liaison officer. It takes time to make friends with Swiss people, especially when living in Brussels, but thanks to “Belgacom” the friendship limits were crossed. Now we are preparing for our first meeting in Geneva.

Ladies and Gentlemen, Thank you for your attention.

See you in Alanya!!!!

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**Jenny Piipponen**  
**VP STEP, ELSA International**

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A very surprised taxi driver looked back at me when I asked him to take me from Corunna to Porto..... It was the only way to make it on time to my flight back home after the elections..... 250 Euros poorer... I was back in Sweden...

Before coming to Brussels I didn't really know what was waiting for me. I knew I was going to move in with six people I hardly knew into the Headquarters of ELSA and work with this Student Trainee Exchange Programme thingy.... After one month of transition the fog was lifting, but it only cleared fully when I started working with STEP and I realised that this was going to be one cool year!!

Now when the major work with ELSA ONLINE is more or less over, we need to set our focus back on the true nature of STEP, which is the Student Trainee Exchange, and the experiences of the students participating in STEP. First of all we need to be able to offer students jobs and as the number of traineeships has been falling during the last couple of years we need to work hard in order to change this trend. Secondly, we need to offer the employers quality trainees. And in order to do that we need to increase our awareness of the necessity of Certification and Reception. We are offering the employers not only trainees but also internationally minded trainees which makes the STEP programme unique.

I have no doubts that we will reach the goals we set out as long as we work together. STEP has a lot of potential and I know that all of you are ready to work hard this year to make STEP go back to the quality programme it is.

After transition in July I had to go home to Sweden to take some exams. I returned to Brussels in the beginning of September and since then I spent my time settling down in the office, sorting out my chaos, and ripping my hair out over ELSA ONLINE.....

In the middle of September I went to the NCM of ELSA Netherlands to give a STEP training. The NCM was a great success and we all returned home to Brussels with a smile on our face.

For the last weeks we have all been locked up in the office.....many long nights and many litres of coffee while we prepare for the ICM, drafting agendas and writing input papers.

Please look through the agenda, prepare the different points, and bring your NATIONAL DRINK! (And a big smile of course)

I am looking forward to see you all in Alanya!!

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**Bettina Kuperman**  
**President, ELSA International**

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I love ELVIS let there be no doubt. You have to be a genius if you already decades before ELSA was founded could foresee what the association would need in the new century. "A little more action, a little less conversation"!

With the CD in my bag and with major goodbye-Copenhagen hangovers I stepped aboard the plane to Brussels. Entering the famous ELSA house I found my new Sec.Gen sleeping, which I later found out was the cleverest thing she could do. The next month in transition was a full schedule that didn't really include sleep. To make sure that the basis for a good year was created my main priority during transition was to focus on the team. This turned out to be a good gamble. The drafting process of our One Year Operational plan was a very motivating experience and the result something we were all proud of.

Like sent from above our first challenge would be the fantastic communication breakdown. What! Sit down and cry? Nope, head up chest out and call the aiesec guys. Contacts were exchanged and a sponsorship agreement with L-Soft was reached.

Meeting up with my fellow Presidents in Krakow was another motivating experience. Everyone clearly ready to start working and more important, working together, was definitely what I needed to hear my first week of office. The outcome of the Presidents' Meeting was finally a solution to the fundraising regulations sanctions discussion. A proposal was drafted and is included in this package.

In Brussels most of my time has been spent on our major project the EMCC. I was so lucky to be appointed as a member of the International Organising Committee together with Isabelle, President ELSA France as the "give me money" people. So a fundraising plan has been drafted and meetings set up. Besides the project fundraising ELSA International has still not reached the goal of the fundraising strategy, which is to create a secure financial basis through creating a pool of corporate partners. The goal should be reached this year, which is the reason for entering into the next fase of cooperating with project partners. Anyway working with external relations is a pleasure when talking and money is one of your favourite hobbies you can imagine the joy of actually having the job of talking about money ;-).

Preparing for this package has been a very strange but learning experience. The challenge of getting your ideas down in words that has to result in concrete actions was dealt with by suspending sleep, supporting red bull and gluing yourself to the computer. Anyway guys the rest is up to you, I can only do so much from Brussels. My work depends on your results on the national and local level. No activities = no members = no supporters = no ELSA! So once again "A little less conversation, a little more action" Let's get to work.

;-) B

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**Fatma Z. Akinci**  
**Secretary General, ELSA International**

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For a second I remember myself making my presentation in front of 200 hundred people and the next second I am in this plane on my way to Brussels... Did everything happen so quickly or was that the effect of the sedatives that I had taken ☺.

Finally I got to the legendary ELSA House and found myself in a situation, where I was condemned to drink until I puked my heart out and then have to manage to sleep with 20 people in the same room... What sin did I do, that I deserved such a punishment!!! Not only did I suffer from hard physical conditions but I also had transition-meetings-brain-washing sessions with 10 hours being considered short and having the opportunity of meeting with ELSA people from all over the Europe during the ELSA House Training Week which was a quite challenge.

After that first hectic month full of transition we were finally alone at the House - quite a weird feeling after getting used to hit one person with every second step you take - facing the first surprise in our first hours of official start of our term. Yahoo groups going kaput!!! Thanks God that the boards changing their terms didn't leave me alone since almost everyday I received an e-mail from groups mainly related with creating administrators☺. However with L-Soft, the rescuer, our nightmare, not having communication, had ended.

Besides trying to keep up with the administrative work in the office there had been training request, which I dealt with since our beloved Director for Training was fighting with her final examinations. In August I managed to find some time to go to Turkey and met with the OC☺. I am definitely looking to be offered quite a few drinks while resting in front of the pool in Alanya!

September came pretty soon, bringing along with it all the joys of package meetings and the feeling that we were abandoned and locked up in the house - condemned to be left without any social life. Towards the end of September I also visited Maastricht, where I attended the NCM of ELSA Netherlands. Here I not only discovered that there still was a normal life outside the ELSA house, but was also able to meet up three ITP trainers and start smooching the ITP. I also visited Amsterdam, where at a meeting with the Clifford Chance Academy we agreed to organise another Train The Trainer Weekend in December.

The rest of September passed with me trying to find some time for both the Package and the daily administrative tasks: with the only solution being to sacrifice those useless natural human needs like sleep ☺.

The main thing I can conclude from my first months here is that my work has no value without your input and hard work. After these words of wisdom I can finally go to sleep.

See you in Alanya,  
Fatma



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**Ivan Mujovic**  
**Director Financial Management, ELSA International**

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Ladies and gentlemen,

Believe it or not this activity report was the last paper I wrote during the ICM preparations. First of all bills, invoices, e-mails have crowded me, then bank, visa, commune, bank, MEETING, eating, breathing – living in the ELSA House has been my destiny for the last few months. But let's start from the beginning...

One sunny day I was sun bathing in a nude camp on the Adriatic Sea and thinking about my STEP job in Slovenia and then I heard my mobile ringing.

Brussels?!

But I am not prepared, my national board needs me, I have to go for a STEP job, work on the ICM for the next year, but, but... Yes, I will call you tonight.

Was I afraid, insecure? But as a brave man, I did what every brave man must do. My love, my dearest ELSA was in danger. They needed a bloody treasurer. So let's deal with the first problems – find money, get visa, get my board together, give them transition, kiss my mother, shake hands with my angry father, brake up with my girlfriend and WORK WORK WORK WORK.

Then at the airport I saw my new family holding a sign saying WELCOME HOME IVAN. And I was home.

And then it started, one-week transition with the financial genius Robert Tremel. Besides the accounting horror session, everything was fine. I found out that my work, as treasurer is not always visible. You deal with so many things that are administrative, but very important for running an organisation. So you have to be the bloody administrator, deal with bills, bank, petty cash, planning, be a board member (formally not yet, but practically yes). And to be honest I had experience in financial matters but not on an international level, so I had a difficult time getting into all the new information, methods, tasks etc. Unfortunately I had the situation that I did not have an opening balance and no accounting programme (and to top it not enough time for preparation).

So finally what I did was: dealing with the financial planning of our activities, meaning revising the budget for the EMCC (since it is our main priority), doing some grants research for the future, preparing for this ICM, trying to find a balance between needs and possibilities and yelling at my board members not to overspend. Then finally we got the lists, and communication with members has started, but I am not satisfied with the number of treasurers willing to join the list till now! Communication with members has been based on questions about fees, money transfers, ELSA Development Fund, etc. I had an interesting weekend watching the auditors go through financial documents of the previous treasurer trying to find the very expensive 0.01 euro cents somewhere in the bank statements, receipts wherever. Besides my financial nightmare, you will have me as your nightmare (for your own good) because according to the evaluation forms from last ICM's (and by my own experience) most of the time we spend is on discussing ELSA International's finances. Although it is important and has to be talked about we have to start exchanging knowledge, ideas, experiences and methods instead. So now we will deal with your matters and problems of course. In order for the network to develop in the area of financial management we need to share our experiences. This time I will introduce you to some possibilities of getting help from some people with a lot of

financial experience. I have also detected a need for more training in order to provide us with the right skills to deal with the different problems in the groups.

Finally I would like to thank the International Board for their support, help and love. I also have to mention the great help and support from the National Board of ELSA Yugoslavia. Thanks a lot guys!

**Thank you dear ICM participants for you patience and please vote for me.**

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**Andrius Vitkevicius**  
**VP Marketing, ELSA International**

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Dear colleagues,

Let me explain my last few months' experience in ELSA International as a marketer, as a team member, as a person.

I entered the ELSA House on the 1<sup>st</sup> of July from when I started to live the ELSA life - There are no words to express the things I learned, but I will try.

Being surrounded by six "family members" 24/7 and having an extra guest or two all the time is just more than amazing. Life is totally different from that of before.

Transition took place over a month, a very stressing month, where a huge amount of information was squeezed into my head, all in one go. It took a while, but I suddenly realised that I was getting into it. That was a good feeling ☺.

The 1<sup>st</sup> of August, when Katja Pecek (previous marketer) left the house, is a day I will always remember. I was terrified of receiving phone calls and emails. Luckily I soon relaxed and with the idea that I, with the Council's trust, was responsible for ELSA's marketing efforts. And what ELSA demanded was WORK! And work I did.

### **Business Cards**

My first task was in relation to the Business Cards; it was also my first challenge - with our traditional publisher going bankrupt on the day I was meant to contact them! By looking to my contacts in Lithuania I was able to get them two times cheaper than from Brussels and also have them by the 1<sup>st</sup> of August. I have also put up the layout we used on the ELSA archive in Corel Draw format, from which details can be easily changed, so now... no excuses for having your business cards totally against the logo rules!!!

### **Synergy**

Tackling a project such as Synergy was a challenge I had never faced before, especially since I started with a nice round number in my account: 0!! My first step was to create a team of dedicated people: Eryk from Poland and Tiago from Portugal, who were a great aid. We then created a database of potential advertisers from all over Europe & USA, which turned out to be quite a gold mine for adverts!

With the publisher bankrupted from the day I entered office, I had to spend some days hunting for one and because these Belgians only speak bad French I found one in Lithuania... not that anyone here knows French, but it does sound nicer than saying that my Lithuanian contacts were much cheaper!

My next headache was that without any lists I had quite some problems trying to get the massive feedback that I needed for articles, and at this point I must thank all those who submitted an article, especially the female ones, who all deserve a kiss... they can come and collect them personally at the ICM, or else send another female friend to be their proxy!

Synergy is the network's Magazine and as it's editor my only job is not writing, but selecting your articles. So I hope you will enjoy reading the new issue and I am waiting for your comments so that the next issue will be the best ever!

**ELSA - an Introduction.**

Upon entering office I realised that I had very little marketing materials, so we sat down and produced a general introduction to ELSA - you will soon see the results and have your mouths open with amazement, I hope.

At the time being I am also loosing sleep trying to come up with brochures and posters! At times I feel I am the only marketer in the network who is dying with work. Please prove me wrong in the workshops!

So keep working Andy and see you all in Alanya! Where sun the smiles... Workshop near the beach? Why not?

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**Iulia Vass**  
**Director for Human Rights, ELSA International**

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I was told many times that the Human Rights Commitment presentations are one of the most boring pieces of text to read or listen to. Therefore since I would love to break this tradition I will make a very concrete Activity Report, then to make it even more interesting I promise to kiss who ever will be able to answer 10 questions on my activity report and input paper.

My Activity Report focuses on things I was working with during the last months of my first term as DHR ELSA International and which I intend to take to a successful end in my second term. These ideas are the “babies” of my experience as Director for Human Rights of ELSA Bucharest and ELSA Romania, of the Vienna and Corunna ICM Human Rights Working Group, of the ELSA House Training Week, of being in permanent contact with Human Rights Enthusiasts as David, Silje, Jasna and so many other wonderful people.

Currently I am spending two weeks in Brussels, and I hope that with the help of my team fellows, Bettina, Jenny, Irena, Fatma, Mark, Andrius, Ivan and all the other Directors, I will manage to tackle the following tasks:

### **I. Human Rights Mailing List**

My first step to take as Director for Human Rights was to re-establish the Human Rights Mailing List, [elsa-hr@listserv.elsa.org](mailto:elsa-hr@listserv.elsa.org), the most important tool of communication for our network of Human Rights Enthusiasts. My hopes are for a more active Human Rights Mailing List, where everybody will share information related to Human Rights events. If you haven't been subscribed yet, you can do it by sending an e-mail to [elsa-hr-subscribe-request@listserv.elsa.org](mailto:elsa-hr-subscribe-request@listserv.elsa.org)

### **II. Implementation of the Human Rights Database**

As you may already know, the Human Rights Database already exists but it needs to be implemented. It is a tool for information about Human Rights events in ELSA: speakers, institutions, career and organisation tips, designed for the use of Local and National Groups. Its most important advantages is that using the Human Rights Database it will be easier to store the human rights related information and that will ensure continuity by not losing important details of your human rights projects. In order to receive the Human Rights Database, write e-mail to [elsa\\_hr@hotmail.com](mailto:elsa_hr@hotmail.com). After the Alanya ICM you will also have the possibility to download it from the ELSA ONLINE Archive.

### **III. Human Rights Newsletter**

The Human Rights Newsletter is a monthly electronic newsletter published by ELSA International. As part of our COMMITMENT to Human Rights, our aim will be to provide the network the necessary information to encourage ELSA members to efficiently integrate Human Rights in all fields of ELSA. It will include the next information categories:

- i. ELSA HUMAN RIGHTS EVENTS
- ii. FUNDING OPPORTUNITIES
- iii. UPCOMING HUMAN RIGHTS EVENTS
- iv. OTHER ANNOUNCEMENTS (Fellowships, Human Rights Masters, Trainings etc)
- v. HUMAN RIGHTS FLASH NEWS

**IV. Human Rights Speakers' Pool**

Do you want to organise an event on a Human Rights Topic? Send an e-mail to [elsa\\_hr@hotmail.com](mailto:elsa_hr@hotmail.com) stating your intention and you will receive names and contacts of great speakers who would love to be invited by your LG! You should take into consideration that most of these speakers have a very busy agenda, so you have to invite them a few months before the event takes place. Their names and contact details will also be included in the Human Rights Database.

**V. Human Rights Legal Research Group**

Mark, VP AA ELSA International came with an idea I liked a lot: an International Human Rights Legal Research Group, which we hope that will be put into practice in the beginning of the next year. First, we will have to decide on the topic and do some fundraising. I hope we will have many inputs from you during the ICM and on the list, because this will be YOUR Human Rights LRG.

**VI. Fundraising Guide for Human Rights Events in ELSA**

Did you have problems with fundraising for Human Rights Events? A Fundraising Guide for Human Rights Events will be at your disposal at the Alanya ICM and in the ELSA ONLINE Archive.

**VII. Marketing Materials**

- After printing 500 flyers for the ELSA House Training Week, more *Human Rights Flyers* will be printed for this ICM.
- ELSA International also takes in consideration the possibility of printing Human Rights *Posters* for the Alanya or Athens ICM.
- A special focus on ELSA's Commitments, including the Human Rights Commitment in the next issue of *Synergy* is also programmed.
- "*Human Rights in ELSA*" *Flash presentations* will be available for ELSA members in ELSA Online Archive, so that LGs and NGs will have the possibility to use them for training of members.

**VIII. ICM**

As you saw in the Agenda, on Monday, 4<sup>th</sup> of November, between 11 and 13 o'clock, we will have the chance to meet and discuss all the issues above. You will also have the possibility to find out more about ELSA's Human Rights Commitment, what are the means for LGs and NGs to implement our commitment, to ask questions, to receive Human Rights Marketing Materials and exchange information with ELSA International and other LGs and NGs on past and future human rights projects. A two hours Human Rights Training will also take place on 6<sup>th</sup> of November, from 10 to 12 o'clock.

I am looking forward to meet you all in Alanya! But till then, I am waiting for your questions, suggestions and comments at [elsa\\_hr@hotmail.com](mailto:elsa_hr@hotmail.com)

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**Jana Behlendorf**  
**Director for Training**

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As my name is one of many new names on this years' ELSA International team maybe you should first learn something about me before we then have a look at what this years' aims regarding training in ELSA will be.

My name is Jana Behlendorf – sounds quite German – and you're right: it is. Active in ELSA since 1997 I was president of ELSA Rostock and VP S&C of ELSA Germany in 1998/99 before I was appointed as trainer to both the German and the International Trainers' Pool in 2000. Since then I gave quite a few trainings, both on national and on international level. But apparently that was not enough to fill the time between law studies and hobbies so I decided to apply as Director for Training in ELSA.

As my colleagues I was appointed in the end of August, not too long ago, which means there was not much time to get many things going. However, there are a few things that can already be reported.

In September we've had two training events with the involvement of ITP trainers: one in Maastricht /The Netherlands during the Dutch NCM and another one in Lund/Sweden.

Until now there are two training events planned in October: a training camp taking place in London/UK and cross-border training held in Ukraine.

For the next months the main goals as regarding training will be:

**1) More training events**

Even though most of you have heard of the ITP before it is often not clear why trainings are useful and how ITP trainers can get involved. Therefore this year we will firstly and most importantly focus on providing more information about the ITP and your possibilities to use it as well as the access to funding for training events through the EDF.

During this ICM you will hear a lot about training and the ITP: there will be presentations and marketing material and a lot of trainings in your workshops. This year you will also receive a monthly update about training issues in the newsletter published by ELSA International. Furthermore we hope to extend the information regarding trainings and the ITP provided on the ELSA International homepage.

**2) More trainers**

Currently the ITP consists of 25 trainers, mainly from Northern and Central Europe. In order to facilitate your access to trainers we need to appoint new trainers from Southern and Eastern Europe. Therefore we will organise another Train-the-trainers Weekend, which will be especially aiming at experienced ELSA members from Southern, and Eastern Europe. *This is where you can be of help:* please take a minute and think about experienced ELSA members from your country who might be interested in becoming ITP trainers. You can pass on your thoughts (and even better: the email addresses of these people) to me so I can get in contact with them.

**3) High quality of trainings**

In order to ensure a uniform performance of trainers so called training modules have been created.

They give the trainers a better starting pointing, making it possible for them to allocate their resources to the specific training event. By spending more time on evaluating training sessions, drawing conclusions and implementing them in the modules they will constantly be improved.

Due to the little number of training requests in the past some of the trainers never conducted a training since they were appointed. Their knowledge will be refreshed and broadened during a refreshment meeting. Furthermore, it will be attempted to centralise the request for trainers in order to give the trainers equal opportunities to gain experience in giving trainings.



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**Andrzej Rataj**  
**Director for the International Focus Programme, ELSA International**

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Dear ELSAniacs!

As a new IFP Director I am presenting you my report and my plans for this year. I come from ELSA Poland where I was always working on ELSA's International Relations. This time I have decided to do something for the whole Association – and after the approval of the IB, I started my work in the IFP department.

We are in an IFP-breaking year: This year is a year of change for the International Focus Programme: the current IFP cycle has reached its completion and a new IFP topic must be selected.

As you know the IFP provides a focus for the whole network to organise key area activities on a “hot” legal theme. The previous IFP Topic “Information Society - The Legal Challenges – The application of the new technology, protection of individuals and the legislative response” was a big success that was confirmed by the IFP Final Conference in Munich (in April 2002). Now we have to recapitulate the “old” IFP Topic and prepare an “IFP Book” For this the cooperation with my predecessor Esteban and with the whole Network is essential.

A big challenge is waiting for us in Alanya: we shall adopt the new IFP Topic for the next years. It is a great opportunity for ELSA: we have the possibility of focusing on our activities on the matters that are “on the agenda” in legal world and important for the future. This is in all key areas: AA, S&C and STEP.

As you remember during the previous ICM in Corunna we have elected 4 Topics for studying on, these topics are as follows:

- 1) Trade Law
- 2) International Criminal Law
- 3) Generations – Responsibility – Law. Our responsibility for Future Generations.
- 4) Environmental Law.

We will discuss these matters in the workshops, and you will see the results of the IFP feasibility studies. And subsequently the Council will decide on the IFP Topic for the next period!

Then when we are thinking on initiating, maintaining and co-coordinating co-operation in implementing the IFP an essential factor for us is communication. Therefore I hope to stay in contact with all National Groups – encouraging you to organise IFP projects in all key areas!

I hope our decision taken in Alanya will be a good step in the development of our Association

Serdecznie pozdrawiam!

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**Espen Rostrup Nakstad**  
**Director for United Nations, ELSA International**

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Dear friends!

The United Nations is probably the world's largest international organisation – and I hate to admit it, significantly bigger than ELSA..! The global network of UN offices, programmes and commissions, however, is of vital importance to governments and citizens in many countries. It further connects to civil society organisations - such as ELSA - through UN's Economic and Social Council (ECOSOC), which offers a wide variety of activities and information that YOU can make use of when organising local ELSA events! - But where is this information accessible? And do you know how to use it?!

When I started my term as Director for United Nations on 1 September 2002, I set three goals in addition to simply being a link between ELSA International and the United Nations; 1) to raise awareness of ELSA's cooperation with UN through training and presentations within the network; 2) to promote high-quality UN events that go to the core of ELSA's activities and have relevance to our work; and 3) to find a feasible system of sharing contact information with ELSA groups around Europe. With your help I believe these goals can be reached in the coming months, but I will need a lot of feedback and input from you..!

So, what's happened so far, then?

The first half of September actually started at UN Headquarters with the opening meeting of the ICC Assembly of State Parties (previously called "ICC PrepCom"). Eight students comprised the ELSA delegation, and thanks to their great work I got to search the DPI office (Department of Public Information) for ten kilos of UN material without missing out on any important Assembly meetings!

I further represented ELSA International at the September meeting of the CICC steering committee, which is the advisory board of the NGO Coalition for the International Criminal Court. My stay in New York also included a brief chat with ELSA patron M. Cherif Bassiouni (Professor at DePaul University), as well as with legal advisors and ELSA supporters at UN and within the legal NGO community.

October was primarily "transition time" and included a great week in Brussels with the rest of the team! We had time to go through a number of "UN issues", make plans for Alanya ICM workshops and consider upcoming UN Commissions in Vienna and New York. Following transition, I started to revise the UN Handbook, which was compiled by former UN coordinator Ann Swampillai last year, and the remaining time was spent on workshop preparations and new material for ICM delegates.

So much for September and October. On a final and more important note, let me emphasize the hope that I as coordinator can inspire ELSA groups and local members around Europe to establish more activities related to the United Nations and make use of some of the information and opportunities provided by the UN. All questions are welcome - just go ahead! And if you cannot find answers in ELSA's

“UN handbook” or in ELSA ONLINE, please don’t hesitate to get in touch with me at [ELSA\\_UN@gmx.net](mailto:ELSA_UN@gmx.net) !

I look forward to hearing from you!

**Melina Katsomiti**  
**Director for Human Rights, ELSA International 2001/2002**

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A report will be distributed in Alanya.

**IB Proposal  
PROXY GUIDELINES**

The IB proposes to the council the following.  
According to decision IM 01/02 I all rules for proxies shall be placed in the current Standing Orders.

*The following shall be inserted as article 8 of the Standing Orders.*

**8. Rules for Proxies****8.1 General rules**

- 8.1.1 In order for a Member to be able to proxy another Member it has to have fulfilled its financial obligations towards ELSA International, either through agreement or by settling its debts.
- 8.1.2 A proxy vote has to be correctly signed by two (2) board members of the Member, clearly stating the date of signature and the Member, which is appointed as well as the ICM for which the proxy is valid.
- 8.1.3 Only a Member can act as proxy, it will be its delegates who have the right to speak and vote on behalf of the proxy giver. Delegates are to be understood as the delegates stated in the Letter of Authorisation of the Member acting as proxy.
- 8.1.4 A delegation can only hold 3 votes in addition to its own.
- 8.1.5 A Letter of Authorisation cannot be used as proxy.

**8.2 Submission**

- 8.2.1 A proxy vote has to be addressed directly to the Secretary General of ELSA International.
- 8.2.2 A proxy vote can only be used in Council when it has been received and the Secretary General of ELSA International has confirmed its receipt.
- 8.2.3 When submitting a proxy vote by fax or letter the proxy vote shall state the phone number to be used to confirm its receipt. The Secretary General has to confirm the receipt of the proxy vote as soon as it reaches him or her.
- 8.2.4 A proxy vote can be submitted by fax, letter, e-mail with a scanned document attached or handed over directly.
- 8.2.5 A proxy vote can be withdrawn at any time following the same procedure as for submission.

### **8.3 Proof in Case of Doubt**

- 8.3.1 In case of doubt of the authority of the signatories of the proxy vote, the International Board shall request proof from signatories of the proxy vote that they have been duly elected for the board of the relevant Member.

### **8.4 Relations between the Proxy and the Represented Group**

- 8.4.1 The Member acting as proxy must follow any instructions, oral or written, given by the Member represented by proxy. For this reason the proxy vote should explicitly state the content and instructions given to the proxy.
- 8.4.2 The voting of the Member acting as proxy is valid, independently whether the instructions were followed or not.
- 8.4.3 Any misuse of a proxy vote is a matter between the Member acting as proxy and the Member represented by proxy.

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### **Comments.**

#### **General rules**

8.1.1 In order to give voting rights you have to have voting rights. Proxies can obviously not be given when the voting rights have been suspended.

8.1.2 The document giving a proxy is called a proxy vote (see the new Penguin English Dictionary year 2000 page 1123). Therefore the word "letter of appointment" will not be used when dealing with proxies but the proper English term instead. The former letter of appointment is now referred to as the proxy vote. In order for the Council to be bound by an agreement between parties the proxy vote has to fulfil certain formal requirements. The requirements are meant to verify the authenticity of the proxy vote.

8.1.3 According to Dutch Law only a member who has the right to cast a vote itself can be a proxy. According to our Statutes only non-suspended Members of ELSA have the right to vote see article 27. This means that the proxy vote has to be addressed to a Member (National group) and cannot be addressed to a delegate by his or her name ex. ELSA X proxies ELSA Y and not ELSA X proxies Donald Duck, even if Donald Duck would be a voting delegate. He is not a member of ELSA according to our statutes see article 9 of the current Statutes and compare with article 27.

8.1.4 This rule was in the old article of the standing orders and is justified by the fact that we don't want a system where one Member holds the proxy votes of 10 other members. The rule is good for the sake of a fair voting procedure in Council and should therefore be kept. It has to be noted that according to Dutch Law there is no limit to the number of proxies that can be given unless it is stated in the articles of the association. There should therefore definitely be

stated a limit in the Standing Orders and we propose to keep the same limit as in the current article.

8.1.5 A proxy is an agreement, for this reason a letter of authorisation cannot be used as a proxy since it is not an agreement but merely a document stating that the proxy giver is authorised to vote.

### **Submission**

8.2.1 A proxy is an agreement between two parties and is always valid between the agreeing parties as long as the consent of the parties is valid. To bind a third party the agreement has to be brought to the third parties' knowledge. In this case the Secretary General is the person who represents the Council and therefore receives the proxy vote.

8.2.2 This point regulates the confirmation of the receipt of the proxy vote.

8.2.3 This point regulates the requirements for a proper confirmation and the obligation for the Secretary General to confirm as soon as the proxy vote reaches him/her.

8.2.4 If a proxy vote is sent by e-mail it has to have a scanned document attached according to Dutch Law.

8.2.5 In principle a proxy notification can be given orally, in which case it wouldn't be accepted according to the above-mentioned articles since we, in order to be able to prove that there is a valid proxy, demand that a proxy vote is handed in. Dutch Law recommends that the revocation should be in writing.

### **Proof in Case of Doubt**

8.3.1 The notary did not comment on this point as it solely regulates the procedure of confirming the authority of the proxy vote givers.

### **Relations between the Proxy and the represented Member**

8.4.1 The proxy should act according to the content of the proxy vote, if the proxy has been instructed accordingly the proxy should follow these instructions. Dutch Law recommends that the content and instructions be explicitly mentioned in the proxy vote in order to avoid misuse or mistakes. Content is to be understood as the handing over of voting rights. Instructions are to be understood as the actions the proxy has to take on behalf of the proxy giver.

8.4.2 If a proxy acts against the instructions in the proxy vote the vote cast is invalid. However if the proxy gives the impression that the proxy is acting according to the instructions, the proxy giver may be bound. In order to avoid invalid council decisions and to be able to secure the running of the association we should agree that the voting is always valid independent whether the national group holding the proxy followed the instructions or not. Otherwise

we can easily imagine situations where whole Council Meetings are legally invalid, which would harm the association.

8.4.3 The conflict between the contracting parties is not a case for the Council because it is a private agreement between the parties, which has to be settled between them. The contracting parties may decide upon the jurisdiction for the settlement of the case within the civil procedure laws they fall under.



<b>IB Proposal Budget Revision</b>
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The IB proposes to the Council the following

The budget for the financial year 2002/03 shall be revised as follows:

<b>General Income</b>		Budget Corunna	Revision	Difference
Externals		70000	80000	10000
Membership Fee and Administrative Fee		15200	15200	0
ELSA ONLINE Fee		10000	10000	0
Income from Area (Saldo Area)		10850	8350	-2500
Miscellaneous		2500	2500	0
<b>General Income total</b>		<b>108550</b>	<b>116050</b>	<b>7500</b>
<b>Overheads</b>				
ELSA ONLINE Administration		15000	15000	0
Allowance		8000	8400	400
Representation		2000	2000	0
Directors		5000	7000	2000
International Trainers Pool		2500	3500	1000
Auditing		2200	2200	0
Council Meeting		5500	7500	2000
International Presidents' Meeting		1000	1000	0
Travels		15400	15400	0
The ELSA House		23700	23700	0
Heating, Electricity and Water (repairs, etc.)		6000	6000	0
Office Equipment (incl. Depreciation)		3500	3500	0
Communication		8500	8500	0
Copying		100	100	0
Accounting			1800	1800
Bank Charges		650	650	0
Posters, Flyers		4900	4900	0
The ELSA Development Fund		3300	3300	0
Miscellaneous		1300	1600	300
<b>Overheads total</b>		<b>108550</b>	<b>116050</b>	<b>7500</b>
<b>General SALDO</b>		<b>0</b>	<b>0</b>	<b>0</b>

<b>Area Income</b>				
ELSA House Training Week		15000	15000	0
Synergy		13600	13600	0
Annual Report		5000	5000	0

ELSA GLSE		8850	8850	0
ELSA Moot Court Competition		40000	55800	15800
STEP Application Fee		10000	7500	-2500
<b>Area Income total</b>		<b>92450</b>	<b>105750</b>	<b>13300</b>
Area Expenditure				
ELSA House Training Week		15000	15000	0
Synergy		13600	13600	0
Annual Report		8000	8000	0
IFP Book		5000	5000	0
ELSA Moot Court Competition		40000	55800	15800
<b>Area Expenditure total</b>		<b>81600</b>	<b>97400</b>	<b>15800</b>
<b>Area SALDO</b>		<b>10850</b>	<b>8350</b>	<b>-2500</b>

Comments.**GENERAL:**

**Support and donations in kind are not included** in the budget. The board members (working full time) and the directors (working part time), the persons involved in the projects and activities of ELSA **do not get any payments up to now, contribute a lot of effort and work in the association.** Only the International Board gets an allowance. An estimation of the value would be a several times higher than this budget. The same goes for the support by our partners and especially by our network.

**INCOME****Externals**

The planned sponsorships are the following:

Clifford Chance	15,000
KLegal	15,000
Thomson	15,000
CMS	15,000
<del>Juriforum</del>	<del>10,000</del>
EC grant	20,000
<b>Total:</b>	<b>80,000</b>

(The EC grant is not taken into consideration when the payment for the ELSA Development fund is due).

**Membership Fee & Administration Fee**

Membership Fee	15,000
Administration Fee for Observer Countries	200
<b>Total</b>	<b>15,200</b>

The membership fee is calculated according to the decision in force. The same goes for the administrative fee, based on the number of observers, at the moment four.

### **EO Fee**

The ELSA ONLINE Fee has to be calculated according to the decision book.

### **Areas Saldo**

Profit from the Area

### **Miscellaneous**

Bank Interest	2000
Rent From Guests in the ELSA House	500
<b>Miscellaneous Total</b>	<b>2,500</b>

The cash flow situation of ELSA, the capital reserves and the provisions give us the possibility to use our money also as a source of income. Already in the year 2001 there was some money made only by interest of the normal bank account. Some care by the treasurer by moving this money to more effective interest bringing methods of storing would make a profit of about 2000 Euro.

Usually persons who visit the ELSA House have to pay a little amount for the general expenses.

## **EXPENDITURE**

### **ELSA ONLINE Administration Fee**

ELSA ONLINE has to be administrated, updated and amended permanently to the needs of the network. An agreement with the developer of ELSA ONLINE, Chord9, was made to ensure that. The yearly contribution is 15,000 Euro.

The total administration costs of ELSA ONLINE are higher, since the Chord9 does not do web housing. At the moment this part is covered by in kind sponsoring by Alternet. But as mentioned above, this in kind sponsoring is not included in our budget.

### **Allowance**

Every IB member shall be supported with an allowance of 100 Euro per month. Having 12 months and 7 board members the total amount is 8400, - Euro.

### **Representation**

This is to have the possibility for small presents when the International Board is visiting partners or persons and groups working for and on the behalf of ELSA International.

### **Directors**

Directors are appointed by the International Board and act from their respective home countries. Their travel costs and administration cost are dealt under this heading. It is very important, that the directors can come to the ICM and to the ELSA House. Communication and regular updates are very important to have a constructive cooperation with the directors.

Since the directors were appointed now, we can calculate the amount more realistic that before and have to increase the amount to make their work possible.

**International Trainers Pool**

The International Trainers Pool is an important tool for the association and for the development of our network. Since it is a priority for this board to focus on training the amount should be increased to give sufficient and problem orientated trainings at the international meetings. Like every groups using the ITP ELSA International should cover their expenses as well.

**Auditing**

The expenses for the auditors and the costs for their participation at the International Council Meeting are covered here.

**Council Meetings**

The travel expenses of the International Board members and the cost for the stay at the venue before the ICM are included in this heading of the budget. It is very important that the International Board has the possibility to stay at the venue a few days earlier, in order to prepare and to foster the cooperation with the Organising Committee. The costs of the participation are covered in the project budget of the Organising Committee. Because of the distance to the two ICMs during our period the budgeted amounts will no meet the reality.

**International Presidents' Meetings**

The president of the International Board takes part in 3 Presidents Meeting, whereas one of those is during the transition with the new president. The participation costs is covered in the budget of the Organising Committee.

**Travels**

The International Board has 15,400 Euro for travels. It is on the International Board itself to set the priorities where and who to go. Nevertheless many member groups of ELSA invite the International Board members on their costs and support the work of the International Board.

**The ELSA House**

Rent of the ELSA House, where the International Board works and lives.

**Heating, Electricity and Water (repairs, etc)**

All the running costs related to the house itself are approximately 6000 Euro per year. This includes water, heating, electricity and smaller repairs (like broken windows).

**Office Equipment (including depreciation)**

The stationary, but also the equipment of the office, that has to be depreciated is included here.

**Communication, Copies**

These are the running costs of the office. It includes two phone lines, a fax line and cable connection for the Internet. Furthermore the postage of the International Board is covered under this heading. Copies are most of the time, especially if there are bigger amounts, done by the firms of our advisory board members.

**Accounting**

Up to now the treasurer had to spend a lot of his time on accounting. The workload has permanently increased and accounting is a very specific task, as it has to be done according to Dutch law. In order to give the treasurer to act as a supporting area and not spending too much time on administrative tasks, to give him time to take care of the groups and in order to ensure continuity accounting should be done by professionals. This is the first step to improve quality and continuity in financial management at the international level.

**Bank Charges**

These are the cost of our bank accounts and the transfer costs we have. The amount is pretty high, especially since many of our transactions are to foreign countries.

**Poster, Flyers**

This amount is to produce the events poster and other posters. From this amount also other posters and flyers to promote ELSA events can be produced.

**The ELSA Development Fund**

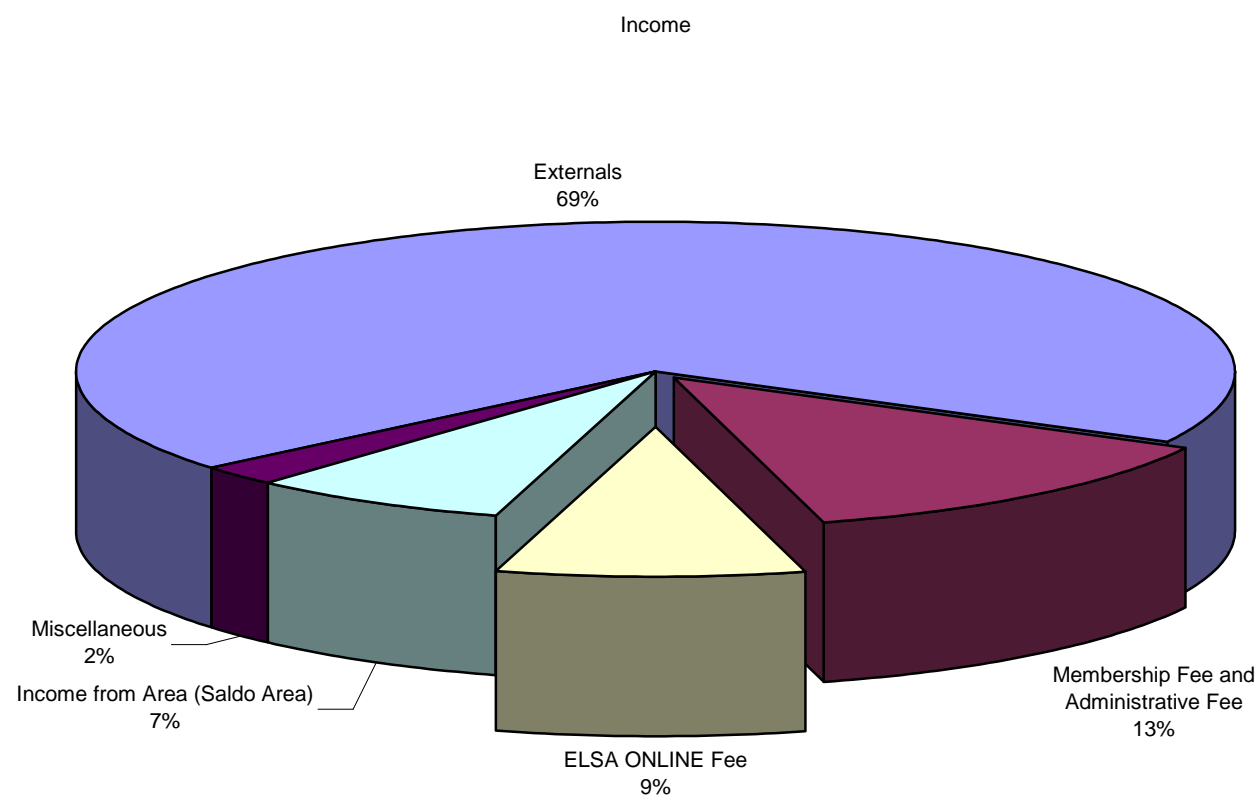
Every ELSA member group and ELSA International has to pay the equivalent of 6% of the fundraised amount of the general income in the ELSA Development Fund. This fund aims on training and development of the network.

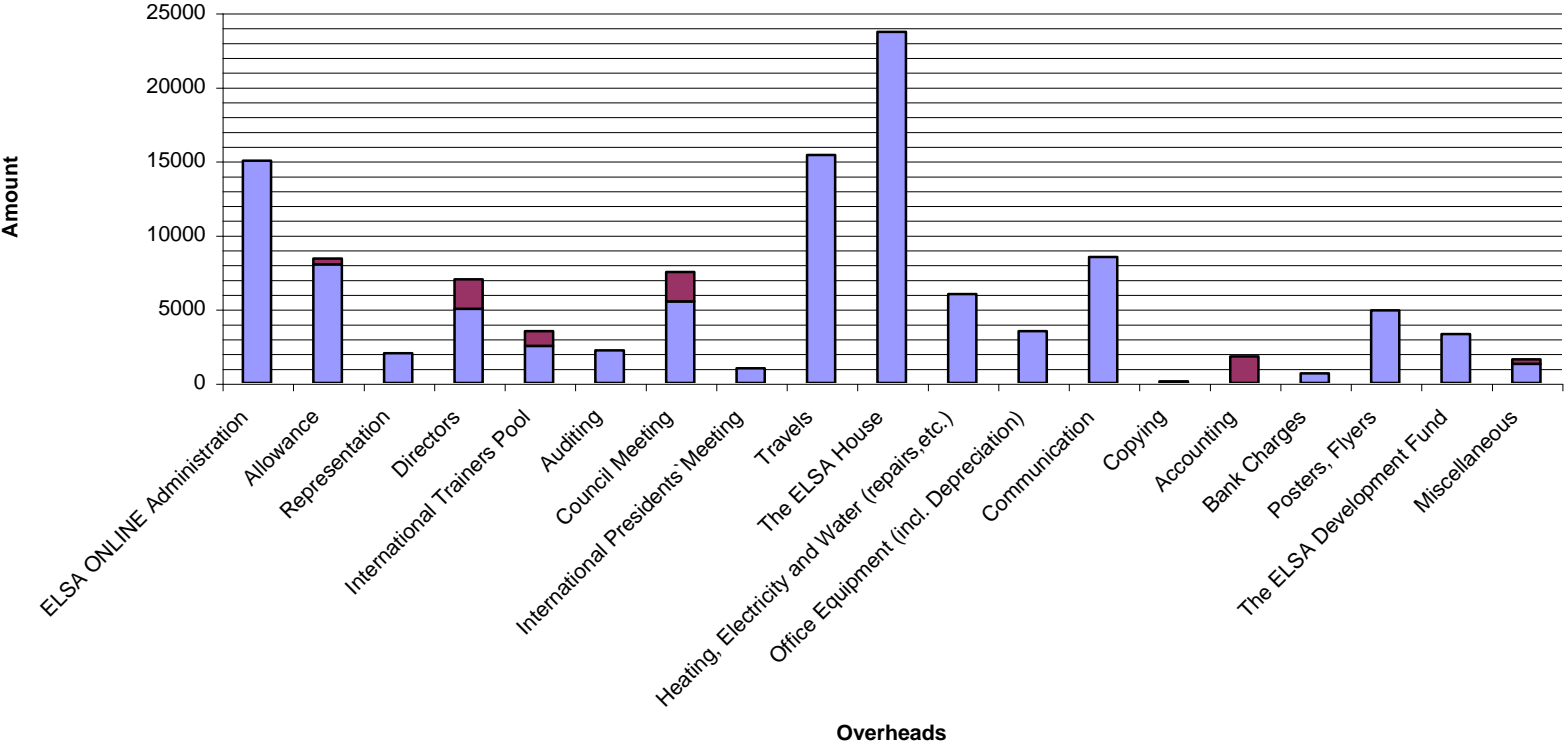
**Miscellaneous****AREA****EMCC:**

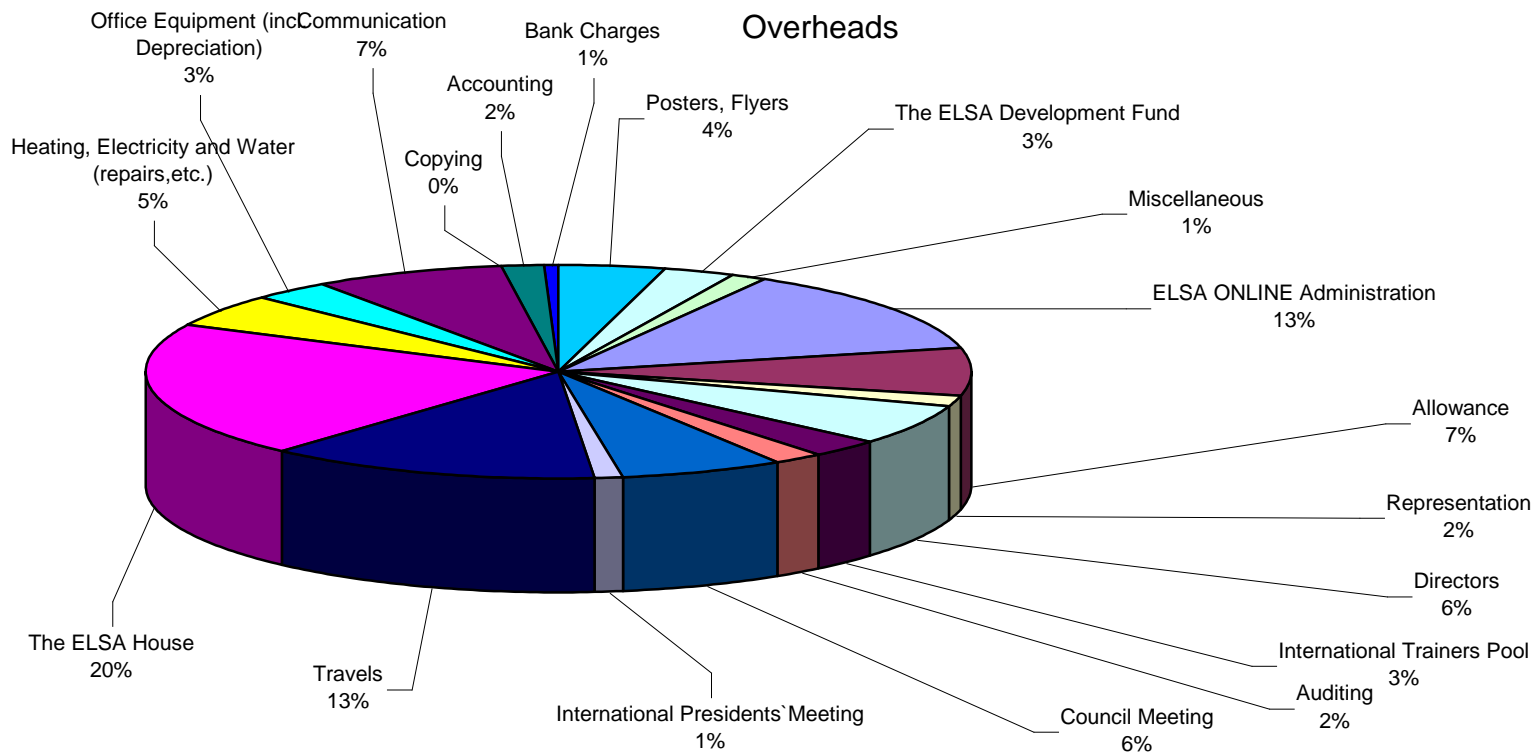
The amounts in the budget had to be revised, since we changed the EMCC budget as well. The budget of the EMCC itself will be presented in a joint WS with AA.

**STEP Application Fee:**

Keeping in mind the development of STEP at the moment and being aware that ELSA ONLINE is still in the process of implementation we consider it realistic to decrease the expected amount by the STEP programme. Hoping that STEP will improve its activities and counting on the cooperation of the network we are sure that this measure has to be taken only for a short period.









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**Proposal by  
ELSA Austria, ELSA France, ELSA Germany,  
ELSA Norway, ELSA Poland  
and ELSA International  
Fundraising regulations**

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The BEE Policies, under the heading External Relations, Fundraising Regulations point 4 “sanctions”, shall be amended as follows:

**Point 4: Sanctions**

If any ELSA group or ELSA International violates these Fundraising Regulations the involved groups should, within six months from the time the harmed group was informed, reach an agreement on a suitable sanction. The Council shall be informed about the sanction agreed on and a copy of this agreement shall be sent to ELSA International. The agreement cannot be object of any discussion or decision by Council. In case no agreement is reached the Council shall decide on a suitable sanction.

A sanction can in no case exceed the amount fundraised. The sanction shall be paid to the ELSA Group whose rights were violated. If the rights of ELSA International were violated, the sanction shall be paid to ELSA International. Until the payment, the debt will be considered a debt towards ELSA International in virtue of article 13 of the Statutes.

In case of a sanction imposed on a local group, the respective national group shall be considered the group involved and is liable for the sanction.

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**Comments:**

The sanctions have been an ongoing discussion in the BEE workshop. The last Council decision was found not to be in accordance with Dutch law and has therefore to be changed. The proposal is an outcome of wanting to give the parties involved in a case of breach of the fundraising regulations a chance to reach an agreement on a feasible sanction. However if a decision is not reached it is up to Council to decide on a suitable sanction. At the IPM in Krakow the following groups drafted a proposal: ELSA Austria, ELSA France, ELSA Germany, ELSA Norway, ELSA Poland and ELSA International

In order to be able to take a decision on an informed basis please read the minutes from the Lyon IPM and the BEE workshop in Corunna.

Elsa Spain proposes the following to the Council:

The following shall be inserted in FM Policies under the heading Allowance:

In case a position in the IB is vacant, a director fulfilling the tasks of the vacant position working full time with the IB in Brussels should get an allowance in the amount of 100 euro per month.

One Off Decision:

A Director who fulfilled the proposal above shall get a one off payment according to the calculations done in the proposal

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**Comments:**

The idea of the allowance is to support the IB members since they have to move to Brussels for their work and there shall be a possibility for more persons to run for the International Board.

Usually directors stay in their respective countries and do not live in Brussels. If there is no board member elected for a position, the International Board tries to find a person to fulfil the tasks of the missing board member. In the past this person moved to Brussels and was running for the vacant position at the ICM.

Because of the fact that only the Council can elect Board members, this director remains in director status till the election, but is living under the same circumstances as any other Board member. According to the decision the allowance is only limited to Board members.

In order to solve these cases for the future the part allowance in the policies shall be increased by the proposed first paragraph.

Nevertheless this part is getting into force with the end of the ICM (or later if otherwise proposed). In order to solve the cases that were arising up to now a one off decision has to be taken. The payment shall be the same as if this decision would have been in force from the beginning of the allowance part in the decision book, meaning for every month the director spent in Brussels the 100 Euro allowance.

The changes were already taken into consideration for the budget revision.



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**Input Paper**  
**Joint Workshop AA + MAR**  
**Marketing questionnaire for the EMCC**

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The aim of this Joint Workshop is to further develop ELSA International's marketing strategy for the EMCC and to integrate this strategy with a common marketing strategy amongst the groups.

We will get around to doing this by having:

- 1) A 3 Minute presentation by each Group on marketing the EMCC (see the questionnaire below, which has been prepared to aid groups in giving this presentation.).
- 2) General discussion on how we can combine the different strategies already implemented.

The questionnaire below is to be filled in by all groups: whether they organize the EMCC or have their own Moot Court Competition.

Those groups that do not have their own Moot Court might want to start thinking about organizing the EMCC for your members! And in the meantime they can look at the questionnaire and try examining how could they implement and market the EMCC.

**I How do you market the EMCC?****Targeting**

1. Who do you target when marketing the EMCC?

☐ Students☐ Faculties☐ Law Firms/ Financial Firms☐ Institutions

Others:

2. Why do you target these?

3. How do you market the competition to the different target groups?

**Actions**

4. What materials are used in presenting the EMCC to:

Students	
Faculties	
Firms	
Institutions	

5. Have you organized lectures on the topic?

Yes ☐ No ☐

6. Have you used any form of media for marketing?

Yes ☐ No ☐

7. How?

8. What other methods do you use to market the EMCC?

**Results:**

9. Number of students willing to participate in the EMCC:

10. Number of professionals you have involved as assistants:

11. What other results did you achieve from your marketing efforts?

- Did you find sponsors?
- Did you increase the Universities' interest in ELSA?
- Did you attract new members?

12. Problems arising in marketing the EMCC?

**Evaluation:**

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13. What else can be done to market the EMCC amongst your members?

**II How do you market other Moot Courts?****Targeting**

1. Who do you target when marketing the EMCC?

☐ Students☐ Faculties☐ Law Firms/ Financial Firms☐ Institutions

Others:

2. Why do you target these?

3. How do you market the competition to the different target groups?

**Actions**

4. What materials are used in presenting the MCC to:

Students	
Faculties	
Firms	
Institutions	

5. Have you organized lectures on the topic?

Yes ☐ No ☐

6. Have you used any form of media for marketing?

Yes ☐ No ☐

7. How?

8. What other methods do you use to market the MCC?

**Results:**

9. Number of students willing to participate in the MCC:

10. Number of professionals you have involved as assistants:

11. What other results did you achieve from your marketing efforts?

- Did you find sponsors?
- Did you increase the Universities' interest in ELSA?
- Did you attract new members?

12. Problems arising in marketing the MCC?

**Evaluation:**

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13. What else can be done to market the MCC amongst your members?



**Input Paper**  
**Joint Workshop AA + S&C**  
**DRAFT Work Breakdown Structure for the EMCC**

At the Corunna ICM the AA Workshop spent some time discussing how the organisation of a Moot Court could be broken down into a number of simpler tasks. The following skeleton structure is the result of that discussion. It is included in the package as an aid to the discussion, to help you to see what is the possible way of breaking down the tasks in a moot court. It is not necessarily the best solution, and I'd be very surprised if it is considered to be the best way to break down the tasks. However it should definitely help in the discussion.

## I

The WG itself specifically focused on the following 9 tasks in organising a moot court:

1. Finding a case
2. Finding judges
3. Finding teams
4. Schedule for teams, judges and the OC
5. Marketing
6. Regulations
7. Material for judges
8. Venue
9. Academic logistics: Collecting memorials, distributing to judges, gather the marks, select teams to participate in the oral rounds (if you decided to have the written rounds first), actual oral rounds

## II

The Working Group broke the MCC into the following tasks

### A

- Form the OC
- Draft schedule
- Draft regulations

### B

- Fundraising
- Finding the case

### C

- Teams
- Judges
- Marketing
- Prepare material for judges

### D

- Find a case

E
<ul style="list-style-type: none"> <li>• Actual event</li> <li>• Marketing</li> </ul>
<ul style="list-style-type: none"> <li>• Follow up for the event</li> </ul>

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**These tasks could be further broken down in the following manner**


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## A 1. FORM THE OC

- Team building sessions
- Explain the team members the responsibilities they are going to carry throughout the MCC namely,
  - 1) Logistics – finding the venue/ photocopying/ water
  - 2) Coordinating judges
  - 3) Fundraising
  - 4) Regulations (and the interpretation thereof) and scoring
  - 5) Finding a case
  - 6) Time keeping – someone in the audience

## A 2. SCHEDULE

- Set the deadline for the case to be ready
- Dates for oral pleadings
- Registration deadlines
- Deadline to present written materials
- Deadline for all the OC responsibilities

## A 3. REGULATIONS

- Regulate proceedings for the oral round (you could base it on the local procedure in your country)
- Penalties should be defined clearly
- Scoring procedure
- Structure of the competitions (the rounds held, etc.)
- Team composition
- Procedures for written rounds

## B 1. FUNDRAISING

- Aims of project (one might ask for recommendations from the faculty)
- Offer Law firms to coach the teams
- Governmental institutions
- Identify needs (easier for sponsors to provide sponsorships in kind)
- Publication of the best memorial (can be used for marketing)
- Reports from previous MCCs
- Providing press releases

## B 2. FINDING CASE

- Finding competent professor willing to produce a case

## C 1. TEAMS

- To find a team refer to marketing in C 3
- Preparatory meetings with potential participants and teams to explain rules and structure of competition
- Ensure good communication
- Prepare schedule for each team

## C 2. JUDGES

- A mix of professionals is suggested: professors/judges/practicing Lawyers
- Database on those who 'gave in before'
- ELS could be 'short notice' judges

## C 3. MARKETING

- Posters, brochures, flyers
- Announcements in classes
- Contacting potential participants personally
- Professors convincing potential participants
- Get faculty to offer credits to participants
- Using magazines (eg. university newspapers)

## C 4. JUDGING MATERIAL

- Basic research material – laws and cases to be referred to
- Guidelines for marking/grading the teams
- Guidelines for asking questions
- A bit of info on ELSA and the OC as well as the MCC itself

## D 1. VENUE

- Real law courts
- It can also be any room just remember to take the size of the MCC into consideration (how many teams are engaged in oral rounds) as well as how big the audience might be

## E 2. MARKETING ORAL PLEADINGS

- Refer to the point C 3
- Get the info on the competition in newspapers, news etc
- Organise reception after the finals – make the participants organise next MCC

## E 1. ACTUAL EVENT

- Collection of memorials
- Distribution to judges
- Gathering marks
- Oral rounds
- Ask audience to ask the teams some questions – this is to evoke interest in the topic
- Giving audience a summary of the case
- Reception after the finals
- Prizes
- Water for the participants
- Take photos
- Presents for the judges

## F. FOLLOW UP

- Organising LRGs with participants
- ‘Puplishing’ best materials
- Suggestion box – questionnaires to participants
- Get the teams to organise MCC

**Further random comments that were made to the issue**

- Conference might be organised in conjunction with the MCC – with judges giving the presentations/lectures and teams encouraged to take an active part in the conference
- Audience participating
- makes participants organise the next MCC.
- sponsoring law firms to appoint a lawyer to council teams which creates a sense of competition and fosters good relationships with the sponsors.



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**Input Paper  
Studies Abroad**

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**Introduction**

The Studies Abroad Programme is one of the oldest programmes in Academic Activities.

My understanding of the Studies Abroad Programme (SAP) is that it originally was intended to be a sister program to STEP. While STEP dealt with students going abroad to WORK, Studies Abroad would deal with students going abroad to STUDY.

The aim of the SAP is to provide:

- A positive learning experience
- Interaction with a new social and cultural environment
- Develop the student's awareness and knowledge of social issues and different practices of the host country

Like STEP, SAP can be divided into 3 different areas:

- 1) **Information.** This is provided by the GLSE, where the officers of the different groups collect information on the various universities where students can go to study law. This could roughly be considered on a par with the STEPpers obligation to find employees for the students. GLSE goes further than this though, in that it obliges groups to give some basic information on their countries and cities, that can also be used for persons going on STEP jobs.
- 2) **Outgoing Students/ Information Meetings.** As in STEP students who are going to spend a long term in a foreign country and probably foreign culture should be told what to expect. A person should be mentally prepared to avoid possible 'Culture Shock'.
- 3) **Incoming Students/ Reception.** Students might prepare themselves for a foreign country by reading through the GLSE and other guidebooks. However there is nothing like having a reception programme – helping them find accommodation, fill in the necessary paperwork and also help them integrate fully in the society.

The problem with SAP however was that unlike STEP it lacked a workable structure: since the actual reception programme could only take place if an ELSA group knew that students came to study at its university. The only ways that the group could learn this was if:

- a) The student himself informed the ELSA Group that he would be studying at the university. Which practically never happened since the students never seemed to know about the SAP – and quite possibly the programme was never marketed effectively.
- b) The 'sending' group informed the 'receiving' group. Of course the only way a group could know whether it had students intending to study and somehow it seems that these information meetings were never held, as in the case above.
- c) The only other way that the receiving group could know of these students was if the university itself informed the ELSA group of the incoming students. And in fact where this happens (such as in

Denmark) the groups are able to organise an effective reception programme.

The result was that for the past couple of years the only part of the Studies Abroad Programme that actually worked was the GLSE (Guide to Legal Studies in Europe) – with the other projects only being organised by a few groups.

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**A. Information**

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This is the first and most developed part of the Studies Abroad Programme; in fact across the whole network it is the only part of the Studies Abroad Programme that really worked was the GLSE (Guide to Legal Studies in Europe).

The aim of the GLSE is to provide a comprehensive guide that can assist students in planning their studies abroad individually. The last printed edition (2000/01) contains information on around 300 universities. Information is given from a student perspective and covers the issues most students will be interested in. The book contains:

- General information on country, its legal system and legal education
- Outline of cities and towns, e.g. nightlife, housing, information agencies, job situation
- Data on universities, e.g. size, address, faculties, websites, language courses, etc
- Details on law school: ELSA groups, courses offered, tuition fees, scholarships, exchange programmes

The GLSE is quite an imposing book and apart from being a useful guide can also be used to market the association to institutions since it is a material display of the size of the network. The book itself is considered a major achievement that can be used to market any local group.

At the same time since the book is not limited to academic information, it includes information on living in the different countries and cities. This book can also be a handy aid to people wanting to go on a STEP job and wanting some preliminary information on the country.

**Responsibilities of the VP AA within the GLSE**

- ❑ Ensure that information on your university and city remains updated.
- ❑ Promote ELSA GLSE to the international offices of the universities, students, and the university libraries.
- ❑ Ensure that either your group or the faculty has a copy of this book

**The National VP AA must also:**

- ❑ Co-ordinate the updating in your country;
- ❑ Ensure deadlines are kept;
- ❑ Review the country information.

**Updating the information**

Ideally the University itself should update the information about itself to ensure accuracy. Since the largest market for this book is the USA, it is actually a free advertising tool for European Universities. However should the university fail to update this information then the task falls upon the local VP AA to ensure that it is actually updated.



As regards the general 'living' information on the country and the city the updating information should be the effort of both the VP AA and the VP STEP because this information would also be requested by students on a STEP job.

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**Points to be discussed in the Workshop:**

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- Considering methods of complementing the GLSE with ONLINE tools without harming potential sales of the book and at the same time having this online service help generate a revenue for ELSA.

Some ideas in this respect are:

- Having a searchable online index, making it easy to find specific information on the book
- Putting the book online. The problem here is that you want to put this book behind a login system.
- A possibility of revenue could be to sell links / adverts to services offered in each country on the website.

**The idea here more than discussion is to brainstorm possible methods of enhancing the GLSE. However ALL these ideas would ultimately require further study before actual implementation.** The fact is that we are currently discussing with Thomson, our corporate partner, possible methods of enhancing the GLSE, so that while it would be good to consider all ideas – ultimately these would have to be decided together with them.

- Possibilities of 'selling' the book to the EU.

The fact is that while nowadays there are directories of universities, the GLSE remains the one having the largest amount of information and also being directly aimed at students.

The GLSE is thus in an excellent position to be used in collaboration with SOCRATES/ERASMUS since it provides a ready structure to them that can be used for their network without them having to reinvent the wheel.

The potential benefits for us would be:

- a) Acknowledgment by the ERASMUS programme, increasing the GLSE's and ELSA's profile.
- b) Therefore easier to get updates from ALL universities in Europe
- c) Therefore easier to sell the GLSE to institutions, etc.
- d) Having the GLSE read by thousands of Law Students
- e) Therefore easier to sell adverts in the GLSE.
- f) And more members.

End Result: Providing the best possible service to law students while making loads of money on the service, which can then be used to support other AA events.

**Collaboration with the ERASMUS programme would be for the whole Studies Abroad Programme.** The idea is that you not only provide ERASMUS with an already functioning information system but also with a reception network which being totally organised by students themselves would be more effective at

integrating the foreign students within the culture, and therefore enhancing the ERASMUS experience.

This point however will be further discussed in the second SA workshop when discussing a structure for both information and reception projects.

**In the event of an eventual collaboration with the ERASMUS programme, the whole process would have to be run in a similar manner to STEP.**

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### **B Preparation Meetings – for Outgoing Students.**

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Students should be informed on exchange programmes and the possibilities of studying abroad. Of course most of this information is generally already provided by the university's international office. What ELSA can offer the university however is to bring the message closer to the student.

Students, who are going to spend a long term in a foreign country, should be told what to expect to help avoid a culture shock. They should also be helped to get in contact with the local ELSA group to be able to prepare themselves fully for their trip abroad. A possibility here is to organise lectures by incoming students about their own country/university.

This whole programme might actually be funded by the international office/university itself; and at the same time promotes both the Local ELSA Group and the whole ELSA network.

#### **Responsibilities of the VP AA**

- ❑ Organising meetings introducing students to the GLSE and the possibilities of studying abroad;
- ❑ Assist applicants in applying to study abroad
- ❑ Helping students contact the local ELSA groups at the universities where they will be studying.
- ❑ Advise and assist the applicant in acquiring the required documentation and legal papers (e.g. work permits where necessary, visa, residence permit, insurance and other requirements).
- ❑ Help the application prepare for a satisfactory experience.

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**C. Reception Programme - Incoming Students.**

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For a student to get the most out of the Studying Abroad Experience they should be integrated fully in the new environment. The problem with reception programmes organised by the universities themselves is precisely that they tend to segregate the foreign students from the rest of the population, they therefore might meet a number of other students but do not experience the culture of the country they are studying in.

This is the one thing that ELSA can sell to universities – it can ensure that the foreign students remain in contact with local students.

**Responsibilities of the VP AA**

- ❑ Ensuring an adequate reception for foreign students studying at the university.
- ❑ Getting a list of foreign students from the faculty

**Requirements for an Adequate Reception**

An adequate reception is meant to allow the foreign student to integrate in the new country. This is done by ensuring that students:

- ❑ Are picked-up at their place of arrival (airport/train or bus station);
- ❑ Are provided with information about the local environment (public transportation, postal services, leisure activities, etc.)
- ❑ Are involved in local group and reception activities
- ❑ Receive a reception package – with, general information about the country and ELSA contact information (This should be produced together with the VP STEP)
- ❑ Are given information on how they can be further involved in the society
- ❑ Are assisted in obtaining internet access for the duration of their studies
- ❑ Expectations are discussed and made realistic
- ❑ Assisted in obtaining housing and accommodation depending on his/her interest and economic capability
- ❑ Assisted in opening a bank account if required
- ❑ **Are involved in your local group's activities and reception activities (e.g. together with STEP trainees)**

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**D. Expanding possibilities within the Studies Abroad Programme**

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**1. Cooperation within the ERASMUS/SOCRATES programmes**

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As was stated in the section on the GLSE cooperation with ERASMUS is probably the best way to ensure the success of the SAP. We already have the book gathering all the relevant information on the universities and we also have a network that can be used to support the ERASMUS programme.

Some groups already collaborate with their universities in the SAP, the next stage is to work together as a whole network; and while reaching an agreement with the EU, implementing reception programmes across the whole network.

However the stage before implementation is the **planning stage**. The aim here will be to discuss both preparatory meetings and reception programme, how they can be improved and organized efficiently.

After this ICM we can then go back home and see whether we can actually implement what we discussed and any problems that might arise. Finally at the Athens ICM we will see whether we are ready to implement the programme across the network, and discuss reception programmes further with our STEP colleagues.

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**2. Selling the Studies Abroad Programme to American Universities.**

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In the Studies Abroad Programme we do not distinguish from foreign students whether they are ELSA Members or not, or European or not. ERASMUS only applies to students from universities within that network; therefore we could sell this programme to American Universities.

**Advantages:**

- ❑ American Universities are VERY interested in Europe – with America being the main market for the GLSE.
- ❑ They also have enough money to provide funds for the programme.

**Disadvantages:**

- ❑ Currently the SAP is not working as efficiently as it could (refer to collaboration with ERASMUS) and once they would be paying for a service, they would expect to receive what they were sold.

**Conclusion**

As in the case with ERASMUS, for the time being the only things we can really do is plan and develop a concept and structure, which should be implemented at a later stage.

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**Input Paper**  
**Status Report on the GLSE**


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Currently the GLSE is published by Law Books in Europe, a network of a number of important legal publishers around Europe. The entire list of publishers, as well as information on ordering the book can be found at <http://www.elsa.org/publications/studyguides.asp>.

While a new edition is in the process of being published it only has updated information for around 200 universities. The real problem arises from groups such as the UK, which in the previous edition included around 50 universities, but due to the problems of ELSA UK only about 10 universities were actually updated (although all universities were contacted the response rate was not too high). At the same time however we have also added new universities to the GLSE. The amount of universities currently listed in the book currently stands at 329 (however the information of some of the non-updated universities will be slightly rudimentary).

At the time of writing the package, the status of the GLSE was almost 2/3 updated. Of course this is only taking into account the 300 universities that were already mentioned in the GLSE. In fact Europe is littered with universities, with at least 500 or 600 all over Europe (at least about 63 in France, 69 in Spain, at least 50 in the UK).

The current statistics for the GLSE are as follows:

Country Information that is up to date	25	
Country Information that remains not updated	13	
Number of Law Schools with updated info	172	
Number of Law Schools with no updated info	138	
Number of new Law Schools in GLSE	26	
Total Information		Percentage
Updated	190	57%
Not updated	145	43%

One of the most depressing statistics is that although we contacted a large number of previously unfeatured Law Schools in Europe (including one on Canonical law in the Vatican!!!) to date we only have 26 of these featured in the GLSE. Leading me to the conclusion that the best way for getting this information remains approaching the universities directly.

My aim at the beginning of the term was to get the GLSE up to 60% updated; I hope to achieve this by the ICM in Alanya... Especially since in the few weeks that he stayed in the house, Tiago Alves, mined every single person he knew (which are a lot!) for the information, and should even half the persons he contacted send the replies then we would be covered.

At the Corunna ICM, the AA workshop identified the causes of this problem as being that:

- a) Deadlines for updates are not met; and
- b) Local Groups do not know how to update it.

The reasons for these problems were mainly attributed to the difficulty in coordinating local groups and that some groups had no knowledge of the final product.

*My personal view on the matter is simply that certain groups lacked the human resources to have one person chasing others to do, what in practice is only a couple of hours work.*

**The breakdown of updates, by country is the following:**

Country	Updated	Total	Percentage
Turkey	10	10	100.00
Switzerland	8	8	100.00
Sweden	6	6	100.00
Slovenia	3	3	100.00
Romania	7	7	100.00
Republic of Macedonia	2	2	100.00
Norway	4	4	100.00
Malta	4	4	100.00
Lithuania	4	4	100.00
Latvia	2	2	100.00
Italy	25	25	100.00
Greece	4	4	100.00
Germany	42	42	100.00
Finland	5	5	100.00
Estonia	2	2	100.00
Denmark	3	3	100.00
Czech Republic	5	5	100.00
Croatia	5	5	100.00
Austria	6	6	100.00
Poland	11	13	84.62
France	18	22	81.82
Hungary	4	5	80.00
Russia	7	19	36.84
The Netherlands	4	11	36.36
Portugal	4	11	36.36
United Kingdom	9	53	16.98
Spain	3	19	15.79
Belgium	1	12	8.33
Yugoslavia	0	5	0.00
Ukraine	0	7	0.00
Slovakia	0	3	0.00
Moldova	0	2	0.00
Luxembourg	0	1	0.00
Kazakhstan	0	2	0.00

Ireland	0	6	0.00
Iceland	0	2	0.00
Georgia	0	0	0.00
Bulgaria	0	3	0.00
Bosnia and Herzegovina	0	2	0.00
Albania	0	0	0.00

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**Input Paper  
STEP Workshop  
Job hunting**

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During the last couple of years the number of STEP jobs has dropped drastically. We have now reached a critical point where we have very few jobs to offer to our members. STEP **was** one of our most successful programmes, but at this point we need to take serious action in order to bring STEP back to where it was some years ago. At this moment in time, we are not able to offer a sufficient number of jobs, and for the jobs we have, we are not able to offer a sufficient amount of applicants.

The two-year tactical plan says that by the end of 2002 we should have 800 jobs in the network, which we are far from close of achieving. I don't think that we at this moment can sign our name on the statement in the policies saying that the STEP programme is the best trainee programme in the world. However, there is a lot of potential, and I know that all of you are willing to work together and come up with new strategies on finding jobs. STEP is a unique programme with a lot of qualities but we need to work on bringing them back.

As you can see from the agenda, we will be devoting a lot of time on job hunting in this workshop, and the result will hopefully be that we will have new concepts and working methods in this matter.

Some of the points we will be addressing are:

**Smaller law firms**

One way to be more successful in job hunting is perhaps to start looking in another direction, away from the focus on the big law firms. The big law firms all have their own trainee programmes and are usually reluctant to take on people from outside. Unless we incorporate STEP in their trainee programmes it might be a good idea to focus more on the smaller firms where they don't have these trainee programmes.

**Companies**

Another idea is also of course to move away from the focus of law firms and move on to different companies. They all have law departments and are perfect opportunities for STEP jobs. We've had STEP jobs in places like Coca Cola etc and should explore further opportunities in places like this. If you think about it, the possibilities are enormous; we just need to find the right strategy to approach them.

**Institutions**

There are various institutions where it might be interesting to explore the possibilities of expanding STEP. ELSA is a very well respected organisation as an NGO in many other international organisations and we should look into the possibilities of expanding our cooperation in these areas. Our directors will present the different possibilities we have in the Joint WS with BEE.

**Alumni**

The alumni of ELSA are in general all former members of ELSA. These people are big assets for the association that can help us overcome many of the challenges we face in our work. Use your national alumni associations or the ELS for finding STEP



jobs. Most of these people have dedicated quite some time for ELSA and perfectly understand what you are doing. An alumni strategy, including the opportunities for STEP, is going to be presented at the ICM in Athens.

The future of STEP relies not on discussions but on actions. We have defined our area and are now ready to fulfil the goals we have set for our exchange programme.

**The alumni:**

The ELSA alumni are in general all former members of ELSA. These members have all been active on different levels, some were passive some very active. The main point is that they all shared the interest in the association and its aims. These people are big assets for the association that can help us overcome many of the challenges we face in our work. Having strong alumni should therefore be a very high priority for ELSA.

Every year 1000 active ELSA members leave the association. Most of them we never see again. Some still want to be involved in the association and join either ELS or national alumni associations or just show up at social events. The ones who disappear also have a value for the association since they know about ELSA and therefore are more likely to help. This means that at a rough we have four different groups of alumni:

**The ELSA Lawyers Society (ELS):**

The international alumni association. An association that has its own organisation with members from all over Europe. Many of the members have been very active on the international level either in national boards or the international board. Still ELS does not have as many members as the number of people leaving the association after being very active on the international/national level. The members of ELS support the aims of ELSA.

**National alumni associations:**

Some countries have alumni associations for their senior members. The structures in the countries are very different. Some organise themselves in associations with boards and statutes others are co-ordinated by the ELSA groups, which means that the national or local boards take upon the responsibility to keep the alumni involved and active. This works in some countries but it is far from a general rule rather the initiative of either the senior members or an active ELSA group.

**“ELSA Friends”:**

Around in the network you have senior members who might not have been active on an international level but who were active on local level. These members do not have a big interest in joining neither ELS nor the national alumni associations. Some of these members show up once in a while for social events but often they disappear and knowledge and good contacts are lost. They usually don't know what they can contribute with or they don't feel that their connection to ELSA is strong enough to put an effort into co-operating. These people can be of great value for local groups.

**“Sleepers”:**

This last group some of you might have stumbled across. We call them “Sleepers” because we know they are out there but we don't know where they are or what might get them to react. It happens that when you are contacting firms that you suddenly get a person on the phone that says – “yes ELSA, I was a member in 1989,

what can I do for you...?" Or you get a letter or email to your group saying that "I'm a partner here or there and I want to meet up with you..." In any situation it is a nice surprise but also a group we would like to be as small as possible. Unfortunately at the moment this is probably the biggest group and not everyone is lucky enough to get in contact with the right person.

There is especially one general thing you can say about the alumni. They are all working and therefore do not have too much time on their hands. ELSA has to be very clear on what we need and would like from our alumni. Only we know what is needed at the moment and we have to ask the right questions. Don't expect a person working full time to dedicate hours to do the thinking for you.

ELSA ONLINE is the tool that can help us administrate the alumni, but it will not do the work for us. Now we have to decide what are the main things that the alumni can help us with and that ground we can start creating strategies towards the different groups of alumni. Also we can start prioritising which group has the most importance for us at the moment and make a clear long term plan on the steps that have to be taken in order to create a strong alumni.

This discussion will be the basis for an alumni strategy that will be presented at the Athens ICM. The discussion is also important for the development of the new tactical plan.

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**Input Paper**  
**The Human Rights Database**

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One of the main problems Directors for Human Rights or Key Area Officers face is that they don't have enough information on what Human Rights in ELSA mean and what has been done in this area till now. In order to overcome this lack of information on the local and national level, we came up with the Human Rights Database, which will make your ELSA work easier – both for those who store the information and for their successors.

**A. STRUCTURE:****I. Internal Information**

- Local and National Groups (contact details, comments, etc)
- Local and National Boards (names, positions, comments)
- Dictionary of Terms
- Companies (contact details, comments)

**II. Human Rights Projects**

- General Description
- Organizing Committee (names, tasks, etc)
- Participants (names, comments)
- Sponsors (selection by group or project, accepted or refused, object, comments)
- Programme
- Institutions involved (contact details, comments, etc.)
- General Comments

**III. External Information**

- Universities (contact details, comments)
- Human Rights Courses
- Links
- Contacts

**IV. Documents**

- Documents (Human Rights Handbook, Newsletter, Power Point Presentations, etc)
- Find wizard

**V. Reports**

- By Projects and Speakers
- By Projects and Members
- By Speakers, etc
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**VI. Help Manual**

**B. IMPLEMENTATION**

In the first phase, Local and National Groups will have the possibility to download the Human Rights Database from the ELSA ONLINE Archive and then archive the information. I strongly suggest the appointment of Directors for Human Rights for this job and for maintaining and updating the HRDB, since Presidents and Key area Officers have so many other things to take care of.

Once the first phase succeeds, we will go on to the second phase: the International Human Rights Database, a compilation of all Local and National Human Rights Databases. The International Human Rights Database will also be available in the ELSA ONLINE Human Rights Archive, at the disposal of all Lags and Nags, giving them all necessary information for organising Human Rights events as well as a clear perspective of ELSA's Human Rights Commitment at the international level.

**Example of Statutes and their contents:**

## Preamble

WHEREAS ELSA, the European Law Students' Association, is an independent and non-political international organisation of law students and young lawyers which was founded on 4th May 1981 in Vienna, Austria;

WHEREAS the members of ELSA are now through representatives assembled in Council in XXX.

GUIDED by the ELSA Philosophy Statement adopted in October 1992, in Brussels, Belgium;

**Vision**

A just world in which there is respect for human dignity and cultural diversity.

**Purpose**

To contribute to legal education, to foster mutual understanding and to promote social responsibility of law students and young lawyers.

**Means**

To 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.

To assist law students and young lawyers to be internationally minded and professionally skilled.

To encourage law students and young lawyers to act for the good of society.

THEREFORE the Members of ELSA adopt the following Statutes and Standing Orders in order to execute and regulate the above principles and aims.

## Scope of Association

**Article 1 - Name**

The name of the association is "ELSA", which stands for "the European Law Students' Association".

ELSA has its domicile in Amsterdam, the Netherlands and also has office in Brussels, on 239 Boulevard General Jacques, 1050 Brussels, Belgium.

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**Article 2 - Aims and Activities**

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ELSA is a non-political, independent, non-profit making association whose aims are to promote, establish and develop mutual understanding, co-operation and personal contacts between law students and young lawyers from different states and legal systems, thereby equipping them for professional life in an international environment.

In order to reach its aims as set out in the Preamble and above ELSA's main fields of activity are:

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

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**Article 3 - Organisation**

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To achieve the said aims and activities ELSA is organised on three levels local, national and international.

On local level ELSA is organised in local groups, using the legal organisation that national laws allow and subscribing themselves to the aims and activities of ELSA. Local groups have to respect decisions taken in accordance with these statutes.

On national level ELSA is organised in national groups being the organisations, which confederate local groups present in each country. They represent ELSA nationally and represent their local groups in the international network. National groups are members of ELSA in the understanding of these statutes.

Internationally ELSA is represented by the International Board.

## Members and Observers

### Article 4 - Observers

A national organisation, with members being local organisations present at law faculties, or law students and young lawyers, which supports the aims and activities of ELSA may become Observers of ELSA provided the following requirements are met:

- (i) in the country of the organisation that is applying for observership there is no existing Member or Observer; and
- (ii) a written application for observership is submitted to the International Board in which the national organisation states that it supports the aims and activities of ELSA; and
- (iii) the national organisation submits its statutes and standing orders to the International Board and these statutes and standing orders are compatible with those of ELSA; and
- (vi) the application for observership is approved by Council with a two thirds majority.

### Article 5 - Members

Membership of ELSA is open to observers of ELSA who has proved to support and work for the aims and activities of ELSA providing the following conditions are met:

- (i) the observer can apply for membership no earlier than at the end of the fourth Council Meeting following the Council Meeting where the observership was obtained.
- (ii) a written application for membership is submitted to the International Board in which the observer states how it has been supporting the aims and activities of ELSA; and
- (iii) the observer submits its statutes and standing orders to the International Board and these statutes and standing orders are compatible with those of ELSA; and
- (iv) the application for membership is approved by Council with a two thirds majority.

### Article 6 - Termination

Membership or observership immediately ends if:



- (i) an observer did not apply for membership or was rejected as member for 4 consecutive Council Meetings following the Council Meeting where the observer can apply for membership.
- (ii) a member or observer notifies the International Board in writing that it wishes to terminate its member or observership.
- (iii) a member or observer is expelled in accordance with Article 7 of these Statutes.

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**Article 7 - Expulsion**

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A Member or Observer can be expelled from ELSA on a two-thirds majority vote by the Council if that Member or Observer has either:

- (i) violated these Statutes, the Standing Orders, decisions taken by Council or the interests of ELSA; or
- (ii) not paid any fees or amounts due to ELSA International for two consecutive Council Meetings.
- (iii) caused considerable harm to ELSA, any of its Members or Observers or anyone under their responsibility; or
- (iv) ceased to support the aims and activities of ELSA or satisfy the requirements of Article 4 and 5 above; or
- (v) ceased to take necessary measures in case anyone under the members responsibility violates point i, iii, and iv.

Organs

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**Article 8 - Organs**

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The principal organs of ELSA are:

- The Council
- The International Board.

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**Article 9 - Council**

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9.1 Role of the Council

The Council represents the members of ELSA and is the supreme decision-making body of ELSA whose decisions are binding on those being part of the organisation of ELSA specified in Article 3.

The Council shall decide on any questions or matters within the scope of the present statutes and standing orders except for those assigned to other organs by the statutes and standing orders.

9.2 Summoning of Council

The Council shall meet twice a year, in spring and autumn, at a time fixed by the International Board. Extraordinary meetings can be requested by the International Board or by at least one-third of all Members.

The Council shall be summoned by written invitation sent by the International Board to all Members, Observers, Auditors, and any person appointed by the International Board or Council to carry out a specific task at least 42 days before the opening of the Council Meeting.

9.3 Right to make proposals

The following have the right to make proposals to the Council:

- a. The International Board
- b. Members
- c. The Presidents' Meeting

9.4 Quorum and validity of decisions

The Council in plenary session is only fully competent when it has been summoned in accordance with Article 9.2 of these Statutes and when at least one-half of the Members are represented and able to vote.

Unless these Statutes specify the contrary, decisions by the Council shall be determined by an absolute majority of the votes cast by a competent Council. Abstentions shall not be included in the number of votes cast with the exception of elections.

9.5 Voting rights

Each Member has one vote in Council, irrespective of the number of delegates or representatives attending the Council Meeting.

The voting rights of a member are suspended if a member has not fully fulfilled its financial obligations towards ELSA International.

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## Article 10 - The International Board

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10.1 The Role of the International Board

The International Board is the supreme executive body of ELSA. Its tasks are to represent ELSA, carry out and be responsible for the day to day running and management of ELSA, promote and supervise ELSA's fields of activity, promote the aims and efficiency of ELSA as well as executing and implementing Council decisions.

The International Board consists of the President, the Secretary General, Treasurer, Marketing Manager, the Vice President in charge of Academic Activities, the Vice President in charge of Seminars and Conferences, and the Vice President in charge of the Student Trainee Exchange Programme.

10.2 Elections

The Council shall elect the International Board members during the Spring Council Meeting for the period of one year, starting the 1st of August in the year of election and terminating 31st of July of the following year.

10.3 Composition

There may not be more than two persons with a substantial connection to the same member on the International Board.

#### 10.4 Dismissal

An International Board member may be dismissed by the Council by a majority of two-thirds of the votes cast if the International Board member violates these Statutes, the Standing Orders or the interests of ELSA.

## Presidents' Meeting

### Article 11 – Presidents' Meeting

#### 11.1 The Role of the Presidents' Meeting

The presidents' meeting is a horizontal meeting of the Presidents of the Members and Observers which meets twice a year and aims to exchange experience, information and ideas existing in the National Groups, to learn from other National Groups and to contribute to the implementation of the Council Meeting decisions and to prepare for the Council Meeting.

#### 11.2 Right to attend

The President or his substitute of each Member or Observer has right to attend the Presidents' Meeting.

The President of the International Board or his substitute must attend the Presidents' Meeting.

#### 11.3 Voting Rights

Each President or his substitute, of each member, has one vote irrespective of the number of the representatives attending the Presidents' Meeting.

The voting rights of a member are suspended if the member is has not fully fulfilled its financial obligations

#### 11.4 Right to submit proposals

The Presidents' Meeting has the right to submit proposals to the Council.

A qualified majority of the two thirds of the Members present must approve such a proposal.

#### 11.5 Quorum

The Presidents Meeting is only competent to submit proposals to the Council when at least 2/3 of the Members are present and voting.

# Finance

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## Article 12 – Source of Fund

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- 12.1 The costs of running the activities of ELSA are to be funded by annual membership fees, and special activity fees, sales and advertisement revenues, fundraising from private and public bodies and organisations, public subsidies and donations whether in cash or in kind, provided however that such funds must not be accepted if they are tied to conditions contrary to the aims and principles of ELSA or if they are otherwise not in the interests of ELSA.
- 12.2 Each Member of ELSA is obliged to pay an annual membership fee for each financial year of membership to ELSA, the amount of which is decided by the Council.

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## Article 13 Accounts

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The financial year of ELSA is from the 1st of August until the 31st of July.

The audited final accounts shall be submitted to the Council Meeting in the financial year immediately following the year to which they refer.

The audited interim accounts covering the first six (6) months of each of ELSA's financial years shall be submitted to the Council Meeting following the 6 months period in the financial year to which they refer.

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## Article 14 Audit

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Two Auditors and one Vice Auditor shall be elected by Council for a period of one year starting the 1st day of August and terminating with the final decision of the Council on the financial accounts. The term shall not expire until the financial accounts are approved. Auditor shall be a person independent from the International Board and with necessary experience in accounting and finance or a society of chartered auditors. In the case of selecting a society of chartered auditors, the society of chartered auditors shall announce the person responsible for carrying out the audit.

The Auditors shall examine the accounts of all revenue and expenditure of ELSA and the financial management of ELSA, according to the generally accepted auditing standards. The Auditors shall provide a certification as to the reliability of the accounts and the legality and regularity of the underlying transactions. The Auditors shall present their auditing report and certification concerning the final accounts to

the Council.

# Statutes and Standing Orders

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## Article 15 - Standing Orders

The Council will further regulate internal affairs of ELSA, the rights and obligations of the Members towards ELSA and such other affairs that may appear to the Council in its discretion to require further regulation in its Standing Orders. In the event of conflict, these Statutes shall take precedence over the Standing Orders.

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## Article 16 - Amendments

Any amendment to these Statutes may be made if supported by two-thirds of the votes cast by the Council and provided the proposed amendment was sent out to everybody referred to in Article 9.2 at least 28 days before the opening of the Council Meeting.

Any amendments to the Statutes take effect only when a notarial deed containing the amendments has been executed. Every member of the International Board is entitled to have such a notarial deed signed and executed.

Any amendment to the Standing Orders may be made by the Council Meeting if supported by two-thirds of the votes cast.

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## Article 17 - Arbitration

Any dispute or difference arising out of or in connection with these Statutes shall be settled by arbitration in accordance with the UNCITRAL Arbitration Rules as at present in force.

# Dissolution

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## Article 18 - Dissolution

ELSA may be dissolved by unanimous decision of the Council.

The Council shall upon a decision to dissolve ELSA elect 2 liquidators and shall decide about the destination of the net assets and property of ELSA, if any.

In order to be valid, a decision by the Council to dissolve ELSA must be preceded by a proposal to that effect on the Council Meeting agenda.

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**Comments to the Statutes:**

When preparing for the statutes revision and standing orders revision you should notice the following developments from the Corunna ICM.

**Preamble:**

Since we change the name of ELSA from the European Law Students' Association to ELSA, then that should also be the name of the association in the Preamble.

Art 1: The name change from the European Law Students' Association to ELSA was approved by the workshop in Corunna. It should be noted though that the national and local Statutes have to be changed accordingly. Not a big thing, but just for you to notice.

Art 2: Aims and activities.

The key areas have been defined.

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**STEP**

*The Student Trainee Exchange Programme (STEP), provides opportunities for law students and young lawyers to gain work experience in a foreign legal system while learning about another culture.*

This programme was the only key area that started off with a proper definition. However the current definition only focussed on the work experience, and not on the cultural. In fact what distinguishes STEP from other Trainee exchange programmes is precisely the cultural experience involved.

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**Seminars and Conferences** and **Academic Activities** on the other hand where never really defined in the statutes – all that was done was to provide examples of the different projects falling under these two areas. To distinguish the two areas from each other we had to analyse the differences between the different projects. Both aim at education however in S&C the student takes a passive role. In Seminars, Law Schools and Study Visits information is given directly to students.

In AA the student has to take a more active role – he is only guided by the experts and must therefore educate himself. This is very clear in programmes such as Legal Research Groups, Moot Court Competitions where students are merely guided in their efforts.

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**Definition for S&C:**

*Seminars and Conferences (S&C) involve the acquisition of knowledge through exposure to professionals and foreign cultures.*

The characteristics of S&C are:

- 1) It is a **passive** form of education – students are given the knowledge
- 2) The aim of the event is to **give** knowledge

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**Definition for AA:**

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*Academic Activities (AA) involves the development of legal knowledge through guided practical activities.*

**Characteristics of AA:**

- 1) This is a more **active** form of education - the student learns mostly through his own effort
- 2) The aim of the event is to **guide** the student in **developing** legal knowledge
- 3) These events are more **practice** oriented: aiming at also developing the student's practical skills.

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**Concrete examples of the distinction between S&C and AA**

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In Seminars and Law Schools students are gathered round a number of professors who give them the information. Of course these very often will require a good amount of interaction from the students (especially in the case of Law Schools) such as through workshops however the bulk of the information is coming from the experts.

Legal Research Groups be successful, however in these cases they are limited to giving some advice and hints and Moot Courts also require the input of a number of experts for them to on how and where the research should be conducted. The actual information is found by the students themselves. For this reason Academic Activities aim at more than just giving scientific knowledge to students, they also aim at developing their practical skills.

The same reasoning can be used to distinguish the Study Abroad Programme from Study Visits: While in Study Visits the students go on an exchange and taken care of in everything, under SA they are merely guided as to how they can make the best of their experience. But as such, the bulk of the learning experience is left up to them – they must actively study and develop their knowledge.

**Art 10: The international board**

The workshop expressed a wish to keep the name Treasurer and so it is kept. The previous proposal was to call the treasurer Financial Manager to better describe the area. The vice president for marketing is changed to marketing manager since the marketer does not fulfil the task of a vice president; see definitions of the vice president's tasks in the draft for standing orders. The marketer is not the co-ordinator of projects in the same way as the key area officers. The marketer is a supporting area and that should be clear in both the Statutes and the Standing Orders.

**Art 11: Presidents meeting.**

The input from the IPM in Krakow was to keep the Presidents' Meeting in the statutes.

Finance:

Art 13.1:

The source of income of the association stays the same as it was in the old statutes in Art. 47.

Art 13.2:

The obligation of paying a membership fee was stated before in Art 48.

Art 49 and Art 51 of the old statutes, the treasurer and the approval of the budget were moved to the Standing Orders.

Art 14:

The financial year (former Art 50) and the presentation of the accounts were taken from the formers statutes. The only thing amended was the terms Spring and Autumn Council Meeting into the council meeting following the financial year and the council meeting following the six-month period (interim accounts period).

Art 15:

The former Art 53 and 54 about the audit are the new Art 15.



**Example of Standing Orders and their contents:**

In order to clarify and explain the Statutes of ELSA, the Members agree to adopt the following Standing Orders.

# Scope of Association

## Article 1 - ELSA as a faculty based association

Local groups of ELSA can only be established in the presence of a law faculty. Law faculty shall be interpreted as an educational institution offering courses, which enable the students to enter a kind of legal profession. The education shall contain a substantial amount of law and enable to students to carry out the aims of ELSA

## Members and Observers

## Article 2 - Application for Membership or Observership

- 2.1 Any application for membership or observership as referred to in Articles 4 and 5 of the Statutes must be submitted to the International Board 35 days prior to the Council Meeting.

An application for observership must include:

- i) the documents referred to in Article 4 of the Statutes;

The written application referred in para. ii of the above mentioned article must include:

- i) a statement in which the applicant group expresses its commitment to the aims and activities of ELSA and its will to become an observer member;
- ii) a report stating by whom the state of the organisation that is applying for observership is recognised.

An application for membership must include:

- i) The documents referred to in Article 5 of the Statutes;

The written application referred in para. ii of the above-mentioned article must include:

- a) a statement in which the applicant group expresses its commitment to the aims and activities of ELSA and its will to become an observer member;
- b) a report stating the applicant group's activities during the period as observers;

- c) a report on the organisational structure of the organisation that is applying for membership, including guarantees for continuity;
  - d) a report stating by whom the state of the organisation that is applying for membership is recognised.
- 2.2 Observership or Membership is open to organizations established in a state, which is recognised as such by a formal act of a United Nations Body (under the same name)
- 2.3 The International Board shall recommend council whether to accept or decline an application for observership or membership. The International Board shall consider the organisation's statutes compliance with the statutes and standing orders of ELSA and present a report regarding this to council.

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**Article 3 - Termination & Expulsion**

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- 3.1 A termination as referred to in Article 6 (ii) of the Statutes is effected when the International Board receives
  - a) written notification, signed by all elected board members, of the decision stating the wish of termination taken in accordance with the member's or observer's Statutes and the Domestic Law of the country in which the group is based;  
Or
  - b) notification of the member's or observer's dissolution, as decided by the Council of the member or observer in accordance with its Statutes and the domestic law of the country in which the group is based;  
Or
  - c) notification of the member or observer's dissolution, as decided by a supreme domestic decision-making instance. The dissolution takes effect according to domestic law.
- 3.2 In order for an expulsion to be valid in accordance with Article 7 of the Statutes,  
the Member or Observer must be given adequate opportunity to explain its acts and to reply to any allegation made against it.

The International Board must prove to Council that the respective letter of invitation according to the Article 9.2 of the Statutes was sent to the Member or Observer, thereby giving it adequate opportunity.

**The Council**

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**Article 4 - Council Meeting Host**

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- 4.1 The International Board is responsible for choosing the date and for the organisation of each Council Meeting. The Council shall however elect a

council meeting host responsible for the practical organisation of the Council Meeting.

4.2 Eligible applicants

Any national or local ELSA group is eligible for applying to host a council meeting.

4.3 Application to host a council meeting

A written application to host a Council Meeting shall be handed in to the International Board. The application shall contain name of venue, a draft budget, a draft programme and can be supplemented by other relevant material. The application shall be handed in to the International Board not later than the third day of the council meeting where a vote on the application in question is scheduled to take place.

No decision can be taken upon the application earlier than eighteen months before the Council Meeting the group has applied to host.

4.4 An election of a council meeting host shall be taken with an absolute majority including abstentions in accordance with article 9.4 of the Statutes.

4.5 Each Council Meeting host, shall sign a contract with the International Board that is agreeable to both parties under the following headings:

Dates of the Council Meeting

Venue and logistics

Financial implications

Responsibilities of both parties

Discharge of Council Meeting host.

This contract shall be signed upon acceptance of application to host a Council Meeting.

4.6 Force Majeure

In case of force majeure the international board has the right to delegate the practical organisation of the Council Meeting to a national group, local group or an organising committee. This decision by the international board can in such cases overturn a council decision to delegate the organisation. The venue stated in the application to host a council meeting can only be changed upon agreement with the International Board in case of force majeure.

4.7 Presentation of Council Meeting accounts

Every Council Meeting host, shall submit a financial report to the Treasurer of the International Board upon request.

Within six weeks after the Council Meeting, the Council Meeting host shall present a report listing all the income and expenses of the Council Meeting to the International Board and the Members and Observers.

**Article 5 - Requested Information**

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## 5.1 Invitations

The written invitation to the Council Meeting referred to in Article 9.2 of the Statutes shall specify the date, venue, participation fee and any other relevant information concerning the Council Meeting.

## 5.2 Submitting proposals and other information to the Council

All proposals, activity reports, financial documents and other papers that are to be submitted to Council must be sent to the Secretary General of the International Board to in Article 9.2 of the Statutes at least 35 days before the opening of the Council Meeting.

## 5.3 Working materials

The Secretary General of the International Board shall send everybody referred to in Article 9.2 of the Statutes the agenda of the Council Meeting, information about organisations applying for observership or membership and the activity reports of all International Board members at least 28 days before the opening of the Council Meeting.

## 5.4 Letters of authorisation

To be allowed to participate in the Council, the delegates representing the Members must be duly authorised to vote in Council on behalf of the Members and must therefore present to the Secretary General of the International Board letters of authorisation duly issued and signed by two (2) board members of their respective national group.

The letters of authorisation shall contain, in addition, a list of local groups that are currently members or observers of the respective national group.

## 5.5 Number of delegates

Members and Observers have the right to send nine delegates to each CM. The CM organising committee in agreement with the International Board may increase this number.

**Article 6 - Council Meeting General Procedure**

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## 6.1 Opening the Council Meeting

The President of the international board shall open the Council Meeting.

The Secretary General shall announce the Members and Observers represented, and shall announce those Members entitled to vote and duly authorised.

The President shall announce any guests and Council Guests present.

- 6.3 Election of Council Meeting officers  
After the opening of the Council Meeting the following officers of the Council Meeting must be elected:
- a) Chairman
  - b) Vice-chairman
  - c) Two (2) to four (4) secretaries
  - d) Two (2) tellers
  - e) A nomination committee consisting of three (3) persons.
- 6.4 Acceptance of the Council Meeting agenda  
The agenda of the Council Meeting shall be accepted by the Council after the opening of the Council Meeting and the election of the Council Meeting officers. It can be amended by the Council upon a seconded proposal.
- 6.5 Proposals not sent to the Secretary General of ELSA International in accordance with Article 5.2 of these Standing Orders will only be allowed to be submitted to Council in the absolute discretion of the Chairman of the Council.
- 6.6 A revision of the list of votes shall be taken at the commencement of all sessions of the Council Meeting. Should delegations subsequently leave/join the session, they shall inform the Chairman of their absence/presence and this shall be recorded in the minutes.
- 6.7 At the commencement of all sessions of the Council Meeting, the Chairman shall inform delegates of these procedures and about the possibility for a Member to be represented by a proxy according to article 8 of these Standing Orders.

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**Article 7 – Council Meeting Voting Procedure**

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- 7.1 The voting procedure shall be as following:
- (i) The Chairman asks the Council for arguments in favour and against the proposal and any proposed amendments thereto.
  - (ii) If any amendments are proposed, the Chairman asks the Council to vote on the amendments.  
The Chairman asks for the votes in favour, the votes against and the abstentions. The Chairman announces the result of the voting process.
  - (iii) The Chairman asks the Council to vote on either the original proposal or the amended proposal, depending on whether any amendment was accepted.  
The Chairman asks for the votes in favour, the votes against and the abstentions. The Chairman announces the result of the voting process.
  - (iv) If there are two or more proposals about the same issue and none of them gets an absolute majority in the first vote, the Chairman may ask for a new vote on the two proposals that obtained the most votes.
  - (v) The Chairman may reverse the voting procedure on non-disputed or procedural votes. The Chairman asks for the votes against and for abstentions. The Chairman announces the result of the voting process.

## 7.2 Secret Voting

Voting in Council shall be carried out by written and secret vote (ballots) whenever there is an election or any one voting delegate requests a secret vote. In all other cases voting in Council shall be carried out by a show of hands.

Whenever secret voting takes place, counting of votes shall be conducted by the Chairman and the tellers.

Voting cards and secret voting cards must be prepared before the opening of the Council Meeting

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## Article 8 Rules for Proxies

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### 8.1 General rules

8.1.1 In order for a Member to be able to proxy another Member it has to have fulfilled its financial obligations towards ELSA International, either through agreement or by settling its debts.

8.1.2 A proxy vote has to be correctly signed by two (2) board members of the Member, clearly stating the date of signature and the Member, which is appointed as well as the ICM for which the proxy is valid.

8.1.3 Only a Member can act as proxy; it will be its delegates who have the right to speak and vote on behalf of the proxy giver. Delegates are to be understood as the delegates stated in the Letter of Authorisation of the Member acting as proxy.

8.1.4 A delegation can only hold 3 votes in addition to its own.

8.1.5 A Letter of Authorisation cannot be used as proxy.

### 8.2 Submission

8.2.1 A proxy vote has to be addressed directly to the Secretary General of ELSA International.

8.2.2 A proxy vote can only be used in Council when it has been received and the Secretary General of ELSA International has confirmed its receipt.

8.2.3 When submitting a proxy vote by fax or letter the proxy vote shall state the phone number to be used to confirm its receipt. The Secretary General has to confirm the receipt of the proxy vote as soon as it reaches him or her.

8.2.4 A proxy vote can be submitted by fax, letter, e-mail with a scanned document attached or handed over directly.

8.2.5 A proxy vote can be withdrawn at any time following the same procedure as for submission.

### 8.3 Proof in Case of Doubt

In case of doubt of the authority of the signatories of the proxy vote, the International Board shall request proof from signatories of the proxy vote that they have been duly elected for the board of the relevant Member.

### 8.4 Relations between the Proxy and the Represented Group

8.5.1 The Member acting as proxy must follow any instructions, oral or written, given by the Member represented by proxy. For this reason the proxy vote should explicitly state the content and instructions given to the proxy.

8.5.2 The voting of the Member acting as proxy is valid, independently whether the instructions were followed or not.

8.5.3 Any misuse of a proxy vote is a matter between the Member acting as proxy and the Member represented by proxy.

8.6 If a delegate is temporarily unable to vote, his vote may be used by a fellow delegate.

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## Article 9 - The Council Meeting Officers

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### 9.1 The Role of the Council Meeting Officers

- (i) The role of the Chairman of the Council Meeting is to ensure that the Council Meeting agenda is respected and adhered to, to supervise and assist the other Council Meeting officers, to invite persons to address the Council, to decide when to put proposals to a vote, to supervise the voting process, to announce the result of the voting process, to supervise the election process, to bring the meeting to order and to resolve any question concerning the procedure of the Council Meeting.
- (ii) The role of the Vice-chairman is to assist the Chairman and stand in for the Chairman in the event of his absence.
- (iii) The role of the Secretaries of the Council Meeting is to take the minutes of the meeting. The secretaries are responsible to the Secretary General of the International Board.
- (iv) The role of each Teller is to count the votes, compare the results of the counting process and inform the Chairman of the result. Tellers may not be voting delegates.
- (v) The role of the nomination committee is to receive nominations for the elections and to announce the nominations to the Council.

### 9.2 Dismissal of Council Meeting Officers

A Council Meeting officer may be dismissed by the Council upon a seconded proposal by a majority of two-thirds of the votes cast if the officer does not satisfactorily perform his/her tasks. Abstentions shall be included in the number of votes cast.

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**Article 10 - Decision Book and Minutes**

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**10.1 The coming into force of Council decisions**

Council decisions come into force when the updated decision book has been made available to the network, unless the Council decides otherwise.

**10.2 Decision Book**

The decision book is an official record of all in force decisions taken by the Council. When taking new decisions council must state which decisions are put out off force or amended. The updated decision book shall be made available to the network no later than 60 days after the council meeting.

**10.3 The minutes**

The minutes of the Council Meeting shall be drawn up by the Secretary General of the International Board from the draft minutes prepared by the Secretaries of the Council. The minutes shall be sent out to everybody mentioned in Article 9.2 of the Statutes no later than 6 weeks from the end of the Council Meeting.

The minutes shall be approved, with amendments if necessary, by the next Council Meeting and then be signed by the Secretary General of the International Board.

The minutes are not to be regarded as an incontrovertible record of Council Meeting decisions until they are signed by the Secretary General.

The following shall be included in the minutes:

- c) All proposals submitted to Council and amendments thereto, together with the results of the voting process;
- d) The Auditors' report;
- e) Budget,
- f) A list of the nominations received, together with the results of the voting process;
- h) Any other relevant documents the Secretary General of the International Board judges necessary to include in the minutes.

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**Article 11 - Council Guests**

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**11.1 The Council at each Council Meeting shall elect a maximum of three individuals as Council Guests for the next Council Meeting.****11.2 The International Board may invite guests to attend Council Meetings.**



**The International Board****Article 12 - Elections**

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- 12.1 To be eligible for a post on the International Board, a person must be nominated by a Member and seconded by another Member. The nomination must specify who is nominated for which post and contain the names and signatures of the nominator, the seconder and the nominee.
- 12.2 To be taken into account at the elections, nominations must be received by the nominations committee before midnight on the second day of the Council Meeting. The time when the nomination was received shall be recorded on the nomination sheet. If there is no candidate for one or more posts on the International Board, the Council can with a two-thirds majority reopen the nomination for these posts.
- 12.3 The nominee must prepare a personal presentation in writing and distribute this to the Members before midnight on the day before final Plenary. This presentation must include a personal CV, an ELSA CV and a programme of action.
- 12.4 The elections start with the reading out of all nominations received in accordance with this Article of these Standing Orders by the nomination committee.

Each candidate for a post on the International Board shall be given five (5) minutes for a short presentation to the Council. After each presentation, the Council shall be given ten (10) minutes to question the candidate. Candidates standing for the same board position must leave the meeting room during the presentation and hearing of their fellow candidates. During the presentation and hearing, no person shall leave the meeting room.

After the presentation and hearing of all candidates, the delegates shall be given considerable time to discuss how to vote.

- 12.5 A person will be elected to the International Board if he/she obtains an absolute majority of the votes cast.

If after the first election for a post on the International Board no person obtains an absolute majority of the votes cast, another election shall be held for which only the two candidates who obtained the most votes in the first election shall be eligible.

If, in the second election, no person obtains an absolute majority of the votes cast, a third election shall be held in which abstentions shall not be included in the number of the votes cast.

If, at the first election there was only one candidate for the post, new candidates can be nominated for election.

- 12.6 If a post on the International Board remains vacant after regular elections, the other newly elected International Board members will be jointly responsible for the activities of the vacant International Board post until the next Council Meeting when an election to fill in the vacant post must take place. Such election will last until the end of the term.

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**Article 13 - Role of the Board Members**

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- 13.1 The President  
The President is in charge of the overall co-ordination of ELSA work, execution of expansion, planning and direction of the work of the Council and the International Board.
- 13.2 The Secretary General  
The Secretary General is responsible for the structural development of the Association.
- 13.3 Treasurer  
The Treasurer is in charge of the financial management of ELSA being responsible among other things for the accounting, property, and payments pursuant to Art. 13 of the Statutes and Art.19 of the Standing Orders and for the arrangement of internal financial control.
- The Treasurer is responsible for billing and collecting the annual membership fees together with any special fees, levies or other amounts due to ELSA from the Members, Observers or any third parties.
- The Treasurer shall present interim accounts and the final accounts to the Council according to Article 19 of the Standing Orders.
- 13.4 The Marketing Manager  
The Marketing Manager is responsible for promoting ELSA and its activities.
- 13.5 The Vice Presidents  
The Vice Presidents are responsible for the overall planning, co-ordination and supervision of their field of activity; they are responsible for the stimulation and execution of the specific programmes and projects that the Council initiates within their field of activity.

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**Article 14 -Representation**

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ELSA is represented by the members of the International Board together. Furthermore the President of the International Board is authorised to represent ELSA.

The International Board or the President of the International Board can authorise one or more persons to represent ELSA by means of a limited or unlimited power of attorney.

The International Board may appoint any person to carry out a specific task under its responsibility. The International Board shall be accountable to the Council for the activities of this person.

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**Article 15 –Quorum and Decisions**

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Each member of the International Board is to have one vote in the International Board.

The International Board is only fully competent when at least four members are present after the entire Board has been duly summoned.

Decisions will be implemented by means of a simple majority. If a simple majority is not reached, a second vote will take place. If the draw persists, the President's vote will prevail.

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**Article 16 - Resignation or termination of office**

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If an International Board member resigns before or during his period of office, the International Board will be collectively responsible for the activities of the vacant International Board post and may immediately collectively appoint an interim replacement to hold office until the next Council Meeting when an election must take place. Therefore mentioned interim replacement will not become a member of the International Board.

If an international Board member resigns during a Council Meeting, an election to fill the vacant post must take place at that Council Meeting.

**The International  
Presidents' Meeting**

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**Article 17 – Role and Procedure of the International Presidents' Meeting**

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**17.1 Right to attend**

The members of the International Board, their Directors and Secretaries are allowed to attend the Presidents' Meeting and have the right to address the Meeting.

**17.2 Right to Submit Proposals**

Any proposal to be submitted to the Council must be sent to the Secretary General of ELSA International in accordance with Article 5.2 of the Standing Orders of ELSA.

Any proposal submitted by the Presidents' Meeting to the Council shall contain the number of the votes in favour, against or abstentions.

**17.3 Venue**

During each President's meeting, the venue of the following Presidents' Meeting shall be chosen.

The presidents of the national groups or their representatives may gather at the council meeting in order to change the venue of the Presidents' Meeting. If force majeure occurs after the Council Meeting, the International Board has the right to change the venue of the Presidents' Meeting.

17.4 Presidents' Meeting Host

The Presidents' Meeting host country will be responsible for providing all participants with accommodation and a social programme.

Wherever possible, the host country in co-ordination with the International Board shall provide training for the participants.

# Finance

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## Article 18 - Responsibility of the Members and Observers

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18.1 The Members and Observers may organise their finance independently and are not in any respect responsible to, or under the supervision of, the Treasurer of the International Board other than as provided for in the Statutes and these Standing Orders and Decision Book.

18.2 Special fees

Members and Observers who participate, or whose individual members participate, in any of the activities of ELSA and for which a special fee is payable (as determined by the Council) or for which other moneys are due, are obliged to pay such fees to ELSA.

18.3 Time of payment of the membership fee

The annual membership fee must be paid before the 31st of July of the year preceding the year for which the membership fee is due.

18.4 Delaying and waiving amounts due

The International Board may agree to delay receiving payment of any fees or other amounts due under Article 13 of the Statutes or agree to receive payment other than in cash, in which case the value of the non-cash payment must be at least equal to the amount of cash that would have been received.

The Council may agree to waive or reduce any amounts due by member or observer groups under Articles 13 of the Statutes.

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## Article 19 - Budget and Audit

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19.1 The Council decides on the budget of the next following financial year submitted by the Treasurer of ELSA International during the Spring Council Meeting.

19.2 The Auditors shall be elected according to the electoral procedure of the International Board, but will not be required to provide a programme of action.

- 19.3 All funds raised for the benefit of, or payable to, ELSA shall be paid into the ELSA International account and be properly and accurately accounted for by the Treasurer of the International Board.

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**Article 20 - Liquidation**

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The liquidators shall make an account of all assets, property, debtors and creditors of ELSA, claim outstanding debts and pay debts due. They shall thereafter divide the net assets and property, if any, equally between ELSA's Members unless the Council decides otherwise.

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**Comments to the Standing Orders:**

The following comments are to clarify the content changes of the draft proposal of the Standing Orders.

**Art 1:**

The principle in the internal management part of the IM policies regarding ELSA as a faculty based association has been lifted in to the Standing Orders in order to define the scope of our association.

**Art 2:**

The working materials for the Council Meeting have to be sent out 28 days prior to the opening of the CM. However the preparation of the materials take place before the actual deadline and to ensure proper working materials the deadline set for submitting applications for membership and observership are set to be 35 days prior to the opening of the Council Meeting. Article 2 also contains a clarification of what a written application, one of the requirements for observer and membership application, should be understood as.

**Art. 2.2:**

The previous **rule** in these standing orders considered State Recognition as being constitutive. This was not in accordance with International Law. For this reason we went back to the basics: Once a State is recognised by a UN body, then the country **Must** be a state!

**Art 2.3:**

The International Board has most insight to the application procedures and the state of the group, which is applying for membership or observership. To ensure that the Council is adequately informed to make the right decision the International Board shall recommend whether an observer or member applicant should be accepted.

**Art 6.2:**

The working materials for the Council Meeting have to be sent out 28 days prior to the opening of the CM. However the preparation of the materials take place before the actual deadline and to ensure proper working materials the deadline set for

submitting proposals and other information are set to be 35 days prior to the opening of the Council Meeting.

Art 8.3

See the comments to the proxy rules.

Art 13:

The role of the Secretary General has been defined to suit the actual task of the secretary general clearer.

The Marketing manager has never been defined but given the same definition as the vice presidents of key areas. Since the task of a marketer is to act as a supporting area and not a key area it is of relevance in order to understand the structure of ELSA that the role of the marketer is defined separately. The name "marketing manager" is put in the Statutes draft.

The other definitions are kept since they cover the description of the areas in a fulfilling way.

Art 18.1:

The former Art 48 SO ensures the independence in financial management of the groups. All exception had to be in the Statutes or Standing Orders. Nevertheless in the decision book the council already made some more exception like the information about amounts sponsors paid for the calculation of the EDF. The wording was amended to include exceptions also in the decisions book, so still only with a decision by the council itself.

Art. 18.2:

The word levies was removed in comparison to the former Art 49 since nowadays ELSA is not using this word any more (in former times the STEP Application Fee was called STEP levy).

The former Art 50 (time of payment of the membership fee), 52 (delaying and waiving amounts) and 53 (reducing and waiving amounts by groups) are the new Art 18.3 and 18.4. The former Art 51 was removed, since it is not feasible to charge interest from the groups. Also the time when the amounts were due is regulated in the respective decision of the fee or reason of payment. This made it necessary to define the amounts that need the agreement of the council to be waived or reduced as the amounts by member and observer groups, since amounts by firms and individuals are regulated by the law.

Art 19:

The former Art 49 and 51 Statutes and the former Art 54 Standing Orders form the new Art. 19.

Input Paper  
Transition

“The success or failure of a board is judged not by its performance but by the performance of the board immediately preceding it”

(Fatma Z. Akinci  
*after drinking a bottle of wine*)

**Definition**

Because of the complexity of all responsibilities of board members, the handing over of responsibilities requires a period where the incoming members can prepare themselves for their tasks and discuss their aims and goals for the year with the outgoing board members.

Out going board members have the duty to inform their successors about all that they need to know in order to keep the continuity of our activities.

This passing of information cannot take place once the new board has entered office but should take place before hand, for this reason boards should plan a transitional period when they gradually handover responsibilities to the new board members.

**Responsibilities of the ‘old’ board during transition:**

- ❑ To inform about all the experiences gathered while holding a position;
- ❑ To give their knowledge and experiences back to the association;
- ❑ To gather what they learnt and make this accessible to their successors;
- ❑ To teach their successors about their mistakes and how to prevent their repetition.
- ❑ Inform their successors about all current decisions within the network;
- ❑ Inform their successors about the ongoing projects within the network;
- ❑ Inform their successors about the communication tools of the network.

**Responsibilities of the successors:**

- ❑ Not to change all structures and procedures without previous planning and serious consideration;
- ❑ Analyse the current structure and methods and improve them while in office
- ❑ Use the knowledge and experiences of their predecessors

**The importance and benefit of a transition is precisely to inform the successors of the above responsibilities and to explain the present structure and projects - avoiding useless changes to a working system.**

Failure to have a proper transition is the main reason for ELSA Groups losing touch with the network. The integration of a group within the network depends entirely on the old board explaining the use of the communications tools within the network (Such as the importance of ELSA ONLINE, the lists, ICMs, etc.). This results in the group losing important information on our association and the incapability of having a long-term development of the organization.

**Before we start this session please check the decision attached at the end of this paper**

The following suggestions describing different ways of obtaining fundings from grants should be taken as general guidelines. The idea is not to set strict rules you have to follow. The suggestions might help you to structure your work and help others to understand better what you are doing and what you want to achieve. Good projects cannot and should not be developed at a writing desk. They should be developed in the field and out of your activities with beneficiaries (members). ELSA, as a network has the possibilities to give you a lot of information, so use the network. When you read the following, adjust it to your own experiences.

### **Basic Fundraising Tips**

#### **Get as much information as possible**

Most international donors provide information on the kinds of work they support in the form of annual reports, funding applications, guidelines, charters, and in some cases regular publications. The Internet can also provide you with a lot of information. Such information can tell you how many grants a donor awards each year, how large their average grants are, what kind of organization they usually support and what their guiding philosophy and history is. After requesting and receiving such information, read it carefully. This will help you prepare a funding proposal which is likely to be supported, and will also save a lot of time and trouble because you may discover that a particular donor is not appropriate for the project you are proposing. Be curious about funding sources as you may learn that the donor has ties to political or religious interests that are inappropriate for our organization. You have the right to ask questions and to say "no". Do not forget that we are a non-political and independent organization.

#### **Seek support from more than one source**

Sometimes a donor will only be able to award partial support for a project – do not let this stop you. You should pursue the rest of the fundings from other sources. The additional funding should be relatively easy to find, as many foundations feel more confident supporting a project once another donor has already committed to support it. Receiving funds from more than one source is a good habit to establish. Having more than one donor shows donors that you are resourceful, and not rely solely on their support. It will also contribute to the health of your project if you have a wide base of support, and not depend on only one source.

#### **Be persistent**



Sometimes even the most well prepared proposals will be turned down for any number of reasons. Rejections are commonplace and you should not take it personally. You may get a reason for your rejection or not, but you should always try to learn what you can from the donor. Do ask if you can apply again at a later date. Rejections are disappointing but you must continue to look elsewhere for the support you need.

### **Build a relationship with donors**

The best way to build a relationship with donors is simply to communicate and keep in touch with them. It is relatively easy to make a good impression simply by preparing all reports and financial information in time, occasionally sending information on other aspects of your work, and responding to their requests or questions. Sending a thank-you letter is a rule and many organizations forget to do that after receiving support from a foundation. Remember, the program officer of the foundation or donor most often has responsibilities to the others in their organization and your written communications are important evidence that the foundation is doing its job. Personal, hand-written letters in your own words is a very effective way of letting the donor know your gratitude. Invite them to visit project, to attend some of your events, send them your marketing material (with donors name, logo or...). Send postcard for Christmas, New Year, birthdays... Use your imagination and remember that they are people who are sitting all day in the office and a phone call can make them happy as well.

If a donor cannot support your work at one point, they may still do so in the future. It is good to keep in touch with some donors who have not yet supported your work, but who have similar interest and fields of activities.

Analyse, plan and strategise your project before submitting a proposal

Keep in mind the audience for your proposal. Many very good projects are not funded simply because they are sent to an inappropriate donor, or because the project is not adequately described. Before approaching a donor with a proposal you should be able to answer the following questions:

- Does the foundation`s field of interest include the type of service or program you are proposing?
- Does the amount of money you are requesting fit within the donor`s range?
- (If not, how do you propose to make up the difference?)
- Does the donor support projects in your geographic region?
- What type of organizations has the foundation supported in the past?
- Does the donor require an application form? Can proposal be submitted whenever or are there specific deadlines for submission?

### **Follow up on your grant**

After you have received a grant and spent in on your project, you must provide a full financial report and a final narrative description to your donor(s). Most donors will inform you as to their particular reporting requirements and deadlines when you receive the initial grant. When you write a thank-you letter to the donor, consider

inviting the donor to an event, or visit the project. Following up your grant in this way is part of developing a long-term relationship with a donor, and goes a long way towards helping you receive funding in the future.

### **Share funding information**

One of the best ways to get funding tips is by word-of-mouth. If you hear of a grant or funding opportunity that is not right for your group (different geographical region...), pass the information on to someone else that may benefit from it. Donors want to know about other groups engaged in similar work in a region and donors do share information with each other. Besides, donors like when project involves more than one organization and they are willing to support common projects.

### **Co-ordination**

In order to make sure that we as an association keep as many grant possibilities open for our projects the Council has decided that co-ordination is important. Before you apply for a grant please remember that there are other ELSA groups out there and inform them about your steps if the grant also gives them an application opportunity, maybe a common approach is possible? If different ELSA grant applications end up at the same person's desk we show that we are not coordinated and chances are that no one gets anything. Please read and follow the grant regulations.

### **Grants Regulations**

#### **1. Definition**

- 1.1 Grants are funds obtained from private or public foundations, governmental organizations, non-governmental organizations or institutions for a purpose specified by the donor. The term national grant covers a grant for which only one national group is eligible under the criteria set out by the organization providing the grant. The term international grant covers a grant for which one or more national groups and/or ELSA International is eligible under the criteria set out by the organization providing the grant.

#### **2. Procedure**

- 2.1 National groups shall inform ELSA International of their intention to apply for an international grant at least two weeks before the application is submitted.
- 2.2 When the national board informs ELSA International of its intention to apply for an international grant it shall include the following information in its communication;
- The entity to which the group wishes to apply to
  - The deadline for applications
  - The purpose for which the grant is to be used

- The amount requested

ELSA groups applying for national or international grants shall update ELSA ONLINE with information relating to the application process as well as the outcome of the application process as soon as possible.

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**Input Paper**  
**Financial Management Helpdesk**

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**Introduction:**

The treasurer of ELSA International stays in contact with some experienced persons who were active in Financial Management to use them to give advice. The Financial Helpdesk is a way to make the knowledge the IB is already using also available to the network. The treasurer of ELSA International gives advice to the groups of course as well, but the financial helpdesk has the possibility to use the experience from the history of ELSA and is independent from the current discussion in the network.

**Background:**

Financial Management is to a certain extend a very special area in ELSA. Among law students the knowledge about Financial Management is often limited. Some topics are coming up again and again and it is not an accident that the most discussed topic in ELSA on the international level is the membership fee. The problems for the area of Financial Management seem to be always the same: finding persons with knowledge. The lack of knowledge is often not only ELSA-related, but also the basic knowledge of accounting, controlling and planning is lacking.

**Idea:**

Conserve knowledge. Over the years ELSA developed quite a lot in all areas. Also in the area of Financial Management some achievements were made. Not all the knowledge used and that was available through experienced persons was filed or can be filed. Especially creativity and problem solving is a skill that cannot be learned by reading files.

**Actions:**

Make experienced persons from the past in the area of Financial Management available for ELSA. Every group at every level (incl. EI) shall have the possibility to get advice and knowledge from the persons already having experience and knowledge. These persons will advise the requesting group by giving them advice and showing them solutions – not necessarily only one – how to handle a specific financial problem. This might go from accounting problems, controlling, planning to structure Financial Management such as funds, fees etc.

**Means:**

An email list with those persons will be created. Having a request the persons on the list have the possibility to exchange their ideas on the list and will come back to the requesting group within a certain timeline with their ideas and solutions.

**Further tasks:**

The financial helpdesk could also help the network by creating training materials, sharing their materials from the past etc.

**Method:**

The groups can use the Financial Helpdesk via the treasurer of ELSA International. The treasurer will get in contact with the members of the Helpdesk. The Helpdesk will present a solution or possibilities for the problem.

**Conclusion:**

By creating the Financial Helpdesk we create a tool to improve the knowledge in the Financial Management area. The tool is needed in order to ensure further development of the association.

**Input Paper**  
**Joint Work Shop AA + FM**  
**Budget for the ELSA Moot Court Competition**

<b>EMCC BUDGET</b> <b>(All figures in Euro)</b>	Total Accomm odation Judges	Total Accomm odation Rest	Breakfast	Lunch	Dinner	Local transp.	Party	Conference	Mooting rooms	Equipment	Awards	<b>Total per day</b>
Wednesday, 23/04/03	2520	1580		1000	1500	200		1000	500	100		8400
Thursday, 24/04/03	2520	1580	500	1000	1500	200			500			7800
Friday, 25/04/03	2520	1580	500	1000	1500	200		1000	500	100	200	9100
Saturday, 26/04/03	2520	1580	500	1000	1500	200	1000		500			8800
Sunday, 27/04/03			500									500
<b>Total per item</b>	10080	6320	2000	4000	6000	800	1000	2000	2000	200	200	<b>34600</b>

Participants & coaches	60
OC	19
Subtotal	79
Judges	21
Total	100

<b>Accommodation Costs</b>	Number of days	Total
Judges (21)	120	4 480
Participants & coaches 48+12=60	20	4 80
OC	20	4 80

**Costs per day**

Breakfast pp	5
Lunch pp	10
Dinner pp	15
Local transport pp	2
Party pp	10

**OTHER EXPENSES EMCC** All figures in Euro

Administration	Information packs for Universities, postage inc.	900	
	Copies of memorials, postage (memorials for judges)	900	
	Total		1800
Communication	Phone, IOC, LOC	500	
	Phone, IOC, judges	500	
	Total		1000
Travel	Judges	8450	
	International OC	2500	
	Local OC	700	
	Total		11650
Marketing	Posters	2200	
	Brochures	2200	
			4400
Web site	Creating and designing web site	600	
	Maintenance	400	
			1000
Unexpected expenses		1350	1350
<b>Total (Other expenses)</b>		<b>21200</b>	<b>21200</b>
<b>Total expenses</b>			<b>55800</b>

**Comments:****Participants:**

For the final round taking place in Geneva, the following costs for the teams of the final round are calculated. The number of participants bases on 12 teams 4 persons each in the final round and team coaches coming with them summing up to 60 persons.

**Organising committees:**

19 persons including -International OC, Local OC

**Accommodation:**

The accommodation is based on a daily amount of 20 Euro per person. Participants, coaches and OC will be hosted in the youth hostel in Geneva.

**Meals:**

The calculation is based on 30 Euro per person and day.

**Transportation:**

Transport by bus from hostel costs 2 euro, round trip

**Externals:**

For the final round in Geneva, 21 externals are expected to come, to act as judges.

**Accommodation for judges:**

The externals will stay in a tri star hotel calculated for 120 Euro per night.

**Meals for judges:**

This is also based on 30 Euro per persons per day.

**Travel costs:**

The externals are expected to come

- by plane - 2 persons for 500 Euro each – USA – Geneva, 3 persons for 850 Euro each and 4 persons for 400 Euro each
- by train - 11 persons for 300 Euro each
- from Geneva (1 Person).

**Transport:**

See above

**Travels IOC:**

The International Organising Committee has to meet the LOC before and be present at the final round.

**Rooms:**

Rent for the rooms where the EMCC shall take place.

**Conference:**

Renting a conference room and equipment (Including hiring two microphones and one projector)



**Awards:**

Diplomas and trophies. We are negotiating for some extra prizes in in-kind sponsoring.

**Marketing:**

To print posters and brochures for the event the amount of 4400 Euro was calculated.

**Administration:**

The administration covers the post costs for the information packs for Universities, copies of memorials.

**Communication:**

Includes phone costs for the pre-round and the communication with externals and participants. Additional stationary will be needed.

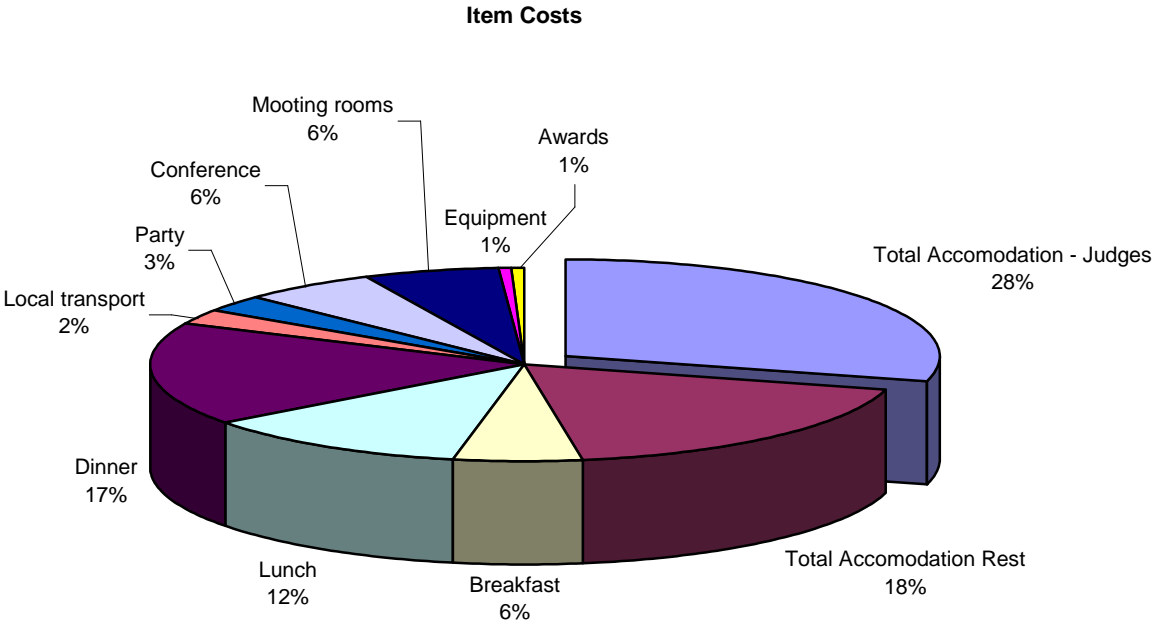
**INCOME****Participants:**

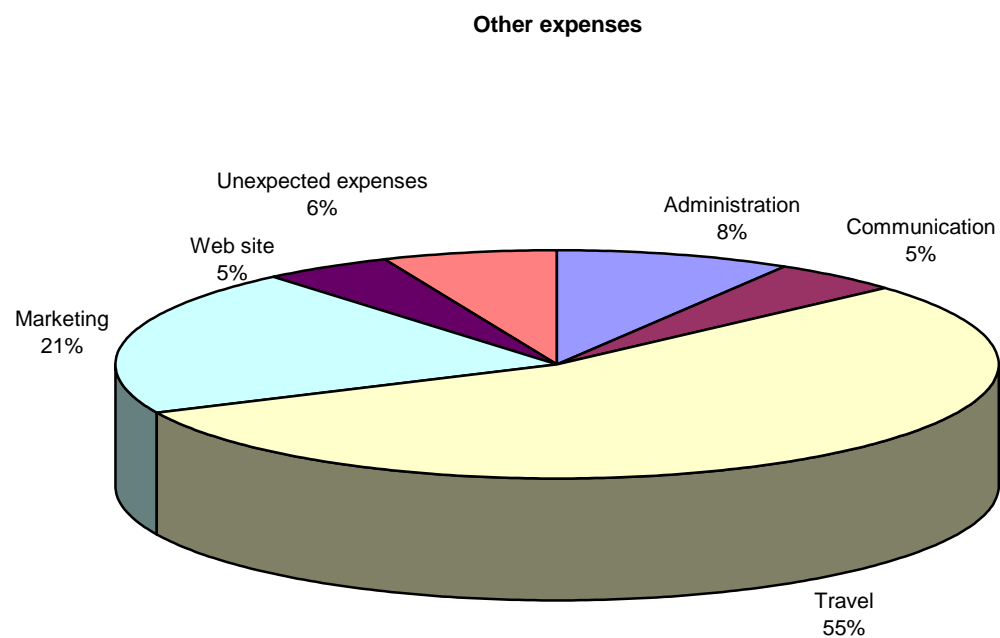
The fee for taking part in the final round is 27 Euro per person and day based on 60 persons (6480 Euro).

**Administrative fee:**

The administrative fee has to be paid by every team taking part in the pre-round and is 200 Euro based on 32 Teams (6400 Euro).

Refer to the graphs below for a clear breakdown of the costs.





When starting a project the research phase is crucial for achieving success. The following is a short theoretical introduction to market research. The paper will be explained in context with ELSA and discussed in the workshop.

### **The Analytical Phase of a market research**

1. Define the “problem”
  - What is the object of your analysis?
2. Decide which data you wish to use to accomplish the analysis
  - What kind of study is it?
  - What empirical data do you wish to make use of / have you used? (desk-research vs. field research) and (qualitative data vs. quantitative data)
3. Analyse the student’s selection behaviour/ members satisfaction
  - It is important to analyse the student’s selection behaviour/ member’s satisfaction in order to get a picture of your marketing possibilities. (e.g. what parameters the students focus on)
4. Analyse the environment
  - Look into the political, economical, socio-cultural and technological conditions. This gives you an overview of your options in a specific market and it also gives you information about the mentality of your potential members. There is a quite big socio-cultural differences across countries.
5. Analyse the competitive situation
  - To get an indication of the intensity of rivalry in the line of activities you must focus on and analyse the entry and exit barriers.
6. Analyse your strategic position
  - By using the SWOT-analysis you get an idea of the organisations strategic position. It makes it possible to evaluate if the strategic objectives are realistic.
  - To analyse the strategic position you have to focus on the **Strengths** and **Weaknesses** of the organization, and **Opportunities** and **Threats**, which exist in the market.

### **The Decision-making Phase of a market research**

7. The objectives of ELSA
  - What is the object of the market research?
  - What are ELSA’s objectives?

8. Main strategy to fulfil the objectives
  - What strategical approach should ELSA use?
9. Segmentation
  - Which segment(s)/ target group do you wish to approach?
10. The strategy of competition
  - The strategy used to handle your competitors should depend on your relative strength, risk profile, capital strength etc. You define you own profile being market leader, market challenger, market follower and market niche. Your competitors have different reaction profiles ex: Laid-back competitors, selective competitors, tiger competitors and stochastic competitors.  
(Kotler's classification of the organisation's action profile)
11. The marketing mix
  - The 4 P's (price, product, place and promotion) and their composition should be evaluated according to how important the customers find each of the 4 P's.
12. The plan of action and budget
  - In the light of the chosen strategy, objectives and the composition of the marketing mix you should draw up a plan of action and a budget.
13. Control
  - It is important to check up on the plan of action from time to time to see if the accomplished market analysis works. It is a good idea to construct the budget in such a way that you each year can check if you have obtained the objectives and kept the budget. This gives you the possibility to take the necessary steps to intervene and adjust the activities if the conditions change.
14. Reversibility / Irreversibility
  - If the marketing approach fails it is important to have made an evaluation of, how you can withdraw the plan of action and the expenses without big economical and time consuming consequences.
15. Conclusion

*By Emily Bajll*

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**Statement on the Final Account**  
**Robert Tremel – Treasurer, ELSA International 2001/02**

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According to Article 52 of the Statutes the audited final accounts shall be submitted to the council at the autumn council meeting immediately of the following year.

Due to special circumstances the final accounts will be presented to the council at the spring council meeting.

The reason is, that I wanted to finalize the accounts at home and I wanted to take the accounts and most the financial papers home with me, since I was going to come back to Brussels only two weeks later again in order to meet Ivan for transition.

Unfortunately the bag with the financial documentation, meaning invoices, bank statements, Visa statements and partly claim forms was stolen at the station. Instead of financial papers I only had a paper by the police that they were stolen.

After consulting the auditors, my board and some seniors I tried to get as many copies and reprints as possible. This took some time and not all the papers can be found again.

During the auditing still some numbers were not completely clear and some numbers are known, but not documented. So the auditors and me came to the conclusion the best procedure would be to try to get some more information especially from my board members and the OC of the ELSA House Training Week and ask them to confirm the estimated numbers.

This procedure cannot be finished before the ICM and another auditing session will be necessary as well. Even though I don't consider it impossible to present the final accounts at the autumn ICM, the number would base on a very uncertain basis and therefore not fulfill the requirements of accounting and auditing standards any more.

I hope you understand the situation we are in because of the stolen papers and hope for your patience.

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**Annex  
Activity Report Forms and Sheets**

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What follows are the questionnaires referred to in our agenda together with forms that can be used during the ICM to track the state of the network personally. Please save time during the ICM - answer them and bring them to the ICM, those failing to do so will have to reply to them during the ICM itself.

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AA Activity Report Form 2002

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Studies Abroad

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1. Do you have a reception programme for International students? Yes ☐ No ☐
2. Do you inform students of possibilities to study abroad? Yes ☐ No ☐
3. Did you submit all the GLSE updates for your country? Yes ☐ No ☐

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Bridging Theory and Practice

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4. Do you organize Moot Courts? Yes ☐ No ☐
5. Do you organize A National Moot Court Competition? Yes ☐ No ☐
6. Number of Local Moot Courts organised?
7. Number of Legal Debates held?
8. Number of Lectures / Panel Discussions held?

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Legal Writing

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9. Do you hunt for Articles for ELSA SPEL? Yes ☐ No ☐
10. Number of Essay Competitions organised?

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Legal Research

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11. Number of Legal Research Groups Held?
12. Number of Law related topics submitted for ELSA's Law Web?

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The Commitments

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13. Number of AA events having a Human Rights theme held?
14. Number of AA events having the IFP theme held?



## S&amp;C Activity Report Form 2002

1. Number of Seminars Held	<input type="text"/>
2. Number of Conferences Held	<input type="text"/>
3. Number of Law Schools Held	<input type="text"/>
4. Number of Study Visits	<input type="text"/>
5. Do you organise Institutional Visits If yes, where	Yes <input type="checkbox"/> No <input type="checkbox"/>
<input type="checkbox"/> Council of Europe	<input type="checkbox"/> European Institutions
<input type="checkbox"/> UN	
6. Number of Human Rights events	<input type="text"/>
7. Number of IFP events	<input type="text"/>

---

**STEP Activity Report Form 2002**

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**1. Number of Jobs Found**

Jobs found in:

2. Medium-sized law firms

3. Smaller-sized law firms

4. Companies

5. Institutions

**6. Number of National Traineeships****7. Number of Unpaid Traineeships****8. Number of Applicants found**

**BEE Activity Report Form****Fundraising****1. Who are your current sponsors:**

Reply:

**2. Who are currently being approached:**

Reply:

**3. Which is your main Fundraising model:**

- ☐ A) Sponsor Circle Model (All sponsors are Equal)
  - ☐ B) Sponsor step model (Different steps, *quid pro quo*)
  - ☐ C) Premium sponsor model (A super sponsor and a pool of equals!)
  - ☐ D) Anarchy model (Everybody contributes what he wants and gets what he can!)
  - ☐ E) Project model (A sponsor is partner of a specific programme)
- (please tick the appropriate one)

**Expansion****4. Has the number of your local groups increased over the last year? Yes ☐ No ☐****Planning****5. Do you do a One Year Operational Plan? Yes ☐ No ☐****Alumni****6. Do you cooperate with your Alumni? Yes ☐ No ☐****Institutions****7. Do you cooperate with:**

- ☐ Council of Europe      ☐ European Institutions      ☐ UN

*(if you feel it necessary...  
do not hesitate to attach other papers with this info*

*Seriously!!!*

## IM Activity Report Form 2002

## Communication

1. Do you have email lists? Yes ☐ No ☐  
*As cool as ours!!???*

2. Do you send newsletters to members? Yes ☐ No ☐

## Internal Structure

3. How many of your Local Groups are Active?

4. Average number of Board Members in your Local Groups?

5. Number of Board Members in your National Groups?

6. Are they all registered in ELSA ONLINE? Yes ☐ No ☐

7. Start of your office turn?

8. Do you have decision books? Yes ☐ No ☐

9. When was it last updated?

10. Is your Group formally registered as an Association? Yes ☐ No ☐

## Administration

11. Do you take minutes? Yes ☐ No ☐

12. Do you have an Archive? Yes ☐ No ☐

13. Do you have transition? Yes ☐ No ☐

14. Do you use any pre-prepared transition material? Yes ☐ No ☐

## Training

15. Do you organise any training events for your Local Groups? Yes ☐ No ☐

16. How often?

17. Do you use the ITP / National Trainers Pool? Yes ☐ No ☐

18. Do you use Alumni? Yes ☐ No ☐

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FM Activity Report Form 2002

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1. Do you do Budgets? Yes ☐ No ☐

2. Do you have audited accounts? Yes ☐ No ☐

3. Do you have professional bookkeeping? Yes ☐ No ☐

4. Do you apply for grants? Yes ☐ No ☐

5. Number of General Sponsors:

6. Number of Project Sponsors?

7. What kind of income do you get from your local groups?

Specify the income items:

---

**Marketing Activity Report Form 2002**

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**Market Research**

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1. Do you do Market Research? Yes ☐ No ☐

2. Who is your primary target group when producing marketing Materials?

☐ Members

☐ Students

☐ Externals

**Promotion**

---

3. Do you have a web page? Yes ☐ No ☐

4. Do you have members' magazines? Yes ☐ No ☐

5. Do you use Media when promoting events/ ELSA? Yes ☐ No ☐

☐ Newspapers

☐ Radio

☐ TV

**Synergy**

---

6. Who is your primary target group when distributing Synergy?

☐ Active Members

☐ New Members

☐ Externals

7. Please bring along your marketing material so that we can all be amazed by each other's brilliance!!!!!!!

**AA Activity Report - Results 2002**

	ALB	AU	BE	B&H	CR	CzR	DK	EST	FIN	FRA	GEO	GER	GRE	HU	ICE	IR	IT	KZ	LV
Receptions																			
SA events																			
GLSE updates																			
Organise:																			
Nat. MCC																			
Loc. MCC																			
Debates																			
Lectures																			
SPEL																			
Essay Comp																			
LRGs																			
ELW																			
HR Events																			
IFP Events																			



	LT	RoM	MLT	NE	NO	PL	POR	RO	RU	SLR	SLO	SP	CH	TUR	UA	UK	YU
Receptions																	
SA events																	
GLSE updates																	
MCCs																	
Nat. MCC																	
Loc. MCC																	
Debates																	
Lectures																	
SPEL																	
Essay Comp																	
LRGs																	
ELW																	
HR Events																	
IFP Events																	

**S&C Activity Report Form – Results 2002**

	ALB	AU	BE	B&H	CR	CzR	DK	EST	FIN	FRA	GEO	GER	GRE	HU	ICE	IR	IT	KZ	LV
Seminars																			
Conferences																			
Law Schools																			
Study Visits																			
IV – Coe																			
IV – EI																			
IV – UN																			
HR events																			
IFP events																			

	LT	RoM	MLT	NE	NO	PL	POR	RO	RU	SLR	SLO	SP	CH	TUR	UA	UK	YU
Seminars																	
Conferences																	
Law Schools																	
Study Visits																	
IV – Coe																	
IV – EI																	
IV – UN																	
HR events																	
IFP events																	

**STEP Activity Report – Results 2002**

	ALB	AU	BE	B&H	CR	CzR	DK	EST	FIN	FRA	GEO	GER	GRE	HU	ICE	IR	IT	KZ	LV
Numb of Jobs																			
Med. Firms																			
Small Firms																			
Companies																			
Institutions																			
National																			
Unpaid																			
Trainees																			

	LT	RoM	MLT	NE	NO	PL	POR	RO	RU	SLR	SLO	SP	CH	TUR	UA	UK	YU
Numb of Jobs																	
Med. Firms																	
Small Firms																	
Companies																	
Institutions																	
National																	
Unpaid																	
Trainees																	

**BEE Activity Report – Results 2002**

	ALB	AU	BE	B&H	CR	CzR	DK	EST	FIN	FRA	GEO	GER	GRE	HU	ICE	IR	IT	KZ	LV
Sponsors																			
Approaches																			
FR Model																			
Expansion																			
OYOP																			
Alumni																			
Institutions																			
H R																			
IFP																			

	LT	RoM	MLT	NE	NO	PL	POR	RO	RU	SLR	SLO	SP	CH	TUR	UA	UK	YU
Sponsors																	
Approaches																	
FR Model																	
Expansion																	
OYOP																	
Alumni																	
Institutions																	
H R																	
IFP																	

**IM Activity Report - Results 2002**

	ALB	AU	BE	B&H	CR	CzR	DK	EST	FIN	FRA	GEO	GER	GRE	HU	ICE	IR	IT	KZ	LV
Email Lists																			
Newsletters																			
Active LGs																			
Number of BM in LG																			
Numb of BM in NB																			
In EO																			
Start of Term																			
DecBook?																			
Updated?																			
Association																			
Minutes																			
Archive																			
Transition																			
Tran. Plan																			
Training events																			
Number?																			
ITP/NTP?																			
Alumni																			

	LT	RoM	MLT	NE	NO	PL	POR	RO	RU	SLR	SLO	SP	CH	TUR	UA	UK	YU
Email Lists																	
Newsletters																	
Active LGs																	
Number of BM in LG																	
Numb of BM in NB																	
In EO																	
Start of Term																	
DecBook?																	
Updated?																	
Association																	
Minutes																	
Archive																	
Transition																	
Tran. Plan																	
Training events																	
Number?																	
ITP/NTP?																	
Alumni																	

**FM Activity Report – Results 2002**

	ALB	AU	BE	B&H	CR	CzR	DK	EST	FIN	FRA	GEO	GER	GRE	HU	ICE	IR	IT	KZ	LV
Budgets																			
Audited Accounts																			
Bookkeeping																			
Grants																			
G. Sponsors																			
P. sponsors																			
Income LGs																			

	LT	RoM	MLT	NE	NO	PL	POR	RO	RU	SLR	SLO	SP	CH	TUR	UA	UK	YU
Budgets																	
Audited Accounts																	
Bookkeeping																	
Grants																	
G. Sponsors																	
P. sponsors																	
Income LGs																	

**Marketing Activity Report- Results 2002**

	ALB	AU	BE	B&H	CR	CzR	DK	EST	FIN	FRA	GEO	GER	GRE	HU	ICE	IR	IT	KZ	LV
Mar Research?																			
Primary Target Grp																			
WWW																			
Magazine																			
Media																			
Target for Synergy																			

	LT	RoM	MLT	NE	NO	PL	POR	RO	RU	SLR	SLO	SP	CH	TUR	UA	UK	YU
Mar Research?																	
Primary Target Grp																	
WWW																	
Magazine																	
Media																	
Target for Synergy																	



**Sample Transition Form  
ELSA Norway****Step 1 - MARKETING**

Are all law student in your country familiar with a) the existence and meaning of “E-L-S-A”,

b) the activities ELSA provides students with and c) how to get in touch with their ELSA local group?!

- ☐ Do your Local Groups have visible promotional boards at every law faculty?!
- ☐ Are international S&C/ STEP/ AA posters promoted on these boards?
- ☐ Do you promote [www.elsa.org](http://www.elsa.org) and your national web site actively in the student community?
- ☐ Do students know where to find ELSA's office? Are *all* new students introduced to ELSA?!

**Step 2 - RECRUITMENT**

Do your Local Groups have enough members to organise events and keep up its activities? Are enough people running for posts on your Local/National Boards? If not, have you tried recruitment techniques like;

- ☐ “ELSA stands” at local faculties and “ELSA free lunch” for information & folder distribution.
- ☐ high-quality lectures (guest speakers) which includes a 5 minute “ELSA info-session” at the end.
- ☐ financial support for attendance at international ELSA events (= recruitment and motivation!!)

**Step 3 - COMPETENCE**

- ☐ Do all local board members have the competence required to carry out their tasks successfully?!
- ☐ Do they really get training of high quality? (ITP or other qualified ELSA trainers)
- ☐ Do they all have up-to-date copies of ELSA's international decision books? ([www.elsa.org](http://www.elsa.org))
- ☐ Is there a motivation problem in any of the boards that you could help solve? (there usually is!)

**Step 4 - FLOW OF INFORMATION**

- ☐ Do local and national board members communicate efficiently with each other and internationally?
- ☐ Is every board member on a national e-mail lists? Are all addresses accessible online?!!
- ☐ Are all national board members on “[all-of-elsa](#)” and respective “[bee/im/fm/mr/aa/step/s&c](#)” lists?
- ☐ Do local & national board members have a copy of ELSA international's e-mail netiquette?
- ☐ Are all board members registered in ELSA ONLINE? Do they know how to use the system?!!

**Step 5 – TRANSITION**

Do local & national board members get *thorough* transitional education that includes the following:

- ☐ task description forms for all posts on the board + other explanatory notes on importance
- ☐ ICM and NCM check lists, and a calendar of the ELSA year (important events and deadlines)
- ☐ ELSA local, national and international statutes! (updated versions)
- ☐ ELSA local, national and international decision books (updated versions), OYOPs and TYTPs!

... and do you spend enough time going through these documents and the [www.elsa.org](http://www.elsa.org) site!

**Step 6 – NETWORKING**

- ☐ Do board members fully understand how ELSA functions as an international network?!
- ☐ Do all national board members attend at least one international event? (why not?!)
- ☐ Do local groups promote ELSA's international activities to all local law students?
- ☐ Do you ever organise regional events in cooperation with neighbouring ELSA groups?!!

**Step 7 – ICM ATTENDANCE**

- ☐ Do you plan to fundraise for and attend ELSA's International Council Meetings with a full board?!!
- ☐ Are you aware of the motivational benefits and training provided at such event?!
- ☐ Do you promote the ICM to local board members - and do you send extra delegates?!
- ☐ Do candidates who run for the national board know that they're expected to attend ICMs?!!!!

**Step 8 – INTER-SESSIONAL WORK**

- ☐ Do you follow up on ICM decisions and discussions that have taken place at IPMs and ISMs?
- ☐ Do you distribute up-dated reports and decision books to all board members after an ICM?!
- ☐ Do you take part in discussions and inter-sessional work through international e-mail lists?!
- ☐ Do you use NCM and ICM minutes when preparing for a new NCM/ICM?
- ☐ Do you help draft ICM agendas in cooperation with your international colleagues?

**Step 9 – KEY EVENTS**

- ☐ ICM, IPM and ISM for board members – ELSA House Training Week for freshers. Attend!
- ☐ Do you plan for full attendance when drafting your OYOP, budget and fundraising plans?!

**Step 10 - SUPPORTING AREAS VS. KEY AREAS**

- ☐ Does the administration (BEE, IM, FM, Mark.) *actively* support the key areas (AA, S&C, STEP)?!
- ☐ Do administrators always have key areas in mind when carrying out their work?!
- ☐ How much of your board's work does result in *concrete activities* that benefit local law students?!



## Implementation Package II

### The Revenge!!!!

**From the minutes of the ICM Rome 1998 II**

*"ELSA Germany reminds the WS that if we start an ELSA International MCC then all of us have the duty to make it work, to find the teams, to do fundraising, etc."*

The EMCC is not a project of ELSA International, it is a project of the whole network success depends and can only be achieved if both ELSA International and the groups work together.

The groups are responsible for implementing the EMCC on a local and national level, However, as will be seen from the breakdown of your responsibilities, implementing the EMCC is a simple task. To further aid you in your tasks we have also added a number of annexes which can provide ideas when implementing the project.

**Contents**

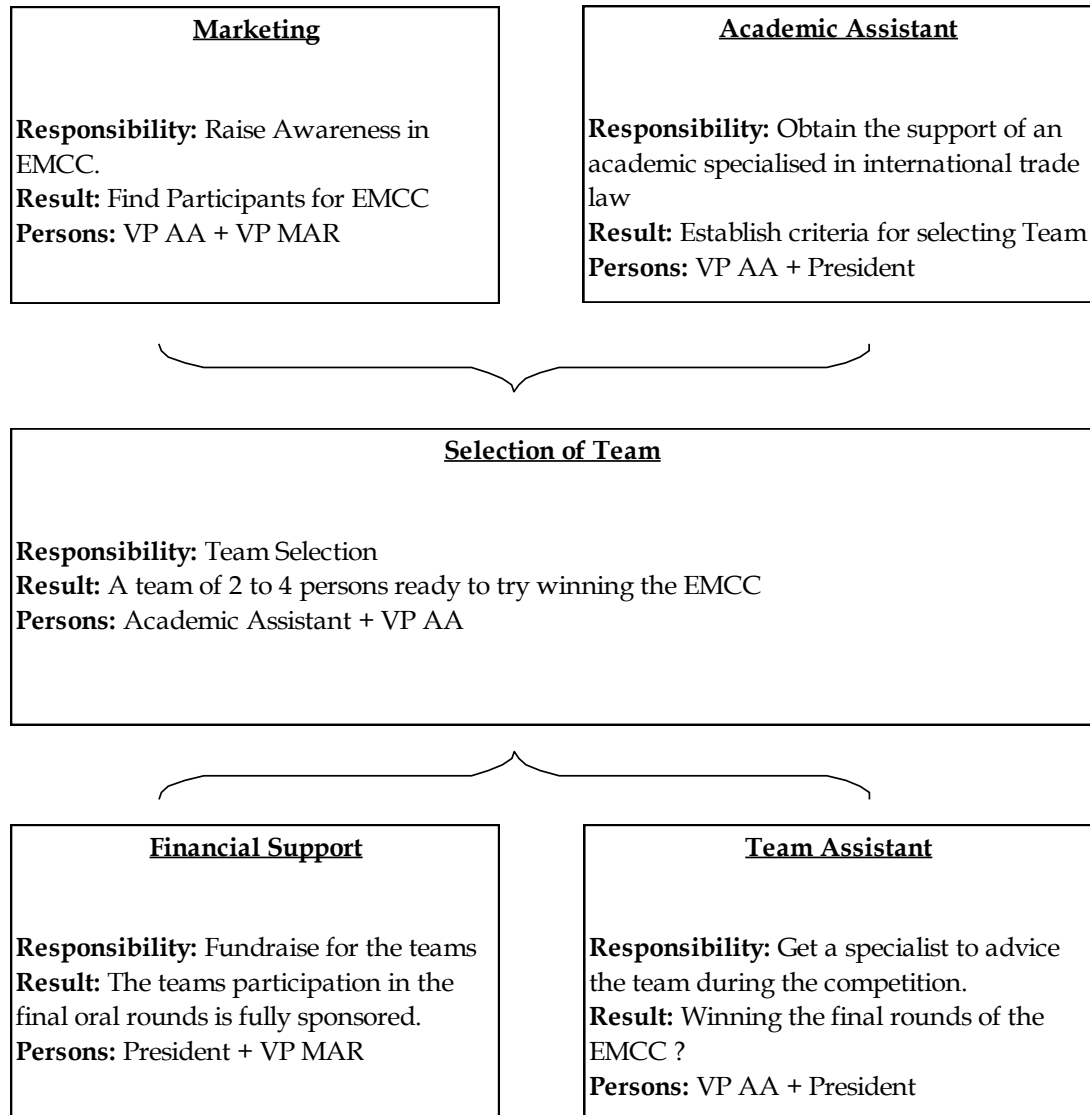
<b>Introduction to this package</b>	<b>1</b>
<b>Scheme of Implementation Tasks</b>	<b>2</b>
<b>Explanation of Responsibilities</b>	<b>3</b>

**The aim of ELSA's MCC**

The idea of ELSA's Moot Court is to group all the network's Moot Court Competition's into one huge, international project that greatly improves ELSA's academic profile on an international level. While improving ELSA's profile the EMCC also makes it easier for the groups to organise moot courts – since the IOC will be providing the case and a common structure for the competition, groups can also use potential participation final oral rounds as a prize for those local rounds where it proves impossible to find any other prize.

**The importance of Trade Law  
(see Article in Synergy)**

### **Implementation of the EMCC** **Scheme**



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## 1 Before selecting team

### Marketing

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**Responsibility:** Make students and institutions aware of the EMCC

**Reasons:** The EMCC is an international Moot Court Competition that greatly improves ELSA's academic profile on both an international level and local level.

**Result:** Get students to participate in the EMCC

**Aids:** ELSA International will provide you with marketing materials such as Brochures and posters; power point presentations will be made available on the ELSA Archive.

Other manners of marketing:

**Responsibility:** Hold lectures/ panel discussions on International Trade Law or WTO Law

**Reasons:** These are both very relevant and hot topics nowadays. Attention is focused on the WTO at the moment making it easy to organise lectures on this topic. At the same time a number of firms and financial institutions might be interested in sponsoring lectures on International Trade law.

**Result:**

- ❑ Send copies of any papers presented at these lectures to ELSA International
  - to be used in a publication on the topic.
- ❑ Send details about the lecturers
  - to be used by national groups, as an advisory board, in organising national moot court competitions.

### Academic Assistance

**Responsibility:**

Obtain the support of an academic specialised in international trade law.

**Reason:** Having an academic (or lawyer) specialised in the topic to help you implement the EMCC.

**Result:**

Tasks of Academic Assistant:

- ❑ Assist in finding students
- ❑ Determine which team will represent the university in the EMCC.
- ❑ Assist in promoting the competition

Your task:

- Inform ELSA International about these Assistants.
- to be used as a direct contact with the universities when informing them on the EMCC

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## 2. The Selection Process

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**Selection of teams**

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**Responsibility:** select one team to represent the each faculty in the EMCC

**Reason:** There can only be one team of between 2 to 4 people per law faculty participating in the EMCC. Use Academic Assistant to select a team.

**Result:** The team selected must be competent enough to impress the judges.

For this reason while there is no fixed way for selecting teams certain minimum criteria must be adhered to:

- The participants selected must have proved their knowledge in the topic.

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**3. Post-Selection – Supporting the Team**

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**Team Assistance**

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**Responsibility:** Find an academic/lawyer to assist a team participating in the EMCC.

**Reason:** While Academic Assistance assists the ELSA Group, Team Assistance is there to help the team prepare itself and have a better chance in the EMCC.

**Result:** Having better prepared teams means having higher standards in the competition.

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**Supporting the Team.**

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**Responsibility:** Help fundraise for the teams.

**Reason:** By helping the teams with their costs their experience can be made much more enjoyable. At the same time by taking care of the fundraising you ensure that the contacts are maintained for future years AND fundraising regulations aren't violated.

**Result:** Teams taking part in the EMCC have to pay the application fee and the postage of 3 copies of their memorials. Where they are selected they must also pay their travel costs and a participation fee (equivalent to the S&C Maximum Participation Fee – around 27 Euros).